

**URN:** 22-046

**Subject:** New Local Plan – Revised Local Development Scheme, Statement of Community Involvement and ‘Call for Sites’

**Report to:** Policy and Resources Committee – 17 May 2022

**Report by:** Samuel Hubbard – Strategic Planning Manager

### **SUBJECT MATTER**

This report recommends the adoption of a revised Local Development Scheme which sets out the content of Local Plan documents and timescales for preparation. The report also recommends adoption of a new Statement of Community Involvement to support the new Local Plan. Finally, the report recommends issuing a call for sites to help inform the new Local Plan.

### **RECOMMENDATION**

That Policy and Resources Committee:

- Adopt the revised Local Development Scheme (Appendix 1)
- Adopt the revised Statement of Community Involvement (Appendix 2)
- Approve commencement of a ‘call for sites’ to inform the new Local Plan.

## **1. Revised Local Development Scheme**

- 1.1. The Council’s Local Development Scheme (LDS) sets out the timetable for the preparation of the Local Plan. It must also set out the subject matter and geographical area which the plan will cover.
- 1.2. The revised LDS included in Appendix 1 to this report reflects the adoption of the Local Plan Part 2 and sets out the latest timetable for the preparation of the new Local Plan. In summary the timetable proposed is as follows:
  - Preparation of Evidence and call for sites: Autumn 2021-Summer 2022
  - Options Consultation: Autumn-Winter 2022
  - First Draft Local Plan Consultation: Summer 2023
  - Final Draft Local Plan publication: Spring 2024
  - Submission of Final Draft Local Plan for Examination: Spring 2024
  - Examination: Spring 2024 – Winter 2025

- Adoption: Spring 2025

- 1.3. The timetable will need to be kept under review and may need to be revisited pending the outcome of the Government's proposals for planning reform.

## **2. Revised Statement of Community Involvement**

- 2.1. The Statement of Community Involvement (SCI) sets out how the Council will involve communities and other stakeholders in the preparation of planning policy documents such as the Local Plan and planning applications. It also sets out how the Council will support Neighbourhood Planning. Given that work is underway on a new Local Plan it is necessary to revise it to ensure it is fit for purpose for the new Local Plan.
- 2.2. The revised SCI included in Appendix 2 to this report sets similar commitments with respect to consultation as the previous SCI. However, an attempt has been made to make the document much more concise and focussed on what the Council will do at each stage of consultation on the new Local Plan and other planning policy documents. The revised SCI removes the express commitment to publish public notices in the back of newspapers with respect to the Local Plan and other planning policy documents. These can be expensive, and it is considered a greater reach can be obtained through use of social media channels and press-releases which are more engaging.

## **3. Call for Sites**

- 3.1. When starting work on a new Local Plan it is important to understand what land might be available to accommodate development needs. A common way of doing this is through issuing a 'call for sites' where landowners, developers, members of the public and other stakeholders are invited to submit sites they consider may be available and suitable for development. These sites could be for any type of development such as housing, industrial, retail, gypsy and traveller accommodation, and renewable energy. These sites are then assessed by the Council in coming to a view of what site allocations it may be appropriate to include in the Local Plan. The availability of sites also helps inform the overall distribution of development strategy in the Local Plan.
- 3.2. In undertaking a call for sites, it is considered that it would be appropriate to invite people to submit sites where development should be restricted (either all development or certain types of development). For example, a local green space or an important view or local landscape setting. This will be particularly important if the Government proceed with reforms outlined in the Planning White Paper of 2020 (Planning for the future). This proposed a zonal system where land could be designated for protection, renewal or growth.
- 3.3. It must be stressed that identifying possible sites for inclusion in a new Local Plan is not a purely reactive process to the 'call for sites'. It may be necessary following the call for sites, to proactively identify other sites for either development or protection. It should also be noted that there will further opportunities for site submissions at subsequent consultation stages.
- 3.4. It is proposed that the call for sites takes place from late May and will last for 6 weeks. The draft SCI (Appendix 2) sets out how it will be publicised. Participants will be invited and encouraged to submit sites through an online form although paper and email submissions will also be accepted.

- 3.5. Sites submitted through the process will be assessed as part of the preparation of the new Local Plan and will be subject to public consultation at subsequent stages of preparation.

#### **4. Financial Implications**

- 4.1. No additional implications. Preparation of the Local Plan and other documents is provided for in the agreed Strategic Planning budget.

#### **5. Legal and Risk Implications**

- 5.1. Preparation of the Local Development Scheme is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 19(1) of the act requires development plan documents (the Local Plan) to be in accordance with the Local Development Scheme. Therefore, it is important that the Local Development Scheme is up to date with respect to both the description of the plan and the timetable for its production.
- 5.2. Section 19 of the above act requires Local Plans to be prepared in accordance with the Statement of Community Involvement (SCI). The clear and concise nature of the revised SCI will make this easier to achieve.

#### **6. Conclusion**

It is recommended that Policy and Resources Committee:

- Adopt the revised Local Development Scheme (Appendix 1)
- Adopt the revised Statement of Community Involvement (Appendix 2)
- Approve commencement of a 'call for sites' to inform the new Local Plan.

