

NORTH LINCOLNSHIRE COUNCIL

COUNCIL

STATEMENT OF COMMUNITY INVOLVEMENT REVIEW 2009

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To inform members of the proposed review of the Statement of Community Involvement.
- 1.2 That members are asked to agree the draft Statement of Community Involvement Review 2009 for a period of six weeks.

2. BACKGROUND INFORMATION

- 2.1 The Statement of Community Involvement sets out the Council's policy and standards for involving the community, its businesses, local residents, landowners, statutory agencies and interest groups, in the planning process in North Lincolnshire. It deals with community involvement both in the preparation and review of the planning policy documents and plans making up the Local Development Framework and in the consideration of planning applications.
- 2.2 The Government introduced major reforms to the planning system through the Planning and Compulsory Purchase Act 2004. The purpose of these reforms is to speed up the planning process and make it more flexible and responsive. Strengthening community involvement is a key part of these reforms, and Section 18 of the 2004 Act requires local planning authorities to prepare a Statement of Community Involvement (SCI) as part of its Local Development Framework (LDF).
- 2.3 The original North Lincolnshire SCI was adopted in April 2006 after examination by an independent Inspector, appointed by the Planning Inspectorate (PINs). The SCI was prepared with contributions and involvement from Elected Members, individual residents, voluntary and community groups, local businesses and a range of interested organisations.
- 2.4 Since the examination and subsequent adoption of the North Lincolnshire SCI 'The Planning Act 2008' has streamlined the SCI production process and as such an independent examination is no longer required. Furthermore, the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 came into force on 27 June 2008. Both of these have changed the requirements for consultation on Development Plan Documents (DPDs). The SCI Review, presented in this report, reflects these changes and ensures that the SCI remains fit for purpose.

- 2.5 The new regulations have changed the way that DPDs are prepared. The requirement for a 'Preferred Options' stage has been removed, and a greater emphasis has been placed on community participation at the beginning of the process. This is reflected in the updated SCI Review.
- 2.6 A new version of Planning Policy Statement (PPS) 12: 'Local Spatial Planning' has also been produced that provides updated guidance on the preparation of DPDs and SCI documents. PPS12 outlines that the production of DPDs should follow the Government's principles for community engagement in planning. Involvement will be:
- appropriate to the level of planning;
 - from the outset – leading to a sense of ownership of local policy decisions;
 - continuous – part of ongoing programme, not a one-off event, with clearly articulated opportunities for continuing involvement;
 - transparent and accessible – using methods appropriate to the communities concerned; and
 - planned – as an integral part of the process for making plans.
- 2.7 The Council must produce an SCI which should follow these principles. The involvement of the public in preparing DPDs must follow the approach set out in the SCI.
- 2.8 This SCI Review reflects changes in Government policy and by removing out of date material in the original April 2006 SCI. It does not constitute a full review of the SCI. The SCI will be monitored on an annual basis as part of the North Lincolnshire LDF Annual Monitoring Report (AMR), which the Council is required to submit to Government each year. An early review of the SCI may be appropriate where this monitoring indicates a significant problem with the achievement, effectiveness or appropriateness of community involvement or where major changes to national policies warrant an appropriate review.

3. OPTIONS FOR CONSIDERATION

3.1 The options are: -

3.2 Option 1: No review of SCI.

3.3 Option 2: To review draft SCI attached as Appendix One for a formal public consultation for a period of six weeks.

4 ANALYSIS OF OPTIONS

4.1 Option 1: No update of the Statement Community Involvement

This is not seen as a credible or reasonable option as DPD preparation must be consistent with national policy and be in compliance with the SCI. By not incorporating changes to national policy into an SCI Review there is a risk that

the SCI will not be fully consistent with national policy and as a result DPD's may not meet one or more of the 'tests of soundness' at examination which would result in them not being adopted.

4.2 Option 2: To review draft Statement of Community Involvement as attached in Appendix One for a formal public consultation for a period of six weeks.

It is suggested to members that Option 2 is pursued as the existing Statement of Community Involvement is out of date and therefore a new Statement of Community Involvement needs to be adopted as soon as possible. This is necessary to allow Development Plan Documents to be adopted as it is a requirement in the tests of soundness that the DPD is prepared in accordance with and in compliance with the Statement of Community Involvement and the Regulations.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 Financial – Resources for the SCI Review will be funded from the Local Development Framework budget. An up to date SCI is essential for the public examination of LDF documents. Without the SCI Review there is a risk that DPDs could be found unsound, that will have the resultant effect of requiring additional funds being committed from existing budgets. The SCI also sets out the methods for consulting on Planning Applications. This process will be funded from the Development Control budget.
- 5.2 Staffing – Work to be undertaken by staff from within the Spatial Planning team working in partnership with Development Control other Council services and key stakeholders.
- 5.3 Property & IT – There are no property or IT implications.

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

- 6.1 Statutory – The updated version of the SCI ensures that the council's approach to community involvement with regards to planning is in accordance with national policy and is therefore a sound approach.
- 6.2 Environmental – The SCI sets out the process for consultation on the Local Development Framework. Environmental and sustainability issues will form an integral part of the Development Plan Documents and Supplementary Planning Documents that will make up the LDF.
- 6.3 Diversity – It is national policy to ensure that representatives of all groups of the community are consulted on the creation of Local Development Documents and development control decisions where appropriate. The SCI is designed to provide equal opportunities for all groups in the community (including minority and 'hard to reach' community groups) when consultation is required.

6.4 There are no direct implications under Section 17.

7. OUTCOMES OF CONSULTATION

7.1 Following consideration by Council the SCI Review will be published for a six week period.

7.2 The comments received as a result of the consultation will be used to finalise the SCI Review which will then be reported to Council with a recommendation for adoption.

8. RECOMMENDATIONS

8.1 That the Statement of Community Involvement Review is approved for public consultation for a period of six weeks.

HEAD OF STRATEGIC REGENERATION, HOUSING & DEVELOPMENT

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Date: 6th November 2009

Background Papers used in the preparation of this report -

Planning & Compulsory Purchase Act 2004 (TSO)
The Planning Act 2008
Town & Country Planning (Local Development) (England) Regulations 2004 (TSO)
Town & Country Planning (Local Development) (England) (Amendment) Regulations 2008 (TSO)
Town & Country Planning (Local Development) (England) (Amendment) Regulations 2009 (TSO)
Plan Making Manual (Planning Advisory Service)
Planning Policy Statement (PPS) 12: Local Spatial Planning (DCLG, 2008)



NORTH LINCOLNSHIRE LOCAL DEVELOPMENT FRAMEWORK

STATEMENT OF COMMUNITY INVOLVEMENT

NOVEMBER 2009

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Contents

| | |
|------------------------------------------------------------------------------|-----------|
| Statement of Community Involvement | |
| • Summary | 2 |
| • Glossary of Terms | 3 |
| 1 Introduction | 4 |
| 2 The Council's objectives and North Lincolnshire Community Strategy | 7 |
| 3 Community Involvement in Local Development Documents (LDDs) Process | 9 |
| 4 Planning Applications and the Statement of Community Involvement | 21 |
| Annex A: List of Consultees | 26 |
| Annex B: Potential consultation methods | 31 |
| Annex C: Local Libraries Branches and Local Links | 40 |
| Annex D: Draft Community Consultation Monitoring Form | 41 |

ACCESS AND LANGUAGE TRANSLATION

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SUMMARY

The Planning and Compulsory Purchase Act 2004 requires greater public involvement in plan making than ever before. To achieve this local planning authorities must produce a Statement of Community Involvement (SCI) to detail the measures that the Council will take to involve the community in the planning process. The Council's vision in producing its Statement of Community Involvement is to ensure that all sections of the community and stakeholders have the opportunity to be actively involved throughout the planning process. This includes during the preparation of the Local Development Framework and in the decision making process on significant planning applications. The aim is that by achieving greater community engagement throughout the process our communities, stakeholders and other organisations will have an active involvement in addressing the main issues and in the development of planning policies and proposals. The Council's first Statement of Community Involvement was adopted in April 2006.

Since 2006, a number of changes have taken place to the planning system as well as to council services and reporting structures. A key requirement of the Local Development Framework system is that documents are kept as up to date as possible. Given this it was considered prudent to review and update the Statement of Community Involvement.

Following consultation this draft version, representations will be considered and the document will be amended before it is adopted. Following changes to the Local Development Framework system under the Planning Act 2008 and its associated regulations, the Statement of Community Involvement does not require to be the subject of an independent examination by a Planning Inspector.

For further information, contact the Spatial Planning team at:

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GLOSSARY OF TERMS

Area Action Plan (AAP) - These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.

Core Strategy – The long term spatial vision and strategy for the area including the key strategic policies and proposals to deliver that vision.

Development Plan Document (DPD) - The Documents that a local planning authority must prepare, and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. These DPDs should include the following elements:

- **Core Strategy**
- **Site Specific Allocations of Land**
- **Area Action Plans (where needed); and**
- **Proposals Map (with inset maps, where necessary)**

Local Development Document (LDD) – The generic term for documents that can be included in the Local Development Framework (LDF). Comprises Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement.

Local Development Framework (LDF) - The LDF will contain a portfolio of LDDs which will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.

Local Development Scheme (LDS) - The LDS sets out the programme and timetable for preparing the LDDs.

Proposals Map - Illustrates policies and proposals in development plan documents.

Statement of Community Involvement (SCI) - Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, and the steps that will be taken to facilitate this involvement.

Strategic Environmental Assessment (SEA) – Environmental assessment of policies, plans and programmes required under European SEA Directive 2001/42/EC.

