

LOCAL DEVELOPMENT FRAMEWORK

Statement of Community Involvement

– for plan making and development control

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Foreword

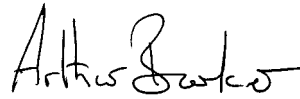
The Planning and Compulsory Purchase Act 2004 brought in major changes to the development plans system. The old system of Structure Plans and Local Plans is replaced by a Regional Spatial Strategy and a Local Development Framework. This Council is required to prepare the Local Development Framework (or "LDF") to replace the existing Local Plan.

Hambleton District Council welcomes the new system because it will result in quicker, more flexible and transparent plan preparation, and because of the potential it offers to plan positively for the area. The Council is committed to providing a high quality and responsive planning service that meets the needs of the community, and includes full community involvement and engagement. It recognises that an efficient and effective planning service is central to delivering the Community Plan for Hambleton and the Council's vision and corporate priorities.

Our aim is to produce a Local Development Framework that is distinctive to Hambleton, which is an effective response to local issues and priorities, and which contributes to our corporate vision of "Making Life Better".

This document, the **Statement of Community Involvement** underpins the Local Development Framework as it sets out how the Council will involve the community in each stage of preparing the Local Development Documents (LDDs) and in considering planning applications. It lets you know how and when you can be involved in the process.

The Council is seeking genuine participation in planning for the future of Hambleton. It is committed to maximizing the opportunity for all the District's communities, including groups that are often hard to reach (for example business, voluntary, disability, black and minority ethnic and religious groups), to shape the content of the new Local Development Framework.



Councillor Arthur Barker
(Leader of the Council)



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1. Introduction

- 1.1 In May 2004, major changes to the planning system were made, to speed up plan preparation and to increase community involvement. The present local plan system will be replaced by a Local Development Framework (LDF), which will contain a set of Local Development Documents (LDDs).
- 1.2 The LDF will replace the adopted Hambleton District Wide Local Plan and the County Structure Plan and will provide a planning strategy and a set of planning policies for the District. It will also provide a framework for the use of land which balances economic, social and environmental matters.
- 1.3 Hambleton's LDF will comprise four Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI) as follows:

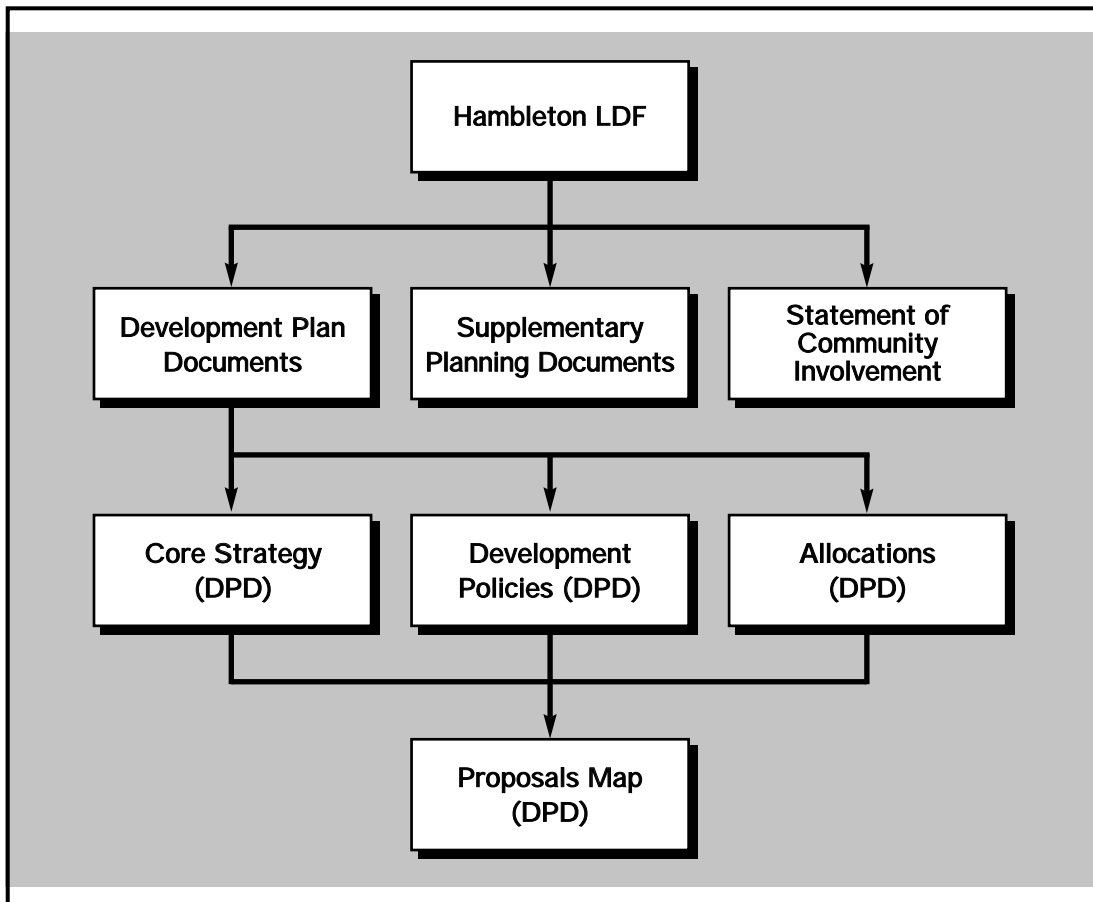


Thirsk, one of Hambleton's five market towns

Core Strategy and Strategic Policies (DPD)	The vision, objectives and strategy for the future development of Hambleton, and strategic policies to deliver them.
Development Policies (DPD)	The policies that will be used to assess planning applications to make sure all developments in the District are in line with the Core Strategy.
Allocations (DPD)	Site allocations for housing, employment and other development. These will be sent out in five geographical areas based around the market towns (Bedale, Easingwold, Northallerton, Stokesley and Thirsk).
Proposals Map (DPD)	Map of the District showing the policies and proposals from the other documents. There will also be specific maps for all settlements and other locations where more detail needs to be shown.
Supplementary Planning Documents (SPD)	Elaborates on application of policies or implementation of proposals in DPDs, providing additional detailed guidance.
Statement of Community Involvement (SCI)	Sets out how the community and wider interests will be consulted on the LDF.

- 1.4 The diagram below shows the relationship between these documents. The documents are more fully explained in the Local Development Scheme which sets out a timetable for the preparation of the LDF.
- 1.5 A Sustainability Appraisal and Strategic Environmental Assessment is required for most planning documents, and will be undertaken to appraise the social, environmental and economic effects of the strategies and policies in an LDD from the start of the process. Sustainability Appraisals will be subject to consultation.

