

East
Lindsey
District Council

STATEMENT OF
COMMUNITY
INVOLVEMENT
2012



East Lindsey
DISTRICT COUNCIL

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Preface

New legislation means that our existing **Local Plan** (The East Lindsey Local Plan Alteration 1999) is about to be replaced by a collection of planning documents, called once again a **Local Plan**.

This document is called the **Statement of Community Involvement (SCI)** and explains how and when the Council will consult with communities and other interested parties in drawing up all of the documents that will make up the Local Plan.

Originally adopted on the 27th of June 2007 following two formal consultation exercises in May/June 2006 and October/November 2006, the SCI has now been updated in line with changing circumstances.

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PART ONE

Chapter 1

1. Introduction

- 1.1 New style Local Plans are set to replace existing old style Local Plans. They show where future development will take place and provide the policies that will be used for deciding planning applications. Unlike old style Local Plans, the new plans can be made up of a number of documents which can be revised separately, providing a more versatile and up-to-date set of plans and policies (see para 2.1).
- 1.2 We will consult on each document of the Local Plan separately, providing regular opportunities for the community to have its say about the future of the District. This document, the **Statement of Community Involvement (SCI)**, sets out when those opportunities will be and the different ways stakeholders and residents can become involved.
- 1.3 The SCI also explains how the Council will consult people on planning applications. This is set out in Part Two, chapter 9.
- 1.4 Community involvement in the preparation of the Local Plan will help the Council to create a document that reflects the views and ambitions of communities. In particular, early involvement in the Local Plan will help provide information and raise issues that we may not have thought of before. Responses will be dealt with in such a way that it can be seen as to how they have been acted upon.

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.
- 1.6 You can visit Planning Aid's website at <http://www.rtpi.org.uk/planningaid/> or contact them by phone on 0330 1239244 or by email at advice@planningaid.rtpi.org.uk

Chapter 2

2. The Local Plan

2.1 The Local Plan will be made up of a number of documents. The Council is proposing to produce the following :-

- a Core Strategy (including key policies),
- Settlement Proposals, and
- a proposals Map (with inset maps as necessary).

The Council may also decide to prepare other documents, such as Area Action Plans, later.

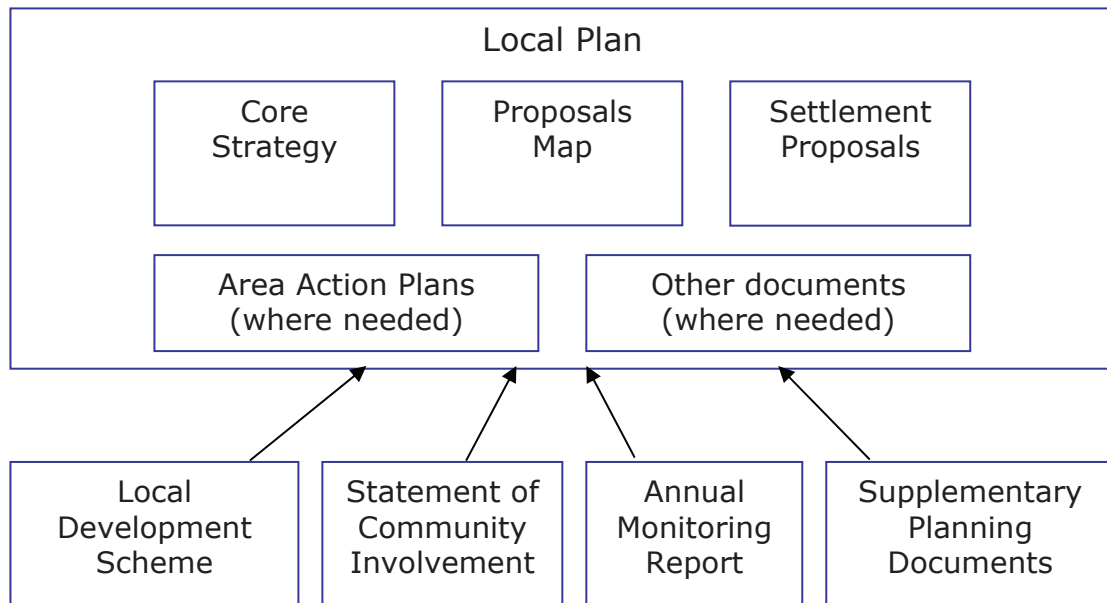
2.2 The Council will also produce Supplementary Planning Documents (SPDs). These provide more detailed guidance on specific issues or sites. The Council is only proposing to produce a Single Plot Exceptions SPD at this stage. Others may follow in due course if need arises.

