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## **1. Introduction**

In September 2004, Government passed the Planning & Compulsory Purchase Act which introduced major changes to the way in which the planning system operates. Currently the planning policies that guide development are provided by the South Kesteven Local Plan 1995. However, the requirements of the new planning act will mean that the review of the South Kesteven Local Plan will be based on a new system of plan production known as the Local Development Framework (LDF).

## **2. What is a Local Development Framework?**

2.1 The LDF is one of the key elements of the new planning system and incorporates a set of documents known as Local Development Documents (LDDs), which will provide the planning policy framework for promoting and controlling development in the District over the next 16 years. Some LDDs will be development plan documents and subject to examination by an Inspector appointed by the Secretary of State, others will be supplementary planning documents, adopted by the Council and not subject to external examination.

2.2 The Council has already decided which LDDs it will start to prepare before September 2007 and has a detailed programme known as the Local Development Scheme (LDS) describing the content and role of each local development document and dates for the different stages of its production. The LDS can be viewed on the Council's website available at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk).

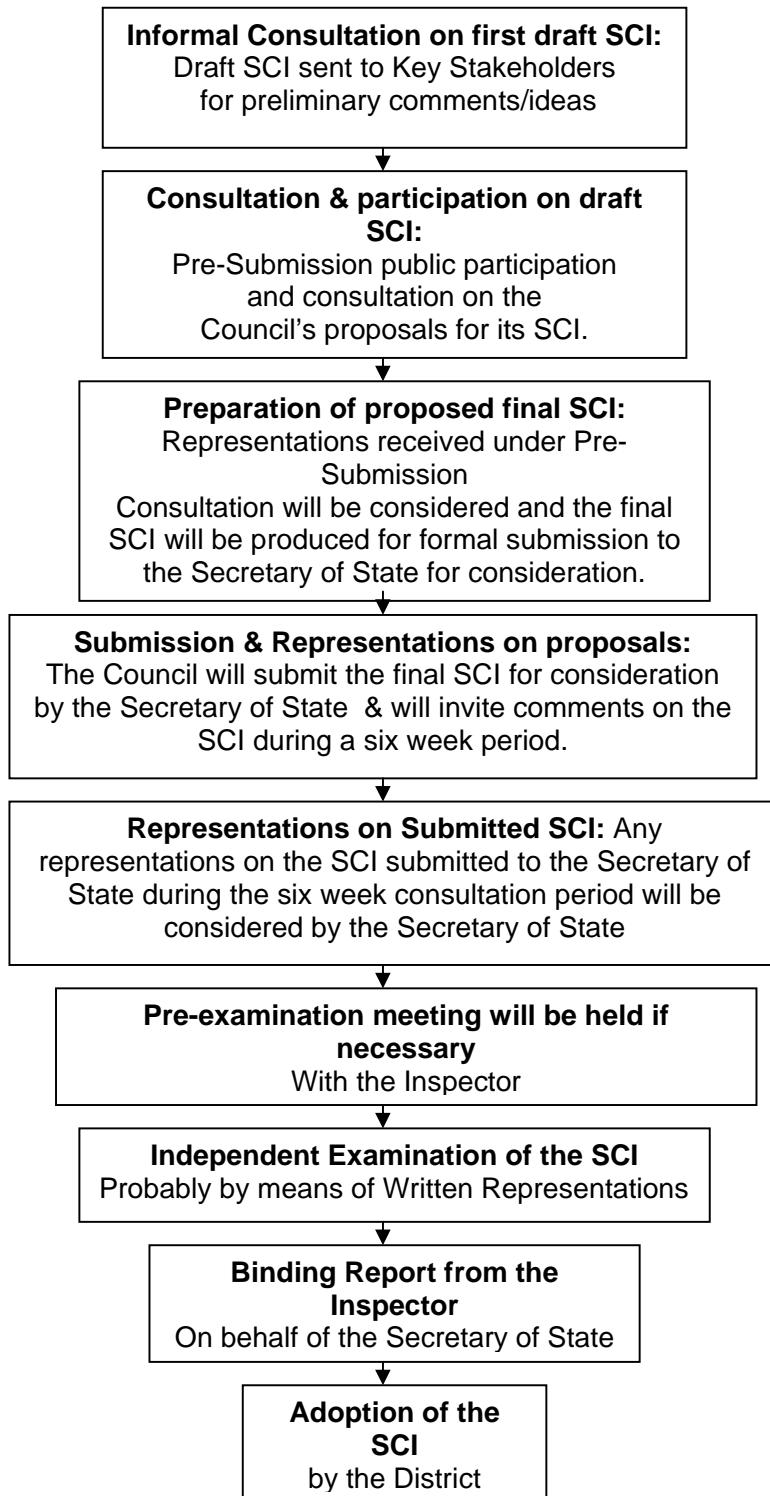
## **3. What is a Statement of Community Involvement?**

3.1 The Statement of Community Involvement (SCI) forms an integral part of the LDF. The statement sets out how, when and who the Council will seek to involve in both of its planning functions. This document therefore sets out the Council's commitment to involving the community in:

- the preparation, monitoring and review of documents for inclusion in the LDF
- the consideration of planning applications through the Council's development control function.

3.2 The aim is to ensure early community involvement in the planning process. Local ownership gained through early participation should lend support to the policies, which will shape the form and distribution of future development.

3.3 The SCI process is shown below.



#### **4. Core Principles**

4.1 The purpose of this document is to set out standards and arrangements on how we consult and how we report back to those engaged in the process. Through cost effective external communications we will seek to:

- Raise awareness locally of planning issues, particularly the development of policies in the LDF
- Apply good consultation practice and partnership working
- Ensure that all the people who want or need information or to be involved can be, whatever their circumstances
- Open channels for two way dialogue with the community
- Respond actively to regional and national policy
- Maximise the potential of electronic communications

#### **4.2 Purpose of Consultation**

The purpose of consultation is to involve a wide range of interested parties and individuals in decision-making and policy formulation by creating a 'dialogue' and sharing information. By doing so the council can:

- Involve others and gain commitment
- Identify opportunities, ideas and alternative solutions
- Test options and ideas
- Gauge public reaction

#### **4.3 The Benefits of Community Involvement in the Planning Process**

Community involvement is a two way process and can bring benefits to both the Council and to the community by:

- giving greater public ownership to local planning policies and support for development proposals
- achieving development that is appropriate to and meets future needs of communities
- providing the opportunity to influence the decision making process
- contributing to the well being of the community
- suggesting new ways and ideas for achieving objectives
- improving community cohesion and sense of inclusion
- ensuring a transparent and open planning process

#### **4.4 Access to information**

Information relating to the drafting of LDDs will be made widely available through a variety of methods including:

- Information available in both paper and electronic formats.
- Copies of all documents available to view at local and mobile libraries and the Council's main and area offices.
- Document enhancement for the visually impaired or translation from English is available on request.
- The Council's website will offer a single point of call for information dissemination available at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) and an e-mail address will offer a single point of contact: [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

## **5. Links with other Council strategies**

### 5.1 How the Statement of Community Involvement will link with the Council's Consultation Strategy

The Council has developed a corporate Consultation Strategy to guide community involvement in decision making across the Council's activities. This SCI has been developed to complement and build upon the principles set out in the corporate strategy. It provides an overview of the Council's general approach to consultation followed by more detailed standards for community engagement for all LDDs and planning applications (through the Development Control function). Once approved, the Council will need to comply with the requirements set out within this document for engaging the community.

### 5.2 How planning links with the Community Strategy process

The Government clearly identifies LDDs as one of the key mechanisms for delivering Community Strategy objectives. Many elements of the Community Strategy will have spatial aspects that can be addressed through the land use planning system. As South Kesteven's Community Strategy is being reviewed during 2005, there is an opportunity to link this review with the preparation of the LDF.