#### **7. Background Papers**

Appendices:

- Appendix 1 – Local Development Scheme
- Appendix 2 – Statement of Community Involvement

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	Through ELT prior to Policy and Resources Committee
Section 151 Officer Consultation:	Through ELT prior to Policy and Resources Committee
Existing Council Policies:	Local Plan Part 1 (Core Strategy), Local Plan Part 2 & Corporate Plan
Financial Implications (including VAT and tax):	Addressed in the report
Legal Implications (including human rights):	Addressed in the report
Risk Implications:	Addressed in the report
Equality Issues/EQIA assessment:	n/a

Crime & Disorder:	n/a
Every Child Matters:	n/a

# Great Yarmouth Local Plan – Local Development Scheme

Timetable for the preparation of Great Yarmouth Borough Council Local Plan documents.

**May 2022**

DRAFT



## Introduction

This Local Development Scheme sets out Great Yarmouth Borough Council's intended programme of formal Local Plan preparation. The Council's plans cover the whole of the Borough except those parts lying within the Broads area<sup>1</sup>.

It should be appreciated that the formal Local Plan documents which this Scheme covers are only part of the forward planning work undertaken by the Council. Other work includes cooperation with other public organisations (including joint non-statutory plans and research); project work to facilitate developments or environmental improvements; preparation of supplementary planning documents and guidance; and advice and support to communities preparing neighbourhood plans.

The Council will keep the progress against the intentions indicated in this document under review and report this in its Annual Monitoring Report.

The Council may produce a new Local Development Scheme if required to reflect any changes in either the documents to be produced, or the anticipated timetable for their production. These could be affected by, for example, expected changes in the planning system, resource constraints, or unforeseen issues.

## Current Local Plan Documents

The following documents comprise the development plan for the local planning authority of Great Yarmouth Borough Council.

- Great Yarmouth Local Plan Core Strategy (Local Plan Part 1) (adopted Dec 2015)
- Great Yarmouth Local Plan Part 2 (adopted Dec 2021)
- Minerals and Waste Local Plans (produced by Norfolk County Council)

## Proposed Local Plan Documents

### New Local Plan (covering period to 2041)

#### Description

This plan will replace the current (2013-2030) Local Plan which is made up of the Core Strategy (Local Plan Part 1) and the Local Plan Part 2. It is intended the new Local Plan will be a single document, rather than separate Local Plans covering strategy, allocation and detailed policies. The Local Plan will cover the entire Borough except those areas covered by the Broads Authority.

The plan will include a strategy for development, including identifying needs for housing and economic development. The plan will identify land for development and other site and area specific policies. The plan will include strategic and detailed policies to help determine planning applications.

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<sup>1</sup> The Broads Authority is the local planning authority for the designated Broads area and prepares its own plans.

## Background

The Local Plan Part 2 commits the Council to an immediate review of the Core Strategy (Local Plan Part 1) and the Local Plan Part 2 given the age of the Core Strategy, updates to evidence and changes in national planning policy.

The period covered by the new plan is anticipated to cover the period to 2041 to ensure a 15 year coverage of strategic policies on adoption in line with the National Planning Policy Framework. Potential changes to the planning system as outlined in the Planning White Paper<sup>2</sup> may affect the timetable below and the content of the plan.

## Timetable and Key Stages

### 1. Preparation of evidence and call for sites: Autumn 2021-Summer 2022

This stage will involve collation of key evidence to inform the Local Plan such as housing needs assessment, employment land needs assessment, and sustainability evidence. It will also involve a 'call for sites' where members of the public, landowners, developers, Parish Councils, community groups, and other stakeholders can suggest sites for potential future development or protection. These site suggestions will help inform the Local Plan in terms of the distribution of development, site allocations for development and other policy designations. Consultation at this stage will form part of the engagement required under regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.

### 2. Options Consultation: Autumn -Winter 2022

This stage will involve a consultation on the key issues the Local Plan will need to address. It will also involve consultation on all the site ideas suggested through the call for sites process. Should the Government reform the planning system to move to a more zonal system, the consultation will seek views on potential zones informed by the sites submitted under the call for sites. Consultation at this stage will form part of the engagement required under regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.

### 3.First Draft Local Plan Consultation: Summer 2023

This stage will involve consultation on a first draft of the Local Plan. The first draft plan will set out the Council's preferred strategy, policies and site allocations and designations / zones. Consultation at this stage will form part of the engagement required under regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.

### 4.Final Draft Local Plan publication: Spring 2024

This stage will be the final opportunity for stakeholders to make comments on a final version of the plan before it is submitted for examination by a Planning Inspector appointed by the Secretary of State. This stage covers the requirements under regulation 19 and 20 of the Town and Country Planning (Local Planning) Regulations 2012.

### Submission of Final Draft Local Plan for Examination: Spring 2024

At this stage the plan is submitted for examination by a Planning Inspector appointed by the Secretary of State alongside the comments received at the Final Draft stage. This stage covers the

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<sup>2</sup> Planning for the Future – White Paper August 2020. -

<https://www.gov.uk/government/consultations/planning-for-the-future>

requirements under regulation 22 of the Town and Country Planning (Local Planning) Regulations 2012.

**Examination: Spring 2024 – Winter 2025**

The examination will likely involve public hearings and a further consultation on any modifications the Inspector deems necessary to the plan. This stage covers the requirements under regulation 23, 24 and 25 of the Town and Country Planning (Local Planning) Regulations 2012.

