



DERBYSHIRE DALES
STATEMENT OF COMMUNITY INVOLVEMENT
September 2018

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DERBYSHIRE DALES

STATEMENT OF COMMUNITY INVOLVEMENT

1.0 INTRODUCTION

- 1.1 Section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008, the Localism Act 2011 and Neighbourhood Planning Act 2017) requires Local Authorities to produce a Statement of Community Involvement (SCI) which sets out the authority's policy on the involvement of those who have an interest in matters relating to development in their area.
- 1.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the minimum requirements for Local Authorities in terms of community involvement when preparing Local Plans. These statutory requirements underpin the SCI, which itself sets out the wider steps that the District Council will take to involve and engage the community in all elements of plan making and the determination of planning applications.
- 1.3 The Localism Act 2011 also places greater emphasis upon community involvement by empowering local communities to get involved in the plan making process in their area. The Localism Act also updates the Planning and Compulsory Purchase Act 2004 requirement that local planning authorities should produce a Local Development Scheme (LDS). An updated LDS was adopted by the District Council at a meeting of Community and Environment Committee on the 13th September 2018. The LDS sets out the Council's programme for the preparation and review of Local Development Documents over a three year period. A copy of the revised LDS can be downloaded from the Council's website at: www.derbyshiredales.gov.uk/LDS
- 1.4 There is a clear emphasis through national planning policy on encouraging early and consistent community involvement. The National Planning Policy Framework emphasises the role of community engagement in the planning system, setting out that "Plans should be prepared with the objective of contributing to the achievement of sustainable development, be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, business, infrastructure providers and operators and statutory consultees" (paragraph 16 NPPF). Furthermore the NPPF states "plans should be accessible through the use of digital tools to assist public involvement and policy presentation" (paragraph 16 NPPF). In respect of decisions making the NPPF further emphasises that "early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties" (paragraph 39 NPPF).
- 1.5 It is therefore of great importance to involve the community within the planning process and the SCI outlines the District Council's process of doing so. The SCI not only sets out how the District Council will seek to engage with the community in all stages of plan making, but also how the District Council will engage with the community in the determination of planning applications. It is

designed to ensure that members of the public have a clear understanding of when and how they can participate in both the plan making process and within the decision making process in regard to planning applications.

- 1.6 The current SCI was adopted in 2016 at a time when the District Council was preparing the now adopted Derbyshire Dales Local Plan. The Derbyshire Dales Local Plan was adopted on 7th December 2017 and sets out up to 2033 the overall vision, objectives and policies for the future development of those parts of the Derbyshire Dales that lie outside the Peak District National Park. The Local Plan provides a strategy for the spatial development of Derbyshire Dales and provides a framework for promoting and controlling development. The Plan allocates sites for housing and employment development and provides development management policies for the use in the determination of planning applications. The Adopted Local Plan can be viewed here:

www.derbyshiredales.gov.uk/Localplan

- 1.7 Whilst elements of the existing SCI continue to remain up to date and do not require significant revision a review of the document has been undertaken to ensure the District Councils practices in relation to community engagement on planning matters are articulated clearly and the contents of the SCI reflect statutory requirements and best practice.

2.0 OUR COMMITMENT TO COMMUNITY INVOLVEMENT

- 2.1 The District Council already has considerable experience of engaging with the local community and has been particularly successful in working with the community and its partners in the Peak District Partnership (PDP). This partnership draws together organisations working in the Derbyshire Dales and High Peak from the statutory, voluntary and business sectors. The PDP aims to use resources collectively to tackle key priorities. It recognises the importance of working together, highlighting how more can be achieved this way.
- 2.2 The District Council is also an active participant in the Derbyshire Community Engagement Group. The group comprises public sector organisations in Derbyshire that have statutory responsibilities for carrying out consultation with the public. Its membership includes; Derbyshire County Council, Derbyshire Fire and Rescue Service, High Peak and Dales Primary Care Trust and Derbyshire Constabulary. The aim of the Group is to share resources and expertise and develop best practice in research and consultation across the public sector.
- 2.3 The District Council has a number of plans and strategies in place which relate to community involvement. This SCI builds upon approaches set out in such plans and strategies including the Council's Corporate Plan 2015-2019, Consultation and Engagement Strategy 2014-2019 and the Communications and Marketing Strategy 2017, further information on which is set out below:

Corporate Plan 2015-2019

- 2.4 Working in partnership with communities, businesses and residents and being open and transparent in decision making are the District Council's Core Values as set out in the Corporate Plan. Listening to people and working with partners will ensure that communities are involved in processes that underpin all work undertaken by the Council.
- 2.5 A copy of the Corporate Plan can be found at:
[http://www.derbyshiredales.gov.uk/images/documents/C/Corp_Plan_2015 -
_Council Corporate Plan.pdf](http://www.derbyshiredales.gov.uk/images/documents/C/Corp_Plan_2015_-_Council_Corporate_Plan.pdf)

Consultation and Engagement Strategy 2014-2019

- 2.6 The District Council's Consultation and Engagement Strategy 2014-2019 recognises that policies have a more lasting impact and services are more responsive to local need if influenced directly by those whom they affect. It also sets out other benefits of involving people including improving customer perceptions and satisfaction, to reduce inequalities, to strengthen local democracy and to enhance community cohesion.
- 2.7 For consultation and engagement to be effective the views of residents, service users, local businesses, voluntary and community sector organisations, partners and other stakeholders will be sought and listened to with the results used to improve the Council's decisions. The Council is committed to working with these different stakeholder groups to ensure the priorities of the Council, the policies it makes and services it provides are shaped through local engagement. This strategy also supports one of the core values of the District Council, listening to people.
- 2.8 The District Council uses a range of methods in order to access a range of people. This involves:
- Website surveys and polls
 - Residents' surveys
 - Area Community Forums
 - Public meetings, exhibitions and 'drop-in' sessions
 - Focus Groups
 - Business breakfasts and evening meetings
 - Parish and town council conferences
 - Attending meetings and events with representatives of hard to reach groups and holding engagement events in venues used by these groups.
- 2.9 Where possible the District Council will work with partners, including those on the Peak District Partnership, to enhance the District Council's capacity to engage using existing networks. The District Council also continuously strives to improve on their approach by developing alternative methods of

engagement, increasing local area working and developing a better understanding of its customers.

2.10 The strategy identifies people with disabilities, young people and businesses as the main hard to reach groups which will be particularly targeted. Countywide representative bodies such as Derbyshire LGBT, BME forum, Derbyshire Gypsy Liaison Group, 3D Voluntary and Community Sector Infrastructure Consortium, Learning Disabilities Partnership Board and Derbyshire and Nottinghamshire Chamber of Commerce will also be engaged as appropriate to seek the views of their members.

2.11 The District Council's Consultation and Engagement Strategy can be found at:

http://www.derbyshiredales.gov.uk/images/documents/C/Consultation_and_Engagement_Strategy_2014-2019.pdf

Area Community Forums

2.12 Local communities can also be involved in planning matters through the District Council's Area Community Forums. The Area Community Forums are an opportunity for members of the public, representatives from community groups and the voluntary and business sector to meet with Officers and Councillors from the District Council and partner organisations such as the Peak District National Park Authority, Derbyshire County Council and Fire, Police and Health Authorities. The Forums are held twice a year in three different public venues each time. Planning matters are generally included on the agenda of such forums along with wider issues. Each session normally covers 2 or 3 subjects plus an allocated session for general questions.

2.13 The forums are open to anyone to attend and they are publicised to Community Groups, Town and Parish Councils and more widely through the District Council's website and social media and through the use of a database of interested parties.

Communications and Marketing Strategy

2.14 The District Council approved its Communications and Marketing Strategy in September 2014, the strategy's action plan is updated annually and was most recently updated in September 2017. Its aim is to provide a clear understanding and a positive perception of the District Council's visions, aims, values, services and achievements to all staff, residents, partners and everyone who deals with the Council in order to achieve higher levels of satisfaction and engagement. The focus of the strategy is to support and enhance the activities of Derbyshire Dales District Council through effective communications.