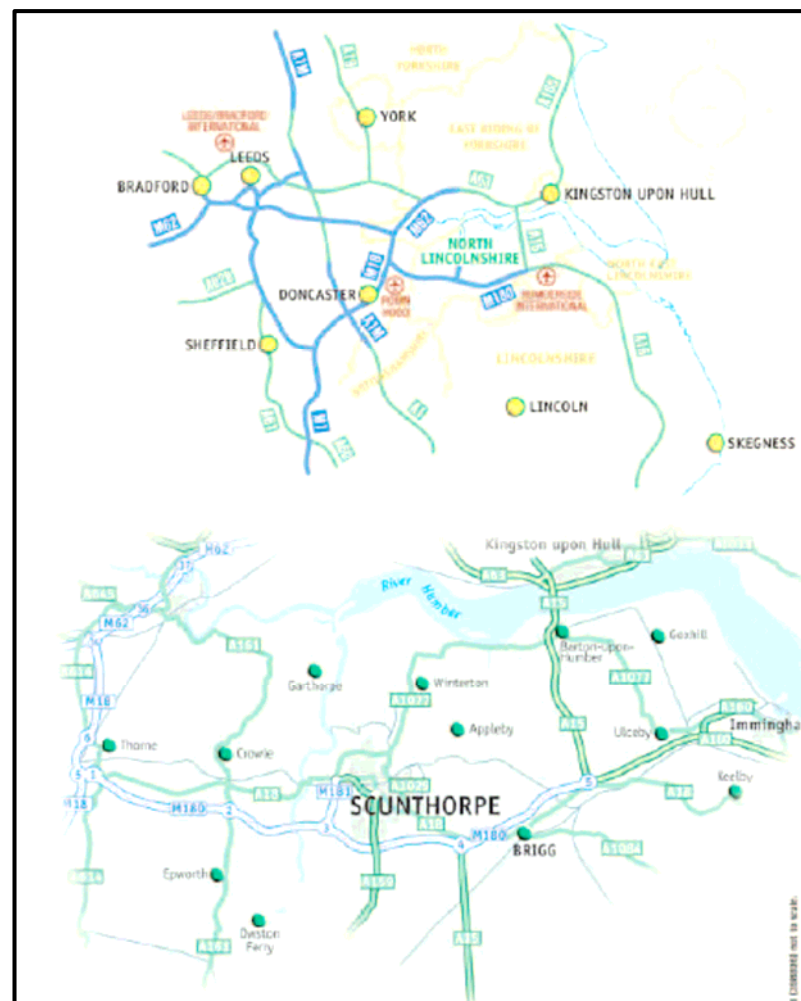
Supplementary Planning Document (SPD) - SPDs are intended to elaborate upon the policy and proposals in DPDs but do not have their status. They can also be used as a material planning consideration when considering planning applications. As they do not have the same status as DPDs, there is no requirement for a public examination although there will be ongoing community involvement during the preparation process.

Sustainability Appraisal (SA) – A social, economic and environmental appraisal of strategy, policies and proposals – required for the Regional Spatial Strategy, all Development Plan Documents and Supplementary Planning Documents. To be undertaken jointly with the Strategic Environmental Assessment.

1 INTRODUCTION

About North Lincolnshire

- 1.1 North Lincolnshire forms part of the Yorkshire and Humber Region, and is located on the southern side of the Humber estuary. The settlement pattern reflects the physical features of the River Trent and its flood plain, the network of low hills on the Isle of Axholme, the River Ancholme and its valley, the Lincolnshire Wolds and the Humber Estuary. North Lincolnshire covers an area of 328 square miles (85,000 hectares) with a population of 160,300¹, and 89% of the area's land is under agricultural use.
- 1.2 The population of the area continues to increase, which is in contrast with some of its neighbouring local authority areas where the population has dropped significantly. About half of the population live in the Scunthorpe and Bottesford urban area. This is the major sub-regional centre south of the Humber and is the major employment and service provider. The remaining half of the population lives in a diverse rural area. This area contains a range of settlements, including the larger market towns such as Brigg, Barton-upon-Humber, Crowle and Epworth, and about 80 other settlements comprising small villages and rural hamlets. Whilst none of the rural settlements are particularly remote, the number of settlements will have an impact on resources and the level of consultation and participation which can be undertaken.
- 1.3 North Lincolnshire's population profile is broadly similar to that of England and Wales. However it has slightly greater proportion of older residents and fewer young people. In particular there are fewer people in the 20-29 age group which accounts only 10.5% of the area's population. Similarly 16.4% of the population is over 60 in comparison to 14.3% nationally. A variety of engagement techniques will be considered and tailored accordingly to the various age groups.

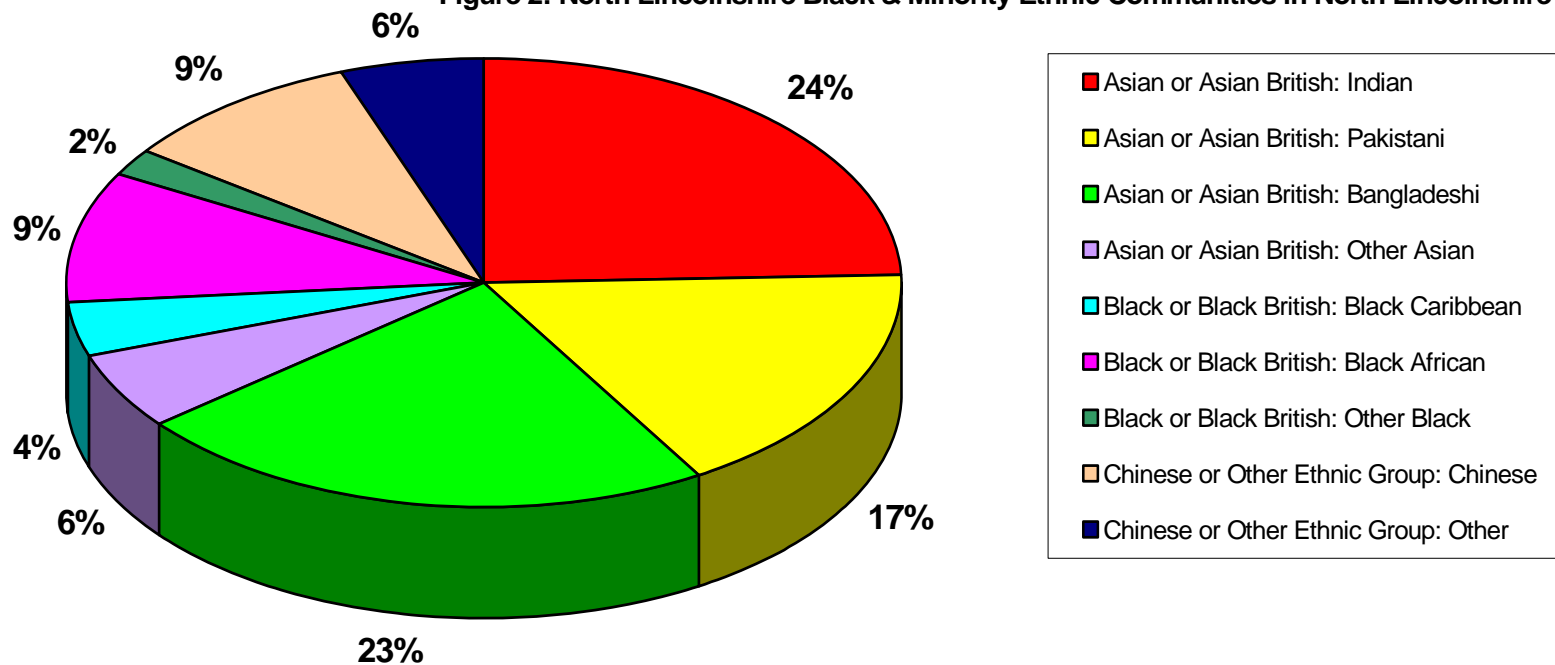


¹ Mid Year Population Estimates, 2008 (Office of National Statistics)

| Table 1: North Lincolnshire Population Breakdown by Age Group | | | |
|---------------------------------------------------------------|--------------------|------------|-------------------|
| By age | North Lincolnshire | | England and Wales |
| | Total | % | % |
| 0 - 9 | 18,200 | 11.4% | 11.6% |
| 10 - 19 | 20,200 | 12.6% | 12.4% |
| 20 - 29 | 16,900 | 10.5% | 13.5% |
| 30 - 44 | 31,700 | 19.8% | 21.2% |
| 45 - 59 | 33,700 | 21.0% | 19.1% |
| 60 - 74 | 26,300 | 16.4% | 14.3% |
| 75+ | 13,100 | 8.2% | 7.9% |
| Total | 160,300 | 100 | 100 |

Source: Mid Year Population Estimates 2008 (Office of National Statistics)

Figure 2: North Lincolnshire Black & Minority Ethnic Communities in North Lincolnshire



- 1.4 In terms of ethnic make up, black minority ethnic groups make up about 3.3% of the whole population of North Lincolnshire (around 5,300 people)². The majority of the area's black and minority ethnic communities live in the Scunthorpe urban. The main ethnic groups in this area are Asian/British Asian of Indian, Pakistani and Bangladeshi decent, Black/Black British of Caribbean, African and other decent and Chinese. However new ethnic groups are settling in the area and the Council will review this regularly to include any newly emerging ethnic groups.
- 1.5 North Lincolnshire's economy is mainly based on manufacturing particularly steel making. However there has been some increase in service industry, food, chemicals and logistics. The ONS Annual Population Survey (April 2008 to March 2009) reported 80,200 economically active individuals of working age within this area. This represented an economic activity rate of 79.4%, which was above the regional and national averages. The area's unemployment rate stood at about 6.1% in August 2009³, which was broadly similar to the regional average but above the national average.
- 1.6 Despite the healthy employment rate and generally robust economy, pockets of deprivation remain. In 2007, North Lincolnshire was ranked as the 132nd most deprived local authority in England out of 354, which means that it is amongst the top 50 most deprived⁴ This, however, is an improvement on its 2004 ranking of 121st. The area has 9 neighbourhoods in the top 20% most deprived in England all of which are concentrated in the Scunthorpe Urban Area, in particular in the Crosby area. These areas suffer from unemployment, low incomes, poorer quality housing and there are high incidences of crime and low educational attainment.
- 1.7 Due to the diversity of North Lincolnshire there are many issues and challenges that need to be resolved throughout the planning system. In doing so the Council will make the best use of resources available to carry out effective community involvement so that all sections of the community are represented in the community involvement process.

What is the Statement of Community Involvement?

- 1.8 The Statement of Community Involvement (SCI) lets everyone know how to get involved in the planning process, what to expect from us when you do so. It also sets out what we will expect potential developers to do to involve you before they submit major planning applications.

The benefits of wide community involvement in planning process

- 1.9 The benefits of wide community and stakeholder involvement throughout the planning process are:
 - More focus on the priorities identified by the local communities;
 - Influencing the provision of local services that are better able to meet local needs;
 - An enhanced sense of contributing to the community;
 - Increased understanding of how planning policies are developed and linked to each other;
 - Increased support for local planning policies; and
 - Obtaining value for money.