**Adoption: Spring 2025**

Following examination of the plan the Council will be able to formally adopt the plan. This stage covers the requirements under regulation 26 of the Town and Country Planning (Local Planning) Regulations 2012.

## Neighbourhood Plans

A neighbourhood plan is a formal plan about development (building and changes in the use of land) and can be prepared by a local community (usually a parish council). It provides the opportunity to shape development in the area. Once adopted, Neighbourhood Plans are part of the development plan and are used to help decide planning applications in the area.

Neighbourhood plans have to pass through a series of formal stages, and conform to some nationally set 'Basic Conditions' (including general conformity with 'strategic policies of the Local Plan) before they come into force. One of the final stages is a local referendum, where the plan must receive at least 50% of the votes cast.

The Council maintains up-to-date details of Neighbourhood Plan progress at <https://www.great-yarmouth.gov.uk/article/3131/Neighbourhood-planning>



# Statement of Community Involvement

How to get involved in the local planning system in Great Yarmouth

**May 2022**



## Contents

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## 1. Introduction

- 1.1. The Statement of Community Involvement sets out how the Council will involve communities and other stakeholders in the preparation of planning policy documents such as the Local Plan and in determining planning applications. It also sets out how the Council will support those preparing Neighbourhood Plans.
- 1.2. The preparation of a Statement of Community Involvement is a requirement under the Planning and Compulsory Purchase Act 2004 and must be reviewed every five years. The Great Yarmouth Statement of Community Involvement was last reviewed in November 2020. However, given that work is starting on a new Local Plan it was considered necessary to prepare a revised Statement of Community involvement to support this process.

### Why should you get involved in planning?

- 1.3. The planning system shapes the areas where we live, work and visit. Planning ensures that development happens in the right place and at the right time to the benefit of communities, the environment, and the economy. Planning involves identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable. Getting involved in the planning system gives communities an opportunity to help shape the future of the Borough.

### Who do we consult on planning matters?

- 1.4. Consultations often need to find out the views of a cross-section of the population, so it is important that we encourage as many people as possible to get involved in the planning process. The key groups of people / organisations we engage with are:
  - Members of public including people who live, work and visit the Borough;
  - Businesses, landowners and developers;
  - Interest groups, including environmental, amenity and local community and voluntary groups
  - Parish Councils
  - Neighbouring authorities
  - Government agencies and other statutory bodies.

## **2. How we will consult on the Local Plan and other planning policy documents**

### **Approach to engagement**

2.1. To ensure that community engagement is effective and meaningful, the Council will:

- Ensure that the level of community involvement is appropriate to the type of planning policy document being consulted on;
- Clearly set out opportunities for stakeholders to get involved;
- Involve stakeholders as early in the process as possible;
- Tailor consultation events to local circumstances ensuring that resources and time are managed appropriately;
- Be open and clear about what is being asked for and how the responses will be used;
- Create consultation materials that are understandable by limiting the use of technical terms and using plain English wherever possible.

### **Consultation mailing list**

2.2. The Council maintains a mailing list of people who wish to be kept up to date with progress on planning policy documents. Anyone can join the mailing list and the Council will ask whether those responding to consultations wish to join the mailing list. To join the mailing list please visit the Council's consultation webpage - <https://www.great-yarmouth.gov.uk/planning-consultations> alternatively please contact the Strategic Planning team .

### **Data protection**

2.3. The Council is required to publish comments made on all local plan and other planning policy documents. However, personal contact details will not be published other than the name of the consultee. The Council will not share this data with any other organisation, unless required to by the planning inspectorate or other legal authority should it be deemed necessary due to a decision or legal process.

### **Developer and Agent's Forum**

2.4. The Council holds a regular forum for local developers and agent where matters relating to both planning policy and planning applications are discussed. The forum is an opportunity for developers to raise concerns and issues with the planning service and planning policies as well as an opportunity for the Council to garner views of the industry and inform them of consultations.

### **Engaging all parts of the community**

2.5. It is essential that a wide-range of groups of people can engage and get involved with the preparation of the Local Plan and other planning policy documents. The Council also has a duty under the Equalities Act of 2010 to eliminate discrimination and advance quality of opportunity for all.

2.6. It is acknowledged that some parts of the community are underrepresented in terms of engagement in Local Plan and other planning policy document preparation. Examples of these groups include younger people, people who are homeless, temporary residents, people with

disabilities, ethnic minorities and businesses. In addition, there are often real barriers that prevent people taking part in public consultations, most common of which relate to language, accessibility and understanding. If these barriers can be overcome, then these groups can be effectively involved in more general community consultation activities. The table below outlines some of these barriers and potential solutions the Council will consider to overcome them.

