



East Lindsey Local Development Framework  
**Statement of Community Involvement**

INSPECTOR'S REPORT

The Planning Inspector, appointed by the Secretary of State for the Department of Communities and Local Government, presented his draft report to the Council on 21<sup>st</sup> March 2007. The Council accepted it as his final report. He found the Submitted Statement of Community Involvement to have met all of the nine tests of soundness, subject to a number of amendments, which are included in his report and are attached as appendices.

The Statement of Community Involvement document will be revised to incorporate all of his amendments and be submitted to the East Lindsey District Council on 17<sup>th</sup> June 2007 for final adoption.

10<sup>th</sup> April 2007

## **East Lindsey District Council Statement of Community Involvement (October 2006)**

### **INSPECTOR'S REPORT**

#### **Introduction**

- 1.1 An independent examination of the East Lindsey District Council's Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act 2004 (the Act), as applied by s18(4) of the Act.
- 1.2 Section 20(5) indicates the two purposes of the independent examination in parts (a) and (b). With regard to part (a) I am satisfied that the SCI satisfies the requirements of the relevant sections of the Act, in particular that its preparation has accorded with the Local Development Scheme as required by s19(1) of the Act.
- 1.3 Part (b) is whether the SCI is sound. Following Paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 tests set out (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.4 A total of 61 representations were received, all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received and these have been taken into account in the preparation of this report. Further information was requested from the Council in relation to Test iv and this information is contained in Appendix B to this Report.

#### **Test 1**

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.2 This test is met.

#### **Test 2**

- 3.1 Chapter 6 of the SCI acknowledges that the LDF is a way of delivering the aims of the Community Strategy, 'Working With You' and states that the Council will work with the Local Strategic Partnership to make sure that the content of the two documents complement each other and to avoid the duplication of consultation exercises. The SCI also makes reference to other Council strategies (Paragraph 6.5), such as the Economic Development Strategy and states that consideration will be given to how these will be linked in terms of objectives and consultation.

3.2 This test is met.

### **Test 3**

4.1 The Council has set out in Appendix 1 of the SCI those groups which will be consulted. This list includes the statutory bodies from PPS12 Annex E. It is stated at Paragraph 4.3 that the Council holds a database of consultee details and that this will be updated as necessary. Furthermore, the Council states in this paragraph that they will consult with additional local stakeholders.

4.2 As a result of representations received on the submission document, the Council proposes a number of amendments to Appendix 1. The majority are suitable amendments to this appendix and I recommend their implementation below. However, whilst I agree that names of individual consultees be removed from the SCI, I consider that the inclusion within the lists in Appendix 1 of interested organisations is appropriate and I therefore recommend accordingly.

**(R1)** Delete the names of individual consultees from the list of District Councillors and Specific Requests for Consultation. Any remaining bodies in the latter list should be transferred to the 'Others' list apart from the East Lincolnshire Primary Care Trust which is already present under Local Consultation Bodies. District Councillors (as a generic group) should be added to the Local Consultation Bodies list.

**(R2)** Amend Paragraph 4.3 to include the text provided by the Council (given below) concerning their consultee database. This should be placed after the third sentence of this paragraph.

"The Council holds a comprehensive database of individuals, local groups and organisations with whom it will consult at each appropriate stage of the Development Plan Documents. We will add to, or update, this database whenever we become aware of any additions or changes. You can inspect this database on the Council's website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk). If you wish to be added to this database, please contact the Council's planning policy team by telephoning 01507-60111, extensions 316, 323 or 661."

Add the following to Appendix 1:

To 'Local Consultation Bodies' add Lincolnshire Gypsy Liaison Group

To 'Others' add the following:

F.F.T. (Friends, Families and Travellers)

RPS Planning.

Peacock & Smith (on behalf of Wm Morrison)

Broadgate Builders

Home Builders Federation

The Theatres Trust

Lastly, as the organisation no longer exists, delete Gypsy and Traveller Law Reform Coalition from Appendix 1.

- 4.3 The re-organisation of certain consultation bodies, such as English Nature, should be acknowledged in the SCI and I recommend an additional sentence be added to this effect.

**(R3)** Insert the following to the beginning of Appendix 1:

"Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur."

Additionally, remove reference to the Countryside Agency and English Nature from Appendix 1 and replace with Natural England.

- 4.4 As a result of a representation on the submitted document, the Council propose the following amendments to Paragraph 4.4 which I agree should be included.

**(R4)** Insert (omitted) Paragraph number 4.4 before text beginning 'But we will widen our consultation....'

Add the following new text to the end of the new Paragraph 4.4:

"Everyone on our consultee database will receive, as a minimum, a letter of notification just before each consultation stage with an invitation to contribute if they consider it relevant to their interests"

- 4.5 Subject to the recommendations above, this test is met.