## **6. Available Resources for Consultation**

6.1 The Council has set a budget for preparing the LDF. This budget is finite, therefore community engagement must be undertaken within the restrictions set by the budget. This makes provision for the preparation of documents and consultation materials as well as funding of specific consultation periods. Additional sources of funding are not likely to become available. It is, therefore, important that community involvement is undertaken in an efficient and effective manner, and that the consultation techniques used are the most appropriate and cost effective.

6.2 Wherever possible consultation on different DPDs will be undertaken in tandem. In addition we will investigate the opportunity to coincide with consultation on the review of the Community Strategy. Existing forums and liaison groups will also be utilised wherever possible and consultation on specific issues will be targeted at specific groups and individuals known or thought to be interested in these issues.

## **7. Reviewing the Statement of Community Involvement**

7.1 The Council will monitor the effectiveness of the SCI in meeting the objective of engaging with the community on planning matters. In particular the consultation methods and the lists of specific consultees and interested parties will be assessed at key points in the process. If it becomes evident that the SCI is failing to meet its objectives, or where significant changes are required, the Council will consider reviewing the SCI. Any review of this document will necessitate following the same statutory process of public involvement, submission to the Secretary of State, examination and adoption. A review of the document is therefore unlikely to take place prior to the completion and adoption of the DPDs which are considered essential to form the LDF. That is: the Core Principles of Development and Location Strategy and the Housing and Economic Development Policy Document.

## **Planning Policy**

### **8. What will the community be consulted on?**

#### **8.1 South Kesteven Local Development Framework**

The aim is to have a complete new planning policy framework in place by 2007. The timetable for the preparation of LDDs covers a three year period and is set down in the **Local Development Scheme (LDS)**.

8.2 The documents that SKDC intends to produce as part of the LDF are:

**Statement of Community Involvement** which sets out the Council's commitment to community involvement in the process, identifying how, when and why the community will be involved

**Development Plan Documents (DPDs)**. These are statutory documents, which are subject to Public Examination and will include:

**Core Principles of Development & Location Strategy** which sets out the vision, objectives and spatial strategy for achieving sustainable development including policies on Affordable Housing and Development Principles.

**Housing and Economic Development Policy Document** which will identify the strategy for meeting housing, employment and retail development needs, **including the identification of allocated sites**.

**Proposals Map** which will geographically identify the development plan policies.

**Area Action Plans (AAPs)** for Grantham, Stamford and Bourne will contain detailed policies and proposals aimed at strengthening the town centres as successful retail, business and leisure destinations and Grantham as a sub-regional centre.

**Supplementary Planning Documents (SPDs)** which are non-statutory documents that are approved by the Council following public consultation but are not subject to external examination on:

- **Affordable Housing,**
- **Planning Obligations (Section 106 Agreements),**
- **Public Open Space & Children's Play Areas**
- **Parish Plans/Villages Design Statements (produced by Parish Councils/Village Committees as appropriate)**

**Sustainability Appraisal**

A key aim of the LDF is to contribute to the aim of delivering sustainable development. The government defines Sustainable Development as:

- Social progress which meets the needs of everyone
- Effective protection of the environment
- Prudent use of natural resources
- Maintenance of high and stable levels of economic growth and employment

To ensure that the LDF contributes to sustainable development it will be subject to a Sustainability Appraisal (SA), incorporating the requirements of the EU Directive on Strategic Environmental Assessment (SEA). An SA report will need to appraise the social, environmental and economic effects of DPDs and SPDs. The SA process will be incorporated from the beginning of the LDF preparation process and the reports will be subject to consultation alongside consultation on the main DPDs and SPDs.

8.3 Further details of the contents and timetable of each LDF document are contained in the LDS for South Kesteven which may be inspected at the Council Offices, public libraries in South Kesteven & on the Council's website [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

## **9. Who will be involved?**

9.1 The Regulations for the Planning & Compulsory Purchase Act (2004) specify that certain **specific consultation bodies** must be consulted. The minimum requirement for pre-submission consultation is outlined in Regulation 25 and requires the local planning authority to consult with:

- “(a) each of the “specific consultation bodies” to the extent that the local planning authority thinks that the proposed subject matter of the Development Plan Document affects the body; and*
- “(b) such of the general consultation bodies as the local planning authority consider appropriate”.*

The specific consultation bodies are predominantly statutory bodies. The **general consultation bodies** include community groups and other stakeholders such as:

- Voluntary bodies whose works benefit any part of the Borough
- Bodies representing the interests of different racial, ethnic or national groups in the area
- Bodies representing the interests of different religious groups in the area
- Bodies representing the interests of the business community in the area

The Council will also consult with the various government departments as appropriate.

### **9.2 Other Consultees**

The Council is committed to exceeding the minimum requirements and involving other people and groups in its planning process. Any person or organisation that is interested in the planning of the District can get involved and make comments.

9.3 For the purposes of preparing planning policies and proposals, it is important that a broad range of groups are targeted for consultation. Wherever possible existing interest or stakeholder groups and forums will be used to target consultation and seek to avoid consultation overload. The key groups are below:

- General public
- District Councillors
- Regional Assembly
- Neighbouring councils and the County Council
- Parish/Town Councils

- Residents Associations/Tenants Compacts (participation agreements between the Council & its' tenants)
- Local Strategic Partnership (LSP)
- Local Area Assemblies (LAA)
- Businesses
- Developers/Agents/Landowners
- Statutory bodies and groups
- Interested parties and local community/voluntary groups
- The Media
- Hard to reach groups

9.4 A long list of specific, general and other consultees is contained in Appendix 3. As the appendices to this document do not form part of the formal Statement of Community Involvement, they can be updated as and when required. The list in Appendix 3 is therefore not intended to be definitive.

9.5 A database containing full contact details of interested parties has been established and will be maintained throughout the LDF process. This database will be used to periodically update on progress and invite involvement. Anyone who becomes involved in the LDF process through public consultation periods will have his or her contact details added to this database. This will not be open to public inspection, in order to protect confidentiality, but any organisation or individual may request inclusion or exclusion from it.

To add your details to this database please contact the Planning Policy team on: 01476 406469 or email: [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

#### 9.6 Voluntary Action Kesteven

The Council has worked in conjunction with Voluntary Action Kesteven to ensure that as many voluntary groups as possible have the opportunity to be involved in the LDF process. Leaflets were sent through Voluntary Action Kesteven to all groups on their database inviting them to register whether they wished to be involved and receive information about the emerging LDF. All those who responded positively have been added to the LDF database.

#### 9.7 District Council

The Council will use the Economic and Cultural Development & Scrutiny Panel (DSP) as a consultative group. This group is politically balanced and has no decision making powers, reporting directly to the Council's Cabinet. The DSP meets regularly and will consider the different stages of plan preparation, ensuring that Members are fully involved in the policy preparation process. Many of the decisions made in relation to the LDF will be made by Cabinet who are a selected group of elected councillors with executive responsibilities. However, final policy making decisions are taken by Full Council which comprises every elected district councillor.

#### 9.8 Parish Councils

Parish councils are one of the specific consultation bodies referred to in the minimum requirements set out in Regulation 25. In addition some parish councils have or are preparing parish plans which may be helpful in informing the LDF process. Parish councils are one of the Council's key stakeholders and as such play an important part in

Local Area Assemblies, therefore direct contact with parish councils will be maintained throughout the plan preparation process.

**9.9 Parish Plans/Village Design Statements** – A number of parishes in the District have produced their own Parish Plans. These collect together the views and opinions of the local community and set out an action plan to address the main issues of that particular parish. Information contained within Parish Plans will be welcomed as an additional source of information about local character, needs, particular local issues and areas which are important to village development. Whilst the LDF will not be able to embrace all the aspirations of a parish plan, it will use them as a source of background information.

