

ENVIRONMENTAL SCRUTINY COMMITTEE - SCRUTINY INVESTIGATION SCOPING EXERCISE
SUMMARY SHEET

PROPOSED TOPIC: When and how to use Supplementary Planning Guidance (SPGs)	
PROPOSED TYPE OF SCRUTINY INVESTIGATION: Inquiry – remote meetings via Teams	
Proposed Terms of Reference	<ol style="list-style-type: none"> 1. To explore planning policy in Wales to understand <u>when</u> to use Supplementary Planning Guidance by: <ol style="list-style-type: none"> a. Examining the relationship between the Replacement Local Development Plan, Supplementary Planning Guidance (SPGs), and other planning policy tools, such as Technical Guidance Notes and Planning Advice Notes. b. Understanding which planning policy tool is most appropriate to use when. c. Investigating when SPGs can be used to inform adopted LDP policies, and the timescales involved d. Considering the “weight” to be afforded to SPG against adopted LDP policies. 2. To explore planning policy in Wales to understand <u>how</u> to use Supplementary Planning Guidance by: <ol style="list-style-type: none"> a. Considering what is needed in the Replacement Local Development Plan to ensure it contains the policy ‘hooks’ required to enable SPGs to pass Planning Inspectorate Wales tests b. Considering whether new SPG’s fall into the following three categories: <ul style="list-style-type: none"> • Design Guidance • Area Briefs/Masterplans • Development Management Policy notes c. Researching useful good practice examples in Wales and in England where these are capable of being replicated in Cardiff, including how these were successfully implemented and used. d. Identifying any areas of Welsh planning system that prevent use of good practice English SPGs. 3. To gather stakeholders’ views regarding the above, including Cardiff Councillors, partners, professional bodies and relevant Cabinet Members and Cardiff Council officers. 4. To make evidence-based recommendations to improve use of SPGs in Cardiff.
Number of meetings required	
Meeting 1	<p>Setting the context</p> <p><i>(Briefing report - overview of relevant planning policy in Wales and England.)</i></p> <p>Evidence from stakeholders (written & verbal) including:</p> <ul style="list-style-type: none"> - Professions involved in planning process <ul style="list-style-type: none"> o <i>Architects – RSAW – Royal Society of Architects in Wales</i>

	<ul style="list-style-type: none"> ○ <i>Housing – House Builders Federation, Chartered Institute of Housing Cymru, Community Housing Cymru</i> ○ <i>Design Commission for Wales</i> ○ <i>Other relevant bodies</i> - Cardiff Civic Society - Cardiff Council Councillors ○ <i>Their experiences and views re SPGs in Cardiff</i>
Meeting 2 & 3	<p>Evidence from stakeholders (written & verbal) including:</p> <ul style="list-style-type: none"> - Evidence from stakeholders – planning experts <ul style="list-style-type: none"> ○ <i>Planning Professors</i> ○ <i>Peer review of neighbouring/other LPAs</i> ○ <i>Royal Town Planning Institute Cymru</i> ○ <i>Planning Consultants/Developers</i> - Welsh Government Planning Division - Planning Inspectorate Wales - WLGA
Meeting 4	<p>Good Practice Evidence</p> <ul style="list-style-type: none"> - Good practice examples of SPGs or relevant planning policy tools from other local authorities in Wales - Good practice examples of SPGs or relevant planning policy tools from other local authorities in England, which are capable of being replicated in Cardiff.
Meeting 5	<p>Cabinet Members/ Officers</p> <p>Cllr Wild (Cabinet Member- Strategic Planning & Transport), Andrew Gregory (Director of Planning, Transport and Environment), Simon Gilbert (Head of Planning), Stuart Williams (Group Leader – RLDP team)</p> <p><i>Opportunity to respond to points made by external witnesses - accuracy check, provide clarification where needed, and give their views and opinions on points raised.</i></p>
Meeting 6	<p>Sum Up Meeting – consideration of all information received during the Inquiry and agree way forward for shape of draft report, key findings/recommendations</p>
Meeting 7	<p>Consideration of draft report/recommendations</p>
<p><u>Proposed Reporting Arrangements – please note these timescales are provisional and may be affected by impact of coronavirus on witness availability</u></p> <ul style="list-style-type: none"> • Investigation to be undertaken between January 2022 and March 2022 • Report to be considered by the Scrutiny Committee – March 2022 • Report from Scrutiny to Cabinet - March 2022 	
<p><u>Potential Outputs/Outcomes from this investigation</u></p> <ul style="list-style-type: none"> • Recommendations to the Cabinet on how to strengthen planning policy to ensure any future SPGs are robust and enforceable • Potentially, recommendations to other bodies involved in planning system on improvements identified. 	