



Subject: Supplementary Planning Documents – Initial Consultation Delegation
Report to: Policy and Resources Committee – 14 September 2021
Report by: Sam Hubbard, Strategic Planning Manager

SUBJECT MATTER

Request for delegated authority to approve the first stages of consultation on Supplementary Planning Documents.

RECOMMENDATION

That the Policy and Resources Committee delegate authority to the Director of Planning and Growth, in consultation with the Chairman of the Committee and the Local Plan Working Party, to approve the first stages of public consultation on emerging Supplementary Planning Documents.

1. Introduction

- 1.1. Supplementary Planning Documents (SPD) 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. The Council currently have two adopted Supplementary Planning Documents (SPD) for Hall Quay and North Quay.
- 1.2. The Town and Country Planning (Local Planning) Regulations 2012 require at least two stages of consultation during the preparation of an SPD. Firstly, consultation is required during the initial preparation of the document to inform a draft SPD. This consultation is typically more informal and could be in a questionnaire format (such as the initial consultation on the North Quay SPD) or in the form of a first draft of the SPD. More than one consultation could be undertaken if necessary and some consultations could be more tailored to be focussed on certain interest groups. The point of consultation at this stage is to give people an early say on the content of the SPDs before the Council has formalised a final position on the matter.
- 1.3. Once a final draft of the Supplementary Planning Document has been prepared it must then be subject to a more formal public consultation prior to adoption.
- 1.4. A number of Supplementary Planning Documents will be prepared by the Borough Council over the next couple of years. These include:

- Coastal Change Supplementary Planning Document - to support Policies GSP4 and E2 of emerging Local Plan Part 2 (initial consultation considered by Policy and Resources on 21st July 2020)
- Open Space SPD – to aid with the implementation of Policy H4 of the emerging Local Plan Part 2 – this will provide more detail on developer contributions to open space and how they can be spent.
- Design Guides for Great Yarmouth Heritage Action Zone
 - Shopfronts (initial consultation considered by Policy and Resources on 27th July)
 - Public Realm
 - Extensions / repairs
 - New build
 - ‘Umbrella Guide’
- Borough-wide Design Code(s)
- Green Infrastructure and Recreational Avoidance Mitigation Strategy
- Non-Designated Heritage Assets

1.5. In order to support the timely production of these documents this report requests that delegated authority is given to the Director of Planning and Growth, in consultation with the Local Plan Working Party and the Chairman of Policy and Resources Committee, to approve the public consultation at the initial stages of preparation as detailed above. Local Plan Working Party will have input on the drafting and formulation of consultation materials for these initial stages. Before approving materials for consultation the Director of Planning and Growth will also consult with the Chairman of the Policy and Resources Committee and feedback the input from the Local Plan Working Party.

1.6. The formal stage of consultation on the final draft of the SPD will still be subject to approval by the Policy and Resources Committee. Policy and Resources Committee also has the responsibility for adoption of the SPD on behalf of the Council.

2. Financial Implications

2.1. No direct implications. Some staff resource will be saved during the preparation of SPDs.

3. Legal and Risk Implications

3.1. The risks are considered minimal. Delegation is only being requested for the informal consultation stages during the preparation of the SPD. Approval for consultation on a final draft SPD will still be overseen by Policy and Resources Committee. The powers to prepare an SPD are outlined within the Planning and Compulsory Purchase Act 2004 and the Town and County Planning (Local Planning) Regulations 2012. Consultation is a necessity in the preparation of a Supplementary Planning Document and if not done correctly could lead to future scope for challenge.

4. Conclusion

- 4.1. Supplementary Planning Documents require at least two stages of consultation. To ensure the timely production of Supplementary Planning Documents it is requested that delegated authority is given to approve the first, informal, stages of consultation. This delegated authority is proposed to be given to the Director of Planning and Growth in consultation with the Local Plan Working Party and the Chairman of Policy and Resources Committee.

Areas of consideration: e.g. does this report raise any of the following issues and if so, how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Through ELT
Existing Council Policies:	Local Plan Part 1: Core Strategy, emerging Local Plan Part 2.
Financial Implications (including VAT and tax):	n/a – covered by usual staff operating costs.
Legal Implications (including human rights):	n/a
Risk Implications:	n/a
Equality Issues/EQIA assessment:	n/a
Crime & Disorder:	n/a
Every Child Matters:	n/a