² ONS, Population Estimates by Ethnic Groups, 2007

³ Taylor Associates, Labour Market Tables for North Lincolnshire, September 2009

⁴ ONS, Index of Multiple Deprivation 2007

2 THE COUNCIL'S OBJECTIVES & NORTH LINCOLNSHIRE SUSTAINABLE COMMUNITY STRATEGY



The Council's Objectives

2.1 The Council's Strategic Plan, Going Forward Together sets out what the organisation aims to deliver over the three period from 2009 to 2012. It's vision is "*Many Faces, One Community: Working in partnership to transform North Lincolnshire for the benefit of all*". To assist in this four shared ambitions have been developed. These are:

- An area that is thriving
- Communities are confident and caring
- Individuals can see the difference
- Everyone works together for the benefit of North Lincolnshire

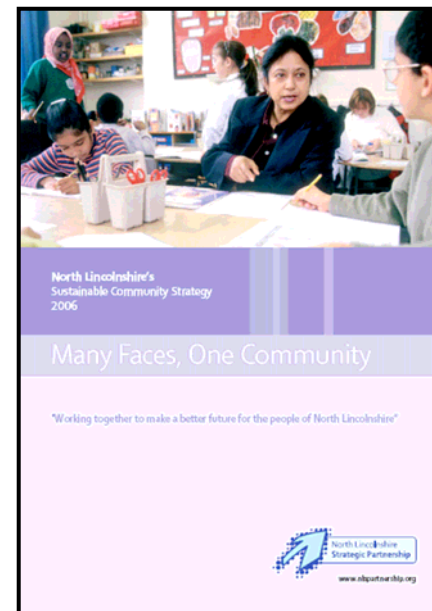
2.2 The shared ambitions have been agreed by the North Lincolnshire Strategic Partnership, which includes representatives from the public, private and voluntary sectors. It includes the council, the police, health trust and local community groups. They play an important role in helping to define the Local Development Framework and also forms the basis for the North Lincolnshire Sustainable Community Strategy.

North Lincolnshire Sustainable Community Strategy

2.3 The Local Government Act 2000 requires councils to work with other local organisations to establish a Local Strategic Partnership to produce a Sustainable Community Strategy. The strategy sets out how the partnership will work with local people to improve their quality of life for the future 10 years. Local Strategic Partnership (LSP) provides voluntary frameworks for local cooperation. As mentioned above the North Lincolnshire Sustainable Community Strategy, *Many Faces, One Community* is produced by the North Lincolnshire Strategy Partnership. It sets out a series of improvements which the community and stakeholders want to see take place in the area by 2010. The four shared ambitions underpin the strategy.

LDF links with the Council's Objectives and North Lincolnshire Community Strategy

2.4 The LDF will reflect the Council's objectives and priorities as well as those of the Sustainable Community Strategy. The Core Strategy Development Plan Document is to be the spatial expression of the Sustainability Community Strategy. During the preparation of Local Development Documents the Spatial Planning team will work closely with the Local Strategic Partnership (LSP) and its members to ensure that future planning policy reflects key local concerns and aspirations. Where appropriate, joint consultation with the LSP may take place.



3 COMMUNITY INVOLVEMENT IN LOCAL DEVELOPMENT DOCUMENTS (LDDs) PROCESS

Local Development Documents will comprise:

Statement of Community Involvement (SCI)

- 3.1 The SCI sets out the public involvement and consultation process and is not a Development Plan Document concerned with planning policy. The SCI explains to stakeholders and the community how and when they will be involved in the preparation of the LDF and in the assessment of significant planning applications. Following changes to the planning system the SCI is no longer the subject of an independent examination.
- 3.2 Once the SCI is adopted, the Local Planning Authority must comply with it when preparing other local development documents and considering planning applications. When the authority submits its a Development Plan Document (DPD) to the Planning Inspectorate for an Independent Examination, it should also submit a copy of the SCI together with the statement of how it has complied with it. When a draft Supplementary Planning Document (SPD) is published for public consultation, the authority should publish a statement setting out how the authority has complied with the SCI or the minimum requirements of the Regulations.

Development Plan Documents (DPDs)

- 3.3 A list of the types of Development Plan Documents (DPDs) that may be prepared is shown below. DPDs will be subject to independent examination and will have development plan status in the determination of planning applications. They are required to broadly reflect national and regional policy set out in Planning Policy Statements and Regional Spatial Strategy for Yorkshire and Humber, as well to reflect local priorities and needs.
- 3.4 The different types of Development Plan Documents are as follows:
 - Core Strategy: This sets out the vision for North Lincolnshire and the primary policies for meeting this vision. It will set out broad locations for development and show how policies will be monitored.
 - Site Specific Allocations of Land: This identifies the sites proposed for development to deliver the Council's vision and core strategy. The first site specific allocations document will cover housing sites, employment sites, Gypsy and Traveller sites, town/district centre boundaries and settlement development limits. A second document, to be known as General Policies will cover all other types of allocation/designations.
 - Area Action Plans (where needed): These will cover identified areas of significant change and areas of conservation where specific improvement schemes are proposed, setting out the specific proposals for development or enhancement. In particular they will not be prepared for conservation areas generally. An Area Action Plan will be prepared to deliver the Lincolnshire Lakes, a sustainable extension on the western side of Scunthorpe.

- Proposals Map: This will illustrate on an Ordnance Survey map the policies and proposals in the Local Development Documents.

Supplementary Planning Documents (SPDs)

3.5 These documents can be used to explain and supplement the Council's policies and proposals in its Development Plan Documents. Although SPDs will not be subject to an independent examination process, they will undergo public consultation. Details of any SPDs that may be prepared will be included in the Local Development Scheme (LDS). Where SPDs are proposed, they must comply with national and regional planning policies.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

3.6 To ensure that the LDF contributes to sustainable development it will be subject to a Sustainability Appraisal/Strategic Environmental Assessment (SA/ SEA) which will be used to assess the social, environmental, and economic effects of the various LDDs but not the SCI.

Appropriate Assessment (AA)

3.7 Following the European Court of Justice ruling that the United Kingdom had not fully interpreted the European Habitats Directive (Directive 92/43/EEC) into UK Law, the then Office of the Deputy Prime Minister (ODPM) announced that Appropriate Assessments must be undertaken for any land use plan affecting a European nature conservation site. The Humber Estuary and Thorne and Hatfield Moors are identified as a Special Protection Area (SPA) within the Directive and a number of the council's Development Plan Documents may have an impact on these sites. Accordingly an Appropriate Assessment will be undertaken at all stages of Development Plan Document (DPD) preparation and published alongside it.

Who Will Be Consulted?

Legal Requirements

3.8 The minimum legal requirements for consultation and public participation for the LDF are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 and the subsequent amendments set out in the Town & Country Planning (Local Development) (England) (Amendment) Regulations 2008 and the Town & Country Planning (Local Development) (England) (Amendment) Regulations 2009. The statutory bodies required to be consulted are set out in Annex A. The Council will not only comply with these requirements but will endeavour to consult/involve as widely as possible. These statutory bodies, together with a number of additional organisations, groups and people, will be consulted on the various LDDs as set out in Table 2 of this document.

Wider Community Involvement

3.9 The Council is committed to involving as many people and groups as possible in forming its planning policies for the area. Any person or organisation that is interested in the planning of the area can get involved and make comments. Individuals or organisations can contact the Spatial Planning team via email, telephone or post to register on the LDF Consultation database. The Consultees list will be reviewed and updated regularly to reflect changes. Alternatively, interested parties can register via the council's on-line consultation system to make comments and receive automatic notifications of consultations taking place.

- 3.10 In order to achieve its aim of wider involvement, the Council intends to work with its existing partners in the community and develop new partnerships where possible. In particular the Local Development Documents will link to the work carried out in connection with the North Lincolnshire Community Strategy. Also, in this area many other projects and initiatives have been undertaken seeking the public's views, such as the Urban Renaissance and Rural Renaissance projects, and parish plans.
- 3.11 In accordance with the details in Table 2, the Council will consult the wider community. In addition, the Council will undertake, as appropriate, consultation with the statutory consultees set out in Annex A. This includes the Town and Parish Councils. Discussion will also take place with individual organisations where necessary depending on the type and nature of the LDDs. Organisations known to the Council are categorised in Part 3 of Annex A. It should be noted that this list is not exhaustive and the details of it may change over time.
- 3.12 A number of hard to reach groups are specific to North Lincolnshire. These include our rural community, older people, young people, ethnic minorities, the local business community, disabled people, and Gypsy and Travellers groups. Consultation with these groups will be built on a clear understanding of their needs, and different consultation methods need to be used to be fit for purpose. Consultation with such groups will be in keeping with the Council's Diversity Plan and its consultation standard as well as meeting the requirements of relevant anti-discriminatory legislation including the Race Relations Act 2000 and the Disability Discrimination Act 1995.
- 3.13 The population of North Lincolnshire is roughly 50% urban and 50% rural. The Council's Direct Magazine, which is published monthly, will enable the Council to both inform and undertake consultation with every household in North Lincolnshire which gives all sections of the community the opportunity to become involved to some extent. Special editions of Direct may be published at key stages of the LDF process. With regard to the rural areas specifically it is proposed to engage the community through local elected members and the Town and Parish Councils. The Council currently has quarterly group meetings with representatives of all Town and Parish Councils who can be informed of future consultation and participation programmes in advance. In addition it is proposed that public exhibitions or roadshows could be organised to involve the rural community as much as possible. There are already a number of focus groups, which have been established through rural renaissance programmes, which could provide an important resource in engaging people.
- 3.14 Young people currently make up around 25% of the population in this area. Working with local youth groups will be an important part of the involvement process, and this can strengthen young people's involvement in the planning process in the longer term. Consultation with young people will be in keeping with the Council's Youth Engagement Strategy. Youth centres around the area could be used in future consultation events to attract young people's views. Liaison with voluntary and community sector that works with the youth and youth workers may be appropriate at this level. Young people are keen users of email and the Internet. The Council's interactive website and on-line consultation system may help to raise their level of interest.
- 3.15 The area contains a number of black and ethnic minority groups which make up 3.3% of the whole population. The majority of the area's black and minority ethnic communities live in the Scunthorpe urban. The main ethnic groups in this area are Asian/British Asian of Indian, Pakistani and Bangladeshi decent, Black/Black British of Caribbean, African and other decent and Chinese. However new ethnic groups are settling in the area and the Council will review this regularly to include any newly emerging ethnic groups. The Council has a number of ethnic minority focus groups and a

translation service. Several community projects have been undertaken in areas where multi-faith and multi-race groups live and so there are well-established communication networks.

- 3.16 The Business community is another relatively hard to reach group yet it has a stake in terms of the local economy and the staff they employ. Consultation on the LDF is being closely integrated with the North Lincolnshire Strategic Partnership to ensure that this is dovetailed with consultations on the review of the Sustainability Community Strategy which is being undertaken at the same time as those on the Local Development Framework (LDF).
- 3.17 The older age group (over 60 years old) also makes up about 25% of the population of North Lincolnshire. The Council will consult with the NHS North Lincolnshire and the Council's Social Services to identify the needs of this group and to help addressing issues raised. There are existing focus groups that could provide an important resource in achieving meaningful engagement with the elderly.
- 3.18 The Council will also actively seek to involve people with disabilities. All documentation and information produced in the LDF process will be made available in large print or Braille. Disabled groups will be involved at an early stage to ensure their awareness of the LDF process.
- 3.19 Gypsy and Travellers representative organisations will also be consulted throughout the preparation of the LDF to ensure their involvement.

