

North Lincolnshire Local Plan (2017 to 2036)

STATEMENT OF COMMUNITY INVOLVEMENT

Adoption – August 2018

WHAT'S IT ALL ABOUT?

We are required to produce a Statement of Community Involvement (SCI) to set out how we will involve local communities, businesses and organisations in preparing the Local Plan and the planning application process. It includes details on how and when community involvement will take place and who will be consulted.

1 INTRODUCING OUR STATEMENT OF COMMUNITY INVOLVEMENT

- 1.1 Planning affects everyone in some way – the homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on. Therefore, it is important that local people understand the planning process and have the chance to get involved in contributing ideas and influence planning decisions.
- 1.2 To achieve this, all local planning authorities produce a Statement of Community Involvement (SCI) to set out how they will effectively involve local people in the planning process. It includes details on how and when community involvement will take place and who will be consulted.

¹ Planning & Compulsory Purchase Act 2004 (as amended) – section 18

2 WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

- 2.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce an SCI.¹ More recent legislation, in the form of the Localism Act 2011, has given local communities more of a say into how plans for their areas are prepared, whilst the Government policy, set out in the National Planning Policy Framework (NPPF, July 2018) place significant emphasis on community engagement. It states, “Plans should..be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees”²
- 2.2 North Lincolnshire Council’s first SCI was drawn up as part of the Local Development Framework system and adopted in April 2006. It was reviewed in 2009 with a revised version being adopted in July 2010. Since

² National Planning Policy Framework (2018) – paragraph 16

these SCIs were prepared and adopted, a number of changes have taken place. In particular, there have been changes to the way in which consultation can be undertaken, reductions in funding and changes to the Government’s approach to plan-making.

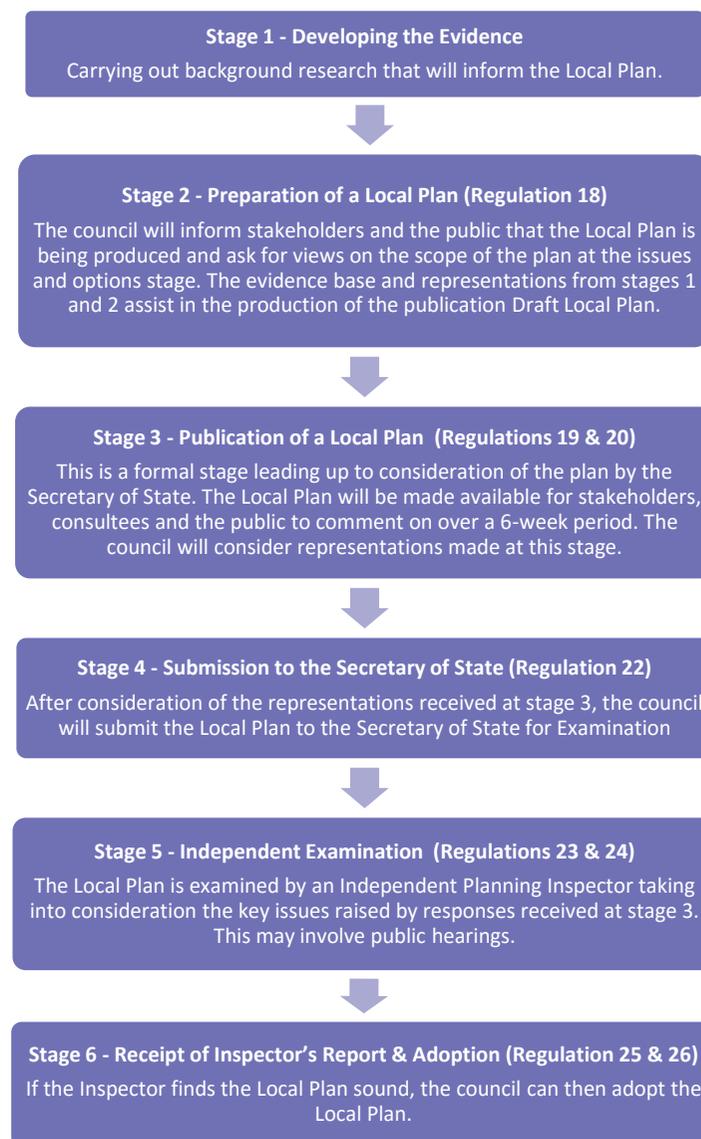
- 2.3 The use of electronic communications such as email, social media and websites, as a means of engaging and communicating with communities has grown considerably in recent years. This change from more traditional forms of communication and engagement has taken place against a backdrop of reductions in council funding and resources.
- 2.4 The use of electronic communication tools (email, social media and the web) will be central element in ensuring that the council continues to consult, involve and engage with its communities and stakeholders in the plan making process, whilst making best use of the resources available.

- 2.5 North Lincolnshire Council is working on a new approach to planning policy. It will no longer be progressing with the Local Development Framework, but instead preparing a new style Local Plan. Based on the circumstances highlighted, it is considered the right time for the council to review its SCI.
- 2.6 The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of the Local Plan preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation.
- 2.7 The SCI also sets out a commitment to consultation on planning applications, in particular those considered to be major planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application. For major applications, developers should seek to undertake community engagement as part of the process of preparing them.