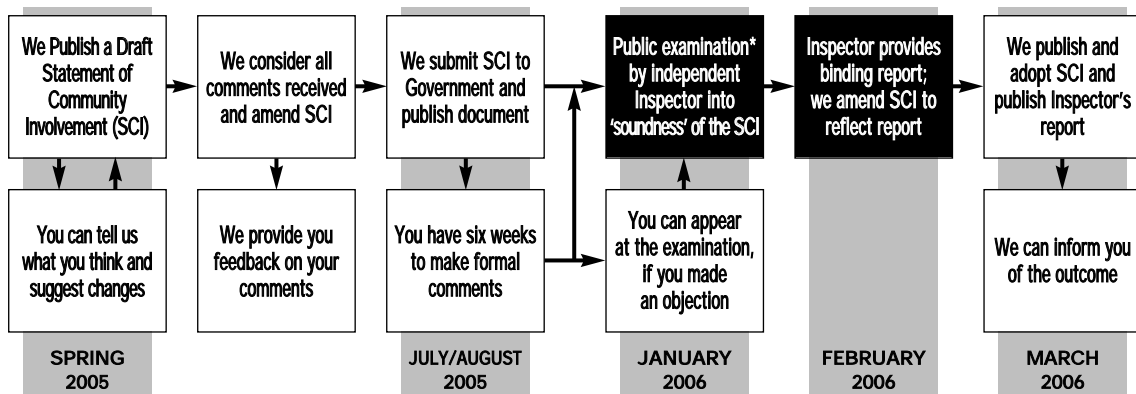
Local Development Framework (LDF)



2. The Aim of the SCI

- 2.1 Key objectives of the new planning system are to strengthen community involvement, improve the quality of the planning process and to achieve better results. This document, the Statement of Community Involvement, explains what Hambleton Council will do to involve you in preparing our Local Development Documents (LDDs) and in considering planning applications. It lets you know how and when you can be involved. If your interest is in how to get involved in planning applications this is dealt with in the last section 13; the other sections deal with Local Development Documents.
- 2.2 An aim of the SCI is to improve community involvement in plan preparation by involving all sections of the community in all stages of document preparation, but especially in the early stages when ideas or proposals are being developed. Producing the SCI is a legal requirement, and once finalised, it is legally binding. If the Council fails to carry out its intentions as set down in the SCI, the Government could make the Council withdraw its plans. A public examination by an Inspector will test the soundness of the SCI. The preferred method of examination is by written representation.
- 2.3 The SCI identifies which groups and organisations will be consulted when LDDs are prepared. It explains when and how they will be consulted. It sets out the standards to be achieved by the Council in involving the community in the preparation, alteration and review of all LDDs and in development control decisions. The consultation framework set out in this SCI will be used by the Council to prepare all LDDs.
- 2.4 We want to involve you throughout the plan making process, and will do this in various ways. The methods used will depend on the stage of preparation of each document and the nature of your interest. Some topics will be of limited concern, and some issues will affect only certain places, so consultation needs to reflect this. All Local Development Documents will be prepared and planning applications considered in accordance with the requirements for community involvement as set out in the SCI. A Statement of Compliance will be prepared for each Local Development Document, setting out how the Council has met its community involvement requirements.
- 2.5 **Figure 1** shows the main stages in the preparation of the Statement of Community Involvement and it shows your opportunities to become involved.

Figure 1. Main Preparation Stages of the SCI

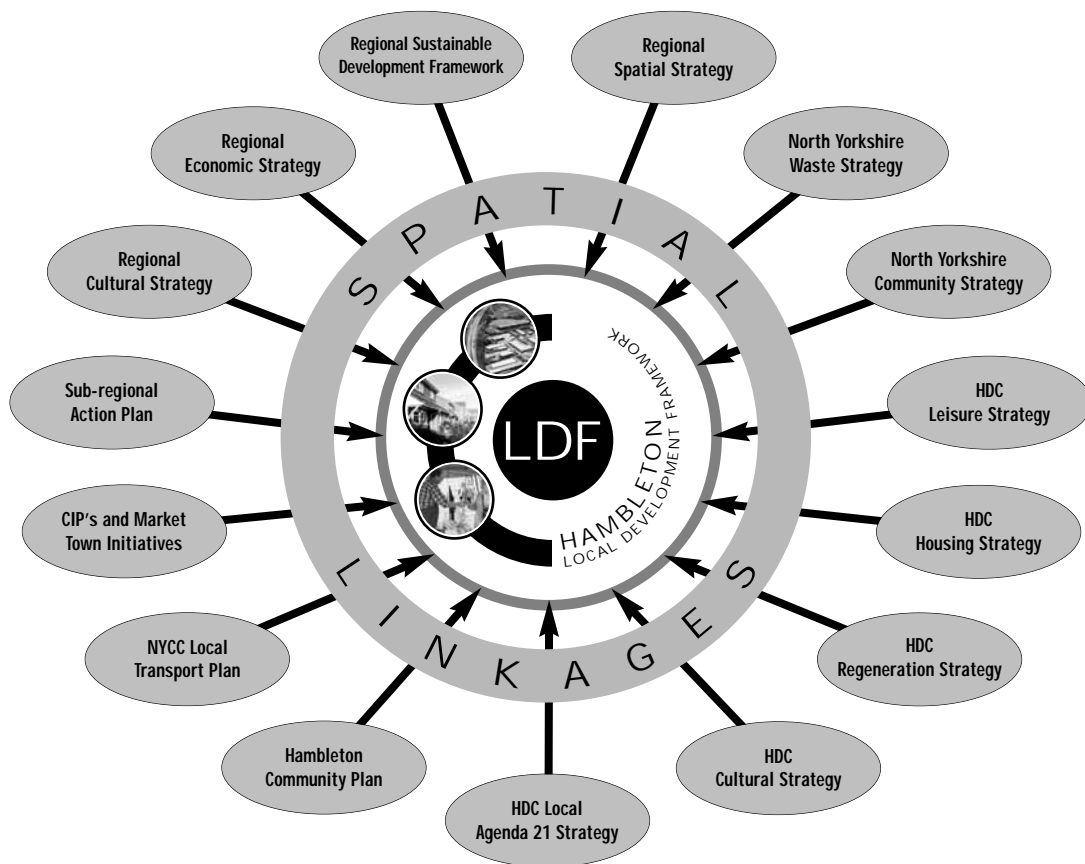


* You will be able to get more information about the Public Examination stage from a booklet to be published by the Planning Inspectorate. This will be available in the Civic Centre, libraries and via the Planning Inspectorate's own website.

2.6 There are close linkages between the Local Development Framework and the Community Plan, and the LDF is required to show through its policies, proposals and maps those aspects of the Community Plan and other local initiatives that relate to the use and development of land. **Figure 2** shows the spatial linkages between the LDF and other strategies and initiatives that involve the use and development of land.

2.7 In preparing the Core Strategy DPD during 2005, there will be an opportunity to undertake joint consultation work with the review of the Community Plan. This will involve the Hambleton Strategic Partnership including its Area Groups and Theme Groups.

