



DERBYSHIRE DALES
STATEMENT OF COMMUNITY INVOLVEMENT
September 2015

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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 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. Since the current SCI was adopted in 2007 there have been a number of changes to the planning system. These include the introduction of Town and Country Planning Regulations, 2012 the Localism Act 2011 and the introduction of the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG). Accordingly it is considered necessary to update the SCI to reflect such changes to legislation and to ensure that the SCI accurately reflects council practice in terms of community involvement and engagement in planning matters.
- 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 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 the Local Advisory Planning Committee on the 21st September 2015. The LDS provides a starting point for the local community to find out what the Council's current planning policies are for the area and sets out the programme for the review and preparation of the new Derbyshire Dales District Council's Local Plan. A copy of the revised LDS can be downloaded from the Council's website at:
- http://www.derbyshiredales.gov.uk/images/documents/P/Planning_Policy_Local_development_Scheme_2014-2017.pdf
- 1.4 The emphasis on community involvement is also prominent in the National Planning Policy Framework (NPPF) which states that, *"Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential"* and that in regards to Local Plans a *"A wide section of the community should be proactively engaged so that they reflect a collective vision and a set of agreed priorities for the sustainable development"*

of the area, including those contained in any neighbourhood plans that have been made”.

- 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 the preparation of the Derbyshire Dales Local Plan, 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.

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 2014-2015, Consultation and Engagement Strategy 2014-2019 and the Communications and Marketing Strategy 2014, further information on which is set out below:

Corporate Plan 2014-2015

- 2.4 Community involvement is one of the District Council’s Core Values as set out in the Corporate Plan. Listening to people and working with partners are two of the seven core values - implementation of which therefore ensures that communities are involved in processes will underpin all work done by the council.

2.5 A copy of the Corporate Plan can be found at:

http://www.derbyshiredales.gov.uk/images/documents/C/Corporate_Plan_2014-15.pdf

Consultation and Engagement Strategy 2014-2019

- 2.6 The District Councils 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. It also indicates that the involvement of older people, although recently improved, will be continually monitored. Countywide representative bodies such as

Derbyshire Friend, 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. These provide an opportunity for residents to meet Members and Officers from the District Council and other organisations, to ask questions and air views. Forums are held three times a year and each round has three areas: - Central (covering Matlock, Darley Dale, Tansley, Wirksworth, and central villages) Northern (covering Bakewell and the northern villages up to Hathersage and Tidewsell) and Southern (covering Ashbourne and the southern villages down to Doveridge and Sudbury).

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. The District Council works with partner organisations who often attend the meetings including Derbyshire County Council, the Peak District National Park Authority and fire, police and health authorities.

- 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 Council website and social media and through the use of a database of interested parties.

Communications and Marketing Strategy 2014

- 2.14 The District Council approved its Communications and Marketing Strategy in September 2014. 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.

- 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

- 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 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 In addition to the above, the District Council is committed to the following initiatives that are also of importance to community involvement and engagement. The Communications and Marketing Strategy can be found at:

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

Equality Plan: Action Plan 2015/16

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 Plan 2015-16 supports the delivery of the District Council's equality duties.

2.20 The District Council is therefore committed to the implementation of the Equality Plan. The associated action plan sets out the equality improvements identified for 2015-2016 as:

- Improve housing for vulnerable people
- Help new businesses to start
- 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 (EIA) for 2015-2016
- Service Reviews of any potential equality impacts to be identified through EIAs

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 2015-2016 can be found at:

http://www.derbyshiredales.gov.uk/images/documents/E/Equality_Plan_2015-2016.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 Planning

- 4.1 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 NPPF requires Local Planning Authorities produce Local Plans as these are seen as “the key to delivering sustainable development that reflects the vision and aspirations of local communities”. The NPPF advises that additional development plan documents should only be used where clearly justified and supplementary planning documents should only be used where they can support applicants to make applications successfully or to assist in the delivery of infrastructure.
- 4.2 Local Plans should outline opportunities for development and include policies on what will and will not be permitted and where. They should give clear

guidance on how a decision maker should come to a decision on a development proposal.

- 4.3 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.

