



Ipswich Borough Council

Local Plan Project Initiation Document (PID)



IPSWICH
BOROUGH COUNCIL

October 2026

Local Plan Project Initiation Document - Table of Contents

1. Overview	3
2. Plan Scope.....	5
3. Plan Timeline	11
4. Governance and Decision-Making	12
5. Evidence	14
6. Stakeholder Engagement	15
7. Risks and Mitigation.....	17
8. Version Control/ Change Log.....	21

LOCAL PLAN PROJECT INITIATION DOCUMENT

This document is based upon the Planning Advisory Service (PAS) Local Plan PID template and guidance (August 2025) - [Local Plan Project Initiation Document \(PID\) Template and Guidance | Local Government Association](#)

1. Overview

1.01 **Project Title:** Ipswich Local Plan: 2026- 2045

1.02 **Version:** 1.0

1.03 **Date:** 26 October 2026

Purpose of this PID document:

- 1.04 This Project Initiation Document (PID) sets out the management framework for delivering the Ipswich Local Plan (2026–2045), providing clarity on the Plan’s scope, governance arrangements, resources and programme. It also explains how the Council will meet the Government’s requirements and milestones for Local Plan preparation under the [reformed plan-making system](#).
- 1.05 Local Plans are statutory documents which Councils must produce as a key component in the national plan-led planning system. National reforms have changed how and when local planning authorities prepare Local Plans. The current Ipswich Local Plan was adopted in March 2022. Under the re-formed plan-making system transitional arrangements, the Council is legally required to give notice of its intention to commence preparation of a new plan by 31 December 2026 and to publish its Gateway 1 self-assessment by 30 April 2027. Under the Local Plan Implementation Funding scheme, the Ministry of Housing, Communities and Local Government (MHCLG), has provided Ipswich Borough Council with funds to assist with producing the new Ipswich Local Plan. Under this scheme, the Council must produce its notice of intention to commence Local Plan preparation by 30 June 2026, and subsequently a Gateway 1 self-assessment by 31 October 2026. The Council published its notice to commence Local Plan preparation, and the timetable on 25 June 2026, meeting the first funding requirement. Work is now progressing towards completion of the Gateway 1 self-assessment by 31 October 2026.
- 1.06 The PID is intended as a reference document for a wide audience, including Council leaders, elected Members, the community, statutory consultees and stakeholders. It supports effective decision-making and ensures that all parties understand their roles and responsibilities throughout the plan-making process.
- 1.07 The contents of this PID, including the timetable, remain subject to the progression of legislation, national planning policy and associated reforms. It is therefore intended to function as a living document that will be maintained and updated throughout the life of the project. Where relevant, the Council’s focused town centre work is referenced, reflecting the close relationship with, and contribution to, Local Plan preparation.