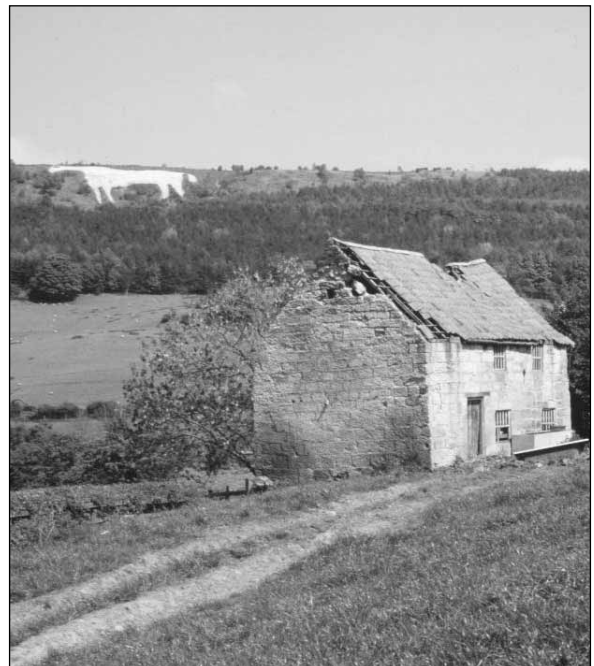
Figure 2. Spatial Linkages between the LDF and other Strategies



3. Community Profile

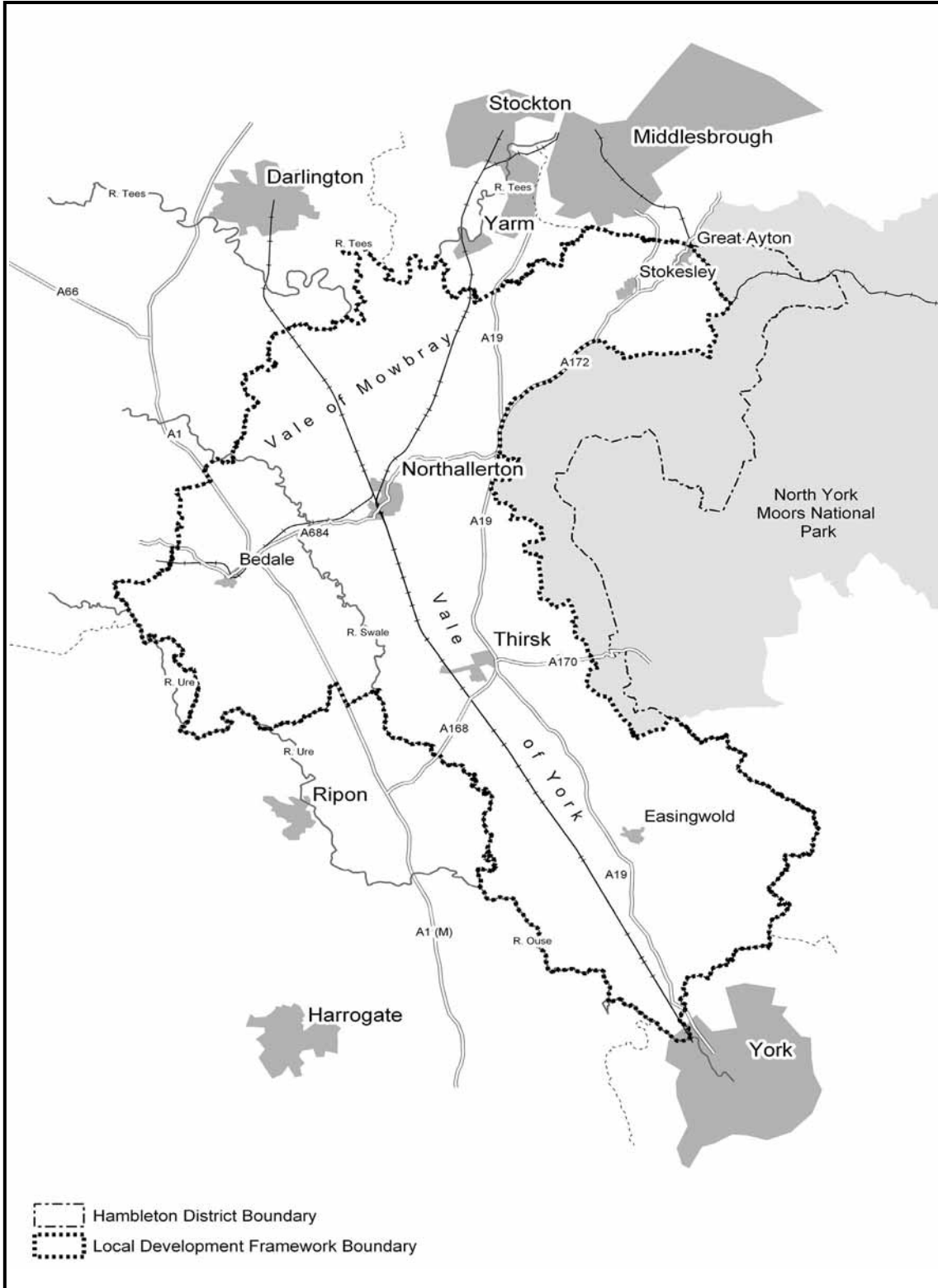
- 3.1 Hambleton is one of the largest Districts in England, covering an area of 1,310 square kilometres (504 square miles), with a population of around 86,500. The District is mainly rural and includes part of the North York Moors National Park, although the National Park has its own planning authority.
- 3.2 The District has a dispersed settlement pattern, with a population density of 66 per square kilometre. The main towns are Northallerton and Thirsk, and the smaller towns are Bedale, Easingwold and Stokesley. These five towns account for 42% of the population, with the remainder dispersed across 130 villages and 178 parishes. However, most of the population lives within five miles of a market town.
- 3.3 The District is relatively prosperous, with unemployment levels currently less than 1% at roughly half the national average and regional figure. Hambleton has an ageing population with 23% aged 60 or over, slightly above the regional and national average.
- 3.4 The District is ranked 315th out of 366 Districts as being amongst the least socially deprived areas in England. It benefits from having a well qualified workforce with high levels of educational attainment. Over 30% of adults are within the top two socio-economic groups (higher managerial/professional and lower managerial/professional), well above the regional figure of 23% and the national figure of 28%. This is further reflected in high levels of home ownership, with over 79% of properties being owner occupied.
- 3.5 Having a dispersed population spread over a wide area raises particular problems in devising the most effective methods of consultation. However, Parish Councils or meetings cover the whole of the District, and Parish Councils form an important point of contact for liaising with local communities. In addition, there is an extensive network of voluntary associations within the District.

- 3.6 There are problems in identifying representative groups to be consulted on behalf of ethnic minority groups or socially excluded households where fairly small numbers of people may be involved. Hambleton has very limited ethnic diversity, with under 1.0% of the population coming from black minority ethnic (BME) backgrounds.
- 3.7 Key considerations in devising an effective consultation strategy are as follows:
- How to deal with a dispersed rural population;
 - Recognising that the market towns act as key meeting points, accessible to most of the population;
 - How to consult with small numbers of BME residents;
 - How to consult with the socially excluded, young people, the elderly, travellers and armed forces personnel.



White Horse at Sutton Bank

Location of Main Market Towns





4. Guiding Principles in Consulting the Community

- 4.1 The Council is committed to providing a high quality and responsive planning service which meets the needs of the community. The LDF should be a true reflection of local views, and the whole community should have the opportunity to become involved through a process of genuine consultation.
- 4.2 We want to improve the way we involve you in plan making and in reaching decisions on planning applications. We want to encourage more of you to become involved and to make it as easy as possible for you to do so.
- 4.3 We will apply the following guiding principles to involve you in planning matters. We will:

Communicate clearly

- State why we want to involve you, and whether your comments are being sought on a formal or informal basis;
- Write all documents in plain English.

Make it easy for you to get involved

- We will actively seek to reach out to all members of the community when consulting on the LDF;
- Make it clear what you need to do (and when) to make your views known;
- Hold any public events as close as possible to where those most affected live;
- Try to match your involvement with your available resources;
- Encourage individuals and groups with little experience of the planning process and limited finances to use Yorkshire Planning Aid to help in responding;
- Make special efforts to involve groups that have not given their views on planning matters before;

- Ensure that people with a disability do not get a lower standard of service by holding meetings and events in buildings that are accessible.
- By arranging out of office hours meetings where possible and subject to resources.

