

Statement of Community Involvement

September 2007



PREFACE

Lincolnshire is a large predominantly rural county situated on the eastern coastal side of the East Midlands Region. The majority of the population lies to the south and west of the county. In the west of the county lies the City of Lincoln and the major towns of Gainsborough, Sleaford, Grantham and Stamford. To the east is Louth and the holiday coast focussed on Mablethorpe, Sutton-on-Sea and Skegness. On the north eastern end of The Wash is the Port of Boston and Spalding lies at the heart of the Lincolnshire Fens.

This Statement of Community Involvement (SCI) has been prepared by the County Council within the context of planning legislation, the Sustainable Community Strategy (2006) and the emerging Community Engagement Strategy. This is the adopted version of the SCI. It may also be viewed on the County Council's website: www.lincolnshire.gov.uk (click on Environment, Planning and Safety, then Planning and Development, the SCI is located in Local Development Scheme (LDS) for Lincolnshire section). When preparing this adopted version, the Council has taken into account all comments received on the previous draft and submission versions and the Inspectors binding report following a written representations examination.

Copies of the Statement of Community Involvement can be viewed at:-

- District Council Offices;
- Local libraries; and
- County Offices, Newland, Lincoln.

For further copies of the Statement or information regarding the Statement of Community Involvement, and on other formats of this document that are available, please contact:-

By post: Head of Planning and Conservation
Development Directorate: Sustainable Communities
Lincolnshire County Council
City Hall
Lincoln
LN1 1DN
By Telephone: 01522 782070
By Fax: 01522 554829
By email: dev_pcg@lincolnshire.gov.uk

or visit the Council's website at www.lincolnshire.gov.uk

The Statement of Community Involvement is available in large print, audio and the following languages:



Chinese



Czech



Russian



French



Polish



Spanish



Portuguese



Lithuanian

Lincolnshire County Council, Statement of Community Involvement

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LINCOLNSHIRE LOCAL DEVELOPMENT SCHEME STATEMENT OF COMMUNITY INVOLVEMENT

1.0 LOCAL DEVELOPMENT FRAMEWORKS

- 1.1 The Planning and Compulsory Purchase Act received Royal assent on 13 May 2004. Under the new arrangements for Development Plans, Local Plans will be replaced by Local Development Documents as part of wider Local Development Frameworks. Local Development Frameworks is the non-statutory term for the portfolio of Local Development Documents which can be prepared and updated separately and which will comprise the spatial planning strategy for a local planning authority's area.
- 1.2 Local Development Documents will consist of Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's). DPD's will be subject to rigorous examination by organisations and individuals, including testing by an independent Inspector. Once adopted DPD's will carry full statutory weight and will be the starting point for consideration of planning applications for the development or use of land, therefore providing the essential framework for planning decisions. SPD's are intended to expand policies set out in a DPD or provide additional detail. Whilst SPD's will not be subject to inspection by an external Inspector and will carry less weight than a DPD, they will be an important material consideration in the determination of planning applications.

Figure 1.1 below shows how the documents fit together.

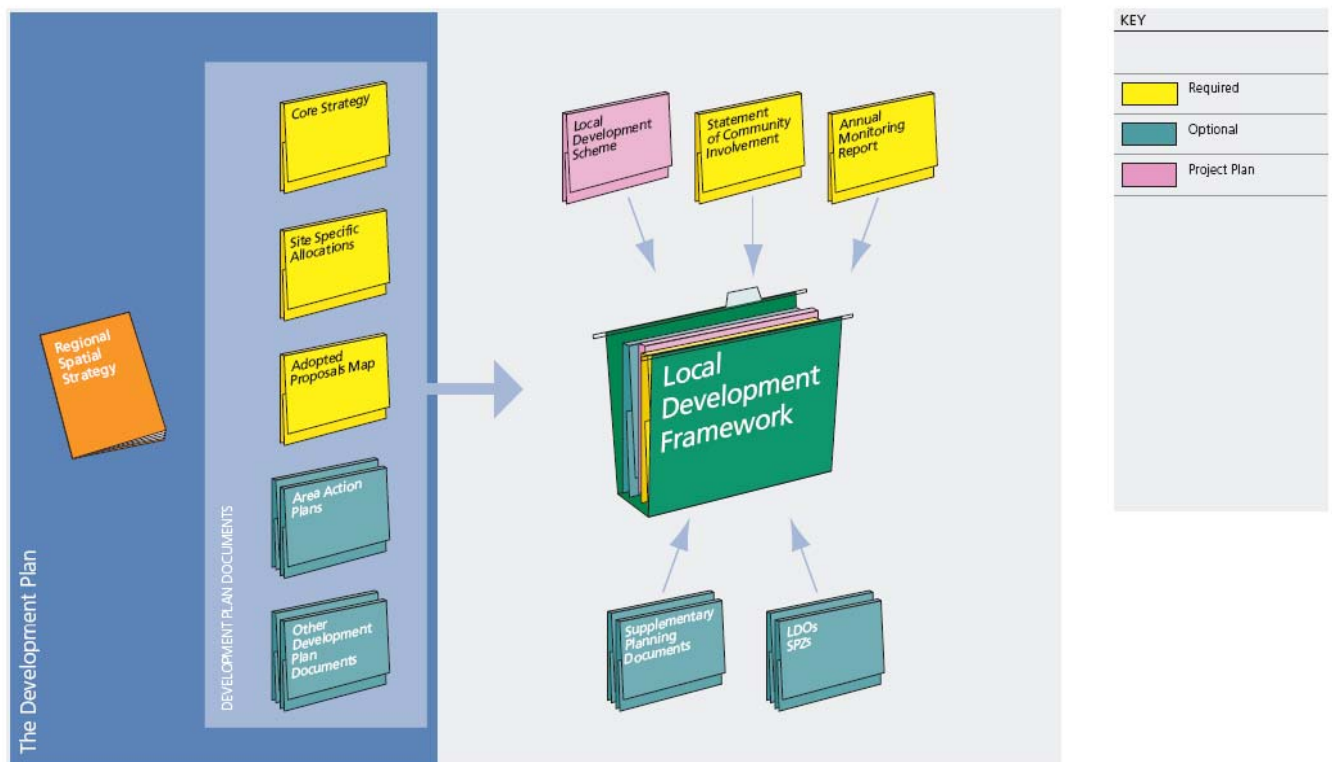


Figure 1.1

Source: Planning Policy Statement 12 – Local Development Frameworks (2004)

- 1.3 Lincolnshire County Council is responsible for the preparation of Minerals and Waste Development Documents for Lincolnshire; setting out planning policies for the future management of minerals and waste proposals in accordance with the new LDF provisions. These documents will consist of the Minerals and Waste Core Strategy, Site Specific Allocations and an Area Proposals Map; and Supplementary Planning Documents for three specific areas.

2.0 COMMUNITY INVOLVEMENT

- 2.1 Greater and more effective community involvement is a key feature of the changes to the planning system. Involvement of communities in the plan preparation process helps to ensure that as many people as possible are aware of the plan making process, that they understand it, that they are able to contribute to it and that they can influence its content. Involving the community at an early stage and throughout the document preparation process is considered essential to achieve local ownership and legitimacy for the policies that will shape the future distribution of land uses and development in Lincolnshire.
- 2.2 The aim of more effective community involvement is to achieve as much consensus as possible with Development Plan documents and the process of their production in order to minimise conflict and the need for a lengthy and controversial examination process. Community involvement, as well as the methods used to engage the community, is intended to be continuously reviewed throughout the document preparation process to ensure their effectiveness.
- 2.3 Lincolnshire is the fourth largest county in England and is also the fourth most sparsely populated. With these demographics, issues will obviously be raised and this provides many difficulties concerning planning related issues such as involvement. One of the challenges for Lincolnshire County Council as a local planning authority is working to address issues of remoteness and accessibility and also improving regional and national connections. There are aims to address some of these issues through partnerships with other local authorities and organisations.