It is possible for a Parish Plan or a Village Design Statement (which can be prepared as part of a Parish Plan) to be adopted by the District Council as a Supplementary Planning Document. To do this the council will need to be satisfied that the document does not include things which are contrary to Council policy or beyond the control of the Council and ensure that it has been prepared in accordance with the requirements for community involvement set out in this SCI and the SEA/SA requirements. If adopted, the Parish Plan or Village Design Statement would be considered - in the same way as other Supplementary Planning Documents – as a material consideration in determining planning applications.

**9.10 South Kesteven Local Strategic Partnership (LSP)**

The South Kesteven LSP comprises members of local businesses, colleges, the District and County Councils, the Health Service, the police and a local housing association. The LSP is responsible for preparing and reviewing the Community Strategy. The objectives of the LSP as defined by the Community Strategy are “to deliver economic, social and environmental well being in South Kesteven”, through six priority areas; lifelong learning, economic prosperity, quality of environment and transport, housing, health and community safety. As the LDF will be a key vehicle for delivering these objectives, the LSP will be a key partner in the preparation of LDF documents.

**9.11 Local Area Assemblies (LAAs)**

The Council has established six LAAs to cover the four main towns and the northern and southern rural parishes of the district. The primary purpose of the LAAs is to provide a forum for discussion between the three tiers of local government (County Council, District Council and Parish Councils) and as a place where local residents can make their views known. The LAAs were established in the summer of 2004 with the first meetings being held in August and September that year. It is intended that the LAAs will meet twice annually, developing their own agendas and membership, and becoming an important vehicle for the community’s involvement in the LDF process.

**9.12 Involving Hard to Reach Groups**

It is important to try and achieve consultation that is representative of the community, the involvement of under represented groups is therefore particularly important. We will make all reasonable efforts to make all information and events equally accessible to everyone, within acceptable cost constraints. The District has a number of ‘Hard to Reach’ groups which have been identified as:

- **young people**
- **people from ethnic minority groups**
- **people with disabilities**
- **the elderly**
- **rural communities**
- **gypsies/travellers**
- **the homeless**

A number of these groups have local and national bodies representing them which have been identified in the consultation database and will be used as one means of contact.

#### **9.13 Multicultural Consultation Forum**

The council has begun to develop a Multicultural Consultation Forum for the district as part of its generic equality scheme. At its inception the forum was intended to be a meeting of representatives from ethnic minority groups living within the district. However, it is intended that the forum will be extended to involve representatives from other hard to reach groups. As such this forum will be a useful means of involving these groups in the planning process.

#### **9.14 Youth Engagement and Local Liaison meetings**

The Council is in the process of setting up Youth Engagement and Local Liaison (YELL) meetings to involve youth groups and individuals in Council projects and decision-making. One group has already been established at Stamford in partnership with the local police and the council aims to be setting up further groups across the district. As YELL groups are established they will be used to engage young people in the LDF process. Involvement with schools and youth groups will also be promoted at key consultation stages.

#### **9.15 Internal Communications**

The Council will establish an internal cross-cutting consultative panel to ensure that the policies and proposals included within the LDF meet the Council's corporate objectives and do not conflict with other strategies promoted by the Council.

In addition, there is ongoing liaison between Officers in planning policy and development control to establish the effectiveness of existing planning policies and current gaps in policy coverage. Regular consultations will be undertaken with development control officers throughout the plan preparation process.

#### **9.16 The Role of Planning Aid**

East Midlands Planning Aid (EMPA) is a voluntary service linked to the Royal Town Planning Institute (RTPI), offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Planning Aid is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters. Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source.

Further information about Planning Aid is available from the District Council or via the RTPI website at: <http://www.planningaid.rtpi.org.uk/>

## **10. How will we inform and involve people?**

10.1 For LDDs the key individual stages of consultation that must be followed are set out in the Town and Country Planning (Local Development) (England) Regulations 2004. There are four stages in the production of the DPD:

1. Issues and Options Consultation
2. Consultation on Preferred Options (Pre-submission)
3. Consultation on Submission Document & Submission to Secretary of State
4. Public Examination and Adoption

10.2 The process for preparing a Supplementary Planning Document is similar to that for DPDs, but simplified. There is no requirement for the preparation of preferred options but there must be community involvement on a draft version of the document.

10.3 We will endeavour to use appropriate methods for informing, involving and providing feedback, which are fit for their purpose according to need and preferred styles and we will continue to evaluate the methods that work and those that do not. The following table illustrates methods that may be used and potential groups of consultees and documents for which they would be appropriate.

| <b>Method</b>                                                                                                                                   | <b>Benefits</b>                                                                                                                     | <b>Resource Implications</b>                                                 | <b>Main groups to be consulted (lists not exhaustive)</b> | <b>Document Type</b>                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Documents available at the Council's offices & public libraries for inspection                                                                  | Available during opening hours in a variety of central locations.                                                                   | Staff time in preparing documents. Costs of printing & circulating documents | General Public                                            | All documents                                                                                             |
| Documents & supporting information available on the Council's website<br><a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> | Information easily accessible from people's own homes & businesses, 24 hours a day.                                                 | Staff time in setting up website                                             | All                                                       | All documents                                                                                             |
| Public exhibitions (mobile)                                                                                                                     | Publicises information in a user friendly way & in a variety of locations & allows an opportunity for public raise & discuss issues | Costs of materials. Staff time in preparing, setting up & supervising.       | General public                                            | Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's        |
| Information in the council's newsletter, SKToday.                                                                                               | Information circulated to all households in the district using existing communication channel                                       | Staff time in preparing information                                          | Every household in the district                           | Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's |

| <b>Method</b>                                                              | <b>Benefits</b>                                                                                            | <b>Resource Implications</b>                                                    | <b>Main groups which may be consulted (lists not definitive)</b>                                                                                                               | <b>Document Type</b>                                                                                           |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Press releases to local newspapers and/or radio and press adverts/ notices | Information to the local community and stimulates debate                                                   | Cost & staff time in preparing                                                  | General public, businesses, local community/voluntary groups                                                                                                                   | SCI, Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's |
| Seminars/Forums for invitees                                               | Informs groups effectively & gives opportunity for groups & interested parties to raise and discuss issues | Staff time in preparing for, running & recording meeting & cost of hiring venue | Parish/town councils, Residents Associations, Tenants Compacts Developers/agents/landowners, Interested parties                                                                | Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's      |
| Dovetailing/ piggybacking as an agenda item on another meeting             | Uses existing bodies representing a wide range of community groups and stakeholders                        | Staff time in preparing for, attending and recording meeting                    | Local Area Assemblies, Local Strategic Partnership, YELL's, Multi Cultural Consultation Forum, Town Centre Management Partnerships                                             | SCI, Core Principles of Development & Location Strategy, Housing & Economic Development Policies, SPD's, AAP's |
| Consultation documents sent directly                                       | Disseminates information effectively to key groups.                                                        | Staff time in preparing information. Costs of printing, postage & circulation   | Specific consultees & key stakeholders                                                                                                                                         | All documents                                                                                                  |
| Letters and emails sent directly notifying of progress                     | Formal means of communication ensures information is received                                              | Staff time in preparing letters & emails. Costs of printing posting.            | Specific & general consultation bodies & all those on LDF database including, individuals, developers/agents/landowners, interested parties & local community/voluntary groups | All documents                                                                                                  |

10.4 Further details of how these methods will be applied to DPDs and SPDs are shown in Appendices 4 and 5 respectively. These identify at each stage:

- statutory requirements for consultation (what we must do)
- options for additional publicity community involvement (what we could or will do extra)
- what happens next

10.5 Details about when consultation will take place on each document are shown in the LDS.

## **Development Control**

### **11. Development Control and the Community**

11.1 Community involvement involves notifying and engaging both the wider community and the individual. For both of these the process of dealing with planning applications can be split up according to the stage of the process.