Consider ideas and comments fairly

- Give the opportunity for community groups and the wider public to put forward their own ideas;
- Ensure that there is an open and transparent process for considering and responding to these ideas and concerns.

Make sure your involvement is meaningful and effective

- Involve you at all stages of plan making when your comments could make a difference, particularly at the formal consultation stages;
- Only ask for your views when there is an opportunity to shape or alter the content of a document or plan;
- Explain what things can or cannot be changed and why;
- Allow enough time for involvement;
- Only ask for your views on realistic options.

Share information and provide feedback

- Planning documents and background studies will be made readily available to the public, in paper form and on the Council's website;
- Consider all planning related comments made and give feedback to you on how your views have been considered;
- Ensure that comments made are reported to Councillors to allow them to make decisions on planning documents;

- Make your comments publicly available;
- Keep you informed about progress and outcomes.

Keep the process simple

- Use the existing groups, bodies and societies and community networks such as the Hambleton Strategic Partnership to extend the range of consultations.

Learn from our mistakes

- Review the effectiveness of each of our efforts to involve you and where necessary, alter these methods to make improvements;
- Be consistent, even-handed and fair in dealing with consultees.

Co-ordinate consultation

- Where possible we will co-ordinate consultation to avoid consultation overload.



Consultation Event in Stokesley



Community Event in Northallerton



5. Methods of Community Involvement

- 5.1 Section 3 identified the key social and geographic characteristics of the District. The dispersed population raises problems in devising the most effective means of consultation to be used. There are also problems in identifying representative groups to be consulted on behalf of ethnic minorities, socially excluded households, travellers and armed forces where fairly small numbers of people may be involved.
- 5.2 In order to widen the involvement of the community, and especially in consulting with hard to reach groups, a range of consultation methods will be used. In Autumn 2004 a questionnaire was sent to all 117 parish councils and meetings and to 181 other bodies to ask them to rate their preferred method of consultation from a list of six:
- electronically via the Council's website
 - at exhibitions of planning proposals
 - by commenting on draft documents
 - by attending public meetings
 - by taking part in discussion or focus groups
 - through individual meetings.
- 5.3 For parish councils, the preferred method was through commenting on documents, followed by exhibitions of proposals, followed by electronic communication.
- 5.4 Amongst the other twelve classes of groups (specific bodies, statutory and national consultees, Local Strategic Partnership, business groups, environmental, heritage, housing, social, sports, other groups, racial and ethnic bodies, religious groups and disability groups) first choice for consultations was through documents, with electronic methods second choice.
- 5.5 There was little apparent support for public meetings, but a fair degree of support for discussion groups and individual meetings as appropriate means of consultation. Care needs to be taken in interpreting these results as some of the figures are based on small numbers of responses. The overall response rate was 36%.
- 5.6 **Table 1** on the following page identifies a range of potential methods of community involvement that we might consider using, and assesses the strengths and weaknesses of each method. This helps in the choice of the most appropriate means of consultation at the various stages of plan preparation, as shown in **Table 2** (page 13).
- 5.7 Face to face meetings with hard to reach groups will be undertaken. These include organisations representing these groups and individuals from them, and cover young people, disabled groups, travellers and gypsies, Primary Care Trusts and groups representing the business community.

Table 1: Potential methods of Community Involvement

Method	Main considerations	Strengths	Weaknesses	Methods to avoid weaknesses	Resource implications
Documents available for inspection at LPA offices	Minimum requirement - Specify how and when people should respond.	Can give detailed information and provide for detailed responses.	Low response rates; Can exclude people with poor language skills; Reading and responding to documents can be time consuming.	Produce a wide range of documents to meet differing language skills.	LOW
Letters to statutory bodies and other national consultees	Minimum requirement.	Letters can be written to get specific feedback on particular matters.	Consultees may not have enough time to answer specific points.	Use flexible time scales; Allow for late responses.	LOW
E-mail, web site	Will include all relevant documents in pdf and word format.	Cheap to distribute; Easily updated and amended; Has particular appeal to young people; Registering e-mail addresses online allows automatic notification.	Limited Access; Information needs to be carefully designed for the internet; Low response rate.	Careful design of information.	LOW
Local Media	TV, radio, press releases and advertisements can explain documents and processes in simple language via press releases and Parish Council newsletters.	Can be sent to all addresses in the District; Can be written for specific audiences; Hambleton News is a good way of raising awareness.	Lack of Feedback; May be treated as junk mail and not read; TV and radio items can be missed.	Repeat the details in successive editions of papers on TV/radio programmes.	LOW
Leaflets/Brochures	Can publicise the proposed document or planning application, explain the process in simple language and invite comment.	Can be sent to all addresses in the District; Can simplify complex topics.	May be treated as junk mail and not read.	Add a message to envelope - mentioning importance to householder.	MEDIUM
Public Exhibitions	Useful method for showing proposals visually in towns and villages where changes are proposed.	Gives residents some flexibility in deciding when to visit; Can encourage feedback and comment; Can reach rural areas.	People attending may not be representative of the wider community; Responses will be skewed towards the information presented; Exhibitions cannot cover all villages.	Send targeted invitations to attract a representative audience.	HIGH
Formal written consultation/ community surveys	Good introduction to main issues. Responses can help identify key interests and groups. Consultation around key issues.	A good method of getting reliable statistical data; Can be targeted to a specific audience; Easy to understand and analyse.	Low response rates; Will exclude people with poor language skills; Responding to lengthy documents can be time consuming.	Use simple English in surveys and short summary documents.	HIGH