1.08 The overall process of Local Plan production can be summarised in Figure 1.

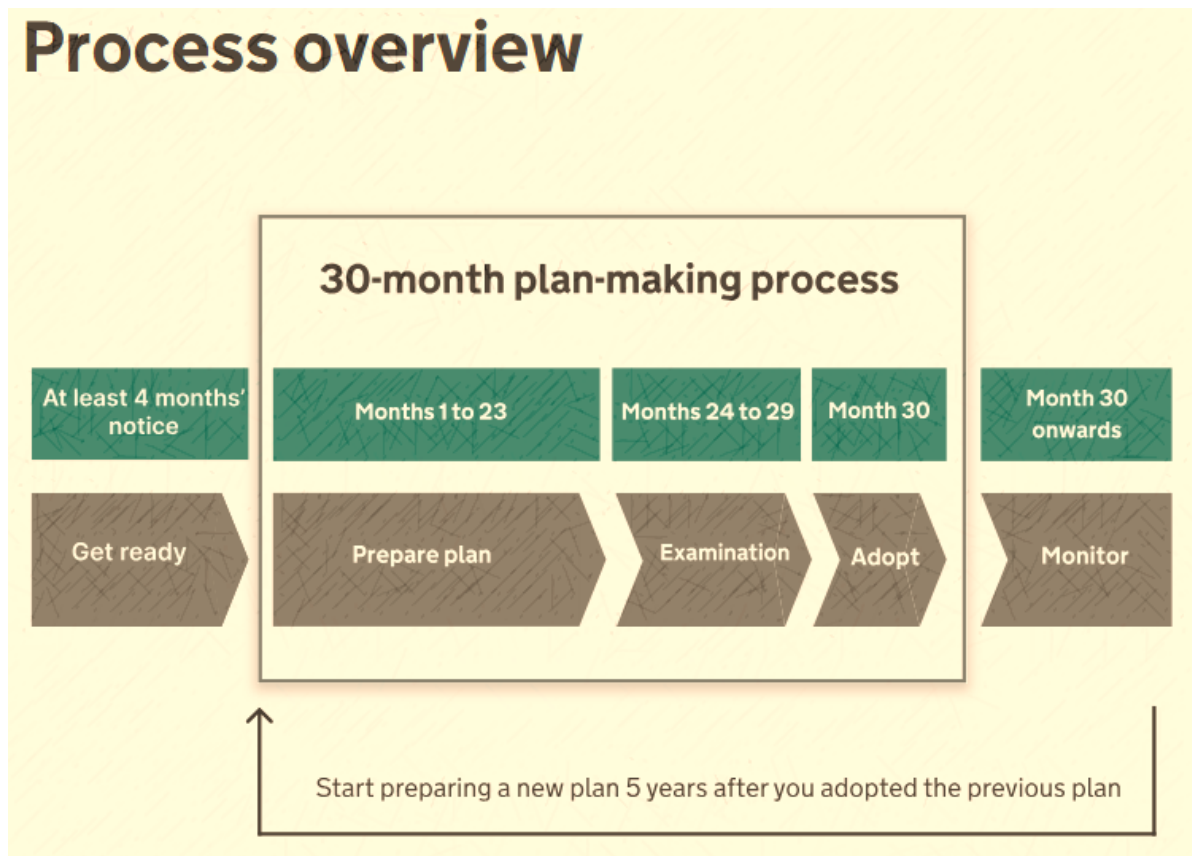


Figure 1 – Government Guidance – Local Plan making overall process overview

2. Plan Scope

Role of Plan

- 2.01 A Local Plan is the spatial expression of the Council's Corporate Strategy, translating the Council's wider ambitions and priorities into decisions about the future development of Ipswich. It sets out how land will be used and developed, providing the framework to guide growth, regeneration and planning decisions so that development takes place in appropriate locations and in a coordinated and sustainable manner.
- 2.02 The Local Plan must be grounded in a comprehensive and up-to-date understanding of local circumstances, ensuring that its strategy and policies respond to Ipswich's specific spatial characteristics, development pressures, infrastructure capacity and community priorities, and provide a sound and deliverable framework for guiding future growth.
- 2.03 For Ipswich, this means the Local Plan will place a strong thematic emphasis on meeting housing needs, with the Government's Standard Method providing the starting point for assessing the Borough's housing requirement.
- 2.04 The Local Plan will also support the creation of a vibrant and resilient town centre that responds to changing economic conditions, evolving patterns of retail, leisure and employment, and the needs of residents, businesses and visitors. The Local Plan will take account of the evolving town centre strategy and associated work, ensuring that regeneration priorities, development opportunities and delivery mechanisms are embedded within the spatial strategy and policies.
- 2.05 To remain effective over time, the Local Plan will include flexible policies that can respond to changing local circumstances, economic conditions and community priorities, ensuring it continues to guide sustainable growth and development as new challenges and opportunities emerge.

