

Statement of Community Involvement



ADOPTED APRIL 2006

North Norfolk District Council - Local Development Framework
Statement of Community Involvement (SCI)

NOTICE OF ADOPTION

**Planning and Compulsory Purchase Act 2004
The Town and Country Planning (Local Development) (England) Regulations 2004**

In accordance with Regulation 24(4) and Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004, notice is given that North Norfolk District Council formally adopted its Statement of Community Involvement (SCI) on 26th April 2006.

The SCI is a formal statement of the District Council's policy for involving interested parties in preparing the Local Development Documents to be included in the North Norfolk District Local Development Framework (LDF) and for consulting on planning applications.

Copies of the adopted SCI are available for inspection at North Norfolk District Council Offices in Fakenham, Cromer and North Walsham during normal office hours. Copies are also available at all main libraries and mobile libraries operating in the district. Please call individual libraries for opening times. Copies of the adopted SCI can be viewed on the Council's website (www.northnorfolk.org/ldf) or obtained free of charge by contacting (01263) 516318.

Any person aggrieved by the SCI may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004. Any challenge pursuant to Section 113 must be made on the grounds that the document is not within the appropriate power or a procedural requirement has not been complied with. An application under Section 113 must be made not later than the end of the period of six weeks starting from 26th April 2006.

Any person aggrieved by the SCI may apply to the High Court for permission to apply for Judicial Review of the decision to adopt the statement. Any such application must be made promptly and in any event not later than 3 months from 26th April 2006.

Contact Details

If you have any queries about this document or about the planning process in general please contact one of the Planning Policy team for more information, telephone 01263 516233, email planningpolicy@north-norfolk.gov.uk

If you would like this document in large print, audio, Braille or in a different language please contact Planning Policy and we will do our best to help.

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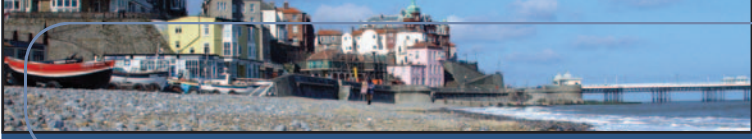
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North Norfolk Statement of Community Involvement

1 Introduction





1 Introduction

1.0.1 The Government recently revised the system of preparing development plans that set the overall planning policy for an area. As a result, North Norfolk District Council (NNDC) is preparing new planning documents to replace the existing Local Plan with a new Local Development Framework (LDF) which will set the planning policy for North Norfolk. The Local Development Scheme (LDS)⁽ⁱ⁾ sets out our programme for the preparation of these documents and should be referred to for further information on the new system and for the timetable of document preparation and adoption. More effective community involvement is a key feature of the new system and this document sets out our policy to achieve this.

1.1 The Statement of Community Involvement (SCI)

1.1.1 This SCI outlines North Norfolk District Council's approach to involving the community in the preparation and revision of local development documents and in the consideration of planning applications. It sets out how and when different groups can be involved with each document and the standards we will aim to achieve in this process. We must ensure that as a minimum we meet the requirements for consultation set out in the Government Regulations⁽ⁱⁱ⁾ (these are discussed in section 2 and Appendix 2). This document itself has been subject to public participation and independent examination before it could be adopted, and all LDF documents must be prepared in accordance with it.

1.2 SCI key objectives

- To improve involvement – make sure that everyone knows when and how they can get involved in decisions on planning issues
- To work together – to try and link with existing groups and partnerships
- To inform – to make our information clear so people can make informed choices when replying to our consultations
- To plan exercises carefully – to make sure any public exercises are appropriate and cost effective
- To be flexible – make sure methods of involvement are working and change them when necessary.

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- i North Norfolk District Council Local Development Scheme 2005, available on the Council website and from Council offices and local libraries. Future updates available when published.
- ii *The Town and Country Planning (Local Development) (England) Regulations 2004*

1.3 Reasons for community involvement

1.3.1 The planning process has always had public involvement, but the new system is designed to 'front-load' consultation and get people involved at an early stage. Early engagement of the community in plan making and development proposals will help identify issues and concerns and allow discussion of options before proposals are too far advanced. Decisions are made by taking account of government guidance, current policy and local knowledge and views expressed by the community. The community involvement exercises discussed in this SCI seek to increase local involvement and encourage these views to be made. The process of decision making is discussed further in section 3.

1.4 North Norfolk District Council's approach

1.4.1 The North Norfolk Statement of Community Involvement is based on building on existing community involvement channels rather than inventing new ones, and we are working closely with the North Norfolk Community Partnership. Our approach to community involvement in plan preparation is two-fold:

- Theme based – district wide contacts based on particular themes
- Area based – focussing on the seven market towns and the rural area.

1.4.2 As a rural area, parish councils are an important focus for community involvement. In the towns, town councils and local area partnerships are active in involving a wide range of the community to express the community's aspirations for their areas.

1.4.3 In 2004 the Council published a Strategy for Public Involvement 2004-2007 which aims for 'inclusive two-way communication with stakeholders* to determine and take account of the range of needs and future aspirations' and the SCI will work towards this aim.

1.5 North Norfolk Community Partnership

1.5.1 The North Norfolk Community Partnership produced a Community Strategy in 2004 that provides the overall vision and priorities for the District, determined by the residents themselves. It was produced following widespread consultation across the district in 2002-3. The main aims of the strategy are:

- ensuring decent housing for all residents
- developing the local economy to provide better job, career and training opportunities for local residents and those who want to come and live in North Norfolk
- maintaining the high quality of life and attractive natural environment that exists now and makes North Norfolk unique



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1.5.2 The Partnership brings together the parish and town councils, district and county council, the police, the health service, the learning community, businesses, community and voluntary groups to help produce a more co-ordinated approach to local service delivery and also work to further the aims of the Community Strategy.

1.5.3 There are benefits in linking the preparation of Community Strategies and LDFs such as:

- an integrated approach to towards future development
- a strong input of community needs into the LDF
- a recognition that the LDF will be a means of implementing the elements of the Community Strategy that relate to the development and use of land.

The Council is committed to achieving these and there will also be benefits in working corporately and sharing resources between the two. Therefore, where possible we will co-ordinate consultation exercises and plan future events in tandem. For example, a review of the Community Strategy issues was undertaken alongside key issues consultation for the Core Strategy by consultants working with members of the public who had been recruited to focus groups. The new Community Strategy is programmed to be published in April 2006 and future reviews will be based around the action plans developing from it.

1.6 Norfolk Compact on relations between the statutory, voluntary and community sector in Norfolk

1.6.1 A code of practice⁽ⁱⁱⁱ⁾ has been established to improve the way in which the statutory and voluntary and community sectors in Norfolk consult each other on policy developments. Both sectors have committed to various measures to improve two-way consultation that should lead to realistic and workable policies that reflect people's needs and wishes.

1.6.2 Where possible the commitments made have been incorporated in our approach in this SCI, for example using existing partnerships and forums, building early consultation into policy development, undertaking consultation in a variety of accessible formats and methods and analysing responses carefully and providing feedback to consultees and stakeholders on the results of exercises.

1.6.3 However, one of the commitments in the compact is to allow a minimum of 8 weeks for responding to written consultations (and 12 weeks where possible). Early stages of consultation under the LDF system are flexible and on-going and not bound by set periods, so we can comply there. However, at later stages of document preparation government

iii *Compact on relations between the statutory and voluntary and community sector in Norfolk. Consultation: A code of practice. Published 2002.*



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regulations set statutory six week participation periods. We will need to stick to these statutory periods but will aim to publicise documents in advance of the period so groups are aware of the consultation and can prepare for it.



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2 The Planning Process





2 The Planning Process

2.1 Introduction

2.1.1 Planning shapes the places where people live and work and it plays an important role in supporting the Government's wider social, environmental and economic objectives. The planning system operates in the public interest to ensure that the development and use of land results in better places for people to live, and supports the protection and enhancement of the natural and historic environment. Central government issues policy and guidance that local authorities then interpret and apply to their local area.

2.2 Planning applications

2.2.1 Many people first become involved in the planning system because they are either submitting a planning application on their property, they are consulted on a neighbour's proposal or they are interested in a new development near where they live or work. The Council has a duty to consider all planning applications received and to determine them in line with the Development Plan*, unless there are particular matters (known as material considerations) that indicate otherwise.

2.2.2 Planning applications should be publicised in line with Government Regulations⁽ⁱ⁾ and section 5 sets out North Norfolk District Council's arrangements under these Regulations.

2.2.3 Pre-application discussions with planning officers have long been encouraged in order to give advice about proposals, and the new planning legislation also requires the Council to encourage applicants to undertake early discussions with the community to allow their input before schemes are worked up and submitted as a formal application. Section 5 sets out what steps we expect potential applicants to take to ensure the community have the opportunity to be involved.

2.3 The Development Plan

2.3.1 The Government recently made changes to the planning system with the introduction of the Planning and Compulsory Purchase Act 2004 which include the replacement of existing Structure Plans and Local Plans with Regional Spatial Strategies and Local Development Frameworks.

2.3.2 Regional Spatial Strategies reflect and build on national policies, relating them to an area

i *Article 8 of the Town and Country Planning (General Development Procedure) Order ('the GPDO') and Circular 15/92*

that covers more than one local planning authority, allowing for wider planning than under the County Structure Plan level. The East of England Regional Spatial Strategy covers Bedfordshire, Cambridgeshire, Hertfordshire, Essex, Norfolk and Suffolk and sets out the broad policy framework that North Norfolk District Council must work within. A pre-submission consultation statement reported on the consultation process undertaken during the preparation of the RSS. NNDC has member representation on the East of England Regional Assembly that prepared the document and was also a statutory consultee.

- 2.3.3** All local planning authorities are now required to prepare a Local Development Framework (LDF) which will replace existing Local Plans, and rather than being a single document will be a collection of local development documents covering different aspects of planning for an area. These should reflect national and regional policies and take into account local needs and variations to set the planning policy for a district.
- 2.3.4** The East of England Regional Spatial Strategy and the North Norfolk LDF, together with development plan documents (DPDs) prepared by the Broads Authority and minerals and waste DPDs prepared by Norfolk County Council, will form the 'development plan' for North Norfolk. Further information on the components of the development plan is contained in the Local Development Scheme.
- 2.3.5** The Development Plan is the starting point in the consideration of planning applications and it provides the essential framework for planning decisions.

2.4 The North Norfolk Local Development Framework (LDF)

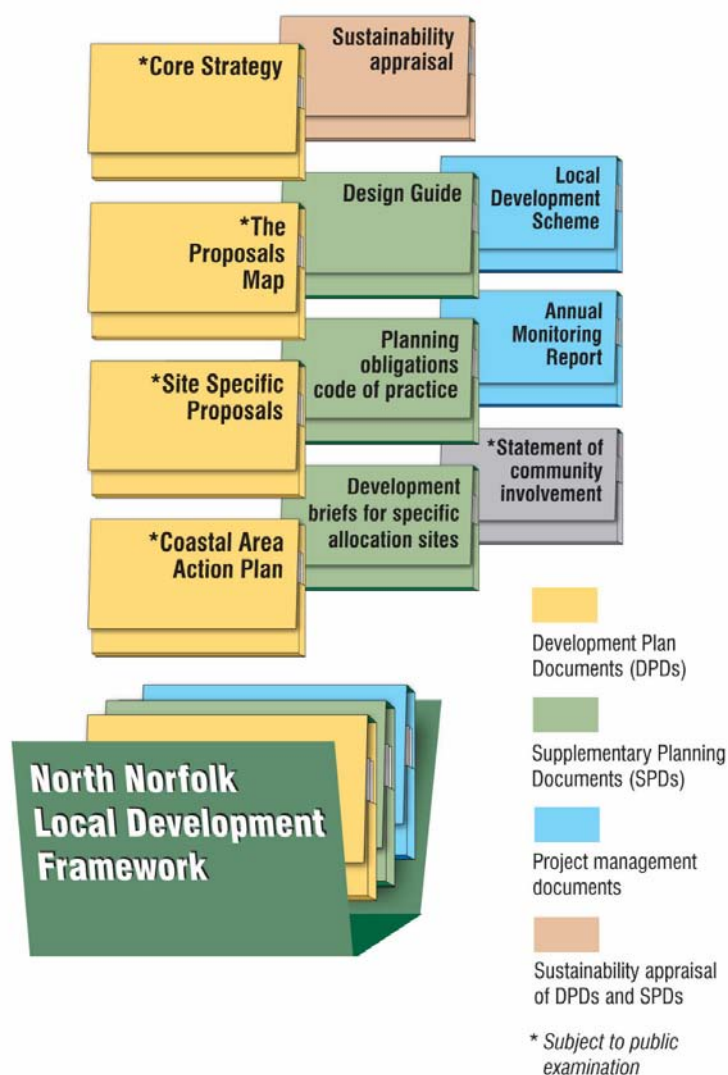
- 2.4.1** The North Norfolk LDF will contain the following documents, as set out in the Local Development Scheme.
- A **Core Strategy** development plan document which will set out the vision and overall objectives for development in North Norfolk up to 2021. This will contain policies covering the type, level and broad location of new development with specific policies on housing, the economy, natural and built environment, overall strategies for each of the seven main towns and some generic development control policies.
 - This document will inform the **Site Specific Proposals** development plan document which will include details of specific land allocations, design and other development principles for sites to achieve the Core Strategy objectives.
 - A **Proposals Map** will show adopted policies on a map and it should include areas of protection and locations and sites for particular land uses and development proposals included in any of the development plan documents. This will be revised as each new document is adopted, as it should always reflect the up to date plan for the area.