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 and the consideration of planning applications. 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 Council's website

http://www.derbyshiredales.gov.uk/images/documents/P/Planning_Policy_Local_development_Scheme_2014-2017.pdf

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:

- 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.

Preparation of the Local Plan

5.2 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.

5.3 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.

5.4 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.

5.5 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

- 5.6 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 in the preparation of a Draft Derbyshire Dales Local Plan. 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.
- 5.7 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 provided.
- 5.8 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

- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 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

- 5.13 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.
- 5.14 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

Sustainability Appraisal and Habitat Regulations Assessment

- 5.15 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.
- 5.16 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.
- 5.17 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.
- 5.18 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

- 5.19 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 achieved, and 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.
- 5.20 The NPPF provides further information on the specific requirements for Local Plans and Local Planning Authorities. It states that Local Plans should set out the strategic priorities for the area, *“including the homes and jobs needed in the area, the provisions of retail, leisure and other commercial development, provision of infrastructure for transport telecommunications, waste management, water supply, wastewater, flood risk and coastal change management and the provision of minerals and energy (including heat), provision of health, security, community and cultural infrastructure and other local facilities, climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment including landscape”*.
- 5.21 The NPPG also states that the duty to cooperate is a legal test which if not passed will prevent a Local Plan from proceeding to further stages of examination therefore meaning the Local Plan will not be found sound nor adopted
- 5.22 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 and 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
- 5.23 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.
- 5.24 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. ...
- 5.25 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, from initial thinking through to implementation, has been undertaken. .

6.0 SUPPLEMENTARY PLANNING DOCUMENTS

6.1 Paragraph 153 of the NPPF sets out that Supplementary Planning Documents (SPDs) should be prepared only when necessary. However once prepared they should provide more detailed advice or guidance on the policies in the Local Plan.

6.2 The stages in the process are 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

6.3 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

6.4 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 four-week period of consultation on any SPD, longer periods may be provided as the District Council see fit for example in periods of summer holidays. 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

6.5 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.

6.6 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.

- 6.7 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
- 6.8 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.
- 6.9 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.
- 6.10 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.
- 6.11 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>
- 6.12 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.

7.0 PLANNING APPLICATIONS

- 7.1 This SCI must also outline how the community will be involved in the process of submitting and determining 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 Planning Services Section seeks to exercise planning control in the public interest, and is committed to publicising and consulting widely on planning proposals. Applicants are entitled to know their applications will be publicised, and neighbours and other interested parties should know that they will be given adequate opportunity to comment on any proposals.

- 7.3 The Council has to consider any application it receives, and can only consider the application on the basis of information that is submitted. Whilst we encourage applicants to discuss proposals 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 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 In this regard, the District Council has published a Development Control Customer Charter which assists customers in understanding the development control process. It also establishes the framework for the delivery of the service and outlines the District Council's service commitments in accordance with the Mission Statement.
- 7.6 The Development Control Customer Charter is attached at Appendix 4.
- 7.7 The District Council publishes a list of the planning applications which it receives each week and includes applications under the Planning (Listed Buildings and Conservation Areas) Act 1990. These are published on the Council's website, along with the plans and other details.

Consultation and Pre-decision Matters

- 7.8 When the District Council receives a 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.
- 7.9 The main types of consultation are:
- Public consultation- including with neighbouring residents and community groups;
 - 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;
 - 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 a proposed development.

- 7.10 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?
- 7.11 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, we 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. When consultation has been concluded the Council will consider any representation made by consultees and proceed to decide on the application.

Current Practice- How the Council Publicises Planning Applications

- 7.12 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 undertakes publicity for the differing type and scale of planning applications is set out in Appendix 5.
- 7.13 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;
 - Applications for power lines and applications for certificates of existing or lawful use or development will not be subject to neighbour notification or site notice procedure but will be subject to press advertisements;
 - Householder developments¹ outside conservation areas and not affecting a listed building will not be subject to press advertisement but will be subject to site notice notification and neighbour notification;
 - Discharge of conditions applications

¹ *Householder developments definition: "Development within the curtilage of residential property which requires an application for planning permission and one not involving a change of use."*