Summary of Plan Scope:

- 2.06 The Local Plan is the spatial expression of the Council's corporate priorities and ambitions, providing the link between the Council's vision, financial plan and spatial decision making.
- 2.07 The Ipswich Local Plan 2026-2045 will entirely replace the adopted (2022) Ipswich Local Plan 2018-2036. The new Local Plan will focus on addressing the Government's ambitious new housing targets, supporting the delivery of a thriving town centre, and ensuring that policies are sufficiently flexible to adapt to changing local and national circumstances. It will be prepared having regard to the new National Development Management Policies (NDMPs), focusing local policies on matters where a locally specific approach is required and avoiding unnecessary duplication of national policy. This will help ensure the Plan remains effective as the wider national planning framework evolves

Meeting future housing needs

2.08 A key driver for the new Local Plan is the Government's Standard Method for calculating housing need. This has led to a substantial increase in Ipswich's identified local housing need which the Local Plan will need to seek to plan for. As calculated in August 2026, the Borough's identified local housing need is 715 dwellings per year, compared to 460 dwellings per year currently planned for in the adopted Local Plan. This represents a step-change in the scale of growth which Ipswich is expected to accommodate.

A thriving, resilient town centre

2.09 The new Local Plan will also reaffirm and strengthen Ipswich's commitment to delivering a thriving, resilient, and diverse town centre. Nationally, town centres are experiencing significant structural change in response to the shifts in retail behaviour, working patterns and leisure trends. Ongoing work to review and shape the future of Ipswich town centre will be embedded through the Local Plan, ensuring that regeneration priorities and opportunities are reflected in its spatial strategy. This approach aligns with the Ipswich Corporate Strategy, which envisages a town centre which is vibrant, welcoming and reflective of Ipswich's unique identity as the county town of Suffolk.

Flexibility and adaptability

2.10 Local Plans must look ahead no less than 10 years from the point of adoption. Recognising that local and national contexts will continue to evolve, the Ipswich Local Plan 2026-2045 will be underpinned by a framework of flexible and adaptive policies. This will ensure the plan delivers sustainable and inclusive growth throughout the plan period.

2.11 Since the adoption of the current Local Plan (2022), national planning policy has undergone significant change, particularly through successive updates to the National Planning Policy Framework (NPPF), the Town and Country Planning (Local Planning) (England) Regulations 2026 and Levelling-Up and Regeneration Act 2023. The preparation of a new Local Plan provides an opportunity to ensure Ipswich's planning framework remains up to date and appropriate for the needs and ambitions of Ipswich.

2.12 In a plan-led system, the Local Plan provides the foundation for local control over planning decisions.

Relationship to other relevant plans and programmes at the regional or local level:

Corporate Plans, Strategies and Policies

2.13 The Ipswich Local Plan 2026–2045 will operate within a broad framework of corporate plans, strategies, and policies that together articulate the Council's ambitions for the Borough.

2.14 The following key corporate documents are of particular relevance:

Ipswich Borough Council Corporate Strategy Proud of Ipswich: Championing our Communities and Revitalising our Town

- 2.15 Sets out the Council's overarching vision to build pride in Ipswich, strengthen communities, and enhance the town's economic, cultural, and environmental vitality. The Local Plan will play a central role in delivering this vision through policies that support regeneration, placemaking, and sustainable growth.

Emerging Town Centre Strategy (in preparation)

- 2.16 A place-based strategy is being developed to support regeneration, investment and delivery in Ipswich town centre. The outputs of this work will provide a spatial and evidence foundation that can inform Local Plan policies, site allocations and implementation priorities.

Cornhill Strategy

- 2.17 Provides a framework for enhancing the heart of Ipswich town centre as a civic, commercial, and cultural focus. Its objectives complement the wider work being undertaken through the emerging Town Centre Strategy and will help inform the Local Plan's approach to the town centre, heritage, public realm and placemaking.

Housing Strategy 2025-2030

- 2.18 The Housing Strategy sets out the Council's priorities for meeting housing needs across Ipswich, including the supply of suitable and affordable homes, improving housing quality and supporting residents to access and maintain appropriate accommodation. The Local Plan will be an important mechanism for supporting these objectives through its approach to housing growth, affordable housing, housing mix and the location and quality of new development.