11.2 Government advice is to set out clearly defined codes of practice for neighbour publicity, however, no system for publicising planning applications can be foolproof, no matter how extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The current system does balance these conflicting issues.

11.3 Consultation does not simply involve the public. We also consult the statutory consultees. A list is contained in Appendix 6 showing all those bodies which may need to be consulted on a planning application, although not all bodies are consulted on each application as who to consult varies with the nature of the proposal and location. Statutory consultees have 21 days in which to respond. In many instances the responses show a requirement for the case officer to contact the applicant for more information or amendments.

### **12. How do we involve the community when a planning application is first received?**

#### **Wider Community**

12.1 A weekly list of applications received by the department is sent, each week to the Grantham Journal and the Stamford Mercury. Some applications are publicised in the local newspaper, at the editor's discretion. Copies of the weekly list are sent to the area offices at Stamford, Bourne and Market Deeping. Councillors receive these lists via their email. Upon request, interest groups can also receive these lists free of charge. All Parish Councils receive copies of recent applications for their meetings and the weekly list will also be available on the Council website available at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

12.2 We advertise in the press all development that is likely to create wider concern. The following list indicates the likely types of development:

- Those affecting nearby property by causing noise, smell, vibration, dust or other nuisance.
- Attracting crowds, traffic and noise into a generally quiet area;

- Causing activity and noise during unsociable hours;
- Introducing significant change, for example, particularly tall buildings;
- Resulting in serious reduction or loss of light or privacy beyond adjacent properties;
- Those affecting the setting or an ancient monument or archaeological site;
- Proposals affecting trees subject to tree preservation orders.

12.3 Site Notices are erected.

12.4 We advertise in the press all Listed Building applications and Conservation Area consent applications. In addition a site notice is erected.

12.5 All applications received are made available to view online at <http://www.grantham-online.co.uk/planning>.

#### **Individual Consultation**

12.6 Occupiers of premises most likely to be affected by a proposal are notified individually by letter that an application has been received and are invited to inspect the application and make any written observations within 21 days. If a neighbour is disabled or elderly and unable to get to the Council Offices we can provide them with a free copy of the plans. Copies of plans are available to others at a charge.

12.7 The extent of neighbour notification is at the discretion of the case officer. In practice, this means properties affected by a proposal and / or bordering an application site will receive individual notification of that application. Clearly, within the rural area isolated proposals may not have neighbouring properties. In such cases, it is the case officer's judgements how far the neighbour notification should apply.

12.8 Listed Building/Conservation Area Applications. In addition to a site notice and press notice, individual letters to neighbours will be sent.

#### **13. How do we involve the community during the processing of a planning application?**

13.1 A considerable amount of negotiation takes place on a large number of applications, particularly major ones. This is a very important and a crucial part of the development control process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers, developers and their professional advisors and the local community is something which the Government and this Council actively encourages.

13.2 In a number of cases, the proposal will generate much public interest and provide many letters of objection. Amendments to applications are normally made to seek a better quality of development, which may indeed overcome objectors' concerns.

13.3 Re-notification of neighbours on minor amendments significantly delays consideration of an application. In order to avoid unnecessary delay, only amendments that constitute a major change that affects individual property occupiers and interests (such as re-siting of roads in residential developments or altering the siting of extensions or building closer to neighbouring properties) will be re-notified. Essentially, the question

of re-notification is at the discretion of the case officer within the aforementioned parameters. However, bearing in mind the pressure to determine applications speedily, a reduced time for a response to a re-notification is set (14 days). Similarly, amendments may well be negotiated on listed building applications, or applications within conservation areas. Significant amendments are re-advertised but re-advertisement would not normally take place on minor amendments. No hard and fast rules are possible and any re-notification is therefore at the case officer's discretion within the above framework.

#### **Wider Community**

13.4 With regards to significant alterations to plans the Parish Council and the relevant statutory consultees will be re-consulted.

#### **Individual Consultation**

13.5 Neighbours who have submitted written representation will be re-consulted following any significant alterations to the original plans.

### **14. How do we involve the Community when the application goes to Committee?**

#### **Wider Community**

14.1 There is a right for objectors, supporters, the Parish or Town Council and the applicant to speak at Committee. The committee agenda is available to view on the Council's website at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) and is published one week prior to the Committee meeting. Applicants and any person or parish council who have made representations on an application to be heard by Committee will be notified by letter. (A copy of the public speaking leaflet is attached at the end of this section.)

### **15. How do we involve the community after a decision is taken on a planning application?**

#### **Wider Community**

15.1 A letter is sent to any Parish or Town Council who wrote in, advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). Any local interest groups who wrote in are also advised by letter of the decision. The decision, if taken at Committee, is also publicised in the committee minutes on the Council's website at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk). All decisions can also be viewed online at <http://www.grantham-online.co.uk/planning>.

#### **Individual Notification**

15.2 Again all neighbours who wrote in are advised in writing of the decision on a planning application.

### **16. How do we involve the community if an appeal is received on a planning application?**

16.1 Only applicants have a right of appeal; there are no third party rights to appeal a decision.

#### **Wider Community**

16.2 When an appeal is received the Parish or Town Council and local interest groups are notified in writing of the appeal and how to make their views known (either in writing,

if a written representations appeal or in person at an informal hearing or public inquiry). If they have already made their views known, their letters will be copied and sent to the Planning Inspectorate.

**Individual Notification:**

16.3 All those we originally wrote to, or who wrote to us, will be notified in writing of the appeal and how to make their views known. If they have already written to us their letter will be copied and sent to the Planning Inspectorate.

16.4 For public inquiries we also erect a site notice and publicise in the press the date/time and location of the inquiry.

**17. How do we involve the Community on prior approval applications?**

Some developments are subject to a system of prior approval of details, which falls half way between full planning control and permitted development. This presents the local planning authority with a chance to control matters such as siting, design and external appearance. However the principle of whether the development should be allowed cannot be questioned. Applications include some types of telecommunications mast and agricultural buildings. There is a fixed 28-day timescale to determine prior approval application, but once the timescale has elapsed, the application is automatically approved. In view of this principle for development being permitted (and the very limited timescale) publicity is via the weekly list; however these types of application are rare.

**18. Enforcement**

Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially, where requested. There is no consultation with the public on enforcement cases, as often these cases are sensitive with the complainant keen to retain anonymity. Often cases are resolved by the submission of a planning application which is then publicised in the normal way.

**19. How do we involve the community in proposals to lop, top or fell protected trees (i.e. trees subject to a Tree Preservation Order or within a Conservation Area)?**

19.1 Proposals for works to trees in Conservation Areas will be determined within six weeks from the date of receipt and if consent is not appropriate, the Local Planning Authority will consider placing a Tree Preservation Order on the tree(s).

19.2 Applications for works to trees covered by a Tree Preservation Order will be determined within eight weeks or two months from the date of receipt. Delegated authority is available for officers to determine the application except where representations are received which are contrary to the officer recommendation. In such cases, the application will be considered by the Development Control Services.

**Wider Community**

19.3 District Councillors and Parish Councils will be informed if major tree surgery is to be undertaken.

**Individuals**

19.4 Neighbours will be notified directly of applications for works to protected trees at the discretion of the Arboricultural Officer.

19.5 Following a decision (which may be delegated), a copy of the decision notice will be sent to the applicant. Letters will also be sent to all neighbours/parish councils who made a representation on the application informing them of the decision.

## **20. How we will involve the community in Hedgerow Removal Notifications**

All applications for works to remove hedgerows under the Hedgerow Regulations 1997, will be determined within six weeks of receipt of a removal notice. Consultation letters will be sent out to all relevant statutory bodies (i.e. Community Archaeologist and Lincolnshire Wildlife Trust) in addition to the Parish Council. All comments received will be taken into account in making a decision as to whether or not the removal should be granted.

