

# Supplementary Planning Guidance (SPGs)



*Procedures for the production and reporting of briefs and SPGs.*

# SUPPLEMENTARY PLANNING GUIDANCE

## A PROCEDURE

### Introduction

1. Supplementary Planning Guidance (SPG) is non-statutory in nature and can take the form of either a master plan, a site development brief or policies that supplement other specific policies in a Unitary Development Plan such as affordable housing, amenity space, design etc. Such documents allow local planning authorities the opportunity to provide more detailed guidance on how the policies of a UDP will be applied.
2. Only those policies contained within Development Plans have the special status afforded by Section 54A of the Town and Country Planning Act, 1990 (As Amended), in determining planning applications and appeals. However, the Welsh Assembly Government (WAG) advises that SPG may be taken into account as a material consideration where it has been prepared in consultation with the general public and interested parties and it has been the subject of a Council resolution.

### Context

3. The purpose of this note is to establish procedures for the production, reporting, consultation and adoption of Supplementary Planning Guidance Notes. The procedure document is to be read alongside the procedure already in existence for the production, reporting, consultation and adoption of Site Development Briefs.
4. The following procedure is to be adopted for the preparation of SPG:

#### B. Procedure: Supplementary Planning Guidance

- All SPGs will be reported to Cabinet in the first instance, with consultation to follow with Planning Committee.
- The views of Planning Committee (where applicable) will be referred back to Cabinet, which will take a view as to whether the SPG requires amendment prior to adoption.

5. The following procedure is to be adopted as it relates to Member consultation:

Consultation with Members

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- In all cases, prior to the reporting of Supplementary Planning Guidance to Cabinet or Planning Committee, the Cabinet Member for Planning and Transportation and the Chairman of Planning Committee will be advised of the intention to report a SPG for consideration.
- Consultation will take the form of a letter with a copy of the draft SPG, giving 14 days to provide comments on the brief prior to its reporting to the relevant Cabinet.
- Any comments received will be reported to the relevant Cabinet within the body of the report. If any amendments have already been made to the SPG as a consequence of consultations received, the report should reflect this fact.

6. The following procedure applies to public consultation:

Subsequent Public Consultation

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- For all SPG, consultations with relevant statutory consultees and parties will be undertaken, following their approval through Cabinet and Council as draft guidance. A 4-week period for consultation is recommended.
- Following consultation, a summary of the comments and any subsequent proposed changes to the draft SPG, including a recommendation to adopt the SPG will be reported to Cabinet in the first instance, followed by Planning Committee.
- The views of Planning Committee (where applicable) will be referred back to Cabinet, which will take a view as to whether the SPG requires amendment prior to adoption.

7. The following procedure applies to charging, distribution and contacts:

Charging

- There is no reason why SPGs cannot be made available to purchase, for at nominal fee to cover copying and binding costs. Accordingly all reports will include a recommendation to set a fee for copies of the document commensurate with its size.

### Distribution

- Following adoption of SPGs, copies will be made available to the Development Control Group, and any other appropriate internal Council directorate.
- The Planning and Transportation Division shall retain an up to date library and list of all adopted SPGs in use.

### Contacts

The following persons are relevant contacts within the Planning and Transportation Division, should members have queries on SPGs produced by the Division.

D. Robert Thomas  
Head of Planning and Transportation 01446 704630

Emma Harvey  
Operational Manager Planning and Transportation 01446 704673

### Footnote

Please also refer to the Protocol for members and officers in dealing with planning and related matters.