Invest in Ipswich – Inward Investment Strategy

- 2.19 The Inward Investment Strategy seeks to strengthen Ipswich's economy and position the town as an attractive location for investment, business and development. Its priorities include regeneration, placemaking, the town centre and Waterfront, public realm, leisure and culture. The Local Plan will support these ambitions by providing an enabling policy framework, identifying opportunities for development and investment, and supporting the delivery of high-quality places.

Ipswich Place Brand Strategy – The Home of Opportunity

- 2.20 The Ipswich Place Brand Strategy establishes a shared vision and identity for Ipswich, centred on the proposition of Ipswich as “The home of opportunity”. Developed through engagement with partners and stakeholders, the strategy seeks to strengthen perceptions of Ipswich and promote the town as a place where people want to live, work, visit, invest and thrive.
- 2.21 The Local Plan has an important role in helping to translate this ambition into the physical development of the town. Through its spatial strategy, policies and site allocations, the Plan can support high-quality placemaking, regeneration and investment and help create distinctive, attractive and successful places which reinforce Ipswich’s identity and long-term ambitions.

Sports and Physical Activity Strategy 2022–2027 and Sports and Facilities Strategy 2022–2030

- 2.22 Promotes healthy, active lifestyles and ensuring accessible, high-quality sports facilities. The Local Plan will support these objectives through policies on open space provision, active travel, and community infrastructure.

Communications, Digital and Community Engagement Strategies

- 2.23 These strategies collectively set out how the Council communicates, engages, and delivers services to residents, stakeholders, and partners. Together, they underpin the Council's commitment to openness, innovation, and inclusion.
- 2.24 The Communications Strategy establishes the framework for transparent and accessible communication, ensuring that residents and stakeholders are informed and able to participate meaningfully in decision-making processes.
- 2.25 The Digital Strategy aims to modernise Council services and harness technology to improve efficiency, connectivity, and community access.
- 2.26 The Community Engagement Strategy commits to inclusive and proactive engagement across all communities in Ipswich.
- 2.27 The new plan-making system embeds formal community and stakeholder engagement; and these broad principles underpin the Council's approach, ensuring that engagement remains inclusive, transparent, and proportionate throughout the preparation of the Ipswich Local Plan 2026–2045.
- 2.28 Collectively, these corporate strategies provide the context for the new Local Plan. The Plan will translate these ambitions into a spatial strategy that guides where and how change occurs across Ipswich, ensuring that future growth contributes to the delivery of corporate outcomes.

Neighbouring Local Planning Authorities Emerging Local Plans

- 2.29 Neighbouring Suffolk local planning authorities are commencing preparation of their respective new Local Plans (including a new Waste & Minerals Local Plan for Suffolk). The emerging work across these authorities is directly relevant to the Ipswich Local Plan 2026–2045.. The Councils are working together, as far as possible, to share and align plan-making preparation and key evidence across the wider area which will support a smoother transition to the new unitary arrangements and ensure continuity in plan-making. This approach will strengthen the collective ability of Suffolk's authorities to respond effectively to cross-boundary strategic issues.

Spatial Development Strategy (SDS)

- 2.30 The Government confirmed in January 2025 that Suffolk and Norfolk form part of the Devolution Priority Programme, with an elected Mayor to be established. The Mayoral Combined Authority will be responsible for preparing a Spatial Development Strategy (SDS) a new tier of strategic planning that may guide housing distribution and infrastructure priorities¹.
- 2.31 Collaborative working through the Suffolk Local Plans Group and the Suffolk Heads of Planning Group (and derivative groups) will ensure that Suffolk's local authorities are well positioned to engage constructively in the development of the SDS. This will enable local evidence, priorities, and spatial strategies to inform the regional planning agenda, ensuring that local objectives are reflected in any future combined authority strategic framework for Suffolk and Norfolk.