3.0 WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

- 3.1 Lincolnshire County Council as a local planning authority is now required to produce a separate Statement of Community Involvement (SCI) for the plans that it produces and applications that it deals with. The SCI is intended to be a clear statement of how and when the County Council intends to achieve continuous, meaningful and mutually beneficial community involvement.
- 3.2 The SCI is in itself subject to public consultation and this final version has been to an independent examination thereby making the process of planning application consultation and plan preparation subject to public scrutiny as well as plan content.
- 3.3 The Sustainable Community Strategy was published in 2006 outlining the County Councils core vision of improving the quality of life of people and will link in with the Statement of Community Involvement; the core aim of the community strategy is to:

'To improve the quality of life of everyone in Lincolnshire by making it a more sustainable place in which to live, work, invest and visit.'

This is the Council's integrated community strategy. The strategy sets out the priorities and actions that the Council and its partners will take over the next three years from the period of 2006-2009, which has a vision to improve the quality of life for Lincolnshire people by working together. The strategy provides a framework for partners delivering services across the county. The priority areas drawn up are Safer Stronger communities, Children and Young People, Health and Social Well-being and Economic Development. By working closely with the Local Strategic Partnership and any other groups flowing from the Community Strategy, the Council will ensure that the Local Development Framework is closely integrated with the Community Strategy.

3.4 Lincolnshire County Council has produced a Community Engagement Strategy which will be used to inform how the planning section will consult and engage with communities. The Community Engagement Strategy has identified five broad types of activity that can be applied to the consultation process in planning in order to engage effectively with its diverse communities:

- **Information** relates to the giving of good quality information about public services in Lincolnshire.
- **Research** covers the gathering of data about the needs and views of the people of Lincolnshire, as service users, parents, workers, carers and citizens.
- **Consultation** provides opportunities for people to be involved in making choices about priorities or services.
- **Participation** describes opportunities for people to become actively involved in the development or provision of services, for example as part of an advisory group or school governor.
- **Delegation** describes the handing over of power and resources by public bodies to groups of people, who then take responsibility for managing a community facility or providing a local service.

Timetable for the Statement of Community Involvement



Figure 3.1

Source: Planning Policy Statement 12 – Local Development Frameworks (2004).

3.5 The diagram outlines the breakdown of the Statement of Community Involvement process showing each individual stage from scoping to adoption; the county council is at the adoption stage of the document.

4.0 PRINCIPLES FOR COMMUNITY INVOLVEMENT

4.1 The following principles are intended to underpin all community involvement in planning, whether it is carried out by the County Council or by others on the County Council's behalf. It sets out the vision and standards for community involvement and is intended to ensure that all community involvement is consistent, coherent and coordinated.

- **Meaningful Involvement**

The County Council will seek to actively engage people and groups and to listen to comments made when formulating policies and making decisions, including suggestions on how best to consult. Consultation will not be seen as just an exercise that has to be gone through.

- **Involvement of All**

All sections of the community with an interest in a particular area will be engaged. Particular effort will be made to identify and engage under-represented and hard to reach groups in Lincolnshire. Such groups include young people, the elderly, rural communities, gypsies and travellers, ethnic minorities, migrant workers, disabled people and those with learning difficulties. Problems they encounter range from accessibility to venues, language barriers, social differences and types of media being used. Specific organisations aimed at targeting these groups will be utilised for consultation purposes; appropriate locations and a variety of media employed. Consultation will adhere to the County Council's Equality and Diversity Policy which can be viewed at: <http://www.lincolnshire.gov.uk/section.asp?catId=12727>

'Hard to Reach' Group	Specific Consultees	Potential Methods
Young People	<ul style="list-style-type: none"> • Local Schools • Colleges and University 	<ul style="list-style-type: none"> • Work in schools and youth clubs • Present issues in an easy to understand format
Elderly	<ul style="list-style-type: none"> • Help the Aged • Age Concern 	<ul style="list-style-type: none"> • Daytime events • Accessible venues
Rural Communities	<ul style="list-style-type: none"> • Community Council of Lincolnshire • Parish Councils • National Farmers Union 	<ul style="list-style-type: none"> • Utilise the County's Accessibility Strategy
Gypsies & Travellers	<ul style="list-style-type: none"> • Gypsy Council • Commission for Racial Equality • Equal Opportunities Commission 	<ul style="list-style-type: none"> • Liaison with representative groups
Ethnic Minorities	<ul style="list-style-type: none"> • Commission for Racial Equality • Equal Opportunities Commission • Lincoln Race Equality Council 	<ul style="list-style-type: none"> • Liaison with representative groups • Informal venues

'Hard to Reach' Group	Specific Consultees	Potential Methods
Migrant Workers	<ul style="list-style-type: none"> • Anglo-Portuguese Society • Equal Opportunities Commission • Religious Organisations 	<ul style="list-style-type: none"> • Provide documents in a variety of languages • Phone translation service • BBC Radio Lincolnshire's Portuguese Service
Disabled People and People with Learning Difficulties	<ul style="list-style-type: none"> • Disability Lincs Ltd • Disability Rights Commission • Equal Opportunities Commission 	<ul style="list-style-type: none"> • Informal venues • Extra staff to facilitate • Venues that are easy to access physically

- **Relevant and Practical Involvement**
 A "fit for purpose" approach will be adopted ensuring that the level of community involvement is appropriate to the level of planning. It will be explained clearly who is being consulted, why we are consulting them and what they will be able to influence. It will be just as important to make clear what can not be influenced, for example where issues being raised are not planning matters or where they are national rather than local policy.

- **Planned, Continuous Involvement**
 Community involvement will be incorporated into the decision making process. Involvement will be carried out in a structured and systematic way focussing on key stages when input could valuably help with policies and decisions. This continuous programme of involvement will be clearly articulated and will not be a one off event. Consultation processes put in place will be continuously monitored and evaluated to assess their effectiveness and will be reviewed as necessary.

- **Transparent and Accessible Involvement**
 Every effort will be made to use plain English and avoid the use of jargon. All necessary background information will be made available to enable people to make informed responses and how this information can be accessed will be clearly identified. There will be a clear audit trail of decisions made with all contributors acknowledged and clear explanations given of how contributions have been used and why.

- **Identification of Adequate Resources to Carry Out Effective Involvement**
 Resources necessary to carry out effective community engagement will be identified and whether resources already exist or additional resources are needed. Where resources exist already they will be allocated as appropriate.

5.0 WHAT WILL BE THE SUBJECT OF CONSULTATION AND WHEN?

5.1 The following documents will be produced by Lincolnshire County Council and will be subject to community involvement.

- **Core Strategy (Minerals and Waste Local Development Document)**

- What - Sets out core spatial policies and objectives and the strategies for delivering the spatial vision. It may include a key diagram.
- When - Community engagement in the formation of emerging options.
 - Consultation on preferred options.
 - Formal comments invited on the final draft before external examination and adoption.
 - Notification of outcome.

- **Site Specific Allocations of Land (these will be supplemented to the Core Strategy)**

- What - Site specific policies.
- When - Community engagement in the formation of emerging options.
 - Consultation on preferred options.
 - Formal comments invited on the final draft of identified allocations prior to examination and adoption.
 - Notification of outcome.

- **Proposals Map (this will be supplemented to the Core Strategy)**

- What - Map illustrating allocations and other area designations on an Ordnance Survey base.
- When - Community engagement in the formation of emerging options.
 - Consultation on preferred options.
 - Formal comments invited on the final draft of identified allocations and other area designations prior to examination and adoption.
 - Notification of outcome.

