

Report to Norfolk Strategic Planning Member Forum
17th July 2017

Report of NSF Public Consultation Sub Group

Subject Norfolk Strategic Framework Public Consultation

Purpose

To seek the endorsement of the Norfolk Strategic Planning Member Forum on the proposed approach to public consultation on the Norfolk Strategic Framework.

Recommendation

That the approach outlined in this paper is agreed.

Financial implications

The costs of the consultation can be met from the existing budget for the NSF

Contact officers

Trevor Wiggett, Project Manager: 01603 212557

Further Information

None.

Background

An officer group has been set up to review and recommend the best approach to the NSF public consultation and then deal with the work involved. The group have also engaged with Communication Officers and the Consultation and Engagement team from the Norfolk County Council. The public consultation will be hosted via the Norfolk County Council Website. The recommendations of the group are contained in this report and have been review by the NSPG on the 6th July.

Consultation Timescales

In order to fit with the current project timescales the following dates for the consultation are recommended:

Consultation start: 1st August 2017

Consultation finishes: 4pm on the 22nd September 2017

See Appendix 4 for further details of the timetable

Consultation Publicity

Officers have previously suggested that because of the nature of the document the consultation only needs low key publicity, it should be focussed on key stakeholders but also allow the wider public to comment if they wish. The sub group recommend the following:

- A press release is made which may include comments from the chair of the member forum.
- No public meetings or public events are held

Consultation Documentation Availability

Public consultation sub group recommend:

- The NSF document and supporting documentation is available on the county website. See Appendix 1 for suggested website text.
- Hard copies of the NSF (with supporting documents on request) made available to view at district council, the County Council and Broads Authority offices. Each Authority can circulate wider if they wish to or are required to by their established practices or SCIs
- A set of FAQs is produced to support the consultation

Consultees

It is recommended that correspondence regarding the NSF Public Consultation is sent to the same consultees as used for the HELAA methodology, this included parishes, neighbouring authorities, developers, agents and other public bodies subject to the duty to cooperate. See Appendix 2 for suggest text for the email to consultees.

As the HELAA Methodology was completed over a year ago all authorities will be asked to review their consultees list to ensure it is up to date. This will need to be completed by the 17th July.

Responses

The group recommend that responders are encouraged to use an on-line response form. See appendix 3 for suggested response form.

An acknowledgement will be sent confirming receipt of the response.

Responses can also be made via a dedicated county email address although this will be discouraged.

No phone number will be made available to discuss the NSF.

Should a responder want to send a response by post, a postal address will be provided on request.

Dealing with Responses

Responses will initially be logged by the NSF support staff.

A nominated officer is required to review and draft up an initial response to any comments as they are received.

These will then be reviewed by the steering group, NSPG and finally the member forum.

Budget

Only minor printing cost are envisaged at this stage. If Authorities wish to circulate paper copies to a wider audience they will be responsible for printing.

Supporting Documentation

The following documentation is proposed to be published to support the NSF publication:

- NSF Transport Report – David Cumming
- Infrastructure Group Coastal Paper – Peter Jermany
- Telecoms and broadband report - Adam Nichols
- Flood and waste water mapping (if not included in the main document)

The following documentation will also be published once it is available:

- Norfolk Strategic Housing Delivery Study – WSP
- Delivering The Homes Norfolk Needs – Carole Baker
- Green Infrastructure study output

Other documentation produced independently from the NSF will also be referenced:

- Central Norfolk Strategic Housing Market Assessment 2017
- Kings Lynn and West Norfolk Housing Market Assessment
- Yarmouth Housing Market Assessment
- New Anglia Strategic Economic Plan
- Norfolk Accommodation Needs of the Elderly 2016 (if ready)

Contact officers

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Appendix 1 – Draft text for consultation web page

Working together as part of the duty to co-operate all of the Norfolk Planning Authorities, together with others, have prepared a strategic framework document. We are now publishing the first draft of the framework for consultation.