The following documents will also be part of the Local Plan:-

- **Statement of Community Involvement (SCI)**
This document sets out how and when the Council will involve the community in the preparation of the Local Plan.
- **Annual Monitoring Report**
This is produced each year by the Council to measure the performance of the Local Plan over the course of the year. It will also evaluate the effectiveness of community involvement.
- **Local Development Scheme**
This document already exists and sets out the agreed programme and timetable for preparing the Local Development Framework. It can, however, be amended over time.

The following diagram shows how these documents fit together to form the Local Plan.

Diagram 1 - Structure of the Local Plan



2.3 In addition, other technical documents will be produced which are not part of the Local Plan but which contribute to it. An example is the Sustainability Appraisal (SA). This aims to make sure that the Local Plan documents promote outcomes in which environmental, economic and social objectives are achieved together over time. It will be carried out in house. A Sustainability Appraisal also satisfies European law by incorporating a Strategic Environmental Assessment.

2.4 The following two chapters set out what documents the Council will produce and how it proposes to consult on each one.

Chapter 3

3. The Different Consultation Stages

Consultation on Local Plan Documents

- 3.1 There will be up to three stages of consultation for each of the Local Plan Documents.

Stage 1 Early engagement

We will involve the public and other interested parties at an early stage, prior to deciding on the content of each document. Early engagement will help the Council to better understand the issues and work up options for Council policy.

Stage 2 Pre-Submission Consultation (on Preferred Options)

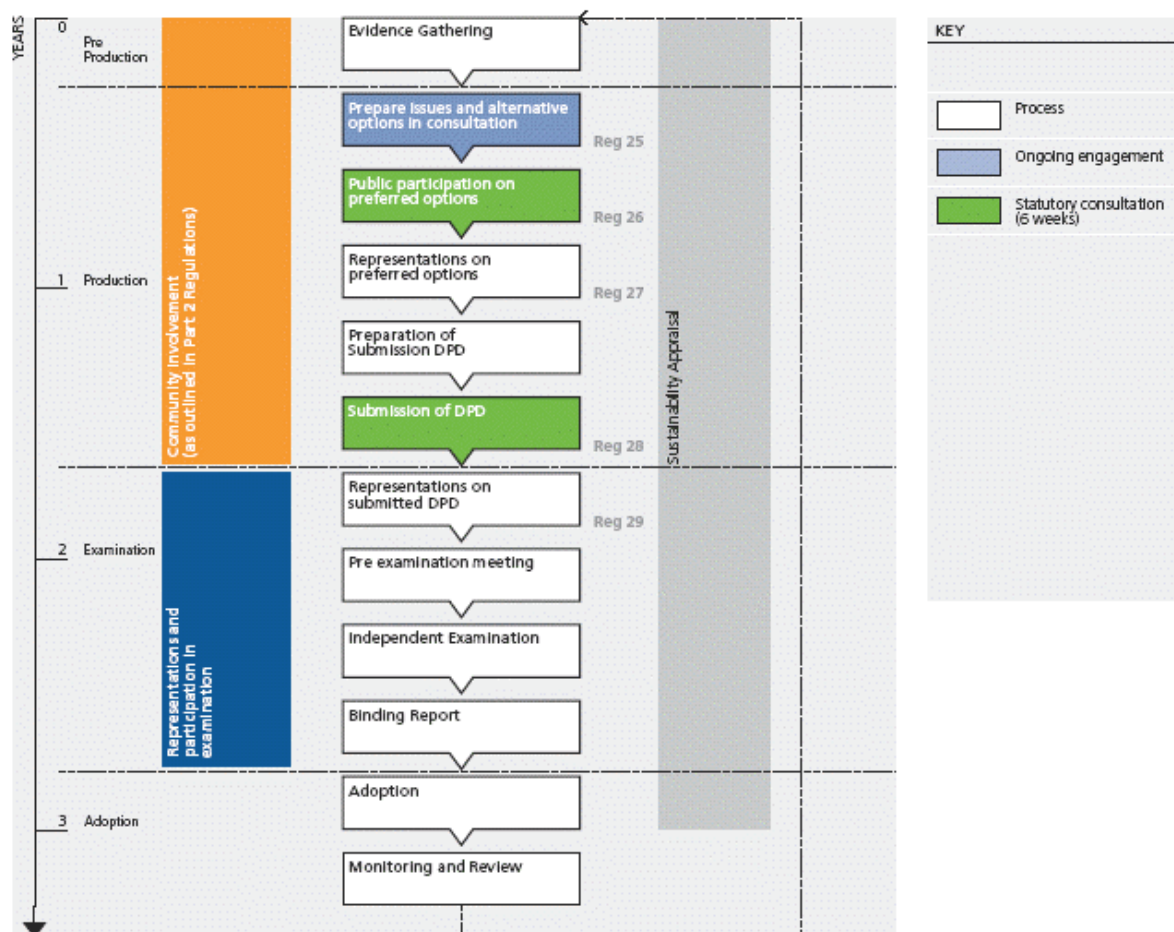
Options will be developed from the information gathered during the early engagement with the community. There will be a consultation period of six weeks to gather views on the Council's preferred options.