- **Supplementary Planning Documents (these are to be prepared in connection with the Minerals and Waste Core Strategy for the following areas: -**

- Witham Valley
- Bain Valley
- Deepings and Baston

- What - Additional detail, expanding policies set out in a DPD providing guidance on how to meet particular policies.
- When - Community engagement in the formation of emerging options.
 - Consultation on preferred options.
 - Formal comments invited on the final draft policies prior to adoption.
 - Notification of outcome.

- **Generic Development Control Policies (currently it is not programmed to draw up any such policies, although this will be kept under review).**
 - What - Generic policies setting out criteria for assessing planning applications for the whole LDF area.
 - When - Community engagement in the formation of emerging policies.
 - Consultation on preferred options.
 - Formal comments invited on the final draft policies prior to examination and adoption.
 - Notification of outcome.

- **Planning Applications**
 - What - Individual planning applications submitted to the County Council or made on behalf of the County Council for determination.
 - Planning Obligations where the development would have significant or unique impacts on the area and its community.
 - When - Prior to the submission of applications by the influencing of generic development control policies.
 - Throughout the active life of a valid planning application.
 - Online tracking of applications through the Planning Portal.
 - Notification of decision.

- **Sustainability Appraisal**
 - What - Prepared for all Development Plan Documents and as an integral part of them.
 - When - An initial report submitted along with individual Development Plan Documents as part of their consultation.
 - A final report submitted along with individual Development Plan Documents when they are submitted for examination.

**SUMMARY OF COMMUNITY INVOLVEMENT IN DEVELOPMENT PLAN DOCUMENTS (DPDs)
AND SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)**

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
DEVELOPMENT PLAN DOCUMENTS (DPDs)			
Informal consultation on issues and options.	Consult with relevant “specific” and “general consultation” bodies as required by Regulation 25 (see Section 7). Note: some specific bodies are not required to be consulted for Statement of Community Involvement.	<ul style="list-style-type: none"> • Engage with/involve as appropriate. • Involve appropriate target groups and stakeholders from Section 7. 	<ul style="list-style-type: none"> • All issues and points raised at meetings and events and any written responses will be recorded and taken into account. • All responses (including emails) will be recorded and summarised and considered by the appropriate officer/member working groups. • A report summarising the result of the consultation exercise will be submitted through the Council for approval.

The reports produced after each consultation stage will also be made available at the deposit locations used during the consultations.

LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Formal public participation on the preferred option	<p>As required under Regulation 26:</p> <ul style="list-style-type: none"> • Make DPD documents and statement of matters available for inspection at Council offices, District offices and libraries during normal office hours. • Publish DPD documents and matters on Council's website www.lincolnshire.gov.uk • Send DPD documents to "specific" and "general consultation" bodies as required by Regulation 25 (see Section 7). • Adverse proposals in daily local newspapers circulating in the area. 	<ul style="list-style-type: none"> • Engage with/involve as appropriate relevant forms • Inform appropriate target groups and stakeholders from Section 7 by email or letter. • Include information where possible in County News and weekly newspapers circulating in the area, village/parish newsletters. • Form on Council's website www.lincolnshire.gov.uk for "on line" responses. • Dedicated e-mail address dev_pcg@lincolnshire.gov.uk for responses and enquiries. • Posters circulated to Town and Parish Councils and Meetings for public display. • Press release to local newspapers and radio. • Posters displayed at local libraries. • Presentations at key venues of the issues and options. 	<ul style="list-style-type: none"> • All responses will be acknowledged. • All responses (including emails) will be recorded and summarised and considered by the appropriate officer/member working groups. • Where appropriate the Council will discuss the matters raised with those who have raised them. • A report summarising all responses and recommending any changes considered necessary as a result of consultation will then be submitted through the Council for approval. • Council's website www.lincolnshire.gov.uk

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LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Submission to Secretary of State	<p>As required under Regulation 28:</p> <ul style="list-style-type: none"> • Produce a sustainability appraisal report. • Statement of who has been consulted and how; with a summary of the main issues raised and how they have been addressed in the DPD. • Statement of how many representations were received, a summary of issues raised and how the issues have been addressed in the DPD. • Four paper copies are sent in paper form and one copy electronically. • Make DPD documents and statement of matters available for inspection at Council Offices and libraries during normal office hours (Regulation 26a). • Publish DPD documents and matters on Council's website www.lincolnshire.gov.uk • Send DPD documents to DPD bodies. • Give notice by local advertisement of DPD matters; places and times the documents are available for inspection. • Give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State. 	<ul style="list-style-type: none"> • Inform other appropriate consultees by email or letter. • Engage where necessary with appropriate parish forums. • Update Council's website www.lincolnshire.gov.uk including form for "on line" responses. • Include information where possible in: County News and weekly newspapers circulating in the area. • Posters circulated to Town and Parish Councils and Meetings for public display. • Dedicated e-mail address dev_pcg@lincolnshire.gov.uk for responses and enquiries. • Press release to local newspapers and radio. 	<ul style="list-style-type: none"> • All responses will be acknowledged. • All responses (including emails) will be recorded and summarised and considered by the appropriate officer/member working groups. • Where appropriate the Council will discuss the matters raised with those who have raised them. • Council's website www.lincolnshire.gov.uk updated, including information about what happens next.

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LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Representations on site allocations.	<p>As required under Regulation 32:</p> <ul style="list-style-type: none"> • Make copies. Send copies of DPD documents to Secretary of State. • Make site allocation representations and statement of matters available for inspection at council offices and libraries during normal office hours. • Publish site allocation representations and statement of matters on Councils' website www.lincolnshire.gov.uk • Send the address of site allocation representations and notice of "specific" and "general consultation" bodies as required by Regulation 25 (see Section 7). • Advertise proposals in daily newspapers circulating in the area. 	<ul style="list-style-type: none"> • Inform other appropriate consultees from Section 7 by email or letter. • Update Council's website www.lincolnshire.gov.uk including form for "on line" responses. • Include information where possible in County News and weekly newspapers circulating in the area. • Dedicated e-mail address dev_pcg@lincolnshire.gov.uk • Use of the County Council's Presentation Team 	<ul style="list-style-type: none"> • All responses will be acknowledged. • All responses (including emails) will be recorded and summarised and submitted to the Secretary of State in accordance with Regulations. • Council's website www.lincolnshire.gov.uk updated, including information about what happens next.

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LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Adoption of DPD	<p>As required under Regulation 36:</p> <ul style="list-style-type: none"> • Make the DPD, adoption statement and sustainability appraisal report available for inspection at Council Offices and libraries during normal office hours. • Publish the adoption statement on the website. • Give notice by local advertisement of the adoption statement; places and times the DPD documents are available for inspection. • Send the adoption statement to any person who has asked to be notified of the adoption of the DPD. • Send the DPD and adoption statement to the Secretary of State. 	<ul style="list-style-type: none"> • Publicise the adoption through local press, County News and website. • Promote newly adopted DPD where appropriate. 	<ul style="list-style-type: none"> • DPD is reviewed when necessary.
SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)			
Initial consultation (evidence gathering, issues and options).	No statutory requirements.	<ul style="list-style-type: none"> • Engage with/involve appropriate target groups and stakeholders from Section 7. 	<ul style="list-style-type: none"> • All issues and points raised at meetings and events and any written responses will be recorded and taken into account. • A report summarising the result of the consultation exercise will be submitted through the Council for approval.