Consultation barrier	Potential solutions
<b>Difficulties with written information</b> (Literacy problems, learning disabilities and English as a second language)	<ul style="list-style-type: none"> <li>• Provide accessible written information including large font, translations on request.</li> <li>• Ensure documents are compatible with screen readers and meet web accessibility standards</li> <li>• Good colour contrast and avoiding abbreviations and acronyms</li> <li>• Drop in sessions</li> <li>• Focus groups</li> </ul>
<b>Intimidated or alienated by approach</b> (Put off by 'officialdom' of process, long-standing hostility to the council, lack of confidence or self-esteem)	<ul style="list-style-type: none"> <li>• Use representatives who are already known and trusted by the target group</li> <li>• Engage through existing community structures such as schools and community groups</li> </ul>
<b>Cannot access meeting venue</b> (No transport available, cannot physically access the venue, timing makes attendance difficult or impossible)	<ul style="list-style-type: none"> <li>• Plan the event around the needs of the group</li> <li>• Plan meetings in accessible locations</li> <li>• Choose a location where public transport and parking are easily accessible</li> <li>• Check that the venue meets Disability Discrimination Act (DDA) requirements</li> <li>• Consider virtual drop-in sessions.</li> </ul>
<b>Lack of time or resources</b> (Busy working families/lone parents, poorly funded community / voluntary groups)	<ul style="list-style-type: none"> <li>• Try to reduce the time it takes to participate in the consultation through concise consultation material and make responding to consultations easy through simple online forms (and simple paper forms where there is no online access)</li> </ul>
<b>Rarely reached by publicity material</b> (Those living in isolated rural communities, publicity material is in an inappropriate format, no access to the internet)	<ul style="list-style-type: none"> <li>• Parish newsletters and village notice boards can help reach rural areas</li> <li>• Make sure material is clearly presented and follows good practice guidelines for written information</li> <li>• Identify local events that we can participate in</li> <li>• Use community notice boards in local shops, supermarkets and sports centres</li> </ul>

2.7. Within the borough there are a number of well-established local partnerships that operate effectively and already engage with key organisations and groups. To help make the most efficient use of our resources, we will seek to engage with existing partnerships and utilise these communication networks whenever it is possible and appropriate to do so. These partnerships include, but are not limited to, the following:

- Great Yarmouth Town Centre Partnership
- Comeunity
- MESH – Bringing Gorleston Together

- Make It Happen (network covering Southtown, Cobholm and Halfway House)

#### **Duty to Co-operate**

- 2.8. The Council has a requirement as a result of the Localism Act 2011 to cooperate with neighbouring authorities and certain other agencies in planning for strategic cross-boundary matters. This duty requires authorities to ‘engage constructively, actively and on an ongoing basis’ on all strategic planning matters.
- 2.9. The Council engages regularly with other Norfolk authorities through the Norfolk Strategic Planning Group which under the oversight of the Norfolk Strategic Planning Member Forum have produced the Norfolk Strategic Planning Framework which constitutes a statement of common ground on strategic cross-boundary matters.
- 2.10. The Council also meets regularly with officers at East Suffolk Council and maintains a statement of common ground on strategic cross-boundary matters with the Council.
- 2.11. With respect to coastal matters a further statement of common of ground between Norfolk and Suffolk coastal authorities is maintained.
- 2.12. In addition to neighbouring authorities the Council also has to engage with the following:
  - Environment Agency
  - Historic England
  - Natural England
  - Civil Aviation Authority
  - Homes England
  - Clinical Commissioning Group
  - NHS Commissioning Board
  - Highway Authority
  - Marine Management Organisation
- 2.13. Engagement with these bodies will be principally through the consultation stages outlined below. However, there may be more bespoke engagement depending on the nature of the issues which evolve during the preparation of the plan. The Environment Agency, Natural England and the Marine Management Organisation are signatories to the Norfolk Strategic Planning Framework.

#### **Key Stages of Local Plan preparation and how you can get involved.**

- 2.14. The Local Plan is the main planning policy document the Council prepares. The Local Plan sets out how much development the Council needs to plan for, where that development should be located and planning policies to help make decisions on planning applications for development. Planning legislation identifies the Local Plan as part of the ‘development plan’ for an area (alongside Neighbourhood Plans and Minerals and Waste Local Plans) . All planning applications must be determined in accordance with the ‘development plan’ unless material considerations indicate otherwise.

- 2.15. The key stages for the preparation of a Local Plan are set out below together with details on how the Council will engage the community and stakeholders at each stage.

### **1. Project planning and evidence gathering**

- 2.16. The first step in preparing a Local Plan is to set out a project plan known as the Local Development Scheme. The Council will publish the Local Development Scheme on its website alongside updates on plan preparation progress.
- 2.17. This stage also involves collecting evidence to inform the Local Plan including surveying key issues. In preparing evidence reports the Council may routinely engage with relevant stakeholders. During this stage once such report is the Sustainability Appraisal Scoping Report. This will be subject to formal consultation with the Environment Agency, Natural England and Historic England, but will also be published on the Council's website.
- 2.18. The main public engagement at this stage will be a 'Call for Sites'. This will be an opportunity for members of the public, landowners, developers, Parish Councils, community groups, and other stakeholders to suggest sites for potential future development or protection. These site suggestions will help inform the Local Plan in terms of the distribution of development, site allocations for development and other policy designations. **In undertaking the 'Call for Sites' the Council will:**
- Contact those on the Council's Local Plan Mailing list and Developers and Agents Forum;
  - Contact Parish Councils, Interest groups, including environmental, amenity and local community and voluntary groups and statutory bodies;
  - Issue a press-release.
  - Publicise the 'Call for Sites' on the Council's social media channels.