2.15 The District Council will:

- Secure and strengthen the reputation of the council in the community as an effective and efficient provider of high quality outcomes – focused on our values and priorities
- Build and maintain a professional corporate identity for consistent and co-ordinated use throughout the organisation
- Promote the image of the council as an effective, efficient and listening organisation focused on the public and their needs
- Ensure that communications are consistent and co-ordinated across all channels to give maximum support to the council's strategic priorities.
- Ensure all staff understand the priorities of the council and feel valued and able to contribute to major changes affecting services they provide
- Ensure that communications activities reflect the full diversity of the community and help ensure equality of access to our services.

2.16 The District Council will also increase its efforts to understand what local communities are saying and aims to help communities to help themselves through:

- Giving individuals more say about the services and support they receive
- Empowering communities to do more for themselves and giving them the tools they need for community actions
- Recognising that some areas need more help than others and that, with a little support they can get their ideas off the ground.
- Supporting the transfer of buildings and other assets to community ownership so that they can become hubs for local activity which are flexible and responsive to local needs.

2.17 The Communications and Marketing Strategy can be found at:

http://www.derbyshiredales.gov.uk/images/documents/C/Communications_Marketing_Strategy_updated_September_2017.pdf

Equality Plan: Action Plan 2018-2019

2.18 The District Council has statutory duties under the Equality Act 2010 which should be considered across all the District Council's Public Functions. Three broad aims which the District Council must have due regard to under the Equality Act 2010 S.149 are the need to eliminate discrimination, victimisation and harassment, advance equality of opportunity and foster good relations between different groups.

2.19 The Equality Act 2010 (Specific Duties) Regulations 2011 sets out further specific duties which support the delivery of the above aims. These require the District Council to publish annually equality information about its workforce and service users, set equality objectives and specify the steps it will take to achieve them, at least every four years. The Equality, Consultation and

Engagement Plan 2018-2019 supports the delivery of the District Council's equality duties.

2.20 The District Council is therefore committed to the implementation of the Equality, Consultation and Engagement Plan. The associated action plan sets out the equality improvements identified for 2018-2019 as:

- Work with partners to help enable more young people to access employment opportunities in the Dales
- Enhance opportunities for vulnerable people to access suitable housing and live independently at home for longer
- Provide services which reflect the communities of the Derbyshire Dales and are accessible to all users
- Agree and progress the corporate programme of priority Equality Impact Assessments
- Service Reviews of any potential equality impacts to be identified through EIA's

2.21 Equalities data will continue to be monitored in order to understand the customers of council services in order to make relevant improvements.

2.22 The Equality Plan 2018-2019 can be found at:

http://www.derbyshiredales.gov.uk/images/E/Eq_Cons_Eng_Plan_2018-19_FINAL.pdf

Statement of Priorities 2015-2019

2.23 The Peak District Partnership (PDP) has produced a statement of priorities which covers the period of 2015 to 2019. This builds upon the Sustainable Community Strategy 2009-2014 and provides a framework for the organisations involved to co-ordinate their actions on shared priorities. The aim of the partnership is to:

- Adopt and actively promote a shared vision for the area.
- Identify and address gaps in partner delivery and focus on those areas where, by co-ordinating effort, more can be achieved through partnership working
- Shape and challenge – as a critical friend – wider activities, initiatives and proposals impacting on the area to ensure they reflect Peak District priorities
- Link existing and initiate new actions to support the economy and health & wellbeing priorities of the Peak District, avoiding any duplication between partners. Exchange and disseminate best practice amongst and beyond the Partnership

2.24 The vision for the Partnership for the next five years is for the Peak District to be a distinctive, high quality, rural environment with people of all ages who are

healthy, high-wage high-skill jobs, affordable, decent homes for local people, towns and villages that offer a high quality of life.

- 2.25 The two main priorities of the Partnership are to maximise the benefits for Peak District communities from programmes aimed at stimulating growth and to reduce health inequalities and improve wellbeing in the Peak District, focusing on individuals and communities with poorer health or difficulty accessing services.

3.0 GETTING INVOLVED IN PLANNING

- 3.1 This section of the Statement describes how to get involved in the planning process. It identifies the documents, plans and policies upon which the District Council will be seeking community involvement upon and establishes when community involvement will be sought and who will be involved. Throughout this document the following definitions for community involvement will be used.

Information Giving

- 3.2 This is the simplest level of engagement and is simply about providing information to stakeholders. Although it is a form of engagement in itself, information-giving underpins all other levels of engagement as it is essential that participants are provided information (in varying detail and formats) about the issues upon which they are being engaged so that they are able to make informed and considered choices. Participants should also receive feedback after engagement has been completed and this is, in itself, an information-giving exercise.

Consultation and Learning

- 3.3 Ensuring that consultation is undertaken which benefits both parties. Consultation exercises will enable the community to learn more about planning and for the council to learn more about the needs of communities.

Involvement

- 3.4 At this level the community and stakeholders are actually involved in decision making and deciding together on the future of their neighbourhoods and other decisions that affect their lives. This gives the community the power to choose, without fully sharing the responsibility for action.

4.0 The Role of Community Involvement in Plan Making

- 4.1 There are various planning policy documents prepared by the District Council, all with requirements for preparation, public involvement and consultation. Derbyshire Dales District Council is the Local Planning Authority for those parts of the Derbyshire Dales that lie outside the Peak District National Park. The National Planning Policy Framework (NPPF) commits the Government to the principle of a plan-led system where decisions on planning applications are made in accordance with the development plan unless material considerations indicate otherwise. The NPPF sets out the importance of Local Plans as being key to delivering sustainable development that reflects the vision and aspirations of local communities.
- 4.2 Local Plans should be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees. Local Plans should reflect the collective vision and priorities of the community and therefore a wide selection of the community should be involved in the process. Community involvement and engagement will therefore be sought throughout the process of the development of the Derbyshire Dales Local Plan. Furthermore the NPPF requires that Plans should contain policies that are clearly written, so it is evident how a decision maker should react to development proposals (paragraph 16 NPPF).

Consultation and the Local Plan Preparation Process

- 4.4 The following sections set out the various elements of the Local Plan preparation process. Details are given of the consultation arrangements for each of the various stages in the preparation of documents and policies. The range of local groups that the District Council will seek to involve at each stage and how this involvement will be facilitated are also highlighted.
- 4.5 The District Council will seek to involve people at an early stage in the Local Plan preparation process. This will aim to seek consensus on essential issues early in the plan preparation process. By enabling individuals, organisations and the District Council to share knowledge and views at this initial stage about which options and proposals are being considered, there will be a genuine opportunity for people to influence plan content.
- 4.6 Local Plan and Supplementary Planning Documents vary in scope and scale and in the degree to which they impact on people's lives and the neighbourhoods in which they live. It is recognised that public interest in documents will vary according to the nature of their content, thus the style and scope of public consultation will be appropriate and relevant to the policy decision at issue.
- 4.7 There are numerous groups that the District Council already involves in the planning process. A long list of the groups the District Council proposes to involve in plan making is set out in Appendix 1. This is not a definitive list as

many smaller groups are not included because they change more frequently. The District Council will maintain a database of organisations that make up this 'long list' and as part of the annual review of this SCI seek to ensure that the details of the organisations on the 'long list' as set out in Appendix 1 are kept up to date.

- 4.8 The District Council will employ a range of methods at each stage of the preparation and revision of the Local Plan. Further details of each method, along with the relevant merits of each of the methods are set out in Appendix 2.
- 4.9 The Local Development Scheme (LDS) sets out the Council's key planning documents and the timetable for their preparation. A copy of the LDS can be downloaded from the District Council's website:

www.derbyshiredales.gov.uk/LDS

5.0 LOCAL PLAN DOCUMENTS

- 5.1 Several distinct stages are involved in the preparation of a Local Plan as specified by the Town and Country Planning (Local Planning) (England) Regulations 2012. These are:

- Evidence Gathering
- Preparation of Local Plan (Regulation 18)
- Publication of Local Plan (Regulation 19 and 20)
- Submission of Local Plan to Secretary of State and Examination (Regulation 22)

Community involvement in the preparation of the Local Plan is a continuous process which is undertaken at each of the distinct stages.