3 COMMUNITY INVOLVEMENT – PLANNING POLICY

- 3.1 The council must prepare a Local Plan to shape the future growth and development of North Lincolnshire. The plan sets out, where new homes and employment opportunities should be developed. Effective community engagement and involvement is an essential part of the process of plan-making
- 3.2 Figure 1 shows the different stages of plan preparation. This is a minimum required by the regulations (**Town and Country Planning (Local Planning) (England) Regulations 2012**), although the council can carry out additional consultations if there is a need to.
- 3.3 The more effective the engagement with communities in the planning process, the less likely they are to feel their needs are not being met in local planning decisions. It must be recognised that this is a two way process - and not consultation for the sake of it. An Engagement Strategy will be prepared for each stage in the plan making process. This will allow the council to ensure it must make the most of available resources. Where possible, community engagement/involved will be link with

Figure 1: Local Plan Preparation - Key Stages



other similar exercises taking place in the area.

- 3.4 A Local Development Scheme has been prepared which sets out the timetable for the preparation of the Local Plan documents. Once agreed, this can be viewed on the Local Plan website.
- 3.5 Different consultation methods may be more suitable at different stages of the plan making process, and it will depend on the type of document being consulted on at the time as to the type of consultation undertaken. The stages and methods of consultation are set out in Table 2.

Sustainability Appraisal

- 3.6 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process³ & ⁴. The purpose of the SA is to assess the social, environmental and economic effects of the plan. In doing so it will help ensure that Local Plan policies contribute towards achieving sustainable development.
- 3.7 The first stage of the SA is the production of a Scoping Report, which will identify the key

sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making process and are published for consultation at the same time.

Community Infrastructure Levy

- 3.8 The Community Infrastructure Levy (CIL) was introduced by Government in 2010 and allows the council to raise funds from new developments in its area for infrastructure provision resulting from it.
- 3.9 CIL monies can be used to fund a wide range of infrastructure that is needed as a result of development. Amongst the infrastructure that CIL funds could be used for are transport schemes, flood defences, schools, hospitals and health and social care facilities, park improvements, green spaces and leisure centres.
- 3.10 The CIL rate is charged in pounds per square metre of net new development. The regulations, which apply to the production of CIL, are the **Community Infrastructure Levy Regulations 2010 (as amended)**.

- 3.11 CIL is not compulsory. Councils, therefore, have the choice whether or not to introduce it. Where it is introduced, the first stage is to draw up and publish a Preliminary Draft Charging Schedule for public and stakeholder consultation. This consultation takes place over a six-week period.
- 3.12 The second stage is the publication of the Draft Charging Schedule. The council must also publish appropriate available evidence regarding infrastructure costs, other funding sources and economic viability alongside the Draft Charging Schedule. This consultation period will last for at least six weeks (longer if the issues under consideration are particularly complex). Anyone can make representations or comments on the Draft Charging Schedule.
- 3.13 If the council makes significant changes to the Draft Charging Schedule following the publication stage, the council then have to produce a “statement of modifications” which is then advertised for a four week period.
- 3.14 The CIL Charging Schedule is subject to examination in public by an independent

³ Planning & Compulsory Purchase Act 2004 – section 19

⁴ Planning Practice Guidance – section 11

examiner appointed by central government. This is usually a Planning Inspector. Anyone who has requested to put forward their views at the examination must be heard in public. The examination hearings are similar to those for the Local Plan. The independent examiner will be responsible for the conduct of hearings and the examination procedures.

Supplementary Planning Documents

3.15 Supplementary Planning Documents (SPDs) are guidance documents that assist in the interpretation and application of Local Plan policies and proposals. They are material considerations in the decision making process. They give guidance to the public, applicants and developers when making planning applications. The preparation of SPDs will include community and stakeholder involvement. A draft SPD will be out for public consultation for at least four weeks. They are not subject to independent examination, but are adopted by the council.

Habitat Regulations Assessment

3.16 Under the provisions of the **European Habitats Directive**⁵, and translated into UK law by the **Habitat Regulations**⁶, the council must carry out an assessment of whether a plan or project will significantly affect the integrity of any European Site, in terms of impacting the sites conservation objectives. The Habitats Regulations Assessment is prepared and consulted on as a statutory requirement of the Local Plan.

Evidence Base

3.17 Other evidence base documents will also be prepared and whilst not subject to formal public consultation, if anyone wishes to comment on these documents, they can email or write in and the council will respond accordingly. These documents include:

- Strategic Housing Market Assessment (SHMA)

- Strategic Housing Land Availability Assessment (SHLAA)
- Employment Land Review (ELR)
- Local Aggregate Assessment (LAA)
- Landscape Character Assessment

Neighbourhood Planning

3.18 Neighbourhood planning was introduced by the **Localism Act 2011**⁷. It gives local communities the opportunity to develop their own policies and guidance for development and land uses in their areas. A number of neighbourhood plans are in various stages of preparation in North Lincolnshire. When a neighbourhood plan is adopted or “made,” it will form part of the statutory development plan. Section 5 sets out more details about neighbourhood planning.

Duty to Co-operate

3.19 The Localism Act 2011 introduced the **Duty to Co-operate**⁸. It requires local planning authorities and a number of other public

⁵ Council Directive 92/43/EEC (21st May 1992) on the Conservation of Natural Habitats and of Wild Fauna and Flora, European Commission

⁶ Conservation of Habitats and Species Regulations 2010

⁷ Localism Act 2011 – Part 6 – Chapter 3 – sections 116 to 121

⁸ Localism Act 2011 – section 110

bodies to engage with each another in the Local Plan preparation process.

3.20 North Lincolnshire Council has a close working relationship with its neighbours and other key bodies/organisations. The council will continue to meet and work with neighbouring authorities as well as the following organisations on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities:

- Environment Agency
- Historic England (formally English Heritage)
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Primary Care Trusts (or successor bodies)
- Office of the Rail Regulator (Office of Rail & Road)
- Highways England
- Integrated Transport Authorities
- Marine Management Organisation

- Humber Local Enterprise Partnership
- Greater Lincolnshire Enterprise Partnership

Who Will Be Involved?