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- The **Local Development Scheme** which explains the new system and the documents to be prepared and sets out the timetable for the production of all the documents
- The **Statement of Community Involvement**.

Figure 2.1 Documents within the North Norfolk Local Development Framework



- **Annual Monitoring Reports** which assess plan progress against targets set out in the LDS and the extent to which policy aims are being successfully achieved, and

- **Supplementary Planning Document.** SPDs, (previously known as Supplementary Planning Guidance) can be prepared to provide further guidance on policy in the Core Strategy and Site Specific Proposals and to give details on how particular sites should be developed.
- **Area Action Plans** can also be prepared which will focus on implementation and provide a planning framework for areas of opportunity, change or conservation.
- The Core Strategy and Site Specific Proposals documents and any SPDs will be subject to **Sustainability Appraisal** to assess their environmental, economic and social effects and to help ensure that policies are working towards sustainable development objectives. The Sustainability Appraisal will be a framework for assessing different options and policies.

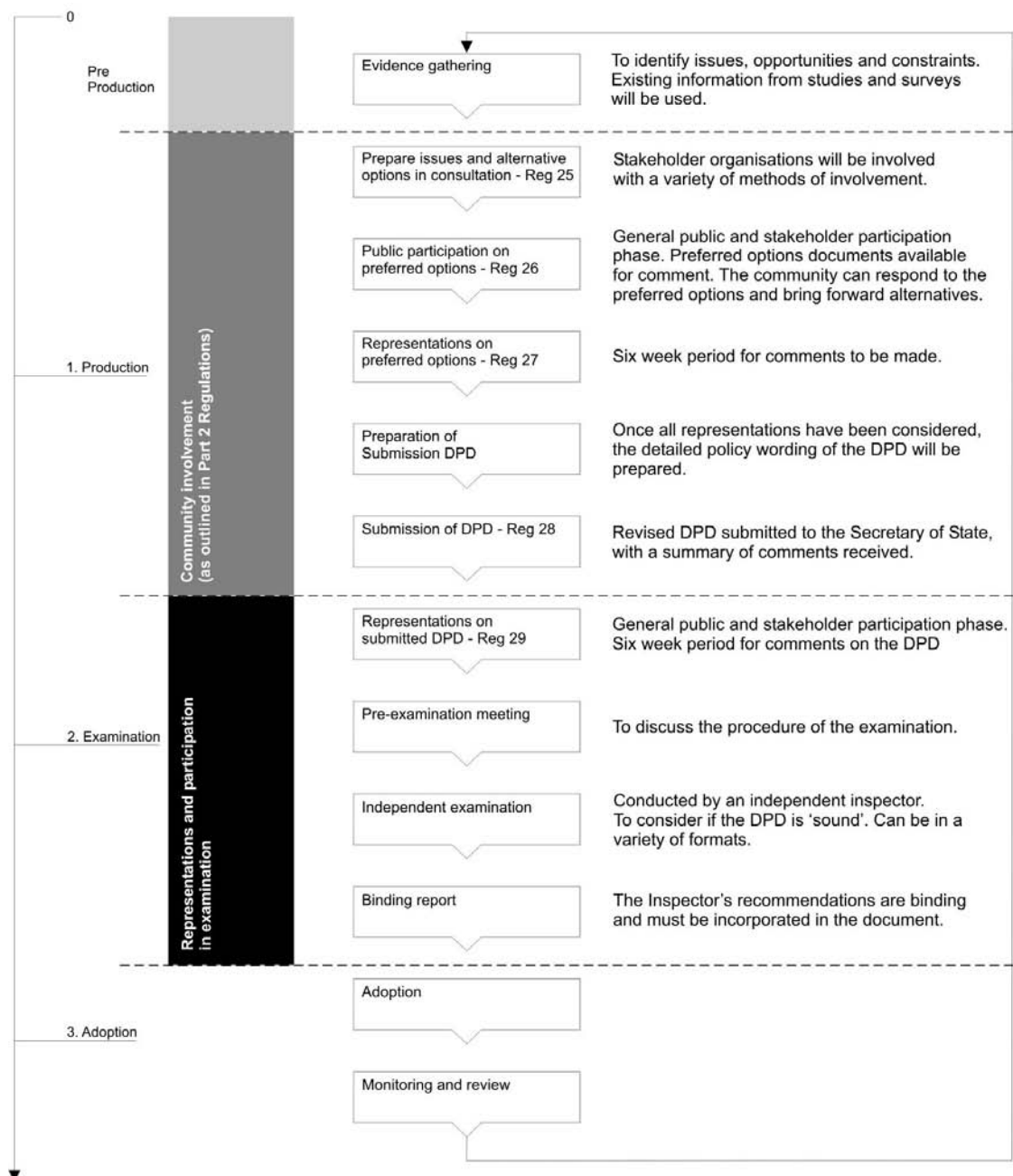
2.5 The legal requirements for involving communities

- 2.5.1** The Town and Country Planning (Local Development) Regulations 2004 set out the requirements for public involvement at the different stages of document preparation. (These are listed in Appendix 2 and shown in the diagram below). The regulations define two distinct phases: ‘consultation’ is the term used for the informal engagement with stakeholders and groups at the regulation 25 stage and ‘participation’ is the wider formal engagement with the whole community at the regulation 26 stage.
- 2.5.2** The following chapters in the SCI set out our interpretation of the Regulations and how we will go beyond the minimum requirements to ensure widespread community involvement, and tables in section 4 summarise the action we will take to achieve this.



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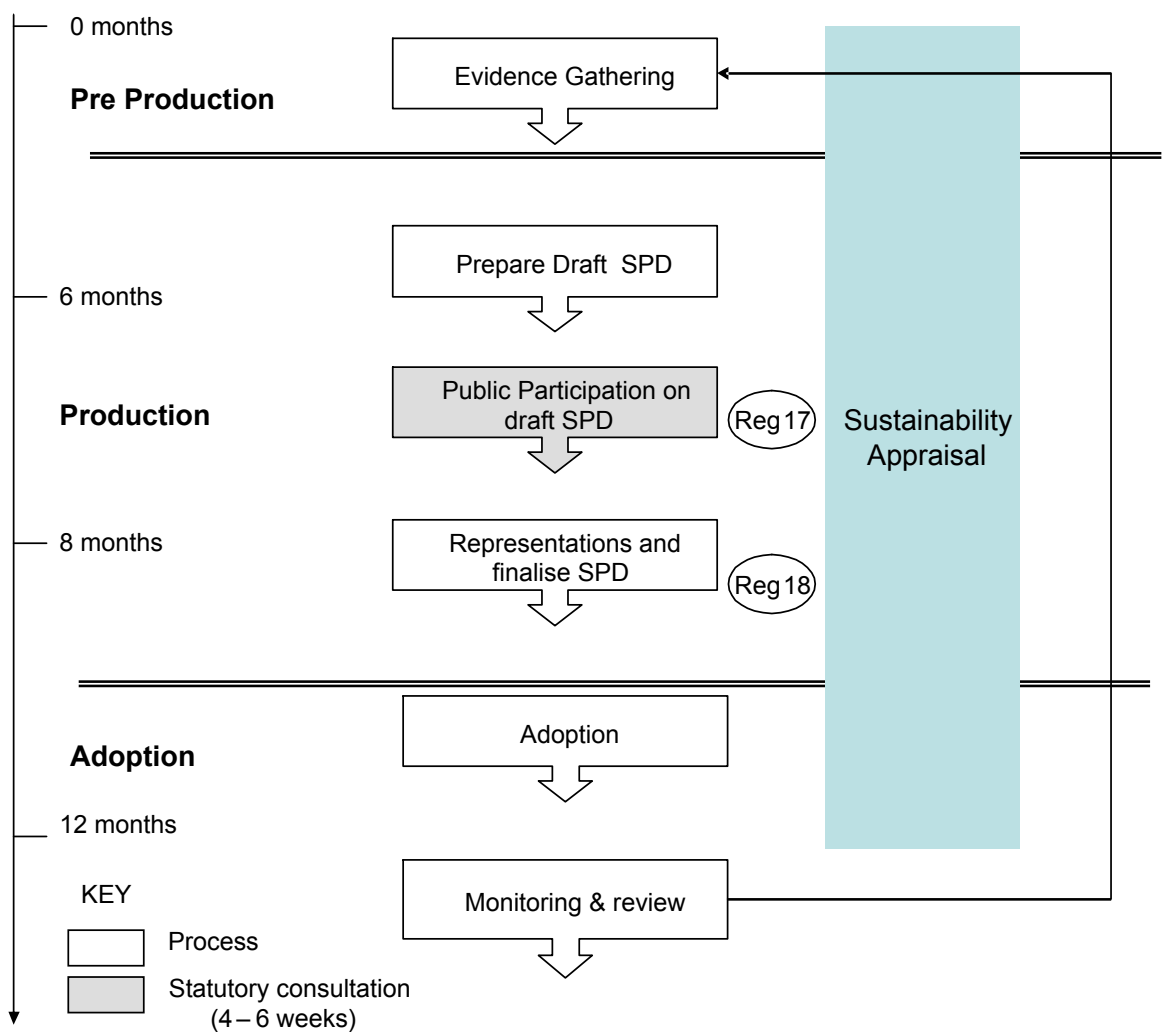
Figure 2.2 The Development Plan Document Preparation Process for the Core Strategy and Site Specific Proposals



2.6 Supplementary Planning Documents (SPDs)

2.6.1 The process for preparing SPDs is shown below and Appendix 2 discusses the specific Regulations. Local communities and relevant stakeholders will be involved in the preparation of the SPD before it is published for formal public participation (see section 4)

Figure 2.3 Supplementary Planning Documents (SPDs)





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3 Community Involvement in the LDF





3 Community Involvement in the LDF

Introduction

3.0.1 We want to encourage widespread involvement in the production of planning documents. Relevant groups will be involved at each stage through a variety of engagement techniques to ensure that those who are likely to be affected by an outcome have opportunity to input into it. This section covers existing forums for public involvement, how we will engage different sections of the community and the methods we will use for each document we are preparing.

3.1 Who we are involving

Specific and general consultees

3.1.1 The Government defines 'specific' and 'general' consultees that should be included at an early stage to ensure that key stakeholders are included (listed in Appendix 3). Specific consultees include statutory* bodies involved in service provision, government agencies working on particular issues and parish and town councils. The general consultees are more wide ranging and cover a broad spectrum of local community interests. The Government also lists 'other consultees' who may need to be involved.

Working with existing groups

3.1.2 We believe that it is important to work with existing organisations and partnerships to connect with their membership and the people they work with. This is an effective way of accessing specific groups of the population who have an interest in a particular issue or area. The following groups are operating and will be involved at early stages of document preparation (and they also comprise some of the specific and general consultees):

- **North Norfolk Community Partnership**
We will work closely with the North Norfolk Community Partnership and have executive officer representation on the board and officer representation at the operational level. Several groupings and forums have been set up under the Community Partnership to give local people with specific interests the opportunity to influence the Community Strategy Action Plans and discuss issues of interest. Forums have been set up covering health, environment, crime and disorder, business, disability, older persons, youth action and a tenant's forum. These forums will be key for accessing views on these specialist areas and feeding them into the LDF.
- **Local Area Partnerships**

Local Area Partnerships exist across the district and bring together organisations and individuals within the towns and the surrounding areas to work together to promote regeneration through accessing funding for specific projects to create viable and vibrant communities. These will be crucial in establishing issues of importance to the community and giving feedback on proposals, and they will be involved throughout the process through workshops, exhibitions and written correspondence. In towns with no existing Partnership a range of stakeholders representing key interests throughout the town and surrounding area will be brought together. The North Norfolk Community Partnership are also working with the Local Area Partnerships to help achieve the aims of the Community Strategy.