The [Norfolk Strategic Framework](#) covers the whole of the County and aims to provide high level strategic guidance to inform the preparation of the next round of Local Plans which are being prepared by each of the Planning Authorities in the County. The document is not a formal plan and consequently it makes no specific development proposals nor does it include any planning policies. Rather the intention is that each of the planning authorities will endorse a set of Agreements included within the Framework which they will then aim to achieve when they prepare their respective local plans.

The document explains the main demographic, household and employment forecasts and how these affect the future development needs of the County, outlines national planning policy requirements, and includes high level visions relating to the economy, climate change, housing, quality of life and the environment.

For further information on the work of the Norfolk Strategic Planning Member Forum and about the process for preparing this draft framework please see the Forum's website:

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-andpartnerships/partnerships/norfolk-strategic-planning-member-forum>

Evidence documents referred to in the framework can be viewed via the links embedded in the document or here:

LINKS

[Central Norfolk Strategic Housing Market Assessment 2017](#)
[Kings Lynn and West Norfolk Housing Market Assessment](#)
[Yarmouth Housing Market Assessment](#)
[New Anglia Strategic Economic Plan](#)
[Norfolk Accommodation Needs of the Elderly 2016 \(if ready\)](#)

In preparing this document Norfolk's Local Authorities have sought to engage with a wide range of bodies with an interest and expertise in matters related to strategic planning. However, wider engagement is also necessary to inform this document. Comments on all aspects of the Framework are welcomed from any organisation or individual with an interest in Norfolk's future. You can comment:

Via this website – [link to response form]

Comments should be submitted by no later than 4pm on the 22nd September 2017.

Appendix 2 – Draft text for email inviting comment on the NSF

'Dear Sir/Madam

The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document. Please see the attached **Guidance Notes and FAQs** for more information.

The draft framework will be subject to public consultation for a six-week period **from 1st of August to 4pm on Friday 22nd Sept 2017**. Comments are invited on any aspect of the document but please make it clear which section/paragraph number(s) your comments relate to. A standard response form is available on our web site at (link) and this is our preferred response method. Alternatively responses will be accepted by e-mail to:

Full details of the draft Framework are available on the Council's website at ([Link](#)) from the start date of the consultation. We look forwards to your comments.

Kind regards'

Appendix 3 – Draft response template for responding on the NSF consultation

*Name:.....

*Contact email/telephone number:

*Organisation: (if not part of an organisation please state your position e.g. member of public)

Please tick here if you support this document and do not wish to provide any further comments:

Please provide comments on the indicated sections of the NSF below:

Introduction:

(followed by free-type text box with word limit of X).

Vision and objectives:

(followed by free-type text box with word limit of X).

Understanding the County:

(followed by free-type text box with word limit of X).

Projections of growth:

(followed by free-type text box with word limit of X).

The Economy:

(followed by free-type text box with word limit of X).

Housing:

(followed by free-type text box with word limit of X).

Infrastructure and Environment:

(followed by free-type text box with word limit of X).

Conclusion and Next Steps:

(followed by free-type text box with word limit of X).

Other general comments:

(followed by free-type text box with word limit of X).

Are you aware of any other evidence which could be used to support this document?

(followed by free-type text box with word limit of X).

Submit

Appendix 4 – Proposed Public Consultation and timetable for completion of NSF

DtC Member Forum	17 th July
LA to provide updated list of consultees	17 th July
Preparation complete for Consultation	28 th July
NSF Consultation Starts	1 st August
NSF Consultation Finishes	22 nd September
NSF Steering meeting to review consultation comments	w/c 25 th September
Initial report to Member Forum on issues arising from consultation response	12 th October
Public Consultation Response Complete	23 rd October
NSPG review of consultation Response	2 nd November
DtC Member review of consultation Response and update NSF	Late November/early Dec (date tbc)
Individual authorities consider agreement to the frameworks	December