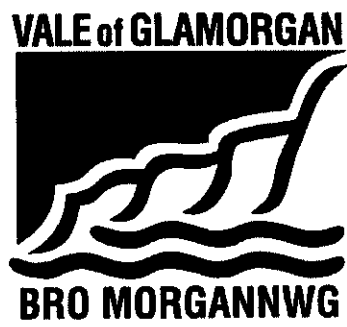


# Site Development & Planning Briefs



*Procedures for the production and reporting of briefs.*

November 2004



SITE DEVELOPMENT  
AND PLANNING  
BRIEFS

Procedures for the production  
and reporting of  
Briefs

August 2004  
Head of Planning and Transportation

D.R. Thomas

SITE DEVELOPMENT AND PLANNING

BRIEFS

A PROCEDURE

Introduction

1. The purpose of site development or planning briefs is to assist all concerned in the development process in the understanding of the development potential of sites as well as policies applicable to such sites. Briefs provide an outline of all relevant planning policies that will be material to the consideration of development proposals. They also contain site specific information in terms of potential uses, and key issues for consideration at the development control stage.
2. Although a discretionary function, briefs are important in that they promote and raise awareness of key policies in the development plan and other supplementary planning guidance thereby assisting the development control function. They are therefore central to promoting effective and quality outcomes from the planning process. While Briefs provide an outline of relevant planning policies as well as the more site specific issues, it is clear and has to be acknowledged that the decisions relating to specific planning applications relating to the site can only be taken by Planning Committee having regard to any Brief in existence as well as other material factors.

Context

3. The purpose of this note is to establish a procedure for the production, reporting and adoption of Site Development Briefs.

Procedure

4. The following procedure is to be adopted for the preparation of Site Development Briefs:
  - (i) Council Owned Property and Sites Within The Policy Framework
    - \* All Site Development Briefs including those that relate to Council owned land or property and those that relate to sites within the policy framework 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 brief requires amendment prior to adoption.

(ii) Briefs outside of the Policy Framework

- \* Site development briefs that promote uses or developments that would be contrary to the current development plan and Unitary Development Plan will also in the first instance be reported to Cabinet, with consultation to follow with Planning Committee and the Economy and Environment Scrutiny Committee.
- \* Following the referral of the brief to Planning Committee and Scrutiny Committee, the views of both Committees will be referred back to Cabinet who will take a view as to whether the brief requires amendment.
- \* The brief will then, following a consideration of the comments of Planning and Scrutiny Committee, be referred to Council with a recommendation on adopting the Brief.

(iii) Consultation with Members

- \* In all cases, prior to the reporting of site development briefs to Cabinet or Planning Committee, the Cabinet Member for Planning and Transportation, the Chairman of Planning Committee and the relevant local ward Members will be advised of the intention to report a development brief for consideration.
- \* Consultation will take the form of a letter with a copy of the draft brief, 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 brief as a consequence of consultations received, the report should reflect this fact.

(iv) Subsequent Public Consultation

- \* In all cases, the report to Cabinet will indicate whether public consultation on the content of the brief is desirable or required. The report will also include referral to the form of consultation envisaged.
- \* Briefs that are contrary to the Unitary Development Plan will always be subject to consultation, and their approval through Cabinet and Council will be as draft briefs to be subject to consultation.

- \* Other briefs that relate to significant development sites or buildings will also be subject to consultation, and the same principles shall apply in that the approval of the brief will be as a draft, subject to consultation. In such cases, the Planning and Transportation Division will use discretion to determine whether or not consultation is desirable, although the ultimate decision on consultation will be a matter for Cabinet.

(v) Charging

- \* The production of Site Development Briefs is a discretionary function and is not required by statute. As a consequence there is no discretion for local planning authorities to charge land owners and developers for time and resources employed in producing development briefs. This is particularly given that briefs are intended to assist the planning process and as a consequence contribute to the pre-application process, which similarly cannot be subject to charging at present.
- \* However, there is no reason why other parties (developers, agents) cannot produce briefs which are subsequently reviewed by the Council prior to their adoption. Such an approach has been employed at key sites at Barry Waterfront.
- \* In addition, there is no reason why briefs cannot be made available for purchase, for a nominal fee to cover copying and binding costs. Accordingly all reports will include a recommendation to set a fee for copies of the brief which fee will be commensurate with the size of the Brief.

(vi) Distribution

- \* Following adoption of the brief, copies will be made available to the Development Control Group, and any other appropriate internal Council directorate.
- \* Copies of the approved brief will also be forwarded to relevant local members for information.
- \* The Planning and Transportation Division will retain an up to date library and list of all adopted briefs in use.





Prepared by  
The Vale of Glamorgan Council,  
Directorate of Environmental & Economic Regeneration,  
Dock Office, Barry Dock, Barry. CF63 4RT

August 2004