

# PRE-SUBMISSION CONSULTATION STATEMENT (REGULATION 28 STATEMENT)

## Consultation under Regulation 25

### Who was consulted

Before preparing the Statement of Community involvement, we consulted with the following bodies in line with Government Regulations (see *appendix A* for detailed list):

- **Specific consultation bodies:** EERA, the Highways Agency, each parish and town council in or adjoining North Norfolk, Norfolk County Council and the other district councils in Norfolk.
- **General consultation bodies:** over 100 local voluntary and community groups including bodies representing the interests of different ethnic and religious groups, disabled persons interests, and business interests (see *appendix A*).

### How they were involved

To gather their views on consultation the bodies listed above were:

- Sent a questionnaire asking how they currently find out about planning information and how they would like to find out, how they would like to be contacted, preferred times of meetings and which issues they are interested in.
- Sent a list of groups on the consultation database and asked to suggest any other groups or organisations that should be included.
- Invited to two workshops/seminars explaining the LDF process and asking how they would like to be involved and how we can reach a wider cross-section of the population.

### Other involvement

- Key representatives with an interest in community involvement took part in a meeting to discuss effective methods of community participation. Attending were representatives from East of England Planning Aid, Norwich & Norfolk Voluntary services, North Norfolk CPRE, North Walsham Area Partnership, North Norfolk Community Partnership Manager and NNDC officers from the Planning Policy and Active Communities team
- Discussions were held with the Norwich & Norfolk Racial Equality Council and the Norfolk County Association of Parish and Town Councils about how to reach their members.
- A member of the Planning Policy team attended a Traveller Liaison Group meeting to make contact and investigate methods to communicate with gypsies and travellers.
- A consultation database was established containing details of individuals and organisations who have either expressed an interest in the planning process or it was felt should have an input into the preparation of development plan documents.
- Results from the September 2004 Citizens Panel survey were analysed as they provide useful information about how the public want to receive information from the Council.

The main issues raised in this round of consultation and how we have addressed these issues in the SCI are listed overleaf.

## 1. Questionnaire:

- 250 questionnaires were sent out and 77 were returned (31%)
- Where groups or individuals indicated an interest in a particular topic this was recorded in the consultation database to enable targeted consultation at a later date if appropriate.

Issues raised	How we are addressing them
Most preferred methods of finding out about planning information were letters from NNDC, contact with council staff and councillors, the website and public meetings.	The planning policy website has been improved to enable easier navigation. Contact details for the planning policy team are included in all correspondence and contact details for councillors are available from the NNDC website or by contacting the Democratic Services Section of the Council.
Over 70% of those specifying prefer to be contacted by post rather than email.	In recognition of the preference for letters from NNDC we will write directly to those to be involved at the regulation 25 stage, and at the regulation 26 stage we will contact everyone on the consultation database to inform them of the participation period. The majority of written contact with parish councils will be by post; however for businesses, agents and those who have specified that they prefer electronic communication we will make contact by email.
Morning, afternoon and evenings are preferred times for meetings (weekends not popular)	Workshops and public meetings will be held at various times and locations.

## 2. Workshops/Seminars:

52 people attended the two workshops. Key messages coming through include:

Key Issues	How addressed
The need to be very clear in setting the boundaries about what people can influence, so unrealistic expectations are not being raised.	Noted. Taken into consideration during the development of consultation products, procedures and presentations.
Outlook magazine <sup>1</sup> is seen as a valuable method for spreading information	Articles will be placed in Outlook magazine updating LDF progress and publicising participation periods and events.
As much notice as possible should be given for meetings and consultation periods as several groups only meet infrequently.	We will aim to give as much notice of meetings as practical and will advertise participation periods in advance so groups can plan discussions with their members
Information needs to come from bottom up – local knowledge is invaluable	Continue to involve local stakeholders and residents throughout the process.
We need to be realistic about what we	We will try and target specific groups on

<sup>1</sup> Outlook magazine is the quarterly magazine delivered to all North Norfolk residents

can expect people to comment on. Many individuals and groups don't have the time or resources to get involved in everything, so we need to target specific groups on specific issues or areas that they actually have an interest in.	specialist topics where possible.
All information needs to be clear, easy to understand and in plain English	Documents will contain a glossary explaining jargon and we will try and use plain English, however a certain amount of technicality is inevitable given the subjects being discussed.
Recognise low levels of literacy and use other formats where possible	Workshops and public meetings will enable comments and views to be made in methods other than reading and writing.
It is very important to let people know what has happened to their comments and what decisions have been made.	The SCI sets out the commitment to feedback on comments made.