Neighbour Notification

- 7.14 Neighbour notification will take the form of a standard letter generated from the District Council's Computerised Planning system and will be delivered by hand or via post within 10 working days of the valid date of the application to occupiers of properties affected by the development.
- 7.15 The **minimum** requirement is to notify any neighbouring occupiers whose property lies within 10 metres of the application site boundary (red edge). Where no site boundary or area is defined i.e. where the application relates to a specific location for development such as a vehicular access, occupiers of all properties within 10 metres of the actual development will be notified.
- 7.16 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.
- 7.17 Neighbouring non-residential properties will not be notified unless the proposed development would have a significant effect upon the operation of the non-residential use.
- 7.18 A clear written record of the addresses to which neighbour notification letters have been delivered and the date of delivery will be kept on the application file in the form of a schedule or exceptionally an Ordnance Survey plan identifying the properties

Site Notices

- 7.19 All applications except those submitted under the advertisement regulations (other than advertisement applications which affect a listed building or a Conservation Area) and those listed above in Paragraph 6.13 will be subject to the erection of a site notice. 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. If a site notice is removed or defaced, they will not be replaced.

- 7.20 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.
- 7.21 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.
- 7.22 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 upon which it was erected.

Press Advertisements

- 7.23 All applications where the determining authority is Derbyshire Dales District Council will be subject to advertisement in the local press. 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.
- 7.24 If there is a statutory requirement for press publicity this will be specified in the advertisement details.
- 7.25 Applications in the Central area are advertised in the Peak Advertiser and applications in the Southern area are advertised in the Ashbourne News Telegraph.
- 7.26 The dates on site notices and press advertisements give the same minimum period of 21 days for representations to be made.

Planning Website

- 7.27 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 applications to be kept informed of the progress of applications via email.

Representations Received

- 7.28 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.
- 7.29 All representations will be acknowledged by a standard letter or via email. In all cases this acknowledgement will be forwarded within five working days of receipt
- 7.30 All representations received will be brought to the attention of the determining Committee through the Officer's report, an update sheet circulated at the meeting or verbally at the meeting itself.
- 7.31 The District Council's practice is to negotiate, where appropriate, improvements to applications in order to improve the quality of the development. Where following the initial publicity, changes are made to a proposal that are deemed to be of significance, those people who have made representations will be re-notified. Where proposals are changed in such a way that they materially affect the character or description of the proposed development, the Development Manager may at his discretion, initiate further publicity of the application as appropriate. Changes which are deemed by the Development Manager to be significant will be dealt with by the invited withdrawal of the original application and the resubmission of a revised application.
- 7.32 Where those making representations are re-consulted a period of 10 working days will generally be allowed for the receipt of any further representations.
- 7.33 Only the applicant (or agent, if one has been appointed) will be notified of the final decision. Others wishing to be notified of the decision should use the tracking facility on our online application system.
- 7.34 Only the applicant can appeal against our 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 will have the opportunity to make further representations to the Government 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

- 7.35 In accordance with the above practice, every two weeks a list of significant planning applications (excluding minor domestic applications) received during the preceding two weeks is published in the local press for public information. A full list of planning applications received during this period is available to view on the District Council's website.

- 7.36 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.
- 7.37 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) and 9.00 a.m. to 5.00 p.m. Monday to Friday at the Leisure Centre, Ashbourne. Application case files can also be viewed via our online planning register.
- 7.38 A list of all new planning applications is forwarded to all relevant Town/Parish Councils and local Ward Members. Liaison is maintained between the Case Officer and Ward Member throughout the life of the application. Application documentation is also made available for public inspection via the self-serve PC at the Town Hall, Matlock and the Leisure Centre, Ashbourne 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

- 7.39 A Planning Officer will be available at the Town Hall, Matlock, from 9am to 12 noon Mondays to Fridays to discuss any proposal and explain how to make representations. It is recommended that anyone wishing to discuss a proposal telephones in advance to help ensure that the correct officer is available and sufficient time is set aside.
- 7.40 Comments may be submitted by anyone, regardless of whether they were formally consulted by us. We welcome any comments, either in support of, or objection to proposals. Any representations of objection must however, be based upon valid planning considerations if they are to influence the decision making process. The level of public support or opposition is not, in itself a basis for decision making. Valid planning considerations include matters like the effect on traffic or parking, the appearance of the proposal, overlooking or disturbance, loss of light or privacy, impact on the local environment and whether the proposed use is appropriate. We cannot take into account matters like the loss of property value, disruption or loss of views, personal disputes between neighbours, matters covered by leases or covenants, or competition between different operators.
- 7.41 An advice note called Making Representations of Planning Applications has been produced by the Council in order to assist individuals in the formulation of Planning representations. This can be found on the Council's website.