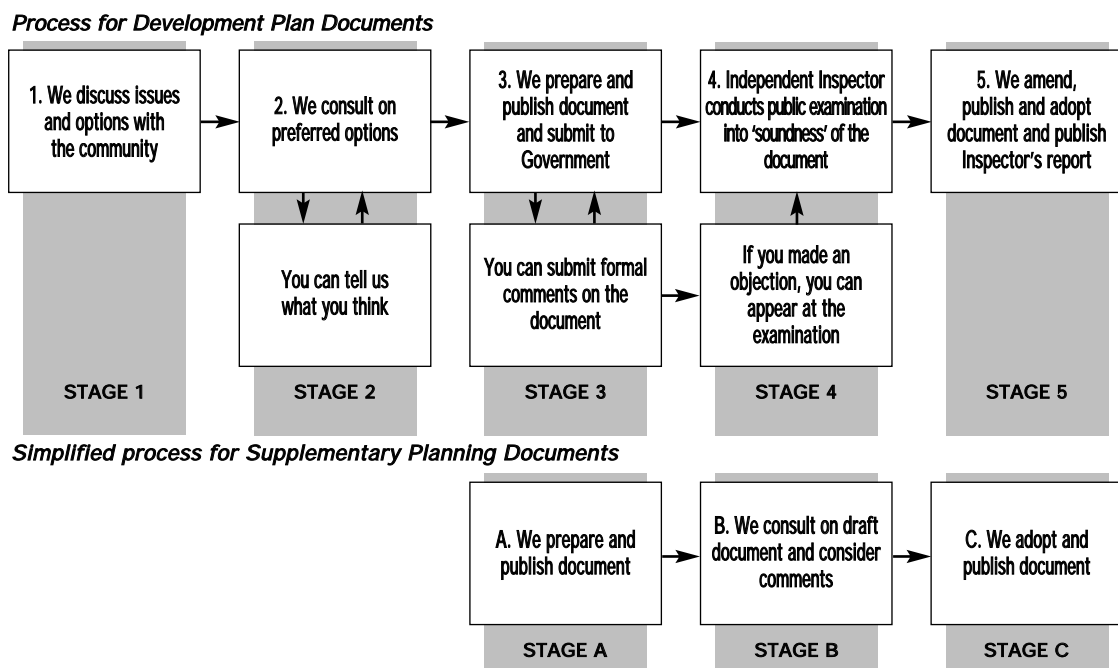
Table 1: continued

Method	Main considerations	Strengths	Weaknesses	Methods to avoid weaknesses	Resource implications
One-to-One meetings with selected stakeholders	Identifies key issues and key groups.	Useful method of getting a targeted response.	Time consuming and slow.	Use short meetings to a timetable and agenda.	HIGH
Public meetings	Useful when area specific proposals are made.	Good method of informing the public and getting their views; A useful means of creating interest in local issues.	Those attending may not be representative of the wider community; Large meetings can inhibit the expression of all views; Meetings can be hijacked by single issue groups or the most vocal; The Council may appear defensive when presenting proposals.	Careful control and chairing to ensure that all views are heard.	HIGH
Focus groups (selected groups of participants with particular characteristics)	Useful for area based discussions or for specific topics.	Focus Groups allow the Council to find out what is important to the users of a service; Groups can create ideas on issues or help identify solutions to problems; Focus groups can help to involve marginalised groups if the process is externally managed.	Works best with a trained facilitator, so is expensive; Group discussions may inhibit some members from taking part.	Group needs to be formed from willing participants.	HIGH
Area forums	Tailor made groups for local issues, area based policies or planning applications.	Allows the Council to use data collected by members of the group and to pool data from various sources; Helps to get the views of minority groups.	Danger that the group can be hijacked by those whose views are not fully representative of the group as a whole.	Periodic reviews of membership.	HIGH
Planning Aid	Will target hard to reach groups and increase their ability to take part.	An independent broker, able to mediate between conflicting interests; Able to engage those who would usually be excluded and those with limited financial means.	May be expensive and time consuming; Can only serve deprived groups and individuals.	Use of targeted aid where required.	HIGH
Site notices	Refers to specific proposal.	Satisfies statutory requirements.	Might be seen by few people; Left on site after proposal determined.	Remove promptly.	LOW

6. Consultation on Local Development Documents (LDDs)

- 6.1 We want to involve you throughout the plan making process, and will try to do this in various ways. The methods used will depend on the stage of preparation of each document and the nature of your interest.
- 6.2 **Figure 3** shows the main stages of community involvement on Local Development Documents (LDDs). The preparation of DPDs and Supplementary Plan Documents (SPDs) will include a number of stages with opportunities to comment at each stage.

Figure 3. Main opportunities to get involved in preparing Local Development Documents (LDDs)



- 6.3 **Table 2** on the following page shows what we will do to involve people in plan making, the reasons for doing it, the methods we will use and who we hope will get involved. We aim to encourage the involvement of those who have not been involved with the planning process before, such as the general public, people with disabilities, young people and the black and minority ethnic population. Section 10 sets out how we will use information collected.

Table 2: How and when Community Involvement will be sought

What we will do (INFORM)	Plan stage (Fig 3.) (CONSULT)	How we will do it (PARTICIPATE)	Why we will do it (FEEDBACK)
<p>1. Involve you from the earliest stages of plan preparation by asking for your views on planning issues and options.</p>	<p>DPD: Stages 1 & 2</p>	<ul style="list-style-type: none"> ● Hold open events in local venues where you can meet planners face to face; ● Hold focus groups for invited representatives, organisations and individuals; ● Arrange meetings with community groups and organisations; ● Arrange events for groups who would not otherwise get involved; ● Through letters and questionnaires; ● Hambleton News; ● Advertise in local newspapers circulating in the area. 	<ul style="list-style-type: none"> ● To find out what people want; ● To share and gather information; ● To identify local issues; ● To involve hard to reach groups; ● To help define preferred options; ● To increase awareness of planning issues across the District; ● To provide the scope for face-to-face discussion with a planning officer; ● To achieve local ownership; ● To develop consensus; ● To strengthen the evidence base.
<p>2. Publish reports (eg. on feedback, consultations, background studies, sustainability appraisal, the Inspector's Report and the Annual Monitoring Report).</p>	<p>DPD: between stages 1 & 2, 2 & 3, 3 & 4, and at stages 3 & 5</p> <p>SPD: between stages A & B and at stage C</p>	<ul style="list-style-type: none"> ● Notify by post or e-mail all those who made comments; ● Send copies of reports to Specific Consultation Bodies; ● Publish report on HDC website; ● Provide copies at all local libraries and Council Offices in the District; ● Make printed copies available at a reasonable charge; ● Advertise publication via local press, and through a press release in papers circulating in the area. 	<ul style="list-style-type: none"> ● To provide feedback to those who have commented and those who have an interest; ● To ensure the information is widely available, and that the community understand the background and reason for decision at an early stage; ● To comply with Regulations.
<p>3. Tell you when new draft or revised planning documents are published, where you can see them and when you can respond.</p>	<p>DPD: Stages 2, 3 & 5</p> <p>SPD: Stages B & C</p>	<ul style="list-style-type: none"> ● Advertise in local media (papers, radio, TV, Hambleton News) in the area; ● Letter/e-mail to statutory consultees and all those on the database; ● Notices in Libraries and Council Offices; ● Put a notice on the HDC website at the start of the consultation period, saying where new documents can be seen. 	<ul style="list-style-type: none"> ● To keep everybody informed and up to date about the plans being prepared, and giving an opportunity to have a say; ● To improve awareness of new documents amongst those most affected.

Table 2: continued

What we will do (INFORM)	Plan stage (Fig 3.) (CONSULT)	How we will do it (PARTICIPATE)	Why we will do it (FEEDBACK)
<p>4. Promptly publish and make available all new or revised planning documents.</p>	<p>DPD: Stages 2, 3 & 5 SPD: Stages B & C</p>	<ul style="list-style-type: none"> ● Publish all new and revised planning documents on HDC website in downloadable form; ● Make paper copies available at a reasonable charge; ● Make paper copies of LDDs and any background documents available to view at The Civic Centre, Stone Cross, at HDC Area Offices (Easingwold and Stokesley), at the libraries at Bedale, Great Ayton, Easingwold, Northallerton, Stokesley and Thirsk during opening hours. 	<ul style="list-style-type: none"> ● To enable anyone to see for themselves what the Council is proposing.
<p>5. Offer help to, and develop the knowledge of people and groups with little previous experience of the planning system.</p>	<p>DPD: all stages SPD: all stages</p>	<ul style="list-style-type: none"> ● Work with Hambleton Strategic Partnership to encourage participation in planning matters to provide a community view on planning matters; ● Promote the use of Yorkshire Planning Aid by hard to reach groups; ● Through planning officers attending meetings with groups and individuals. 	<ul style="list-style-type: none"> ● To help local communities to become involved in the process; ● To increase participation amongst hard to reach groups.
<p>6. Give you formal notice of the opportunity to make representations on a planning document.</p>	<p>DPD: Stages 2 & 3 SPD: Stage B</p>	<ul style="list-style-type: none"> ● Publish a public notice in at least one local newspaper circulating in the area and on the Council website, stating where you can view the document, along with when, how and to whom you should send any formal representations; ● Provide forms for comments with all planning documents sent out, and at all local libraries and Council offices; ● Make forms for formal comments available on the HDC website; 	<ul style="list-style-type: none"> ● To meet the requirements of the Planning Regulations; ● To give you an opportunity to state whether you support or object to specific policies and proposals.