- **Parish and Town Councils**

These are an important link between the Council and the public and parish and town councils in and adjoining North Norfolk will be involved throughout the process. They will be sent documents directly for comment and we will send articles to all parish and town councils for inclusion in newsletters. Some parish councils are involved in preparing parish action plans, village appraisals and design statements which say how the local community see the area developing over the next few years. These will be valuable as evidence for preparing LDF documents and we will support the parishes who are preparing them through provision of data and setting the policy context. Norfolk Rural Community Council have appointed an officer working in North Norfolk to encourage the development of parish plans.

- **Area Consultative Forums**

NNDC is establishing four consultative forums across North Norfolk to improve communication and relationships between the county, district and parish/town councils. These comprise democratically elected councillors who represent their constituents and they will be coming together at a local level to improve the two-way flow of information. The forums will be an effective way of presenting information to the parish and town councils and we will use them where possible, dependent on scheduled meeting dates.

- **Norfolk Rural Community Council (RCC)**

The Norfolk Rural Community Council is a charity that promotes, supports and works with rural communities through active partnerships to sustain and improve the quality of life for people of Norfolk. They work on specific projects such as addressing social exclusion and rural transport (through the East Norfolk Rural Transport Partnership). A rural housing enabler works with parish councils, district councils, landowners and housing associations to increase the supply of affordable housing within designated areas. The RCC also work with communities to produce parish action plans which will provide useful evidence and information for the preparation of LDF documents.

The role of District Councillors

3.1.3 Members are local representatives accountable to their electorates and they are an important part of communicating information to and from the Council. The public can look



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to Members to find out information from the Council and can also use them as a means of feeding up concerns or questions. Members have the opportunity to attend parish and town council meetings to meet their parishioners to assist in this communication process.

- 3.1.4** The Members are responsible for making decisions on behalf of the population of North Norfolk. A LDF Working Party has been established comprising nine councillors to provide on-going guidance for the production of emerging LDF documents and to approve documents for consultation purposes. The working party discusses the issues and makes a recommendation which goes to Cabinet and Full Council for endorsement. All Council committees and the LDF working party are public meetings and agendas and papers are available on the council website.

General public involvement

- 3.1.5** We will try to ensure widespread public involvement by using the groups mentioned above (which also comprise members of the public) and writing to individuals on the consultation database informing them of key participation periods. Many people are not members of any groups and we will publicise consultation events, documents and participation periods widely to inform everyone. Suggested methods of publicity include newspaper articles, Outlook magazine, posters in locations where documents are available and the council website. Articles will be sent to various organisations for inclusion in their newsletters which should ensure widespread awareness of issues among different sections of the population. Leaflets will be produced for the main documents we prepare, setting out main issues and asking for views, and these will be widely distributed in public places.

Hard to reach groups

- 3.1.6** Even if we try to encourage as much public involvement as possible through various publicity measures, certain parts of the community may find it difficult to get involved for a variety of reasons. These are sometimes referred to as 'hard to reach' groups and can include, for example, young people, ethnic minorities etc. We have held discussions with groups experienced in local consultations to help identify community groupings who may not normally get involved and have ensured we have contact details in the consultation database for as many specific groups as possible so we can contact them directly and ask them to get involved. Also, colleagues in the community team will assist in organising additional methods to reach young people and other groups. The table below shows how the general consultees (as specified in PPS 12 and described in appendix 3) will be involved and then looks at various 'hard to reach' groups and how we will try to encourage their involvement. Section 4 gives more detail on proposed involvement at each stage of document preparation.

Methods to ensure widespread representation

General Consultees (see App. 3 for details)	How we will encourage involvement
Voluntary groups	<ul style="list-style-type: none"> • The database contains many voluntary groups who will be invited to early events and written to at statutory participation periods. • Voluntary groups are represented in Area Partnerships, who are involved throughout the process. • Norwich & Norfolk Voluntary Services have an officer based in North Norfolk to work with voluntary groups and increase their awareness and involvement. • Norwich & Norfolk Voluntary Services have a bi-monthly newsletter that is distributed to nearly 600 voluntary and community organisations, and we will send articles to the newsletter to publicise LDF events.
Ethnic groups	<ul style="list-style-type: none"> • The majority (99%) of the population in North Norfolk are white British/Irish/other White. However there is a growing minority of other ethnic groupings. • The Norwich & Norfolk Racial Equality Council (REC) carried out a survey in 2003 and results showed that public meetings, questionnaires and public action groups were preferred methods for minority ethnic groups to be asked their views. • County-wide black and minority ethnic community group contacts will be invited to early events and written to at statutory participation periods • All documents will be available in different languages on request and a language line translation service is available • The REC has a bi-monthly newsletter that is distributed to public bodies and clients in the area and we will send articles to the newsletter to publicise LDF events
Different religions	<ul style="list-style-type: none"> • Local churches and different religious organisations are on the database and will be contacted inviting them to early events at statutory participation periods
Disabled People	<ul style="list-style-type: none"> • The Disability Forum consists of specialist organisations and disabled people in the area. We will meet with the forum to discuss specific issues and can distribute information to members.



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General Consultees (see App. 3 for details)	How we will encourage involvement
	<ul style="list-style-type: none"> Organisations representing disabled persons interests are also included in the consultation database and will be invited to early events and written to at statutory participation periods. All meeting and event venues will be fully accessible. All documents will be available in a range of formats on request. Outlook magazine is available in talking newspaper format. Any general press releases will also be sent to The Mardler (North Norfolk's talking newspaper) The Norfolk Disability Information Service has a bi-monthly newsletter and we will send articles to the newsletter publicising LDF events.
Businesses	<ul style="list-style-type: none"> Local businesses are represented in the Area Partnerships that are involved throughout the process. Local Chambers of Commerce and other specific business groups are on the database and will be invited to early events and written to at statutory participation periods. A Business Forum is being launched in 2005 to bring together local businesses and we will use this forum to discuss issues of importance to them and how they can be addressed in the LDF.
Other hard to reach groups	How we will encourage involvement
Young people	<ul style="list-style-type: none"> The Youth Action Group comprises representatives from local schools and we will meet with them to gain an understanding of their views. Links have been established with agencies working with young people who can give advice and assist in arranging events to gain views of a wide range of young people (the County Council Youth Service work with young people in a variety of situations up to age 25) The NNDC Active Citizenship Co-ordinator aims to increase the involvement of young people in the district and will assist in arranging events to gain views. Various local youth interest groups are on the consultation database and will be invited to early events and contacted at statutory participation periods We may also give presentations to schools on particular topics affecting young people

Other hard to reach groups	How we will encourage involvement
Parents	<ul style="list-style-type: none"> • Schools will be contacted to advertise information on participation periods in newsletters and to pass information on to PTAs and governing bodies. • The County Council Youth Service have a young parents group that meets regularly that we can pass information to.
Elderly	<ul style="list-style-type: none"> • North Norfolk has an aging population and issues surrounding this will be explored in theme meetings at the regulation 25 stage of DPD preparation. • The Older Persons Forum comprises older people and organisations representing their views and we will meet with them and can send information to members • Organisations representing older persons views are included in the consultation database and will be invited to early events and contacted directly at statutory participation periods
Dev. Industry and Planning Agents	<ul style="list-style-type: none"> • A Planning agents' forum meets regularly at NNDC offices to encourage discussions between planners, agents and developers. This is an informal user group that allows two-way communication between the council and its customers and is open for interested parties to join. • The development industry will be contacted and invited to contribute prior to the formal reg 26 stage. • Planning agents, development industry representatives and those making a site representation are in the consultation database and will be contacted directly at statutory participation periods
Gypsies and Travellers	<ul style="list-style-type: none"> • The Council is required to meet any identified need for a Gypsy and Traveller site in the district in the LDF. • NNDC has an officer responsible for Gypsy and Traveller issues who can advise. • We will establish links with the Norfolk Traveller Liaison Officer and the Norfolk Traveller Liaison Group (includes representatives from the Traveller community). • A county-wide survey of Gypsies and Travellers is planned. This will include face to face interviews to identify their needs and is intended to be at least bi-annual. • Local and national groups representing Gypsies and Travellers are on the database and will be contacted at the regulation 26 stage.



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Other hard to reach groups	How we will encourage involvement
Farming & Agricultural Workers	<ul style="list-style-type: none"> • The Rural Economy and Farm Diversification study included surveys of local farmers at the early stage of evidence gathering to inform the LDF. • The consultation database contains branches of the National Farmers Union, East Anglian Farmers' Market Association etc and they will be contacted directly at statutory participation periods

Stakeholder involvement in studies

3.1.7 The Council has commissioned several studies to gather a wide base of evidence on which to base the LDF documents. The studies approached various stakeholders in different ways as part of their research.

3.1.8 Studies include:

- Retail and Town Centre Study; included street and telephone surveys of local residents.
- Norfolk Coast AONB: The housing market and affordable housing; included surveys of local estate agents, housing associations and other stakeholders.
- Open Space and Recreation Land Study; included telephone interview surveys of local residents, focus groups with stakeholders and a survey of sports clubs in the area.
- Rural Economy Study; included surveys and focus groups of local farmers and agricultural based industries
- Tourism Study; included surveys of accommodations and attraction businesses and interviews with key organisations such as the East of England Tourist Board.
- The findings of the Landscape Character Assessment will be subject to public consultation
- The Housing Needs Survey was informed by surveys of home owners, council tenants and the private rented sector, and will be updated by a Local Housing Assessment in due course.

3.2 How people can get involved

The consultation database

3.2.1 A database has been established containing contact details of over 900 local and national voluntary and interest groups, individuals who have expressed an interest in the planning process, statutory consultation bodies and bodies representing many different interests (such as farming, tourism, health, renewable energy, transport, education, developers,

agents and landowners etc). The 'other consultees' that the government suggests could be involved in the preparation of LDF documents are also included in the database. All those in the database will be contacted at statutory participation periods inviting them to events or to comment on documents. The database will continually be updated as new individuals and organisations get involved. To check if a particular body is included in the database or to add your contact details please contact the planning policy team.

Access to documents

- 3.2.2** All documents that we produce at statutory participation periods will be available at Council offices (Cromer, North Walsham and Fakenham), all libraries in the area, placed in the mobile libraries operating in the district and will be on the Council website.
- 3.2.3** All groups involved at the regulation 25 stage (and early discussions on SPDs) will be sent documents directly for comment at subsequent stages (either by post or email). At the statutory participation periods we will inform the other groups and individuals on the consultation database where the documents can be viewed.
- 3.2.4** Discussions with various groups indicate that there are some groups who are happy to receive information by email, but many still prefer to receive items in the post. Therefore, we will carry out the majority of written contact with parish councils by letter; however for businesses, agents and those who have specified that they prefer electronic communication we will make contact by email.

Publicity and local media

- 3.2.5** When documents are produced for participation periods a statutory notice will be placed in the Eastern Daily Press, the North Norfolk News and the Dereham and Fakenham Times stating that the document is available for inspection, the document title and subject matter, the period within which representations* may be made, the address that representations should be sent to and the places and times when it can be inspected. Reporters on those newspapers will be alerted to the advert and given further information as required to allow news coverage of these milestones.
- 3.2.6** A selection of the following newspapers and radio stations will be informed about specific consultation events such as exhibitions or public meetings. Specific publications will be targeted depending on the scope and area of the consultation. The Council cannot control whether or not a newspaper or radio station runs a story; however we can provide information as required and ensure a contact name is always provided for queries relating to a story.

- Eastern Daily Press



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- North Norfolk News
- Dereham and Fakenham Times
- Fakenham Sun
- Town and Country News
- North Walsham Times
- Crabline
- Sheringham Independent
- Holt Times
- Holt Chronicle
- Lynn News
- Cromer Times
- @Sheringham
- The Mardler (North Norfolk talking newspaper)
- North Norfolk Radio, Radio Broadland and Radio Norfolk

Publicity events

- 3.2.7** Public meetings and events will be held in a variety of venues across North Norfolk appropriate to the issue/area being discussed. Venues will be chosen that are accessible for disabled people and provide appropriate facilities for all.
- 3.2.8** Meetings will be held at times suitable for the maximum number of people. Feedback on questionnaires distributed to parish councils and voluntary and interest groups indicated that preferred times for meetings were mornings, afternoons and evenings. Weekends were not indicated as being popular. Exhibitions or displays will be held over a number of days to allow as many people as possible to attend.

3.3 Assessing comments, making decisions and reporting back

Making comments

- 3.3.1** There is the chance to get involved at various different stages in the process, from early discussions on general issues to making comments on published documents. Chapter 4 shows in more detail how and when various groups and the public will have the opportunity to get involved.
- 3.3.2** The **regulation 25** stage (and early stages of SPDs) is informal consultation to gather views and comments in a variety of ways from selected stakeholders as part of a continuous process of establishing issues and developing the options to deal with them.
- 3.3.3** The **regulation 26** stage (and regulation 17 for SPDs) is formal six week public participation on preferred options documents. Databases will be established to record, analyse and

report on responses received. The sustainability appraisal will be used to assess revised or new options resulting from the public participation and compared against the sustainability findings of the preferred options.