## **21. How else do we involve the community?**

### **Wider Community**

21.1 If requested and appropriate, officers will attend public meetings or residents association meetings to explain planning proposals.

21.2 Parish Councils: If requested, and where appropriate, officers may attend Parish Council meetings and explain particular planning applications. Parishes receive full details of all relevant planning applications for their Parish Council meeting.

21.3 Councillors are also involved in the consultation process. Councillors receive via email copies of the weekly list and can be provided with copies of individual applications, but are aware of the need to keep the requests for copies to a reasonable level. Councillors have the right to request that any application be determined by the full committee.

## **22. The Role of Elected Members**

22.1 One of the key purposes of the planning system is to control development in the public interest. In performing this role, planning necessarily affects land and property interests, particularly the financial value of landholdings and the quality of their settings. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable reasons.

22.2 Currently a six month trial is in place where by an elected member can request that a planning application be taken to full Development Control Committee. However, a Member can only request applications in their own ward and the request must be made in writing with a planning reason stated. The six month trial ends in November 2005 and at this point it will be reviewed and a decision made as to whether this becomes permanent procedure.

22.3 People affected by a planning decision or other planning proposals will often seek to influence it through an approach to their elected District Councillor or to a Councillor on the relevant decision making committee. This lobbying is a normal and

proper part of the political process. However, Members must restrict themselves to giving procedural advice, including suggesting to those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to the committee. Councillors are guided by Codes of Conduct.

### **23. Pre-Application Community Involvement by Developers on Major Planning Applications**

23.1 In addition to the Council's requirement to consult on all planning applications, developers will now be encouraged to carry out separate consultation with local communities on all major planning applications. Whilst this pre-application consultation is not statutory, involving the community from the beginning of the process is advantageous for local people (it allows them to genuinely influence the development), for the Council (it results in a straightforward application, which can be quickly processed) and for the applicant (potential problems can be resolved at an early stage and the time taken to determine applications can be reduced).

23.2 The Council will not refuse to accept a valid application because of the way in which a developer has consulted the community; however, failure by the developer to consult may lead to objections being made which could be material to the determination.

23.3 The Council does not want to be too prescriptive about the type of pre-application community involvement that applicants carry out because major planning applications can vary considerably in scale and impact. However, listed below are some of the types of engagement methods applicants should consider using, ideally in partnership with interested groups.

- Public exhibitions
- Development briefs
- Meetings with Town/Parish Councils
- Early consultation with key consultees (e.g. Environment Agency, English Heritage)

If required, the Council's planning officers can give assistance to applicants either by providing contact details of local groups, holding pre-application meetings or attending exhibitions and workshops.

## **Appendix 1**

### **Key Abbreviations**

AAP – Area Action Plans

DPD – Development Plan Document

DSP – Development and Scrutiny Panel

EMPA – East Midlands Planning Aid

LAA – Local Area Assembly

LD – Local Development Document

LDF – Local Development Framework

LDS – Local Development Scheme

LSP – Local Strategic Partnership

RTPI – Royal Town Planning Institute

SA – Sustainability Appraisal

SCI – Statement of Community Involvement

SEA – Strategic Environmental Assessment

SKDC – South Kesteven District Council

SPD – Supplementary Planning Document

YELL – Youth Engagement and Local Liaison Meeting

**Appendix 2** (Not part of the adopted SCI and will be subject to change)

**South Kesteven District Council**  
**Locations Where Local Development Framework Documents can be Inspected**

**The Council's website:** <http://www.southkesteven.gov.uk>

**Main Council Offices**

Council Offices, St Peters Hill, Grantham, Lincolnshire, NG31 6PZ  
Monday – Thursday 08:45-17:15  
Friday 08:45-16:45

**Stamford Area Office**

1, Maiden Lane, Stamford, Lincolnshire, PE9 2AZ  
Monday – Thursday 09:00-17:00  
Friday 09:00-16:30

**Bourne Area Office**

Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA  
Monday – Thursday 09:00-17:00  
Friday 09:00-16:30

**Market Deeping Area Office**

Deepings Community Centre, Douglas Road, Market Deeping, PE6 8PA  
Monday – Friday 09:00-14:00

**Grantham Library Office**

Isaac Newton Centre, Grantham, Lincolnshire, NG31 6EE  
Monday, Tuesday 09:30-18:00  
Wednesday – Friday 09:30-19:00  
Saturday 09:00-16:00

**Bourne Library**

South Street, Bourne, Lincolnshire, PE10 9LY  
Monday – Friday 09:30-18:00 (Not Wednesday)

**Deepings Library**

The Park, High Street, Market Deeping, Lincolnshire, PE6 8ED  
Monday, Tuesday & Friday 09:30-13:00 & 14:00-18:00  
Wednesday 09:30-13:00 & 14:00-18:00  
Saturday 09:30-12:30

**Stamford Library**

High Street, Stamford, Lincolnshire, PE9 2BB  
Monday & Wednesday 09:00-20:00  
Tuesday, Thursday & Friday 09:00-17:30  
Saturday 09:00-13:00

**Mobile library** Details of mobile library visiting times & locations can be obtained from Lincolnshire County Council on (01522)552222 or on their website at:

<http://www.lincolnshire.gov.uk/mobilesearch.asp>.

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## Appendix 3

### LDF Consultees

The following list of consultees will be updated and amended as and when required.

#### Specific Consultation Bodies

Adjoining Parish Councils/Meeting Groups  
(if appropriate)  
Allington Parish Council  
Ancaster Parish Council  
Anglian Water  
Aslackby & Laughton Parish Council  
Barholm and Stowe Parish Meeting  
Barkston & Syston Parish Council  
Barrowby Parish Council  
Baston Parish Council  
Belton & Manthorpe Parish Council  
Billingborough Parish Council  
Bitchfield & Bassingthorpe Parish Meeting  
Boothby Pagnell Parish Meeting  
Bourne Town Council  
Braceborough & Wilsthorpe Parish Council  
British Telecommunications  
Burton Coggles Parish Meeting  
Cambridgeshire County Council  
Careby, Aunby & Holywell Parish Meeting  
Carlby Parish Council  
Carlton Scroop &  
Normanton on Cliffe Parish Council  
Castle Bytham Parish Council  
Caythorpe Parish Council  
Central Networks  
Claypole Parish Council  
Colsterworth, Gunby & Stainby Parish Council  
Corby Glen Parish Council  
Counthorpe & Creeton Parish Meeting  
Countryside Agency  
Deeping St James Parish Council  
Denton Parish Council  
Dowsby Parish Council  
Dunsby Parish Meeting  
East Midlands Development Agency  
East Midlands Regional Assembly  
East Northamptonshire District Council  
Edenham, Grimsthorpe, Elsthorpe &  
Scuttlethorpe Parish Council  
English Heritage  
English Nature  
Environment Agency  
Fenton Parish Meeting  
Folkingham Parish Council  
Foston Parish Council  
Fulbeck Parish Council

Grantham Charter Trustees  
Great Gonerby Parish Council  
Great Ponton Parish Council  
Greatford Parish Council  
Haconby & Stainfield Parish Council  
Harlaxton Parish Council  
Heydour Parish Council  
Highways Agency  
Honington Parish Meeting  
Horbling Parish Council  
Hough on the Hill Parish Council  
Hougham Parish Council  
Irnham Parish Council  
Kirkby Underwood Parish Council  
Langtoft Parish Council  
Leicestershire County Council  
Lenton, Keisby, Hanby &  
Osgodby Parish Council  
Lincoln Ponton & Stroxtion Parish Council  
Lincolnshire County Council  
Lincs South West PCT  
Little Bytham Parish Council  
Little Ponton & Sproxton Parish Council  
Londonthorpe &  
Harrowby without Parish Council  
Long Bennington Parish Council  
Market Deeping Town Council  
Marston Parish Council  
Melton Borough Council  
Morton & Hanthorpe Parish Council  
National Grid Transco  
Newark & Sherwood District Council  
North Kesteven District Council  
North Witham Parish Council  
Northamptonshire County Council  
Nottinghamshire County Council  
Old Somerby Parish Council  
Peterborough City Council  
Pickworth Parish Meeting  
Pointon & Sempringham Parish Council  
Powergen  
Rippingale Parish Council  
Ropsley & District Parish Council  
Rutland County Council  
Sedgebrook Parish Council  
Severn Trent Water Ltd  
Skillington Parish Council  
South Holland District Council  
South Witham Parish Council  
Stamford Town Council