When Will You Be Involved?

- 3.20 The main types of participation techniques to be used in the stages of each LDD production are set out in Table 2. For a Development Plan Document and its associated Sustainability Appraisal Report, public involvement is continuous. Following the introduction of the Planning Act 2008 and associated regulations, there have been a number of changes to the consultation process on a DPD which give planning authorities greater leeway in how they consult and involve their communities and key stakeholders.
- 3.21 Previously, there were three distinct consultations stages - Issues & Options; Preferred Options and Submission. This has changed with the Issues & Options and Preferred Options stages being combined and badged as the Pre-Submission Consultation stage. It is likely that the Pre-Submission consultation will still consist of two stages (First Stage and Second Stage) in order to help develop the policies and proposals set out in the DPD. However it is acceptable in certain DPDs for one stage of consultation to be undertaken at Pre-Submission. The Submission consultation has been rebadged as the Publication stage. Also this stage previously took place once the DPD was submitted to the Secretary of State for independent examination, however, the new Publication stage takes place prior to submission.
- 3.22 To find out more about the new planning policy documents we are preparing as well as the timetable for their preparation, please see the Local Development Scheme (LDS). This sets out key milestones when consultation will start. The LDS is available on the Council's website, www.northlincs.gov.uk, or at Council Offices and local libraries. Copies can also be obtained from the Spatial Planning Team.

How Will You Be Involved?

3.23 Table 2 lists potential methods that could be used for the different types of LDDs at different stages. However it should be noted that these methods are not exhaustive. Other methods of consultation/involvement will be used where appropriate depending on the nature of the LDD and where specific requests are made. In addition to the specific consultations set out in Table 2, all Local Development Documents will follow the consultation procedure as set out below

- Copies of documentation will be available at Council offices including local links, and at local libraries during normal opening hours, for inspection. (A list of libraries and Council Offices is contained in Annex C).
- All documentation will be available to view on the Council's website, at: [www.northlincs.gov.uk/northlincs/ Environment/Localdevelopmentplans](http://www.northlincs.gov.uk/northlincs/Environment/Localdevelopmentplans)
- Notice of the publication document will be provided in the local newspapers. This will advise the public where and when the document can be inspected. This only applies at statutory stages of consultation. For DPDs, this is the publication and submission stages. At all other times a press releases will be issued to brief local newspapers and media outlets.
- LDDs, their supporting documents, and consultation statements will be sent in writing to statutory consultees.
- Each DPD consultation period will last for a minimum of 6 weeks, and SPD consultation period will last 4 – 6 weeks. The timescales will be dependent on the stage of consultation. Comments can be in writing by letter, fax, email or on the form provided. Comments can also be made on-line using the council's on-line consultation system. All comments should be submitted by the relevant date. All comments received will be public information.
- All information will be available upon request in Braille, large print, translations or in audio format, and assistance will be available if people require help reading/understanding the document.
- Any planning consultation event will be held at a venue which is, wherever possible, accessible via public transportation and has a disabled access. The timing of these events will seek to maximise opportunities for public involvement.
- The planning policy email address spatial.planning@northlincs.gov.uk will offer a single point of contact.

Yorkshire Planning Aid

3.24 Yorkshire Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI), offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Yorkshire Planning Aid also works with community groups, particularly in disadvantaged areas, to help them understand the planning process and influence changes in their local area.

Further information is available: Regional Co-ordinator, Yorkshire Planning Aid, 8 Woodhouse Square, Leeds LS3 1AD, Tel: 0113 245 8568, Email: ykco@planningaid.rtpi.org.uk , Website: www.rtpi.org.uk

Your Comments and What Happens to Them?

- 3.25 At each consultation stage, you will be asked to give your comments and views on a standard form. Where you object to wording in specific Development Plan Documents, once they have been produced, as opposed to the principles involved, you will be asked to suggest an alternative form of wording. The comments received will be available to the public. Anyone making comments on any of the Local Development Documents (LDDs) will be consulted automatically at subsequent stages unless they indicate otherwise.
- 3.26 At the end of each consultation period the Council will analyse the responses and prepare a summary report, which will be made publicly available, when practicable. Copies of the summary report will be available at the Council offices (during office hours) and local library/libraries for inspection. It will also be published on the Council's website. The report on the comments received will be considered by Full Council. Where the Council considers appropriate, the substance of the comments will be reflected in the proposed policies and proposals.

Monitoring and Review of the Statement of Community Involvement

- 3.27 The SCI will be monitored and reviewed on an ongoing basis having regard to any particular problems or successes which we experience in consulting on the LDF. The SCI will be revised when significant changes have occurred in the types of groups which the Council wishes to engage, or different techniques for engagement are to be employed. The Council will continue to closely monitor the situation to ensure that any changes are properly reflected in the SCI. Consultation techniques that have not been well responded to may be dropped and other alternative tools and processes may be identified.
- 3.26 The Council will assess the success of its SCI through its Annual Monitoring Report (AMR) which will be submitted to Government Office for Yorkshire & Humber in December each year. Any necessary changes to the SCI arising from the AMR will be made thereafter with further appropriate public consultation carried out accordingly. Regard will be had to any emerging best practice guidance and/ or changes in legislation that have been put in place since the SCI was originally published. The Council will learn from any emerging best practice and tailor and incorporate new engagement techniques where appropriate.

Resourcing Community Involvement

- 3.27 Sufficient resources will be made available to achieve the community and stakeholder involvement proposed in this document. Resources from the Council Planning budgets together with Housing and Planning Delivery Grant (HPDG) will be used to fund the community and stakeholder involvement activities set out in the SCI. These include activities to improve the amount and quality of feedback, the communication, and participation. Income from planning application fees will also be considered should additional resources be required.
- 3.28 The following in-house resources will be made available for community involvement during preparing Local Development Documents. Community involvement will be managed and primarily carried out by existing staff within the Spatial Planning team, which is part of the Strategic Regeneration, Housing & Development (SRHD) service. Support may also be sought from other teams within the SRHD unit as well as other council

services/officers, where appropriate, and from external bodies such as the LSP, Town and Parish Councils, as well as other voluntary groups to compliment existing staff. Should the use of external facilitators prove necessary and beneficial for instance in relation to Area Action Plan consultation, the Council will investigate the possibility of using external resources.

Figure 3: Resources for Community Involvement

- Full Council which meets every six weeks acts as the political management for the Local Development Framework. Decisions on Local Development Documents (LDDs) will be taken at this level.
- The day-to-day management of the Local Development Framework falls to the Spatial Planning Team, which contains the following staffing resources:
 - Head of Strategic Regeneration, Housing & Development (as required)
 - Head of Area Renaissance, Strategic Housing & Spatial Planning (as required)
 - Spatial Planning Manager
 - 2 x Principal Planner
 - 5 x Senior Planning Officer
 - 2 x Senior Planning Research Officer
 - 1 x Searches/Research Assistant
- Assistance with publication of documents will be drawn from the Resources team of the SRHD service.
- Where required other resources will be sought from:
 - Development Control Team
 - Strategic Customer Communications Team
 - Environment Team
 - Transport Policy Team
 - Strategic Housing Team
 - Waste Management Team
 - Other teams for various Council services
 - North Lincolnshire Local Strategic Partnership
 - North Lincolnshire Town and Parish Councils
 - NHS North Lincolnshire

Table 2: The Local Development Documents and Community Involvement Process

Consultation

The tables below sets out the different stages of consultation and the council's approach to them. The information is not exact as consultation methods will vary depending on the nature and type of the document being issued for consultation. All consultation practice accords with the regulations.

Table 2a: Statement of Community Involvement

Public Participation - Regulation 26

The revised regulations covering the preparation of the Statement of Community Involvement gives the council a great deal of discretion on how it involves key stakeholders and the community. There are a number of bodies who must be involved - the Secretary of State for Transport, town & parish councils, adjoining local authorities, police authorities and adjoining town & parish councils. Government Office for Yorkshire & Humber and Local Government Yorkshire & Humber will also be included. Other key bodies will also be involved in the North Lincolnshire Strategic Partnership, as will relevant council departments and services.

Where wider community involvement is deemed necessary this will be done by publicising the consultation through the Council's Direct Magazine (distributed to every household), the Council's website and local media. Copies of any document will also be placed in main Council Offices (including Local Links) and local libraries. A list of these is set out in Annex C. If representation forms are to be used, they will be available from these locations. Additionally documentation will also be made available on the council's website www.northlincs.gov.uk, including representation forms. The council's on-line consultation system - Limehouse - will also be used to publish documents. This facility allows the community and stakeholders to make representations on-line and register for future updates. Where representations are received by letter, e-mail or on the representation forms, these will be inputted into Limehouse and published for public viewing.

Table 2b: Development Plan Documents:

Pre-Submission Consultation - First Stage - Regulation 25

The Pre-Submission Consultation - First Stage is the first opportunity for most members of the community and key stakeholders to get involved in the Development Plan Document preparation process. This stage was formerly called the Issues & Options stage and as that name suggests communities and stakeholders were asked for their opinions about the key issues facing the area and the different options that could potentially be used to tackle them. The consultation period is likely to last about six weeks.

A wide range of consultation/involvement will be achieved on all Development Plan Documents through the Council's Direct Magazine, which is distributed monthly to every household in North Lincolnshire, the Council's website and local media. In addition the council will contact all those people, groups and organisations listed on its consultation database either by letter or e-mail. In line with the 2004 Regulations (and subsequent amendments) key consultation bodies will be sent copies of any documentation. These key, or statutory, consultees (called Specific Consultation Bodies under the Regulations) are set out in Part 1 of Annex A.

All documentation and other information will be distributed to main Council Offices (including Local Links) and local libraries. A list of these is set out in Annex C. If representation forms are to be used, they will be available from these locations. Additionally documentation will also be made available on the council's website www.northlincs.gov.uk, including representation forms. The council's on-line consultation system - Limehouse - will also be used to publish documents. This facility allows the community and stakeholders to make representations on-line and register for future updates. Where representations are received by letter, e-mail or on the representation forms, these will be inputted into Limehouse and published for public viewing.

All information will be made available in different formats and languages on request via the Council's translation service.

If necessary specific meetings will be held with both strategic and local representative organisations/groups where required, e.g. Town and Parish Council's, local business interests or statutory consultees.