Evidence Gathering

- 5.2 At this stage the District Council gathers relevant social, economic and environmental information to provide a comprehensive and robust evidence base for plan preparation. The evidence base consists of a wide range of studies, plans and strategies provided by a wide range of organisation, not just the District Council. The evidence base is updated as required to inform development plan preparation. The District Council will provide notification, where appropriate when new evidence is published to encourage involvement in the early and initial stages of plan making.

Preparation of the Local Plan

- 5.3 Previous regulations specified that at this stage consultation on "Issues and Options" and "Preferred Options" had to be undertaken as a statutory requirement however the Town and Country Planning (Local Planning) (England) Regulations 2012 has removed this requirement. There is now

therefore greater flexibility as to how the District Council undertakes consultation at this 'preparatory' stage.

- 5.4 The District Council is however required under Regulation 18 to notify consultation bodies whom they feel may have an interest in the subject of the Local Plan and other consultation bodies deemed appropriate. In addition residents or those carrying on business within the area will also be asked to make representations at this stage. The District Council will then take into account such comments prior to the next stage.
- 5.5 The District Council's database of organisations will be used as a starting point for contacting those with an interest in the Local Plan. Additional members of the public will also be contacted and appropriate publicity undertaken.
- 5.6 At this stage a number of consultation methods will be utilised by the District Council in order to engage effectively with the public and consultation bodies:
- Documents made available for review at Council Offices and Libraries and on the website
 - Newsletters and Leaflets published which detail and provide an opportunity to comment on the issues and options
 - Public Meetings/Surgeries
 - Workshops with representatives of range of issue or interest areas

Publication of Local Plan

- 5.7 Following the completion of the preparatory consultation the District Council will consider the contents of the comments made, and where appropriate seek to take them into account. At this stage the District Council will consider that the Draft Local Plan is sufficient to be able to be submitted to the Secretary of State for independent examination.
- 5.8 The Draft Local Plan will be subject to public consultation alongside a Statement of the Representations in accordance with Regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012. A statement of the fact that the Local Plan is available for inspection and the places and times at which it can be inspected will also be published.
- 5.9 This provides a formal opportunity for the local community and other stakeholders to reflect upon the policies and proposals in the Draft Local Plan which the District Council considers suitable for submission to the Secretary of State.

Submission of Local Plan to Secretary of State and Examination in Public

- 5.10 Having considered the representations made on the Draft Local Plan the District Council will consider whether it is necessary to make any appropriate changes to the Local Plan to address comments raised.

- 5.11 The Local Plan along with a schedule of proposed changes and any other documents set out in the Regulations such as the Statement of Consultation and the Sustainability Appraisal will then be submitted to the Secretary of State to be subject to Examination in Public by a Planning Inspector.
- 5.12 As soon as is practically possible after submitting the Local Plan to the Secretary of State those general and specific consultation bodies who were invited to make representations will be notified that the Plan is available for inspection alongside the time and place at which they can be inspected. Those who requested notification of the submission of the Local Plan will also be given notified at this time.
- 5.13 At this stage a Programme Officer will be appointed to ensure the smooth running of the Examination in Public. This will include ensuring that all interested parties are kept informed of the timing and progress of the examination.

Report and Adoption

- 5.14 After the Examination in Public the Inspector will produce a report with recommendations for the District Council. This can include recommendations for 'main modifications' which should ensure that the Local Plan is sound and legally compliant. The District Council can also put forward 'additional modifications' of its own in order to deal with more minor matters. If major modifications are recommended the Inspector's report will only be published after public consultation on such modifications has been undertaken and the Inspector has had the opportunity to consider the representations on these.
- 5.15 The District Council will make copies of the adopted documents available at the District Council's Offices during normal office hours. They will also be made available on the Council's website: www.derbyshiredales.gov.uk

Supplementary Planning Documents

- 5.16 Supplementary Planning Documents (SPDs) can cover a range of issues, and seek to expand policy or provide further detail to policies in an adopted Development Plan Document. SPDs have statutory weight and once adopted formally by the District Council are material considerations in the determination of planning applications. The preparation process for an SPD is described in more detail below. At all times the District Council will seek to provide e-mail updates to consultees on the progress of each Supplementary Planning Document.

Commencement of Preparation Process

- 5.17 At this stage the Council is primarily concerned with gathering evidence that it can use to prepare the SPD. Although much work at this stage will involve gathering technical data and information from a variety of sources, it will also

involve liaison with the community and key stakeholders about the issues the document should contain.

Public Participation on Draft SPD

- 5.18 The Town and Country Planning (Local Planning) (England) Regulations 2012 allow for a period of formal consultation of at least four weeks on draft SPDs. In order to maximise community involvement in the process, the Council will undertake a minimum four-week period of consultation on any SPD. This timescale for consultation will allow the community and other stakeholders to formally express their views and preferences on the contents of a draft SPD. The Council will consider the comments made and take them into account in deciding how to take the SPD forward.

Consideration of Responses, Modification & Adoption

- 5.19 The District Council will consider each representation received during the formal public participation stage on the draft SPD, and decide whether any changes are necessary prior to adoption.
- 5.20 Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations (2012) requires a consultation statement to be produced alongside the adoption of any SPD. This should outline the persons consulted on the document, a summary of the main issues raised and how those issues have been addressed in the SPD.
- 5.21 Copies of the draft SPD and consultation statement will be made available at the District Council's offices and at Matlock, Ashbourne and Wirksworth library during normal office hours. They will also be available on the District Council's website at: www.derbyshiredales.gov.uk
- 5.22 The main concern at this stage is to ensure that interested parties are kept informed of the Council's views on any representations they may have made and of the progress towards adoption.
- 5.23 Once the SPD is adopted the Council will make available copies of it at the Council's Offices, and at Matlock, Ashbourne and Wirksworth libraries during normal office hours.
- 5.24 Regulation 14 of the Act above also requires an adoption statement to be produced upon adoption of a SPD. This is required to set out when the document was adopted, if applicable any modifications made in accordance with section 23(1) on the Act. The adoption statement will be sent to anyone who has requested notification of adoption of the SPD and made available at the District Council's Offices, and at Matlock, Ashbourne and Wirksworth libraries during normal office hours.
- 5.25 All draft and adopted SPD's will also be available on the Council's website:

<http://www.derbyshiredales.gov.uk/planning-a-building-control/planning-policy/local-plan/supplementary-planning-documents>

5.26 Appendix 3 sets out which consultation methods the District Council will use at the various stages of the preparation of the Derbyshire Dales Local Plan and any Supplementary Planning Documents.

6.0 Neighbourhood Planning

6.1 The Localism Act 2011 and Neighbourhood Planning Regulations 2012 empowered communities to shape the development and growth of their local area through Neighbourhood Planning. This provides the opportunity for communities to decide the future of the places where they live and work. The key aim is to use local knowledge and evidence to develop policies and proposals to support development of the built environment within local communities. Using these rights communities are able to produce Neighbourhood Development Plans, Neighbourhood Development Orders; or progress development under Community Right to Build Orders:

- **Neighbourhood Development Plans** – Communities can write a plan which if ‘adopted’, becomes part of the statutory planning framework for the area
- **Neighbourhood Development Orders** – Can enable the community to grant planning permission for new buildings they want to see go ahead and allow new homes and offices to be built without developers having to apply for separate planning permission
- **Community Right to Build** – enables community organisations to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local referendum.

6.2 As is the case with Local Plans and Development Plan Documents, regulations govern the preparation of a Neighbourhood Plans and Neighbourhood Development Orders. Both include consultation requirements, examination and referendum. The Localism Act identifies that community participation has to be through an appropriate qualifying body, either a Parish Council or Neighbourhood Forum. Up until the submission of a Neighbourhood Plan to a local planning authority it is the qualifying bodies responsibility to undertake public consultation and engagement.

