

# Planning Committee

10 January 2025

Agenda item number 13

## Neighbourhood Planning- approval process

Report by Planning Policy Officer

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### Summary

To streamline the decision-making process for Neighbourhood Plans, and consequently introduce a cost saving, it is proposed to update the approval processes by delegating some stages of Neighbourhood Planning to officers.

### Recommendation

To recommend to the Broads Authority:

- i. To endorse the proposed changes in the approval process for decision making for Neighbourhood Plans; and
  - ii. To approve the consequential amendments to the Scheme of Powers delegated to the Chief Executive and other officers and the Terms of Reference for the Planning Committee.
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## 1. Introduction

- 1.1. There are various stages in producing Neighbourhood Plans. Currently, many stages come to the Planning Committee for endorsement. [The Terms of Reference](#) for the Planning Committee state at section 2(8) – page 10:

To consider and confirm Neighbourhood Area Plans and the designation of “neighbourhood areas” and to make recommendations to the Authority for their adoption.

## 2. The proposals

- 2.1. Following research into what our district councils do in terms of decision making, it is proposed that some decisions relating to Neighbourhood Planning are delegated to officers. The table below shows the current situation, suggests amendments to some stages and gives reasons. Ultimately, the proposed changes will streamline the decision making by the Broads Authority, but still ensure adequate and robust oversight of the process.

<b>Neighbourhood Plan Stage</b>	<b>Current process</b>	<b>Proposed Process</b>	<b>Reason</b>
Agreeing the Neighbourhood Area	Taken to Planning Committee to endorse	Delegate to Director of Strategic Services or Head of Planning. Send an email to all Planning Committee members to notify them.	Members are then aware of plans being produced. This does not slow anything down as groups can continue to produce the Plan.
Regulation 14 consultation	Notified by Neighbourhood Planning Group as a consultee	No change.	
Regulation 14 comments	Endorsed by Planning Committee	No change.	Does not slow anything down as there is a set consultation period.
Approving Regulation 16 consultation	Endorsed by Planning Committee	Delegate to Director of Strategic Services or Head of Planning.	Enables the process to be sped up. Similar to what our districts do.
Regulation 16 comments	Endorsed by Planning Committee	No change.	Does not slow anything down as there is a set consultation period.
Submitting to Examiner	District Council leads on this	No change.	
Choosing Examiner	Officers work with District Council and Neighbourhood Planning Group to choose.	Delegate to Planning Policy Officer to liaise with District Council and Neighbourhood Planning Group to choose.	Clarify which officer is responsible
Agreeing referendum	Endorsed by Planning Committee	Delegate to Director of Strategic Services or Head of Planning.	Enables the process to be sped up. Similar to what our districts do.
Making/adopting the final plan	To Planning Committee and then Broads Authority.	No change.	The plan is technically adopted/made if it passes referendum anyway. Similar to what our districts do.

### 3. Other action required

- 3.1. The proposed changes to the approval process will require amendments to both the Scheme of Powers delegated to the Chief Executive and other officers and the Terms of Reference for the Planning Committee. Both these documents will need to be approved by the Broads Authority and a report will be presented to the January 2025 meeting with the suggested revised wording.

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