If the DPD relates to site specific allocations of land or is an Area Action Plan, it may be appropriate to conduct more targeted, locally based consultation exercises such as exhibitions or roadshows, where members of the local community can view any plans and discuss them with the officers of the Spatial Planning Team. Where a DPD relates to specific subject such as Minerals and Waste, detailed discussions may take place with relevant operators.

Documents will be available to purchase from the Spatial Planning team - fees, which cover printing and postal costs, will be placed on the council's website www.northlincs.gov.uk. CD ROM copies will be available free of charge.

Pre-Submission Consultation - Second Stage - Regulation 25

The Pre-Submission Consultation - Second Stage is the point where policy options and proposals begin to be developed for Development Plan Documents. These policy options and proposals will be based on the outcomes of the previous round of consultation, the Sustainability Appraisal process, Appropriate Assessment, national/regional planning policy and information collected as part of the evidence base. It is anticipated by this stage some consensus between key participants in the process will begin to arise. This stage was formerly called the Preferred Options stage

A wide range of consultation/involvement at this stage will be achieved through the Council's Direct Magazine, which is distributed monthly to every household in North Lincolnshire, the Council's website and local media. In addition the council will contact all those people, groups and organisation listed on its consultation database either by letter or e-mail. In line with the 2004 Regulations (and subsequent amendments) key consultation bodies will be sent copies of any documentation. These key, or statutory, consultees (called Specific Consultation Bodies under the Regulations) are set out in Part 1 of Annex A.

All documentation and other information will be distributed to main Council Offices (including Local Links) and local libraries. A list of these is set out in Annex C. If representation forms are to be used, they will be available from these locations. Additionally documentation will also be made available on the council's website www.northlincs.gov.uk, including representation forms. The council's on-line consultation system - Limehouse - will also be used to publish documents. This facility allows the community and stakeholders to make representations on-line and register for future updates. Where representations are received by letter, e-mail or on the representation forms, these will be inputted into Limehouse and published for public viewing.

All information will be made available in different formats and languages on request via the Council's translation service.

If necessary specific meetings will be held with both strategic and local representative organisations/groups where required, e.g. Town and Parish Council's, local business interests or statutory consultees.

If the DPD relates to site specific allocations of land or is an Area Action Plan, it may be appropriate to conduct more targeted, locally based consultation exercises such as exhibitions or roadshows, where members of the local community can view any plans and discuss them with the officers of the Spatial Planning Team. Where a DPD relates to specific subject such as Minerals and Waste, detailed discussions may take place with relevant operators.

Documents will be available to purchase from the Spatial Planning team - fees, which cover printing and postal costs, will be placed on the council's website

www.northlincs.gov.uk. CD ROM copies will be available free of charge.

Publication Stage - Regulations 27 & 28

The Publication stage represents the first statutory stage in the process and is where the council publishes its final draft version of the Development Plan Document. At this stage, the DPD is considered to be sound. The DPD together with associated documentation is published for a six week consultation period in order to invite representations on its soundness. Information on soundness and what it means can be found on the Planning Inspectorate's website www.planninginspectorate.gov.uk. This stage of consultation takes place prior to the DPD and associated documentation being submitted to the Government for independent examination. It previously took place after submission. Under the Regulations, there are a number of steps the council must undertake in the publishing the DPD. The council is required to publish the following proposed submission documents:

These documents are defined in Regulation 24 as:

- The development plan document (as proposed to be submitted)
- the changes to the proposals map (if the adoption of the development plan document would result in changes to the map)
- the sustainability appraisal report
- a statement setting out:
 - who was invited to be involved in the plan preparation
 - how they were invited to be involved in the plan preparation
 - a summary of the main issues raised and how they have been addressed
- any other supporting documents relevant to the preparation of the development plan document.

The 'other supporting documents' (mentioned above) provide an opportunity for the council to point the inspector and other participants in the examination to the places within the body of evidence. This demonstrates how the development plan document is justified and effective as described in paragraphs 4.36 to 4.38 and 4.44 to 4.47 of Planning Policy Statement (PPS) 12: Local Spatial Planning.

The above documentation must be made available at all main Council Offices (including Local Links) and local libraries for public inspection during normal opening hours. A list of these is set out in Annex C . Representation forms will also be available from these locations as will a statement setting out how representations should be made. The council also publish the documentation on its website along with the statement setting out how representations should be made as well as information about where and when the documentation can be inspected. The council's on-line consultation system - Limehouse - will also be used to publish documents. This facility allows the community and stakeholders to make representations on-line and register for future updates. Where representations are received by letter, e-mail or on the representation forms, these will be inputted into Limehouse and published for public viewing.

The council must send a copy of the documentation to key consultation bodies. They will also receive a copy of the statement setting out how representations should be made. These key, or statutory, consultees (called Specific Consultation Bodies under the Regulations) are set out in Part 1 of Annex A.

The council must also write to or e-mail all others who have expressed an interest in being kept up to date with the Local Development Framework. E-mails will be generated via the Limehouse on-line consultation system. As part of their notification they will receive a copy of the statement setting out how representations should be made as well as information about where and when the documentation can be inspected

The council must set out in a local newspaper in the form of a statutory notice that it is publishing the DPD. This notice will include a statement setting out how representations should be made as well as information about where and when the documentation can be inspected. The notice must appear at least once, preferably around the start of the consultation period. The local newspapers are the Scunthorpe Telegraph and the Epworth Bells.

In addition to the above statutory obligations, the council will also publicise the publication of the DPD through the Council's Direct Magazine, which is distributed monthly to every household in North Lincolnshire as well as via the local media.

All information will be made available in different formats and languages on request via the Council's translation service.

If necessary specific meetings will be held with both strategic and local representative organisations/groups where required, e.g. Town and Parish Council's, local business interests or statutory consultees.

If the DPD relates to site specific allocations of land or is an Area Action Plan, it may be appropriate to conduct more targeted, locally based consultation exercises such as exhibitions or roadshows, where members of the local community can view any plans and discuss them with the officers of the Spatial Planning Team. Where a DPD relates to specific subject such as Minerals and Waste, detailed discussions may take place with relevant operators.

Documents will be available to purchase from the Spatial Planning team - fees, which cover printing and postal costs, will be placed on the council's website www.northlincs.gov.uk. CD ROM copies will be available free of charge.

Supplementary Planning Documents (SPDs)

The procedures around the preparation of Supplementary Planning Documents (SPD) are different from those for preparing Development Plan Documents (DPD). There is only a single round on consultation and it is not subject to an independent examination. Levels and methods of consultation/involvement will depend on the subject matter being covered by the SPD.

Table 2c: Supplementary Planning Documents.

Public Participation - Regulation 17

Informal engagement will take place during the preparation and evidence gathering stages for the SPD. Those who will be involved in this stage will be dependent on the nature of the subject being covered by the SPD. The methods to be used will be determined at the appropriate time.

A copies of the draft Supplementary Planning Document, together with its associated Sustainability Appraisal (if required) will be published for a single period of public consultation. This will be accompanied by a statement setting out the details of the SPD together with when the consultation period is, where representations should be sent to and a statement informing the public that they can ask to be notified when the SPD is adopted. This statement is known as the SPD Matters. Also a statement setting who was involved in the early engagement stages of the preparation of the SPD will be published. It will set out how they have been involved as well as a summary of any issues

raised and how they have been dealt with in the draft SPD.

The draft SPD and SPD Matters must be made available at all main Council Offices (including Local Links) and local libraries for public inspection during normal opening hours. A list of these is set out in Annex C. Representation forms will also be available from these locations, if they are being used. At the same time the draft SPD, SPD Matters and statement of setting out how representations should be made as well as information about where and when the documentation can be inspected will be published on the council's website www.northlincs.gov.uk. The council's on-line consultation system - Limehouse - will also be used to publish draft SPDs. This facility allows the community and stakeholders to make representations on-line and register for future updates. Where representations are received by letter, e-mail or on the representation forms, these will be inputted into Limehouse and published for public viewing.

The council must send a copy of the SPD documentation, which includes the draft SPD itself, the Sustainability Appraisal Report (if required), the consultation statement mentioned above, any supporting documentation, the SPD Matters and the statement setting out how representations should be made as well as information about where and when the documentation can be inspected to key consultation bodies. They will also receive a copy of the statement setting out how representations should be made. These key, or statutory, consultees (called Specific Consultation Bodies under the Regulations) are set out in Part 1 of Annex A.

The council must also write to or e-mail all others who have expressed an interest in being kept up to date with the Local Development Framework. E-mails will be generated via the Limehouse on-line consultation system. As part of their notification they will receive a copy of the statement setting out how representations should be made as well as information about where and when the documentation can be inspected.

The council must set out in a local newspaper in the form of a statutory notice that it is publishing the SPD. This notice will include a statement setting out how representations should be made as well as information about where and when the documentation can be inspected. The notice must appear at least once, preferably around the start of the consultation period. The local newspapers are the Scunthorpe Telegraph and the Epworth Bells.

The consultation period for the draft SPD will be between four and six weeks.

All information will be made available in different formats and languages on request via the Council's translation service.

If necessary specific meetings will be held with both strategic and local representative organisations/groups where required, e.g. Town and Parish Council's, local business interests or statutory consultees.

If the SPD relates to site areas, it may be appropriate to conduct more targeted, locally based consultation exercises such as exhibitions or roadshows, where members of the local community can view any plans and discuss them with the officers of the Spatial Planning Team.

Documents will be available to purchase from the Spatial Planning team - fees, which cover printing and postal costs, will be placed on the council's website www.northlincs.gov.uk. CD ROM copies will be available free of charge.

4 PLANNING APPLICATIONS AND STATEMENT OF COMMUNITY INVOLVEMENT⁵

- 4.1 North Lincolnshire Council deals with a variety of applications for planning permission and allied applications. It carries out consultation, publicity and notification in accordance with the relevant statutory requirements as specified in legislation in force at the time. Currently applications are required to be publicised by way of a notice in a local newspaper and/or a site notice and/or by neighbour notification letter. The precise form of publicity is determined by the relevant Regulations, and different types of application require different methods of statutory publicity. The Council carries out such consultation and publicity could exceed the statutory minimum requirement.
- 4.2 The Council currently uses a combination of the following processes when it receives a planning application. Consultees and neighbours are given 21 days to make a written response for consideration. This can vary for particular types of applications.