6.3 Local community involvement in Neighbourhood Planning allows Plans to be prepared which include policies and reflect aspirations around where new homes, shops and office should be located, which green spaces should be protected, what new development should look like. It allows opportunities for a local community to be positive about how an area may change in the future.

6.4 Under the provisions of the Town and Country Planning Act 1990 (as amended) the District Council has a statutory duty to assist communities in the preparation of Neighbourhood Development Plans and Orders and take

such documents through a process of examination and referendum. The Localism Act 2001 (Part 6 Chapter 3) sets out the Local Planning Authorities responsibilities as:

- Designating Neighbourhood Forums
- Designating Neighbourhood Areas
- Advising or assisting communities in the preparation of a Neighbourhood Development Plan
- Checking a submitted Neighbourhood Plan meets the legal requirements
- Arranging for the independent examination of the Neighbourhood Development Plan
- Determining whether the Neighbourhood Development Plan meets the basic conditions and other legal requirements
- Subject to the results of the referendum/s, bringing the Neighbourhood Development Plan into force.

6.5 Whilst the District Council does not lead the preparation of Neighbourhood Plans, the District Council has welcomed their principle and will continue to provide technical advice and support to communities. This may include for instance making evidence available as well as undertaking procedural checks of the plan against legislation and regulations. This will also include undertaking a 'screening' exercise to determine if the Neighbourhood Plan requires a Strategic Environmental Assessment. The District Council will assist with neighbourhood planning in the following ways:

- Initial advice regarding the suitability of preparing a neighbourhood plan or order, including attendance at suitable meetings or providing briefings.
- On-going advice, including technical input into each key stage. The focus of any advice will be on the conformity of the Neighbourhood Plan/Order with the existing national and local planning framework but guidance will also be provided to ensure that the plan is fit for purpose and deliverable.
- Provision of guidance on key issues including timetabling, the role of the qualifying body, community engagement and undertaking consultation and relevant legislation including SEA
- Practical assistance such as mapping, IT advice and printing where appropriate.
- Relevant contact information for consultation including statutory consultees and local interest groups and bodies. Advice on undertaking consultation, publicity and engagement.
- Ensuring the suitable involvement of local Councillors and other interested parties to enable timely decision making at key stages

6.6 Any communities wishing to consider Neighbourhood Planning should contact the District Council's Policy Manager in the first instance. Further information is available on the District Council's website at:

<http://www.derbyshiredales.gov.uk/planning-a-building-control/planning-policy/1275-neighbourhood-planning>

- 6.7 Additional guidance and advice on Neighbourhood Planning is set out within the National Planning Practice Guidance, which is available here:

<https://www.gov.uk/government/collections/planning-practice-guidance>

Further guidance for communities on Neighbourhood Planning is available from the Planning Advisory Service via <https://local.gov.uk/pas/pas-topics/neighbourhood-plans> and the Planning Portal <https://www.planningportal.co.uk/>

Sustainability Appraisal and Habitat Regulations Assessment

- 6.8 Carrying out a Sustainability Appraisal (SA) is an essential and statutory part of the plan making process. The purpose of the SA is to appraise the social, economic and environmental effects of the emerging Local Plan and inform the plan preparation process. It is a continual process which is embedded throughout the preparation of the Local Plan.
- 6.9 Consultation will be undertaken on the initial Scoping report, which provides baseline information on the environmental, social and economic characteristics of the plan area, including the likely evolution of the baseline within the plan.
- 6.10 Regulations 12 and 13 of the Environmental Assessment of Plans and Programmes Regulations 2004 require the Council to make the SA report available alongside the Local Plan. A copy will be sent to each consultation body and appropriate steps taken to ensure the SA report is brought to the attention of those who are affected, likely to be affected or have an interest in the decisions involved in the assessment and adoption of the plan. Consultees will be advised of the location and website at which the document will be available and invited to make comment on the document. Consultees will be advised of the time period within which comments must be made. Comments from consultation bodies should be received within 5 weeks of receiving an invitation to engage in consultation.
- 6.11 The Derbyshire Dales Local Plan, as a plan or project which may have a significant effect on a European site (Special Protection Areas (SPAs) and Special Areas of Conservation (SACs)), will be subject to a Habitats Regulations Assessment (HRA) as required under the EU Habitats Directive (92/43/EEC). Its purpose being to determine whether or not any significant effects are likely to be generated and to identify ways in which they can be avoided. This will be published alongside the SA report and consultation with the appropriate natural conservation body will be consulted under requirement from Regulation 102 of the Conservation of Habitats and Species Regulations 2010

Duty to Cooperate

- 6.12 Local planning authorities have a statutory requirement to cooperate with other planning authorities, County Councils and prescribed bodies on development plan documents including Local Plans under section 110 of the Localism Act 2011. This is to ensure that strategic planning matters are adequately addressed. In doing so local planning authorities are required to engage with one another “constructively, actively and on an ongoing basis” and have regard to activities of people of specified bodies or of a prescribed description so far as they are relevant.
- 6.13 The NPPF provides further information on the specific requirements for Local Plans, stating “local planning authorities are under a duty to cooperate with each other, and with prescribed bodies on strategic matters that cross administrative boundaries” (paragraph 24 NPPF). The NPPF further emphasises that “effective and on-going joint working between strategic policy making authorities and relevant bodies is integral to the production of a positively prepared and justified strategy” (paragraph 26 NPPF). In order to demonstrate effective and ongoing joint working, strategic policy making authorities are required to prepare statements of common ground, documenting cross boundary matters being addressed. The National Planning Practice Guidance provides further advice as to how such statements of common ground should be prepared, maintained up to date and made publically available.
- 6.14 The District Council will work together with other neighbouring authorities on areas of common interest in order to achieve mutual benefits. The District Council will also cooperate with Derbyshire County Council on relevant issues and work in consultation with Local Enterprise Partnerships, Sheffield City Region’D2N2 and both the Peak District Local Nature Partnership and the Lowland Derbyshire and Nottinghamshire Local Nature Partnership Local Nature Partnership. In addition the District Council will work collaboratively with private sector bodies, utility and infrastructure providers
- 6.15 The District Council will seek to ensure that strategic priorities across local authority boundaries are properly co-ordinated and clearly reflected in the Local Plan.
- 6.16 The District Council will also seek to utilise the Duty to Cooperate to address any matters relating to the extent of the strategic Housing Market Area and the overall development needs of the area.
- 6.17 As part of the submission of the Derbyshire Dales Local Plan the District Council will produce evidence of the extent to which there has been effective cooperation on issues with cross-boundary significance. This must demonstrate that a continuous process of engagement, has been undertaken.
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7.0 PLANNING APPLICATIONS

- 7.1 This SCI must also outline how the community will be involved in the determination of individual planning applications. The Council encourages the community to be involved in all the different types, and scale of applications for planning permission for which it is the local planning authority. Any comments and representations received on an individual planning application are taken into account in its determination. This does not, however, extend to applications for planning permission within the Peak District National Park, as these are the responsibility of the Peak District National Park Authority. Similarly the Council does not deal with minerals and waste applications, as these are the responsibility of Derbyshire County Council.
- 7.2 The District Council's Development Management Section seeks to exercise planning control in the public interest is committed to publicising and consulting more widely on planning applications than the statutory minimum.
- 7.3 The District Council has to consider any application it receives, and can only consider the application on the basis of information that is submitted. Whilst the District Council encourages applicants to engage with the District Council through its pre-application advice service in advance of making a formal submission, many applications are submitted without any prior discussion. Once an application is submitted, we adopt a neutral position until all relevant consultations have been taken into account and the merits of the case have been fully evaluated against national and local planning policies and other material considerations. We adopt exactly the same position for the District Council's own applications as those of private applicants.
- 7.4 The Development Management Service is responsible for the assessment of planning applications; its Mission Statement being:
- "Through the provision of an efficient, professional, and responsive service, we aim to protect and enhance the quality of the District's built and natural environment whilst balancing the needs of current and future generations".*
- 7.5 The internal processes, in relation to publicity and consultation on planning applications are currently subject a review. Following completion of the current review a new Development Management Customer Charter will be prepared to set out the framework for the delivery of the service and what its users can expect.
- 7.6 A weekly list of the planning applications that the District Council receives each week including applications under the Planning (Listed Buildings and Conservation Areas) Act 1990 can be viewed on the Council's website, along with associated plans, supporting information and any consultation responses and representations received.