- 3.3.4** Representations made at this stage are considered by the Council and are not carried forward as representations on the submitted document, however anyone making a representation can request to be notified when the document is subsequently submitted to the Secretary of State for examination.

Acknowledgement of pre-submission representations

- 3.3.5** Any representations received within the statutory six week period will be acknowledged in accordance with the Council standards for responding to letters. Any representations received after the period will not be acknowledged and will not be taken into consideration. The acknowledgement letter will explain that representations will be addressed through a published statement (see below) and where this can be viewed.

Feedback

- 3.3.6** We believe it is important to feedback and let people know what has happened to their comments. This will be done through pre-submission consultation and participation statements which will be prepared stating who the Council consulted, how they were consulted and how the main issues raised at each stage were addressed in the published document. When a document is submitted, this statement will be sent to the Secretary of State and also to those who were consulted at the regulation 25 stage. It will also be published on the Council website and be available to view at council offices and local libraries. A similar statement will be prepared for SPDs.

How decisions are made

- 3.3.7** Comments and representations made at the regulation 25 and 26 stages (and those made on SPDs) are considered by the Council. All responses received will be assessed, and reports and recommendations proposing courses of action on the issues are prepared by planning officers and discussed by the LDF Working Party which then makes recommendations to Cabinet and Full Council for decision. These committees are public meetings and papers are available from the democratic services department or the Council website.
- 3.3.8** Members and the Council are often faced with decisions on difficult issues involving conflicting interests. The members comprising the committees are democratically elected councillors with responsibility for making decisions on behalf of the population of North Norfolk. Therefore, there is a need for them to take a balanced view which takes into



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account current policy guidance, the result of sustainability appraisal and the view of the public and come to a decision which is in the best interests of the district as a whole. Clearly not everyone will always be in agreement, but we will give feedback through the pre-submission consultation and participation statements explaining how peoples comments were addressed.

- 3.3.9** Supplementary Planning Documents are not required to be submitted to Government or subject to formal examination and will be presented to committee after public consultation to be adopted as Council policy.

Submission of Development Plan Documents

- 3.3.10** After documents have been prepared and comments from the first formal public participation period have been considered, they are then submitted to the Secretary of State, and representations can be made on that document over a six week period. These are forwarded to the Secretary of State for his consideration at the independent examination and are not dealt with by the Council.

- 3.3.11** The concept of 'soundness' is fundamental to the preparation of documents and how they are considered at the examination and is therefore significant in terms of how representations should be made at the submission stage. A standard form identifying what the tests of soundness are will be provided for representations to be made, and when making a representation seeking change it should be made clear how the submitted document fails any of these (the tests of soundness are contained in paragraph 3.10 and 4.24 of PPS12)

- 3.3.12** Only those who made their representations within the six week period will have the right to have their representations considered at the examination, and of these, only those making representations seeking a change to the document have a right to appear at the examination.

Acknowledgement of representations at the submission stage

- 3.3.13** All representations received within the statutory six week period will be acknowledged in accordance with Council standards for responding to letters. The acknowledgement letter will explain that representation will be forwarded to the Inspector for consideration at the examination.

- 3.3.14** At the end of the six week period, copies of the representations will be sent to the Secretary of State along with a summary of the main issues raised. They will also be available to view at the council offices and local libraries. (The process for representations on site allocations is slightly different and is shown in the table in section 4 and appendix 2).

Examination of Development Plan Documents

- 3.3.15** The purpose of the examination is to determine whether the document has satisfied the statutory requirements in its preparation, if it is in general conformity with the Regional Spatial Strategy and if it is 'sound*'. The presumption will be that the submitted document is fundamentally sound unless it is shown to be otherwise as a result of evidence considered at the examination.
- 3.3.16** The Government expects that many of the representations can be considered by written representations, which carry equal weight to those 'heard' by the Inspector. For those who wish to exercise their right to an oral hearing, the Inspector will be able to select which format is appropriate ranging from a round table discussion to a formal hearing session. Further details on examination are contained in PPS12.

Feedback

- 3.3.17** After the examination the Inspector will produce a binding report of specific changes to the document and the Council must incorporate the changes and then adopt the document. When the document is adopted it will be available for inspection at council offices, libraries and on the council website.

3.4 Evaluation and monitoring

- 3.4.1** We need to ensure that once the SCI is adopted all the LDF documents are prepared in accordance with it. All documents will require a 'statement of compliance' with the SCI confirming that the legal requirements have been met and the pre-submission consultation and participation statements setting out who was consulted, how they were consulted, a summary of the main issues raised and how those issues were addressed in the document being prepared.
- 3.4.2** The Council will also prepare an Annual Monitoring Report every year which will assess the extent to which policy aims are being achieved, review progress of document preparation against the timetable set in the Local Development Scheme and identify areas where we may not meet targets and requirements. The AMR will assess the SCI and will identify if there is a need to change the standards set out in it. Consultation exercises and publicity will be evaluated throughout the process through feedback forms and numbers of representations and if any methods are proving unsuccessful in capturing the communities' views we will be able to review the SCI to address the shortcomings.

3.5 Resource implications

- 3.5.1** Using a variety of wide reaching methods of community involvement will be resource



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intensive and require a commitment in terms of staff time and resources. We feel the methods proposed are realistic bearing in mind the level of resource available which has restricted our ability to commit to more approaches to reaching some sectors of the community. Careful consideration of the methods used will be needed to ensure they are effective and provide the community input required.

- 3.5.2** In terms of staffing the methods proposed, the Planning Policy team has been strengthened to provide extra resources and all members will be involved in the production of local development documents and the associated public involvement required to meet the statutory regulations. We will then work closely with colleagues in the community team and other organisations (for example the County Council Youth Service) who will assist in organising additional methods over and above the basic requirements to involve 'hard to reach' groups. By working in partnership in this way we will be able to use different approaches and techniques to involve a variety of young people and other groups who wouldn't normally get involved.
- 3.5.3** Subject to funding and workload, consultants may be appointed during the regulation 26 stage of the Core Strategy and Site Specific Proposals to ensure the greatest level of public involvement is achieved, based on professional expertise in this area. Public events will be supported by council officers where appropriate to provide local professional expertise.
- 3.5.4** We recognise that many voluntary groups may experience 'consultation overload' and have limited time and resources to respond to all consultation exercises public bodies prepare. We will therefore need to co-ordinate consultations on LDF documents where appropriate and focus and target specific groups on specific issues that they have an interest in. We do, however, want to ensure we give everyone the choice and the opportunity to get involved. NNDC is committed to building community involvement and giving groups increased opportunities to get involved. As part of this an Active Communities Manager has been appointed to work with the community and help groups get involved with the Council where they have found it difficult. We will work closely with the Active Communities Team to ensure they are fully aware of the LDF process and promoting it in their discussions with community groups in North Norfolk.
- 3.5.5** We will also work with other relevant organisations that can assist with approaching communities and reaching other sections of the population that we may find hard to engage. For example, Planning Aid operates in the area and can work with groups who don't have the resources to get involved, the Norwich & Norfolk Voluntary Services have an officer based in North Norfolk employed to develop a support network for the voluntary and community sector and the Rural Community Council has a North Norfolk development worker.
- 3.5.6** Development control officers will be responsible for liaising with applicants in pre-application



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discussions with the community for major applications. While officers can give advice, the developers and applicants will take the lead on pre-application discussions with communities as the Council has a limited resource in terms of development control staff.



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4 Involvement at each stage of Document Preparation





4 Involvement at each stage of Document Preparation

4.0.1 The tables below summarise the arrangements for public involvement at the different stages of preparation for each document to be prepared and show who will be involved, what methods we will use and how we will feedback on the comments made.

4.1 Statement of Community Involvement

Table 4.1 Statement of Community Involvement (SCI)

The Statement of Community Involvement			
Purpose of document	The SCI guides how the community will be involved in the plan-making process and in the consideration of planning applications. Reviews of the document will include community involvement as set out.		
Min. requirements	Set out in Regulations 25, 26, 27, 28,29		
Plan Preparation and consultation Stage	WHO we will aim to involve	HOW we will involve them	How we will FEEDBACK at this stage
Reg 25 consultation	<ul style="list-style-type: none"> Specific consultees: Parish and town councils, other local authorities, the regional planning body, and The Highways Agency General consultees (see Appendix 3 and Table 1 for details) 	<ul style="list-style-type: none"> Prepare consultation database of organisations and individuals with interest in planning Questionnaire to specific and general consultees Presentations/workshops to specific and general consultees 	<ul style="list-style-type: none"> Results will be used to inform the draft SCI Report of meeting and questionnaire analysis distributed. A pre-submission consultation



The Statement of Community Involvement			
			statement will summarise the main issues raised and how they were addressed in the SCI
<p>Reg 26 public participation 6 week period for comments on draft SCI</p>	Everyone on consultation database	<ul style="list-style-type: none"> 6 week period for comments to be made on the document Inform everyone on the consultation database that the draft SCI is available for inspection 	<ul style="list-style-type: none"> Acknowledgement letter to those making representations within the six week period All comments will be considered and SCI revised for submission. A pre-submission participation statement will summarise main issues raised and how they have been addressed.
	Bodies consulted at regulation 25 stage	<ul style="list-style-type: none"> Draft SCI sent to those bodies consulted at reg 25 stage (by post or email) Draft SCI available for inspection at Council offices, libraries and on the Council website. 	
	General public	<ul style="list-style-type: none"> Advert placed in local newspapers stating that the draft SCI is available for inspection. 	



North Norfolk Statement of Community Involvement

The Statement of Community Involvement			
Reg 28 & 29 Submission of SCI to Secretary of State	Bodies consulted at regulation 25 stage General public	<ul style="list-style-type: none"> Article in Outlook magazine stating participation period. Details of participation period entered on 'Consultation Finder' website. 	<ul style="list-style-type: none"> Copies of representations received will be sent to the Secretary of State for his consideration. They will also be available to view at the Council offices
		<p>6 week period for comments to be made on the document.</p> <p>The SCI and the pre-submission consultation and participation statements will be:</p> <ul style="list-style-type: none"> Sent to those bodies consulted at Reg 25 (by post or email) Available at council offices, local libraries and on the website. Advert will be placed in local newspapers stating that the SCI has been submitted and is available for comment. Anyone requesting to be notified will be written to when the SCI is submitted 	
Examination	Those who made representations on the submitted document	The preferred method for dealing with representations on the SCI is by written representations.	The Inspector will produce a binding report outlining changes that must be made to the document.



The Statement of Community Involvement

Adoption

When the document is adopted it will be available for purchase and inspection at council offices, libraries and published on the council website. The adoption statement will be advertised and sent to any person who requested to be notified of the adoption of the document.