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LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Public Participation (SPDs)	<p>As required under Regulation 17:</p> <ul style="list-style-type: none"> • Make SPD documents and statement of matters available for inspection at Council Offices and libraries during normal office hours. • Prepare a statement setting out the names of persons consulted with and how they were consulted; summary of the main issues raised and how those issues have been addressed in the SPD. • Publish SPD documents and matters on Council's website www.lincolnshire.gov.uk • Send SPD documents to "specific" and "general consultation" bodies as required by Regulation 25 (see Section 7). • Advertise proposals in daily newspapers circulating in the area. 	<ul style="list-style-type: none"> • Inform appropriate target groups and stakeholders from Section 7 by email or letter. • Include information where appropriate and possible in: County News and weekly newspapers, village/parish newsletters. • Council's website www.lincolnshire.gov.uk including form for "on line" responses. • Dedicated e-mail address dev_pcg@lincolnshire.gov.uk for responses and enquiries. • Posters circulated to relevant town and parish councils and meetings where appropriate. • Press release to local newspapers and radio where appropriate. 	<ul style="list-style-type: none"> • All responses will be acknowledged. • All responses (including emails) will be recorded and summarised and considered by the appropriate officer/member working groups. • Where appropriate the Council will discuss the matters raised with those who have raised them. • A report summarising all responses and recommending any changes considered necessary as a result of consultation will then be submitted through the Council for approval. • Council's website www.lincolnshire.gov.uk updated, including information about what happens next.

The reports produced after each consultation stage will also be made available at the deposit locations used during the consultations.

LINCOLNSHIRE COUNTY COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT (SEPT 2007)

Stage	Statutory Requirements for consultation and notification (what we must do)	Options for additional publicity and community involvement (what we could/will do extra)	What happens next?
Representations on SPDs	<p>As required under Regulation 18:</p> <ul style="list-style-type: none"> • Any person may make a representation about an SPD within the time period and to the address specified. • The period will be not less than 4 weeks or more than 6 weeks. • An SPD will not be adopted until all representations have been considered. • A statement will be prepared setting out a summary of the main issues raised in the responses and how they have been addressed in the SPD. 	<ul style="list-style-type: none"> • Clearly state when period starts and ends. • Dedicated e-mail address dev_pcg@lincolnshire.gov.uk for responses and enquiries. 	<ul style="list-style-type: none"> • All responses will be acknowledged. • All responses (including emails) will be recorded and summarised and considered by the appropriate officer/member working groups. • Where appropriate the Council will discuss the matters raised with those who have raised them. • Council's website www.lincolnshire.gov.uk updated, including information about what happens next.

The reports produced after each consultation stage will also be made available at the deposit locations used during the consultations.

6.0 HOW WILL THE CONSULTATION PROCESS BE CARRIED OUT?

- 6.1 There is no “one size fits all” process for community involvement. Various methods and processes will be appropriate in different circumstances, depending on the target audience and the particular objectives of any particular consultation.
- 6.2 For Local Development Documents, the key individual stages of consultation that must be followed are set out in the Town and Country Planning (Local Development (England) Regulations 2004.) The plan preparation process for Development Plan Documents is set out below:

Issues and Options Consultation	Early consultation focussing on the issues and options to help with decisions on preferred options
Consultation on Preferred Options	A formal opportunity to comment on options and alternatives proposed. Consultation at this stage will be for a period of 6 weeks as specified in legislation
Consultation on Alternative Sites	If the DPD is concerned with the allocations of land a 6 weeks consultation may be necessary.
Submission Document	The draft final document. Consultation at this stage will be for a period of 6 weeks, as specified in legislation
Public Examination and Adoption	The soundness of the plan will be considered at a public examination by an independent inspector. The Inspector may make changes to the plan, which will be binding. The plan will then be adopted

- 6.3 Supplementary Planning Documents are prepared in a similar way to that for Development Plan Documents. There is no requirement for the preparation of preferred options but there must be community involvement on a draft version of the document for a period of not less than four weeks but not more than six weeks. Supplementary Planning Documents are not subject to a public examination.
- 6.4 Where formal, time limited consultation is carried out, as much early notification and publicity will be given before the formal consultation procedure begins. The limited time allowed will be clearly stated throughout the exercise to ensure that consultees are fully aware of deadlines. Given the limited time allowed for formal consultation on certain documents, as much advance notification as possible will be given and where opportunities exist for informal consultation prior to formal consultation, they will be maximised. For example, involvement of as much of the community as possible when forming issues and options for Development Plan Documents and, applicants encouraged to engage with local individuals and organisations prior to the submission of planning applications.
- 6.5 Various means of engaging the community will be used, where appropriate, whilst the county council do wish to see electronic access become the principal means of

distributing planning documents in the future, there will always be the alternative of papers copies for those who request them.

MEANS OF INVOLVEMENT IN LOCAL DEVELOPMENT DOCUMENTS		
	ISSUES	RESOURCES
Meetings, and workshops and focus groups.	Meetings should always be held in accessible locations at accessible times. These have sometimes in the past been held in connection with controversial proposals and development plans. They allow people to have their say. Where specific Action Areas have been identified – Planning for Real ® could be used in looking at options.	Workshops and focus groups are seen as costly and difficult to organise and require a good facilitator. However, meetings are easier to organise but still require high officer resource levels. Use could be made of the Presentations Team.
The County Councils newspaper, 'County News'	The County News has a good coverage of a wide range of Lincolnshire residents, appears frequently and is easy to read, although not everyone who receives it may choose to read it. It will be used both to publicise the progress of local development documents and alert people about the opportunity to participate. County News also provides an opportunity to carry out simple surveys on issues and options in relation to planning.	This requires low resource levels and could potentially reach a wide range of population across the whole of the county.
Exhibitions and Local Information Boards	Visual displays to demonstrate key points, need to be placed in appropriate venues.	Manned exhibitions and information points will demand staff time, but enable informal one-to-one discussions.
Documents posted on the Councils Website	All relevant documents and supporting information for local development documents will be placed on the County Councils website; www.lincolnshire.gov.uk They have easy access links to supplementary guidance and	Requires low resource levels and is available 24 hours a day 7 days a week. The website is only accessible to people who have

	<p>information on how and when to respond. Links are set up with the planning portal and district council websites and the opportunity is given for comments and representations to be submitted online in email format.</p>	<p>access to the internet, but access to the internet can also be gained from the county libraries and pub links.</p>
<p>Advertisements and Press Releases</p>	<p>Adverts will be placed in local papers that circulate in the area such as the Lincolnshire Echo, Grantham Journal, Grimsby Telegraph, Scunthorpe Telegraph, and Peterborough Evening Telegraph. Advertisements will be placed at the start of consultation periods for all local development plan documents, explaining where and when the documents can be viewed and how and when representations should formally be submitted. There are issues regarding the fact that not everyone reads local newspapers, so used as a tool on its own may not reach the whole of the desired range of population. Local television and radio are other media that could be considered.</p>	<p>Adverts are a statutory component of the planning process and this will be a useful and low resource consuming tool. However not everybody will read the adverts so this tool should be partnered up with other forms of engaging the community.</p>
<p>Documents sent to selected organisations</p>	<p>Relevant documentation and advice on how and when to respond will be sent to those organisations that are deemed 'statutory consultees' who must be consulted in with accordance with regulations and also those associated organisations that the council feels may have a particular interest in the issue. This could be done through the use of e-mail, post or meetings dependant upon what is suitable. Documents are normally sent out to the selected organisations at the same time as invitations to submit information or views on</p>	<p>On a resource level this process could be considered as using high levels of resources, both in terms of staffing and materials. For large DPD's this can be costly in postage and the full document may not be necessarily suited to everyone and could be seen as confusing.</p>

	an issue.	
Access to Documents at Council Offices and Libraries	Hard copies of all the relevant Local Development Documents, notices, supporting material and advice on how and where to respond are provided for public inspection at Lincolnshire County Council offices and also at the District Council offices and at all public libraries throughout the county.	There are a few problems presented when depositing planning documentation at council offices and libraries, as this is advertised to the public and they are generally accessible places for people to go to view plans. The only issues relating to this are that these public places may not be easily accessible to all especially 'hard to reach' groups.
Leaflets / Summaries or Action Areas Newsletters	Additional publicity will be given to development plan documents through the production of leaflets that are easy to read and provided compacted information on the relevant development plan document. These leaflets and summaries are made readily available and can be taken from the inspection points. The summary will also be sent out to a wide range of bodies, possibly thought not to require a full set of the plan and only needing a simplified version of the Development Plan Document. This is an easy and inexpensive way of informing people who may not wish to read a long and complex development plan document. Action Area newsletters would be used on a smaller scale, specific to the area being dealt with.	These leaflets and summaries are easy to read guides that are freely available. They take up a fairly small amount of material and staff resources.
Questionnaires and forms	To encourage a more structured response to development documents a representation form has been	Questionnaires and forms are seen as invaluable, user friendly documents