Consultation and Pre-decision Matters

- 7.7 When the District Council receives a valid planning application, it will undertake a period of consultation where views on the proposed development can be expressed. The formal consultation period will normally last for 21 days, and the local planning authority will identify and consult a number of different groups.
- 7.8 The main types of consultation are:
- Public Consultation - involving notifying neighbours of receipt of an application;
 - Statutory Consultees - those which there is a legal requirement to consult a specific body who are then under a duty to respond;
 - Consultation required by a direction where further, locally specific statutory consultation is required, and;
 - Non-statutory Consultees - those where although there are no legal requirements, planning policy warrants the engagement of other consultees who are likely to have an interest in the proposed development.
- 7.9 Where, following the initial period of consultation an application has been amended it is up to the District Council to decide whether further publicity and consultation is necessary. In deciding whether this is necessary the following considerations will apply where relevant:
- were objections or reservations raised in the original consultation stage substantial and, in the view of the District Council, enough to justify further publicity?
 - are the proposed changes significant?
 - did earlier views cover the issues raised by the proposed changes?
 - are the issues raised by the proposed changes likely to be of concern to parties not previously notified?
- 7.10 Where the District Council decides that re-consultation is necessary, such consultation may be for a period of less than 21 days. In all cases, the District Council will balance the need for consultees to be given sufficient time to consider the issue that is being re-consulted upon and respond, against the need for efficient and timely decision making processes. When consultation has been concluded the District Council will consider any representation made by consultees and proceed to decide on the application.

Current Practice- How the Council Publicises Planning Applications

- 7.11 Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 specifies the requirements for the publicity of applications for planning permission. A summary of how the District Council currently undertakes publicity for the differing type and scale of planning applications is set out in Appendix 4.

- 7.12 Within the Derbyshire Dales, all planning applications are publicised either by means of press advertisement, site notices or individual neighbour notification with the following exceptions:
- Applications where the determining authority is not Derbyshire Dales District Council will not be subject to any of the three methods of publicity referred to above;
 - Discharge of conditions applications;
 - Prior Notification Applications (where the Council does not deem that its Prior Approval is required), and;
 - Certificate of Lawful Existing or Proposed Use or Development Applications (unless it is considered a worthwhile exercise to ascertain relevant information about the content of a specific application from sources such as neighbours or Parish / Town Councils).

Neighbour Notification

- 7.13 Neighbour notification will take the form of a standard letter generated from the District Council's mapping system and delivered by post within 10 working days of the valid date of the application to occupiers of properties affected by the development.
- 7.14 The **minimum** requirement currently adopted by the District Council is to notify any neighbouring occupiers whose property lies within 10 metres of the application site boundary (red edge). Property points within 10m of a development site are automatically identified by the Council's Geographic Information System (GIS).
- 7.15 Where the proposed development falls within the following categories, the **minimum** requirement is to notify occupiers whose property lies within 20 metres of the application site boundary (red edge):
- the erection of 10 or more dwellings;
 - an outline application with a site area of 0.5 ha or more;
 - non-residential development where the floor space to be created is 1,000 square metres or more;
 - development which is likely to cause nuisance through noise, smell, dust etc;
 - development which would significantly increase the number of people or the amount of traffic coming into a residential area;
 - development involving significant activity during unsociable hours;
 - development introducing significant visual changes to a neighbourhood;
 - buildings of over three storeys;
 - development affecting the character of an ancient monument, archaeological site or historic building;
 - proposals having a significant effect on trees that are the subject of a Tree Preservation Order.
- 7.16 A clear written record of the addresses to which neighbour notification letters have been sent and the date is kept on the paper and the application file in the form of a consultation checklist.

Site Notices

- 7.17 A summary of how the District Council undertakes publicity, including the erection of site notices, for the differing type and scale of planning applications is set out in Appendix 4. Where there is a statutory reason for its display this will be specified on the site notice. Site notices will be posted within 10 working days of the receipt of a valid application.
- 7.18 The notice will be displayed where it is visible from a public highway that forms the frontage to the application site. Where there is another frontage to a public highway or footpath, discretion will be used as to whether further site notices will be erected.
- 7.19 The site notice will be erected where possible on a gate, door, post, wall or fence which forms the boundary of the site. If this is not possible, then a lamp post or telegraph pole on the frontage of the site will be used, providing it is within 10 metres of the site boundary. Where it is impossible to comply with the above requirements, the site notice will be displayed as near to the site as is practically possible.
- 7.20 A clear record in the form of an annotated Ordnance Survey plan will be kept on the application file to identify the position where the site notice was erected and the date it was erected. A photograph will also be taken as evidence of its erection.

Press Advertisements

- 7.21 A summary of how the District Council undertakes publicity, including by means of press advertisement is set out in Appendix 4. Applications received will normally be advertised in the appropriate local newspaper on a fortnightly basis. Applications in the Central area will be advertised in the Peak Advertiser and applications in the Southern area will be advertised in the Ashbourne News Telegraph.
- 7.22 The dates on site notices and press advertisements give the same minimum period of 21 days for representations to be made.

Planning Website

- 7.23 The Derbyshire Dales Planning Service website allows comprehensive access to forms, guidance notes, planning applications and decision notices. It also allows submission of representations online and for those making such submissions and applicants to monitor the progress of applications.

Representations Received

- 7.24 All neighbour notification letters will give a minimum period of 21 days for representations to be submitted, although this period will not necessarily coincide with the site notices and press advertisement.
- 7.25 All representations received by the District Council will be identified in the Officers report in respect of decisions made under delegated authority and brought to the attention of the Planning Committee. An update sheet circulated at the meeting or verbally at the meeting itself in respect of items considered at committee.
- 7.26 The District Council's practice is to only negotiate minor improvements to applications, in order to add value / improve the quality of the development. Any significant amendments required to make a proposal that would otherwise be regarded as unacceptable, acceptable should be established at the pre-application stage so as to not undermine this service and ensure timely decision making.
- 7.27 Where those making representations are re-consulted a further period of up to 10 working days will normally be allowed for further representations to be made.
- 7.28 Persons making representations are able to view their comments (to note that they have been received) and monitor the progress of applications online, using the District Councils Public Access module on its website.
- 7.29 In the event of an appeal being made by the applicant, individuals who have previously made comments on the appeal application will be informed and will have the opportunity to make further representations to the Planning Inspector dealing with the appeal. Lists of decisions and appeals are published and a register of planning decisions can be inspected at the Town Hall, Matlock or via our online planning register.

How the District Council Consults on Planning Applications

- 7.30 During the 21 days following the registration of the planning application the views of other statutory consultees or interested organisations will also be sought. The only exceptions to these arrangements are applications where the determining authority is not Derbyshire Dales District Council, applications for power lines, applications for certificates of lawful use or development and prior notifications. Such bodies as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- 7.31 The register of planning applications can be inspected via the Self-Serve PC at the Town Hall, Matlock from 9.00 am to 5.00 pm Monday to Friday (9.30 am to 5.00 pm on Wednesdays). Application case files can also be viewed via our online planning register. Appointments to view a planning application file at the Town Hall, Matlock can be made by telephone on 01629 761336 or

email planning@derbyshiredales.gov.uk at least 24 hours in advance. The retrieval of historic planning files that are not stored at Town Hall will incur a retrieval charge.