North Norfolk Statement of Community Involvement

4.2 Core Strategy

Table 4.2 Core Strategy

The Core Strategy			
Purpose of Document	The Core Strategy development plan document (DPD) sets out the vision and strategy for the development of North Norfolk up to 2021		
Minimum requirements	Set out in Regulations 25, 26, 27, 28,29, 31, 34		
Plan Preparation and Consultation Stage	WHO we will aim to involve	HOW we will involve them	How we will FEEDBACK at this stage
Preparation of issues and alternative options Reg 25 consultation	<ul style="list-style-type: none"> Specific consultees (see appendix 3 for details) National, regional and local organisations and partners 	<ul style="list-style-type: none"> Written correspondence Consideration of other organisations' strategies summarised in Sustainability Appraisal scoping report 	<ul style="list-style-type: none"> Results from the exercises will inform the Core Strategy Reports will be produced from workshops and meetings A pre-submission consultation statement will be prepared setting out who we consulted, how they were consulted, the main issues raised and how the issues will be addressed in the DPD.
	<ul style="list-style-type: none"> Participants in a range of evidence - gathering studies (see para 3.7). 	<ul style="list-style-type: none"> Studies include public involvement through surveys, focus groups etc 	
	The public	Focus groups and questionnaires to find the key issues and priorities for the District	
	Specific and general consultees	Meetings based on particular themed issues	



The Core Strategy			
<p>Formal public participation on Core Strategy Preferred Options document and formal Sustainability Appraisal report</p> <p>Reg 26 public participation</p> <p>6 week period for comments</p>	<p>Parish councils, local area partnerships, other local stakeholders and general consultees</p>	<p>A series of workshops in the district where key issues are identified and confirmed.</p>	<p>Acknowledgement letter to those making representations within the six week period.</p>
	<p>General public</p>	<ul style="list-style-type: none"> The preferred options document, sustainability appraisal report and supporting information will be available for inspection at Council offices and libraries and published on the website. Adverts will be placed in local newspapers stating that the document is available for inspection and the places and times it is available. Contact local newspapers with further details about the participation period Articles in Outlook magazine stating the participation period. 	
	<p>Specific and general consultees involved at the regulation 25 stage</p>	<p>Documents will be sent (by post or email) to those bodies consulted at the regulation 25 stage.</p>	
	<p>Everyone on consultation database</p>	<ul style="list-style-type: none"> Inform everyone on the consultation database of the 	



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The Core Strategy	
	<p>details of the participation period.</p> <ul style="list-style-type: none"> • Leaflets summarising preferred options and asking for views will be widely distributed • Public meetings will be held as appropriate.
<p>Consideration of Representations Reg 27</p>	<ul style="list-style-type: none"> • A pre-submission participation statement will be prepared summarising the main issues raised and how they have been addressed in the document. • The representations received will inform the drafting of policies
<p>Submission of Core Strategy Submission to Secretary of State</p>	<p>General Public</p> <p>Submission of Core Strategy development plan document, Sustainability Appraisal report, the pre-submission consultation and participation statements and the submission proposals map</p> <p>Representations received will be forwarded to the Secretary of State for consideration at the examination</p>



The Core Strategy		
<p>(Reg 28) 6 week public participation period (Reg 29).</p>	<ul style="list-style-type: none"> Advert will be placed in local newspapers stating that the documents are available for inspection and the place and time where they can be inspected. The documents will be available at council offices and libraries, on the website 	<ul style="list-style-type: none"> Copies of representations made will be available to view at council offices and libraries. Acknowledgement letter to those making representations within the six week period.
	Bodies consulted at reg 25 stage	The documents will be sent to those bodies consulted at the regulation 25 stage.
	Everyone on consultation database	Inform everyone on consultation database of the details of the participation period.
	Those requesting notification	Those who requested to be notified of submission of the DPD to the Secretary of State will be notified.
Examination of Core Strategy	Those who made representations on the submitted document.	<ul style="list-style-type: none"> At least 6 weeks before the start of the examination the time and place that it is to be held will be advertised in local newspapers and on the website and those who made a representation at the <p>The Inspector will produce a binding report outlining changes that must be made to the document.</p>



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<p>The Core Strategy</p>	<p>regulation 29 stage will be notified.</p> <ul style="list-style-type: none"> • The Inspector will determine the procedure for the examination. 	<p>When the document is adopted it will be made available for purchase and inspection at council offices, libraries and published on the website and the adoption statement will be advertised and sent to any person who requested to be notified of the adoption of the DPD. A Proposals Map will be produced</p>
<p>Adoption and publication of Core Strategy</p>		

4.3 Site Specific Proposals

Table 4.3 Site Specific Proposals (SSP)

Site Specific Proposals (SSP)			
Purpose of document	The SSP development plan document will identify individual sites for specific uses to deliver the aims of the Core Strategy.		
Minimum requirements	Set out in regulations 25, 26, 27, 28, 29, 32, 33, 34		
Plan Preparation and Consultation Stage	WHO will we aim to involve	HOW we will involve them	How we will FEEDBACK at this stage
Preparation of issues and alternative options. Reg 25 consultation	<ul style="list-style-type: none"> Specific and general consultees (see appendix 3 and table 1 for details) Participants in a range of evidence gathering studies (see para 3.7) Parish councils, Local Area Partnership Members, other local stakeholders and general consultees 	<ul style="list-style-type: none"> Written consultation and face to face meetings. Studies include public involvement through surveys, focus groups etc A series of workshops held in the district where key issues are identified and confirmed 	<ul style="list-style-type: none"> Reports will be produced from workshops and meetings A pre-submission consultation statement will be prepared setting out who we consulted, how they were consulted, the main issues raised and how the issues will be addressed in the DPD.
Formal public participation on Site Specific Proposals Preferred Options document and formal Sustainability Appraisal report	General public	<ul style="list-style-type: none"> The preferred options document, sustainability report and supporting information will be available for inspection at Council offices and libraries and published on the website. 	<ul style="list-style-type: none"> Acknowledgement letter to those making representations within the six week period.



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Site Specific Proposals (SSP)		
<p>Reg 26 public participation 6 week period for comments</p>		<ul style="list-style-type: none"> • Advert will be placed in local newspapers stating that the documents are available for inspection and the places and times they are available. • Contact local newspapers with further information about the participation period. • Articles in Outlook magazine advertising the participation period.
	<p>Bodies consulted at the regulation 25 stage</p>	<p>Documents will be sent (by post or email) to those bodies consulted at the regulation 25 stage.</p>
	<p>Everyone on consultation database</p>	<ul style="list-style-type: none"> • Inform everyone on the consultation database of the details of the participation period. • Leaflets summarising sites identified and asking for views will be widely distributed • Public meetings will be held as appropriate.
<p>Consideration of Representations</p>		<p>New site representations will be assessed in terms of the</p>
		<p>A pre-submission participation statement will be prepared summarising</p>



Site Specific Proposals (SSP)				
Reg 27	the main issues raised and how they have been addressed in the document.			
Submission of Site Specific Proposals document to Secretary of State	<p>Submission of development plan document, Sustainability Appraisal report, the pre-submission consultation and participation statements and the submission proposals map</p> <ul style="list-style-type: none"> Advert will be placed in local newspapers stating that the documents are available for inspection and the place and time where they can be inspected. Contact local newspapers with further information about the participation period. The documents will be available at council offices, libraries and on the website 	<p>Documents will be sent to those bodies consulted at the regulation 25 stage.</p>	<p>Inform everyone on consultation database of the details of the participation period.</p>	
6 week public participation period Reg 29				<p>General public</p>



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Site Specific Proposals (SSP)		
Those requesting notification	Those who requested to be notified of submission of the document to the Secretary of State will be notified.	
At the end of the period any site allocation representations must be publicised Reg 32 Six week period for representations on site allocation representations made Reg 33	<p>General public</p> <ul style="list-style-type: none"> Advert will be placed in local newspapers stating that site allocation representations are available for inspection and the place and time where they can be viewed. Any person may make representations on a site allocation representation within a 6 week period. Copies of site allocation representations made will be available to view at council offices and libraries The places and times the allocation representations can be viewed will be published on the website. 	<ul style="list-style-type: none"> Representations will be forwarded to the Secretary of State for consideration at the examination.
Those involved at regulation 25 stage	The bodies consulted at the regulation 25 stage will be sent the address of the sites to which the site allocation representations relate, where they can be viewed and when comments can be made.	



Site Specific Proposals (SSP)			
Examination of Site Specific Proposals	Those making representations at the submission stage	<ul style="list-style-type: none"> At least 6 weeks before the start of the examination the time and place that it is to be held will be advertised in local newspapers and on the website. Those who made representation at the Reg 29 or 33 stages will be notified. 	<ul style="list-style-type: none"> The Inspector will decide the procedure for the examination. The Inspector will produce a binding report outlining changes that must be made to the document.
Adoption and publication.	<p>When the DPD is adopted it will be made available for purchase and inspection at council offices, libraries and published on the website and the adoption statement will be advertised and sent to any person who requested to be notified of the adoption of the DPD.</p> <p>A Proposals map will be produced.</p>		



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4.4 The Proposals Map

Table 4.4 The Proposals Map

The Proposals Map			
Purpose of document:	A Proposals Map giving geographical expression to adopted policies will be included in the LDF. This will be revised as each new development plan document is adopted as it should always reflect the up to date spatial plan for the area. It should set out areas of protection, areas to which specific policies apply and locations and sites for particular land uses and development proposals included in the development plan documents* .		
Minimum requirements	Set out in regulation 6		
Plan preparation and consultation stage	WHO will we aim to involve	HOW we will involve them	How we will FEEDBACK at this stage
Regulation 28 submission of documents stage	<ul style="list-style-type: none"> General public Those involved in reg 25 consultations for the specific document 	<p>A submission proposals map will be submitted alongside each submission development plan document.</p> <p>People will have been able to participate in the formulation of policies through the Core strategy and Site Specific Proposals that the proposals map will represent.</p>	Representations received will be forwarded to the Secretary of State for consideration at the examination stage.
Adoption and publication	<p>After the examination into each development plan document the Inspector will produce a report with recommendations for how the document and proposals map must be changed.</p> <p>The proposals map will be revised as each new development plan document is adopted.</p>		

4.5 Supplementary Planning Documents

Table 4.5 Supplementary Planning Documents (SPDs)

Supplementary Planning Documents (SPDs)			
Purpose of document	<p>SPDs will be produced to expand on policy or provide further detail to policies in the Core Strategy and Site Specific Proposals documents. These can take the form of:</p> <ul style="list-style-type: none"> • Topic based district wide guidance on issues such as design to supplement policies in the Core Strategy • Area specific briefs for particular sites to provide more detail requirements for layout, developer contributions, landscaping, access, community facilities etc to supplement allocations made in the Site Specific Proposals document. 	HOW we will feedback at this stage	<ul style="list-style-type: none"> • Reports of workshops and meetings will be circulated. Information gathered will inform the preparation of the SPD. • A consultation statement will be prepared stating who was involved, how they were involved, a
Minimum requirements	<p>Set out in Reg 17, 18,19</p>	HOW we will involve them	<p>Topic based:</p> <ul style="list-style-type: none"> • Focus groups to discuss the topic • Written correspondence to gather views of stakeholders
Evidence gathering.	<ul style="list-style-type: none"> • Review current national policy guidance • Existing policy and strategy assessment • Site allocations will be contained in the SSP document 	WHO will we aim to involve	<p>Topic based:</p> <ul style="list-style-type: none"> • Those with an interest in particular topics can be identified from the consultation database • Specialist groups and organisations
Plan Preparation Stage		HOW we will involve them	
Draft document preparation		WHO will we aim to involve	



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Supplementary Planning Documents (SPDs)		Area based:	Area based:	summary of the main issues raised and how they were addressed in the SPD.
Public participation on published SPD and sustainability appraisal report Reg 17 Representations Reg 18	<ul style="list-style-type: none"> Local residents and amenity groups in the area Relevant groups covering different issues 	<ul style="list-style-type: none"> Workshops and meetings to discuss issues to be addressed in the SPD Written correspondence to gather views of stakeholders 	<ul style="list-style-type: none"> All representations will be considered. A pre-submission statement will be prepared summarising the main issues raised in the representations and how they have been addressed in the SPD. Changes will be made to the SPD as appropriate. 	
	<ul style="list-style-type: none"> Those involved at previous stage General Public Any person may make representations within a 4-6 week period. 	<ul style="list-style-type: none"> The draft SPD, a consultation statement, the sustainability appraisal report and any supporting documents will be available for inspection at council offices, libraries and published on the website. Advert will be placed in local newspapers stating that the SPD document is available for inspection and the places and times where they can be viewed. 	<p>These groups will be identified from the consultation database and informed of the participation period.</p> <p>SPD will be sent to such of the</p>	
	<ul style="list-style-type: none"> Targeted involvement of local residents and amenity groups that may be affected. 			
	Specific and general consultees			



Supplementary Planning Documents (SPDs)

		specific and general consultation bodies as are considered appropriate	
Adoption & Publication	The adopted SPD, the consultation statement, an adoption statement and a sustainability summary will be available for purchase and inspection at council offices and libraries and will be published on the website. Any person requesting notification of the adoption of the SPD will be written to.		



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4.6 Area Action Plans

Table 4.6 Area Action Plans

Area Action Plans			
Purpose of document	Area Action Plans should focus on implementation, providing a mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation. They can contain site specific policies and proposals for particular areas.		
Minimum requirements	Set out in Reg 25, 26, 27, 28, 29, 31, 34		
Plan Preparation and consultation Stage	WHO will we aim to involve	HOW we will involve them	HOW we will feedback at this stage
Preparation of issues and alternative options	<ul style="list-style-type: none"> Specific consultees (see appendix 3 for details) 	<ul style="list-style-type: none"> Written correspondence 	<ul style="list-style-type: none"> Results from the exercises will inform the Area Action Plan
Reg 25 consultation	<ul style="list-style-type: none"> National, regional and local organisations and partners Specific and general consultees 	<ul style="list-style-type: none"> Consideration of other organisations' strategies summarised in Sustainability Appraisal scoping report Workshops and meetings where key issues are identified and confirmed. 	<ul style="list-style-type: none"> Reports will be produced from workshops and meetings A pre-submission consultation statement will be prepared setting out who we consulted, how they were consulted, the main issues raised and how the issues will be addressed in the DPD.