### **2. Preparation of the Local Plan**

- 2.19. Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012 set out the requirements for engagement during the preparation of the plan. It states the Council must do the following:
- Notify statutory consultation bodies, general consultation bodies and such residents and business the Council considers appropriate of the subject of the Local Plan.
  - Invite them to make comments on the what the local plan should contain.
- 2.20. It is likely that the Council will hold two main consultations at this stage to meet the above requirements including a consultation on initial options and content of the Local Plan and a consultation on a first draft of the Local Plan.
- 2.21. In undertaking these consultations, **the Council will:**
- Contact and invite comments from:
    - Those on the Council's Local Plan Mailing list.
    - Developers and Agents Forum.
    - Parish Councils.
    - Interest groups, including environmental, amenity and local community and voluntary groups.

- Neighbouring authorities.
  - Other statutory consultees.
  - Issue a press-release
  - Publicise the consultation on the Council's social media channels.
  - Publish all information and consultation materials on the Council's website.
  - Make hard copies of consultation materials available to view at the Town Hall, Hall Plain, Great Yarmouth (unless the Town Hall is closed for reasons outside of the Council's control) and other venues considered appropriate at the time of consultation.
  - Send free hard copies of documentation to those who have trouble viewing documents either on the Council's website or at the Town Hall.
- 2.22. Depending on resources available and the nature of the issues involved, at this stage **the Council may also:**
- Organise drop-in sessions for members of public to discuss the emerging Local Plan and gather feedback (virtual and/or in-person)
  - Organise stakeholder meetings
  - Discuss consultations at the Developers and Agents Forum
  - Put up site notices near sites identified for possible allocation in a first draft of the Local Plan.
- 2.23. All comments received during this stage will be considered and taken into account when preparing the Final Draft Plan.
- 3. Final Draft Plan (publication stage)**
- 2.24. Regulations 19 and 20 of the Town and Country Planning (Local Planning) Regulations 2012 set out the requirements for engagement once a final draft of the plan has been published.
- 2.25. At this **stage the Council must:**
- Invite statutory and general consultation bodies who were engaged at the previous stages to make comment on the Final Draft Local Plan.
  - Publish a consultation statement setting out how consultation was conducted at previous consultation stages and how comments received at previous stages have been considered.
  - Publish all information and consultation materials on the Council's website.
  - Make hard copies of consultation materials available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
  - Publish guidance on how to make representations.
  - Invite comments (representations) for a minimum period of 6 weeks.

- Invite comments on the sustainability appraisal report<sup>1</sup>

2.26. At this stage the **Council will also:**

- Notify those on the Council's Local Plan Mailing List and Developers and Agents Forum of the publication of the plan.
- Issue a press-release
- Publicise the consultation on the Council's social media channels.
- Send free hard copies of documentation to those who have trouble viewing documents either on the Council's website or at the Town Hall.

2.27. Depending on resources available and the nature of the issues involved, **at this stage the Council may also:**

- Make hard copies of documents available for inspection at locations other than the Town Hall
- Organise drop-in sessions to allow consultees to talk through potential issues before submitting a formal response (virtual and/or in-person)
- Put up site notices near sites identified for allocation in the Local Plan.

#### **4. Examination by Planning Inspectorate**

2.28. Following the publication of the plan and the subsequent period for receipt of comments (representations) the plan will be submitted for independent examination by a Planning Inspector appointed by the Secretary of State. During the examination only those who submitted comments on the Final Draft Local Plan will be able to be involved. The examination will likely involve public hearings and the opportunity to submit further written statements.

2.29. Regulations 22-24 of the Town and Country Planning (Local Planning) Regulations 2012 cover the submission and examination of the plan. **At this stage the Council must:**

- Give notice to those who submitted comments during the representations period who requested to be notified that the plan has been submitted.
- Notify statutory and general consultation bodies who were engaged at the previous stages that the plan has been submitted and documents are available for inspection.
- Publish Local Plan and all supporting documentation on the Council's website
- Make hard copies of documentation available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
- At least six weeks before any public hearing:

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<sup>1</sup> A report as required by section 19 of the Planning and Compulsory Purchase Act 2004 and the Environment Assessment of Plans and Programmes Regulations 2004 which sets out an assessment of the sustainability of the Local Plan and compares it to reasonable alternative options.



- Publish on the website details of the time, date and place of the hearing and the name of the Planning Inspector.
- Make available for inspection at the Town Hall, Hall Plain, Great Yarmouth details of the time, date and place of the hearing and the name of the Planning Inspector (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
- Notify everyone who submitted comments during the representations period of details of the time, date and place of the hearing and the name of the Planning Inspector.

2.30. It is likely that the Planning Inspector will conclude that modifications are needed to the plan in order for it to be found sound. In this scenario there is likely to be a further consultation on the modifications proposed. This consultation will be carried out in the same way consultation is carried out on the Final Draft Plan at stage 3 above.