Stoke Rochford & Easton PC  
Strategic Rail Authority  
Stubton Parish Council  
Swayfield Parish Council  
Swinstead Parish Council  
Tallington Parish Council  
Thurlby Parish Council  
Toft, Lound & Manthorpe Parish Council  
Uffington Parish Council  
Welby Parish Council  
Welland Partnership  
West Deeping Parish Council Westborough & Dry Doddington Parish Council  
Witham on the Hill Parish Council  
WoolsthorpeBy Belvoir Parish Council  
Wyville Cum Hungerton Parish Meeting

### **General & Other Consultation Bodies**

Ablehomes Ltd  
Age Concern (England)  
Age Concern Kesteven  
Agriculture and Environment Sector  
Allington Gardens Residents Association  
Allington with Sedgebrook CoE Primary School  
Allison Homes  
Ancient Monuments Society  
Antony Asbury Associates  
Arthritis Care  
B.A.E. Badminton Club  
Bairds Malt Ltd  
BAOD  
Barrowby CoE Primary School  
Barton Willmore  
Barton Willmore Planning  
Baston Against Local Development  
Belton Gardens Bowls Club  
Belton Park GC  
Bidwells Chartered Surveyors  
Bigwood Chartered Surveyors  
Billingborough Village Hall Committee  
Black Sluice IDB  
Boothby Pagnell Village Hall  
Bourne & S.Lincs ME Support Group  
Bourne Chamber of Trade and Commerce  
Bourne Civic Society  
Bourne Salads  
Bourne Services Group Ltd  
Bracken Developments (Northern) Ltd  
British Chemical Distributors & Traders Assoc.  
British Red Cross  
British Waterways, East Midlands Office  
Broadgate Builders(Spalding) Ltd  
Brown & Co  
Bryant Homes West Midlands Ltd  
Buckminster Management Ltd  
Butterfield Day Care Centre  
BWB Partnership  
BWEA  
Byrd Associates Ltd  
CAD Associates  
Carer Sitter Service  
Carter Jonas  
Castlegate Churches Contact Group  
Centre for Ecology and Hydrology CEH  
Corporate Teams  
Chandlers Oil and Gas Ltd  
Chapman Warren  
Chesterton Planning & Economics  
Christian Salvesen Plc  
Church Commissioners  
Civil Aviation Authority  
Clifford S Hirst  
Commission for New Towns & English Partnerships  
Commission for Racial Equality  
Community Council for Lincolnshire  
Connell Estate Agents  
Council for British Archaeology  
Council for the Protection of Rural England  
Countrywide Surveyors  
Crown Estate Office  
Culpin Swaby Associates  
David J Loveday  
David Wilson Estates  
DB Lawrence & Associates  
Defence Estates  
Deeping St James United Charities  
Deepings Snooker Centre  
Department for Constitutional Affairs  
Department for Work and Pensions  
Development Planning Partnership  
Dialogue

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Digby Developments Ltd  
Disability Rights Commission  
Disabled Persons Transport Advisory Committee  
Dorchester Developments  
DPDS Consulting Group  
DTZ Pieda Consulting  
Earlsfield Compact  
East Midlands Regional Housing Board  
Edenham Village Hall  
Edge Ellison  
Engage-St John Ambulance  
English Churches Housing Group  
Environment/Transport Implementation Group  
Escritt & Barrell  
Forestry commission  
FPD Savills  
Francis Jackson Estates  
Freight Transport Association  
Friends of Bourne Wood  
Friends of the Earth  
Fuller Pieser  
GCF Youth Group  
GE Dring & Partners  
George Wimpey Strategic Land  
Gerald Eve Chartered Surveyors  
Gerald Hunt  
GNER  
Godfrey-Payton  
Goldings Estate Agents  
Gough Planning Services  
Government Office for the East Midlands  
Grantham Badminton Club  
Grantham Canal Restoration Society  
Grantham Chamber of Commerce  
Grantham Civic Society  
Grantham College  
Grantham Learning Partnership  
Grantham Navigation Association  
Grantham PHAB Club  
Grantham Police Cadets  
Grantham TCMP  
Grantham Town Centre Residents Group  
Great Gonerby Womens Institute  
Grieggs Limited  
Grimsthorpe Castle Trust  
GS Robinson(Builders) Ltd  
GVA Grimley  
Harris Lamb Chartered Surveyors  
Hazel homes  
HBS  
Health and Safety Executive  
Help the Aged  
Henry Boot Homes Ltd (Hallam Land Management)  
Heritage Trust of Lincolnshire  
House Builders Federation  
Housing Corporation  
Ingoldsby Parish Council  
Inland Waterways Amenity Advisory Council  
Inland Waterways Association  
Innes England  
Insignia Richard ellis  
Jefferson Sheard Partnership  
Jelson Ltd  
JH Walter  
JJ & J Hartley  
John Anderson Planning  
John Castley & Company  
John Dickie Associates  
John Hallam Associates  
John Martin & Associates  
Jonathan Booty  
Kesteven Blind Society  
Kesteven Rugby Club Junior Section  
Kesteven Rugby Football Club  
Landmark  
LAPD  
Learning Skills Councils  
Leukaemia Research  
Lichfield Planning  
Lincolnshire Chamber of Commerce  
Lincolnshire Credit Union  
Lincolnshire Field path Assoc  
Lincolnshire Fire & Rescue  
Lincolnshire Police  
Lincolnshire Wildlife Trust  
Lincolnshire Youth Service  
Local Nature  
Longstaff  
M Parker & Sons (Builders) Ltd  
Malcolm Judd & Partners  
Market Deeping Building Company Ltd  
Martin Llowarch  
McLean Homes East Midlands Ltd  
MCS  
Mentoring & Befriending  
Messrs A Eatch & Son  
Messrs Baxter & King  
Midland Mainline  
Molloson Associates (Chartered Town Planners)  
Montagu Evans  
Moulton design, Planning & Architecture  
Muir Group Housing Associateion Ltd  
Multisilver Ltd  
NAI Fuller-Peizer  
Nathaniel Lichfield & Partners  
National Playing Fields Association  
Nelsons Ltd  
Network Rail