Stage 3 Consultation on the submitted document

Finally, the Council will submit the document to the Secretary of State for approval. At the same time six weeks will be allowed for the public to comment upon the submitted document. In the case of the Settlement Proposals the Council will also publish and consult on any alternative sites proposed. All comments received will be submitted to the Secretary of State for examination by an independent inspector, who will decide if any changes are deemed necessary.

Diagram 2 – The Local Plan Document process

Figure 4.1 – The Development Plan Document Process



Consultation on Supplementary Planning Documents

3.2 For the Single Plot Exceptions (and any subsequent) SPD there will be a single stage of consultation that takes place, however it may in some instances been subject to early engagement if deemed necessary.

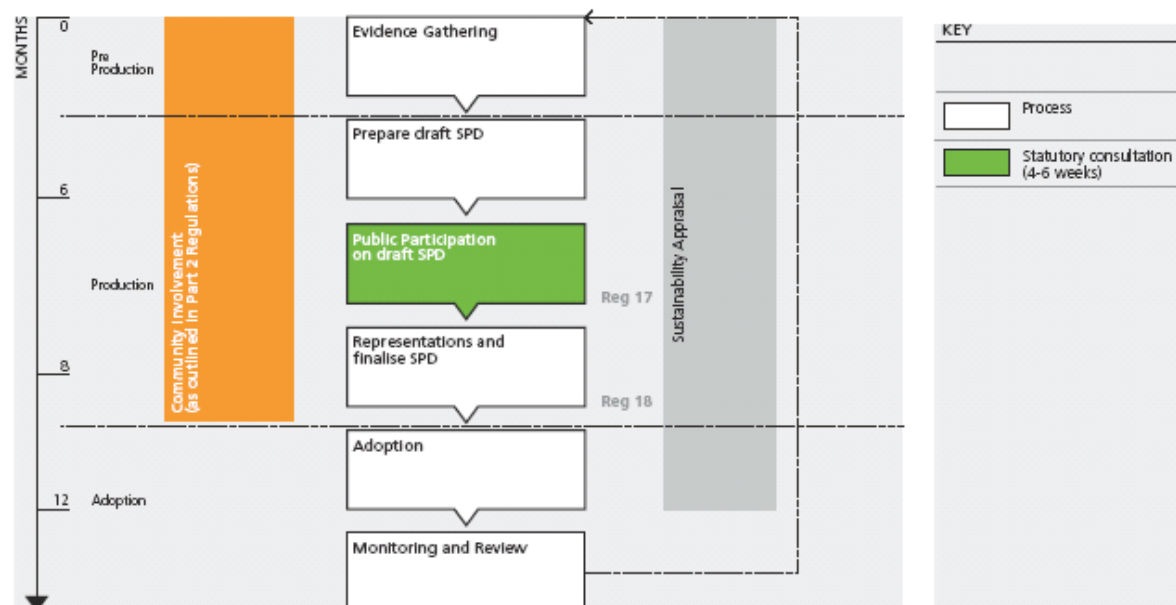
- Public consultation on the draft Supplementary Planning Document

When the final draft of a SPD has been prepared it will be open to consultation for a period of 6 weeks and, in the light of all comments received, the Council will decide any changes that might be needed before final adoption.