#### 5. Inspectors Report and Adoption

2.31. Following the examination the Inspector will issue their report to the Council on whether the plan is sound or not. At this stage there is no further scope for community involvement. If the Inspector finds the plan sound the Council can then proceed to formally adopt the plan. At this stage there are some publicity requirements outlined in regulation 25 and 26 of the Town and Country Planning (Local Planning) Regulations 2012. **At this stage the Council must:**

- Give notice to those who submitted comments during the representations period who requested to be notified that the Inspector's report has been received.
- Publish the report on the Council's website
- Make hard copies of the report available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
- Give notice and send a copy of an adoption statement<sup>2</sup> to those who submitted comments during the representations period who requested to be notified that the plan has been adopted.
- Publish the adopted Local Plan, adoption statement, sustainability appraisal report and details of where the documentation can be inspected.
- Make hard copies of the adopted Local Plan and associated documentation available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
- Issue a press-release
- Publicise the consultation on the Council's social media channels.

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<sup>2</sup> A statement which sets out (a) the date on which a local plan was adopted, (b) if applicable, any modifications made pursuant to section 23(2) or (3) of the Planning and Compulsory Purchase Act, (c) that any person aggrieved by the local plan may make an application to the High Court under section 113 of the Act, and (d) the grounds on which, and the period within which, an application may be made;

## Key Stages of Supplementary Planning Document preparation and how you can get involved.

- 2.32. Supplementary Planning Documents build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. They do not form part of the 'development plan' but are a material consideration in the determination of planning applications.
- 2.33. The Town and Country Planning (Local Planning) Regulations 2012 require two stages of consultation during the preparation of a Supplementary Planning Document. Firstly, engagement is required during the initial preparation of the document to inform a draft Supplementary Planning Document. This is followed by a formal consultation on a draft Supplementary Planning Document.

### 1.Preparation of a draft Supplementary Planning Document

- 2.34. Engagement at this stage is to help inform the content of a draft Supplementary Planning Document. Consultation will likely involve engagement with specific interest groups depending on the topic of the document being prepared. There may also be surveys conducted with the public or other stakeholders to inform the content of the document. Depending on the nature of the document, it may be necessary to consult on a first draft of a Supplementary Planning Document during this stage. There are no regulatory requirements at this stage other than ensuring that feedback from the consultation is considered when drafting the Supplementary Planning Document.

### 2.Consultation on Draft Supplementary Planning Document

- 2.35. This stage involves consultation on a draft of the Supplementary Planning Document. Regulations 12 and 13 of the Town and Country Planning (Local Planning) Regulations 2012 set out the requirements for consultation at this stage. **The Council must:**
- Publish on the webpage the draft Supplementary Planning Document, a Consultation Statement setting out how the Council consulted at stage 1 above and how it has taken account of comments received during stage 1 and details of when and how comments can be made on the draft document.
  - Make the above information available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
  - Invite comments for a minimum of 4 weeks.
- 2.36. At this stage the **Council will also:**
- Contact and invite comments from:
    - Those on the Council's Local Plan Mailing list.
    - Developers and Agents Forum.
    - Parish Councils where the consultation would be of interest
    - Relevant interest groups, including environmental, amenity and local community and voluntary groups who would have an interest in the topic of document being prepared

- Neighbouring authorities where there may be cross-boundary issues.
- Other statutory consultees.
- Issue a press-release
- Publicise the consultation on the Council's social media channels.
- Send free hard copies of documentation to those who have trouble viewing documents either on the Council's website or at the Town Hall.

2.37. Depending on resources available and the nature of the issues involved, **at this stage the Council may also:**

- Make hard copies of document available for inspection at locations other than the Town Hall
- Organise drop-in sessions to allow consultees to talk through potential issues before submitting a formal response (virtual and/or in-person)
- Put up site notices if the Supplementary Planning Document relates to a specific site or area of land.

### **3. Adoption of the Supplementary Planning Document**

2.38. At this stage there is no further scope for community involvement, however, there are some publicity requirements outlined in Regulation 14 of the Town and Country Planning (Local Planning) Regulations 2012. **At this stage the Council must:**

- Publish the adopted Supplementary Planning Document and adoption statement<sup>3</sup>.
- Make hard copies of the adopted Supplementary Planning Document and associated documentation available to view at the Town Hall, Hall Plain, Great Yarmouth (unless there are amendments to the legislation which temporarily remove this requirement – such as during the Covid-19 pandemic).
- Notify anyone who has requested to be notified of the adoption of the Supplementary Planning Document
- Issue a press-release
- Publicise the adoption on the Council's social media channels.

## **3. Engagement and support for Neighbourhood Planning**

- 3.1. Neighbourhood Plans and Neighbourhood Development Orders are prepared by Parish Councils and designated Neighbourhood Forums (in unparished areas).
- 3.2. Neighbourhood Plans, like Local Plans are part of the 'development plan' for the area and must be taken into account when determining planning applications. Neighbourhood

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<sup>3</sup> A statement which sets out (a) the date on which a supplementary planning document was adopted, (b) if applicable, any modifications made pursuant to section 23(1) of the Planning and Compulsory Purchase Act, (c) that any person with sufficient interest in the decision to adopt the supplementary planning document may apply to the High Court for permission to apply for judicial review of that decision, and (d) that any such application must be made promptly and in any event not later than 3 months after the date on which the supplementary planning document was adopted.

Development Orders grant planning permission for certain types of development in certain areas without the need for a planning application.

- 3.3. In addition to Neighbourhood Development Order, communities can prepare a special type of Neighbourhood Development Order known as a 'Community Right to Build Order' which can allow small-scale development for community benefit.
- 3.4. This section sets out how the Council will engage the community at certain stages of Neighbourhood Plan /Development Order preparation and how it will support Parish Councils and Neighbourhood Forums in preparing them.