- 7.42 All representations are acknowledged by means of a standard letter or via email. In all cases this acknowledgement will be forwarded within five working days of receipt.
- 7.43 Comments should be submitted as soon as possible, although the District Council will take into account representations received up to the date it makes a decision. Comments should be made in writing, by individual letter or petition and forwarded to: Development Manager, Regulatory Services, Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, DE4 3NN.
- 7.44 Alternatively, representations may be submitted using our online planning system or by email to planning@derbyshiredales.gov.uk. Please note however, that any representations submitted by email will not receive a written individual acknowledgement unless details of your name and postal address are provided.

The Decision Making Process

- 7.45 The District Council normally has eight weeks from the date of registration in which to make a decision, unless an extension of time has been agreed with the applicant. Approximately 90% of planning applications are determined by the District Council's Development Manager in accordance with the Council's Constitution and the Delegation of Functions. Ward Members are contacted during this process and their views are taken into consideration. There is always the option for the Ward Member or Case Officer to refer the application to Committee.
- 7.46 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. Applications that are to be determined by the Planning Committee are the subject of committee reports. These reports are made available five working days before the meeting

Public Participation at Planning Meetings

- 7.47 The meetings of the Planning Committees are held in public during 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. At this time, you 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

- 7.48 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.
- 7.49 Representations will only be allowed in respect of those applications which are scheduled for debate at that 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.
- 7.50 A copy of the procedure for public participation at planning meetings is set out in Appendix 6

Notification of the Decision

- 7.51 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.
- 7.52 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.
- 7.53 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.
- 7.52 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.

Appeals Against Decisions

- 7.54 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.
- 7.55 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 made within 1 year of the decision does not attract a further fee.
- 7.56 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).

7.57 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.

7.58 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

7.59 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 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

7.60 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.

7.61 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 Community Outreach Co-ordinator for the East Midlands and the East of England area is Rebecca Elson;

Email: rebecca.elson@planningaid.rtpi.org.uk Tel: 07816 406 282.

Rebecca can help local authorities, community groups, and new/existing volunteers who might be interested in finding out more about how to engage with Planning Aid and the services it offers.

9.0 MONITORING AND REVIEW

9.1 To ensure the success of the 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 of the Local Plan will be reviewed and set out in an Authority Monitoring Report (AMR). This will make reference to all aspects of community involvement undertaken on the preparation of the Local Plan and will be made available on the District Council's website.

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 our ongoing 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
Adjoining Councils
Town and Parish Councils (With and adjoining Derbyshire Dales)
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
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

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

Other Stakeholders

Derbyshire Chamber of Commerce and Industry
Derbyshire Dales District Council (Internal Consultation)
Association of Parish Councils
Rural Action Derbyshire
Campaign to Protect Rural England (CPRE)
Sports Council
Health & Safety Executive
Coal Authority
Passenger Transport Authorities and Executives
Areas of Outstanding Natural Beauty (AONB) Units
Environmental, Heritage and Wildlife Organisations e.g. Derbyshire Wildlife Trust, Garden History Society, Woodland Trust
Commission for Architecture and the Built Environment
Skills Funding Agency
Young People's Learning Agency
National Playing Fields Association
Age Concern

Help the Aged
Sure Start
Equality & Human Rights Commission
Voluntary Organisations and Council for Voluntary Services
Severn Trent (water and sewerage undertaker)
Sport England
Mobile Operators Association
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 Housebuilders Federation

The Housing Corporation

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
Citizens 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

DEVELOPMENT CONTROL CUSTOMER CHARTER

THE DEVELOPMENT CONTROL SERVICE

Planning is the positive means of enhancing and protecting our environment whilst at the same time allowing the development necessary for our economic and social well-being to take place in an appropriate way. Most people become involved in planning through the development control process, either as an applicant for planning permission or as someone affected by a development which is proposed or has taken place. It is important

that customers of this service understand what they can expect from it if they are to appreciate its value to their local community.