Area Action Plans	General public	Acknowledgement letter to those making representations within the six week period.
<p>Formal public participation on Preferred Options document and formal Sustainability Appraisal report</p> <p>Reg 26 public participation</p> <p>6 week period for comments</p>	<ul style="list-style-type: none"> • The preferred options document, sustainability appraisal report and supporting information will be available for inspection at Council offices and libraries and published on the website. • Adverts will be placed in local newspapers stating that the document is available for inspection and the places and times it is available. • Contact local newspapers with further details about the participation period • Articles in Outlook magazine stating the participation period. <p>Documents will be sent (by post or email) to those bodies consulted at the regulation 25 stage.</p> <p>Inform everyone on the consultation database of the details of the participation period. Public meetings will be held as appropriate.</p>	
	<p>Specific and general consultees involved at the regulation 25 stage</p> <p>Everyone on consultation database</p>	



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Area Action Plans	
<p>Consideration of Representations</p> <p>Reg 27</p>	<p>A pre-submission participation statement will be prepared summarising the main issues raised and how they have been addressed in the document.</p>
<p>Submission of Area Action Plan</p> <p>Submission to Secretary of State</p> <p>Reg 28</p> <p>6 week public participation period</p> <p>Reg 29</p>	<p>General public</p> <p>Submission of Area Action Plan development plan document, Sustainability Appraisal report, the pre-submission consultation and participation statements and the submission proposals map</p> <ul style="list-style-type: none"> Advert will be placed in local newspapers stating that the documents are available for inspection and the place and time where they can be inspected. <p>Bodies consulted at reg 25 stage</p> <p>Everyone on consultation database</p>
	<ul style="list-style-type: none"> Representations received will be forwarded to the Secretary of State for consideration at the examination Copies of representations made will be available to view at council offices and libraries. Acknowledgement letter to those making representations within the six week period. <p>The documents will be available at council offices and libraries, on the website</p> <ul style="list-style-type: none"> The documents will be sent to those bodies consulted at the regulation 25 stage. <p>Inform everyone on consultation database of the details of the participation period.</p>



Area Action Plans	
Those requesting notification	Those who requested to be notified of submission of the DPD to the Secretary of State will be notified.
Examination	<p>Those who made representations on the submitted document.</p> <ul style="list-style-type: none"> At least 6 weeks before the start of the examination the time and place that it is to be held will be advertised in local newspapers and on the website and those who made a representation at the regulation 29 stage will be notified. The Inspector will determine the procedure for the examination. <p>The Inspector will produce a binding report outlining changes that must be made to the document.</p>
Adoption and publication	<p>When the document is adopted it will be made available for purchase and inspection at council offices, libraries and published on the website and the adoption statement will be advertised and sent to any person who requested to be notified of the adoption of the DPD.</p> <ul style="list-style-type: none"> The Proposals Map will be updated



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5 Community involvement in Planning Applications





5 Community involvement in Planning Applications

5.1 Encouraging pre-application discussions

- 5.1.1** Pre-application discussions with planning officers are strongly encouraged for all applications in order to give applicants the best possible advice. Planning Officers will explain policies and may also carry out consultations with certain other bodies including the County Council as Highway Authority and key internal consultees such as Conservation & Design and Countryside Officers and the Environmental Health Division.
- 5.1.2** All advice will be given in good faith, but cannot prejudice the outcome of any formal application which is subsequently submitted, since this will be subject to full publicity and consultation procedures and ultimately may be determined by one of the Council's Development Control Committees. The Council will not seek to give publicity to pre-application discussions held with officers, but in accordance with its obligations under the Freedom of Information Act, if formally requested in writing, it will not generally withhold disclosure of the written outcome of pre-application discussions unless the harm/prejudice likely to arise from disclosure would outweigh the public interest in making the information available.
- 5.1.3** The new legislation requires local authorities to encourage applicants to undertake discussions with the community before actually submitting a planning application and this section outlines the Council's expectations of potential applicants.

5.2 Pre-application discussions for major applications

- 5.2.1** In the case of major applications the Council believes that potential developers should engage with the wider community before submitting an application. Early public involvement on major applications will benefit everyone by ensuring that schemes are well understood by the community and so that local people can help to shape the outcome of proposals which are likely to affect them significantly. Developers stand to benefit from swifter processing of any subsequent planning application and the early exchange of information about the development is likely to produce a scheme that fits better into its local environment. The precise timing of the pre-application consultation will be agreed with the planning authority, and will need to strike a balance between involving the community at an early enough stage to be relevant while respecting issues of commercial confidentiality that may arise when developers are involved in site acquisition.

5.3 What is a 'major application'?

5.3.1 Major applications are defined as housing developments comprising 10 or more dwellings or consideration of the principle of residential development on a site of at least 0.5ha. They also include other developments with a floor area of more than 1,000sq.m or with a site area of 1ha or more. Any other applications which in the opinion of officers are likely to give rise to issues of significant impact in terms of planning considerations are, for the purpose of this document, considered to be 'major'.

5.4 What is expected from developers?

5.4.1 Where a major application is proposed, applicants will be expected to undertake pre-application community engagement tailored to reflect the nature and scale of proposed development. As a guide applicants for any major scheme will be expected to carry out the following as a minimum:-

1. Hold pre-application discussions with Planning Officers, who will agree consultation arrangements with relevant statutory and non-statutory consultees.
2. Consult the local Town or Parish Council.
3. Inform local District Councillor(s) and the Chair of the relevant Committee of the proposal and of the consultation arrangements being made. Note that the Councillor's Code of Conduct prevents them from expressing any views on proposals at this stage as they must remain impartial until the application is formally presented to them at a Development Control Committee meeting.
4. Place an advertisement in a local newspaper and position site notices at and around the site giving details of the proposal and how the public can find out about it and about how comments can be made. The Council will provide proformas of site and press notices to assist developers in giving publicity to their proposals. These will make it clear that there will be further publicity given to the proposal by the District Council if and when an application is subsequently submitted. Note that the Council expects comments at the pre-application stage to be made to the developers and not to the District Council.
5. Inform immediate neighbours (residents and businesses) and occupiers of the site.
6. Arrange for inclusion of a notification of the proposal on the Council's web site, giving details as to how comments can be made.

5.4.2 For major developments that are a departure from the Development Plan or those that may give rise to local controversy or are on sensitive sites, further consultation (such as a public meeting, exhibition or other means of engaging with the local community/interest groups) will be required, the details of which will be agreed with the planning officer.

5.4.3 In the case of outline applications, applicants should provide as much detail as possible



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about their intentions to allow the public to make meaningful comments. Further pre-application publicity may be necessary to address a detailed submission following outline approval and developers should check with Planning Officers to establish the need for this. This will depend on the extent of the engagement undertaken before and during the processing of the outline application and the nature of the issues revealed through this process.

5.5 Submitting a major planning application

5.5.1 Subsequent major planning applications should be accompanied by a statement setting out the community engagement undertaken including:-

1. The scale of the notification, including a list of properties and businesses contacted.
2. The list of interested/pressure groups or other organisations contacted.
3. The location and duration of any event held.
4. A summary of all the comments received and issues raised. (The applicant should also retain all consultation responses).
5. A clear indication of which comments have resulted in amendments to the scheme and what those changes are, which comments have not and why not.
6. Highlighting of any criticism by groups or individuals about the public engagement process.

5.6 Failure to comply with these guidelines

5.6.1 The Council cannot refuse to accept a planning application just because the applicant has not undertaken sufficient pre-application community engagement. However, inadequate pre-application consultation may lead to delays or even refusal if significant material planning objections are raised which could have been resolved through pre-application engagement.

5.7 Other applications

5.7.1 For all other applications the Council will encourage pre-application discussions with planning officers and will support but will not insist on engagement with the local community in proportion to the scale of the development proposal. As a minimum, the Council would hope that applicants will consult immediate neighbours before submitting an application.

5.8 Existing publicity and consultation practice for planning applications

Publicity for new applications

5.8.1 All new planning applications are publicised in accordance with the Government's requirements as set out in Circular 15/92. The Council does this in the following ways:

- All applications are published in a weekly list which is circulated to a mailing list of interested organisations and consultees, is available to view at Council offices, published in a Councillors' newsletter and is published on the Council website.
- All applications have one or more site notices placed in a prominent position at or near the application site.
- Adverts are placed in the local press for the following types of applications:
 - i. Major developments
 - ii. Departures from the development plan
 - iii. Listed building applications
 - iv. Those which affects the setting of a listed building
 - v. Those in a conservation area
 - vi. Those which affect the setting of a conservation area
 - vii. Those which affect a public right of way
 - viii. Where an environmental statement has been submitted or is required.

5.8.2 These publicity arrangements make it clear where people can view applications and how they can make comments. Twenty-one days are allowed for this.

5.8.3 Planning applications are available for public inspection at the Council Offices in Cromer between 8.30am and 5.00pm on Mondays to Thursdays and 8.30am to 4.30pm on Fridays. Planning surgeries are held at the North Walsham and at Fakenham Connect on Thursday mornings and plans can be made available for inspection at those surgeries if advanced notice is given. Details of surgery venues and times are published on the Council's website.

5.8.4 Details of all applications made since 1974 are also available on line on the Council's website and it is possible to search for applications made by planning application reference, grid reference, district ward or parish. Domestic planning applications can also be searched for by address and postcode.

5.9 Consultations on planning applications

5.9.1 All applications received have to follow statutory consultation procedures laid down by the



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Government in Article 10 of the Town and Country Planning General Development Procedure Order 1995. This covers consultations with statutory bodies such as the Local Highway Authority, Environment Agency and English Heritage in particular circumstances.

- 5.9.2** The Council consults Parish and Town Councils on all applications made in their parish area, and in neighbouring parishes where it is a significant application, giving 21 days for the receipt of comments. The Council also carries out additional internal and external consultations beyond its statutory duties with a large number of bodies in accordance with consultation criteria that have been established with each consultee.

5.10 Amended plans

- 5.10.1** If amended plans are received before an application has been determined these will be made available for public inspection. In the case of significant changes Town and Parish Councils will be re-consulted, a further site notice or notices will be posted, further press notices will be issued where necessary and a further 21 days is given for public comment.
- 5.10.2** If a change only affects immediate neighbour(s) who have already written about the application, further contact will be made with those persons electronically or by means of a letter giving up to a further 21 days for comment.

5.11 How to make comments

- 5.11.1** Comments should be made in writing or by e-mail within 21 days of the date of the posting of the notice. Comments received after that date will be taken into account provided that a decision has not been made on the application. However, where an application is to be determined by a Development Control Committee correspondence received on the day of the Committee cannot be guaranteed to be reported.
- 5.11.2** Representations received after a decision has been made cannot be taken into account.

5.12 How we deal with comments received

- 5.12.1** All representations made concerning a planning application will be acknowledged by letter. The letter explains how the representations will be considered, that they may be seen by the applicant, the public and the press and that decisions are either made by Planning Officers under delegated powers or by one of the Council's Development Control Committees. These committees are public meetings and the Council's booklet "Have Your Say on Planning Applications" which is sent out with each acknowledgement letter sets out public speaking arrangements at Committee meetings and explains how further information can be obtained about the time, dates and agendas of Committee meetings (attached as appendix 5).

5.13 How decisions are made

5.13.1 Decisions to approve or refuse planning applications in conflict with representations received can only be taken under delegated powers with the agreement of the Local District Councillor(s); otherwise the application will have to be reported to Committee and the decision will be made by the elected members. Planning applications are determined in line with Development Plan policy which interprets government advice. Relevant policies and reasons for refusal or conditions on an approval are set out in committee reports and decision notices.

5.14 Keeping track of applications

5.14.1 The Council's web site is updated each day and can be used to track the progress of individual planning applications. Committee reports can be viewed and the decision and any condition attached to a permission or reasons for refusal and notice of appeal are published.

5.14.2 Once a decision notice has been issued those who made representations will be sent a letter giving information about the decision and explaining that the decision can be viewed in full on the Council's web site.

5.15 Appeals

5.15.1 If an appeal is lodged by the applicant against the Council's decision any representation received at the application stage will be forwarded to the Planning Inspectorate, the independent Government agency which determines appeals. Those who made representations at the application stage will be informed of any subsequent appeal and information will be given as to how further representations can be made to the Inspectorate.