## Key Stages for both Neighbourhood Plans and Neighbourhood Development Orders

### 1.Deciding on whether to prepare a Neighbourhood Plan or Neighbourhood Development Order

This stage is for the community or Parish Council to consider whether they wish to undertake a Neighbourhood Plan or Neighbourhood Development Order. There will normally be a consideration of what issues which might need addressing and the extent to which existing planning policy can address those issues, resources required and community support. **At this stage the Council will support the local community by:**

- If requested, attending a Parish Council meeting to provide general outline and advice on Neighbourhood Plans and development orders and answer questions.
- Provide guidance advice over the phone or in writing (including directing to existing sources of guidance on the following:
  - Process of plan preparation
  - Existing Local Plan policies and national planning policy
  - Likely evidence requirements
  - providing contacts for advice and information from others who have prepared neighbourhood plans.

### 2.Designation of Neighbourhood Area (and Forum if required)

- 3.5. At this stage the Parish Council applies for the area they consider appropriate for the Neighbourhood Plan. In unparished areas such as Great Yarmouth and Gorleston, communities can come together and apply to form a Neighbourhood Forum and identify an associated Neighbourhood Area.
- 3.6. In considering whether to designate a Neighbourhood Forum **the Council must do the following** as set out in the Neighbourhood Planning (General) Regulations 2012:
  - Publish on its website a copy of the application, a statement that no other body may be designated whilst the application is under consideration, details on how to make comments and the date by which comments can be received.
  - Accept comments for at least 6 weeks following publication.
- 3.7. At this stage **the Council will also:**
  - Publicise the application on its social media channels
- 3.8. Depending on resources available and the nature of the issues involved, **at this stage the Council may also:**

- Notify local community groups
  - Place posters around the proposed area to be covered by the Neighbourhood Forum
- 3.9. When designating a Neighbourhood Area, if the area being proposed relates to the whole of a parish council's area there is no scope for further engagement and the Council must designate the Neighbourhood Area. Where the proposed Neighbourhood Area covers more than a single parish area or constitutes a smaller area than the parish boundary the Council must publicise the application for the Neighbourhood Area.
- 3.10. In considering whether to designate a Neighbourhood Area **the Council must do the following** as set out in the Neighbourhood Planning (General) Regulations 2012:
- Publish on its website a copy of the application, details on how to make comments and the date by which comments can be received.
  - Accept comments for at least 6 weeks following publication.
- 3.11. At this stage **the Council will also:**
- Publicise the application on its social media channels.
  - Notify neighbouring Parish Councils
  - Provide the Parish Council with posters to place around the proposed area to be covered by the Neighbourhood Area.
- 3.12. Following a decision on an application for a Neighbourhood Area or a Neighbourhood Forum **the Council must** publicise the decision on its website. The **Council will also** publicise the decision on its social media channels and notify anyone who made comments on the proposed designation.
- 3.13. At this stage the Council can support Parish Councils and Neighbourhood Forums by:
- Providing informal advice on whether a proposed forum meets requirements of legislation
  - Providing mapping (subject to being signed up to the Public Sector Mapping Agreement).

### **3.Preparation of Neighbourhood Plan / Neighbourhood Development Order**

- 3.14. This stage of preparation is largely the responsibility of the Parish Council or Neighbourhood Forum. **At this stage the Council will support the Parish Council / Neighbourhood Forum by:**
- Providing mapping (subject to being signed up to the Public Sector Mapping Agreement).
  - Providing informal advice on draft policies and proposals for community engagement.
- 3.15. If requested, prior to the pre-submission consultation stage on a draft plan the Council could perform a health-check of the entire draft plan. This will be subject to resources available at the time.
- 3.16. At this stage the Parish Council / Neighbourhood Forum should consider whether a Neighbourhood Plan may require Strategic Environmental Assessment and/or a Habitat Regulations Assessment, particular if it is likely to include allocations for development. **The Council will if requested:**

- Provide informal advice on whether Strategic Environmental Assessment and/or a Habitat Regulations Assessment will be necessary
  - Undertake a formal screening with statutory consultees. This will be undertaken over a five week period.
- 3.17. For Neighbourhood Development Orders which seek to permit development which falls under Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, the Parish Council / Neighbourhood Forum should request a formal screening opinion from the Council at this stage.

#### 4.Pre-Submission Consultation

- 3.18. The format and nature of consultation at this stage is at the discretion of the Parish Council / Neighbourhood Forum. However, there are specific requirements they need to follow as set out in the Neighbourhood Planning (General) Regulations 2012. **At this stage the Council will support the Parish Council / Neighbourhood Forum if requested by:**
- Providing guidance on who needs to be consulted.
  - Hosting the consultation on the Council's website, providing documentation meets web accessibility standards.
- 3.19. The Council may make a formal response to the Neighbourhood Plan depending on the nature of the consultation and the matters concerned.
- 3.20. Following the pre-submission consultation and any revisions the Parish Council / Neighbourhood Forum wish to make to the plan the **Council will offer the Parish Council / Neighbourhood Forum a pre-submission health-check of the plan.** Alternatively, the Parish Council / Neighbourhood forum may wish to seek an independent health-check from a Local Plan examiner.