3.21 The **Town and Country Planning (Local Development) (England) Regulations 2012** require all councils to meet a minimum level of community involvement when producing their Local Plans. These regulations also specify a number of organisations that must be consulted if it is considered that they will be affected. A list of specific consultees and general consultees can be found in Appendix 1 of this SCI.

Elected Members

3.22 North Lincolnshire Council's elected members (43 in total) have an essential role in the Local Plan process as representatives of the people and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. They can assist in community engagement and will be engaged throughout the process and helping to disseminate information about the development of the local plan. Councillors are able to advise the council on

the issues important to the area they represent.

Town & Parish Councils

3.23 The views of the town and parish councils are crucial in identifying community priorities. North Lincolnshire has 56 town or parish councils (see box). They are consulted at each stage in the Local Plan preparation process.

Town Councils (8): Barton upon Humber, Bottesford, Brigg, Broughton, Crowle & Ealand, Epworth, Kirton in Lindsey & Winterton

Parish Councils (48): Alkborough, Amcotts, Appleby, Ashby Parklands, Barnetby-le-Wold, Barrow upon Humber, Belton, Bonby, Burringham, Burton upon Stather, Cadney & Howsham, East Butterwick, East Halton, Eastoft, Elsham, Flixborough, Garthorpe & Fockerby, Goxhill, Gunness, Haxey, Hibaldstow, Holme*, Horkstow*, Keadby with Althorpe, Kirmington & Croxton, Luddington & Haldenby, Manton*, Melton Ross, Messingham, New Holland, North Killingholme, Owston Ferry, Redbourne, Roxby-cum-Risby, Saxby-all-Saints, Scawby, South Ferriby, South Killingholme, Thornton Curtis, Ulceby, West Butterwick, West Halton & Coleby, Whitton*, Winteringham, Wootton, Worlaby, Wrawby & Wroot.

*indicates a parish meeting.

3.24 Regular engagement with town and parish councils allow the council to get the views of large sections of local communities.

Where appropriate, they will be asked to assist in promoting consultations exercises.

Voluntary Sector

3.25 Consultation with the voluntary and community sectors is crucial in reaching community groups. The sector helps give a voice to the community through specialist knowledge of client groups and allows the council to develop improved relationships with those groups.

Hard to Reach Groups

3.26 Government guidance suggests that the council should seek to involve hard to reach groups in preparing their Local Plans. This will help the council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan. The following groups are considered by the council as hard to reach group:

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly

- People with learning difficulties
- Rural residents
- Women's Groups
- Travellers and armed forced personnel

North Lincolnshire Council will seek to engage with these groups throughout the planning process where practicable.

Professional/Commercial Sector

3.27 Other groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the council to make better informed and balanced decisions.

Methods of Consultation

3.28 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the governments requirements for consultation through the plan making process. The stages and methods of consultation that North Lincolnshire Council will use are set out in Table 1. Examples of consultation methods are also included in Appendix 2.

3.29 The council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. The council will make extensive use of email and the dedicated Local Plan website <http://localplan.northlincs.gov.uk/localplan>. This will improve the speed in which the council can engage with the public and fit in with its strategy as well as reduce costs.

3.30 Alternatively, progress on the Local Plan can be monitored by accessing the internet <http://localplan.northlincs.gov.uk/localplan>. For those without personal access to the internet, this facility is available at Local Link offices and branch libraries throughout the area.

3.31 The council is happy to receive comments and responses by post but will be unable to acknowledge these without an email address. It is hoped that respondents will appreciate the benefits that electronic communication can bring for all parties

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Table 1: Stages & Methods of Consultation			
Document	Stage of Production	Length of Consultation	Who & How?
Sustainability Appraisal - Scoping Report	Before plans are progressed (Regulation 12)	5 weeks	Initial consultation on the scope of the appraisal must be undertaken with statutory consultees (Environment Agency, Natural England, and Historic England). We will email these consultees and invite them to make representations.
Local Plan & Sustainability Appraisal	Preparation (Regulation 18)	6 weeks	<p>This is the first stage of consulting on a planning document and as such, consultation methods will be wide ranging.</p> <p>As a minimum Ward Members, registered contacts and those on the consultation database will be notified. The use of the website and/or online consultation portal will be promoted.</p> <p>Documents will be placed on the website and made available for comment online.</p> <p>Specific and general consultation bodies will be notified and invited to make representations.</p>
	Publication (Regulation 19)	6 weeks	<p>At this stage of consultation, those on our consultation database, Ward Members, and registered contacts will be notified.</p> <p>The use of the website and/or online consultation portal will be promoted. All documents will be placed on the website.</p> <p>Para 3.29 sets out a combination of methods we may use to publicise this stage of the plan preparation. Responders will be asked if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p>
	Submission (Regulation 22)	N/A	At Submission stage, specific and general consultees and those on our consultation database will be notified that the Submission documents are available for inspection on the council's website.
	Independent Examination (Regulation 24)	N/A	<p>At least 6 weeks before the examination the council will publish on its website the date, time and place where the examination is to be held, as well as the name of the person carrying out the examination. Anyone who has made a comment during the publication stage will be notified.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding and attend the hearings. The Inspector and their Programme Officer are responsible for how the examination is run so they maybe in contact themselves.</p>