SPD's do not have the same legal status as the Local Plan Documents and therefore do not need to be submitted to the Secretary of State and are not subject to independent examination.

Diagram 3 – The Supplementary Planning Document process

Figure 4.2 – The Supplementary Planning Document Process



Consultation on the Sustainability Appraisal

- 3.3 There are typically two formal consultations on the Sustainability Appraisal.

1 Scoping report

A scoping report is a document that explains the range of topics/issues that should be covered by the Sustainability Appraisal. When the independent appraisers have prepared the scoping report, they will seek views on its contents, particularly from those bodies with social, environmental or economic responsibilities. A Scoping Report was completed on behalf of the Council in September 2009, a copy of this can be found online at www.e-lindsey.gov.uk .

2 Sustainability Appraisal Report

The Sustainability Appraisal Report will be open to wider public consultation at the same time as the consultation on the preferred options for the Development Plan Document or Supplementary Plan Document to which it relates.

Consultation on the Habitats Regulations Report

- 3.4 The Council is also required to submit its Local Plan to a Habitats Regulations Assessment (HRA) to assess the impacts of its policies and proposals on sites of European importance for Nature Conservation. As with the Sustainability Appraisal, consultants

prepared the Scoping Report and this was subject to consultation. This will help provide the background for the Assessment process. The Council has appointed consultants with the necessary specialist expertise to carry out the assessment on its behalf. This process will be integrated with both the preparation of the policies and proposals and with the Sustainability Appraisal. Consultation on the HRA will take place alongside consultation on the Sustainability Appraisal.

Chapter 4

4. Involving the community

- 4.1 Many groups of people have traditionally not been involved in the planning process to date and we need to widen our methods of engagement so that their views can be heard.
- 4.2 The methods of community involvement that will be used at the different stages of the production of Local Plan documents are set out on the following tables. A more detailed explanation of how we will carry out the different types of publicity and consultation is attached at Appendix A.

When we will consult

- 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.

How we will consult

- 4.4 The following tables A – D explain how the Council will consult on the various documents of the Local Plan. Below is the key to the symbols used in the tables:-

// form of consultation required by the Town and Country Planning Regulations 2004¹
/ additional form of consultation we will undertake
? form of consultation we may consider undertaking
x form of consultation we are unlikely to undertake
N/A not applicable

¹ Will be replaced by the Town and Country Planning Regulations (Local Planning) (England) Regulations 2012 once adopted.

Table A

Core Strategy															
What is it?		The Core Strategy sets out the strategic approach to development in the district and will include strategic core policies.													
Consultation Stage		Methods of Consultation													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Town and Parish Councils covering Large and Medium sized Villages will be invited to attend individual workshops.	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 bodies	Local groups, parish councils	National organisations								
Early Engagement	/	/	/	/	/	/	/	/	/	/	/	/	/	x	N/A
Pre-submission Consultation	//	//	//	//	/	/	/	/	/	/	/	/	/	x	N/A
Consultation on the submission document	//	//	//	//	/	/	/	x	x	/	?	/	x	//	

Table B

Settlement Proposals														
What is it?		The Settlement Proposals illustrates the policies contained in the other Development Plan Documents and shows site-specific land use allocations on Proposals inset maps.												
Consultation Stage	Methods of Consultation													
	Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Town and Parish Councils covering Large and Medium sized Villages will be invited to attend individual workshops.	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 bodies	Local groups, parish councils	National organisations								
Early Engagement	/	/	/	/	/	/	/	/	/	/	/	/	x	N/A
Pre-submission Consultation	//	//	//	//	/	/	/	/	x	/	?	/	x	N/A
Consultation on the submission document	//	//	//	//	/	/	/	x	x	/	/	/	x	//
Consultation on the responses to the submission document	//	//	//	//	/	/	/	x	x	/	?	/	x	N/A