#### 5.Submission of the Neighbourhood Plan / Neighbourhood Development Order

- 3.21. At this stage the Parish Council / Neighbourhood Forum submits a final draft of the Neighbourhood Plan to the Council. Providing all required information is submitted and legal requirements have been met the **Council must then:**
- Publish the Neighbourhood Plan for a minimum of six weeks.
  - Publish all documents on the Council's website along with details of where the Neighbourhood Plan can be inspected, the procedure of how to make comments and the date when these comments need to be submitted.
  - Make clear that there is a right for anyone making comments on the Neighbourhood Plan to request be notified of the Council's decision to 'make' (adopt) the Neighbourhood Plan.
  - Notify consultation bodies listed in the Consultation Statement to inform them that the Neighbourhood Plan has been received and published.
- 3.22. At this stage the **Council will also:**
- Publicise the Neighbourhood Plan / Neighbourhood Development Order on its social media channels
  - Notify the Developers and Agents Forum.

## 6.Examination

- 3.23. After the Council has consulted on the submission version of the plan it will arrange an examination of the plan by an independent examiner. Appointment of an examiner will undertaken in consultation with the Parish Council / Neighbourhood Forum and the Broads Authority if the Neighbourhood Plan / Neighbourhood Development Order falls partly within the Broads area.
- 3.24. The Neighbourhood Planning (General) Regulations 2012 **require the Council to do the following at this stage:**
- Submit to the Examiner the Neighbourhood Plan / Neighbourhood Development Order, supporting documents, Consultation Statement, Basic Conditions Statement and copies of the comments received during the Submission consultation.
  - Notify anyone who made a comment and indicated that they wish to attend a hearing (if public hearings take place) and speak at the hearings will be informed of the date, time, venue and format of the hearings.
- 3.25. At this stage the **Council will also:**
- Publicise the examination on its social media channels

## 7.Publication of Examiner's Recommendations and Decision on Neighbourhood Plan / Neighbourhood Development Order

- 3.26. Once the examination is complete the examiner will issue a report of their findings including any modifications necessary. The Council must publish the report on its website.
- 3.27. The Council must then make a decision on whether the Neighbourhood Plan / Neighbourhood Development Order should proceed to referendum.
- 3.28. At this stage **the Council must:**
- Publish the Council's decision on whether to take the Neighbourhood Plan / Neighbourhood Development Order to referendum (the 'Decision Statement') on the Council's website.
  - Send a copy of the Council Decision Statement to the Parish Council / Neighbourhood Forum responsible for the Neighbourhood Plan and anyone who requested to be notified of the decision.
  - Make hard copies of the Decision Statement available for inspection at the Town Hall.
- 3.29. If the Council decides to progress the Neighbourhood Plan / Neighbourhood Development Order to referendum it will then proceed to set a date for the referendum. Details will be published on the website and at the Town Hall. **The Council will also publicise** the referendum on its social media channels. Poll Cards will be sent to all eligible voters.

## 8.Adoption

- 3.30. Following a successful referendum vote result, the Council must then proceed to 'make' the Neighbourhood Plan / Neighbourhood Development Order. In accordance with the Neighbourhood Planning (General) Regulations 2012 **the Council must:**
- Publish the Neighbourhood Plan / Neighbourhood Development Order on the Council's website together with details of where it may be inspected.



- Notify those who requested to be notified of the making of the Neighbourhood Plan / Neighbourhood Development Order.

3.31. At this stage the **Council will also:**

- Issue a press-release.
- Publicise the making of the Neighbourhood Plan / Neighbourhood Development Order on its website.

## 4. How we will consult you in determining planning applications

- 4.1. Planning applications can cover a wide-range of developments from house extensions, to business parks to large housing developments. The nature of the planning application will determine how the Council will publicise and consult on a application.
- 4.2. The Council will publicise and consult on planning applications in line with the requirements set out in the Town and Country Planning (Development Management Procedure) Order 2015. These requirements are summarised within the Government’s Planning Practice Guidance which can be viewed here: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>
- 4.3. Planning applications are published on the Council’s website and comments can be submitted online here: <https://www.great-yarmouth.gov.uk/search-planning-applications>. The Council will also accept comments via email ([plan@great-yarmouth.gov.uk](mailto:plan@great-yarmouth.gov.uk)) or by letter to the Town Hall, Hall Plain, Great Yarmouth, NR30 2QF.
- 4.4. Comments on planning applications should relate to planning policies set out in Local Plans and Neighbourhood Plans and other ‘material considerations’. Material considerations include, but are not limited to national planning policy, impact on neighbour amenity, economic impacts, some finance considerations, design and environmental matters. Things which cannot be considered when determining a planning application include but are not limited to, ownership and boundary disputes, impact on property value, loss of private view (this does not include outlook which is a different concept), moral matters and restrictive covenants.
- 4.5. The Council encourages developers to make use of its pre-application advice service as it makes the planning process more efficient. Details can be found here: <https://www.great-yarmouth.gov.uk/article/4597/Pre-application-advice> . The Council also encourages developers of major developments or other developments which are likely to be of significance to the community, to engage with the community and key stakeholders prior to submitting an application. Pre-application consultation is currently mandatory for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.