

Portfolio Holder for Economy and Planning



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9 July 2018

For further information please contact

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NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **13 July 2018** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.37 of the Constitution.

1.	PROTOCOL FOR PREPARING SUPPLEMENTARY PLANNING GUIDANCE
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CYNGOR SIR POWYS COUNTY COUNCIL
PORTFOLIO HOLDER DELEGATED DECISION
by
COUNTY COUNCILLOR MARTIN WEALE
(PORTFOLIO HOLDER FOR ECONOMY AND PLANNING)

July 2018

REPORT AUTHOR: Professional Lead - Planning Policy

SUBJECT: Protocol for preparing Supplementary Planning Guidance

REPORT FOR: Decision

1. Summary

1.1 The Local Development Plan (2011-26) was adopted by Full Council on 17th April 2018 and became the operative statutory development plan for Powys (excluding the BBNP). The Plan includes a programme for the preparation of Supplementary Planning Guidance (SPG) on a six monthly rolling basis, with 11 topic based SPG to be completed over a two year period. SPG builds on the policies in the LDP, adding detail and assisting in interpretation, but it does not carry the weight of development plan policies in decision-making. The Planning Policy team have produced a SPG Protocol to aid the preparation and adoption of SPG in a consistent and timely manner.

2. Proposal

2.1 This report seeks the Portfolio Holder's approval of the SPG Protocol (Appendix 1) so that it is used by the Council for preparing SPG. It also serves to assist external organisations or parties drawing up robust SPG where a need for other individual SPG is determined and which require Council approval.

2.2 The LDP Working Group considered the Protocol in draft at its meeting on the 9th April 2018.

2.3 SPG is important in planning decision making as, once approved, it will carry weight as a material planning consideration. Importantly, the Protocol includes a community involvement scheme for SPG preparation. Only where SPG has been consulted upon, reviewed in the light of comments and formally approved will it carry significant weight in decision making. The Protocol aims to assist the preparation of SPG to ensure it that all guidance is properly consulted upon, informed by relevant stakeholders and given final approval through agreed Council procedures. It provides stakeholders with a

clear, open and transparent procedure on the preparation process and how they can participate.

3. Options Considered / Available

3.1 The Council has the option not to follow a Protocol. SPG has been prepared in the past to support previous development plans without reference to a Protocol. However, the Local Development Plan Delivery Agreement contained a Community Involvement Scheme which referred to SPG preparation. The use of a Protocol provides a simple and effective way of updating and tailoring the Community Involvement Scheme for the purposes of SPG preparation.

4. Preferred Choice and Reasons

4.1 The preferred choice is to approve an SPG Protocol (Appendix 1) because it will provide clear and consistent guidance to stakeholders on SPG preparation and the opportunities for getting involved. The timetable for SPG preparation within the Protocol reflects that set out in the adopted Powys LDP's monitoring framework.

4.2 The preparation and approval of individual SPG will assist applicants and decision makers in the determination of planning application by providing more certainty, and could help speed up decision-making.

5. Impact Assessment

5.1 Is an impact assessment required? No.

6. Corporate Improvement Plan

6.1 The Protocol provides opportunities for engagement, involvement and participation in SPG preparation which are part of Vision 2025's essentials for 'making it happen' The Protocol will support the process of preparing SPGs which in turn will support the Powys LDP which will contribute to many of Vision 2025's priorities such as the development of a vibrant economy, or improving the availability of affordable housing.

7. Local Member(s)

7.1 The SPG Protocol will apply to all areas of Powys with the exception of the area of Powys within the Brecon Beacons National Park i.e. the Powys LDP area.

8. Other Front Line Services

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes/No

Other services will be required to input into the preparation of individual SPG. The Development Management service will be directly responsible for implementing the SPGs prepared in line with the Protocol.

9. **Communications**

Have Communications seen a copy of this report? Yes

10. **Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)**

10.1 Legal - Legal support the recommendation for the same reason given below.

10.2 Finance – The Finance Manager Place and Resources notes the contents of the report, the resources required to complete the SPG will be funded from within the current revenue budget of Planning Policy.

11. **Scrutiny**

The LDP Working Group considered the draft Protocol at its meeting on the 9th April 2018.

12. **Statutory Officers**

12.1 The Solicitor to the Council (Monitoring Officer) commented as follows: “I note the legal comments and have nothing to add to the report.”

13. **Members’ Interests**

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest, he should declare it, complete the relevant notification for and refer the matter to Cabinet for decision.