Letters to statutory consultees⁶

- Letters to other parts of the Council services such as spatial planning, highways, environment team etc.
 - Site and press notices
 - Letters to neighbouring local residents/ businesses
 - Notification to Parish and Town Councils – enhanced by the provision of a full copy of every relevant application
 - Weekly list of applications on the Council's Website
 - Publication of the application forms and documents on the Council's website.
- 4.3 At present the paper planning application form is available in nine major ethnic languages spoken in the North Lincolnshire area on request. These include Arabic, Bengali, Cantonese, Hindi, Kurdish Sorani, Portuguese, Punjabi, Somali, and Urdu. The application form is also available in other formats such as large print, audio, Braille.
- 4.4 Where representations are received by the Council as a result of consultation with either statutory or non-statutory consultees or from neighbour notification or press publicity, those representations will normally be available for immediate public inspection on the Council's website at any stage

⁵ The standard of consultation on planning applications for planning permission and listed building and conservation area consent is set out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (As amended), Section 67 and 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and Planning (Listed Buildings and Conservation Areas) Regulations 1990. Other standards of Consultation for major applications are set out within the following three legislation documents: Circular 15/92 Publicity for Planning Applications, The Town and Country Planning Environmental Impact Assessment Regulations 1999, and The Town and Country Planning (Major infrastructure Project Inquiries Procedure) (England) Rules 2004.

⁶ Statutory consultees for planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995.

during the determination of the planning application. However any information or representations relating to the following three categories will not be revealed at any stage:

- a) information relating to legal advice/opinion concerning the processing of the planning application;
- b) information relating to the financial background or economic viability of a project; and
- c) information relating to possible enforcement proceedings as a result of the activity.

- 4.5 Appropriate publicity and consultation in accordance with this SCI will be undertaken by the Council in respect of all applications made for planning permission, approval or consent under the Town and Country Planning Acts, Listed Buildings and Conservation Areas Act, the Planning (Hazards Substances) Act, the Environment Act or any subordinate rules, orders or regulations made under that legislation.
- 4.6 If, during either the processing of a planning application or following determination, **significant alterations to plans or proposals** are suggested (e.g. re-siting of roads in residential developments or altering the siting of extensions or buildings closer to neighbouring properties), re-consultation will take place with the relevant Parish Councils, statutory consultees and affected neighbours. Re-consultation will be carried out with any individual or organisation where changes are proposed which directly relate to those issues commented upon by the consultee/neighbour at the original submission stage. In order to avoid unnecessary delay, however, no additional re-notification will be undertaken for minor or insignificant amendments.
- 4.7 **If an application goes to the Planning Committee for determination**, there is the opportunity normally for one objector, and the applicant or agent to speak at the Committee. All those neighbours who wrote in about that application are notified of the date/time/location of the committee meeting, and are offered the opportunity to register to speak at committee. The objector speaker will be chosen on the basis of "first come first served". The Council Committee procedure rules normally only allow one person to speak in favour of a proposal together with one against except in respect of any application defined as a "major" application when a maximum of five speakers - for and against - may speak. Objectors in particular need to ensure that they collaborate to ensure that all issues are combined where one speaker only is able to put those forward. Planning Committee reports and meeting minutes are published on Council's website for public inspection.
- 4.8 After **a decision is taken on a planning application**, letters advising of the decision are sent to the Parish Council and neighbours or interest groups who wrote in. The decision, if taken at Committee, is also confirmed by the Committee Minutes on the Council's website. A weekly list of applications' decisions (both Committee and delegated) is available via the Council's website.
- 4.9 When **an appeal is lodged** against a decision on a planning application, the Parish Council and local interest groups and all those were written to or who wrote in about the proposal will be notified in writing of the appeal and advised as to how to make their views known. If they had previously written to the Council then their letters are copied and sent to the Planning Inspectorate as part of the normal administration process. Ward

Councillors are also individually notified. For informal/public inquiries a site notice and press publication will be posted with the date/time/location of the hearing/inquiry.

- 4.10 Depending on the scale/ location of any potential development proposal, certain planning applications could be identified as including a significant departure from the permission of the local development plan. In such circumstances should the local planning authority be minded to support the proposal (rather than refuse it) after all material considerations have been taken into account, the application will need to be referred to the Department for Communities and Local Government under the provision of the Town and Country Planning (Development Plans) Consultation (Departures) Direction 1999. The Secretary of State then has the opportunity to “call such an application in” for determination by himself. If however the Secretary of State declines to intervene then the local planning authority is entitled to proceed with the determination of the application in which ever way it sees it.
- 4.11 Once a decision has been taken in respect of any planning application there is a need for the local planning authority to ensure that the decision of the authority is abided by the applicant/ developer. Failure by the applicant to do so could lead to the local planning authority having to consider taking formal enforcement proceed to ensure compliance with the decision. Any such action will be taken in accordance with the Council’s procedures set out in its written Enforcement Protocol and the provisions of current legislation. Enforcement action will not always be appropriate, however, depending on the fact of the individual case. In this respect the local planning authority will in each case decide whether or not it is expedient to take formal action for any breaches of planning control.

Involving Community and Stakeholders in Significant Planning Applications

- 4.12 Apart from the Council’s requirement to consult on all planning applications, developers will be encouraged to undertake community involvement for applications which the Council considers are likely to have a significant impact on the local community.
- 4.13 In the urban area of Scunthorpe and Bottesford, in the case of applications for residential development, it is considered that community involvement should normally be undertaken for all proposals involving over 50 dwellings (or 1.5 hectares). In the case of proposals for non-residential development, community involvement will normally be required where the proposed development is in excess of 5 hectares or 10,000 square metres gross floor space, or where the Council consider that the proposal would have a significant impact on the environment of existing residential areas.
- 4.14 In the rural area of North Lincolnshire i.e. all other areas except the Scunthorpe and Bottesford urban area, in case of applications for residential development, community involvement should normally be undertaken for proposals involving over 10 dwellings (or 0.5 hectares). In case of proposals for non-residential development, community involvement will normally be required where the proposed development is in excess of 1 hectare or 1,000 square metres gross floor space, or where the Council consider that the proposal would have a significant impact on the environment of existing residential areas.

4.15 Table 4: Two Tier Thresholds for Significant Applications for Community Involvement

| | Scunthorpe & Bottesford Urban Area | Rural areas of North Lincolnshire |
|------------------------------------|----------------------------------------------------|--------------------------------------------------|
| Residential Development | 50 dwellings, or 1.5 hectares | 10 dwellings, or 0.5 hectares |
| Non-residential development | 5 hectares, or 10,000 sq. metres gross floor space | 1 hectare, or 1,000 sq. metres gross floor space |

4.16 It will be at the discretion of the Local Planning Authority to waive the need for community involvement in respect of any particular development proposal where the Local Planning Authority is satisfied that such process is unnecessary.

Pre-Application Discussion

4.17 Potential developers are encouraged to enter into early dialogue with the local planning authority. There are benefits to both local people and developers in involving the community at an early stage. For developers, it will ensure that issues are addressed prior to a planning application being submitted. For local people, it will enable them to have an input before proposals reach an advanced stage. Once a planning application is submitted, it is difficult to request developers to make significant changes.

4.18 The objective of pre-application discussion is to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine an application. At this stage, planning officers can advise developers of whether there is a need to undertake community involvement. Developers should consider the benefits of involving the community in developments, which are considered likely to have an impact on the community, even though the proposal may fall below the thresholds referred to above.

The Role Of The Applicant In Pre-Consultation Discussions

4.18 There can be important resource implications for the Council associated with pre-application discussions particularly for significant applications. As a result applicants proposing large-scale or potentially controversial development schemes are encouraged to carry out preapplication community involvement. Where this occurs, the applicant will be required to take financial responsibility for all matters and issues involved in the community involvement exercise, and the Council will maintain a ‘watching brief’ to ensure impartiality.

4.20 Before any significant application is submitted, applicants may wish to initiate community involvement activities in order to allow the proposal to be more fully understood by the local community prior to submission. A brief statement should then be submitted as part of the application outlining how the results of the pre-application consultation exercise have been taken into account in the final application proposals. The content of this statement will be taken into account when the Council considers the formal application for planning permission.

4.21 The above process should help avoid unnecessary objections being made at the formal application stage and is therefore in the best interest of not only the applicant but also all parts involved in the development process.

4.22 Table 5 illustrates a range of community involvement methods which may be appropriate to three different types of planning application. The Council cannot refuse to accept valid applications because it disagrees with the way in which an applicant has consulted the community. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application.

| Table 5: Suggested Community Involvement Methods In Significant Planning Applications | | | |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| | Residential development at or above the thresholds as set out in Table 4 | Non-residential development at or above the thresholds as set out in Table 4 | Applications of a scale or on a site for which authorities require wider community involvement. |
| Public meetings | ✓ | | |
| Public exhibition | ✓ | ✓ | |
| Development briefs | ✓ | ✓ | |
| Workshops such as 'Enquiry by design' or 'planning for real' | ✓ | ✓ | |
| Citizen panels | ✓ | ✓ | ✓ |
| Consultation panels | ✓ | | |
| Towns/parish councils | ✓ | ✓ | ✓ |
| Media | ✓ | ✓ | ✓ |
| Website | ✓ | ✓ | ✓ |
| Yorkshire Planning Aid | ✓ | ✓ | ✓ |
| Local architectural or design panel | ✓ | ✓ | ✓ |

ANNEX A: LIST OF CONSULTEES

Part 1 Specific Consultation Bodies as set out in Regulations

The Town and Country Planning (Local Development) (England) Regulations 2004 and subsequent amendments resulting from the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 specify that the following bodies must be consulted if the Council considers that body will be affected by what is proposed to be covered in a Development Plan Document:

- **Regional Planning Body**
 - Local Government Yorkshire & Humber
- **The Coal Authority**
- **The Environment Agency**
- **The Historic Buildings & Monuments Commission for England**
- **Natural England**
- **Secretary of State for Transport in relation to the Secretary of State's functions concerning railways by virtue of section 1 of the Railways Act 2005 and the Secretary of State's function as highway authority by virtue of section 1 of the Highways Act 1980**
- **Relevant Authority any part of whose area is in or adjoins the area of the local planning authority**
 - Local planning authority
 - Bassetlaw District Council
 - Doncaster Metropolitan Borough Council
 - East Riding of Yorkshire Council
 - Kingston upon Hull City Council
 - North East Lincolnshire Council
 - West Lindsey District Council
 - County Council
 - Lincolnshire County Council
 - Nottinghamshire County Council

- Town/Parish Council
 - Town & Parish Councils within North Lincolnshire
 - Town & Parish Councils adjoining North Lincolnshire
- Police Authority
 - Humberside Police Authority
 - Lincolnshire Police Authority
 - South Yorkshire Police Authority
- A Regional Development Agency whose area is in or adjoins the area of the local planning authority
 - Yorkshire Forward
 - East Midlands Development Agency
- **Relevant telecommunications companies**
- **Relevant electricity and gas companies**
- **Relevant sewerage and water undertakers**
- **NHS North Lincolnshire**
- **Homes & Communities Agency**
- **The Regulations also specify that the Local Planning Authority must consult the following General Consultation Bodies, as they consider appropriate for each LDD:**
 - Voluntary bodies some or all of whose activities benefit any part of the authorities area
 - Bodies which represent the interests of different racial, ethnic or national groups in the authority 's area
 - Bodies which represent the interests of different religious groups in the authority's area
 - Bodies which represent the interests of disabled persons in the authority's area
 - Bodies which represent the interests of persons carrying on business in the authority 's area

*Those bodies need not be consulted in the case of the Statement of Community Involvement. (Reference Regulation 2004 paragraph 25 (2))

PART 2: OTHER CONSULTEES

Government Office for Yorkshire & Humber

The Government Office will be consulted on all Local Development Documents. They act as the first point of contact for consultation with central Government Departments.