			On receipt of the Inspector's Report, we will place it on the website. It will also be publicised as a news item on the website and/or via electronic or social media.
	Adoption (Regulation 26)	N/A	The council will publish, advertise in the local press and make available the adopted Local Plan on the website. Interested parties will be informed of adoption preferably by email.
Community Infrastructure Levy (CIL)	Preliminary Draft Charging Schedule* (Regulation 15)	6 weeks	Send a copy of the Preliminary Draft Charging Schedule to each of the consultation bodies including town and parish councils, and invite those bodies to make representations as well as inviting representations from other interested parties. Make the documentation available on the council website.
	Draft Charging Schedule* (Regulation 16)	6 weeks	At this stage of the consultation, a copy of the Draft Schedule and relevant evidence will be made available at the Civic Centre, and on the council website. Those on the consultation database including the specific and general consultees will be notified. The use of the website and/or online consultation portal will be promoted. All documents will be placed on the website.
	Advertising statement of modifications (if required)* (Regulation 19(4))	N/A	If significant changes to the Draft Charging Schedule are made, the council must advertise these changes. Those on the consultation database who have made representations will be notified. All documents will be placed on the website.
	Submission* (Regulation 19 (3))	N/A	Copies of relevant documents will be made available for inspection at the Civic Centre and on the website. Those that requested to be notified of the submission to the Inspector will be informed, preferably by email.
	Examination* (Regulation 21)	N/A	At least two weeks before the Examination, details of the Examination and Inspector will be published on the website and in the local press. All those that made representations to the draft charging schedule will be notified. On receipt of the Inspector's Report, it will be placed on the website and those who asked to be kept informed will be contacted, preferably by email.
	Approval and publication* (Regulation 25)	N/A	The adopted CIL will be published on the website. All those who requested notification will be informed. The adoption will be advertised in the local press. An electronic copy will be sent to each of the relevant consenting authorities.

Supplementary Planning Document (SPD)	Draft SPD (Regulation 12)	4 weeks	The document will be made available for inspection at the Civic Centre. Interested parties including everyone on the consultation database and those listed in Appendix 1 (if we consider they will be affected) will be notified. Ward members and town and parish councils will also be notified. All documents will be advertised on the website and an advertisement placed in the local press. Social media will also be used to advertise the consultation period.
	Adoption (Regulation 14)	N/A	This is not a stage for consultation. However, interested parties will be informed of adoption (preferably by email). A copy of the adopted SPD and any supporting adoption documents will be made available to view at the Civic Office. They will also be published on the website.
Statement of Community Involvement (SCI)	Draft SCI	4 weeks	Whilst there is no requirement to consult, the council will consult for 4 weeks. The document will be made available for inspection at the Civic Centre. Interested parties including everyone on the consultation database, Ward members and town and parish councils will be notified. All documents will be published on the website. Social media will also be used to advertise the consultation period.
	Adoption	N/A	The adopted SCI will be placed on the council's website with a summary of the consultation comments received.
Neighbourhood Planning			In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended), at various stages throughout the process the details will be published on the council's website and in such other appropriate manners.

* From the Community Infrastructure Levy Regulations 2010 (as amended).

Feedback

3.33 Providing feedback to participants in the planning process is an integral part of policy preparation. The council will fully consider comments/representations received during consultation exercises. The council will engage in further discussions to assist those making comments on planning policy if requested or if planning officers feel it is of benefit.

3.34 When required, a report summarising the consultations carried out and the comments received from consultees will be published on the website. Respondents will also be informed of subsequent consultation stages and the adoption of the policy document.

More Information

3.35 For more information about the Local Plan or planning policy, please visit our website: www.northlincs.gov.uk or contact us:

Spatial Planning Team

Economy & Growth
Business Development
North Lincolnshire Council
Civic Centre
Ashby Road
Scunthorpe
DN16 1AB

Telephone: 01724 297573

Email: localplan@northlincs.gov.uk

Web:

<http://www.northlincs.gov.uk/planning-and-environment/planning-policy/>

4 COMMUNITY INVOLVEMENT – PLANNING APPLICATIONS

- 4.1 North Lincolnshire Council receives and determines a wide range of applications for planning permission to construct new developments, to allow an existing building to be altered or extended and for changes of use to land and buildings. The council also receives applications for other consents covered by planning legislation such as advertisements, listed building and some demolitions. These decisions shape the nature of North Lincolnshire and the areas where people live, work and spend their leisure time.
- 4.2 There are many types of planning applications, but the main three are:
- Outline Applications – These allow for a decision on the general principles of how a site can be developed.
 - Reserved Matters Applications – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale, appearance, access and landscaping.

- Full Applications – These provide detailed information and plans for the proposal at the outset.

4.3 Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application
- Planning applications
- Planning appeals

North Lincolnshire Council & Planning Applications

4.4 The council's Development Management team is responsible for dealing with all planning applications for development in North Lincolnshire.

4.5 The team advises the council's planning committee, determines certain types of planning applications, provides advice on development proposals, and deals with unauthorised development in the area.

4.6 All planning applications are decided in line with the development plan for the area – unless there are very good reasons to not do so – these are called material considerations (see box). The development

plan for North Lincolnshire currently consists of (although this will be replaced by the North Lincolnshire Local Plan (2017 to 2036 in due course):

- Local Development Framework – Core Strategy Development Plan Document (adopted June 2011)
- Local Development Framework – Housing & Employment Land Allocations Development Plan Document (adopted March 2016)
- Local Development Framework – Lincolnshire Lakes Area Action Plan (adopted May 2016)
- North Lincolnshire Local Plan – Saved Policies (adopted May 2003)

Material Considerations – matters that should be taken into account in deciding a planning application. They can include (but are not limited to):

- Government Policy (e.g. National Planning Policy Framework)
- Overlooking/loss of privacy
- Loss of light or overshadowing
- Impact on the environment

- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building or conservation area
- Nature conservation
- Non-designated heritage assets
- Layout and density of building
- The appearance of a proposal
- Disabled persons' access
- Other proposals
- Previous planning decisions (including appeal decisions)

4.7 Most planning applications are determined by planning officers in accordance with the council's **Scheme of Delegation for Determining Planning Applications**. However, a number of applications will still need to be determined by the planning committee. The scheme of delegation sets out the circumstances under which this occurs.