Recommendation:	Reason for Recommendation:
To approve the Protocol for the preparation of Supplementary Planning Guidance 2018 (Appendix 1).	To enable the preparation of Supplementary Planning Guidance, in support of the Powys LDP, in a consistent manner.

Relevant Policy (ies):	Powys LDP, 2018		
Within Policy:	Y /N	Within Budget:	Y /N

Relevant Local Member(s):	All
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Person(s) To Implement Decision:	Peter Morris
Date By When Decision To Be Implemented:	1st July 2018

Contact Officer:	Peter Morris
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Tel:	01597 827773
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**Background Papers used to prepare Report:
Powys LDP and the LDP Delivery Agreement.**



POWYS COUNTY COUNCIL
Powys Local Development Plan (LDP) 2011-2026

**PROTOCOL FOR THE PREPARATION AND ADOPTION OF
SUPPLEMENTARY PLANNING GUIDANCE**

June 2018

Mae'r ddogfen hefyd ar gael yn Gymraeg
This document is also available in Welsh

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1. Introduction

1.1 This document (the Protocol) has been prepared by Powys County Council to explain how and when Supplementary Planning Guidance (SPG) will be prepared to support certain policies within the adopted (approved) Powys Local Development Plan 2011 – 2026 (LDP).

1.2 The Protocol explains how the SPG preparation methods will be undertaken, to ensure they are clear, inclusive and transparent, priorities which are central to Powys County Council's corporate mission to be an open, pro-active and engaging Council (Powys CC, 2018¹).

2. Supplementary Planning Guidance (SPG) and the Powys LDP

2.1 The Powys Local Development Plan 2011-2026 (LDP) contains the Council's planning policies for use in decision-making on applications concerning the development and use of land within the Powys Local Planning Authority area. The LDP covers all of Powys except for the area within the Brecon Beacons National Park and is the adopted development plan until 2026.

2.2 Whilst the LDP contains policies and proposals which form the basis for decision-making on planning applications, it avoids excessive detail. Therefore, the LDP is being supported by a set of guidance documents called Supplementary Planning Guidance (SPG) to assist in the understanding, interpretation and application of certain LDP policies in making planning decisions.

2.3 SPG must be clearly linked to policies in the LDP and must be consistent with the LDP and with national planning policy. SPG only contains guidance and advice and should not, for example, set out new policies or extra criteria for decision making to those contained within the LDP itself.

2.4 The programme of SPG planned to support the Powys LDP commences upon adoption of the Plan and is detailed in Section 6.

2.5 Whilst LDP SPG is under preparation, the Council may continue to give regard to relevant Unitary Development Plan (UDP) SPG until such time as that guidance is withdrawn or replaced. Most of the Powys UDP SPG or Interim Development Control Guidance is now obsolete but the Council is carrying forward two existing SPGs as material planning considerations to the LDP until these are superseded by new guidance. These are 1. Affordable Housing for Local Needs SPG, 2010 (updated in 2011) and 2. Residential Design Guide, 2004.

3. The Purpose of the Protocol

3.1 The Council needs to prepare SPG in an orderly and timely manner to ensure that the LDP is as effective as possible in managing the development of land to facilitate sustainable development.

3.2 The Protocol provides a methodical and consistent approach for preparing and publishing all the programmed SPG within agreed timescales, taking documents through the steps of draft, consultation, revision and approval, the procedures recommended by Welsh Government LDP guidance (Welsh Government, 2015², para 7.3.7). Taking these steps ensures that the approved SPG holds necessary weight as a material consideration during the decision-making process.

3.3 The flowchart in Section 12 illustrates the six stages of SPG preparation.

¹ Powys County Council Vision 2025

² Local Development Plan (LDP) Manual Edition 2

4. The Aims of the Protocol

4.1 The purpose of this Protocol is to set out the timescale and process for the preparation of SPG and the opportunities for stakeholders, the public and agencies to contribute.

4.2 The Protocol is an important document in the SPG preparation process. It sets out the Council's approved approach to ensuring SPGs are prepared in a consistent manner with engagement and consultation. It commits the County Council as the Local Planning Authority for Powys (excluding the Brecon Beacons National Park) to produce SPG in conformity with the stated timescales and consultation processes.

4.3 The Protocol:

- i. confirms which SPG will be prepared and when;
- ii. explains the stages in SPG preparation and the process and procedures the Council will follow;
- iii. informs people of when they can get involved;
- iv. sets out the SPG Stakeholder and Community Involvement Scheme (CIS) ;
- v. explains how the Council will publicise SPG once it is approved and in force.