Other Ipswich Plans and Strategies

2.32 Relevant documents include:

- a) [Ipswich Borough Council Air Quality Action Plan 2025-2030](#)
- b) [Property Asset Management Strategy \(2025\)](#)
- c) [Ipswich Borough Council Economic Development Strategy \(2018\)](#)
- d) [Ipswich Homelessness and Rough Sleeping Strategy 2025–2030](#)
- e) [Ipswich Borough Council Play Area Strategy 2022-2027](#)
- f) [Ipswich Borough Council Biodiversity and Green Spaces Strategy \(2026\)](#)
- g) [Ipswich Supplementary Planning Documents](#)

Suffolk Plans and Strategies

2.33 Relevant documents include:

- a) [Suffolk Economic Strategy and Growth Plan, December 2024](#)
- b) [Education and Learning Infrastructure Plan \(currently being redrafted\)](#)
- c) [Preparing for the Future Joint Local Health and Wellbeing Strategy 2022-2027](#)
- d) [Suffolk Climate Emergency Plan \(2023\)](#)
- e) [Suffolk Flood Risk Management Strategy \(2016\)](#)
- f) [Suffolk Guidance for Parking \(2023\)](#)
- g) [Suffolk Green Access Strategy Rights of Way Improvement Plan 2020-2030](#)
- h) [Suffolk Local Transport Plan 2025-2040](#)
- i) [Suffolk Local Nature Recovery Strategy \(2025\)](#)
- j) [Suffolk Waste and Minerals Local Plan \(2020\)](#)
- k) [Suffolk Energy and Climate Adaptive Infrastructure Policy \(2026\)](#)

East of England

2.34 Relevant documents include:

- a) [South East Inshore Marine Plan \(2021\)](#)
- b) [Anglian Water - Water Resources Management Plan 2024 \(2025\)](#)
- c) [Anglian Water - Water Drainage and Waste Water Management Plan \(2023\)](#)

¹ Although the Mayoral Authority elections have been postponed, Suffolk County Council and Norfolk County Council will continue to progress preparatory work on the Spatial Development Strategy (SDS) in advance of the establishment of the Combined Authority.

3. Plan Timeline

Current Plan Stage:

- ☐ Before Notice to Commence Plan Making
- ☐ Notice to Commence Plan Making
- ☒ Gateway 1
- ☐ Vision and Strategy Development
- ☐ Gateway 2/ Draft Plan Preparation
- ☐ Gateway 3/Confirm Legal Compliance
- ☐ Examination to Confirm Soundness

3.01 The latest available [Government guidance \(March 2026\)](#), relating to implementation of the new planning system states that local planning authorities must reach the following early milestones for their Local Plan documents:

- *give notice of your intention to commence plan-making by **31 December 2026** or by the time your adopted plan is 4 years and 8 months old, whichever is the latest*
- *publish your Gateway 1 self-assessment by **30 April 2027** or by the time your plan is 5 years old, whichever is the latest*

Publishing your Gateway 1 self-assessment marks the start of the 30-month plan-making timetable.

Source: [Guidance: Rollout of the new local plan-making system \(published 6 March 2026\)](#)

Plan Timetable:

3.02 The formal timetable for the Ipswich Local Plan 2026 to 2045, together with the log of changes made (if any) is maintained online at - <https://www.ipswich.gov.uk/NewLocalPlanTimetable>.

4. Governance and Decision-Making

Summary of Governance

Current Governance Arrangements

- 4.01 In June 2026, Executive ([Report E/26/02](#)) agreed for delegated authority to be provided for the Head of Planning and Economic Development, in consultation with the Director of Operations and Place and the Portfolio Holder for Planning and Museums, be provided delegated authority to authorise a number of practical and technical processes for the Local Plan. A copy of the resolved decision is set out in Figure 01.
- 4.02 Subsequent stages of plan-making, including submission of the final Local Plan to the Secretary of State and formal adoption, require approval by Full Council.

Figure 01

It was RESOLVED:

i. That Executive delegates authority to the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning and Executive Director (Place, Operations & Communities) to take into consideration the advice received from Counsel and either:

a) Publish the Council's formal notice of intention to commence plan preparation on the existing Ipswich Borough Council geography and publication of the initial timetable based on the existing Ipswich Borough Council geography.