Planning Committee

- 4.8 The council's planning committee is made up of a number of councillors who are appointed at the council's annual meeting that takes place in May each year. Currently the committee consists of 10 councillors. They are responsible for making decisions on individual planning applications. The committee meetings are held on a Wednesday. Meetings are held at Civic Centre in Scunthorpe unless otherwise stated. They start at 2pm and are open to the public.
- 4.9 Details about the planning committee and how it operates can be found on the council's website:
<http://webarchive.northlincs.gov.uk/councilanddemocracy/committees/planning-committee/>

Role of Councillors

- 4.10 Councillors represent their respective wards. They listen to residents' concerns on planning issues at ward surgeries or public meetings and consultations in addition to residents contacting ward councillors with specific concerns. They can voice their support or otherwise to planning applications in writing and speak at planning committee. The role of locally elected

councillors in representing the views and concerns of residents in the planning process is very important.

- 4.11 Therefore, it is important they be informed of proposals in their area as well as any community involvement exercises that will be undertaken. There are existing protocols for the way that councillors and council officers conduct their activities, which ensure that any potential conflicts of interest, are resolved in a transparent way.

How We Publicise Planning Applications

- 4.12 The council is required to publicise all planning applications they receive. Applications must be publicised via a notice in the local newspaper and/or a site notice. The exact method of publicity is determined by the relevant regulations and different types of application require different methods of publicity. Consultees are also notified by email.

Planning Applications – Publicity Methods

- Emails to statutory consultees such as the Town & Parish Councils, Environment Agency and Natural England
- Emails to other council services such as Spatial Planning, Highways, Environment team etc.

- Site and press notices
- Weekly list of applications on the council's website
- Notification of ward members
- Publication of the application forms and documents on the council's website

- 4.13 Consultees and neighbours are given 21 days to make a written response, although this can vary for particular types of applications.
- 4.14 If, during either the processing of a planning application or following determination, significant alterations to plans or proposals are made, re-consultation will normally take place with the relevant town or parish councils, statutory consultees and affected neighbours. In order to avoid unnecessary delay, however, no additional re-notification will be undertaken for minor or insignificant amendments (non-material amendments).

Pre-Application Advice and Involvement

- 4.15 Pre-application advice is an essential part of providing an efficient and effective planning service. The council encourages prospective applicants to hold early discussions about their proposals.

- 4.16 For developers, the purpose is to give a clear steer about whether it is likely your proposal will be granted planning permission. If we consider it unlikely that planning permission will be granted we will give you reasons for our opinion. This also provides an opportunity to discuss what may make the proposal acceptable. At this stage we can clarify the level of detail (e.g. supporting studies/statement) we need to help determine the application, as well as what issues need to be addressed and the potential for positive community involvement.
- 4.17 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 in the adopted SCI.
- 4.18 It needs to be understood that the advice given by officers on an informal basis cannot be binding on the council as the final decision on formal planning applications lies with the planning committee or delegated to named officers.
- 4.19 Decisions will be made following consideration of all representations received as part of the planning application process.

Early Involvement with Communities in Major and Sensitive Proposals

- 4.20 Development proposals can, depending on their scale and nature have significant impacts on local communities. Therefore, it is advisable that applicants putting forward major proposals should carry out their own pre-application consultation with local people. We expect local communities to be offered the chance to influence proposals in their areas at an early stage through these consultation exercises. A consultation statement should be submitted alongside the formal planning application. This should describe what engagement took place and how this influenced the final proposal.
- 4.21 It is suggested that community involvement should be undertaken for the following scale of development (see below).

Major Developments

- Residential developments of 50 or more dwellings or a site of 1.5ha in the Scunthorpe & Bottesford Urban Area
- Residential 10 or more dwellings or a site area of 0.5 ha elsewhere in North Lincolnshire

- Non-residential developments of 5ha or 10,000m² of floorspace in the Scunthorpe & Bottesford Urban Area
- Non-residential developments of 1ha or 1,000m² of floorspace elsewhere in North Lincolnshire
- Applications for large scale wind turbines or “windfarms”⁹
- Developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement
- Proposals which depart from the Development Plan
- Any development proposals, which the council thinks, will have significant implications for planning policy or the locality.

4.22 Any pre-application consultation should be tailored to suit the circumstances of the site, proposal and locality. As part of the pre-application process, developers should discuss and agree with the council the exact nature of consultation in advance. This gives us sufficient time to comment on the

proposed events and allow appropriate changes be made.

- 4.23 Developers need to be clear and up front with the community about the stage in the process that the development has reached and what constraints the development has. If there is no opportunity for changing a particular part of a proposal, then this needs to be made clear and the reasons provided.
- 4.24 Consultations should be carried out at an early stage in the design process and allow sufficient time for consideration of the consultation outcomes before drawing up and submission of the application. Local knowledge may be very helpful in improving the quality and deliverability of a scheme.
- 4.25 Developers should carry out appropriate pre-application consultations based on the following methods:
- Meeting with locally elected representatives (Members of Parliament and/or ward councillors) to brief them on the proposals that are the subject of

an application and giving them an opportunity to provide feedback

- Arranging to attend local town and parish council meetings and/or other relevant community bodies to brief them on the proposals that are the subject of an application and giving them an opportunity to provide feedback
- Informing local residents and neighbours by “flyer” or letter of the proposal, stating where further details can be found; (this should not just include a website, but also include convenient local access to printed and displayed material)
- Issue a press release on the proposal, with contact details for further information (including both telephone and web/email contact details)
- Arrange a public event (meeting or display) at which their proposals will be explained, giving an opportunity for public comment and later feedback.