#### **Test 4**

- 5.1 Chapter 4 of the SCI, specifically, Tables A – G, provides information on the stages of Local Development Document (LDD) preparation and also set out the range of methods the Council proposes to employ. However, the SCI should show how the Council will involve and inform people from the early stages of LDD preparation. The Council was, therefore, asked to amend Tables A – G to indicate whom it proposes to consult during these stages. Additionally, Tables D and G should include the stage of consultation that may occur if a document is concerned with allocations of land, (under Regulation 32). The Council was also asked to amend those two tables to take that stage of consultation into account and I recommend that its response (given in Appendix B to this report) be inserted into the SCI.

**(R5)** Replace the submission versions of Tables A – G with the versions provided in Appendix B to this report.

- 5.2 As a result of these amendments the Council has clarified who will be consulted during the consultation stages. The SCI now shows

that consultation will take place with the key stakeholders during the issues and options stage of Development Plan Document (DPD) production in accordance with Regulation 25.

5.3 However, despite Paragraph 5.1 above, the SCI would be improved if diagrams detailing the consultation process for DPDs and Supplementary Planning Documents (SPDs) were included. Therefore I recommend as follows:

**(R6)** Insert the Development Plan Document diagram at the end of Paragraph 3.1 and insert the Supplementary Planning Document at the end of Paragraph 3.2. These diagrams are given in Appendix C of this report.

5.4 As a result of these amendments, I am satisfied that providing these stages are followed the consultation proposed will be undertaken in a timely and accessible manner.

5.5 Subject to the recommendations above, this test is met.

### **Test 5**

6.1 Appendix 4 of the SCI sets out the methods that the Council proposes to use to involve the community and stakeholders. These cover a variety of recognised consultation techniques that will present information via a range of different media. The Council indicates through Tables A - G at what stages of LDD preparation the various methods might be employed.

6.2 The SCI acknowledges, at Paragraph 4.5, that the Council may have to provide extra support to facilitate consultation with certain groups or individuals and proposes (in Paragraphs 4.8 – 4.9) how they might do this. The SCI should explain how the Council will make its information accessible to all members of society and also explain how it will meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995. I therefore have the following recommendation to make.

**(R7)** Add the following to the end of Paragraph 4.9:

“The Council will make its best endeavours to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.”

Additionally add the following to the beginning of Paragraph 4.8:

“All Local Development Framework documents can be made available, on request, in a variety of formats.”

6.3 As a result of a representation on the submission document, the Council proposes the following addition to paragraph 4.9, which I agree should be included.

**(R8)** Add new text to the end of Paragraph 4.9 to read as follows:

“For example, we will consult with gypsy and traveller groups through the Lincolnshire Gypsy Liaison Group.”

6.4 As a result of a further representation on the submission document, the Council proposes to remove the section entitled ‘Where we will advertise events / consultation’ from Appendix 1 and reposition it at the end of Appendix 4. This is a suitable amendment and I recommend accordingly.

**(R9)** Remove the section entitled ‘Where we will advertise events / consultation’ from Appendix 1 and reposition it at the end of Appendix 4.

6.5 As a result, I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.

6.6 Subject to the recommendations above, this test is met.

### **Test 6**

7.1 Chapter 7 of the SCI explains how the Council will seek to ensure that sufficient resources are put in place to achieve the scale of consultation envisaged.

7.2 As a result of a representation on the submission document, the Council proposes to delete the first two paragraphs of this chapter and I agree that their replacement text, given below, is a more suitable exposition of this issue.

**(R10)** Delete the first two paragraphs of Chapter 7 and insert the following text:

“The Council’s principal resources needed to deliver the Local Development Framework are made up of money, IT and professional staff. They will be directed to where they are needed most throughout the LDF process.

The budget for the LDF is identified in the Planning Service’s Service Delivery Plan. This will pay for staff, advertising and publicity, consultation and research, document publication and the costs of public examinations of the various Development Plan Documents. In addition, it allocates funds received from the Government’s Planning Delivery Grant towards providing temporary support staff, external advice and support to the LDF and consultants’ fees for independent Sustainability Assessments, a review of the District Retail Study, Conservation Area Appraisals and validation of the Landscape Character Assessment.

The Council has invested in a software publishing package to facilitate community consultation, analysis and document formatting, specifically for the LDF. Each year's budget will be re-assessed to accommodate any changing resource requirements of the updated Local Development Scheme

The Local Development Framework is being co-ordinated and produced by the Council's planning policy team. It works in partnership with the Council's Communications team on community consultation methods and analysis. An LDF corporate steering group of senior council officers has been set up to provide linkages between all Council services and the LDF. In working closely with the Council's Community Development service, it will align community consultation on the LDF and the Community Strategy, so avoiding unnecessary duplication."

7.3 As a result, I am satisfied that the Council is alert to the resource implications of the SCI.

7.4 Subject to the recommendation above, this test is met.

### **Test 7**

8.1 Chapter 5 of the SCI explains how the results of community involvement will be taken into account by the Council and used to inform decisions. The SCI should be clear that the Council will prepare reports at the end of the consultation periods explaining how views have been considered and documents changed in light of the community involvement. The SCI should also state where these will be made publicly available. Therefore, I have the following amendment to make to Chapter 5.