5. The Status of SPG in Decision-making

5.1 SPG does not have the same status or weight as that attributed to adopted development plan policies by Section 38(6) of the Planning & Compulsory Purchase Act 2004 which states:

Planning applications must be determined in accordance with the adopted plan unless material considerations indicate otherwise.

5.2 SPG supports the policies in the plan but is not considered to be part of the adopted plan. It is therefore taken into account in decision making as a material consideration (Welsh Government, 2016³, para 2.3.4). A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. The weight attached to material considerations in reaching a decision is a matter of judgement for the decision-maker.

5.3 For SPG to carry substantial weight in decision making, including in cases where the Planning Inspectorate are determining a planning appeal, the SPG must "*derive from and be consistent with the development plan and have been the subject of consultation*" (Welsh Government, 2016⁴, para 2.3.4) and be formally adopted (approved) by the Council.

6. The LDP SPG Programme

6.1 Appendix 2 of the LDP includes an agreed programme for SPG production detailing which policies will be supported by SPG and the timescales for completion of the guidance. The programme is shown in Table 1.

6.2 The preparation of SPG documents has been prioritised according to both subject matter and available time and resource. The Council is required to monitor its performance on preparing and adopting SPG against the agreed programme.

6.3 Due to the set preparation schedule shown in Table 1, it is logical for the Council to prepare various SPG concurrently. This will enable the most efficient use of resources and help to streamline the process.

³ Planning Policy Wales (PPW) Edition 9

⁴ Planning Policy Wales (PPW) Edition 9

Table 1: The Powys Local Development Plan SPG Programme

SPG Topic Area	Link to Powys LDP Policy (by Policy Reference Number)	Target Timescale following LDP Adoption	Target Date for SPG Adoption
Affordable Housing	H5, H6, SP3	Within 6 months	October 2018
Biodiversity	DM2, SP7		
Planning Obligations	DM1		
Landscape	DM4, SP7	Within 12 months	April 2019
Renewable Energy	RE1, DM13		
Conservation Areas	DM13, SP7	Within 18 months	October 2019
Open Space	DM3		
Residential Design Guide	DM13		
Archaeology	SP7	Within 24 months	April 2020
Historic Environment – including the Historic Environment Records	DM13, SP7		
Land Drainage	DM6		

7. SPG Involvement and Consultation

7.1 The Council is committed to stakeholder involvement and public consultation, acknowledging the benefits which arise when local policy is informed by local stakeholders. Involvement and wider consultation ensures that the Council is fully aware of all the local issues and is able to take on board advice, help and new ideas, which should result in better guidance being produced. It should also help prevent problems and objections at a later stage.

7.2 Stakeholder involvement is central to the Protocol providing the opportunity for others to understand, inform and shape the content of the SPG. A structured “community involvement scheme” is an essential component of producing sound SPG and Welsh Government guidance (Welsh Government, 2015⁵, para 7.3.3) confirms that SPG will carry little, or no, weight in decision-making unless it is produced in accordance with a Community Involvement Scheme (CIS).

7.3 The Stakeholder and Community Involvement Scheme for SPG preparation can be found in Appendix 1.

⁵ Local Development Plan (LDP) Manual Edition 2

8. Other SPG

8.1 In addition to the programme of SPG determined through the LDP Examination process (Table 1), the need for other SPG may arise during the implementation of the LDP. Annual monitoring of the LDP will also play a role in identifying any requirements for new SPG to support the Plan's policies.

8.2 New SPG may also be required in relation to a specific topic covered by the LDP, or to a specific area and/or site. In particular, within the LDP, the Council has identified some allocated sites where development briefs are likely to be required. Communities may also wish to consider Place Plans.

8.3 **Development Briefs:** These are site-specific guidance documents which can be taken forward and adopted as SPG. Appendix 1 of the LDP sets out which of the Plan's allocated sites are likely to require a development brief, which are appropriate in some cases of large-scale development or where there are site constraints of a more sensitive or complex nature or where other issues have been identified which require addressing early on in the planning process. Furthermore, some windfall sites, i.e. development sites not already identified (allocated) in the Plan, may be aided by the consensus-building approach of the development brief SPG.

8.3.1 Development briefs do not always have to be adopted as SPG but will carry more weight in decision-making (i.e. provide more certainty) if they follow this route. The Council recognises that pre-application planning discussions, where undertaken, can usefully inform this type of SPG and will work with relevant stakeholders on the exchange of site information where available to inform the SPG.