Table 2: continued

What we will do (INFORM)	Plan stage (Fig 3.) (CONSULT)	How we will do it (PARTICIPATE)	Why we will do it (FEEDBACK)
		<ul style="list-style-type: none"> ● Send to Specific Consultation Bodies a copy of the document and the form for representations; ● Send to the General Consultation Bodies a copy of the notice announcing the publication of a new document stating where it can be seen. 	
7. To create agreement between opposing views.	<p>DPD: between Stages 2 & 3</p> <p>SPD: between Stages B & C</p>	<ul style="list-style-type: none"> ● Hold meetings as needed with individuals and groups to explore particular issues in more depth; ● Assist in the exchange of information. 	<ul style="list-style-type: none"> ● To promote dialogue between the local and business community; ● To find common ground, and to reduce disagreement; ● To develop consensus as far as possible.
8. Give notice of the Examination.	<p>DPD: between Stages 3 & 4</p>	<ul style="list-style-type: none"> ● Publish at least one notice in a local paper circulating in the area; ● Press release; ● Post notices in the Civic Centre; ● Notify directly those who have outstanding objections. 	<ul style="list-style-type: none"> ● In order that everyone who has the right to be heard at the Public Examination is made aware of the arrangement; ● In order that all interested parties are made aware of when and where it will take place.
9. Give notice of the Council's intention to adopt a planning document.	<p>DPD: Stage 5</p> <p>SPD: Stage C</p>	<ul style="list-style-type: none"> ● Publish and make available copies of the document at the Civic Centre during normal opening hours; ● Make copies available on the HDC website; ● Send copies to the Specific Consultation Bodies and to the General Consultation Bodies who have asked for it; ● Place an advert in local newspapers circulating in the area giving details of the document and stating where it can be seen; ● Issue a press release. 	<ul style="list-style-type: none"> ● To ensure that all those with an interest in the document know about the Council's intentions and are aware of their right of appeal to the High Court.

7. Who will be Involved

- 7.1 Under the old local plans system, consultations were carried out with a narrow range of organisations. We want to extend the range of consultations to include groups concerned with a wide range of social, economic, community, voluntary and business activities, hard to reach groups as well as the general public and individuals. These groups have been consulted at the various stages of preparing this SCI.
- 7.2 We are required by Government to consult with a number of bodies, the **Specific Consultation Bodies** where we think that they will be affected by anything contained in a Local Development Document. The Specific Consultation Bodies are listed in Annex 1 and include all Parish Councils, Town Councils, neighbouring Councils and relevant Government Departments and Agencies.



Stokesley, one of Hambleton's tourist attractions

- 7.3 We may also consult a wide range of **General Consultation Bodies** if we think that it is necessary. These bodies fall into several groups, as follows:

- Voluntary or representative bodies;
- Racial, ethnic or national bodies;
- Religious groups;
- Disability groups;
- Business groups;
- Developers/Landowners.

General Consultation Bodies are shown in Annex 2 by broad group.

- 7.4 As each Local Development Document is prepared, we have to carry out an assessment of the environmental impact of the document, and also an assessment of how sustainable it will be. For consultations on the Sustainability Appraisal (SA), we shall consult English Nature, English Heritage, the Countryside Agency and Environment Agency at all stages. We will also consult a range of other bodies such as other local authorities, the Government Office and Yorkshire Forward on the SA.
- 7.5 We will maintain an up to date list of all organisations and individuals consulted, which we will make available on the Council's website.



8. Standards for Community Involvement

- 8.1 Our consultations on the SCI will follow the principles and objectives of the Council's Consultation Strategy. This gives a broad framework showing how we will consult with the public.
- 8.2 The SCI will develop and apply the principles of the Consultation Strategy and the North Yorkshire Compact. The Compact is an agreement between the Councils, the statutory bodies and voluntary organisations on matters of common interest, including consultation methods. These principles will be tailored to meet the particular needs of the LDF and the wishes of consultees. We are committed to involving local people in planning and decision making within all of our services, through effective consultation with all users. Where groups or bodies have expressed a wish to be consulted by e-mail as first choice, or merely to respond to draft documents or have face to face meetings we will seek to meet these requests.
- 8.3 The following standards will apply to consultation and access to information and will be adopted:
- Copies of draft, final and adopted LDF documents will be made available at all local libraries in the District and at Council offices in Northallerton, Stokesley and Easingwold;
 - Letters will receive a full reply within 10 working days, with an acknowledgement within 2 working days if a full reply is not possible;
 - Wherever possible, all documents will be published in both paper and electronic formats. All documents will be put onto the Hambleton website at www.hambleton.gov.uk;
 - All documents will be made available on request in large print or alternative format;
 - Planning Officers will be available to discuss the planning issues at the Civic Centre, Stone Cross, Northallerton from Monday to Thursday 08.45-17.15 and Friday 08.45-16.45. This is best arranged by prior appointment. In exceptional circumstances, a meeting could be held outside office hours;
 - LDF surgeries will be held in the Easingwold and Stokesley Area Offices at key stages;
 - Development control surgeries will be held in Easingwold and Stokesley Area Offices;
 - Requests for copies of LDF documents will be sent out on the day requested, provided that the request was made before 12 noon. Orders placed after 12 noon will be sent out the next working day;
 - Details of people submitting comments or requesting information will be kept on a database, and respondents will be notified of progress on the LDF at key stages;
 - Consultees will be told of the Council's decisions on their representations and where appropriate, of the Inspector's decision on their representation;
 - The Council has a complaints procedure, and this is available on request if the matter cannot be resolved within the Planning Policy Section.

9. Access to Information

9.1 Information relating to the LDF process will be made available through a variety of methods:

- Wherever possible, information will be made available in both paper and electronic formats;
- Copies of all documents will be made available at local libraries and at Council offices, as noted below;
- All information will be available on request in Braille, large print or audio format;
- Newsletters, press releases and articles in the Council's newspaper, Hambleton News, will provide updates on progress with the LDF, three times a year;
- Where possible, documents will be translated into other languages and British Sign Language (BSL).

9.2 Representations on LDDs can be made either:

- In writing or on a response form;
- Via electronic means (e-mail)
- Where people are unable to use the above means, dictating responses to a planning officer.

9.3 Copies of representations will be made available at the following locations:

- Hambleton District Council Civic Centre;
- Hambleton DC Area Office, Easingwold;
- Hambleton DC Area Office, Stokesley;
- NYCC County Library, Northallerton;
- NYCC branch libraries at Bedale, Easingwold, Great Ayton, Stokesley and Thirsk;
- On the HDC website (www.hambleton.gov.uk)

9.4 All representations made on any DPD or SPD will be set out in a statement which will give details of:

- Any person or body whom the Council has consulted;
- How these persons or bodies were consulted;
- A summary of the main issues which were raised in these consultations;
- How these main issues have been dealt with in the final document.