### Meetings with other bodies:

Issues Raised:	How we are addressing them:
Some consultation methods only capture a small section of the community. Need to apply suitable methods to different groups, to attract more people and a wider cross-section of the community as a whole.	We plan to use a variety of ways to encourage engagement and will organise events to suit a wide variety of participants. Consultants will be used where appropriate and where funds allow to ensure a professional, objective approach to consultation.
People of different races living in North Norfolk will be captured in the publicity to all households and the general public, ie Outlook magazine and newspaper articles.	These methods will be used for the local population.
The traveller liaison group has wide representation of those working with gypsies and travellers and also gypsy and travellers themselves and is a useful network of contacts for advice and distributing information	The Traveller Liaison Group will be used where appropriate.
Parish councils are a key link for involving people, but some are more active than others and they do not all have the capacity to engage parishioners on all issues.	Trying to encourage engagement by allowing sufficient time for response. Encouraging District Councillors to attend Parish Council meetings and engage parishioners.
There is a need to embrace diversity and equality and engage with everyone.	Many different groups are contained in our consultation database and will be involved throughout the process.

## Citizens Panel:

Local newspapers and Council leaflets through the door are the two main sources of information people preferred.

Articles will be placed in Outlook magazine updating LDF progress and publicising participation periods and events. Press releases will be issued as appropriate and statutory advertising of consultation periods will be done through local papers. People can call to request information be posted to them or access information through the NNDC web site.

## How all issues were addressed:

- The point raised in the seminars, questionnaire and meetings informed the preparation of the draft SCI which was then advertised for comment under the regulation 26 stage.

## Pre-submission Representation Statement Regulation 26: Public Participation on the draft SCI

We then prepared a draft SCI, and carried out consultation on this draft for a six week period from **6 June 2005** to **15 July 2005**

- 1) We placed an advertisement in
  - The Eastern Daily Press - daily local paper - (Friday 27 May),
  - North Norfolk News - weekly local paper - (Thursday 26 May) and
  - Dereham & Fakenham Times – weekly local paper - (Thursday 26 May)
- 2) The document, including a statement of the proposals matters was available:
  - Council offices in Cromer, Fakenham and North Walsham, and
  - all local libraries in the district and the mobile libraries serving the district.
- 3) The document and proposals matters were available on our website, with a statement explaining where and when paper copies of the document were available for inspection.
- 4) We also sent the draft SCI along with the proposals matters and details of where the documents were available for inspection to all those bodies consulted at the regulation 25 stage (*see Appendix A*)

All the above were accompanied by a statement setting out the places and times at which the draft SCI could be inspected, the period within which representations could be made, the address to which representations should be sent and that a request can be made to be notified when the SCI is submitted to the Secretary of State.

## We also:

- Prepared a summary leaflet of the SCI which was distributed to libraries, council offices and those on the consultation database
- Wrote to everyone on the consultation database and advised them that the draft SCI was available for inspection, the period within which representations could be made and where the document could be inspected and enclosed the summary leaflet of the SCI.

- Entered the details of the consultation period on 'Consultation Finder'
- An article was included in the June edition of Outlook magazine advertising the participation period for the SCI

We enclose a copy of the public advertisement that incorporates the proposals matters in *Appendix B*.

## Results

68 representations were received within the statutory six week period. The majority of representations received were generally supportive of the draft SCI and most comments and queries were able to be answered or addressed. The tables below summarise the main issues raised and the way they were addressed. A report of all responses received and NNDC response to each one is available to view at Council offices and on the Council website.