Table C

Single Plot Exceptions Supplementary Planning Document															
What is it?		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.													
Consultation Stage		Methods of Consultation													
		Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Town and Parish Councils covering Large and Medium sized Villages will be invited to attend individual workshops.	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 bodies	Local groups, parish councils	National organisations								
Early Engagement		x	/	/	/	/	/	x	x	x	x	x	x	x	N/A
Public Consultation		//	/	//	//	/	/	/	x	x	x	x	x	x	N/A

Table D

Sustainability Appraisal/ Habitats Regulations Assessment														
What is it?		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.												
Consultation Stage	Methods of Consultation													
	Local Advertisement	Publish on Web site	available at Council Offices	Written consultation			Local Media	Town and Parish Councils covering Large and Medium sized Villages will be invited to attend individual workshops.	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
Scoping Report	x	/	/	//	/	/	?	x	x	x	x	/	/	N/A
Consultation on the final Report	//	//	//	//	//	//	/	x	x	/	?	/	?	N/A
N.B. The final report is issued with the relevant DPD/SPD for consultation														

Who will be involved?

4.5 The following key groups will be consulted on the Local Plan documents:-

- People living, and working in the District
- Voluntary groups and community organisations
- Councillors
- Town and Parish Councils
- The Local Strategic Partnership
- Statutory Consultees
- Landowners, developers and agents
- Businesses

4.6 But we will widen our consultation to include more groups and individuals, including those who are hard to reach. The Council holds a comprehensive database of individuals, local groups and organisations with whom it will consult at each appropriate stage of

the Local Plan Documents and SPDs. We will add to, or update this database whenever we become aware of any additions or changes, if you wish to be added to this database, please contact the Council's planning Policy team by telephoning 01507 601111.

Everyone on this consultee database will receive, as a minimum, an email of notification or letter if no email address has been supplied, just before each consultation stage with an invitation to contribute if they consider it relevant to their interests.

We shall also contact all of those people who have been involved so far in the preparation of the Local Plan as we reach new stages in the process.

Harder to reach groups

- 4.7 The Council recognises that there is a wide range of people who can fall into the 'hard to reach' category and who are not usually well represented when using traditional methods of community engagement. Such people may not have sufficient time, literacy skills, interest in or access to the local media (which the Council has traditionally used for publicity), or mobility to become involved in the plan-making process. There is also occasional evidence of distrust of the Council, leading to a feeling in some of disenfranchisement and apathy.
- 4.8 The District has a relatively high proportion of elderly and retired people, low (but gradually increasing) numbers of ethnic minority groups, and large numbers living in remote locations (East Lindsey has some 200 villages scattered across 700+ square miles). Other demographic characteristics include a significant proportion of seasonal workers, young people with restricted employment prospects, long-term unemployed people and otherwise disadvantaged groups. The population of the Coast is also boosted by holidaymakers and day visitors during the summer.
- 4.9 All of these, to differing degrees, have a part to play in community activity and all have the right to help shape policies that will affect them in future. Some are already represented by community or other groups. The approach set out in Tables A – D shows the range of consultation methods we intend to use. These will be reviewed at each stage to make sure that the way that we carry out consultation does not exclude any groups and, where possible, targets particular harder-to-reach groups.
- 4.10 All Local Plan documents can be made available, on request, in a variety of formats. For those who cannot read or speak English well, the Council uses a company called EITI to provide a telephone interpretation service and to translate documents into other

languages. Conference calls can be arranged with an interpreter where a telephone conversation between a Council Officer and a customer needs to be interpreted. Telephone interpreting can also be used to assist face-to-face interviews between Council staff and customers. Documents or leaflets can be translated into another language upon request. 3-5 working days should be allowed for a document to be translated. Contact details appear at the front of this document.