**(R11)** Add a new paragraph, Paragraph 5.5 to read:

"At the end of each consultation period the Council will produce reports explaining how views have been considered. These reports will be made available on our website, [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk) and at the libraries and area offices now listed in Appendix 4 of the SCI."

8.2 Subject to the recommendation above, this test is met.

### **Test 8**

9.1 Chapter 8 of the SCI explains that the Council will monitor and review the SCI. It would be helpful if this chapter made reference to the role of the Annual Monitoring Report and as a result of a representation on the submission document, the Council proposes to address this omission by the insertion of the text given below, which I recommend be inserted into the SCI.

**(R12)** Insert the following text after Paragraph 8.2:

"We will report the findings of these tests in the Council's Annual Monitoring Report on the Local Development Framework, together with any proposed changes that may be necessary to improve the effectiveness of the SCI.

We shall also work to integrate the SCI into the Council's emerging corporate Community Engagement Strategy so that community engagement may be conducted more efficiently, without unnecessary duplication and in a co-ordinated way, in future."

9.2 I am, therefore, satisfied that the Council has mechanisms for reviewing the SCI and have identified potential triggers for the review of the SCI.

9.3 Subject to the recommendation above, this test is met.

### **Test 9**

10.1 Chapter 9 of the SCI describes the Council's policy for consultation on planning applications. Table 4 meets the minimum requirements and provides information on additional methods of consultation. This distinguishes between procedures appropriate to different types and scale of application.

10.2 The SCI does not adequately deal with the question of how the results of consultation will be reported and how the results will be used to inform the decision making process and I recommend a change to rectify this.

**(R13)** Insert the following to the end of Paragraph 9.7:

"The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council."

10.3 The SCI does not address the longer statutory time period for consultation that may be applicable in certain circumstances and I recommend a change to acknowledge this.

**(R14)** Insert the following after the first sentence of Paragraph 9.7:

"The normal period allowed for comments on planning applications is 21 days, however, bodies such as Natural England will be allowed a longer period of comment on applications where this is prescribed by legislation."

10.4 Subject to the recommendations above, this test is met.

### **Conclusions**

11.1 The Council has set out in its Regulation 31 Statement a number of proposed changes to the SCI in response to representations received on the submission document. These suggested amendments (which are given in Appendix D to this report) do not



affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI. Some of the proposed amendments have been considered and agreed in the body of this report and I also recommend that any changes detailed in Appendix D and not previously mentioned also be included.

**(R15)** Implement those changes proposed in Appendix D, which have not been agreed previously in this report.

11.2 The Council was asked to provide information on the service provided by Planning Aid. Its response is given below and I recommend that the following text be inserted into the SCI.

**(R16)** Insert the following after paragraph 1.4:

**“Planning Aid**

1.5 Planning Aid is a charity offering free, independent and professional advice on planning issues to those individuals and community groups who cannot afford to pay planning consultants. It can help with:-

- Making sense of the planning system;
- Advising on how to take part in planning policymaking;
- Commenting on planning applications;
- Applying for planning permission or appealing against planning refusals;
- Advising on making presentations at Public Inquiries or Hearings.
- Preparing parish plans.

1.6 Our Council has a “Planning Aid Community Champion” to act as a bridge between the local community and Planning Aid. At present, this is Robert Bowe, who can be contacted on 01507 601111 extension 661 or by e-mailing [bob.bowe@e-lindsey.gov.uk](mailto:bob.bowe@e-lindsey.gov.uk)

East Midlands Planning Aid has a helpline at 0870 8509802 (Mon, Wed, Thurs, otherwise answerphone) or can be contacted by email at [emcw@planningaid.rtpi.org.uk](mailto:emcw@planningaid.rtpi.org.uk)

You can visit Planning Aid’s website at [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) or via the link on ELDC’s own website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)”

11.3 The Council was asked to provide a schedule of textual changes to remove information that would become redundant once the document is adopted. This information is given in Appendix B to this report and I recommend accordingly below.

**(R17)** Implement the textual changes detailed in Appendix B to this report.

11.4 Appendix 5 of the SCI contains information on respondents to early stages of consultation on the SCI. This information is more usually part of the consultation statements that occur at the end of each

consultation stage and is not suitable for inclusion in the adopted document. Therefore I have the following recommendation to make.

**(R18)** Remove Appendix 5 from the SCI.

11.5 In the event of any doubt, please note that I am content for such matters as any minor spelling, grammatical or factual matters to be amended by the Council, so long as this does not affect the substance of the SCI.

11.6 Subject to the implementation of the recommendations set out in this Report, East Lindsey District Council's SCI (October 2006) is sound.

D L J Robins BA PhD FRTPI

*David Robins*

Inspector

**APPENDIX A**  
**TESTS OF SOUNDNESS**



### **Examination of the soundness of the statement of community involvement**

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;<sup>1</sup>
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

*From:* Planning Policy Statement 12: Local Development Frameworks

<sup>1</sup> The Town and Country Planning (Local Development) (England) Regulations, 2004.