Other Consultees

A comprehensive list of every organisation whom the Council would involve would soon become out of date. The following is therefore representative of the main groups and bodies, with the full list being contained on the Council's consultation database which will be subject to updating as necessary.

The key principle is that the council should carry out public participation that is appropriate for the development plan document being produced. Depending on the plan being produced, it may be appropriate to consult with other agencies and organisations in addition to those identified as specific or general consultation bodies. The following list provides some suggestions, but it is **not** exhaustive.

- Age Concern
- Airport Operators Association
- British Geological Survey
- British Toilet Association
- British Waterways and other canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, local CBI and local branches of the Institute of Directors
- Chemical Business Association
- Church Commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Crown Estate Office
- Diocesan board of finance
- Disabled Persons Transport Advisory Committee
- Electricity, gas and telecommunications companies, and the National Grid Company
- Environmental groups at the national, regional and local level, such as the Campaign to Protect Rural England, Friends of the Earth, the Royal Society for the Protection of Birds and wildlife trusts
- Equality and Human Rights Commission
- Fire and rescue services
- Forestry Commission

- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Higher and further education institutions
- Home Builders Federation
- Homes and Communities Agency
- Learning and Skills Council
- Local Agenda 21 organisations, including civic societies, community groups, local transport authorities and local equalities groups
- National Playing Fields Association
- Passenger transport authorities
- Passenger transport executives
- Port operators
- Post Office property holdings
- Regional development agencies
- Regional housing boards
- Regional sports boards
- Road Haulage Association
- Sport England
- The Theatres Trust
- Train operating companies (passenger and freight)
- Transport for London
- Traveller Law Reform Project
- Water companies
- Women's National Commission

| Part 3: List of local and regional groups | |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local/ regional community groups | Brief description |
| North Lincolnshire Strategic Partnership | Include partners from public and private sectors in the LSP and Community Strategy |
| Environmental Group | Comprise voluntary and public sector bodies looking at the natural and built environment. These could include amenity, countryside and conservation sub-groups. |
| Community Safety Groups | Mainly comprise larger public sector bodies, including the Police and related community safety organisations. |
| Ethnic Minority Groups | Mainly include local voluntary groups representing black and minority ethnic communities |
| Gypsy and Travellers | Mainly include national and regional voluntary groups representing gypsies and travellers |
| Health Care Groups | Include major regional and local health care providers and voluntary groups related to health care. |
| Individuals | Include individuals who registered their interest in/made comments on local development documents preparation. |
| Land Interest Groups | Include developers, landowners, agents, housing interest bodies who have potential land use interest in North Lincolnshire area. |
| Local Businesses/ Business Groups | Include bodies such as chambers of trade and commerce and other business forum and major |
| Local Disability Groups | Include public or voluntary bodies operating in this area to represent/care for the disabled |
| Local Residents Associations and community centres | Voluntary groups which co-ordinate the use and maintenance of community facilities. |
| Minerals and waste interest groups | Include mineral and waste associations, operators, interested industry consultants and agents |
| Older Persons Groups | Primarily voluntary sector bodies operating to represent of / care for the elderly. |
| Religious Groups | A mix of local religious organisations representing different faiths. Many of these groups undertake work in the community. |
| Service Providers Groups | Mainly organisations which are not statutory consultees, but which represent utilities or service providers |
| Sports and leisure groups | Mainly public bodies aim to improve sports and leisure facilities in this area, and also voluntary bodies campaigning for sports or leisure improvement. |
| Transport, Movement and Accessibility Groups | Public, private and voluntary bodies involved in or related to transport provision |
| Youth Groups, Schools & Colleges | Voluntary and public sectors working with young people, including schools and colleges |

Annex B: Potential consultation methods

The table below lists **potential** engagement methods for Local Development Documents and associated sustainability appraisals. It should be noted that this list is not exhaustive, and the listed methods are optional subject to needs and assessment of different local development documents. Also those to be used will need to be tailored to effectively engage appropriate members of the community.