8.4 **Place Plans:** The Welsh Government is progressing the Place Plan approach to community planning across Wales. Place Plans may be adopted as SPG provided they fit within the overall policy structure of the LDP and have been subject to consultation, revision and approval. Place Plans have a local basis and will be heavily dependent upon the interest and involvement of Town and Community Councils.

8.4.1 The Welsh Government foresees that Place Plan preparation can be aligned with LDP reviews and can inform and connect with the financial mechanisms in planning such as planning obligations and the Community Infrastructure Levy if applicable.

8.4.2 For more information on Place Plans, please refer to the Planning Aid Wales website at: <http://www.planningaidwales.org.uk/> Planning Aid Wales have held various workshops and network events to help encourage Place Plans. To find the latest information search "place plans" on their website. The website records speaker notes and presentations (eg- <http://www.planningaidwales.org.uk/place-plans-from-concept-to-reality/>)

The Design Commission for Wales support a toolkit for Place Plans: www.shapemytown.org

8.5 Please note that local stakeholders, other than Powys County Council, will generally be expected to take responsibility for the production of Development Briefs and/or Place Plans. For example they may be prepared by Town and Community Councils (TCC), developers, landowners or other local community group(s). **The County Council will need to be involved as a stakeholder from the outset and all such documents should be prepared in accordance with the principles of the SPG Protocol** to ensure they accord with LDP policies and are subject to appropriate public scrutiny so as to carry appropriate weight in future planning decisions (see Section 5. above). Alternatively, Powys County Council may be in a position to prepare these SPG documents on behalf of a local group or TCC and can be asked to quote for services in this respect.

9. Assessments

9.1 **Powys County Corporate Impact Assessment:** Throughout the preparation of SPG the Council will follow its corporate procedures for impact assessment. The Council's Impact Assessment toolkit (or any replacement of such) will be used and this incorporates Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management.

9.2 **SA/SEA/HRA – Statutory Assessments:** As SPG is providing additional detail on LDP policies which have already been subject to statutory assessment (Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)) there should be no need for these assessments on the SPG identified during the LDP examination process. However, the Council will assess this position on an individual basis.

9.3 **Area or site-specific SPG** such as Development Briefs and Place Plans may be required to be subject to statutory assessments. Where relevant, the Council will explain in individual SPG how the various Assessments have been considered and the approach taken.

10. Welsh Language Considerations

10.1 All public documentation should be published bilingually in accordance with the Welsh Language Standards which the Council follows. Where SPG content relates to the Welsh Language itself, earlier draft documents (Stages 1-3) may require to be translated from the outset of the preparation process to ensure all stakeholders, including Welsh language stakeholders, are provided with appropriate documentation. The impact assessment process (section 9.1) will identify Welsh Language requirements in respect of each SPG.