	<p>created and sent out to all relevant consultees. This helps both parties in making responding easier. These forms are made easily accessible for the target audience as forms are made available online and sent out to all concerned in paper format.</p> <p>Questionnaires are used in monitoring of who has responded to ascertain ethnic and hard-to-reach groups, and address diversity issues. However, with the use of questionnaires in the past response rates have been low and cannot substantially be regarded as a true representation of the range of population. Work will be done in partnership with the Communications Team.</p>	<p>for the general public. This requires medium levels of material resource and low levels of staff resource.</p>
Public Meetings	<p>These are often held on request in connection with particularly contentious planning issues and development plan documents. They are easy to organise and they provide the opportunity for people to have their say and for a representative from the County Council to be present to answers all questions and queries. There are problems associated with the dominance of lobby groups. Local development documents will normally be better discussed in other ways described in this statement.</p>	<p>Using public meetings takes up a high level of staff resources with a representative of the County Council being required to answer questions raised by the general public. Use could be made of the Presentations Team.</p>
District, Town or Parish Council meetings and Local Strategic Partnership meetings	<p>These take place on a regular basis throughout the county and in many planning associated cases it is obligatory. They are a valuable means of getting a local perspective on issues, particularly where these have a more local focus or there are</p>	<p>Planning officers will try to attend such meetings if requested on an occasional basis. Attendance is a matter of course at a large number of such meetings</p>

	proposals for a specific site.	would be extremely difficult to resource.
Face to Face private meetings.	Whilst its is anticipated that contributions and comments on local development documents will mostly be made by e-mail, in writing or at a more widely based meetings, occasional meetings with organisations or individuals directly for convenience. Face to face meetings have the potential to resolve conflicts or explain the extent to which views and aspirations can be taken on board.	The ability to provide this facility from a small staffing resource will depend on the number of requests and the complexity of the issue.
Councillors	In addition to their decision-making roles, the Councillors are elected to serve as representatives of the public in their particular divisions. This provides a high degree of local knowledge and a valuable insight into the views and concerns of the local community, which the Councillors are able to feed into the plan preparation in a formal and informal manner. All the County Councillors are therefore informed about each stage of the preparation of a document, and relevant documents are supplied to all Councillors.	Councillors have a vital link to local issues and can become involved through consultations. They are a useful link and resource in the creation of DPDs.
Planning Aid	This service provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. It is at the forefront of engaging the community in the planning process and giving equality to all those involved in the planning process. It can help people understand and use the planning system and participate in preparing plans. www.planningaid.rtpi.org.uk	The council supports the use of planning aid to help local communities and individuals in Lincolnshire to become involved in local development documents.

<p>Planning for Real ® http://www.nif.co.uk/planningforreal</p>	<p>Planning for Real ® is a whole process of community consultation. It begins with contacting the local community networks and reaches a conclusion with the formation of an Action Plan for taking forward the decisions made during the process. Usually more appropriate for specific projects.</p>	<p>The County Council would be working with the Neighbourhood Initiative Foundation to provide events – this could be quite resource intensive.</p>
<p>E-mails, Newsletters or updates.</p>	<p>This will be another way of keeping organisations or individuals informed of progress in preparing local development documents. It might be more convenient for those who do not expect to be closely involved in the process but who would wish to know when particular stages of the process are reached. Potentially the newsletter could outline recent and forthcoming events and explain which documents are available to view on the website or download. It could be a service that people are able to sign up for and act as a possible alternative to standard letters that are sent out to people at particular stages.</p>	<p>This method of involvement will take up high resource levels but the positive implications are that emails will be able to reach many people and including some 'hard to reach groups.'</p>
<p>Neighbours / Land Owners</p>	<p>Relevant documents will be sent to neighbours, land owners (where known) and those occupying sites identified for certain policies, site allocations in plans or specific applications. The form of consultation will follow that for planning applications. See neighbour notification policy (appendix 2).</p>	<p>Only relevant material will be sent to avoid confusion.</p>

7.0 WHO WILL BE ENGAGED AND HOW?

The Council holds a database of consultee details. If you wish to be added to, or removed from, this database, please contact the Council on 01522 782070.

WHO	HOW
GENERAL CONSULTATION BODIES	
Residents and working population of a particular area	Media advertising informing them where to view documents or inviting them to request a copy. Events organised and web sites and newsletters used. For smaller geographical areas or subject specific documents, individual letters or copies of documents may be sent
Local Strategic Partnership network and Partnerships/Forums	Sent a copy of consultation material
Bodies in the authority's area such as: - voluntary bodies - bodies which represent the interests of the elderly, different racial, ethnic or national groups, different religious groups and disabled persons - bodies which represent the interests of persons carrying on business	Sent a copy of consultation material
Local schools	Sent a letter informing where the document can be viewed or inviting them to request a copy
Organisations and individuals that have asked to be consulted on a particular LDD	Sent a letter informing where the document can be viewed or inviting them to request a copy
Elected District, County Councillors and Members of Parliament in the area covered	Sent a copy of the consultation material
Government Office for the East Midlands	Sent a copy of the consultation material

SPECIFIC CONSULTATION BODIES	
<p>The following are identified in legislation as bodies that should be formally consulted where the local planning authority considers that the subject matter of the document may affect the interest of that body:</p> <ul style="list-style-type: none"> - East Midlands Regional Assembly - East Midlands Development Agency - East of England Development Agency - Yorkshire Forward - Local planning authorities in or adjacent to the plan area (Boston Borough Council, East Lindsey District Council, Lincoln City Council, North Kesteven District Council, South Holland District Council, South Kesteven District Council, West Lindsey District Council, North East Lincolnshire Council, North Lincolnshire Council, Bassetlaw District Council, Newark and Sherwood District Council, Melton Borough Council, Peterborough City Council, Fenland District Council, King's Lynn and West Norfolk District Council, East Northamptonshire District Council and Norfolk, Cambridgeshire, Northamptonshire, Rutland, Leicestershire and Nottinghamshire County Councils) - Relevant Town and Parish Councils (within and bordering Lincolnshire) - The Environment Agency - Natural England - The Highways Agency - The Historic Buildings and Monuments Commission for England - English Heritage - Network Rail - Any person to whom the electronic communications code applies by virtue of a direction given under Section 106(3)(a) of the Communications Act 2003 - The Strategic Health Authority - Telecommunication Companies - Electricity and Gas Companies 	<p>Sent a copy of the consultation material</p>