⁹ This requirement applies to applications for onshore wind development (under Part 3 of the Town and Country Planning

Act) of more than two turbines or where the hub height of any turbine exceeds 15 metres - The Town and Country Planning

(Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2013.

4.26 If public events need to be held, they should take place at a time and location which allows for a wide section of the public to attend. This should normally include weekend and evenings, and not conflict with other community events. The council can also provide helpful advice about:

- Suitable public venues to hold exhibitions and forums
- Community organisations and contacts, or local media and communications that might help raise awareness
- The types of issues and questions that the local community would like considering.

4.27 The Council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, this will be explained in the planning officer's report. Failure to consult adequately may be material to the determination of the application.

Consultation Statement

4.28 Where a developer proposing a major development undertakes pre-application consultation with local people, a consultation statement should be submitted as part of the planning application. As a minimum, the Consultation Statement should include:

- Information about elected members, residents, businesses and local community groups consulted
- Methods and timing of consultation
- A copy of the consultation details
- Evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites
- A summary of all responses received
- Explanation of how public comments have influenced the design of the proposals
- Evidence of how developers have provided feedback to the town and parish councils, community groups and ward members following their responses

- Explanation of what changes have been made as a result of all community comments
- Where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change
- Feedback and information on how this was addressed in the development proposal.

4.29 The content of this statement will be taken into account when the council considers the formal application for planning permission and referred in the officer's assessment and report to planning committee on major applications. Failure to demonstrate that robust consultation has taken place in line with the steps set out in this guide may be a material consideration in determining an application.

What Happens Once Decisions Are Made?

4.30 After the council makes a decision on a planning application, town and parish councils and neighbours or interest groups who wrote in are notified. If the decision is taken by the planning committee, it is confirmed in the Committee Minutes. These are published on the council's website. A

weekly list of applications' decisions (both Committee and delegated) is available via the council's website - <http://webarchive.northlincs.gov.uk/councilanddemocracy/committees/planning-committee/>

Notification of Planning Appeals

- 4.31 If a planning application is refused, developers have the opportunity to amend their proposal and re-submit or submit (or "lodge") an appeal against the decision to the Planning Inspectorate.
- 4.32 Where an appeal is lodged, the relevant Town/Parish Council and local interest groups and all those who were written to or who wrote in about the proposal will be notified of the appeal and advised as to how to make their views known to the appointed Planning Inspector.
- 4.33 If they had previously written to the council then the case file is copied and sent to the Planning Inspectorate as part of the normal administration process. Ward councillors are also individually notified. Most appeals are dealt with through the written

representations process with decision reported on the council website.

Planning Performance Agreements

- 4.34 The council may enter into Planning Performance Agreements (PPA) when dealing with large scale or complex major planning applications.
- 4.35 A PPA is agreement between the council and the applicant to provide a project management framework for major applications that are expected to exceed the Government's determination target of 13 weeks.
- 4.36 The PPA will set out the commitments of both parties for the gathering of information, consideration of options and the formulation of design proposals, for the effective processing of the planning application. It will also clarify the means of engagement and consultation with the local community, in line with the SCI.

More Information

- 4.37 For more information about planning applications, please contact:

Development Management

Civic Centre
North Lincolnshire Council
Ashby Road
Scunthorpe
DN16 1AB

Telephone: 01724 297420

Email: planning@northlincs.gov.uk

Web:

<http://www.northlincs.gov.uk/planning-and-environment/planning/>

5 NEIGHBOURHOOD PLANNING

- 5.1 A key element of the government's reforms to planning system in England was ensuring that local communities have a greater chance to shape the future growth and development of their areas. The **Localism Act 2011**¹⁰ gives communities the opportunity to get more involved in the preparation of planning documents for their areas through neighbourhood planning.

¹⁰ Localism Act 2011 – Chapter 3 – section 116

Local communities can now prepare plans for their local areas themselves if they wish to do so.

5.2 Neighbourhood planning allows residents, employees and businesses to come together and say where, for example, they think new homes, businesses, shops and other community facilities should go, and what they should look like. These community-led neighbourhood plans will form part of the Development Plan for those areas of North Lincolnshire where they exist. This means that they will be used in taking decisions on planning applications, where relevant. All neighbourhood plans are subject to an independent examination and a local community referendum, before they can be adopted.

5.3 If a community decides to embark on neighbourhood planning, it gives them the chance to do three things, should they chose to do so:

- Create a neighbourhood plan with a vision and planning policies for the development of that area

- Grant permission for certain types of development in an area
- Enable a community to bring forward a development in their area.

5.4 In those areas of North Lincolnshire where there are town and parish councils, those bodies are the lead organisations. Where town or parish councils do not exist, neighbourhood forums can be established to undertake neighbourhood planning. Any neighbourhood plans must be in conformity with national policy as well as the strategic policies adopted by the council.

North Lincolnshire Council's Role

5.5 Whilst North Lincolnshire Council does not prepare neighbourhood plans - they should be community-led and community-resourced – it still has an important role to play in the process. It has a duty to support communities in undertaking neighbourhood planning and at certain points in under the [Neighbourhood Planning Regulations 2012](#)¹¹ become involved (see below). The council can also provide help and advice on

developing planning policies, sharing evidence or undertaking consultation.