Development control is essentially a process which regulates the development and use of land in the public interest. It involves:

- Consideration of planning applications;
- Monitoring of development as it takes place;
- Enforcement action where breaches of control have taken place;
- Provision of information and advice about the system generally and individual proposals specifically.

It is a process governed by law and can be complex.

The community at large benefits from development control. The objective of the service is to ensure that changes to our physical surroundings – buildings and land – are right for their purpose and location. A framework for development is set out in Government guidance and the adopted Derbyshire Dales Local Plan. These are supplemented by non-statutory policies and guidance approved by the Council.

Planning applications are considered against this framework, in particular the adopted Local Plan. Other material considerations must also be taken into account. Decisions on planning applications are, in most cases, made by the Council's Planning Committee, or by officers with delegated responsibility.

The development management service strives to be efficient and to provide early decisions but it is also concerned with achieving quality decisions which secure high quality development. The Derbyshire Dales contains over 1000 listed buildings and over 30 conservation areas. This recognition of the high quality environment in which we live and work poses additional considerations which can result in applications taking a little longer to process.

Our aim is therefore to make the best decision about each application, which in some cases may not necessarily be the quickest. This means taking into account the impact of a proposal upon the environment and on the interests of the community. It may also mean balancing the needs of the applicant against the effect a development may have on neighbours and other people living nearby.

Applicants, neighbours and the public generally are all customers of the development control service. Many have little or no experience of how the system works. This Charter sets out what we do and details the standard of service which you can expect when dealing with us, whether as an applicant, a person seeking advice, a consultee on a proposal, or as an individual or community group wishing to object to or support a specific application.

We aim to provide a professional service which is courteous, efficient and consistent. We also aim to produce decisions that reflect both quality and speed.

PRE-APPLICATION ADVICE

The Council encourages applicants to seek advice about their proposals before an application is made. Through these discussions it is possible to resolve any obvious problems and to encourage high quality applications. This ensures that applications, once submitted, can be dealt with effectively and efficiently.

The advice needs to be accurate and objective. On request and where possible from the details provided, advice will be given about the policies likely to be used in the consideration of any future application. Confidentiality within the Council will be respected at this pre-application stage. However, such advice is given without prejudice to the formal consideration of an application since other information may arise from consultations, representations or more detailed proposals which may result in a different view being taken.

Planning Services – Help and Advice

General information and advice on planning applications is available during office hours from the Council's main reception, Town Hall, Matlock. An Officer will be available during office hours (9.00 a.m. – 12.00 noon Monday - Friday) to provide general information and advice both on the telephone and in person. It will, however, be helpful, particularly in the case of a specific proposal, to make an appointment and to submit draft proposals to the Planning Services Section a few days before the meeting to ensure that enquiries can be dealt with more promptly and effectively.

SERVICE STANDARDS

Dealing with general enquiries, we will.....

- Have a planning officer available Monday to Friday from 9.00 am to 12.00 noon to deal with enquiries both in person or on the telephone.
- Respond to enquiries at Council's Reception within 2 minutes where an appointment has been made and, otherwise, within 5 minutes.
- Respond to telephone calls within 30 seconds. If no-one is available to deal with your call immediately, we will return your call within one working day.
- Respond to written enquiries within 10 working days.

Complex Proposals

The Council particularly encourages applicants to seek advice on their major or more complicated proposals before an application is made. Such advice cannot be given by telephone. This advice helps applicants to take account of:-

- policies contained in the Local Plan;
- other relevant policies and guidance;
- the range and details of information which will be required;
- where other consents may be required, directly related to the planning process, e.g. listed building consent, conservation area consent.

Where a major proposal is being prepared, the potential applicant is encouraged to request advice in writing first enclosing draft plans where appropriate. The submission of sketch plans will allow for more focused consideration of the issues.

Depending on the complexity of the proposals a reply will be given in writing or a meeting arranged. Arrangements for a meeting will be made by the Development Manager. Reasons will be given for any refusal to hold a meeting.