- 7.32 A list of all new planning applications received the preceding week is forwarded to all relevant Town/Parish Councils and local Ward Members for information. Application documentation is also made available for public inspection online and via the self-serve PC at the Town Hall, Matlock during normal office hours. Copies of application documentation may be purchased (subject to copyright provisions) and will be provided either directly by the District Council or via the applicant/agent on payment of appropriate copying charges.

How to Comment on Planning Applications

- 7.33 A Planning Officer is currently available at the Town Hall, Matlock, from 9am to 12 noon Mondays to Fridays to assist the public in understanding applications that have been received, provide clarification and explain how to make representations. It is recommended that anyone wishing to discuss a proposal contacts the Case Officer in advance to help ensure that the correct officer is available and sufficient time is set aside.
- 7.34 Comments may be submitted by anyone, regardless of whether they were formally consulted by us. We welcome any comments, either in support of, or objecting to proposals. Any representations of objection will however, need to be based upon valid planning considerations if they are to influence the decision making process.
- 7.35 An advice note called Making Effective Planning Representations is available to view on the Councils website to assist individuals in the formulation of Planning representations¹.
- 7.36 Although the District Council will take into account representations received up to the date it makes a decision, comments should be submitted in writing as soon as possible. The Council accepts comments by email, through the Council's website or by letter. These should be addressed to the Development Management Team, Regulatory Services, Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, DE4 3NN and if submitted by email directed to planning@derbyshiredales.gov.uk

The Decision Making Process

- 7.37 The District Council normally has eight weeks from the date of registration in which to make a decision in the case of minor applications and 13 weeks for major applications, unless an extension of time has been agreed with the applicant. The vast majority of planning applications are determined by the

¹ <http://www.derbyshiredales.gov.uk/images/documents/P/Planning%20Advice%20Note%20%20-%20Making%20Representations%20on%20Planning%20Applications.pdf>

District Council's Development Manager in accordance with the Council's scheme of delegation, which was adopted in 2015.

- 7.38 The names and contact details of Ward Members can be found in the 'Your Council' section of the District Council's website at www.derbyshiredales.gov.uk/your-council. Ward Member contact details for specific applications can be viewed by clicking on the 'contact' tab when viewing applications through Public Access.

Public Participation at Planning Meetings

- 7.39 The meetings of the Planning Committees are held in public normally commencing promptly at 6pm in the evening. Members of the public wishing to address the Planning Committee may do so by notifying the Committee Team by 12 noon on the working day prior to the meeting. Those wishing to speak to Committee will be asked to indicate the item of business your representation relates to and whether you are supporting or opposing the proposal. The Committee Team may be contacted:

- Online via the District Council's website - www.derbyshiredales.gov.uk/your-council/council-a-committee-meetings/attending-a-committee-meeting/speak-at-a-planning-meeting
- By email – committee@derbyshiredales.gov.uk
- By telephone – 01629 761133

- 7.40 Those persons who indicate that they wish to make representations must attend the venue by 5.45pm on the day of the meeting and inform the Committee Administrator.

- 7.41 Representations will only be allowed to be made in respect of those applications which are scheduled for debate at particular meeting. Those making representations will be invited to do so immediately before the relevant item of business is discussed and will be limited to 3 minutes.

- 7.42 A copy of the procedure for public participation at planning meetings is set out in Appendix 5.

Notification of the Decision

- 7.43 Only the applicant (or agent if they have appointed one) will be notified and issued with a paper copy of the final decision. Anyone else wishing to be notified of the decision should use the tracking facility on our online application system.

- 7.44 Only the applicant can appeal against the District Council's decision. In the event of an appeal being made by the applicant, individuals who have previously made comments on the appeal application will be informed and

you will have the opportunity to make further representations to the Government Planning Inspector dealing with the appeal.

- 7.45 Lists of decisions and appeals are published and a register of planning decisions can be inspected via the Self-Serve PC at the Town Hall, Matlock, the Leisure Centre, Ashbourne or via our Online Planning Register.

Appeals Against Decisions

- 7.46 Planning applicants can appeal to the Department for Communities and Local Government, against any refusal of planning permission or against the imposition of any conditions attached to an approval. There is no right of appeal for a third party under any circumstances.
- 7.47 An appeal is intended to be a last resort where submitting a fresh application is unlikely to be a satisfactory solution. Normally, a revised application of similar nature and description made within 1 year of the decision does not attract a further fee.
- 7.48 Appeals, which are handled by The Planning Inspectorate, may be dealt with by:
- An exchange of written representations;
 - At a local hearing (in which case no advocates are allowed);
 - At a full Local Inquiry (a quasi-legal situation).
- 7.49 An appeal can be made against any of the conditions attached to an approval. There is, however, a risk to the applicant because it is possible for the whole permission to be withdrawn if the appeal is dismissed.
- 7.50 If an appeal is to be determined at a Local Inquiry or a local hearing there is a risk of costs being awarded to either party, but costs can only be awarded where there has been unreasonable behaviour. Examples of unreasonable behaviour at the decision making stage could include an application that has been refused for reasons which cannot be substantiated in planning terms or if the Authority fails to provide reasonable evidence to substantiate the harm cited in the reasons for refusal (this particularly applies to subjective opinions given as part of a refusal).

Towards Good Practice in Community Involvement and Development Management

- 7.51 The District Council continually monitors and reviews its performance, policies and procedures in order to ensure that they operate in the best interests of the community. The District Council recognises that current practice in relation to community involvement in the consideration and determination of planning applications can be improved. To ensure greater and earlier public involvement in the process the following initiatives have been introduced by the Council:

Pre-application Consultation & Discussion

- 7.52 Good practice suggests that local planning authorities should actively encourage developers of major schemes to inform and involve the community in shaping their proposals. The Council will therefore encourage developers to undertake this type of engagement prior to the submission of planning applications.
- 7.53 Similarly for smaller applications, such as residential extensions, the District Council will actively encourage applicants to discuss their plans with neighbours prior to submitting their application.

8.0 MANAGING THE PROCESS

- 8.1 The information obtained through community involvement will be collated and used to inform the decision-making process and/or shape the contents of any documents produced. A summary report will be produced outlining the responses received, along with information on how the responses were used to inform the decision-making or the content of documents. The link between responses received and the District Council's decision or action will be made transparent. This will also involve an explanation of the reasons why specific actions may not have been pursued. This report will be available upon request from the District Council and will also be made available on the District Council's website.
- 8.2 The Local Plan and any Supplementary Planning Documents will be accompanied by a 'consultation statement'. This will outline how the SCI has been followed and how community engagement has benefited the preparation of the relevant documents. Copies of all formal representations made in accordance with provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012 will be made available for public inspection at the Council's Offices and at Matlock, Ashbourne and Wirksworth libraries during normal office hours. They will also be available on the District Council's website www.derbyshiredales.gov.uk A summary of the outcomes and details of specific decisions will be provided directly to all those who have been involved in the process and its specific activities. Further feedback will also be made available on the District Council's website or from the District Council Offices on request.
- 8.3 Increased community involvement may require additional time and resources, particularly where capacity may need to be developed within the community itself. The District Council is committed to enhanced community engagement and in this regard, budgetary provision has been made to ensure that sufficient resources are available to meet our obligations. At all times the District Council will seek to ensure that resources are utilised as efficiently and effectively as possible.

8.4 This will be achieved by:

- Clearly defining the roles of the different individuals and groups involved;
- Learning from and, where possible, utilising the skills of other organisations e.g. LSP, Health Trusts and Planning Aid; and
- Wherever appropriate, combining and integrating involvement activities to ensure that the community is not subject to “consultation fatigue”.

Council Officers - Officers will be responsible for the delivery of the majority of the activities set out in this SCI. Where necessary, support will be drawn from across the Council. Capabilities will be kept under review and gaps filled as appropriate through the existing programme of training and development.

Consultants - Where a process would benefit from additional support or expertise, for example in facilitating more interactive sessions, the use of consultants will be considered. Any such decision will have regard to a comprehensive cost and benefit analysis.

