

How we consulted on the Broads Authority Design Guide and Code Supplementary Planning Document and considered the comments received (November 2024)

1. Introduction

This document provides a summary of the consultation undertaken on the Design Guide and Code Supplementary Planning Document (SPD) under Regulation 12 of the Town and County Planning (Local Planning) Regulations 2012 (as amended).

It provides the information required under Regulation 12 and 13 of the above mentioned regulations.

This document sets out:

- Which bodies and persons the local planning authority invited to make representations under regulation 12,
- How those bodies and persons were invited to make representations under regulation 12,
- A summary of the main issues raised by the representations made pursuant to regulation 12.

2. About the first consultation

The consultation took place over a 3 week period and commenced on Thursday 14th of April and closed on Friday 6 May 2022. The purpose of the consultation was to establish a baseline of information on the thoughts of the local community in relation to the built environment. The consultation consisted of a survey which was sent to the Broads Society and parish and town councils for circulation, advertised via social and other media and was on the Authority's website.

3. Responses received

Comments to the consultation were submitted via an online form on SurveyMonkey.

The consultation attracted 148 responses and generally demonstrated the great weight placed on the built environment of the Broads by respondents, who also placed great value on the natural environment and Broads' heritage. This shaped the development of the Design Guide and Code.

Responses can be found at [Appendix 1](#).

4. About the second consultation

The consultation took place over an 8 week period starting on 3 October and completed on 9th December 2022.

The consultation was on the first draft of the Design Guide and Code.

In accordance with the Authority's Statement of Community Involvement (SCI), direct notification of the consultation was sent to everyone on the contact database. Three community 'drop-in' sessions were held in different parts of the Broads Authority's area and visits to 'harder to reach' groups were made, including to the Nancy Oldfield Trust, Youth Advisory Boards in Broadland and Great Yarmouth and to EmpowerHER in Norwich.

The document was made available at these locations:

Local Authority offices:

Broads Authority (Norwich)

Broadland District Council (Norwich)

South Norfolk Council (Norwich)

Great Yarmouth Borough Council

North Norfolk District Council (Cromer)

East Suffolk Council (Lowestoft)

Norfolk County Council (Norwich)

Suffolk County Council (Ipswich)

Libraries:

Acle Library

Beccles Library

Brundall Library
Bungay Library
Cromer Library
Great Yarmouth Library
Loddon Library
Lowestoft Library
Oulton Broad Library
Norwich Millennium Library
Stalham Library
Wroxham Library

5. Responses received

Comments to the consultation were received via email to PlanningPolicy@broads-authority.gov.uk.

The consultation attracted more than 20 responses from individuals, groups or organisations. The table at [Appendix 2](#) shows the comments and how they were addressed in the SPD.

6. About the third consultation

A six week period of consultation will take place between the 5th of December 2024 and 16th of January 2025.

Any comments received will be taken into consideration and amendments made to the Design Guide and Code SPD where appropriate. We cannot guarantee that all comments will result in amendments as we may not agree with them, but we will set out our reasons where change are not made. All comments will be reported to Planning Committee and the Broads Authority meeting when the document is considered for adoption.

The draft Broads Authority Design Guide and Code SPD will be available to view on the Broads Authority's website, along with the Strategic Environmental Assessment (SEA) and Consultation Statement. Hard copies of the document will also be available at:

Local Authority offices:

Broads Authority Office

Broadland and South Norfolk District Council Office, Norwich

Norfolk County Council, Norwich

North Norfolk District Council Offices, Cromer

Libraries:

Acle Library

Beccles Library

Brundall Library

Bungay Library

Cromer Library

Great Yarmouth Library

Loddon Library

Lowestoft Library

Oulton Broad Library

Norwich Millennium Library

Stalham Library

Wroxham Library

The following privacy notice will apply to this consultation:

Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. For more information, see the [Broads Authority Data Protection Policy](#).

The Broads Authority will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will be made publicly available as part of the process. It will not however be sold or transferred to third parties other than for the purposes of the consultation.

- 1. The identity of the data controller and contact details of our Data Protection Officer.** The Broads Authority is the data controller. The Data Protection Officer can be contacted at dpo@broads-authority.gov.uk or (01603) 610734.
- 2. Why we are collecting your personal data.** Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding

your response and for statistical purposes. We may also use it to contact you about related matters. We will also contact you about later stages of the Local Plan process.

- 3. Our legal basis for processing your personal data.** The Data Protection Act 2018 states that, as a Local Planning Authority, the Broads Authority may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.
- 4. With whom we will be sharing your personal data.** Your personal data will not be shared with any organisation outside of the Broads Authority. Only your name and organisation will be made public alongside your response to this consultation. Your personal data will not be transferred outside the EU.
- 5. For how long we will keep your personal data, or criteria used to determine the retention period.** Your personal data will be held for 16 years from the closure of the consultation in accordance with our Data and Information Retention Policy. A copy can be found here <http://www.broads-authority.gov.uk/about-us/privacy>.
- 6. Your rights, e.g. access, rectification, erasure.** The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:
 - a) to see what data we have about you
 - b) to ask us to stop using your data, but keep it on record
 - c) to ask to have all or some of your data deleted or corrected
 - d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.
- 7. Your personal data will not be used for any automated decision making.**