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Appendix 1 Glossary





Appendix 1 Glossary

Name	Description
Annual Monitoring Report (AMR)	A report produced at the end of each year assessing our progress and the extent to which policies in Local Development Documents are being successfully implemented.
Community Strategy	Local Authorities are required to produce these, with the aim of improving the social, economic and environmental well being of their areas. They will co-ordinate the actions of local public, private, voluntary and community sectors.
Consultation	Informal engagement with the specific and general consultees at the regulation 25 stage.
Core Strategy	Sets out the long-term vision for the district and the strategic policies to deliver that vision.
Development Plan	Comprises several documents produced by the district, county and region that contain planning policies for the area.
Development Plan Documents (DPDs)	Documents produced by the district and county that are subject to independent examination. Together with the Regional Spatial Strategy they will form the 'development plan' for an area.
Examination	An opportunity for comments on submitted documents to be considered by an independent inspector appointed by the Government. The purpose of the Examination is to consider if the development plan is 'sound'. An interpretation of the word 'sound' is that it 'shows good judgement' and 'is able to be trusted'.
Local Development Document (LDD)	The collective term for DPDs, SPDs and the Statement of Community Involvement.
Local Development Framework (LDF)	The overall name for the folder of Local Development Documents. It consists of DPDs, SPDs a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

Name	Description
Local Development Scheme (LDS)	A public statement setting out the timetable and project plan for preparing the LDF.
North Norfolk Community Partnership	Formed in 2002, it brings together decision-makers and service deliverers in North Norfolk to “promote or improve the economic, social and environmental well-being of the area and contribute to the achievement of sustainable development in the region”. Produced the Community Strategy in 2004.
Participation	Wide formal engagement with the community at the regulation 26 stage (regulation 17 for SPDs)
Proposals Map	The proposals map illustrates on a base map all policies contained in DPD’s, together with any saved policies
Regional Spatial Strategy (RSS)	The regional plan prepared by the East of England Regional Assembly which sets out policies for the future of the region to 2021. The East of England covers the counties of Essex, Hertfordshire, Bedfordshire, Cambridgeshire, Suffolk and Norfolk.
Representations	Comments made on documents
Site Specific Proposals	Allocations of sites for specific or mixed uses or development.
Soundness	The purpose of an examination is to assess if a document is sound. A document can be considered ‘sound’ if it ‘shows good judgement’ and is ‘able to be trusted’. The tests of soundness are set out in paragraph 4.24 of PPS12 (paragraph 3.10 for SCIs)
Stakeholders	Individuals and organisations with an interest in a particular area or issue.
Statement of Community Involvement (SCI)	Sets out the standards to achieve in involving local communities in the preparation of LDDs and development control decisions.
Strategic Environmental Assessment (SEA)	An assessment of the environmental effects of policies, plans and programmes, required by



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Name	Description
	European legislation, which will be part of the public consultation on the policies.
Statutory undertakers	Companies concerned with water, gas, electricity and telecommunications that hold a licence granted by the Department of Trade and Industry.
Submission stage	When the council formally hands in documents to the Government for their assessment.
Supplementary Planning Documents (SPDs)	Provide supplementary information in respect of the policies in development plan documents. They do not form part of the development plan and are not subject to independent examination.
Sustainability Appraisal (SA)	A tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Required to be undertaken for all LDDs.

Appendix 2 Explanation of the regulations





Appendix 2 Explanation of the regulations

For full details see The Town and Country Planning (Local Development) (England) Regulations 2004.

Supplementary Planning Documents (SPDs):

Regulation 17: Before a local planning authority can adopt a SPD they must:

- prepare a consultation statement setting out who was consulted in the preparation, how they were consulted, a summary of the issues raised and how those issues were addressed in the SPD.
- Consult on the sustainability appraisal of the SPD
- make the SPD and related documents available for inspection at Council offices and other appropriate places
- publish the SPD and related documents on the Council website
- send the SPD and related documents to appropriate specific and general consultation bodies as listed in Annex E of PPS 12 (see appendix 6)
- give notice by advert in a local newspaper that the SPD is available for inspection and where it can be viewed.
- There is a 4-6 week period for representations to be made.
- All responses must be considered and a statement produced summarising the main issues raised and how these have been addressed and incorporated into the SPD before adoption.

Development Plan Documents (DPDs):

Regulation 25. Initially a local authority must:

- Consult each of the specific consultation bodies to the extent that the subject matter of the DPD affects them (limited to the regional planning body, each relevant authority and the Highways Agency for the SCI document)
- Consult such of the general consultation bodies as considered appropriate

Regulation 26: Before a local authority prepare and submit a DPD to the Secretary of State they must:

- Make copies of the documents available for inspection at Council offices and other appropriate places
- Publish the documents on the Council website

- Send the documents to the bodies consulted under Regulation 25
- Give notice by advert in a local newspaper that the DPD is available for inspection and where it can be viewed.
- Consult on the sustainability appraisal report

Regulation 27: There is a 6 week period for representations to be made and all representations received within this period must be considered.

Regulation 28: The DPD is submitted to the Secretary of State, along with the sustainability appraisal report, the SCI (if adopted), the pre-submission consultation and participation statements (who was consulted, how they were consulted, what issues they raised and how these issues were addressed in the DPD and any other supporting documents. The Council must also:

- Make copies of the DPD and supporting statements and documents available for inspection at the same places as at regulation 26
- Publish the documents on the Council website
- Send the documents to the bodies consulted under regulation 25
- Give notice by advert in a local newspaper that the DPD is available for inspection and where it can be viewed.
- Give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State that it has been submitted.

Regulation 29: There is a 6 week period for representations to be made from the date that the DPD was submitted to the Secretary of State and all representations received in this time must be considered by the person carrying out the examination.

Regulation 31: General representations. A copy of all representations will be available for inspection at the Council offices and other appropriate locations and published on the website where practicable. The Secretary will be sent copies of the representations, and a summary of the main issues raised.

Regulation 32: Site allocation representations. There is then a period within which comments can be made on the site allocation representations. Therefore, all site allocation representations will be available for inspection at the Council offices and other appropriate locations and published on the website. The bodies consulted under Regulation 25 will be notified of the address to which the site allocation representation relates and where the representation can be viewed. The time period for representations and where the site allocation representations can be viewed will also be published in local newspapers.

Regulation 33: There is a 6 week period for comments to be made and the Secretary of State will be sent copies of the representations along with a summary of the main issues raised.



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Examinations: The Core Strategy, Site Specific Proposals and SCI will be subject to an independent examination to test the 'soundness' of the documents. 'Sound' means it 'shows good judgement' and 'is able to be trusted'.

Regulation 34: Independent Examination. A person who made representations on the submitted document can request the opportunity to appear before and be heard by the person carrying out the Examination. At least 6 weeks before the opening of the Examination the authority must publicise the time and place of the examination and who has been appointed to carry it out by publishing these details on the website, sending the details to those who made representations under Regulation 29 and 33 and giving notice by advert in local newspapers.

Appendix 3 Consultation groups specified in PPS12





Appendix 3 Consultation groups specified in PPS12

SPECIFIC CONSULTATION BODIES

- a. The regional planning body if the local planning authority's area is in a region other than London;
- b. The Mayor of London if the authority is a London Borough;
- c. A relevant authority any part of whose area is in or adjoins the area of the local planning authority; **(local authorities, county council and parish councils)**
- d. The Countryside Agency;
- e. The Environment Agency;
- f. Highways Agency;
- g. The Historic Buildings and Monuments Commission for England;
- h. English Nature;
- i. The Strategic Rail Authority;
- j. A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
- k. Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
- l. Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
- m. Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - i. Strategic Health Authority;
 - ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
 - iii. Sewage undertaker; and
 - iv. Water undertaker.

GENERAL CONSULTATION BODIES:

- a. Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- b. Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- c. Bodies which represent the interests of different religious groups in the authority's area;
- d. Bodies which represent the interests of disabled persons in the area
- e. Bodies which represent the interests of persons carrying on business in the authority's area.

Government Departments

The Government Office for East of England (Go-East) should also be consulted. In addition we will consult any Government Departments or agencies where they have large land holdings in the area to ensure we are aware of the need for expansion of existing facilities or the likelihood of large-scale land disposals. Other Consultees Local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

- a. Age Concern;
- b. Airport operators;
- c. British Chemical Distributors and Traders Association;
- d. British Geological Survey;
- e. British Waterways, canal owners and navigation authorities;
- f. Centre for Ecology and Hydrology;
- g. Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- h. Church Commissioners;
- i. Civil Aviation Authority;
- j. Coal Authority;
- k. Commission for Architecture and the Built Environment;
- l. Commission for New Towns and English Partnerships;
- m. Commission for Racial Equality;
- n. Crown Estate Office;
- o. Diocesan Board of Finance;
- p. Disability Rights Commission;
- q. Disabled Persons Transport Advisory Committee;
- r. Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- s. Environmental groups at national, regional and local level, including:
 - i. Council for the Protection of Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds; and
 - iv. Wildlife Trusts;
- t. Equal Opportunities Commission;
- u. Fire and Rescue Services;
- v. Forestry Commission;
- w. Freight Transport Association;
- x. Gypsy Council;
- y. Health and Safety Executive;



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- z. Help the Aged;
- aa. Housing Corporation;
- ab. Learning and Skills Councils;
- ac. Local Agenda 21 including:
 - i. Civic Societies;
 - ii. Community Groups
 - iii. Local Transport Authorities;
 - iv. Local Transport Operators; and
 - v. Local Race Equality Councils and other local equality groups;
- ad. National Playing Fields Association;
- ae. Network Rail;
- af. Passenger Transport Authorities;
- ag. Passenger Transport Executives;
- ah. Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- ai. Port Operators;
- aj. Post Office Property Holdings;
- ak. Rail Companies and the Rail Freight Group;
- al. Regional Development Agencies;
- am. Regional Housing Boards;
- an. Regional Sports Boards;
- ao. Road Haulage Association
- ap. Sport England;
- aq. HBF (The Home Builders Federation);
- ar. Transport for London;
- as. Traveller Law Reform Coalition;
- at. Water Companies; and
- au. Women's National Commission.

Appendix 4 Assessment of methods of consultation





Appendix 4 Assessment of methods of consultation

Method	Details	Pros/Cons
Written Communication	<p>Direct communication to groups and individuals on our database to inform about events, consultation documents and participation periods or to pass on or gain information.</p> <p>Resource implications: Low (quick and easy to distribute standard letters and emails)</p>	<p>Directly informs people, including those not based in the area.</p> <p>Limited to those contained in the database.</p>
Outlook Magazine delivered to every household in North Norfolk	<p>Articles about the LDF will be included in future editions of Outlook to raise awareness, communicate key points and advertise consultation dates to the whole community.</p> <p>Resource implications: Low (Outlook is produced and distributed corporately)</p>	<p>Access to the whole population of North Norfolk.</p> <p>Residents may not read the whole newsletter.</p>
Media	<p>Statutory requirements for advertising planning applications and key stages of LDF consultation.</p> <p>Press releases will be sent to local media about the LDF and stories about particular proposals.</p> <p>Resource implications: Medium (producing articles, press releases, giving radio interviews)</p>	<p>Can reach a wide audience.</p> <p>Media may not always run the articles.</p> <p>Media slant on a story</p>
Leaflets	<p>Can be produced to summarise documents. Wide distribution to various organisations and locations such as libraries.</p> <p>Resource implications: Medium (producing and distributing the leaflets)</p>	<p>A more user friendly guide than formal documents.</p> <p>May not reach all interested parties</p>
Established newsletters	<p>Information on the LDF can be publicised through existing organisations newsletters where possible, such as parish and town councils, Race Equality Council, Age Concern, Disability Information Service and the Citizens Panel.</p>	<p>Another method of publicising the LDF and giving contact details for more information.</p>

Method	Details	Pros/Cons
	<p>Resource implications: Low(producing articles for inclusion), but high if investigating further newsletters</p>	<p>Other organisations may not run the article.</p> <p>Newsletter deadlines may be incompatible with LDF event information.</p>
Documents available for inspection at public places during set consultation periods	<p>In line with the Regulations all documents will be available at the Council offices and other locations for comment during consultation periods. Wide publicity will be needed to publicise consultation periods and location of documents.</p> <p>Resource implications: Low (printing the documents and advertising their availability)</p>	<p>Documents available for those interested.</p> <p>People have to travel to view the documents.</p>
Questionnaires	<p>Can be sent to people and organisations to gather opinions and views. Can focus consultation around a number of key questions. Will be used at events and exhibitions to gain views and sent out with consultation documents.</p> <p>Will be more effective if there is pre survey publicity and reminder letters with a new copy of the questionnaire distributed to non-respondents.</p> <p>Resource implications: Medium (producing, distributing and analysing responses)</p>	<p>Sent directly to selected bodies.</p> <p>Large amounts of information can be analysed.</p> <p>Variable response rates.</p> <p>Long time needed for responses</p> <p>Results can be misleading if questions are poorly designed.</p>
Use of Council website to advertise consultation dates, documents available to download and give information about the LDF process.	<p>The existing Local Plan is on-line</p> <p>Planning application information is available on-line.</p> <p>Information about the LDF process and background documents are on the website.</p>	<p>Access to information 24 hours a day.</p> <p>Documents can be downloaded.</p>