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Area forum | Tailor-made forums to discuss issues relevant to the area. | <ul style="list-style-type: none"> • Appreciate area distinctiveness. • Suitable for area-based policy. | <ul style="list-style-type: none"> • Strict geographical limit. | Medium |
| Briefing | Briefing workshops are working sessions held to establish a project agenda or brief. They are useful at the start of a project or action planning event and can act as a public launch. Similar workshops may be held with different interest groups (eg: staff, leaders, young people, etc) or on different topics (eg: housing, jobs, open space, etc). | <ul style="list-style-type: none"> • Simple, easy-to-organise. • Can introduce people to the project • Help establish the key issues. • Can get people involved and motivated. • Identify useful talent and experience. • Can identify the next steps needed. • Good for working partnership building. | <ul style="list-style-type: none"> • Only reach limited numbers of organisations and individuals. • Language/ format may limit availability to minority groups. | Medium |
| Community planning forums | Open, multipurpose events lasting several hours. The three-stage format is designed to secure information, generate ideas and create interaction between interest groups with a minimum of advance planning. The format combines interactive displays, an open forum, workshop groups and informal networking. Key ingredients are a leaflet advertising the event, a means of distributing it, a venue and a facilitator. | <ul style="list-style-type: none"> • Can be organised at any time but are particularly useful at an early stage in a participation or development process. • Can be set up to address specific issues or allow issues to be explored in depth - existing forums can be utilised. • Opportunity to work in partnership/sharework/responsibility. • Allow informal two-way dialogue to reach agreement/solutions. • Increase sense of community 'ownership'. | <ul style="list-style-type: none"> • Number of participants must be limited, so can only reach limited numbers of individuals. • May exclude hidden minorities/those less active in the community. • Require genuine commitment from all parties and desire to work together. • Can be costly/ time-consuming. | High |
| Distribution of Draft Document and questionnaires/ survey | Distribution to key identified groups and organisations. | <ul style="list-style-type: none"> • Good introduction to main issues. • Opportunity for wide circulation via post, distribution to libraries, community centres, etc. • Response can help identify key interests and groups. • Allows key questions be posted, and invite general feedback. | <ul style="list-style-type: none"> • Language/ format may limit availability to minority groups. • Response rate may be limited feedback limited to the questions posed. • May take time to complete. • Only reach limited numbers of organisations and individuals. | Medium |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Design workshop | Design workshops are hands-on sessions allowing small groups of people developing planning and design ideas. They will normally be held as part of a planning day or other action planning event. People work in groups around a table with plans or a flexible model. Different groups can deal with different areas or the same area at different scales. Groups can be allocated a topic such as transport, open spaces or housing. Groups can vary in size (8 to 10 is a good average to aim at). Each group usually needs a facilitator, a note-taker and a mapper (who marks points on a map or plan). | <ul style="list-style-type: none"> • Allows professionals and non-professionals to work creatively together. • Allow issues to be explored in depth. • Allow issues/concepts to be explained and more fully understood. • Allows informal two-way dialogue to reach agreement/ solutions. | <ul style="list-style-type: none"> • Language/ format may limit availability to minority groups. • Resource intensive. • Only reach limited numbers of organisations and individuals. | High |
| Existing networks | There are a range of existing meetings and forums, which can be tapped into, including NLSP Panels, Town and Parish Councils. | <ul style="list-style-type: none"> • Can disseminate information • There are a number of Forums covering particular sections of the community (e.g. rural community, ethnic minority) which can be used to engage 'hard to reach' groups. | | Low |
| Focus Groups or Citizen Panels | Focus Groups are selected groups of participants with particular characteristics. Citizen Panels are randomly selected participants. | <ul style="list-style-type: none"> • Useful for area-based discussions and presentation of options. • Gain public concerns. • Allow issues/concepts to be explored/ explained in depth and more fully understood. • Allows informal two-way dialogue to reach agreement/ solutions. • Opportunity for instant feedback. • Can be targeted to specific organisations /interest group. • Less intimidating than larger public meetings. | <ul style="list-style-type: none"> • Number of participants must be limited, so can only reach limited numbers of individuals. • Needs to be carefully controlled/facilitated. • May be dominated by 1 or 2 vocal individuals. • Exclude those unwilling to speak in public. • May exclude those who do not have English as a first language, and those with speech, hearing and other impairments. • Should be trained employees/ professional facilitators and may be resource intensive. | High |
| Full media briefing | Press releases, newspaper articles and | <ul style="list-style-type: none"> • Can potentially reach a wide | <ul style="list-style-type: none"> • Readership is not guaranteed. | Low |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| | advertisements and briefings for local radio/TV. | <ul style="list-style-type: none"> readership. Can include short questionnaires. | <ul style="list-style-type: none"> Publication may be infrequent. Language/format may limit availability to minority groups. Format may not so readily allow for feedback. | |
| Competitions | Competitions are a good way of generating interest and momentum. | <ul style="list-style-type: none"> Wide dissemination of information or event, and encourage participation. Can involve competitors in future LDF events. | <ul style="list-style-type: none"> Costs include publicity, prizes, publishing end results. | Medium |
| Hotline | For optimum benefit, should be a staffed service rather than a recorded or automated system. | <ul style="list-style-type: none"> For people without internet access Allows immediate response with a staffed service. | <ul style="list-style-type: none"> Need to ensure continuity of message/questions. May be costly and time consuming. | Medium |
| Internet and online consultation | All information relating to the LDF process will be made available on the Council's interactive website www.northlincs.gov.uk . | <ul style="list-style-type: none"> Can be accessed at time convenient to user. Can be updated regularly and allow consistency of message. May especially attract young people Ease and speed of feedback by inviting email responses from members of the public. Minimises cost and paper usage. | <ul style="list-style-type: none"> Excludes those without internet access. Limited scope of informal 'dialogue' between individuals and Council. Language/ format may limit availability to minority groups (e.g. visually impaired). No guarantee that information has been received/understood. | Low |
| Leaflets/Brochures | Sheet of paper providing information, usually produced in large quantities. Standard publicity technique. | <ul style="list-style-type: none"> Inform people about the opportunities to get involved. | <ul style="list-style-type: none"> Language/ format may limit availability to minority groups (e.g. visually impaired). | Low |
| Mapping | An effective non-verbal way of finding out how people view their area. Individuals or groups create physical maps of their neighbourhood or city using pen and paper, lines in the sand, cloth, chalk or other materials to hand. A framework or theme is normally provided. The maps are discussed and analysed as a basis for understanding differing viewpoints and planning what should be done. | <ul style="list-style-type: none"> A good way to gather and present site-specific data, understand differences in perception and stimulate debate as a basis for joint planning. Can focus people's thoughts, e.g. places you visit frequently, landmarks, boundaries, places you dislike, things you would like to see. Being non-verbal, can partly overcome language/ format limits. | <ul style="list-style-type: none"> Resource intensive. Need professional to facilitate, record, analysis, and steering. | High |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| | | <ul style="list-style-type: none"> Can be a tool to involve hard to reach, such as the youth. | | |
| Meetings (Specific Meetings) | A traditional method of informing the public usually with a platform of Councillors and/or officers and based on an open invitation to members of the public to attend. | <ul style="list-style-type: none"> Allow issues to be explored in depth. Allows informal two way dialogue to reach agreement/solutions. Can be targeted to specific consultees, organisations or interested groups. | <ul style="list-style-type: none"> Numbers of participants must be limited, so can only reach limited number of individuals. Likely to exclude general public. May be seen to be making deals 'behind closed doors'. | High |
| Meetings (One to one meetings or interviews) | Setting meetings between individuals/organisation representatives and officers for specific aim. | <ul style="list-style-type: none"> Can cater for individual needs (e.g. convenient venue, when a translator required). Allows key issues to be explored in depth with key people. Allows issues to be explained and more fully understood. Can be formal and informal Instant feedback. Can target specific sample groups. | <ul style="list-style-type: none"> Can only reach very limited number of individuals. Unless arranged out of office hours, there could be difficulties with those who work 9-5. Resource intensive. | Medium |
| Meetings (Public meetings) | A traditional method of informing the public based on an open invitation to members of the public to attend. | <ul style="list-style-type: none"> Capture a large audience at once. Allows consistency of message. Allows for public 'question and answer' sessions. Increase sense of community ownership. | <ul style="list-style-type: none"> May be dominated by a few vocal individuals. May exclude those unwilling to speak at large public venue. May be difficult to retain focus on issue being consulted on. May exclude those who do not have English as a first language, and those with speech, hearing and other impairments. May be difficult to retain informal two way dialogue. A potential challenge is how to record views and report back. | High |
| Models | These are one of the most effective tools for getting people involved in planning and design. Models can be made from a wide variety of materials. Models are | <ul style="list-style-type: none"> Can generate interest, present ideas and help people think in three dimensions. Very detailed stakeholder | <ul style="list-style-type: none"> Only appropriate for larger scale development sites/proposals. Should be trained employees or professional facilitators and may be resource intensive. | High |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| | often adaptable so that alternative proposals or options can easily be shown by moving parts around. | <p>involvement.</p> <ul style="list-style-type: none"> • Allow issues to be explored in depth. • Allows informal two way dialogue to reach agreement/solutions. • Increased sense of community ownership. | | |
| Newsletter | Articles can be placed in 'Direct Magazine' the Council's newsletter for local residents to explain the LDF process and set out progress in the preparation of LDDs. "People" magazine and internal briefs can be used for internal Council consultation. | <ul style="list-style-type: none"> • Opportunity to reach a large number of households. • Allows consistency of information. | <ul style="list-style-type: none"> • Readership is not guaranteed. • Publication may be infrequent (Direct - monthly; People - monthly) • Language/ format may limit availability to minority groups. • Format may not so readily allow for feedback. | Low |
| Newspaper supplements | Special supplements are used to provide in-depth coverage of planning proposals and community planning activities. Standard newspaper coverage is used to publicise activities and generate debate: news stories, feature articles, letters, legal notices, guest columnists. | <ul style="list-style-type: none"> • Particularly useful for presenting proposals from action planning events, especially if combined with other coverage before and afterwards Opportunity to reach a large number of people. • Feedback can be generated through the letters pages, readership polls and follow-up features. | <ul style="list-style-type: none"> • Readership is not guaranteed. • Language/ format may limit availability to minority groups. • Format may not so readily allow for feedback. | Low |
| Open house events | Present the plan/initiative/development to a wider public and secure reactions in an informal manner. They are less structured than a workshop and more informal than a traditional exhibition. The venues will be arranged with a number of displays on the proposals and options using a variety of interactive display techniques. | <ul style="list-style-type: none"> • Be flexible: can be organised at any stage of the design and development process by any of the parties; can last from a few hours to several weeks. • Allows informal two way dialogue to reach agreement/ solutions. | <ul style="list-style-type: none"> • Organisers (trained employees/ professional facilitators) will be present to deal with queries and engage in informal debate and may be resource intensive. | High |
| Participatory Appraisal | Participatory Appraisal is a structured process of learning in which people participate in joint analysis, development | <ul style="list-style-type: none"> • The process emphasizes self-assessments, and so leads to an enhanced capacity for action | <ul style="list-style-type: none"> • Resource intensive. • Number of participants must be limited, so can only reach limited numbers of | High |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| | of action plans and formation or strengthening of local groups or institutions. PA is a methodology for collective and cumulative learning by all actors. | <p>amongst participants.</p> <ul style="list-style-type: none"> It can be used to seek multiple perspectives, and groups can determine how available resources are used. | <p>individuals.</p> <ul style="list-style-type: none"> May exclude hidden minorities/those less active in the community. Require genuine commitment from all parties and desire to work together. | |
| Planning Aid | A voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to those cannot afford to employ a planning consultant. | <ul style="list-style-type: none"> Can help to involve hard to reach groups into planning process and increase their capacity to participate. | <ul style="list-style-type: none"> Members of the community may not be aware of this advice and support. | Low |
| 'Planning for real' (PfR) | This method uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved. It is a highly visible, hands-on community development and empowerment tool. | <ul style="list-style-type: none"> Allows informal two way dialogue to reach agreement/ solutions. Increased sense of community ownership. Good tool to involve the youth, and indirectly their working parents. Useful for identifying and focusing discussion around difficult issues and key themes. Has a higher participatory/response rate than conventional consultation. | <ul style="list-style-type: none"> Resource intensive. Need intensive advertisement of the event Require significant preparation to allow a structured approach and report back. May exclude hidden minorities/those less active in the community. Later stage of PfR require genuine commitment from all parties and desire to work together. | High |
| Public Exhibitions | Public exhibition of proposals and policies at appropriate locations, with officers on hand at to answer questions. | <ul style="list-style-type: none"> Allow profile and awareness of issues/proposals to be raised. Allow distribution of information to a wide range of users. | <ul style="list-style-type: none"> Limited opportunity for detailed discussion of issues/two way dialogue. Place selection should be sensible. | Medium |
| Roadshows | It combines a series of workshops, exhibitions and a symposium to generate professionally produced urban design proposals based on local people's wishes. An overall theme is agreed by the organizers and a number of sites in a neighborhood selected for attention. | <ul style="list-style-type: none"> Allows profile and awareness of issues/proposals to be raised. Allow distribution of information to a wide range of users. | <ul style="list-style-type: none"> Time consuming to obtain individual response. Limited opportunity for detailed discussion of issues/two way dialogue. Resource/staffing issues for weekend roadshows. | Medium |
| Stakeholder Seminars or Workshops | Officers make presentations on policies/ plans and invite questions and discussions from attending stakeholders. | <ul style="list-style-type: none"> Allow issues to be explored in depth. Allows informal two way dialogue to reach agreement/solutions. | <ul style="list-style-type: none"> Numbers of participants must be limited, so can only reach limited number of individuals. Likely to exclude general public. May be seen to be making deals 'behind | Medium |

| Methods | Description | Strengths | Weaknesses | Resource Implications |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| | | <ul style="list-style-type: none"> Can be targeted to specific consultees, organisations or interested groups. | closed doors’. | |
| Steering/ advisory group | Mechanism for getting key organisation involved in overseeing or acting as a sounding board for the production of local development documents. | <ul style="list-style-type: none"> Allow the involvement of key organisation/people and focus on the key issues. The role of the group needs to be clear. | <ul style="list-style-type: none"> Numbers of participants must be limited, so can only reach limited number of individuals. Likely to exclude general public. May be seen to be making deals ‘behind closed doors’. | Medium |

ANNEX C: LOCAL LIBRARIES BRANCHES AND LOCAL LINKS

1. Local Library branches

- Ashby Library
- Bottesford Library
- Barton upon Humber Library
- Brigg Library
- Crowle Library
- Epworth Library
- Goxhill Library
- Haxey Library
- Kirton in Lindsey Library
- Messingham Library
- Park Library
- Riddings Library
- Scunthorpe Central Library
- Westcliff Library

- Winterton Library
- Two mobile libraries

2. Local Links and Council Offices

- Ashby Local Link:
- Barton Local Link
- Brigg Local Link
- Crosby Local Link
- Crowle and North Axholme Local Link
- Epworth Local Link
- Scunthorpe Local Link
- Winterton Local Link
- Church Square House
- Pittwood House

Annex D: Draft Community Consultation Monitoring Form - the draft form below might be used in future LDDs consultation to help monitoring community involvement.

1. Gender:

Male
 Female
 Prefer not to say

None
 Prefer not to say

African
 Any other black background

2. Age Group:

Under 18
 18-29
 30-39
 40-49
 50-59
 60-65
 Over 65

5. I have:

Dependants under 5
 Dependants aged 5 –18
 Elderly or disabled dependants
 Prefer not to say

D. Asian or Asian Background
 Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

3. What is your sexual orientation?

Lesbian or Gay
 Bisexual
 Heterosexual
 Prefer not to say

6. Do you have a disability?

Yes
 No
 Prefer not to say

E. Chinese or other ethnic group
 Chinese
 Other

4. What is your Religion or Belief?

Christian
 Buddhist
 Hindu
 Jewish
 Muslim
 Sikh
 Other religion (please specify) _____

7. What is your ethnic background?

A. White
 British
 Irish
 Other white background

B. Mixed
 White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

C. Black or Black British
 Caribbean

8. Employment status:

Employee
 Self-employed
 Unemployed
 Homeworker
 Student
 Retired