Or:

b) Enter into discussions with all Suffolk Authorities to prepare and publish a formal notice of intention to commence plan preparation and publication of the initial timetable based upon the new LGR boundaries.

ii. Subject to either i. a) or b) being implemented, Executive delegates authority to the Head of Planning and Economic Development, in consultation with the Portfolio Holder for Planning and Museums and Executive Director (Place, Operations & Communities), to:

a) Review and approve, as necessary, revisions to the Local Plan timetable which will supersede the adopted Local Development Scheme.

b) Undertake the scoping consultation (including the technical Strategic Environmental Assessment scoping).

c) Publish the outcome of the scoping consultation and any necessary supporting documents.

d) Publish the Gateway 1, Gateway 2 and Gateway 3 assessments and any necessary supporting documents.

e) Sign off the public engagement strategy for the Local Plan, which will supersede relevant sections of the adopted Statement of Community Involvement.

f) Undertake consultation on the proposed plan content and evidence.

Reason: To enable the timely commencement and progression of the Ipswich Local Plan in accordance with the requirements of the new plan-making system allowing for the potential to plan in an agile manner for the existing Ipswich Borough Council geography, or the new Unitary Council geography for Ipswich and South Suffolk.

Internal Governance

4.03 Corporate Management Team (CMT), Early Warning Group (EWG), Executive, Full Council.

Cross Authority Strategic Governance

4.04 Development Plans Officers Group (DPOG), Suffolk Heads of Planning (HoP), Ipswich Strategic Planning Area (ISPA) Board (or superseding Board), Suffolk Chief Officer Leadership Team (SCOLT), Suffolk Public Sector Leaders Group (SPSL).

New/Proposed Governance Arrangements

4.05 Planning Working Group (PWG) is proposed to oversee Local Plan preparation up until Submission. The PWG will invite representation from all political groups to ensure the process commands broad support. This arrangement will reduce the risk of delay at key milestones, which is essential in meeting the 30-month timeline. The PWG will have authority to guide draft plan-making decisions prior to consideration of a draft Local Plan document at Executive.

Mayoral Combined Authority

4.06 Once established, the Mayoral Combined Authority (MCA) will have responsibility for the Spatial Development Strategy (SDS). The Local Plan will need to conform with the SDS. Early and ongoing collaboration with the MCA will therefore be essential. Due to postponement of the mayoral elections, the establishment of the MCA has been postponed. In the interim period, Suffolk County Council is progressing work on the Spatial Development Strategy.

Council Lead (Portfolio Holder):

4.07 Councillor Carole Jones, Portfolio Holder for Planning and Museums.

Local Plan Sponsor (Lead Officer) and Senior Officer engagement approach:

4.08 Tomasz Kozlowski, Assistant Director Place and James Mann, Head of Planning and Economic Development, reporting through Corporate Management Team (CMT).

5. Evidence

Key Evidence

5.01 The Local Plan evidence base will be prepared through a combination of work undertaken in-house by the Council and specialist studies commissioned from external consultants. The Council's Policy Team will lead the preparation of key areas of evidence directly, as well as coordinating and project managing external commissions where additional specialist expertise or capacity is required. In practice this means:

- a) Drafting and agreeing briefs;
- b) Managing procurement;
- c) Chairing project inception and progress meetings;
- d) Reviewing interim outputs and ensuring alignment with Local Plan requirements;
- e) Managing dependencies
- f) Briefing relevant Members and senior officers on key findings

5.02 The full evidence base of reports for the Local Plan will be published and maintained online at - <https://www.ipswich.gov.uk/planning-and-building-control/new-ipswich-local-plan>. The range of evidence types are broadly anticipated to be scheduled as follows:

2026

- **Housing** – Objectively assessed needs (including Gypsies and Travellers, Travelling Showpersons), land supply.
- **Economic** – Employment land objectively assessed needs, retail objectively assessed needs, land supply, town centre masterplan strategy.
- **Environment** – Conservation area appraisals and management plans, heritage impact assessment, water resources capacity and flood risk assessments.
- **Infrastructure** – Car parking, transport assessment.
- **Miscellaneous** - Strategic Environmental Assessment (SEA) Scoping, Local Plan Gateway 1 self-assessment.