Equipment and Material - The District Council is already well equipped to undertake the activities outlined in this SCI.

Venues and Other Costs – District Council facilities will be used wherever possible having regard to accessibility and practical considerations. Where possible, activities will be combined with other initiatives to ensure that processes are efficient and costs are minimised.

8.5 There are a number of different individuals and groups who have a role to play in achieving effective community involvement in planning.

Planning Officers - provide professional advice on planning matters and formulate draft policies and plans for Council approval. Officers will also be responsible for delivering community involvement activities.

Members - make formal decisions regarding planning matters in accordance with the Council’s rules and procedures.

Parish/Town Councils and Other Community Networks - provide comment on individual planning applications and development proposals that have implications for their area. These organisations will also be invited to represent community interests in involvement activities.

Developers - promote specific sites for development and, where appropriate, undertake extensive community involvement requirements to the highest standard.

The Community - raise concerns and/or state support for proposals in order to ensure that development takes place in an acceptable manner. The Council actively encourage all members of the community, including the business community, to get involved in policy development as it directly affects the area in which they live and/or work.

Planning Aid

- 8.6 Council Officers are not always best placed to work with community groups, particularly where individuals seek independent advice. The District Council therefore support and promote the Planning Aid England service. This service provides free, independent and professional advice to communities and individuals who cannot afford to pay fees to a planning consultants. It complements the work of local planning authorities, but is wholly independent of them.
- 8.7 A new Planning Aid service in England was launched on the 13 June 2011. Planning Aid is more than giving advice, it engages communities positively in the planning process to help them manage changes to their neighbourhood areas.
- 8.8 Two main services are provided:
- **A single national Planning Advice Line on 0330 123 9244** where all callers will receive 15 minutes of free, independent and professional advice. In addition, some callers may be eligible for further assistance from a professional volunteer. Other callers will be guided to the website and sign-posted to other organisations.
 - **A neighbourhood planning service** will also be provided to support people and communities in gaining knowledge about the planning system and how they can be involved. A team of community outreach co-ordinators have been recruited to support volunteers to work within target communities to build their own plans for the neighbourhoods in which they live.
- 8.9 Planning Aid England can help people to:
- Understand and take part in the planning system
 - Take part in the preparation of plans
 - Comment on planning applications
 - Apply for planning permission or appeal against refusal of permission (however Planning Aid do not draw plans)
 - Represent themselves at appeals or public inquires
- 8.10 Planning Aid helps to meet one of the key aims of the government's planning reform agenda, which is to place community engagement at the heart of the planning system. Planning Aid is part of the Royal Town Planning Institute.
- 8.11 The Planning Aid contact for the East Midlands can be reached on advice@planningaid.rtpi.org.uk

9.0 MONITORING AND REVIEW

- 9.1 To ensure the effectiveness of this SCI, the District Council must monitor its value both in informing and shaping the Local Plan and providing people in the Derbyshire Dales with the opportunity to be more effectively involved in the planning process. It is therefore essential that the content of the SCI is continually monitored and reviewed.
- 9.2 Progress on the development and implementation of the Local Plan and other development plan documents and neighbourhood planning will be reviewed and set out in an Authority Monitoring Report (AMR).
- 9.3 The Town and Country Planning (Local Planning) (England) Regulations (2012) set out the specific requirements for Authority Monitoring Reports. Details of any local plan or supplementary documents should be included within the LDS setting out the stage the document has reached in the statutory process and if it is behind the timetable specified in the LDS any reason for this. Any documents specified within the LDS which have been adopted will also need to be specified within the AMR.
- 9.4 This SCI will be reviewed within the AMR. This will allow the District Council an opportunity to build on the commitments made and learn from experience. Where necessary, the SCI will be updated to reflect changing priorities. Any modifications to this SCI will be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations (2012).
- 9.5 In evaluating consultation initiatives, both the outcomes and process will be reviewed. Key questions that will be addressed as part of the annual review will be:
- Was consultation carried out according to the policies set out in this statement?
 - Did all members of the target audience have an opportunity for involvement in the preparation of Local Plan Documents?
 - Were there groups of the target audience who made no responses to the consultation – if so why?
 - Was the overall response rate high enough to give reliable results?
 - Were the results disseminated to consultees, the wider public and partner organisations?
 - Did community involvement directly shape the preparation of the Local Plan and inform decisions on planning applications?
- 9.6 The Statement of Community Involvement will be revised appropriately, according to the findings of the review.

APPENDIX 1
LIST OF CONSULTEES

Statutory Stakeholders

Derbyshire County Council
Town and Parish Councils (within and adjoining Derbyshire Dales)
Adjoining Councils
The Environment Agency
The Historic Buildings and Monument Commission for England (Known as Historic England)
Natural England
The Civil Aviation Authority
The Homes and Communities Agency
NHS-North Derbyshire Clinical Commissioning Group
NHS-Southern Derbyshire Clinical Commissioning Group
NHS-East Staffordshire Derbyshire Clinical Commissioning Group
The National Health Service Commissioning Board
The Office of Rail Regulation
Integrated Transport Authority
Highways England
D2N2 Local Enterprise Partnership
Sheffield City Region Local Enterprise Partnership

Government Departments

Ministry of Housing, Communities and Local Government
Department for Digital Culture Media and Sport
Department for Education
Department for Environment, Food and Rural Affairs
Department for Transport
Department for Work and Pensions
Ministry of Defence

Other Stakeholders

Derbyshire Wildlife Trust
Derbyshire Chamber of Commerce and Industry
Derbyshire Dales District Council (Internal Consultation)
National Association of Local Councils
Rural Action Derbyshire
Campaign to Protect Rural England (CPRE)
Sport England
Health & Safety Executive
Coal Authority
Environmental, Heritage and Wildlife Organisations e.g. Derbyshire Wildlife Trust, Garden History Society, Woodland Trust
Commission for Architecture and the Built Environment
Education and Skills Funding Agency
Fields in Trust
Age Concern
Help the Aged
Equality & Human Rights Commission
Voluntary Organisations and Council for Voluntary Services

Severn Trent (water and sewerage undertaker)

Sport England

Mobile UK

Network Rail Infrastructure Ltd

National Grid

Local Nature Partnership

Yorkshire Water (water and sewerage undertaker)

Western Power Distribution

Additional relevant gas, electricity and electronic communications network infrastructure providers

Other bodies which represent the interests of different groups within the community (e.g. racial, ethnic, religious, disability).

Service Providers

Health Trusts

Health Services

Derbyshire Fire & Rescue Service

Derbyshire Ambulance Service NHS Trust

Derbyshire Constabulary

Transport providers (air, road, rail, water as appropriate)

Education Establishments

Sports Organisations

Business Sector

Small and medium sized businesses

Larger and multi-national businesses

Retail outlets

Town & Shopping Centre Management

Business, Trade and Industry Associations/Federations

Chambers of Trade and Commerce

Economic Development Organisations

Employment Organisations

Tourism Organisations

Local Communities

Individual residents and Tenants

Residents Associations

Community Groups (interest, activity and belief)

Community Forums (Area Meetings)

Peak District Partnership

Community Development Organisations

NFU

Wardens Service

Other organisations for specific community groups (e.g. youth, women)

Local Civic Associations

Developers and Landowners

Crown Estates

Defence Estates

The Home Builders Federation Ltd

National Trust

Post Office Property Holdings

Individual Developers

Development and Building Companies

Regeneration Companies/ Organisations

It should be noted that the lists at Appendix 1 are not exhaustive and also relate to successor bodies when reorganisations occur