Community Exercise in Northallerton



10. How Decisions are made on Consultations on LDDs

- 10.1 Where representations have been submitted on the proposed content of a DPD or SPD a **Report on Consultations** will be prepared. This will include a summary of representations, the recommended Council response and will show how the consultation response influences the subsequent document. These reports will be considered by the Members of the Council at the appropriate Committees, Cabinet and the full Council. Outstanding objections after consideration by Members of the Council will be referred on to the examination stage to be considered by an independent Inspector.
- 10.2 Representations on SPDs will be considered by the Council in the same way as for DPDs. However objections outstanding are considered only by the Council as they do not need to be referred to an Inspector for examination.

11. Monitoring and Review

- 11.1 A process of monitoring and review of the SCI will be undertaken as part of the annual monitoring process which assesses the progress of the LDF and its constituent documents. The Annual Monitoring Report (AMR) will be used to feedback and monitor the consultation process and to measure the effectiveness of the SCI.
- 11.2 Monitoring enables the Council to learn from the consultation process and improve and amend its arrangements for future consultations as necessary. Consultations undertaken during the preparation of each LDD will be published in a report on consultations and these will be summarised in the AMR, along with consideration of the timetable and milestones for the preparation of documents as set out in the Local Development Scheme (LDS).
- 11.3 Revisions to the SCI may be required to reflect changes in legislation, Government advice and other guidance, and as a result of our experience in carrying out consultation.
- 11.4 A review of the SCI would only be triggered if there is a need to engage with significantly different groups of consultees or if different techniques for consultation are to be used.



12. Resources

12.1 Local Development Framework production is a continuous, rather than a finite process, and resources need to be planned on this basis. A flexible approach to resource allocation is needed over many years.

Funding

12.2 The Local Development Scheme shows anticipated initial costs of £0.6 million for the period up to and including 2007/8. These costs will be met from the Planning Policy Revenue Budget supplemented by a specially created LDF reserve fund of £500,000 plus £277,000 of Planning Delivery Grant. The funding will cover the following work:

- Developing the evidence base by using consultants to carry out the following technical studies:
 - Housing Needs Survey
 - Town Centres Study
 - Economic Development Study
 - Sustainability Appraisal of Development Plan Documents (DPDs)
- Managing and facilitating consultations and community involvement as follows:
 - producing touring exhibitions for display in community halls and at meetings;
 - producing slide shows for meetings;
 - use of mobile display van to visit villages;
 - hire of consultant to manage and facilitate the consultation process;
 - organising the public examination of Development Plan Documents, including the costs of an Inspector.
- Publication of Development Plan and Supplementary Planning Documents in hard copy and on-line.

Staffing

12.3 The process of DPD and SPD production and consultations will be undertaken by the Planning Policy Team. This consists of a Team Leader plus 4 full-time Officers, 1 part-time Planning Officer and 1 full-time administrative officer. 3 consultants have been hired for short term contracts of between 3 and 12 months to deal with peak workloads or the need for specialist inputs. A Programme Officer will be employed to assist the Inspector in conducting the public examination as necessary.

Partnerships

- 12.4 Community consultation will be carried out using a mobile police display van and driver to visit villages. Joint events and exhibitions will be staged.
- 12.5 The need to carry out considerable consultation work within the community means that there may be a need for additional resources to support the processing of consultations and responses.
- 12.6 The consultation methods to be used (Table 1) are those which have proved effective in the past at reaching a dispersed rural population, where resources are limited and need to be carefully targeted to achieve the best results.



13. Consulting on Planning Applications

13.1 The SCI must set out standards to be achieved by the Local Planning Authority in development control decisions. These are set out below.

Pre-Application Consultations

13.2 The Council is required to consult the local community and other key stakeholders as part of the development control process. However, there are benefits to both local people and developers in involving the community at an early stage. For developers, it will ensure that issues are addressed prior to a planning application being submitted. For local people, it will allow them to have an input before proposals reach an advanced stage.

13.3 The Council will encourage all developers to enter into an early dialogue with the local planning authority. At this stage, planning officers can advise developers of whether there is a need to undertake community involvement. Developers should consider the benefits of involving the community in developments which are considered likely to have an impact on the community, even in cases where these may be below the thresholds referred to below.

13.4 Pre-application discussions with the Planning Department can help to identify development constraints and issues and can identify opportunities or alternative solutions to development problems.

13.5 Developers will be expected to discuss with the Council whether to consult the local community before submitting applications of the following types:

- Major developments, defined as residential developments of 10 or more dwellings or a site area of 0.5 hectare, or other developments of 1000m² of floorspace or site area of 1.0 hectare or above;
- Developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement;
- Proposals which depart from the Development Plan;
- Any development proposals which the Council thinks will have significant implications for planning policy.

13.6 Where the Council decides that pre-application consultation with the community is required in line with para 13.5 above, the developer will be expected to carry out a genuine and meaningful exercise. By agreement with the Council the developer will be required to carry out appropriate pre-application consultations based on the following methods:

- Inform local residents and neighbours by letter of the proposal, stating where further details can be found;
- Issue a press release on the proposal, with contact details for further information;
- Arrange a public event (meeting or display) at which their proposals will be explained, giving an opportunity for public comment and later feedback;
- Any such public events to be at a time and place which allows for a wide section of the public to attend. The Council will make its offices available whenever possible at nil cost to the developer.



13.7 Where a developer has carried out pre-application consultations, a statement detailing these consultations and their outcomes should be submitted with the planning application. The Council cannot refuse to accept a valid application, which has not been subject to community consultation but it is in the applicant's interests to undertake such consultation in order to identify any potential areas of objection at an early stage as possible in the planning process.

13.8 The Council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, the onus will be on them to resolve any public objections within the timescale that the Council has to determine the application. Failure to consult may be material to the determination of the application.

13.9 In order to assist applicants in submitting planning applications, the Council has produced guidance notes on General Planning Applications and on Householder Planning Applications. It has also published a general note "What happens to my planning application?" which explains the process in detail. These advice notes explain what information the applicant needs to provide with each application.

Post-Application Consultations

13.10 The Council publishes a weekly list of all planning and related applications it receives. This is available on request in printed form, or can be downloaded from the Council's website. It is also available at all local libraries. A copy is sent to the local press, and certain applications are advertised. In addition to community consultation, the Council will also carry out further consultations, as a minimum, to meet the statutory requirements of the Town and Country Planning (General Development Procedure) Order (as amended) and other Regulations. Copies of officer reports on applications and of Committee reports will be made available on the Hambleton Council website.

13.11 Consultations on the following types of application will involve the Council notifying adjoining occupiers, posting a site notice and publishing a public notice in a local newspaper circulating in the area.

- Major developments (as discussed above);
- Bad neighbour type developments;
- Development which affects listed buildings, ancient monuments, is in a conservation area or affects protected trees;
- Development which requires the submission of an Environmental Impact Assessment (EIA);
- Development which affects a public right of way;
- Development which departs from the adopted Development Plan;
- Applications for Listed Building Consent and Conservation Area Consent.
 - in line with the minimum standards for consultation required under Article 8 of the Town and Country Planning (General Development Procedure) Order 1995.

With all other types of application, the Council will notify all adjoining neighbours and also display a site notice. Applications for planning permission which affect either the setting of a listed building or the character or appearance of a Conservation Area will be advertised by the Council in a local newspaper and by a site notice. A copy of the notice will be sent by the Council to the Historic Buildings and Monuments Commission (English Heritage).