<ul style="list-style-type: none"> - Sewage and Water Undertakers - Government Departments or agencies which have large land holdings in the area - Local Strategic Partnerships 	
<p>OTHER CONSULTEES</p>	<p>Minerals Policies * Waste Policies +</p>
<p>The following bodies and individuals will also be consulted where appropriate:</p> <ul style="list-style-type: none"> - Access Ability Grantham - Access Ability Lincoln - Access Stamford - Advice Lincs - Age Concern - Airport Operators - Anglo-Portuguese Society - Blind Outdoor Leisure Development - British Chemical Distributors and Traders Association * - British Geological Survey * + - British Paralympics Association - British Waterways, canal owners and navigation authorities - Centre for Ecology and Hydrology * + - Chambers of Commerce, Local CBI and local branches of Institute of Directors - Church Commissioners - Civic Societies - Civil Aviation Authority - Colleges and University - Commission for Architecture and the Built Environment (CABE) + - Commission for Racial Equality - Community Groups - Community Council of Lincolnshire - Connexions Lincolnshire & Rutland - Council for the Protection of Rural England - County Physical Disability Service - Crown Estate Office * + - Diocesan Board of Finance * + - Disability Lincs Ltd - Disabled Living Centre (British Red Cross, Boston) - Disabled Living Centre (Gainsborough) 	<p>Sent a copy of the consultation material</p>

<ul style="list-style-type: none"> - Disability Rights Commission - Disabled Persons Transport Advisory Committee - English Partnerships - Environmental Groups - Equal Opportunities Commission - Fire and Rescue Services - Forestry Enterprise/Commission - Freight Transport Association * + - Friends of the Earth - Grantham & District Talking Newspaper - Grantham Mencap - Government Departments * + - Gypsy Council - Headway Lincolnshire - Health and Safety Executive * + - Hearing Help Grantham - Help the Aged - HM Prison Service - HBF + - Housing Corporations - Internal Drainage Boards * + - Inland Waterways Association * - Kesteven Blind Society - Learning and Skills Council - Lincoln Race Equality Council - Lincoln Women's Aid - Lincolnshire Association of Local Councils (ALC) - Lincolnshire Deaf Services - Lincolnshire Federation for Disability Sport - Lincolnshire North Federation of Women's Institutes - Lincolnshire Partnership NHS Trust - Lincolnshire Primary Care Trust - Lincolnshire South Federation of Women's Institutes - Lincolnshire Waste Partnership + - Lincolnshire Wolds Countryside Service - Lincolnshire Wolds Joint Advisory Committee - Lindsey Blind Society - Lindsey Blind Society (Skegness) - Local Equality Groups - Local Race Equality Councils - Local Transport Authorities - Local Transport Operators - MP's 	
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<ul style="list-style-type: none"> - MEP's - Ministry of Defence - National Farmers Union - National Playing Fields Association - NSPCC - Passenger Transport Authorities - Passenger Transport Executives - Police Architectural Liaison Officers / Crime Prevention Design Advisors - Port operators - Post Office Property Holdings - Rail Companies and the Rail Freight Group - Regional Development Agencies - Regional Housing Boards - Regional Sports Boards - Road Haulage Association * + - Royal Society for the Protection of Birds - Seagull Recycling - Shaw Trust - Society for Lincolnshire History and Archaeology - Spalding Community Support Team - Sport England - St Johns Guild for the Blind - The Woodland Trust - Travellers Law Reform Coalition - United Lincolnshire Hospitals NHS Trust - Voluntary Sector Mental Health Forum - Wildlife Trusts - Women's National Commission 	
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This list is not exclusive and will be updated regularly as part of the monitoring and review process. Please note, this also relates to successor bodies where re-organisations occur. The Community Strategy is a source of local community interests and activities; discussions with the local strategic partnership will assist with accessing hard-to-reach groups.

8.0 SIGNIFICANT DEVELOPMENT PROPOSALS AND PLANNING APPLICATIONS

8.1 The process of planning applications or applying for planning permission has not been significantly affected by the introduction of the new system under the 2004 Planning and Compulsory Purchase Act. Lincolnshire County Council deals with two types of applications firstly, those to determine planning applications for county matters regarding minerals and waste and secondly, for County Council developments such as schools, social services development and some highways schemes. Other planning applications such as housing employment or retail developments will be dealt with by the district councils. District Councils have their own Statements of Community Involvement. The statutory publicity requirements for different types of development will be carried out as follows:

TYPE OF DEVELOPMENT	PUBLICITY REQUIRED
Development where the application: <ul style="list-style-type: none"> - is accompanied by an Environmental Statement; or - is a departure from the development plan; or - affects a public right of way 	Advertised in the local newspaper and site notice
Major development (likely to have a significant impact on the local area or create significant public interest or controversy)	Advertised in the local newspaper, a site notice and neighbour notification
Minor development	Site notice and neighbour notification
Development affecting the setting of a listed building or either the character or appearance of a conservation area	Advertisement in the local newspaper and site notice
Permitted development requiring prior approval of the local planning authority	Site notice

For the County Council a major development (as defined in the Town and Country Planning (General Development Procedure) Order 1995) is an application which is one of the following:

- Any development involving the winning or working of minerals or the use of land for mineral-working deposits;
- Waste development;
- Development involving a building(s) with a floorspace of 1,000 square metres or more;
- Any other development of a site of 1 hectare or more.

8.2 The standard for neighbour notification is set out in Appendix 2.

- 8.3 Where a proposal is considered to be significant by the local planning authority, those promoting the proposals/application will be expected to undertake community involvement in drawing up their proposals. They will be expected to inform the authority how they have engaged the community and how their proposals have changed as a result. Although this will be expected of those promoting significant proposals/application, developers and applicants of other proposals will be encouraged to consider the benefits of involving the community in the preparation of their schemes. Engagement could be by letter, leaflet, plans/diagrams, public meetings, exhibitions or workshops. Advice can be given by the planning department on the best methods to use for the type of development proposed.
- 8.4 **Planning Obligations**
Planning obligations (or “section 106 (s106) agreements”) are a legal agreement for securing developer contributions or other necessary planning matters arising from a development proposal. They are commonly used to bring development in line with the objectives of sustainable development as articulated through the relevant local, regional and national planning policies. A technical advice note for Lincolnshire County Council on planning obligations is being developed.
- 8.5 **Planning Applications**
For planning applications neighbours and those likely to be directly affected by the proposal including statutory and other bodies will be informed that an application has been submitted and where they can view the application/receive more information on it. Where an application could affect an adjoining parish, both parishes will be consulted. We will make it clear when inviting views that they can only relate to land use considerations if they are to be taken into account when reaching a decision and when the deadline for receiving the comments will be. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.
- 8.6 Some decisions on whether or not to grant planning permission are taken at Committee whilst officers, under delegated powers given by the Council, determine others. Generally, Committee takes decisions on major applications.
- 8.7 For each planning application to be determined by the Committee a report will be drafted setting out key issues, highlighting responses from the consultation exercise and containing a recommendation. Members of the public, or other consultees, who wish to speak for or against the application at Committee will be given a set time to do so, but will have to request this in advance of the meeting. Details of the protocol for public speaking are set out at Appendix 3. All parties involved in the application will be kept informed throughout the process, and will then be informed of the outcome; detailed feedback can be received on request.
- 8.8 Anyone making a representation on a planning application will be notified of the decision if determined under delegated powers and in the case of applications going to Committee, will be informed when the application will be determined as well as notified of the decision when it has been made; if applicable, notification of appeals will also be sent to interested groups.

8.9 Planning Appeals

Appeals may be made for a number of reasons, but most are made because the Local Planning Authority has refused planning permission. Only the person who made the planning application has the right to appeal; there are no Third Party Right of Appeal against decision. Appeals are made to The Planning Inspectorate who has produced a guide to taking part in appeals (www.planning-inspectorate.gov.uk). There is the opportunity to expand on initial representations made at the appeal stage through the submission of further comments and detailed proofs to the Planning Inspectorate. Appeals are decided by Inspectors, who are completely unbiased and usually professionally qualified in planning or a similar area, such as law or architecture.