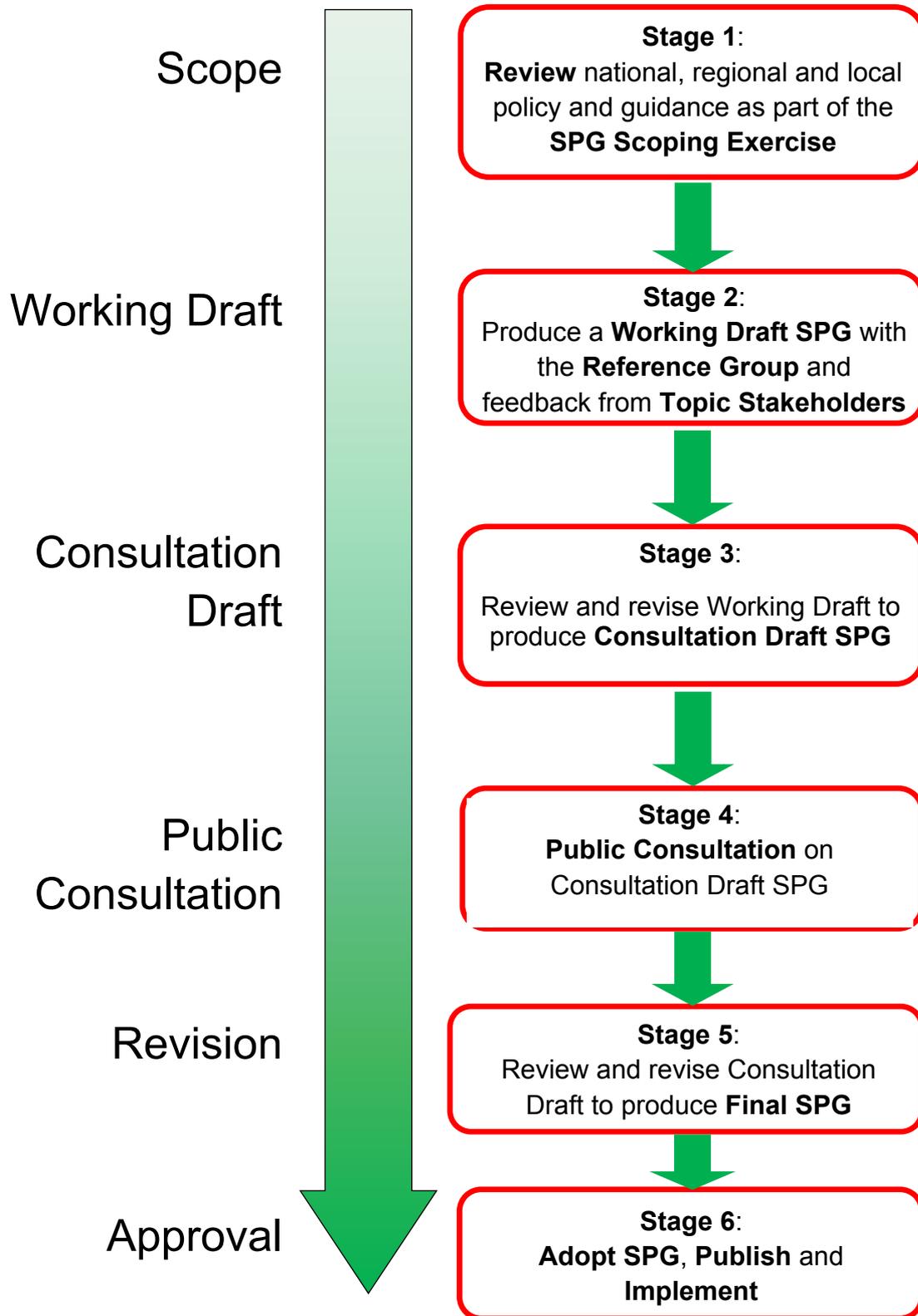
11. SPG Monitoring and Review

11.1 The implementation and delivery of SPG will be monitored as part of the LDP's Annual Monitoring process, which will include monitoring of policies or proposals relating to various topic areas. The effectiveness of SPG alongside the policies they supplement will be evaluated as part of this process.

11.2 Individual SPG will be kept under review in light of any relevant information and may need to be updated to reflect changes to circumstances, policy or guidance, or as a result of issues arising from the operation of the SPG. Where updating is considered necessary the changes will be subject to consultation, revision and approval as appropriate.

12. The Stages of SPG Preparation:

12.1 Powys County Council will adopt a six stage SPG preparation process as outlined in the following flow diagram.



12.2 Table 2 explains each stage of the preparation process in more detail including the timetabling required for the Council to meet the programme of SPG adoption set out in Table 1.

Table 2. The SPG Preparation Process – Stage by Stage

SPG Stage and Purpose		Who is responsible and/or involved?	Council Member Involvement	Indicative timescales
Stage 1: Review and Scoping Exercise	<p>Officers will review national, regional and local legislation, policy and guidance relevant to the topic such as past SPG, SPG produced by other Local Authorities and other up-to-date planning and topic related information which will form the background and context to the SPG.</p> <p>The review and Scoping Exercise will identify the matters and issues that the SPG is intended to address. A Reference Group (see Glossary) will be set up in order to comment on the scoping exercise including the identification/list of professional expert Topic Stakeholders, and to inform and agree the content of the Working Draft SPG.</p>	<p>Planning Policy Officers</p> <p>Reference Group</p>	Not applicable	<p>LDP is adopted. SPG preparation commences in accordance with LDP Programme.</p> <p>Officers will aim to produce the Working Draft SPG within 6 weeks of commencing the SPG and allow a further period for seeking expert Topic Stakeholder feedback and undertaking review/revision.</p>
Stage 2: Working Draft SPG	<p>The Council will seek feedback in preparation of the Working Draft SPG with a targeted range of professional expert stakeholders called Topic Stakeholders (see Glossary).</p>	<p>Planning Policy Officers</p> <p>Reference Group</p> <p>Topic Stakeholders</p>		
Stage 3: Consultation Draft SPG	<p>In discussion with the Reference Group, Officers will update the Working Draft to produce a Consultation Draft SPG.</p>	<p>Planning Policy Officers</p> <p>Reference Group</p>	LDP Working Group(WG) / Portfolio Holder(s) to approve Consultation Draft for public consultation	<p>Officers will aim to produce the Consultation Draft SPG within 10 weeks of commencing the SPG.</p> <p>Public Consultation should begin 12 weeks after SPG commencement.</p>