It may be appropriate for Officers or consultees representing a variety of different specialisms to be approached at this stage for advice or participation in a pre-application advice meeting. It is our aim to provide, where possible a co-ordinated approach to development proposals within the Council and with key consultee organisations.

In the case of proposals which raise complex issues such as highways infrastructure, retail or environmental impact assessments or matters affecting large sites or listed buildings, it will nearly always be beneficial to have a meeting.

If a meeting is held, a note will be taken of the advice given and the recommendation for action. A copy will be sent to the potential applicant or their agent. In some cases, the applicant may wish to make their own note of the meeting. This will be recognised as a record of the meeting only if formally agreed by the Development Manager.

It is recognised that, at this stage, some proposals will need to be treated confidentially. Procedures have been introduced to respect this confidentiality, if requested.

SERVICE STANDARDS

Dealing with pre-application advice, we will.....

- Acknowledge written requests for pre-application advice within five working days of receipt.
- Convene a meeting as soon as possible after the receipt of relevant draft proposals.
- Arrange for a meeting of relevant specialists to be convened at the earliest possible opportunity to provide pre-application advice on complex proposals.
- Provide written confirmation of the advice provided at a pre-application meeting within 10 working days of the meeting.

Time-Bound Planning Advice

It is recognised that, in certain cases, pre-application advice will be needed more quickly, e.g. where sites are being marketed or are the subject of auction. Whilst the Planning Services Section will endeavour to ensure that advice is given in sufficient time wherever possible, it cannot guarantee that advice will be given at short notice.

Every opportunity should be taken to ensure that sufficient time is available for informed discussion and comments on any proposal during the pre-application stage.

SUBMITTING A PLANNING APPLICATION

It is the applicant's responsibility to make sure that the application is submitted correctly. When filling in the application forms, the applicant should carefully follow the advice given in the advice note on making an application. It should be noted that simple errors such as the omission of a signature or date will prevent the registration of an application.

Some applicants may prefer to use their own professional adviser or agent. In these cases, the Council will deal with the agent rather than the applicant in all discussions and negotiations.

Help and advice in submitting an application will be available if needed from the Planning Service. We can advise you of the appropriate fee to be paid and any procedural details relating to the accurate submission of an application.

Each application will be checked to ensure that the procedural requirements have been satisfied. If valid, the application will be registered and a receipt will be forwarded within 7 working days. Where an application is invalid or deficient in any respect, the applicant/agent will be notified of the deficiencies either by telephone or in writing within 4 working days. Incomplete applications will not be registered. It is, therefore, in the interests of the applicant to respond quickly with the necessary information.

If an application is valid, the applicant/agent will be notified of the name and telephone number of the Case Officer dealing with the application.

If the application is for a proposal which is permitted development or for which planning permission is not otherwise required, it will be returned to the applicant/agent and the fee will be refunded.

SERVICE STANDARDS

Dealing with planning applications, we will.....

- Register planning applications and acknowledge them within 7 working days of receipt or, where they are deficient in any respect, contact the applicant or agent to rectify the deficiency within 4 working days.
- Provide contact details of the case officer dealing with the application including direct dial telephone numbers.

PROCESSING A PLANNING APPLICATION

The Case Officer is responsible for the processing of the application and will within 21 days of registration, visit the application site. Where the site visit does not require access to property, the applicant will not normally be notified of the visit.

The Council is required to consult various organisations on certain types of planning applications, and others have a statutory right to be consulted. In other cases, the Council will seek the views of consultees who, in our opinion may assist in the determination of an application. Those people notified about a specific planning application will be advised how they can make comments upon it, and will be allowed 21 days from the date of the notification in which to do so.

Where, on detailed consideration, it is found that certain information is missing or the proposal needs further clarification, the applicant will be notified in writing of the requirements and the reasons for them within 21 days of the registration of the application. It is in the applicant's interest to provide additional information as quickly as possible because the Council will be unable to make a decision until this information is received. A time limit for the submission of necessary information will be given and the implications of non-receipt will be explained. If the need for further information arises, (e.g. as a result of consultations or third party comments), while the application is being dealt with the applicant will be notified immediately of that need. The Council will only request additional information necessary for the determination process.