- 4.11 Social media including Facebook and Twitter will be utilised to inform of upcoming consultation dates and events, and prior to this, highlight impending Planning Policy Committee Agendas relating to the formulation of the Local Plan.
- 4.12 The Council will address the specific needs of these harder-to-reach groups by consulting the respective voluntary or support group, where applicable. In particular, we will try to make sure that we consult in a manner that is easy to understand and inspires confidence and trust. The Council will do all it can to meet the requirements of the race Relations Act 2000 and the Disability Discrimination Act 1995. For example, we will consult with gypsy and traveller groups through the Lincolnshire Gypsy Liaison Group.

Chapter 5

5. Listening to what you say

- 5.1 We will use the information gathered during the “early engagement” consultation stage as evidence to support our choice of options. That is why your contributions at the informal consultation phases will be so important.
- 5.2 Consultation on the Preferred Options will be more formal. The Council will analyse your responses and incorporate your comments into the document where possible. All responses will be considered and will be shown to have been dealt with even where it has not been possible to alter the document to incorporate a suggestion.
- 5.3 All responses received when the document is submitted to the Secretary of State will be made available for the public to view and will be passed to an Independent Inspector who will hold an independent Examination. The Inspectors recommendations, if any are made, will be taken into consideration before formal adoption by the Council takes place.
- 5.4 Representations on the Settlement Proposals will be dealt with slightly differently. They will be made available for inspection and there will be a period of public consultation on any alternative sites that are suggested before the independent Examination by the Planning Inspector.
- 5.5 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 and at the libraries and area offices.

Chapter 6

6. Co-ordinated consultation with other Community initiatives

Community Engagement Strategy

- 6.1 The Statement of Community Involvement will follow the principles of the Council's proposed Community Engagement Strategy, which will :
- avoid duplication and consultation-overload, make the best use of resources and allow information to be shared.
 - use consistent standards and methods of community involvement.

Community Strategy

- 6.2 The Community Strategy '*Engaging East Lindsey*' sets out a 5-year vision for the social, economic and environmental well being of the District. It has been drawn up by the Local Strategic Partnership (LSP), which is a collective of individual community groups, organisations and statutory agencies that have a stake in the well being of the District. It lays down plans and priorities that will help realise the vision for the District and its communities.
- 6.3 The Local Plan will be important in helping to deliver the spatial objectives of the Community Strategy.
- 6.4 The Local Plan documents will help realise elements of other Council strategies including the Economic Development and Housing Strategies. To this end it is important that the consultation exercises for each are co-ordinated so that information may be shared and the aims of each strategy taken forward.

Chapter 7

7. Resources for Community Involvement

- 7.1 The Council's principal resources needed to deliver the Local Plan are made up of money, IT and professional staff. They will be directed to where they are needed most throughout the Local Plan process.
- 7.2 The budget for the Local Plan will pay for staff, advertising and publicity, consultation and research, document publication and the costs of public examinations of the various Development Plan Documents.
- 7.3 The Local Plan 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.
- 7.4 Community involvement on planning applications will be resourced by the Planning Service. The applicant will normally be responsible for meeting the costs of any pre-application consultation, although the Planning Service will provide advice and guidance.

Chapter 8

8. Reviewing the Statement of Community Involvement (SCI)

8.1 The Council will monitor and review the effectiveness of the SCI at each stage in the preparation of the different Local Plan documents.

8.2 The following elements will be considered in reviewing the SCI:

Has community involvement been representative?

- Did all members of the target audience have the opportunity to participate in the preparation of Local Plan Documents?
- Were there groups of the target audience that did not participate?

What has been the outcome of community involvement?

- Did the Council's understanding of issues increase?
- How has community feedback helped the preparation of documents?
- Has public awareness of the Local Plan increased as a result of the community involvement?

How was the community involvement conducted?

- What techniques worked best and in what situation?
- What lessons have been learnt?
- Was the community involvement carried out in accordance with the SCI?

PART TWO

Chapter 9

9. Consulting on Planning Applications

9.1 Community involvement in deciding a planning application can happen at three different stages – pre-application, upon submission of the application, and when the application is due to be decided. Feedback and notification of decisions will also be provided once a decision has been made.