[insert after paragraph 1.4]

## **Planning Aid**

1.5 Planning Aid is a charity offering free, independent and professional advice on planning issues to those individuals and community groups who cannot afford to pay planning consultants. It can help with:-

- Making sense of the planning system;
- Advising on how to take part in planning policymaking;
- Commenting on planning applications;
- Applying for planning permission or appealing against planning refusals;
- Advising on making presentations at Public Inquiries or Hearings.
- Preparing parish plans.

1.6 Our Council has a "Planning Aid Community Champion" to act as a bridge between the local community and Planning Aid. At present, this is Robert Bowe, who can be contacted on 01507 601111 extension 661 or by e-mailing [bob.bowe@e-lindsey.gov.uk](mailto:bob.bowe@e-lindsey.gov.uk)

East Midlands Planning Aid has a helpline at 0870 8509802 (Mon, Wed, Thurs, otherwise answerphone) or can be contacted by email at [emcw@planningaid.rtpi.org.uk](mailto:emcw@planningaid.rtpi.org.uk)

You can visit Planning Aid's website at [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) , or via the link on ELDC's own website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

**INSPECTOR'S REPORT**  
**EAST LINDSEY DISTRICT COUNCIL**  
**APPENDIX B - CORRESPONDENCE**



# The Planning Inspectorate

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Paul Kisby  
Planning & Regeneration Department,  
East Lindsey District Council,  
Tedder Hall,  
Manby Park,  
Louth,  
LN11 8UP,

Your Ref:

Our Ref: PINS/D2510/429/3

Date: 15<sup>th</sup> February 2007

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## **EAST LINDSEY DISTRICT COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT**

Dear Mr.Kisby,

As the appointed Inspector for your Authority's Statement of Community Involvement I am requesting comments from the Council on the following points in order to assist in assessing the soundness of East Lindsey District Council's Statement of Community Involvement.

### **Test iv.**

The SCI should be clear as to whom the Council proposes to consult through the Local Development Document process. Though tables A-G of the SCI are clear with regard to the methods proposed at each stage, these tables should also show whom the Council will consult at the various stages. This is especially relevant during the early stages of consultation, for example, it should be clear that the statutory bodies defined in the Regulations are consulted at Regulation 25. Could the Council therefore provide amended versions of these tables to make clear whom they will consult at the different stages?

Additionally, Table D and G should include the additional stage of consultation (under Regulation 32) that may occur if the document is concerned with allocations of land. Could the Council, therefore amend these two tables to include that stage of consultation?

### **Other Matters.**

1). Could the Council provide text for insertion into the SCI that gives details of the service provided by Planning Aid? This should include contact details of the local organisation.

2). Could the Council also provide a schedule of changes to remove text that would become redundant once the document has been adopted?

These answers are to assist in the production of a binding report. Once you have submitted your response to these questions, the report will be produced as





quickly as possible. Please reply to Steve Carnaby whose details are given above. Thank you for your assistance in this matter.

Yours sincerely,

*Keith Holland*

Keith Holland BA(Hons) Dip TP MRTPI ARICS

**Table A**

<b>Statement of Community Involvement</b>															
<b>What is it?</b>		The Statement of Community Involvement sets out how and when the Council will involve the community in the preparation of the Local Development Framework													
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Early Engagement	x	/	/	/	/	//	/	/	/	/	/	/	/	/	x
Pre-submission Consultation	//	//	//	//	//	//	//	/	/	/	/	?	/	?	x
Consultation on the submission document	//	//	//	//	//	//	//	/	x	?	/	x	/	x	//

**Table B**

<b>Core Strategy Development Plan Document</b>															
<b>What is it?</b>		The Core Strategy sets out the strategic approach to development in the district and will include strategic core policies.													
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Early Engagement	/	/	/	/	/	/	/	/	/	/	/	/	/	/	N/A
Pre-submission Consultation	//	//	//	//	/	/	/	/	/	/	?	/	?	N/A	
Consultation on the submission document	//	//	//	//	/	/	/	x	x	/	x	/	x	//	

**Table C**

<b>Development Control Development Plan Document</b>															
<b>What is it?</b>			This DPD contains Development Control Policies to provide more detail to help interpret the Core Strategy and determine planning applications.												
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Early Engagement	/	/	/	/	/	/	/	/	/	/	/	/	/	N/A	
Pre-submission Consultation	//	//	//	//	/	/	/	/	/	/	?	/	?	N/A	
Consultation on the submission document	//	//	//	//	/	/	/	x	x	/	x	/	x	//	

**Table D**

<b>Settlement Proposals Development Plan Document</b>														
<b>What is it?</b>		The Settlement Proposals DPD illustrates the policies contained in the other Development Plan Documents and shows site-specific land use allocations on Proposals inset maps.												
<b>Consultation Stage</b>	<b>Methods of Consultation</b>													
	Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
Statutory DPD bodies				Local groups, parish councils	National organisations									
Early Engagement	/	/	/	/	/	/	/	/	/	/	/	/	/	N/A
Pre-submission Consultation	//	//	//	//	/	/	/	/	/	/	?	/	?	N/A
Consultation on the submission document	//	//	//	//	/	/	/	x	x	/	x	/	x	//
Consultation on the responses to the submission document	//	//	//	//	/	/	/	x	x	/	x	/	x	N/A