The Council has a statutory period of 8 weeks (13 weeks for major applications) in which to determine an application. If the proposal is unacceptable as submitted but minor amendments could be made to overcome its deficiencies, suggestions will be made to the applicant. Negotiations will be pursued to seek improvements or amendments if these can be concluded (including the receipt of satisfactory amended plans or details) without the need to re-advertise the application, to enable a decision to be made within the 8 or 13 week statutory period.

The Council will not entertain a process of continuing amendments which delays decision making beyond an agreed time period. We will not automatically agree to requests from applicants for the continuation of applications.

Applicants will be informed, on request, about the progress of applications and we encourage regular contact with Case Officers. If the application cannot be dealt with within the 8 or 13 week period, the reason for seeking more time will be explained to the applicant.

SERVICE STANDARDS

In processing planning applications, we will.....

- Ensure that sites are visited by the case officer within 21 working days of registration.
- Allow 21 days from the date of notification for consultees to respond to applications.
- Notify of the need for further information within 21 days of registration.

- Advise applicants/agents of the reasons for any delay in determination beyond the statutory 8 week period.

KEEPING THE COMMUNITY INFORMED

There are various ways in which the wider community is kept informed about planning applications which have been submitted. An electronic planning register is maintained which lists all current planning applications and past decisions. 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) and 9.00 a.m. to 5.00 p.m. Monday to Friday at the Leisure Centre, Ashbourne. Application case files can also be viewed via our online planning register.

Within 10 working days of the registration of a valid application, the Council will notify in writing immediate neighbours and a notice will be placed near the application site. Every two weeks a list of significant planning applications (excluding minor domestic applications) received during the preceding two weeks is published in the local press for public information. A full list of planning applications received during this period is available to view on the District Council's website.

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.

A list of all new planning applications is forwarded to all relevant Town/Parish Councils and local Ward Members. Liaison is maintained between the Case Officer and Ward Member throughout the life of the application. Application documentation is also made available for public inspection via the self-serve PC at the Town Hall, Matlock and the Leisure Centre, Ashbourne 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.

Planning application files, and any report to the Planning Committee, will be available for inspection by the public 5 clear working days before the meeting.

SERVICE STANDARDS

In keeping the community informed, we will.....

- Maintain a register of all planning applications and decisions which is available for public inspection during normal office hours.
- Notify immediate neighbours and post a notice on site within 10 working days of registration.
- Publish a notice in the local press describing the application within 10 working days of receipt.

- Have a copy of the application and any supporting documentation available for inspection at all times during normal office hours.
- Acknowledge all letters of representation within 5 working days of receipt.

DEALING WITH REPRESENTATIONS

Representations can be made by any individual or organisation on any planning application. For the representation to be “material” it must comprise legitimate planning considerations if they are to be influential in the decision making process. The level of public support or opposition is not, in itself a basis for decision making. Valid planning considerations include matters like the effect on traffic or parking, the appearance of the proposal, overlooking or disturbance, loss of light or privacy, impact on the local environment and whether the proposed use is appropriate. We cannot take into account matters like the loss of property value, disruption or loss of views, personal disputes between neighbours, matters covered by leases of covenants or competition between different operators. For further information on valid planning considerations, please contact the Development Management Team.

Representations must be made in writing, should be signed and dated, and should clearly state the grounds on which the representation is made. Representations cannot be treated as confidential, this is because they form part of the background papers on which the decision is based. Anonymous representations will not be considered. Pre-printed form letters of representation will be accepted for consideration provided they are individually signed and dated.

Representations may be submitted in the form of petitions and will be considered, however acknowledgement and notification will only be made to the first name on the petition or the organiser if this is known.

Racist Representations

In line with the Council’s adopted policies on equal opportunities and advice from the Royal Town Planning Institute, the Planning Services Section operates a specific procedure for handling representations which include racist comments. While these are a rare occurrence, they do raise issues of concern for the Council. As such, the procedure followed is:-

- letters containing racist representation will not be considered, and the writer will be advised of the Council’s concerns and asked to amend their representation, or it will be withdrawn.

SERVICE STANDARDS

In dealing with representations, we will.....

- Provide advice and assistance to any person wishing to comment on a planning application.
- Not consider letters containing racist representation.

MAKING THE DECISION

The Council will make a decision on a planning application by one of two different methods.