New Beacon Project  
Newage AVK/SEG  
NFU  
North Country Homes Group Ltd  
Oaktree Developments  
Office of Government Commerce  
Old Road Securities PLC  
Oxfam  
Parkinsons Disease Society  
Passenger Transport Authorities (South  
Yorks)  
Passenger Transport Executive, Office of  
Rail Regulation  
Peacock & Smith  
Pegasus Planning Group  
Pelham Homes Land Ltd  
Peter Burrows Developments  
Peterborough Diocesan Board of Finance  
Peterborough Environment City Trust  
PF Miller Ltd  
Philip Sawyer Chartered Surveyors  
Planning Design Associates  
Plot of Gold Ltd  
Police Architectural Liaison Officers/ Crime  
Prevention Design Advisors  
Priory Road Allotments Association  
(Stamford)  
Property Division LCC(specific request)  
Pygott & Crone  
Rainer Lincolnshire  
Redrow Homes  
Reeve Baggot Partnership  
Rippingale Village Design Committee  
Riverside Design  
Robert Doughty Consultancy  
Ropsley CoE Primary School  
Ropsley Village Hall  
Ross Thain & Co  
Royal Institution of Chartered Surveyors  
Royal Mail Group Plc  
Royal Society for the Protection of Birds  
RPS  
Rushcliffe Ladies & Girls FC  
Rutland Friends of the Earth  
Samuel Rose Ltd  
Saunders Boston  
Savills  
Scorer Clay Richardson  
Seventh-Day Adventist Church  
Sheard Partnership  
Sheepmarket Patients Group  
Smith Stuart Reynolds  
Smith Wooley  
South Kesteven Disability Forum  
South Witham Community Primary School  
Sport England  
St Andrew's Parish Hall Management  
Committee  
St Wulfram's Parish Church  
Stamford Amateur Music Society  
Stamford Bypass Group  
Stamford Chamber of Trade and Commerce  
Stamford College  
Stamford Homes Ltd  
Stamford Vision  
Stamford Volunteer Bureau  
Stansgate  
STEP  
Stephen Knipe & Company  
Stephen Roberts Associates  
Stoneleigh Planning Partnership  
Strutt Parker  
T Balfe & Sons Ltd  
Taylor & Hardy Chartered Town Planners  
The Aveland High School  
The Barton Willmore Partnership  
The Belvoir Estate  
The Coal Authority  
The Easton Estate  
The Garden History Society  
The Georgian Group  
The Gypsy Council  
The National Trust  
The Planning Bureau  
The Scouts  
The Society for the Protection of Ancient  
Buildings  
The Victorian Society  
The W R Davidge Planning Partnership  
The Wilmot Partnership  
Town & Country Planning Services  
Twentieth Century Society  
Upper Witham IDB  
Vincent & Gorbing  
Voluntary Action Kesteven  
Walker & Whitehead  
Walton & Co.  
Walton Girls' High School  
Warmingtons  
Welland and Deepings IDB  
Wellingore Memorial Hall  
Westbury Homes (Holdings) Ltd  
Wilcon Homes Anglia Ltd  
William & Heath Architects  
William H Brown  
Wimpey Homes Holdings  
WM Saunders & Partners  
Wood Frampton  
Woodland Trust  
Yenton Minster homes  
YMCA

#### Appendix 4

#### Summary of Community Involvement in Development Plan Documents (DPD's)

| Stage                                               | Statutory Requirements for consultation & notification (what we must do)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Options for additional publicity & community involvement (what we could/will do extra)                                                                                                                                                                                                                                                                                                                                                                             | What happens next?                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Informal consultation on issues & options           | Consult with relevant "specific" & "general" consultation bodies as required by Regulation 25 (see Appendix 3) (Note: some specific bodies not required to be consulted for Statement of Community Involvement)                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> </ul>                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>All issues &amp; points raised at consultation events will be recorded &amp; taken into account</li> <li>All responses (including email) will be recorded &amp; summarised</li> <li>A report summarising the result of the consultation exercise will be submitted through council for approval</li> </ul>                                                         |
| Formal public participation on the preferred option | <p>As required under Regulation 26:</p> <ul style="list-style-type: none"> <li>Make copies of pre-submission proposal documents &amp; statement of proposals matters available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>Publish pre-submission proposal documents &amp; statement of proposal matters &amp; statement of where &amp; when the proposals may be inspected on Council's web site <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Send copies of DPD proposals, any supporting documents, the notice of proposals matters &amp; the statement of</li> </ul> | <ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> <li>Include information where possible in Council's newsletter, SKToday</li> <li>Form on Council's website for online responses</li> <li>Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>Press release to local media</li> </ul> | <ul style="list-style-type: none"> <li>All responses will be acknowledged</li> <li>All responses (including emails) will be recorded &amp; summarised</li> <li>Where appropriate the Council will discuss the matters with those who have raised them</li> <li>A report summarising all responses &amp; recommending any changes considered necessary as a result of consultation will then be</li> </ul> |

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|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>where &amp; when the proposals may be inspected to relevant “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</p> <ul style="list-style-type: none"> <li>• Advertise the proposals matters &amp; statement of where &amp; when the proposals may be inspected in local newspapers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | submitted through the Council for approval                                                                                                                                                                                                                                                                                                                                                                                                             |
| Submission to Secretary of State | <p>As required under Regulation 28:</p> <ul style="list-style-type: none"> <li>• Send copies of DPD documents (including the pre-submission consultation statement, the DPD, the sustainability appraisal report &amp; any other supporting documents), the notice of DPD matters &amp; the details of where &amp; when documents may be inspected to the Secretary of State</li> <li>• Make DPD documents &amp; statement of DPD matters available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish DPD documents, statement of DPD matters &amp; details of where &amp; when documents may be inspected on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send copies of the DPD documents (as above, but any supporting documents relevant to the body), notice of DPD matters &amp; details of where &amp; when documents may be inspected to relevant “specific” &amp;</li> </ul> | <ul style="list-style-type: none"> <li>• Inform other appropriate consultees from Appendix 3 by email or letter</li> <li>• Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> <li>• Update Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> including form for online responses</li> <li>• Include information where possible in Council's newsletter, SKToday</li> <li>• Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>• Press release to local media</li> </ul> | <ul style="list-style-type: none"> <li>• As required under Regulation 29 all representations should be made to the Council within 6 weeks of the date on which the DPD is submitted to the Secretary of State</li> <li>• All responses will be acknowledged</li> <li>• All responses (including emails) will be recorded &amp; summarised</li> <li>• Where appropriate the Council will discuss the matters with those who have raised them</li> </ul> |

|                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                | <p>“general” consultation bodies as required by Regulation 25 (see Appendix 3)</p> <ul style="list-style-type: none"> <li>• Advertise DPD matters &amp; details of where &amp; when documents may be inspected in local newspapers</li> <li>• Notify anyone who has asked to be notified of DPD submission</li> </ul>                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |
| Representations on development plan documents not relating to site allocations | <p>As required by Regulation 31:</p> <ul style="list-style-type: none"> <li>• Make copies of representations available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish a summary of representations on the Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send information about the representations to the Secretary of State</li> </ul>                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• All responses will be acknowledged</li> <li>• All responses (including emails) will be recorded &amp; summarised &amp; submitted to the Secretary of State in accordance with Regulations</li> </ul>                                                                                                               |
| Representations on site allocations                                            | <p>As required under Regulation 32:</p> <ul style="list-style-type: none"> <li>• Make site allocation representations &amp; statements of matters available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish site allocation representations &amp; statement of matters on Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send the address of site allocation representations &amp; notice of matters to “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</li> </ul> | <ul style="list-style-type: none"> <li>• Inform other appropriate consultees from Appendix 3 by email or letter</li> <li>• Update Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> including form for online responses</li> <li>• Include information where possible in Council’s newsletter SKToday</li> <li>• Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> </ul> | <p>As required by Regulation 33:</p> <ul style="list-style-type: none"> <li>• All representations should be made to the Council within 6 weeks of the date on which the representations on site allocations representations are first advertised</li> <li>• As soon as practicable after they are received, the Council will send details of the</li> </ul> |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                      |                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                                       | <ul style="list-style-type: none"> <li>• Advertise proposals in local newspapers</li> <li>• Notify persons who requested to be notified</li> <li>• Send copies of representations received &amp; other details to Secretary of State</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                      | representations to the Secretary of State |
| Adoption of development plan document | <p>As required by Regulation 36:</p> <ul style="list-style-type: none"> <li>• Make DPD, adoption statement &amp; sustainability appraisal report available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish adoption statement on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Advertise the adoption statement &amp; details of where &amp; when the DPD can be inspected in the local newspapers</li> <li>• Send the adoption statement to anyone who has asked to be notified of adoption of the DPD</li> <li>• Send DPD &amp; adoption statement to the Secretary of State</li> </ul> | <ul style="list-style-type: none"> <li>• Inform other appropriate consultees from Appendix 3 by email or letter</li> <li>• Update Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Include information where possible in Council's newsletter, SKToday</li> </ul> |                                           |