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Method	Details	Pros/Cons
	<p>All consultation documents will be available for general viewing and comment. Standard forms will be used for responses and electronic replies encouraged.</p> <p>Resource implications: Medium (Regular maintenance needed to keep it up to date)</p>	<p>Contact details available if people have queries.</p> <p>Not everyone has access to the Internet.</p>
Formal Committee Meetings	<p>NNDC has an established Committee structure for Member consideration of documents. Members will comment on documents at various stages. These meetings are open to the public.</p> <p>Planning applications are considered by Committee.</p> <p>Resource implications: Medium (producing reports for consideration and amended in line with Member comments)</p>	<p>Democratic process for representation.</p> <p>The public can speak at Committee.</p> <p>Meeting times not convenient for all. Low public awareness of committee meeting structure and schedule.</p>
Involvement of parish and town councils to gain local views	<p>Town and parish councils are statutory consultees. Information is sent to clerks for parish discussion and comment. Workshops will be held at various stages to gather input. They are consulted on planning applications in their area. The Association of Parish & Town Councils can provide advice on increasing their involvement.</p> <p>Resource implications: High if arranging workshops and events.</p>	<p>Good level for local involvement.</p> <p>Problems of information dissemination beyond the clerk?</p> <p>Not all parishes are able to meet frequently and the meetings may not coincide with consultation periods.</p>
Consultation Finder to advertise consultations.	<p>A database that people can search via the Norfolk Community Strategy website (www.norfolkambition.gov.uk) to find out about consultations, by topic or by area, and how they can get involved. It also allows people to find out what happened as a result of previous consultations. Details of LDF consultations will</p>	<p>Another method of publicising LDF consultations and giving access to documents.</p> <p>Should enable greater</p>

Method	Details	Pros/Cons
	<p>be entered so people can get involved. This will have increasing significance as it is used by more organisations and publicity is increased.</p> <p>Resource implications: Medium (details of all stages of LDF consultations need to be entered into the database and feedback provided)</p>	<p>co-ordination of consultations and use of results as more organisations use the database.</p> <p>Limited awareness of database and website at present time.</p>
Public exhibitions	<p>Can be used to present information and proposals. Opinion and feedback on ideas can be gathered through a variety of techniques. Should be held in accessible locations and in buildings suitable to all members of the community. Needed over a number of days and at different times to allow all sections of community to attend.</p> <p>Resource implications: High (set-up and staffing)</p>	<p>Queries can be answered if staffed.</p> <p>Only those options presented are under discussion.</p> <p>Attendees are self-selecting.</p>
Public meetings	<p>Will be used to present information and allow discussion on issues at various stages. Provides the opportunity for people to comment on matters affecting them. People can share views and it can generate new ideas. Must be carefully planned and chaired. Need good publicity for the meeting.</p> <p>Resource implications: High. Will be needed in a variety of locations and at different times</p>	<p>Can gain an understanding of public views and concerns.</p> <p>Will only attract those affected by an issue.</p> <p>Attendees are self-selecting.</p> <p>Minority interests may dominate.</p>
Workshops and area based events	<p>Means of engaging local communities to discuss issues relevant to the area. Can focus discussion around issues and themes and provide further information. We will use existing community</p>	<p>Local input and knowledge. Sense of local ownership.</p> <p>Informs people about the planning process.</p>



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Method	Details	Pros/Cons
	<p>groups and Area Partnerships where possible. Need to be clear about what can be influenced and then follow through with action and feedback.</p> <p>Resource implications: High (time, planning administration and resources)</p>	<p>Difficult to ensure that attendees are representative of the whole community</p>
<p>Focus groups (small groups with a specific interest discussing a particular topic)</p>	<p>Groups will be formed to advise on specific issues early in the process. Discussion of issues with experts in different fields and hard to reach groups in a focused way. Mechanism for gaining information and involving organisations in the production of LDD's</p> <p>Resource implications: Medium</p>	<p>Can explore specific issues in depth.</p> <p>2 way flow of information.</p>
<p>Citizens Panel (randomly selected representative participants)</p>	<p>RBA Institute carries out Norfolk Citizens' Panel Partnership Surveys on behalf of NNDC and other organisations. There are 1000 people on the North Norfolk Citizens Panel and the sample broadly matches the profile of the population of North Norfolk as a whole. Final details are weighted by age and work status in line with 2001 census information. This can provide valuable information about the attitudes of the local population and we have the opportunity to include questions on the planning process in future Citizens Panel surveys.</p> <p>Resource implications: Low (there is advice from the contractor regarding design of questions and the contractor carries out the administration, data entry, analysis and reporting)</p>	<p>Representative sample of North Norfolk population.</p> <p>High response rates (at least 50% for most surveys)</p> <p>Reminders are used to prompt responses.</p> <p>There are generally enough responses to ensure the data is reliable</p>

Appendix 5 Related Legislation and further information





Appendix 5 Related Legislation and further information

Non-planning legislation places statutory requirements on planning authorities and sets out controls that need to be taken into account. We need to have regard to various other legislation such as:

Disability Discrimination Act (DDA) 1995:

Under the DDA service providers have to consider making reasonable adjustments to the way they deliver their services so that disabled people can use them.

All documents we produce will be available in a wide variety of formats such as large print, Braille, and on the internet. Non-serif print such as Arial will be used to aid legibility. Newspaper adverts and articles will be copied to the talking newspaper. All venues used will be fully accessible.

The planning system needs to ensure that issues facing disabled people are addressed in new development.

Human Rights Act 1998

The Human Rights Act incorporated into domestic law the rights and freedoms granted under the European Convention on Human Rights. It sets out the basic rights of every person together with limitations placed on these rights in order to protect the rights of others and the wider community. Planning affects people's property rights and can impact on their rights under the Human Rights Act. The planning system allows people to exercise their rights to make formal representations on plans when they are being developed, and plans at both the regional and local level are subject to independent public examination. There are also opportunities for representations to be made and taken into account in the consideration of planning applications and on appeals into planning decisions.

Data Protection Act 1998

NNDC is registered as a data controller under the Data Protection Act and complies with the regulations of the Act. The register entry contains personal data held for a variety of purposes including databank administration, marketing and PR.

Freedom of Information Act

From January 2005 everyone has a general right of access to information from almost all public authorities, and local authorities will have to publish details of the information they hold. The purpose of the Act is to promote greater openness by public bodies.

Aarhus Convention

The UK has signed up to the Aarhus convention which is based on the principle that sustainable development can only be achieved through the involvement of all stakeholders. Rights are granted to the public in three areas: access to information on environmental matters, the opportunity to participate in decision-making on key environmental matters and access to justice in these matters. The process of document being subject to a sustainability appraisal which assesses environmental, economic and social issues in a transparent way will aid this.

Race Relations (Amendment) Act 2000

NNDC published a Race Equality Scheme in 2002 which sets out the strategy for meeting duties under the Act. We have a duty to promote race equality and we should aim to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups in everything we do.

Further Information

More effective community involvement is very important to the Government and North Norfolk District Council. Several organisations and initiatives have been established to promote greater community involvement in the planning process. Further information and advice can be found from:

- The Royal Town Planning Institute has launched a community planning website www.communityplanning.net It contains best practice examples and methods for effective community planning.
- Consultation Finder website. To find out about consultations occurring in your area. www.consultationfinder.norfolk.gov.uk
- Planning Aid. A source of free planning advice and help for those who cannot afford to pay for a planning consultant. The East of England Planning Aid service can be contacted at PO Box 3057, Norwich, NR3 4XQ, telephone 01603 624145, email eeco@planningaid.rtpi.org.uk



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- The Government have sponsored the Planning Portal – an online planning service designed to provide advice and information on a range of planning issues. www.planningportal.gov.uk
- The Office of the Deputy Prime Minister (ODPM) website contains the Planning legislation that we are working within. www.odpm.gov.uk

Appendix 6 'Have your say on Planning Applications' leaflet





Appendix 6 'Have your say on Planning Applications' leaflet

Introduction

As part of its commitment to the community the Council aims to inform, consult with and listen to local people. The Council is therefore inviting members of the public to speak at meetings of its Development Control Committees.

Anyone who wishes to object to or support a planning application has the right to ask to speak at the meeting at which the application is being considered. But first, please exactly how you can have your say.

(Note: Scheme does not apply to application sites within the Broads Authority Area)

How are planning applications decided?

When the Council receives a planning application, a notice is posted on or close to the site to which the application relates. Local Town and Parish Councils are consulted on all applications. Written comments are welcomed on all applications. From being told about a **planning application**, you will normally have **21 days** to make your views known in writing.

The Head of Planning can determine straightforward applications. Applications which are more complicated are considered by the Development Control Committees (East and West). If the application has to go to Committee any views given in writing will be summarised as part of the officer's report to Committee.

When and where are the Committee Meetings held?

Approximately once a month in the Council Chamber of the Cromer Headquarters, on a Thursday morning, commencing at 9.30 am for the Development Control Committee (East) and 9.45 am for the Development Control Committee (West).

How can I find out when an application will be considered?

Telephone the Development Control Technical Support Team on 01263 516150 or 516151 for the likely date of the meeting when the application is to be considered.

NOTE: Always ring a few days before the meeting to check that the application is still on the agenda.

You can see agendas for at least three days before each meeting at the Council Offices, Cromer, or by visiting our web site.(www.northnorfolk.gov.uk)

You are welcome to come to any of these meetings to hear the debates, and, if you wish, to make a comment about any planning application which is being considered at the meeting.

How can I have my say?

In order to ensure that your views are heard, you must arrive at least 15 minutes before the start of the meeting. A member of staff will ask you for your name, the item on which you wish to speak and whether you are for or against the application. In order to keep the meetings to a manageable length we allow one objector and one supporter to speak on each application. If several people have attended to speak on a single application, you must agree among you before the meeting that one person will speak against or in support of the application on your behalf. If this does not happen (or you cannot agree) then we may not be able to let you speak.

You will be allowed to speak for up to 3 minutes only so aim to make your view very concise. The Chairman may re-arrange the order of items on the agenda to prevent people having to wait for a long time.

What happens when my item is considered?

- The officer makes his or her report, adding to, updating and illustrating the written report already circulated to committee members
- The chairman will invite the Town or Parish Council representative to speak for up to 3 minutes
- The chairman will invite one objector to sit at a place at the front of the chamber. They will be asked for their name and whom they represent and then to speak for up to 3 minutes
- The applicant (or a representative or supporter, if present) will then be invited to speak - also for up to 3 minutes
- In the case of “major” applications, or those in which the Council has legal interest or landowner, up to 4 objectors will be allowed to speak for up to 3 minutes each; in these cases up to 4 supporters will be allowed to speak for an equivalent time in total to that allowed for the objectors



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- The local District Councillor(s), if present, will be invited to speak
- The Councillors who make up the committee will then debate the matter (and may ask for further information from the officer) before coming to a decision

Notes

- Speakers will not be allowed to ask questions, and committee members will not be able to ask questions of the speaker
- Consideration of an application will not be delayed simply because someone who wishes to speak is unable to attend the meeting, or is not called on to address the meeting

What can I say at the meeting?

Please make your comments on the application itself and the relevant planning issues which may be taken into consideration in reaching a decision.

- ✓ Planning policy, such as the North Norfolk Local Plan and the Norfolk Structure Plan, government guidance, case law, previous decisions of the Council
- ✓ Design, appearance and layout
- ✓ Impact on visual or residential amenity including potential loss of light or overshadowing, loss of privacy, noise disturbance, smell or nuisance
- ✓ Impact on trees, listed buildings or a conservation area, public right(s) of way, highway safety and traffic

The following are not “relevant planning issues” and we cannot take them into account in reaching a decision

- ✗ Private property rights, boundary or access disputes, restrictive covenants, private rights of way, ancient rights to light
- ✗ Effect on property values
- ✗ Loss of a private view

X Private property rights, boundary or access disputes, restrictive covenants, private rights of way, ancient rights to light

X Personality, or a developer's motives

X Anything covered by other types of legislation

The Chairman will disallow any comment if it is inappropriate, abusive, indecent, discriminatory, frivolous, irrelevant or otherwise unacceptable. You will not be allowed to distribute photographs or illustrations at the meeting.

Will a decision be made at the meeting?

Most planning applications considered by councillors are decided at their first hearing at the Development Control Committee. However, some decisions may be:

- Deferred for a site inspection by councillorstest
- Deferred for more information to be obtained, or for negotiations to take place
- Referred to a joint meeting of the Development Control Committees (East and West)

You can attend and ask to speak again when the issue is reconsidered at the next committee meeting but **please note that public speaking is not allowed at site inspections.**

How to contact us:

By letter Head of Planning,
North Norfolk District Council,
Council Offices,
Holt Road,
Cromer,
Norfolk, NR27 9PZ

By Telephone 01263 516150/516151

By Fax 01263 514802

By Email planning@north-norfolk.gov.uk

Web Address www.northnorfolk.gov.uk



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www.northnorfolk.org