

ITEM 7

MEETING	Joint Planning Policy Committee
DATE	4 September 2020
NAME	Supplementary Planning Guidance – Change of use of community facilities and services, employment sites and retail units
PURPOSE	To consider the Draft Supplementary Planning Guidance for consultation attached in Appendix 1 and obtain a decision to publish for public consultation.
RECOMMENDATION	To approve the publication of the following Supplementary Planning Guidance for public consultation: i. Supplementary Planning Guidance: Change of use of community facilities and services, employment sites and retail units
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1. Background

- 1.1 The Planning Authorities have committed to preparing a series of Supplementary Planning Guidance to support the Joint Local Development Plan. This report presents a draft version for consultation of the Supplementary Planning Guidance: Change of use of community facilities and services, employment sites and retail units, as well as information about the next steps and timetable.

2. The purpose of a Supplementary Planning Guidance

- 2.1 A Supplementary Planning Guidance is produced to provide further details on particular policies in the Joint Local Development Plan. Supplementary Planning Guidance assist in ensuring that policies are better understood, and are implemented more efficiently and consistently.
- 2.2 In preparing these new Guidance it is important to bear in mind that that Guidance must be consistent with the Joint Local Development Plan and national planning policy. No Guidance should contain new policies or amend existing policies.
- 2.3 Based on the above, it is only the policies and proposals of the Plan that have special status (precedence) in determining planning applications. However, after they are adopted, and provided they have been subject to public consultation and have been adopted by the Authorities, the Guidelines may be used as a material consideration in reaching decisions on relevant planning applications.

3. The process thus far

- 3.1 To date, the process of preparing the Supplementary Planning Guidance included in Appendix 1 has included:
- i. giving consideration to relevant policies in the Local Development Plan;
 - ii. reviewing existing guidelines on the areas covered in the Guidance;
 - iii. consideration of input by relevant officers within the two Councils on the draft version of the Guidance.

4. Changes incorporated into the Draft Consultation version of the Supplementary Planning Guidance

4.1 Following internal discussions that have taken place after an initial draft version of the Guidance was presented to the Panel, some sections of the Guidance have been revised. The revisions include:-

- Revise sections that refer to the relevant policies included within the JLDP in order to ensure consistency and accuracy between the Guidance and the Policies;
- Add some clarity with regard to the loss of use of a non-commercial community facility and the information that is expected to be submitted;
- Clarify what information is expected to be submitted for considering the suitability of applications for ancillary uses on employment sites.

5. Next steps and timetable

5.1 Originally, the Guidance was due to be presented to a meeting of the Joint Planning Policy Committee on 20 March, 2020. As a result of the Covid-9 pandemic, that meeting had to be cancelled. This, in turn has meant that the process of receiving the committees approval to release the document for public consultation has slipped.

5.2 The following table notes the next steps and indicative timetable for completing the steps. The final timetable depends on the number of observations received during the public consultation period and the matters raised in those observations. A report to the meeting of the Local Development Plan Panel will provide an update following the end of the public consultation period, including providing a final timetable.

Action	When?
Hold a six-week public consultation.	September - October 2020
Joint Planning Policy Committee - to consider: i. Observations received during the public consultation period. ii. Amendments proposed to the wording of the Guidance.	November 2020
Joint Planning Policy Committee – to consider: i. Observations received during the public consultation period.	December 2020

ii. Amendments proposed to the wording of the Guidance.	
iii. Adopt the Guidance.	
Use the adopted Guidance as a relevant planning consideration	December 2020 onwards.

5.3 Normally, when conducting public consultations on Supplementary Planning Guidance and in accordance with the '[Procedural Note for the preparation and adoption of Supplementary Planning Guidance](#)', hard copies of the Guidance are available for inspection at Council Offices and local public libraries. Due to the current situation, this will not be possible. It is noted that correspondence will be sent to individuals/planning agents who have previously expressed an interest in the Guidance in order to raise awareness of the fact that the Guidance is subject to public consultation. Furthermore the consultation will be advertised regularly on the social media platforms of both authorities.

6. Recommendation

6.1 That the Joint Planning Policy Committee approves the release of the Draft Supplementary Planning Guidance – Change of use of community facilities, employment sites and retail units which is included in Appendix 1 for a period of public consultation.