## Appendix 5

### Summary of Community Involvement in Supplementary Planning Documents (SPD's)

| Stage                                                       | Statutory Requirements for consultation & notification (what we must do)                                                                                                                                                                                                                                                                                                                                                                              | Options for additional publicity & community involvement (what we could/will do extra)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | What happens next?                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Initial consultation (evidence gathering, issues & options) | <ul style="list-style-type: none"> <li>No statutory requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>All issues &amp; points raised at meetings &amp; events &amp; any written responses will be recorded &amp; taken into account</li> <li>A report summarising the result of the consultation exercise will be submitted through the council for approval</li> </ul>                                                                                 |
| <b>Public participation</b>                                 | <p>As required under Regulation 17:</p> <ul style="list-style-type: none"> <li>Prepare a consultation statement setting out who was consulted &amp; how, a summary of the main issues &amp; how they have been addressed</li> <li>Make SPD documents (including the consultation statement, The SPD, the sustainability appraisal &amp; any other supporting documents) &amp; statement of SPD matters available for inspection at Council</li> </ul> | <ul style="list-style-type: none"> <li>Inform appropriate target groups &amp; stakeholders from Appendix 3 by email or letter</li> <li>Include information where possible in the Council's newsletter, SKToday</li> <li>Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> updated including form for online responses</li> <li>Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>Press release to local media</li> </ul> | <p>As required by Regulation 18:</p> <p>Representations must be made to the Council within the specified period (between 4 &amp; 6 weeks)</p> <p>The Council will not adopt the SPD until it has considered all representations made during the specified period &amp; prepared a summary of the main issues raised &amp; how these have been addressed</p> <p>All responses will be</p> |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <p>Offices &amp; libraries during normal office hours</p> <ul style="list-style-type: none"> <li>Send the documents to relevant “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</li> <li>Publish the documents on the Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Advertise the SPD matters &amp; details of where &amp; when SPD documents can be inspected in the local newspapers</li> </ul>                              |                                                                                                                                                                                                                                                                                                                | <p>acknowledged<br/>All responses (including emails) will be recorded &amp; summarised</p> <ul style="list-style-type: none"> <li>Where appropriate the Council will discuss the matters with those who have raised them</li> <li>A report summarising all responses &amp; recommending any changes considered necessary as a result of consultation will then be submitted through the Council for approval</li> </ul> |
| Adoption of supplementary planning documents | <p>As required by Regulation 19:</p> <ul style="list-style-type: none"> <li>Make SPD, the summary of the main issues raised &amp; how these have been addressed &amp; an adoption statement available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>Publish the documents on the Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Send the adoption statement to anyone who has asked to be notified of adoption of the SPD</li> </ul> | <ul style="list-style-type: none"> <li>Inform other appropriate consultees from appendix B by email or letter</li> <li>Update Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Include information where possible in Council’s newsletter, SKToday</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Appendix 6

### **Consultees for Planning Applications**

Adjacent District Councils  
Anglian Water Services Ltd  
British Waterways  
Commission for Architecture & the Built Environment  
Council for the Protection of Rural England  
Countryside Agency  
County Council Education Department  
County Council Highways Department  
County Council Waste Disposal Department  
Department for Environment, Food and Rural Affairs  
Departments of the District Council  
English Heritage  
English Nature  
Environment Agency  
Forestry Commission  
Georgian Group  
Grantham Civic Society  
Health & Safety Executive  
HM Inspector of Pollution  
Highways Agency  
Historic Buildings & Monuments Commission  
Lincolnshire County Council  
Lincolnshire Wildlife Trust  
Ministry of Agriculture, Fisheries & Food  
National Trust  
Network Rail  
Office of the Deputy Prime Minister (ODPM)  
Parish Councils  
Police Architectural Liaison Officer  
Planning Archaeologist  
Ramblers Association (Footpaths)  
Rights of Way Officer  
Severn Trent Water Ltd  
Society for the Preservation of Ancient Buildings  
Sport England  
Stamford Civic Society  
Town Centre Management Partnerships  
Town Councils  
Transco  
The Theatres Trust  
Victorian Society

***Those consulted on any one application will vary depending on the location and nature of the planning application.***

## **Appendix 7**

### **Public Speaking at Committee on Planning Applications**

This Appendix explains how you can speak directly to councillors at Planning Committee meetings. It explains the Council's public participation policy at meetings and answers some questions you may have about the procedures, and what to expect at the meeting itself. It is based on simple rules formulated by the Council to make the system as fair and easy to operate as possible. This advice applies equally to applicants, their agents, supporters, objectors and to local council representatives.

Not all planning applications are considered by the full Development Control Committee. The Development Control Services Manager has delegated authority to determine certain applications without the need to present the application to the full Committee. It is not possible to speak in favour or against applications that are dealt with under these delegated powers.

#### **When does the committee meet and how can I find out about it?**

The Development Control Committee is held on Tuesdays, normally at three weekly intervals, in the Council Chamber at the Council Offices in Grantham and starts at 2pm. The agenda is published the week before the meeting, and can be obtained from the Chief Executive's Department of the Council. It is also available on the Council's website (<http://www.southkesteven.gov.uk/>) under 'Councillors & Committees'. In it is a detailed report of each application due to be presented to the Committee.

Applicants and any person or parish council who have made representations on an application to be heard by committee will be notified by letter.

#### **What do I do if I wish to speak at Committee?**

You must notify the Committee Administrator (details on the front page of the agenda), or Development Control Services, at least 24 hours prior to the meeting (usually 2pm on the previous Monday). Failure to meet this deadline will exclude you from speaking.

#### **If I have made representations do I have to speak?**

No. Written representations that have been received within the specified time period will be summarised and put into the committee report. It is entirely at your own discretion whether you ask to speak at the Committee.

#### **Who is permitted to speak to the Committee?**

The Planning Officer will give a short presentation to the Committee outlining the details of the proposal. After this the following individuals/organisations are permitted to address the Committee in the following order:

- A representative of the Town or Parish Council
- Objectors to the application
- Supporters of the proposal
- The applicant or agent for the proposal

### **How long can I speak for?**

Each person is only allowed to speak for a maximum of 3 minutes. Only one speaker for the applicant and the Town/Parish Council is permitted to speak. If there are several supporters or objectors to an application then they are expected to appoint a representative(s) to present a joint case. The Chairman ensures equity of opportunity between the various parties.

### **Who can ask questions?**

Questions can only be asked by Committee Members and not by speakers. It would be beneficial for you to seek answers to your questions before the meeting and to state your case on the information given to you. You must not interrupt other speakers or the Committee debate. For information, all public proceedings in the Council Chamber are recorded.

### **What issues can I refer to?**

When addressing the committee you must ensure that you stick to 'material planning considerations'. A guidance note entitled "*Making Comments on Planning Applications*", explaining what can and cannot be taken into account when considering development proposals, is available from Land Use Planning Services. The following list contains examples of the type of considerations that will and will not be taken into account:

Material:

- Conformity with the development plan
- Highway safety issues
- Interference with residential amenities
- Design, appearance and layout
- Previous planning decisions
- Conservation of historic buildings and trees

Not Material:

- Matters covered by other laws or covenants
- Loss of view
- Effect upon the value of your property
- Personal dislike of the developer and his motives
- Suspected future development

If you attend the meeting and intend to speak please ensure that it relates to that item only. If you do deviate from the proposal under consideration the Chairman may stop you from continuing with your presentation.

Once an application has been heard by the Committee, and for example deferred for a site visit, no further public speaking will be permitted.

***You must take particular care not to make derogatory or defamatory remarks about other people or organisations. Any such comments may result in speakers being open to legal action.***