APPENDIX 2

METHODS OF COMMUNITY INVOLVEMENT

Method	Issues	Information	Consultation	Involvement
Newsletters & leaflets (including those produced by stakeholders)	Can provide up to date information, but can be costly. Can also reach large numbers but it is not possible to guarantee that it will be read	Yes	No	No
Media (local press/TV/radio)	Can reach large numbers of people but adverts can be costly. It is not possible to guarantee how the information will be reported.	Yes	No	No
Exhibitions & displays	Can be more interesting and interactive but requires people to attend. It is possible to display information in places such as supermarkets but audience may not be representative.	Yes	Yes/No	No
Website	Can be very resource efficient and convenient, particularly for organisations, however not everyone has access to a computer	Yes	Yes/no	No
Questionnaires and Surveys	Can be effective in gaining a large number of responses but is often viewed as boring and many people do not reply. Not effective for complex issues which need to be explained.	Yes	Yes	No
Online Panel	Already exists and is available for use in relation to planning documents. Would need to consider how representative the panel is.	Yes	Yes	No

Public meetings & surgeries	Can be relatively inexpensive and can be effective. But can suffer low attendance and attendees may not be representative. Could use existing meetings such as Area Forums	Yes	Yes	No
Focus Groups	Can be used to actively involve hard to reach or specific interest groups but can be costly and time consuming. Expertise is required.	Yes	Yes	Yes/No
Workshops	Can be effective for complex issues and can involve a large number of people at one event. Expertise is required and significant planning is required	Yes	Yes	Yes
Participative Planning Activities	Can be more tailored and interesting to those people who do not usually get involved but can be difficult to organise and facilitate	Yes	Yes	Yes
Community forums or liaison groups	Allows ongoing/regular involvement at a more informal level. Groups gain in-depth understanding of issues and are able to contribute in more detail. Can help to overcome conflict but can be costly.	Yes	Yes	Yes

APPENDIX 3

PROPOSED CONSULTATION METHODS

DEVELOPMENT PLAN DOCUMENTS

&

SUPPLEMENTARY PLANNING DOCUMENTS

LOCAL PLAN DOCUMENTS

Stage	Document Type	Initial Preparatory Stage (Regulation 18)	Draft Local Plan (Regulations 19 and 35)	Submission to Sec of State (Regulation 22)	Examination (Regulation 24)	Report & Adoption (Regulations 25 and 26)
Method						
Making documents available for review at Council offices and libraries	Local Plan	√	√			√
Newsletter or leaflet available	Local Plan	√	√			
Information sent to existing network of organisations and their newsletters	Local Plan		√			
Press releases /articles in press	Local Plan		√			
Exhibition/display in local area(s)	Local Plan		√			
Information and documents on website	Local Plan	√	√	√		√

Stage	Document Type	Initial Preparatory Stage (Regulation 18)	Draft Local Plan (Regulations 19 and 35)	Submission to Sec of State (Regulation 22)	Examination (Regulation 24)	Report & Adoption (Regulations 25 and 26)
Method						
Questionnaire survey	Local Plan		√			
Public meeting/ surgery	Local Plan	√	√			
Focus group with representatives of specific issue area	Local Plan		√			
Workshop with representatives of range of issue or interest areas	Local Plan	√	√			
Participative planning activities	Local Plan		√			
Community liaison group	Local Plan		√			

KEY

√

Consultation Method will be employed

?

Consultation Method may be employed depending upon issue/topic

SUPPLEMENTARY PLANNING DOCUMENTS

Stage	Start	Draft SPD Consultation	Consideration of Responses	Adoption
Method				
Making documents available for review at Council offices and libraries		√	√	√
Newsletter or leaflet available				
Information sent to existing network of organisations and their newsletters	?	√	?	?
Press releases /articles in press	?	√	?	?
Exhibition/display in local area(s)				
Information and documents on website	?	√	√	√
Questionnaire survey	?	?		
Public meeting/ surgery				
Focus group with representatives of specific issue area	?	?		
Workshop with representatives of range of issue or interest areas	?	?		

Stage	Start	Draft SPD Consultation	Consideration of Responses	Adoption
Method				
Participative planning activities				
Community liaison group				

KEY ✓ **Consultation Method will be employed**

 ? **Consultation Method may be employed depending upon issue/topic**

APPENDIX 4

STATUTORY PUBLICITY REQUIREMENTS AND DERBYSHIRE DALES PRACTICE

Publicity requirements for Planning Applications

The following are the statutory requirements for publicising planning applications:

	Site Notice	Site Notice or neighbour letter	Press	Website
Major applications		X	X	X
EIA dev with environmental statement	X		X	X
Departure (i.e. Applications which do not accord with the development plan in force in the area)	X		X	X
Development Affecting a Public Right of Way	X		X	X
Non-major		X		X
LB with exterior works	X		X	X
Variation or discharge of condition attached to LBC or CAC or involving works to exterior of listed building	X		X	X
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.	X		X	X

The following is the practice currently adopted by DDDC:

	Site Notice and neighbour letter 20 m	Site Notice and neighbour letter 10 m	Press	Website
Major applications	X		X	X
EIA dev with environmental statement	X		X	X
Departure	X		X	X
Development Affecting a Public Right of Way		X	X	X
Non-major	(X ²)	X		X
LB with exterior works listed building		X	X	X
Variation or discharge of condition attached to LBC or CAC or involving works to exterior of listed building		X	X	X

² In accordance with the criteria set out at paragraph 7.15.

Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.		X	X	X
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APPENDIX 5

**PUBLIC PARTICIPATION
AT
PLANNING MEETINGS**

At Planning Committees

Members of the public may make a statement, petition or ask questions relating to planning applications or other agenda items in the non-exempt section of an agenda at meetings where those matters are to be considered, and where the Council is the Local Planning Authority.

Procedure

A member of the public may participate and ask a question or make a statement if notice has been given by electronic means, telephone or in writing to the Head of Democratic Services, no later than Midday on the working day prior to the meeting date. Each question or statement must give the name and address of the questioner, the subject matter to which it relates and the identity of the Councillor to whom it is to be put.

At any one meeting no person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.

Petitions may be considered by an appropriate Committee in accordance with the Council's Scheme set out in Article 3 of the Constitution.

At Planning Committees

- a) Where it has been decided by the Council that a planning application will be dealt with by the Planning Committee, the applicant (or agent) and anyone who has made representations will be notified of the time and date of the Committee meeting.
- b) An agenda listing the items to be discussed at meetings of the Planning Committee and the Local Plan Advisory Group will be posted on the District Council's web site and at the offices of the Town hall, Matlock, 5 clear days before the meeting.
- c) Public Participation will be limited to one hour per meeting, with the discretion to extend exercised by the Committee Chairman (in consultation) in advance of the meeting. On line information points will make that clear in advance of registration to speak.
- d) Anyone wishing to make representations at a meeting must notify the Committee Section before Midday on the working day prior to the relevant meeting. At this time they will be asked to indicate to which item of business their representation relates, whether they are supporting or opposing the proposal and whether they are representing a town or parish council, a local resident or interested party.
- e) Those who indicate that they wish to make representations will be advised of the time that they need to arrive at the meeting venue so

that the Committee Clerk can organise the representations and explain the procedure.

- f) Where more than 2 people are making similar representations, the Committee Administrator will seek to minimise duplication, for instance, by establishing if those present are willing to nominate a single spokesperson or otherwise co-operate in the presentation of their representations.
- g) Representations will only be allowed in respect of applications or items which are scheduled for debate at the relevant Committee meeting,
- h) Those making representations will be invited to do so in the following order, after the case officer has introduced any new information received following publication of the agenda and immediately before the relevant item of business is discussed. The following time limits will apply:

Town and Parish Councils	3 minutes
Objectors	3 minutes
Ward Members	5 minutes
Supporters	3 minutes
Agent or Applicant	5 minutes

- i) At the Chairman's discretion, the time limits above in point h) may be reduced to keep within the limited one hour per meeting for Public Participation.
- j) After the presentation it will be for the Chairman to decide whether any points need further elaboration or whether any questions which have been raised need to be dealt with by Officers
- k) The relevant Committee Chairman shall exercise discretion during the meeting to rule out immediately any comments by participants that are not directed to genuine planning considerations.
- l) Those making representations are not allowed to circulate any photos or written material to the Committee.