5.6 The council has a dedicated neighbourhood planning officer who will provide advice and support on request. There is also neighbourhood planning webpage. The council will update this regularly where new practice and information about neighbourhood planning emerges.

- In order to produce a plan for a neighbourhood area, the town/parish councils or neighbourhood forum must apply to the council to become a designated neighbourhood area. There will then be a 6 week consultation period on the proposal.
- In order to establish a neighbourhood forum, those seeking to do so must apply to the council to become a designated neighbourhood forum. There will then be a 6 week consultation period on the proposals.
- Once the neighbourhood area is approved, the council advertises this area on its website and as a notice to be

¹¹ [Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#)

display in the locality. The council is then legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a neighbourhood plan.

- The council is responsible for checking that the submitted neighbourhood plan has followed the proper legal process. It is also responsible for publicising the proposed plan and arranging for the independent examination and referendum to take place.
- If the neighbourhood plan is found to be satisfactory, the council will arrange for the referendum to take place.
- If more than 50% of those voting in the community vote yes to the neighbourhood plan being adopted, the council will then use the plan in determining planning applications.

5.7 To date eight neighbourhood areas have been designated for the purposes of neighbourhood planning. These are: Appleby (designated December 2014), Bonby (August 2014), Brigg (December 2014), Elsham (August 2014), Saxby all Saints (November 2014), South Ferriby

(August 2014), Winterton (July 2014) and Worlaby (August 2014).

5.8 Of these eight communities, three (Appleby, Brigg and Worlaby) are currently pursuing a neighbourhood plan. A number of town/parish council are also engaging the council and are considering whether to bring forward plans in their areas. The Spatial Planning team will continue to attend events, meetings or workshops with communities as well as provide advice or assistance to help guide them through the process, if requested, by assisting with, for example, applications for funding, ensuring compliance with regulations, and by supplementing their evidence base.

How the Community is involved in the Process

5.9 As with other elements of planning, community involvement is an essential element of neighbourhood planning. The first opportunity that communities have is to comment on the appropriateness of the area that the neighbourhood plan will cover by responding to the formal Neighbourhood Area consultation.

5.10 Public consultation and community engagement should take place on an ongoing basis, as the neighbourhood plan is

developed. Once a final draft of the neighbourhood plan has been prepared a formal round of public consultation is required with the community and other key stakeholders. This should last for at least 6 weeks. The methods and list of stakeholders included in this Statement of Community Involvement will be useful in assisting communities in carrying out their consultations.

5.11 Depending on the scale of the neighbourhood plan or the complexity of issues, it may be useful if a separate Statement of Community Involvement was prepared. This can be a succinct document, tailored to the local community, setting out who will be consulted, where and when consultation will take place and how the comments made on the neighbourhood plan will be dealt with.

5.12 Depending on the responses from this consultation stage, if the plan progresses, the next step is for it to be examined by an Independent Inspector. The Inspector will issue a report that will recommend either that the Draft Neighbourhood Plan should proceed to a referendum or that it should proceed to a referendum subject to certain amendments or that the Draft Neighbourhood Plan should not proceed.

5.13 Assuming that the Inspector recommends that the Draft Neighbourhood Plan can proceed, North Lincolnshire Council will organise and pay for the referendum. Anybody registered to vote in the area covered by the neighbourhood plan will be entitled to vote. A simple majority of votes (over 50% of those voting) in favour of the neighbourhood plan is sufficient for it to succeed.

5.14 Should the community vote in favour of the neighbourhood plan, the council will proceed to adopt it as part of the development plan for North Lincolnshire. It will then be used to make decisions on planning applications within the area it covers.

More Information

5.15 For more advice or information, please contact the council's neighbourhood planning officer:

Neighbourhood Planning
 Economy & Growth
 Business Development
 North Lincolnshire Council
 Civic Centre
 Ashby Road
 Scunthorpe
 DN16 1AB

Telephone: 01724 297485

Email: spatial.planning@northlincs.gov.uk or dave.lofts@northlincs.gov.uk

Website:

<http://www.northlincs.gov.uk/planning-and-environment/planning-policy/evidence-monitoring-info/neighbourhood-planning/>

6 MONITORING & REVIEW

6.1 The SCI will be monitored and reviewed through the Authority Monitoring Report, which is produced on an annual basis. This will identify any necessary changes resulting from consultation with the community and stakeholders and unforeseen changes in circumstances or opportunities. The community and stakeholders will be consulted on any proposals for the revision of the SCI.

APPENDIX 1 - CONSULTEES

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012.

'Specific' and 'Duty to Co-operate' consultation bodies include the following:

- 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
- Lincolnshire County Council
- Nottinghamshire County Council
- All town and parish councils and meetings (including those adjoining North Lincolnshire)
- Civil Aviation Authority
- The Coal Authority
- The Environment Agency
- Highway Authority (North Lincolnshire Council)
- Highways England
- Historic England
- Secretary of State for Transport (usually through Highways England)
- Anglian Water
- Severn Trent Water
- Yorkshire Water
- Homes England (previously Homes and Communities Agency)

- National Grid
- Northern Powergrid
- Humber Local Nature Partnership
- Greater Lincolnshire Local Nature Partnership
- Natural England
- Greater Lincolnshire Local Enterprise Partnership
- Humber Local Enterprise Partnership
- Ministry of Defence
- Network Rail Infrastructure Ltd
- Northern Gas Networks Ltd
- Humberside Police
- Police & Crime Commissioner
- Office of Rail & Road
- North Lincolnshire Clinical Commissioning Group
- NHS England

The council will also consult other relevant statutory and national consultees for gas, electricity and electronic communications network infrastructure providers; Sewage undertakers; Internal Drainage Boards, agencies not included in the list of specific consultees, such as Royal Mail, Forestry Commission, Sport England, etc.