**Table E**

<b>Planning Obligations Supplementary Planning Document</b>															
<b>What is it?</b>		This SPD provides guidance to supplement the policies and proposals set out in the development plan documents. It will not form part of the development plan or be subject to independent examination but will be a material consideration in determining planning applications.													
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Early Engagement	x	/	/	/	/	/	/	/	/	/	/	/	?	N/A	
Public Consultation	//	/	//	//	/	/	/	?	?	/	x	/	x	N/A	

**Table F**

<b>Sustainability Appraisal</b>															
<b>What is it?</b>		Sustainability Appraisal ensures that the documents balance the needs of society, the environment and the economy and is carried out by an independent specialist individual or organisation.													
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Scoping Report		x	/	/	//	/	/	?	x	x	x	x	/	/	N/A
Consultation on the final Report		//	//	//	//	//	//	/	/	/	/	?	/	?	N/A
N.B. The final report is issued with the relevant DPD/SPD for consultation															

**Table G**

<b>Action Area Development Plan Document</b>															
<b>What is it?</b>		This Development Plan Document can be prepared at any time to lay down planning guidelines to manage change in a particular area, particularly where there has been pressure for development.													
<b>Consultation Stage</b>		<b>Methods of Consultation</b>													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Exhibitions/Surgeries	Public and Community Group Meetings	Interactive Website	Questionnaire/Opinion Polls	Publicity in the Community	Community Workshops and Interactive Events	Notice to people requesting submission notification
					Statutory DPD bodies	Local groups, parish councils	National organisations								
Early Engagement		X	/	/	//	/	x	/	/	/	/	/	/	/	x
Pre-submission Consultation		//	//	//	//	/	/	/	/	/	/	?	/	?	x
Consultation on the submission document		//	//	//	//	/	/	/	?	?	/	x	/	x	//
Consultation on the responses to the submission document		//	//	//	//	/	/	/	x	x	/	X	/	X	x



## **Changes to text for the adopted document (to take account of redundant and superseded text)**

### **Change 1 – Page 3**

Delete paragraph 4 under the heading “Preface” and all text under the headings “What happens now?” and “What will happen to my comments?”

Replace with the following text:-

*“This document was adopted on [date to be inserted] following two formal consultation exercises in May/June 2006 and October/November 2006. Arising from the consultations, changes were made to the document and submitted to the Secretary of State for Communities and Local Government. This adopted SCI includes further changes required and suggested by the Inspector, appointed by the Secretary of State, who now considers the document to have passed the nine tests of soundness listed under Appendix 3. The stages of the document’s preparation are shown in Diagram 1.”*

[insert after paragraph 1.4]

## **Planning Aid**

1.5 Planning Aid is a charity offering free, independent and professional advice on planning issues to those individuals and community groups who cannot afford to pay planning consultants. It can help with:-

- Making sense of the planning system;
- Advising on how to take part in planning policymaking;
- Commenting on planning applications;
- Applying for planning permission or appealing against planning refusals;
- Advising on making presentations at Public Inquiries or Hearings.
- Preparing parish plans.

1.6 Our Council has a "Planning Aid Community Champion" to act as a bridge between the local community and Planning Aid. At present, this is Robert Bowe, who can be contacted on 01507 601111 extension 661 or by e-mailing [bob.bowe@e-lindsey.gov.uk](mailto:bob.bowe@e-lindsey.gov.uk)

East Midlands Planning Aid has a helpline at 0870 8509802 (Mon, Wed, Thurs, otherwise answerphone) or can be contacted by email at [emcw@planningaid.rtpi.org.uk](mailto:emcw@planningaid.rtpi.org.uk)