9.2 How and when we will consult on planning applications:

Table E

(key to symbols) √ Sometimes use √√ Definitely use

Nature of Development	Letter to Neighbour(s), Parish Council, Consultee, Interest Group			Site Notice	Press Notice	Council's Web Site
	Adjoining neighbour	Wider neighbour	Parish Council			
Small Developments	√√	√	√√	√	√	√√
Adverts	√	√	√√	√	√	√√
Large Developments	√√	√	√√	√√	√√	√√
Developments: a) In the Conservation Area (and affecting the setting of)	√√	√	√√	√√	√√	√√
b) Involving a listed building (or affecting the setting of)	√√	√	√√	√√	√√	√√
c) Where Environmental Impact Assessments have been submitted	√√	√	√√	√√	√√	√√
d) That are a departure to the Development Plan	√√	√	√√	√√	√√	√√
e) That impact on a right of way	√√	√	√√	√√	√√	√√
f) Involving a tree covered by a Tree Preservation Order	√√	√	√√	√√	√√	√√
g) Involving an Ancient Monument	√√	√	√√	√√	√√	√√
Agricultural, demolition and telecommunication	√√	√	√√	√√	√√	√√
"Notification" Applications	√√	√	√√	√√	√√	√√

Pre-application consultation

- 9.3 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, www.e-lindsey.gov.uk
- Pre-application planning guidance;
 - Making Comments on a Planning Application;
 - Guidance for neighbours – how we consult on planning applications;
 - Guidance for town and parish councils in respect of planning application notification.
- 9.4 We will strongly encourage applicants to meet with planning and other Council officers prior to the submission of a planning application so that all material considerations can be explored. The onus lies with the applicant to set up such a meeting but planning officers will advise on how the consultation should be conducted.
- 9.5 Pre-application discussions between the developer and the local authority are vitally important in providing a better mutual understanding of all planning issues and potential constraints that may be relevant to the proposal. In particular, they:-
- Can identify key issues and potential constraints to be addressed before the application is submitted;
 - Improve the transparency of the planning process;
 - Can provide early information on the proposal to local communities and therefore help to establish trust;
 - Save time and resources for both developers and the Council by avoiding the need to alter plans after an application is submitted;
 - Can speed up the Council's decision; and
 - Should lead to a higher quality scheme and a higher quality decision.
- 9.6 Where pre-application consultation has been successful in resolving issues of public concern, it might be possible to reduce the requirement for additional consultation at the application stage. Although not a statutory requirement, the results of pre-application consultations will be considered when making the decision upon an application, providing that a valid consultation was carried out.

Formal consultation on planning applications

Register of applications

- 9.7 The Council will make a register of current applications available for the public to view at Manby from 8.45am to 5.00pm Monday to Thursday and from 8.45am to 4.45pm on a Friday. They also appear on the Council's website (www.e-lindsey.gov.uk) which can be viewed at any of the Council's Area Offices and Libraries throughout East Lindsey.

Neighbour notification letters

- 9.8 When a planning application is minor and unlikely to be contentious, neighbour notification letters will be preferred to site notices. The normal period allowed for comments on planning applications is 21 days. However, bodies such as Natural England will be allowed a longer period to comment on applications where this is prescribed by legislation. 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. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Example of properties considered as "adjoining":



9.9 A property is considered to be adjoining the application site if it shares a common boundary with it or is immediately on the opposite side of a road. 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.

Wider neighbour notification

9.10 Applications that are likely to generate a great deal of community interest will be subject a wider level of consultation.

9.11 Where there could be more widespread impact, say, by odours, noise or traffic, we will extend neighbour notification beyond those properties adjoining the development. Case Officers will use their judgement, and the experience of previous similar planning applications, to identify properties that might be affected by such a proposal.

Parish and Town Councils and other community groups

9.12 Parish and Town Councils will be notified of all applications that are made in their area. At least 21 days will be allowed for responses to the application. 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. Provided all comments are made on material planning grounds, they will be given full consideration in the determination of the planning application.

9.13 As well as consulting directly with those statutory agencies required by planning legislation, we will consult directly with those local amenity and representative groups who we feel have a specialist interest in the proposed development.

Additional rounds of neighbour notification

9.14 Where a Case Officer considers that significant amendments have been made to a planning application, a new round of consultation will be necessary. If the content of the revised application is broadly similar to the original application, a reduced consultation period (no less than 10 days) might be deemed appropriate.