'General' consultation bodies include the following:

- Voluntary bodies some or all of whose activities benefit any part of North Lincolnshire
- Bodies that represent the interests of different racial, ethnic, national, religious groups, the young, the elderly and disabled persons.

In addition to these above groups, we also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses.

The Spatial Planning team maintains a consultation database and on-line consultation portal. This allows comments on Local Plan documents to be made online and for people to register to receive automatic notification of consultations (where an email address has been provided). To be added to the consultation database, please go to the [Local Plan](#) website and click on **"Keep up to date"** and provide us with your details:

Spatial Planning Team
 Economy & Growth
 Business Development
 North Lincolnshire Council
 Civic Centre
 Ashby Road
 Scunthorpe
 DN16 1AB

Telephone: 01724 297573/297577

Email: spatial.planning@northlincs.gov.uk

Web: <http://locaplan.northlincs.gov.uk/localplan>

APPENDIX 2 – COMMUNITY INVOLVEMENT METHODS

Legislation sets out the minimum requirements for public participation when preparing a Local Plan and Supplementary Planning Documents. This includes making information available on the council's website. Where possible and appropriate, the Council will go beyond these requirements to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are **likely** to be used at various stages of the plan making process.

These may include, but are not limited to:

- **Direct notifications to organisations/individuals** – emails will be sent to statutory bodies and relevant groups/organisation to notify them when consultations are due to commence. Anyone who is registered on the on-line consultation portal, and who has supplied an email address will receive an automatic notification email when consultations commence.
- **Website** – progress on our planning documents will be publicised on the Council's Local Plan website. This will also be the place to download

evidence base documents and feedback reports. People will be able to view and make comments on consultation documents through the Local Plan website:

<http://localplan.northlincs.gov.uk/localplan>

- **Deposit venues** – During consultation periods, documents will be made available for inspection at the Civic Centre situated on Ashby Road in Scunthorpe. Alternatively, they will be available to view electronically at Local Link offices and branch libraries via the public access computer network.
- **Social media** – where it would be appropriate, consultation events will be advertised on the Council's Corporate Facebook and Twitter pages and RSS feeds.
- **Local media** – a public notice may be placed in a local newspaper to advertise formal periods of consultation. These will include detail on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. Press releases to local newspapers and radio stations may also be issued to promote consultations and latest news.
- **News Direct** – regular updates will appear in the council's News Direct newspaper, where

possible. It is sent to around 82,000 homes and businesses in North Lincolnshire.

- **Presentations & forums** - to appropriate groups, organisations and stakeholders to target particular people in the community who may be interested in specific issues. This may be particularly helpful in the early stages of plan making to raise awareness.
- **Leaflets, posters & flyers** - these may be distributed to promote consultations and summarise information on consultations. Information may also be circulated to town or parish councils and residents associations for display on community notice boards or in community newsletters
- **Interactive workshops** – discussions of topics and documents in groups using plans, models and other visual materials. This format may be more appealing to some people than traditional methods of consultation. Workshops are particularly useful at issues and options stages of consultation. Information on workshops being held will be advertised on the website
- **Exhibitions/road shows** – displaying information and proposals in a public exhibition at for example, libraries, community centres and shopping centres. These are useful in promoting consultations and engaging those

who may not get involved in more formal methods. Exhibitions can be staffed to enable face-to-face discussion.

- **Council meetings** - where appropriate, we will take our plans to relevant Council meetings for feedback and approval from elected local members. The Local Plan must be adopted by the full council.
- **Surveys & questionnaires** – surveys and questionnaires may be used to canvass views on key issues, options, proposals and documents.

The council will do its best to ensure that documents are written clearly and concisely and avoid technical language whilst remaining fit for their purpose. Documents can also be made available in different languages and formats on request.

For when organising exhibitions or roadshows accessible venues will be chosen and events held at convenient times of the day and week. The council will also be clear about the aims and scope of engagement so that people understand when they can participate and the rules for doing so. This will help to manage expectations they can participate and the rules for doing so. This will help to manage expectations.

APPENDIX 3 – MORE INFORMATION & ADVICE ON PLANNING

More information and advice about the planning system is provided by the organisations listed below.

The Planning Portal – the Government's online 'one stop shop' for planning. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Email: support@planningportal.gsi.gov.uk

Department of Communities and Local Government (DCLG) – provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Address:

Fry Building
2 Marsham Street
London
SW1P 4DF

Website: www.gov.uk/government/organisations/department-for-communities-and-local-government

Email: contactus@communities.gsi.gov.uk

Telephone: 030 3444 0000

Planning Aid England (PAE) – provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Address:

Planning Aid England
The Royal Town Planning Institute
41 Botolph Lane
London
EC3R 8DL

Website: www.rtpi.org.uk/planningaid

Email: advice@planningaid.rtpi.org.uk

Telephone: 020 7929 9494

The Planning Inspectorate (PINS) – processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Address:

The Planning Inspectorate
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Website: www.planningportal.gov.uk/planning/planninginspectorate

Email: enquiries@pins.gsi.gov.uk

Telephone: 0303 444 5000

APPENDIX 4 – LOCAL PLAN: RELATIONSHIP WITH OTHER PLANS AND DOCUMENTS