9.0 PARISH COUNCILS

9.1 The County Council understands the importance of Parish Councils and their Member's local knowledge of the area, which can assist in the planning process. Work with the District Councils on planning matters and engaging the local Parish Councils may improve involvement between the planning authorities and the local community. When necessary relevant Officers will attend Parish Meetings (or speak to groups of Parish Councils) regarding certain planning and development matters. Parish Councils will be involved throughout the planning process.

9.2 The Lincolnshire Association of Local Councils can provide Parish Council Members with training on planning. The County Council will liaise with the Lincolnshire Association of Local Councils and the Community Council of Lincolnshire to ascertain how it can assist in such training.

10.0 E-GOVERNMENT

10.1 Encouragement will be given to Parish Councils to access the County Council's planning consultation system online and make their comments electronically where possible.

10.2 Statutory consultees are also being encouraged to submit comments online to improve the efficiency and effectiveness of the service.

11.0 THE ROLE OF PLANNING AID

11.1 Planning Aid is an important part of the planning system. East Midlands Planning Aid, which is a voluntary service linked to the Royal Town Planning Institute offers free, independent professional advice on town planning matters to individuals and community groups who cannot employ a planning consultant. The service, therefore, enables communities and individuals to be effectively involved in planning matters.

- 11.2 The public and community groups will be informed of this service. Further information about Planning Aid is available from the Council or via their website at: <http://www.planningaid.rtpi.org.uk>

Planning Advice Helpline: 0870 850 9802
Mon, Wed & Thurs 9am – 5pm
Answer phone available outside these hours

12.0 MONITORING AND REVIEW

- 12.1 The Statement of Community Involvement will be monitored on an annual basis and be included in the County's Annual Monitoring Report (AMR), which will be publicly available and submitted to the Government. Monitoring will include attendance / successfulness of consultation events and the types of issues being raised and an analysis of diversity questionnaires to identify 'hard to reach' groups within Lincolnshire.
- 12.2 The authority is statutorily required to issue customer satisfaction questionnaires about the development control service it provides. This will also be done for the policy work to find out how the process could be improved, what is effective and which methods of consultation work best. From the results of the questionnaires a review will be done about the methods of practice.
- 12.3 The contents of the Statement of Community Involvement will be reviewed with other Local Development Framework documents as part of the rolling three-year programme. Methods of consultation in this document will be assessed in terms of their appropriateness and effectiveness when involving the community in planning.
- 12.4 The Statement of Community Involvement has undergone an initial Equality Impact and Needs Assessment and the document has satisfied the necessary requirements. As part of the monitoring the Statement of Community Involvement will be subject to a regular Equality Impact and Needs Assessment to check the document is not discriminating against any community or group of individuals.

13.0 RESOURCES

- 13.1 Local authority resources are scarce and must be optimised. Therefore whilst there is a limit to the engagement that can be undertaken, the necessary resources for effective community involvement will be identified. The main resources required for community involvement are:
- Staff time
 - Print and design work
 - Administration and distribution
 - General publicity including advertising, exhibitions, press liaison
 - Statutory publicity – advertising and display locations for statutory documents

- Web page creation and maintenance
- Organising workshops, conferences and meetings and the cost of venues, refreshments fees and facilitators where necessary

13.2 For each document produced resources will be assessed. Where there is a possibility to link in with other consultation exercises and resources maximised through joint consultation exercises, this will be investigated.

13.3 Notification of planning applications and their advertisement in the local press is a statutory requirement for local authorities and resources are identified for this purpose.

13.4 For consultations on significant development proposals and related planning applications more will be expected than notifications alone. Those promoting the proposals/application will be expected to share the resourcing of the consultation exercise.

Appendix 1

Glossary of Terms

Annual Monitoring Report (AMR)	A report submitted to the government by local planning authorities or regional planning bodies assessing progress with and the effectiveness of a Local Development Framework
Area Action Plan	A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Community Strategy	A strategy prepared by a local authority to improve local quality of life and aspirations, under the Local Government Act 2000.
Committee	At a planning authority, an appointed body of locally elected Councillors that makes decisions on planning matters.
Core strategy	A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy (see also DPDs).
Development Plan Documents (DPDs)	<p>Development Plan Documents are prepared by local planning authorities and outline the key development goals of the local development framework.</p> <p>Development Plan Documents include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be an adopted proposals map which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs.</p> <p>All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.</p> <p>DPDs form an essential part of the Local Development Framework.</p>
Local Development Documents (LDDs)	These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area

<p>Local Development Framework (LDF) (Minerals and Waste)</p>	<p>The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents. An LDF is comprised of:</p> <ul style="list-style-type: none"> • Development Plan Documents (which form part of the statutory development plan) • Supplementary Planning Documents <p>The local development framework will also comprise of:</p> <ul style="list-style-type: none"> • the Statement of Community Involvement • the Local Development Scheme • the Annual Monitoring Report • any Local Development Orders or Simplified Planning Zones that may have been added
<p>Local Development Scheme (LDS)</p>	<p>The local planning authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with government and reviewed every year.</p>
<p>Local Plan</p>	<p>An old-style development plan prepared by district and other local planning authorities. These plans will continue to operate for a time after the commencement of the new development plan system, by virtue of specific transitional provisions.</p>
<p>Local Strategic Partnership (LSP)</p>	<p>A single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors.</p> <p>LSPs are key to tackling deep seated, multi-faceted problems, requiring a range of responses from different bodies. Local partners working through a LSP will be expected to take many of the major decisions about priorities for their local area.</p>
<p>Planning & Compulsory Purchase Act 2004</p>	<p>The Act updates elements of the 1990 Town & Country Planning Act. The Planning and Compulsory Purchase Act 2004 introduces:</p> <ul style="list-style-type: none"> • a statutory system for regional planning • a new system for local planning • reforms to the development control and compulsory

	<p>purchase and compensation systems</p> <ul style="list-style-type: none"> • removal of crown immunity from planning controls.
Regional Spatial Strategy (RSS)	<p>A strategy for how a region should look in 15 to 20 years time and possibly longer. The Regional Spatial Strategy identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal. Most former Regional Planning Guidance is now considered RSS and forms part of the development plan. Regional Spatial Strategies are prepared by Regional Planning Bodies</p>
Saved Policies / Saved Plan	<p>Policies within unitary development plans, local plans and structure plans that are saved for a time period during replacement production of Local Development Documents</p>
Strategic Environmental Assessment (SEA)	<p>An environmental assessment of certain plans and programmes, including those in the field of planning and land use, which complies with the EU Directive 2001/42/EC. The environmental assessment involves the:</p> <ul style="list-style-type: none"> • preparation of an environmental report • carrying out of consultations • taking into account of the environmental report and the results of the consultations in decision making • provision of information when the plan or programme is adopted • showing that the results of the environment assessment have been taken into account
Statement of Community Involvement (SCI)	<p>The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The Statement of Community Involvement is an essential part of the new-look Local Development Frameworks.</p>
Structure Plan	<p>An old-style development plan, which sets out strategic planning policies and forms the basis for detailed policies in local plans. These plans will continue to operate for a time after the commencement of the new development plan system, due to transitional provisions under planning reform</p>

Supplementary Planning Document (SPD)	A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.
Sustainability Appraisal (including Environmental Appraisal)	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
Waste Local Plan	A statutory development plan prepared (or saved) by the waste planning authority under transitional arrangements, setting out policies in relation to waste management and related developments.