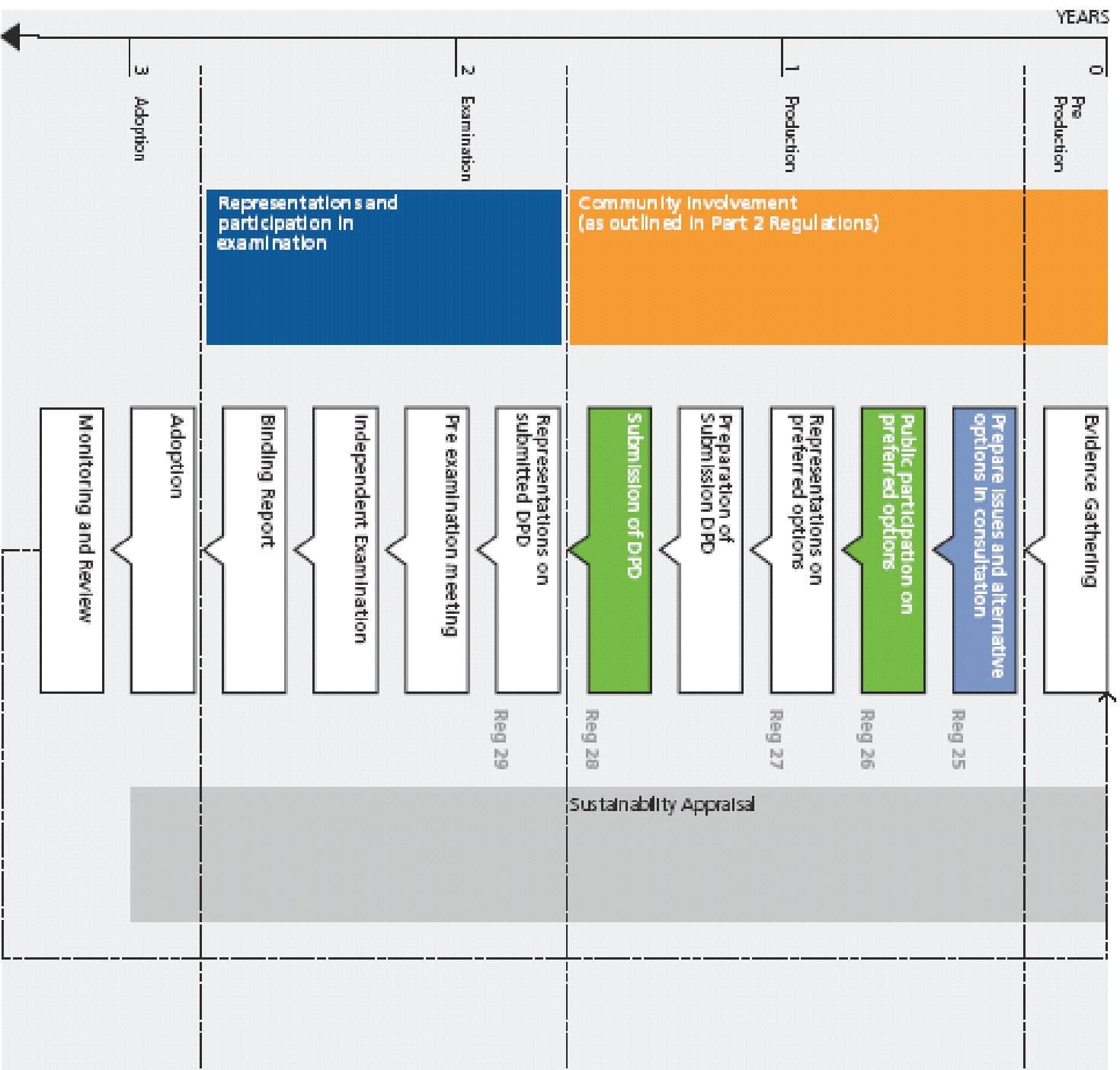
You can visit Planning Aid's website at [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) , or via the link on ELDC's own website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