The issues raised	How we are addressing them
The need to make documents simple and in plain English with the use of bullet points where possible	Using document templates with bullet points to ensure conformity and documents will be subject to 'plain English' quality control by non- planning staff.
The views of the general public are very important and good publicity, and methods they are familiar with, are needed to raise their awareness and give them the opportunity to get involved.	Views from the general public will be sought during the Public Participation Stages. A wide variety of methods will be used to encourage a wide participation and engagement with the process.
The need to involve local residents and not just those on groups and committees	
Landowners, developers and agents also need to be involved early in the process	The planning agents forum is involved in early discussions and local and national developers have been contacted and invited to make us aware of their issues and suggestions prior to formal public participation.
Statutory notices in newspapers are not well read and articles in the newspapers are also needed to raise awareness	Press releases will be issued as appropriate. Further information will also be available in Outlook Magazine.
There was support for developers holding pre-application discussions with the community when proposing a major scheme, with some respondents wanting this to be mandatory, whilst other development industry representatives querying that applicants will be 'expected' to undertake pre-application discussions.	Pre-application discussions can not be mandatory, however the SCI sets out the Councils expectations of developers in terms of undertaking pre-application discussions.

## Appendix B

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

Submission to Secretary of State

Period for representations: 26 September – 4 November 2005

### **What is the Statement of Community Involvement and why are we asking people to comment on it?**

The North Norfolk Local Development Framework (LDF) will replace the existing Local Plan and will be a folder of different documents setting out the overall planning policy for North Norfolk and allocating sites for new development.

The Statement of Community Involvement (SCI) sets out how we intend to involve the community in preparing the new documents and in the consideration of planning applications.

The SCI has been submitted to the Secretary of State for consideration by an independent inspector.

### **Where can I see a copy of the Statement of Community Involvement?**

Copies of the SCI can be viewed at any of the following locations:

- North Norfolk District Council Offices  
Holt Road, Cromer, Norfolk. 8.30am - 5.00pm Mon/Thurs  
8.30am - 4.30pm Fridays
- Western Area Offices  
@ Fakenham Connect, Oak Street, Fakenham 8.30am - 5.00pm Mon/Thurs  
8.30am - 4.30pm Fridays
- Eastern Area Offices  
Council Offices, New Road, North Walsham 8.30am - 5.00pm Mon/Thurs  
8.30am - 4.30pm Fridays

The Statement is also available on the council's website at [www.northnorfolk.org](http://www.northnorfolk.org) - follow the links on the home page.

Copies of the Statement will also be available for viewing at the following libraries:

- Aylsham Library, Hungate Street Tel: 01263 732320
- Cromer Library, Prince of Wales Road Tel: 01263 512850
- Fakenham Library, Oak Street. Tel: 01328 862715
- Holt Library, 9 Church Street Tel: 01263 712202
- Mundesley Library, 18 Cromer Road Tel: 01263 720702
- North Walsham Library, New Road Tel: 01692 402482
- Sheringham Library, New Road Tel: 01263 822874
- Stalham Library, High Street Tel: 01692 580794
- Wells Library, Station Road Tel: 01328 710467
- Wroxham Library, Norwich Road Tel: 01603 782560

### **Please call to check opening times at all of the above libraries**

Copies will also be available on the mobile libraries operating from the following bases:

Gorleston - 01493 662156, North Walsham - 01692 402482, Wells - 01328 710467

### **Please call to check mobile library routes.**

The Statement of Community Involvement can also be provided in alternative formats such as large print, or Braille.

### **Who should I send comments to and when?**

Any representations on the Statement must be made in writing to:

Gill Powell, SCI Programme Officer

North Norfolk District Council

Holt Road, Cromer

Norfolk - NR27 9EN

Or on-line at [www.northnorfolk.org](http://www.northnorfolk.org) (follow the links on the home page)

Representations can be made on the SCI from 26 September and all comments must be received by 4.00 pm on 4 November 2005.

Representations may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the person appointed to carry out the examination.