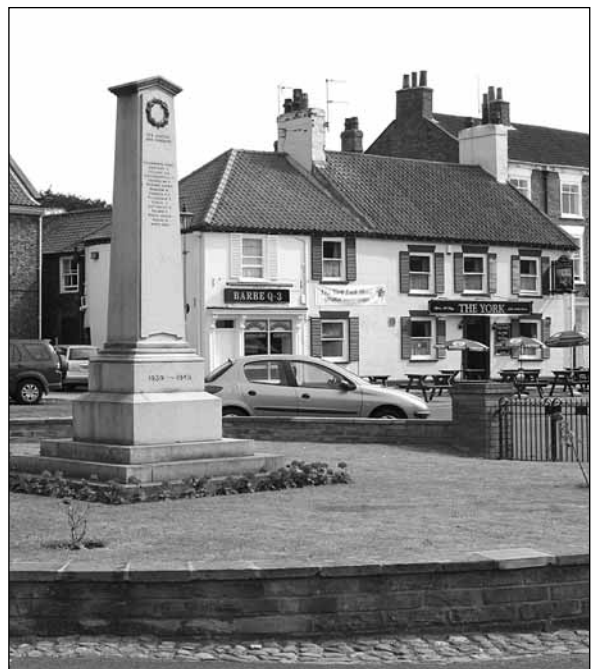
Post-Decision Notification

13.12 Copies of the Planning Report which sets out the decision, the reasons for making it and any conditions or reasons attached to the decision are sent to the applicant/agent, to the relevant Parish or Town Council, the County Council and any individual, body or organisation who has commented on the application. Copies will be placed on the Hambleton Council website.

13.13 Certain types of planning application are determined by North Yorkshire County Council (NYCC). These are all applications involving mineral working or extraction and the disposal of waste material. NYCC also determine applications for schools and other County Council properties, after consultation with the District Council.



Northallerton Station



Easingwold Market Place



Statement of Community Involvement

Annexes



Annex 1. Specific Consultation Bodies and Other National Consultees

Yorkshire and Humber Regional Assembly
(*The Regional Planning Body*)

Government Office for Yorkshire and the Humber

Yorkshire Forward

One North East

Darlington Borough Council

Harrogate Borough Council

Middlesbrough Council

North Yorkshire County Council

North York Moors National Park Authority

Redcar and Cleveland Borough Council

Richmondshire District Council

Ryedale District Council

Scarborough Borough Council

Stockton-on-Tees Borough Council

Tees Valley Joint Strategy Unit

City of York Council

All Town and Parish Councils and meetings

The Countryside Agency

The Environment Agency

The Highways Agency

The Historic Buildings and Monuments Commission
for England (English Heritage)

English Nature

The Strategic Rail Authority

British Telecom

Hutchinson Orange

Vodafone

O2

South Tees Hospitals NHS Trust

British Gas

NEDL

Northern Electric plc

Transco

Northumbrian Water plc

Yorkshire Water plc

Other Statutory and National Consultees

Includes bodies such as Internal Drainage Boards, agencies not included in the list of specific consultees, such as Royal Mail, Forestry Commission, Sport England, Ministry of Defence (Defence Estates) etc.

Local Strategic Partnership Partners and Groups

(a) Area and theme groups of the Hambleton Strategic Partnership

(b) Partners in the Hambleton Strategic Partnership



Annex 2. General Consultation Bodies

Voluntary or Representative Bodies in the following Groups:


- Environmental
- Heritage
- Housing
- Social and Health
- Sports
- Others (not included elsewhere)

Racial, Ethnic or National Bodies

Religious Groups

Disability Groups

Business Groups



Annex 3. Glossary

List of acronyms and technical terms used in this report.

Adopted

Final agreed version of a document.

Annual Monitoring Report (AMR)

A document produced each year which shows progress on all the separate parts of the Local Development Framework (LDF).

Bad neighbour uses

Uses which cause disturbance through noise, smell, fumes, light or dust. For these reasons, they are unsuitable forms of development in residential areas.

Community Plan (CP)

A document produced by Hambleton District Council for the Hambleton Strategic Partnership(HSP). The plan aims to promote and improve the economic, social and environmental well being of the community.

Core Strategy

The Local Development Document (LDD) which will provide the vision for the future development of Hambleton District. It will contain the key strategic policies.

Development Plan

The development plan is the statutory plan used to determine planning applications for the use or development of land. The existing Local Plan and the County Council Structure Plan together form the development plan. These will be replaced under the new system by a Regional Spatial Strategy prepared by the Yorkshire and Humber Assembly and Development Plan Documents prepared by the District Council, and in the case of minerals and waste Development Plan Documents, by the County Council.

Development Plan Document (DPD)

A document which forms part of the Local Development Framework, and which sets out the planning policy framework against which proposals for development are assessed.

Environmental Impact Assessment (EIA)

A method of assessing the impact of developments such as incinerators, airport expansion and intensive livestock units before a planning application is determined. The assessment is carried out to provide an Environmental Statement.

Environmental Statement (ES)

A report on the environmental impacts of a proposed development. It would include a description of the project and its significant effects, measures needed to reduce the impact of the proposal and a non – technical summary.

Inspector's Report

A document written by an independent Inspector from the Planning Inspectorate which assesses the soundness of the documents which form part of the Local Development Framework.

Local Development Documents (LDD)

All Development Plan Documents and Supplementary Planning Documents are Local Development Documents.

Local Development Framework (LDF)

A portfolio of planning documents for the Hambleton District, which includes Local Development Documents. These comprise Development Plan Documents, Supplementary Planning Documents (SPD) and the Statement of Community Involvement (SCI). The LDF will replace the old local plan system.



Local Plan

The Hambleton District Wide Local Plan was an old style local plan covering Hambleton District. It will be replaced in 2007 by the new Local Development Framework.

Local Planning Authority (LPA)

Hambleton District Council is the LPA for most planning applications in the District, apart from those for mineral extraction or waste disposal, for which North Yorkshire County Council is the LPA. Planning applications within the area of the North York Moors National Park are dealt with by the National Park as the LPA.

Monitoring and Review

Periodic assessment of progress towards targets, aims and objectives. It may involve the alteration of policies, plans and strategies to meet changed circumstances.

Options Consultation

A stage in the production of a LDD which actively involves statutory authorities and the public in determining a range of options for future planning policy and development.

Planning Policy Framework

Policy statements and guidance on planning issues set out in documents produced at central, regional and local government levels.

Pre-Submission Consultation

Consultation with statutory consultees prior to DPDs and SPDs being written.

Pre Submission Public Participation

Consultation with the general public and all those with an interest in each particular document as it is drafted.

Regional Spatial Strategy (RSS)

A plan for the Yorkshire & Humber Region which deals with large scale planning issues across the Region and which takes account of other social and economic issues at a regional scale.

Site Allocations

Designation of land in a LDD for a particular land use.

Statement of Community Involvement (SCI)

Document which sets out the standards which the authority will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions. The SCI is not a development plan document but is subject to independent examination.

Strategic Environmental Assessment (SEA)

A report which assesses the potential environmental impacts of a proposal or Development Plan Document.

Supplementary Planning Documents (SPD)

Documents prepared by the Council which provide extra information on policies and proposals in DPDs.

Sustainability Appraisal (SA)

A means of assessing documents to ensure that they reflect sustainable development objectives.



Hambleton District Council

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