**INSPECTOR'S REPORT**

**EAST LINDSEY DISTRICT COUNCIL**

**APPENDIX C – DPD and SPD PROCESS DIAGRAMS**

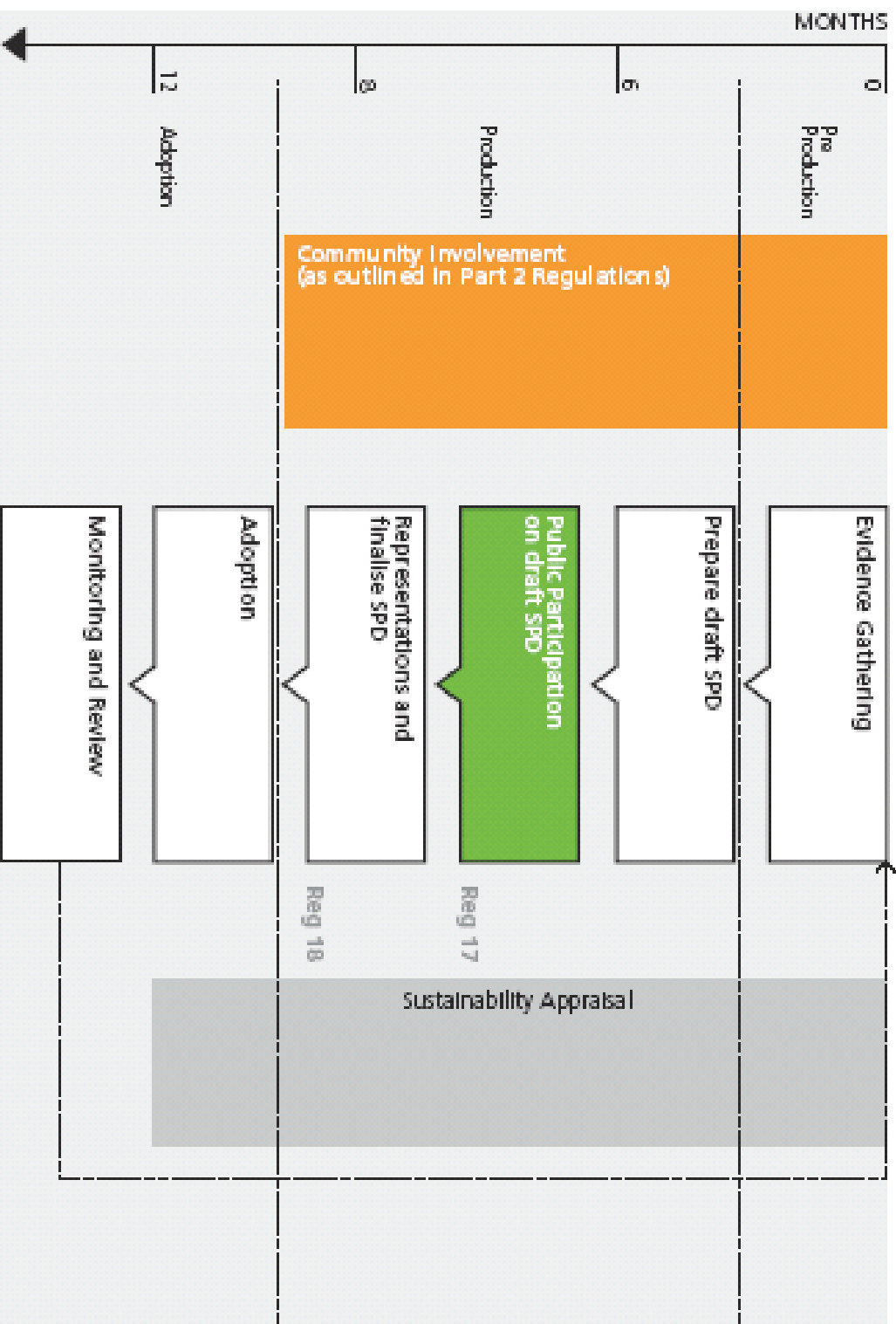
# The Development Plan Document Process



**KEY**

	Process
	Ongoing engagement
	Statutory consultation (6 weeks)

# The Supplementary Planning Document Process



## KEY

Process

Statutory consultation  
(4-6 weeks)

**INSPECTOR'S REPORT**  
**EAST LINDSEY DISTRICT COUNCIL**  
**APPENDIX D – PROPOSED CHANGES**

**Suggested changes to the SCI document arising  
from representations received during the  
consultation period.**

***(See Appendix E for the Council's reasons for the changes)***

Change Number	Where in SCI document	Proposed Change
1	Page 3, third paragraph	Add to the end of the third paragraph:-  <i>"You can see these Regulations in full at <a href="http://www.opsi.gov.uk/si/si2004/20042204.htm">www.opsi.gov.uk/si/si2004/20042204.htm</a> or at the Council's headquarters at Tedder Hall, Manby during normal office hours."</i>
2	Appendix 1 (pages 28-33)	Appendix 1 to be amended as follows:-  <b>Development Plan Document Consultees</b> <b>DPD bodies</b> – list to remain unchanged <b>Parish/Town Councils</b> –list to remain unchanged <b>Adjoining Parish Councils</b> – list to remain unchanged <b>Other Consultees;</b> <b>District Councillors</b> – delete individual names <b>Government departments</b> – list to remain unchanged <b>Local Consultation Bodies; Others; Specific requests for consultation</b> – delete all individual names and replace with the following text:-  <i>"The Council holds a comprehensive database of individuals, local groups and organisations with whom it will consult at each appropriate stage of the Development Plan Documents. We will add to, or update, this database whenever we become aware of any additions or changes. You can inspect this database on the Council's website <a href="http://www.e-lindsey.gov.uk">www.e-lindsey.gov.uk</a> If you wish to be added to this database, please contact the Council's planning policy team by telephoning 01507 60111, extensions 316, 323 or 661."</i>
3	Appendix 1 (page 33), Appendix 4 (page 37)	Delete the following sections from Appendix 1 under the heading " <b><u>Where we will advertise events/consultation</u></b> ":-  <b>GPs' Surgeries; Libraries; Area offices; Post offices</b> –and add them to the end of Appendix 4.
4	Appendix 1 (page 34)	Delete the final text on page 34 - "The information on the Council's consultee database shall be updated whenever we become aware of any changes or additions".