Continued SPG Stage and Purpose	Who is responsible and/or involved?	Council Member Involvement	Indicative timescales	
<p>Stage 4: Public Consultation</p>	<p>The Council will issue the Consultation Draft SPG for wider consultation with stakeholders, the public and agencies. Consultation will be in accordance with the SPG Stakeholder and Community Involvement Scheme (see Appendix 1).</p>	<p>Topic Stakeholders Other Stakeholders The Public</p>	<p>Councillors advised through Members Information Bulletin Planning Committee notified</p>	<p>There will be a 6 week period of Public Consultation.</p>
<p>Stage 5: Final SPG</p>	<p>Officers will consider the comments received from the public consultation stage and review/revise the Consultation Draft SPG in discussion with the Reference Group. A Final SPG will be produced which will include a Consultation Statement to summarise details of the consultation stage, explaining the comments received and detailing any changes made as a result of the consultation process.</p>	<p>Planning Policy Officers Reference Group</p>	<p>LDP Working Group Cabinet for approval</p>	<p>Officers will aim to produce a Final SPG within 3 weeks of the Public Consultation closing and will report to the LDP WG.</p>
<p>Stage 6: Adopt SPG, Publish and Implement</p>	<p>Once adopted, the SPG will be used for Development Management purposes. The Council will publish the Adopted SPG and make it available and promote it in accordance with the SPG Stakeholder and Community Involvement Scheme (see Appendix 1).</p>	<p>Planning Policy Officers</p>	<p>Councillors advised through Members Information Bulletin Planning Committee notified</p>	<p>SPG adoption and publication will be planned in accordance with the target timescales of the LDP Programme.</p>

Appendix 1

The SPG Stakeholder and Community Involvement Scheme (CIS)

1. Introduction

This CIS for Supplementary Planning Guidance (SPG) preparation has been updated from the Local Development Plan (LDP) Delivery Agreement CIS and is tailored for the SPG process. This means that the community engagement approach is developed to be reflective of and proportionate to the detail and content of SPG work and suitable for the parties expected to be involved, whilst meeting the preparation timeframes.

2. Aims of the CIS

To make sure the process is clear, transparent and consistent, the Council will prepare all supplementary planning guidance in accordance with this Stakeholder and Community Involvement Scheme (CIS) which aims to:

- i) Let you know when and how you can get involved in SPG preparation.
- ii) Make you aware of the methods by which the Council will communicate and the time periods in which you may comment.
- iii) Advise you on how the Council will feedback on how your views have been considered.

Development Briefs and Place Plans which may be led by organisations other than the Council should be informed by the six stages of SPG preparation (Section 12. of the Protocol) and follow the principles laid out in this Protocol and CIS to achieve adoption.

3. Stages of SPG Preparation and Adoption

The six stage process for SPG preparation and adoption is shown in this Protocol. Involvement in SPG preparation will be led by Planning Policy Officers and include two main consultation groups these being:

1. Topic Stakeholders
2. Other Stakeholders and the Public

4. Topic Stakeholders

The Council will target involvement at the early preparation stages. The Council will identify professional experts in a subject to be Topic Stakeholders (see Glossary) using existing networks and contacts held in the Council's LDP database. The parties to be included as Topic Stakeholders will vary according to the SPG topic/subject matter and will be kept under review.

From this group, the Council will initially form a Reference Group (see Glossary) who will be involved throughout the six month process to shape and inform the SPG. Whilst generally consisting only of internal (Powys County Council) officers, on occasion the Reference Group may include representatives from other partner organisations and/or external expert bodies including relevant statutory planning consultees, drawn from the wider expert Topic Stakeholder group.

Selection and membership of the Topic Stakeholder Group and the Reference Group will be at the Council's discretion.

The Reference Group will oversee and assist in the preparation of the Working Draft (Stage 2) which will be circulated to the expert Topic Stakeholders for feedback. The Council will generally involve the Reference Group and Topic Stakeholders through email communication.

5. The involvement of Other Stakeholders and the Public

The main consultation stage for other stakeholders, the public and agencies is at Stage 4 when, three months after the start of preparation, the Council will undertake a public consultation on the Consultation Draft SPG.