Source: <http://www.planningportal.gov.uk/england/professionals/en/> - Glossary

Appendix 2

The Council's Neighbour Notification Policy is set out below:-

- Notification will be sent to all occupiers of adjoining residential properties and commercial properties (including agricultural and horticultural properties) which contain a building capable of receiving post.
- For the purposes of notification "adjoining" is taken to mean properties on land with a boundary which directly abuts the application site or building edged in red or within four metres of the site boundary. If the application is within a multi-storey building this includes the occupiers of properties directly above and below the application site.
- Where an application site abuts a highway, then the presence of the road is disregarded in defining which properties abut the application site, unless the road is more than twenty metres in width.
- Display a site notice at the entrance to the application site on the nearest public highway or at locations where the proposal crosses a public highway allowing twenty one days for a response.
- Notification is in the form of a standard letter with comments form.
- Allow twenty one days for consultations to be made on applications and fourteen days on minor amendments. No re-advertisement would normally take place on minor amendments. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- Wider notification may be undertaken dependent upon the nature of the proposal. In rural areas discretionary neighbour notifications will have a geographical limit of one hundred metres.
- All applications to be placed on the Council's Planning Portal website, along with a weekly list of applications received.
- Comments on applications can be made online.

Outcome of Decisions

- All neighbours who wrote in are advised in writing of the decision on a planning application.
- Parish/town councils are sent copies of the decision notice.

Appeals

- All those persons or organisations which submitted comments, along with parish/town councils and local interest groups will be sent notification of appeals. The original comments will be copied and forwarded to the Planning Inspectorate; there will be an additional opportunity to make further comments directly to the Planning Inspectorate.
- For Public Inquiries, a site notice will be erected and a press notice placed to publicise the date/time and location of the Inquiry.
- Appeals material will be posted on the Council's Planning Portal website.

Enforcement

Referrals for enforcement normally arise as a result of complaints from the public. All referrals from the public or businesses are treated confidentially. Referrals from public bodies, Districts, Town and Parish Councils and Councillors are in the public domain. There is no consultation with the public on enforcement cases. Often cases are resolved by the submission of a planning application which is then publicised in the normal way. The complainants and the operator/owner are informed of the outcome of the investigations. An online complaints system is under development.

Appendix 3

Public Speaking at Committee

Applicants, agents, consultees and persons wishing to express a view about a planning application that is being reported to the Planning and Regulatory Committee have a right to speak at Planning and Regulations committee.

Before you speak you should:

- Try to see the plans and application form, which are available at www.lincolnshire.gov.uk/planning_register as well as our offices.
- Make sure you understand what is proposed e.g. what will it look like and how will it be used?
- Register your intent to speak to the Committee in writing to the relevant planning officer 2 full working days in advance of the committee meeting, indicating whether you intend to oppose or support the application. The dates of committees are available at www.lincolnshire.gov.uk/committeemeeting
- Read our Data Protection and Privacy Guidance PGN03 also available online at www.lincolnshire.gov.uk/planningguidance

Useful tips on what to speak about:

- Land use - Is the proposed use of the land or building suitable given its location and surroundings?
- Physical impact - What are your views on the appearance of the development e.g. materials, scale, height, character? Will you be affected by the loss of daylight or privacy? What do you think of any landscaping scheme?
- Traffic - What are your views on any arrangements for access and parking? How will the amount or flow of traffic be affected?
- Community - How will local services and the environment be affected?

Points to remember:

- The number of speakers will be restricted to a maximum of one in favour and one opposing the application, chosen by order of notification of wish to speak. In addition up to two Councillors who are not Members of the Committee may also address the Committee upon each application.
- Speakers will be limited to three minutes each in respect of each application.
- Members of the Committee may ask questions of speakers. Such questions will be put through the chairman.

We usually cannot take into account:

- Fears about loss of value of property.
- Boundary disputes between neighbours.
- Problems that have nothing to do with the proposal e.g. noise from existing activities.

How to make a request to speak at committee

By post:

You can write to us at

Development Directorate
Sustainable Communities
Planning and Conservation
4th Floor
City Hall
Lincoln
LN1 1DN

Please quote the relevant application number.

Via the internet:

You can search out interactive planning register and complete the online form available from all applications that are in consultation. You are free to make a request to appear at committee using this facility as well as making comments in writing. You may access this via, www.lincolnshire.gov.uk/planningregister

Via Email:

You can make a request to speak at committee either to the planning officer responsible if you have their email address, or to dev_planningsupport@lincolnshire.gov.uk

Please remember:

- Please quote the planning application number when writing to us.
- All comments received will be in the public domain and may be published on the internet.
- Offensive or libellous comments are not acceptable.
- If you wish to speak to some one regarding the speaking at committee process, please call (01522) 782070 and ask for the relevant planning officer or quote the planning application number.

Appendix 4

Planning obligations and the Freedom of Information Act (FOI)

As requests may be received for information relating to individual s106 agreements which has not been made publicly available, LPAs should ensure that they are fully aware of their responsibilities under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

Commercially sensitive information relating to planning obligations that is provided in confidence by applicants may be exempt from the FOI Act. However, any requests for such information under the act will be subject to a “public interest” test, and may be disclosed if the release of such information is deemed to be in the public interest.

Good practice check list	
The LPA seek the views of the community and involves them in the review and development of planning obligations policies at all relevant stages of the policy-making process.	✓
The LPA utilises a range of media to ensure that documentation relevant to planning obligations is accessible to members of the public and provided well in advance of any decision.	✓
For applications involving major planning obligations or where there is a significant public interest the developer and/or LPA carry out a specific consultation process with members of the public at the pre-application stage.	✓

Source: Planning Obligations: Practice Guidance (DCLG) 2006

Lincolnshire County Council 01522 782070

This information can be provided in another language or format.
For all enquiries please contact the above number.

Ky informacion mund të sigurohet në një gjuhë apo format tjetër.
Për çfarëdo pyetje, ju lutem kontaktoni numrin e mësipërm.

يمكن تزويد هذه المعلومات بلغة أو صيغة أخرى. الرجاء الاتصال بالرقم أعلاه
لكل الإستفسارات.

本资料亦有其他语言版本和另外的版式。请拨打上面的号码询问。

Tyto informace jsou k dispozici i v jiném jazyce nebo formátu.
Se všemi dotazy se prosím obraťte na výše uvedené číslo.

Cette information peut être fournie dans une autre langue ou sous
un autre format. Pour tous renseignements, veuillez appeler le
numéro ci-dessus.

Ezt az információt megadhatja más nyelven vagy formátumban is. Ha bármi kérdése
merülne fel, kérjük hívja fel a fenti telefonszámot.

ئەم زانیاریانە دەکرێت بە زمانیکێ تریان شیوازیکی تر دابین بکړیت. ئەگەر هەر
پرسیارێکت هه‌بوو تکایه‌ پهیوهندی به‌م ژماره‌یه‌ی سه‌ره‌وه‌ بکه‌.

Informácia var tikt sniegta citā valodā vai formātā. Jautājumu gadījumā lūdzam zvanīt uz
iepriekš minēto numuru.

Ši informacija gali būti pateikta kitoje kalboje ar formate. Visiem
pasiteiravimam prašome susisiekti su viršuj nurodytu numeriu.

Ta informacja jest także dostępna w innym języku i formacie. W
razie jakichkolwiek pytań zadzwoń pod powyższy numer.

Esta informação pode ser fornecida em outro idioma ou
formato. Para quaisquer inquéritos, contacte o número acima.

Această informație poate fi furnizată în altă limbă sau format.
Pentru toate nelămuririle vă rog contactați numărul de mai sus.

Эта информация может быть предоставлена на другом языке или в
другом формате. По всем вопросам пожалуйста звоните по
вышеуказанному номеру.

Bu bilgiyi başka bir dilde veya formatta temin edebilirsiniz.
Diğer sorularınız için lütfen yukarıdaki numarayı arayınız.