2027

- **Environment** – Habitats Regulations Assessment scoping (including air quality assessment).
- **Infrastructure** – Infrastructure delivery plan, transport assessment, sports and recreation facilities audits.
- **Miscellaneous** - Strategic Environmental Assessment (SEA), plan viability assessment.

2028

- **Miscellaneous** - Strategic Environmental Assessment (SEA), Local Plan Gateway 2 assessment, Local Plan Gateway 3 assessment.

6. Stakeholder Engagement

Member Engagement

6.01 Elected Members will be engaged throughout the plan preparation process through a structured programme of briefings, workshops and reporting through established governance arrangements. This will include opportunities for Members to contribute to discussions on the emerging vision, spatial options, policy development and draft plan proposals, helping ensure that councillors remain informed and able to represent the views of their communities.

6.02

Wider Engagement Approach:

6.03 Targeted pre-plan engagement activity commenced in mid-2025. These sessions were undertaken with a range of local organisations and stakeholders, including community groups, young people's organisations and town centre stakeholders. Early engagement with statutory consultees has also taken place through the Suffolk Local Plans Group during winter 2025/26, helping to establish early dialogue under the reformed plan-making system.

6.04 The Council undertook its first formal stage of engagement on the new Local Plan through the Scoping Consultation, which ran from 8 July to 2 September 2026 alongside consultation on the SEA Scoping Report. The consultation sought views on the key issues and opportunities facing Ipswich and provided an early opportunity for residents, organisations and other stakeholders to help shape the direction of the new Local Plan. Feedback from the consultation is being used to inform both the preparation of the Plan and the Council's approach to future engagement.

6.05 The Council has prepared an Engagement Strategy for the Local Plan, as required under the new plan-making system. The Strategy sets out how the Council will engage with communities and stakeholders throughout plan preparation, including the minimum opportunities for participation and measures to support accessible and inclusive engagement. It has also been informed by experience from the Scoping Consultation, including feedback on the timing, accessibility and format of engagement and the importance of demonstrating how comments have informed the plan-making process.

6.06 The Council has a specialist Local Plan consultation portal, which has successfully supported increased digital engagement during the Scoping Consultation. It will remain a key digital engagement tool throughout preparation of the new Local Plan. As a specialist plan-making platform, it is designed around Local Plan regulatory requirements and is robust for managing consultation responses as necessary.

6.07 Engagement will continue throughout the preparation of the Local Plan. The Council will continue to undertake targeted engagement with key site allocation stakeholders and infrastructure providers. Ongoing engagement will also take place with statutory consultees and neighbouring authorities to ensure that cross-boundary strategic matters are addressed constructively and that national requirements are met.

Vision and Key Issues Scoping Consultation

- 6.08 The Local Plan Scoping Consultation stage has engaged with community groups, stakeholders, statutory consultees and neighbouring authorities, including (as required by the regulations) requesting feedback on how these groups want to be engaged in the plan-making process.
- 6.09 In addition to the formal governance arrangements, it is suggested that there could be various touchpoints within the Local Plan process that enable participation with a wider group of Councillors. These might include:
- a) Participation in workshops during plan production, for example, in relation to drafting the vision and objectives for the Local Plan or to discuss potential development site options.
 - b) Updates via any Councillor briefings regarding key milestones, in particular prior to the launch of public consultation.
 - c) Participation at public consultation events.

Draft Plan – Formal consultation

- 6.10 The draft Local Plan will be published for formal public consultation, providing an opportunity for residents, businesses, stakeholders and statutory consultees to comment on the proposed strategy, policies and site allocations.

Council / Member Final Plan Preparation

- 6.11 Following consultation, representations will be reviewed and used to inform revisions to the plan prior to finalisation.

Final Plan – Formal consultation

- 6.12 The final version of the Local Plan will be published for consultation prior to submission for independent examination.