5.1 During the Public Consultation Stage (Preparation Stage 4) the Council will:

- Notify all names on the LDP mailing database by email (unless you have contacted us to request written correspondence) and publish on the LDP pages of the Council's website that an SPG is being made available for public consultation.
- Publicise the consultation via press releases and social media as appropriate.
- Provide all Town and Community Councils in Powys with advance notification of the SPG consultation(s) enabling them to publicise the SPG process in their own communities.
- Make available all relevant documents on-line on the Council's LDP webpages and in hard copy at the following locations:

i) Main **Council Offices** (Deposit Venues): **County Hall and The Gwalia**,
Llandrindod Wells,
Neuadd Brycheiniog, Brecon, and
Neuadd Maldwyn, Welshpool;

and at

ii) All Powys **Public Libraries**

- Accompany each consultation draft SPG with a Frequently Asked Questions sheet to assist with the understanding of the SPG process, the purpose of the SPG document and the consultation arrangements.
- Provide a **six week consultation period** for comments (representations) to be made.
- If a community meeting, event or workshop is held, the Council will keep an attendance list and produce notes of the engagement event, the participation outcomes and any action points arising. The notes will be made available, as soon as reasonably practicable, electronically on the Council's LDP webpages.

5.2 How you can comment:

- The Council welcomes all feedback. Consultation comments (representations) should be made in writing and submitted on a standard form or by separate letter/email to the LDP Team.
- The Council welcomes correspondence in Welsh and will respond to any correspondence in Welsh. Corresponding in Welsh will not lead to delay.
- The Council may ask for more detailed/specific feedback by devising a set of consultation questions which can be very useful in understanding people's views.
- Consultation comments should be submitted before the consultation deadline.

6. Final SPG , Consultation Feedback and Adoption Stages (Preparation Stages 5 & 6)

The Council's responses to the comments raised at the Public Consultation Stage will be published in a Consultation Statement. The Statement will make it clear how the SPG has been reviewed/amended to take account of representations made. Once the Final SPG has been approved by Powys County Council through formal procedures, it is adopted guidance and will be implemented, and the Council will alert stakeholders and the public as follows:

- Notify all names on the LDP mailing database by email of any approved SPG as soon as reasonably practicable following Council approval.
- Publish the SPG on-line on the Council's LDP webpages as soon as reasonably practicable.
- Place a hard copy of the approved SPG at the **four main council offices** as listed in section 5.1 above and at all Powys Libraries which hold a copy of the adopted development plan.
- Publicise the approved document via press releases and social media as appropriate.

Notes on the CIS:

- ❖ Anyone reading this document can request to be added to the LDP mailing database* to receive general updates and information.
- ❖ If the Council believe that a **community meeting, event** or **workshop** would benefit the preparation of the SPG, such involvement may be arranged during the public consultation stage. The Council will publish details of any such event on the Council website (LDP pages). Where possible the event will be advertised by advance notice at the venue (e.g. Village Hall notice board).

❖ **Planning Policy Contact Details:**

Email: ldp@powys.gov.uk
Post: Planning Policy, Powys County Council, The Gwalia, Ithon Road,
Llandrindod Wells, Powys, LD1 6AA
Telephone: 01597 826000

- ❖ LDP Working Group and Council Cabinet agenda, reports and minutes, available on the Council's committee pages, will record the progress of SPG through the approval process and may therefore provide a useful reference source.

***IMPORTANT: Please ensure the Council has your up to date email contact details.** Involvement will be by electronic means of communication. Should you require correspondence in another format please contact the LDP Team.