9.15 In deciding whether further consultation is required for amendments, officers will consider:

- Whether any objections or reservations raised at an earlier stage remain relevant to the amendments being sought.
- Whether the proposed changes would have a significant impact when compared to the original proposals.
- Whether the views expressed as part of an earlier consultation covered the matters now under consideration.
- Whether parties not previously affected might now be affected.
- In some cases the Council may require the Developer to submit a new application, in which case, a new round of neighbour consultation would take place.

Site notices and Press notices

9.16 Whilst notification letters are usually the most direct method of publicity, there will be occasions when a site notice will be more effective; for instance, when it is not possible to notify neighbours by letter or where a development proposal would generate wider general public interest.

9.17 In any case, site notices and press notices will be used (in addition to neighbourhood notification letters) where:

- Applications are accompanied by an environmental statement;
- The application is a departure from the Development Plan;
- The development affects a right of way;
- The development is considered 'major' i.e. it involves:-
 - i. More than 10 dwellings or the building of dwellings on a site of 0.5 hectares or more;
 - ii. The provision of buildings where the floor space created by the development is 1000 sq. metres or more;
 - iii. The development is carried out on a site of 1 hectare or more;
- The development affects a listed building, a tree protected by a Tree Preservation Order, the character or appearance of a conservation area, or ancient monuments.

Publicity for Planning (Development Control) Committee meetings

9.18 Where applications are due to be decided by the Council's Planning Committee the following publicity will be undertaken:

- Applicants and agents will be informed by letter.
- All objectors and supporters that have submitted their views in writing will be informed by letter.
- The organiser of a petition, or set of standard letters, normally the first named person, will be informed by letter.

- 9.19 People who wish to object to, or support, an application have a right to speak at the Planning Committee. Currently this is limited to three minutes for each party (one objector and one supporter or the applicant).

Publicity for Committee site visits

- 9.20 Site visits by the Planning Committee will be accompanied by the following additional publicity:
- Applicants and agents will be informed by letter.
 - All objectors and supporters that have submitted their views in writing will be informed by letter.
 - The organiser of a petition, or set of standard letters, normally the first named person, will be informed by letter.

Notification of the decision

- 9.21 When a decision has been made, the Council will inform:-
- The applicant – by decision notice
 - Landowners and agricultural tenants who have submitted representations on the application – by letter
 - Supporters and objectors who have made representations on the application – by letter
 - Signatories of petitions – by letter to the petition co-ordinator, normally the first-named person on the petition.

Decisions will be published on the Council's website, www.e-lindsey.gov.uk

Notification of Appeals

- 9.22 Should an Appeal be made against the final decision, all interested parties who have submitted a representation on the planning application will be notified by letter, which will include guidance on how to make further representation at the Appeal stage.

APPENDIX A

Methods of Consultation to be used
Local Advertisement (required by regulations) <ul style="list-style-type: none"> • Formal notices in local newspapers
Publish on Web site (required by regulations) <ul style="list-style-type: none"> • Council's Website (downloadable form) • Make all literature and information available on web site
Make available for inspection at Council Offices (required by regulations) <ul style="list-style-type: none"> • Available to view at Council Offices (inc Area Offices)
Consultation with Specific Consultation bodies (required by regulations) <ul style="list-style-type: none"> • Meetings with key stakeholders / consultees • Information Packs/Issues Papers to Key Stakeholders • Private discussion • Letter/Email
Local Media <ul style="list-style-type: none"> • Features/supplements in local press • Press releases • Council newspaper
Public and Community Group Meetings <ul style="list-style-type: none"> • Local Community representatives • Information Packs/Issues Papers to Town and Parish Councils • Public meetings
Interactive Website <ul style="list-style-type: none"> • Interactive Consultation • Email • Facebook and Twitter
Publicity in the Community <ul style="list-style-type: none"> • Posters in key locations and/or local media (as appropriate) • Available to inspect at Libraries (inc mobile) • Paper copies • Leaflets • Mail shots to interested parties on data base
Community Workshops and Interactive Events <ul style="list-style-type: none"> • With organisations or interest groups • Town/Parish Councils
Notice to people requesting submission notification (required by regulations) <ul style="list-style-type: none"> • Sent to people requesting notification at pre-submission stage