A significant proportion of applications which attract no objections from statutory consultees, and with the prior agreement of elected Ward Members are decided through the Council's Scheme of Delegation. Under this Scheme, a Senior Officer will act on behalf of the Council in accordance with clearly stated and published guidelines. This brings efficiency and effectiveness to the decision making process. Details of the delegation scheme for planning applications can be made available on request.

Planning applications which are to be considered by the Planning Committee will include those involving complex proposals, which are potentially controversial, which have attracted objections from statutory consultees or which conflict with the adopted planning policies of the Council.

Dates for the meetings of the Planning Committee and items on the agenda can be obtained from the Committee Administrator within the Council's Corporate Services Department. The Committee meetings are held during the evening and are public meetings. The Council operates a public participation scheme, whereby any person may address the Committee providing that they have notified the Committee Administrator in advance of the meeting. Details of this scheme are available on request.

Once a final decision has been made on a planning application, we will issue a decision notice within 2 working days. Any conditions attached to a permission, reasons for refusal and/or any additional information or advice will be set out clearly and the reasons for them explained. The notice will also explain the applicant's right of appeal against a decision to refuse planning permission or against conditions attached to a permission.

Where a decision has been made to refuse an application, changes or alternatives will be suggested, on request, if it is felt that these could lead to a favourable decision on a revised application.

Some decisions may not be made until the applicant and other relevant parties have entered into a planning obligation, e.g. a legal agreement. If an obligation is believed to be required, an applicant will be told at the earliest opportunity so that negotiations over the form and content of the agreement can be conducted concurrently with the processing of the application.

SERVICE STANDARDS

In making a decision, we will.....

- Provide an opportunity for public participation on any application to be presented to a Planning Sub-Committee meeting.
- Issue a decision notice within 2 working days of the decision, except where the decision involves the completion of a legal agreement.
- Explain an applicant's rights of appeal against a decision to refuse planning permission or against conditions attached to a planning permission.

APPENDIX 5

STATUTORY PUBLICITY REQUIREMENTS AND DERBYSHIRE DALES PRACTICE

Nature of Development	Statutory Publicity Requirements	Derbyshire Dales Policy	Statutory Provision
Development where application is accompanied by an Environmental Statement	Press advertisement <i>and</i> site notice	Press advertisement <i>and</i> site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Article 15 of the Town & Country Planning (Development Management Procedure (England) Order 2015
Departures from the Development Plan	Press advertisement <i>and</i> site notice	Press advertisement <i>and</i> site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Article 15 of the Town & Country Planning (Development Management Procedure (England) Order 2015
Development affecting a public right of way	Press advertisement <i>and</i> site notice	Press advertisement <i>and</i> site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Article 15 of the Town & Country Planning (Development Management Procedure (England) Order 2015
Major development Defined as the provision of dwelling houses where; (i) the number of dwelling houses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within (i) above; (iii) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or (iv) development carried out on a site having an area of 1 hectare or more	Press advertisement <i>and</i> either site notice <i>or</i> neighbour notification	Press advertisement <i>and</i> site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Article 15 of the Town & Country Planning (Development Management Procedure (England) Order 2015
Minor development	Site notice <i>or</i> neighbour notification	Site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Article 15 of the Town & Country Planning (Development Management Procedure (England) Order 2015
Development affecting the setting of a listed building	Press advertisement <i>and</i> site notice	Press advertisement <i>and</i> site notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Section 67 Planning (Listed Buildings and Conservation Areas) Act 1990
Development affecting the character or	Press advertisement <i>and</i>	Press advertisement <i>and</i> site	Section 73 Planning (Listed

appearance of a conservation area	site notice	notice <i>and</i> neighbour notification <i>and</i> website advertisement.	Buildings and Conservation Areas) Act 1990
Permitted development requiring prior notification	Site notice	Site notice	Schedule 2 Town & Country Planning (General Permitted Development (England) Order 2015

APPENDIX 6

**PUBLIC PARTICIPATION
AT
PLANNING MEETINGS & LOCAL PLAN ADVISORY COMMITTEE**

At Planning Committees and meetings of the Local Plan Advisory

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 and meetings of the Local Plan Advisory Group

- 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) 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
- j) 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.