Appendix 2

GLOSSARY	
Community Involvement Scheme (CIS)	Sets out the project plan the Local Planning Authority uses for involving local communities, businesses and others, in the preparation of the LDP. The CIS is agreed by Welsh Government as part of the Delivery Agreement (PCC, 2015 ⁶). Powys County Council has produced an updated and separate Stakeholder and Community Involvement Scheme for SPG involvement purposes.
Consensus building	A process of early dialogue with targeted interest groups to understand relevant viewpoints and agree a course of action. (WG, 2015 ⁷)
Consultation	A formal process in which comments are invited on a particular topic or set of topics, or a draft document. (WG, 2015 ⁸)
Delivery Agreement (DA)	A document comprising the Local Planning Authority's timetable for the preparation of the LDP together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Development Brief	A statement outlining the general proposals and requirements for the development of a specific site including detailed design. (PCC, 2018 ⁹)
Engagement	An active and participative process by which people can influence and shape policy and services that includes a wide range of different methods and techniques. (Participation Cymru, 2011 ¹⁰)
Local Development Plan (LDP)	The required statutory development plan for each Local Planning Authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004. (PCC, 2018 ¹¹)
LDP Working Group	An internal Officer-Member Working Group that meets to oversee and consider in detail the preparation of the LDP and to make recommendations to the Council's Cabinet. Members of the Working Group are also provide feedback to other members of the Council. The Working Group was set up in 2007 and has been involved in all stages of the LDP preparation up to adoption stage and will continue to be involved post-adoption through SPG preparation, and the Plan's annual monitoring and review. It meets as required
Participation	People being actively involved with policy makers and service planners from an early stage of policy and service planning and review. (Participation Cymru, 2011 ¹²)
Place Plan	Place Plans provide an opportunity for individual towns or areas to have a comprehensive plan in place within the framework of the Local Development Plan. They are favoured by the Welsh Government (WG, Dec 2015 ¹³) but there is no set format for a Place Plan. The production of Place Plans encourages greater community engagement in planning, allowing communities to shape their localities. They are not limited to towns and could involve for example a village, a cluster of villages/community area, a neighbourhood, town centre or regeneration area. The

⁶ Powys Local Development Plan (2011-2026) Delivery Agreement

⁷ Local Development Plan (LDP) Manual Edition 2

⁸ Local Development Plan (LDP) Manual Edition 2

⁹ Powys Local Development Plan (2011-2026)

¹⁰ National Principles of Public Engagement in Wales

¹¹ Powys Local Development Plan (2011-2026)

¹² National Principles of Public Engagement in Wales

¹³ Positive Planning Implementation Plan

	WG have developed a series of pilot projects with the aim of helping Town and Community Councils to develop Place Plans.
Reference Group	The Council will, at the beginning of each SPG process, identify a Reference Group. This group will generally consist of internal (Powys County Council) stakeholders whose roles and responsibilities relate to the topic area. The role of the Reference Group will be to aid with the initial scoping of the SPG including the verification of the Topic Stakeholder list. Whilst its role will be particularly important at the beginning of the SPG process, it is likely the group will continue to act as a sounding board, particularly for any comments or options that are brought forward throughout the SPG process. Reference Group members also have involvement as Topic Stakeholders.
Stakeholders	<p>“Anybody who can affect or is affected by an organisation, strategy or project”. “Involvement may be through representative bodies”. For SPG involvement the Council has identified two main groups:</p> <p>Topic Stakeholders: These are the main relevant parties (internal and external) who have planning-related professional expertise of the topic area. Alongside officers and expert bodies, the Council will seek to involve any other relevant statutory planning consultees in this group in recognition of the statutory role they have in the planning application process. The Council will also include relevant Welsh Government departments. Involvement as a Topic Stakeholder is at the Council’s discretion. For Development Brief, Place Plan or other site-specific SPG, Topic Stakeholders will include the Council, relevant Town and Community Council(s) and those parties (where known) with a legal interest in, or having control of, the land (e.g. developer, landowner, tenant, appointed land agent/planner).</p> <p>Other Stakeholders: For anyone else wishing to be kept informed, the Council already holds a database of interested parties from the LDP preparation process. New parties who wish to be consulted upon SPG should request to be added to the LDP mailing database to ensure they are kept informed and updated. Contact details can be found on page 12.</p>
Statutory Planning Consultees	These are organisations and bodies, defined by statute, who must be consulted on relevant planning applications. Key organisations (in terms of impact and volume of consultations) include Cyfoeth Naturiol Cymru/Natural Resources Wales and particular departments of the Welsh Government. Other bodies include local highway authorities and organisations with more specific interests, such as the Coal Authority. In general, statutory consultees are defined in the Town and Country Planning (General Development Procedure) Order 1995 (As Amended). (Welsh Government, 2011 ¹⁴)
Supplementary Planning Guidance (SPG)	<p>Supplementary information in respect of the policies in an LDP. SPG does not form part of the development plan and is not subject to independent examination but must be consistent with it and with national planning policy. SPG may be (definitions from TAN 12: Design, WG, March, 2016):</p> <ul style="list-style-type: none"> • Topic based: Where guidance is needed in relation to particular issues or uses. • Area specific: Appropriate to guide development in key areas such as town centres, conservation areas or a distinct neighbourhood or urban quarter. • Site specific: Guidance on the way in which a particular site should be developed or to inform on the characteristics of a specific site in accordance with local/national policy.

¹⁴ Information Report: List of Statutory and Non-Statutory Consultees in the Planning Application Process

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