Examination

- 6.13 The Local Plan will be submitted to the Secretary of State and examined by an independent Planning Inspector. This stage will consider whether the plan has been prepared in accordance with legal requirements and whether it is sound. The Planning Inspectorate run the Examination process, and can only hear participation from those who have duly made formal written representations during the final-plan consultation and/or statutory consultees.

7. Risks and Mitigation

Summary of Key Risks Identified:

7.01 A summary of the key risks which are predicted to affect the Local Plan project are identified in Table 01 below based upon the recommended Planning Advisory Service template. It is anticipated that this will be kept under review frequently with the relevant senior management officers and Planning Working Group. Where new or significant changes to risks are identified which requires further attention, senior management officers will discuss and action as necessary across the corporate reporting teams and structures.

7.02 The risks highlighted in purple are also relevant to the Council's focused town centre work, reflecting the close relationship between this activity and the preparation of the Local Plan.

Table 01 - Headline project risks

Risk Outline	Likelihood – high, med, low	Risk impact level – high, med, and low	Mitigation	Risk impact with mitigation
Project management and timescales	High	High	Appoint dedicated specialist Project Manager part-time resource to oversee delivery, maintain the project plan, and coordinate workstreams. Implement monitoring and escalation process to ensure adherence to timetable.	Medium
Planning team skills and resources	High	High	Secure training on the new plan-making system; review staffing capacity; temporary or specialist appointments; share knowledge/resource through the Suffolk Local Plans Group.	Medium
Operational teams resources	High	High	Engage operational teams early; embed Local Plan activity into service planning; draw	Medium

Risk Outline	Likelihood – high, med, low	Risk impact level – high, med, and low	Mitigation	Risk impact with mitigation
			on expertise from other internal teams where appropriate.	
Budgets	Medium	Medium	Regular budget reviews with Finance; maintain contingency for evidence, consultation, and examination; shared procurement where appropriate.	Low
Consultants capacity	High	Medium	Commission evidence early; use framework agreements; collaborate with Suffolk LPAs for joint commissions; maintain flexible briefs to adapt to new guidance.	Low
National planning system reform and uncertainty	High	High	Monitor MHCLG and Chief Planner updates; maintain flexible briefs to adapt to new guidance.	Medium
Strategic planning cooperation	Medium	High	Continue proactive joint working through the Suffolk Local Plans Group and ISPA Board (or superseding Board); maintain up-to-date Statements of Common Ground.	Medium
Legal challenge	Low	High	Ensure legal advice is sought throughout plan preparation; involve Counsel early.	Medium
Gateway Assessment issues identified	Low	High	Develop the Local Plan following Government guidance and templates, and work	Medium

Risk Outline	Likelihood – high, med, low	Risk impact level – high, med, and low	Mitigation	Risk impact with mitigation
			with legal team at key milestones.	
Plan soundness and legal compliance	Medium	High	Apply PAS best-practice checks; undertake internal Gateway self-assessments; ensure legal advice is sought throughout plan preparation; involve Counsel early.	Medium
Elections (changes in Members and corporate priorities)	High	Medium	Scheduling of key work and decisions around pre-election period. Induction of new members on issues identified in the Local Plan.	Low
Unmet housing need	High	High	Work collaboratively with neighbouring authorities through ISPA Board (or superseding Board) and the Suffolk Local Plans Group; up-to-date housing evidence; demonstrate ongoing dialogue and compliance with strategic planning cooperation requirements.	Medium
Objections from Statutory Consultees	Medium	High	Engage proactively with statutory consultees from the outset and maintain continuous engagement throughout the plan-making process.	Medium

Risk Outline	Likelihood – high, med, low	Risk impact level – high, med, and low	Mitigation	Risk impact with mitigation
Secretary of State intervention in plan making	Low	High	Progress Local Plan in accordance with Government plan-making templates and milestone guidance.	Low

8. Version Control/ Change Log

Date of change (Specifying version)	Author	Reason	Updated Version Title