5	Paragraph 4.3 (page 17)	<p>Insert (omitted) paragraph number 4.4 before text beginning "But we will widen our consultation...."</p> <p>Add new text at the end of new paragraph 4.4:-</p> <p><i>"Everyone on our consultee database will receive, as a minimum, a letter of notification just before each consultation stage with an invitation to contribute if they consider it relevant to their interests"</i></p>
6	Paragraph 4.9 (page 18)	<p>Add new text to the end of paragraph 4.9:-</p> <p><i>"For example, we will consult with gypsy and traveller groups through the Lincolnshire Gypsy Liaison Group."</i></p>
7	Paragraph 4.2 (page 13)	<p>Insert new text after paragraph 4.2:-</p> <p><b>"When we will consult</b></p> <p><i>4.3 The Local Development Scheme sets out the Council's planned timetable for all of the different stages of the Development Plan Documents that are listed in the tables on the following pages. It describes the sequence of consultation and broad target dates. However, we cannot predict the actual dates until nearer the time. If there are any changes to the Local Development Scheme, they will be published on the Council's website."</i></p>
8	Paragraphs 7.1, 7.2 (page 21)	<p>Delete paragraphs 7.1 and 7.2 and replace with the following:-</p> <p><i>"The Council's principal resources needed to deliver the Local Development Framework are made up of money, IT and professional staff. They will be directed to where they are needed most throughout the LDF process.</i></p> <p><i>The budget for the LDF is identified in the Planning Service's Service Delivery Plan. This will pay for staff, advertising and publicity, consultation and research, document publication and the costs of public examinations of the various Development Plan Documents. In addition, it allocates funds received from the Government's Planning Delivery Grant towards providing temporary support staff, external advice and support to the LDF and consultants' fees for independent Sustainability Assessments, a review of the District retail study, Conservation Area Appraisals and validation of the Landscape Character Assessment.</i></p> <p><i>The Council has invested in a software publishing package to facilitate community consultation, analysis and document formatting, specifically for the LDF. Each year's budget will be re-assessed to accommodate any changing resource requirements of the updated Local Development Scheme.</i></p>



		<p><i>The Local Development Framework is being co-ordinated and produced by the Council's planning policy team. It works in partnership with the Council's Communications team on community consultation methods and analysis. An LDF corporate steering group of senior council officers has been set up to provide linkages between all Council services and the LDF. In working closely with the Council's Community Development service, it will align community consultation on the LDF and the Community Strategy, so avoiding unnecessary duplication."</i></p>
9	Paragraph 8.2 (page 22)	<p>Add the following text after paragraph 8.2:-</p> <p><i>"We will report the findings of these tests in the Council's Annual Monitoring Report on the Local Development Framework, together with any proposed changes that may be necessary to improve the effectiveness of the SCI.</i></p> <p><i>We shall also work to integrate the SCI into the Council's emerging corporate Community Engagement Strategy so that community engagement may be conducted more efficiently, without unnecessary duplication, and in a co-ordinated way, in future."</i></p>
10	Paragraph 9.11 (page 26)	<p>Add the following text to the end of paragraph 9.11:-</p> <p><i>"The Council has provided all Town and Parish Councils with guidance on how to get the best out of commenting on planning applications in their area (document reference DPDC004V10604). Provided all comments are made on material planning grounds, they will be given full consideration in the determination of the planning application.</i></p> <p><i>In addition to consulting directly with those statutory agencies, required by planning legislation, we will consult directly with those local amenity and representative groups who we feel would have a specialist interest in the proposed development."</i></p>
11	Paragraph 9.1 (page 23)	<p>Add the following text to the end of paragraph 9.1:-</p> <p><i>"The Council has produced the following guidance notes that give more detailed advice and guidance relating to consultation on planning applications. They can be seen on the Council's website, <a href="http://www.e-lindsey.gov.uk">www.e-lindsey.gov.uk</a></i></p> <ul style="list-style-type: none"> <li><i>- Pre-application planning guidance;</i></li> <li><i>- Have your say on planning applications;</i></li> <li><i>- Guidance for neighbours – how we consult on planning applications;</i></li> <li><i>- Guidance for town and parish councils in respect of planning application notification."</i></li> </ul>

12	Paragraph 9.7 (page 25)	Delete the second sentence of paragraph 9.7 ("Letters will be delivered to owner/occupiers of properties adjoining the proposed development, except in the case of open/vacant land.") and replace with the following:-  <i>"We shall send notification letters to the owners or occupiers of all properties adjoining the proposed development. Where the development is bordered by open or vacant land and the owner or occupier is not known, this may not be possible. In such cases we will consider erecting a site notice."</i>
13	Table H, following paragraph 9.2 (page 23)	Revise table H to replace the "neighbour" column with two columns headed "wider neighbour" and "adjoining neighbour". All rows in the "wider neighbour" column to be marked with a single tick. All rows in the "adjacent neighbour" column to be marked with a double tick, except for the "adverts" row, which is to be marked with a single tick.
14	Paragraph 9.8 (page 25)	Add the following text to the end of paragraph 9.8:-  <i>"Where a neighbouring property is separated by only a narrow strip of open land (e.g. drain or verge) from the proposed development, but is considered to be directly affected by it, planning officers shall normally send written notification of the planning application."</i>
15	Paragraph 2.2 (page 10)	Delete the third sentence of paragraph 2.2 ("This ensures that the documents of the Local Development Framework balance the needs of society, the environment and the economy.") and replace with the following text:-  <i>"This aims to make sure that the Local Development Documents promote outcomes in which environmental, economic and social objectives are achieved together over time."</i>