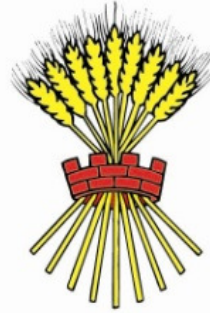


**RYEDALE  
DISTRICT  
COUNCIL**



# **STATEMENT OF COMMUNITY INVOLVEMENT**

**Adopted November 2006  
Addendum 2008**

## **Addendum**

This addendum was adopted by Ryedale District Council on 4<sup>th</sup> December 2008.

It is designed to act as an informative for anyone reading and using the adopted Ryedale Statement of Community Involvement (2006)

Page 4.

The District Council has revised its Local Development Scheme and has amended the names of documents to be produced as part of the Local Development Framework and rationalised the number of documents to be produced. This should also be taken into account when reading the table on Pages 13 and 14.

The latest version of the LDS can be found at [ldf.ryedale.gov.uk](http://ldf.ryedale.gov.uk)

Page 5 and Appendix 2 (page 28)

In 2008 the Government introduced changes to the formal processes of producing local development documents. Revised regulations no longer provide for a formal Preferred Options Consultation stage as part of the process of producing documents and require that representations considered at the examination are sought/made in relation to the publication of a draft document before the document is submitted to the Secretary of State for examination.

**Further information can be found in:**

Town and Country Planning (Local Development) (England)(Amendment) Regulations 2008

Planning Policy Statement 12: Local Spatial Planning (2008)

# Contents

<b>What's it all about?</b>	<b>2</b>
<b>What are we involving people in?</b>	<b>4</b>
<b>Who will we involve?</b>	<b>7</b>
<b>How will we involve people?</b>	<b>10</b>
<b>Involving people in planning applications</b>	<b>15</b>
<b>Managing the process</b>	<b>18</b>
<b>More information?</b>	<b>21</b>
<b>Appendix 1 - Glossary of terms</b>	<b>24</b>
<b>Appendix 2 - Document development</b>	<b>27</b>
<b>Appendix 3 - Long list of consultees</b>	<b>28</b>
<b>Appendix 4 - Types of application</b>	<b>31</b>
<b>Appendix 5 - Neighbour notification</b>	<b>32</b>

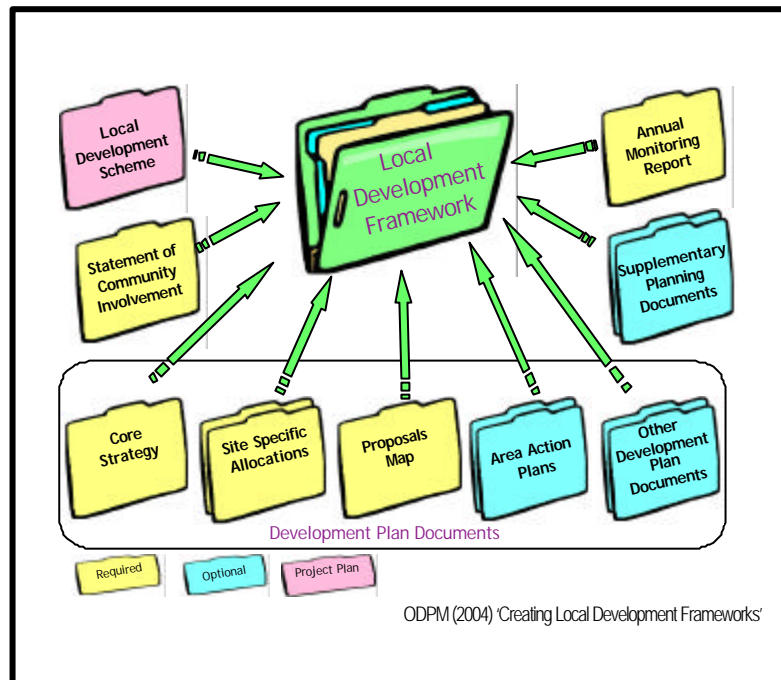
This document is available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Jill Thompson, Forward Planning and Economic Development Unit, Ryedale House, Malton, North Yorkshire, YO17 7HH. Or telephone: (01653 600666 ext 309) or E-mail: [jill.thompson@ryedale.gov.uk](mailto:jill.thompson@ryedale.gov.uk)

## What's it all about?

### Planning is changing...

The Government has made major changes to the planning system to make it faster, more responsive to change, and to encourage more people to get involved. The old approach required Councils to produce a 'Local Plan', a large document that takes many years to produce. The Local Plan sets out a vision for the development of Ryedale and plans for how that vision will be achieved. This includes things like land allocations for different uses (e.g. housing, industrial and business) and policies for dealing with different issues such as housing and the environment.

The changes mean that the Local Plan will eventually be replaced by a Local Development Framework (LDF). The LDF will contain the same things as a Local Plan but the format will be very different. Rather than being one large document, the LDF will be a folder containing a number of different documents (called development plan documents). This means that the Framework will be more flexible and responsive to Ryedale's needs as each document, plan or policy can be changed or updated separately.



### What is the Statement of Community Involvement for?

A key difference of the new planning system is that it places more value on effective community involvement. Reflecting this, a key requirement of the new system is this Statement of Community Involvement (SCI), which must set out how people will be involved in the new planning system. The Council adopted this SCI on 9<sup>th</sup> November 2006. As a result, consultation on all LDF documents will be carried out in line with the commitments made in this Statement. It is therefore an important document for us and for our community.

Specifically, the SCI sets out:

- **What** we will involve people in
- **Who** we will involve
- **How** we will involve people and **when**
- How the information collected will be used and fed back to those involved

## **Involving people**

The Government places a growing emphasis on community involvement in the delivery of all community services - including planning:

***“Planning shapes the places where people live and work. So it is right that people should be enabled and empowered to take an active part in the process. Community involvement is vitally important to planning.”***

**[DCLG]**

We recognise that community involvement should not simply be about ticking a box on our ‘to do’ list. We are committed to involving the community throughout the planning process in a way that is relevant, appropriate and realistic.

We recognise that, by involving people effectively, we will better understand the needs and priorities of our community. This will help us to develop policies that better reflect community expectations and may help us to gain support for individual plans. Additionally, early involvement will help us to overcome the conflict that has been a part of planning processes in the past - hopefully leading to a more constructive debate about an issue or proposal.

We believe that everyone in our community should have the opportunity to have a say about the future development of the area as the plans and policies can affect them directly. So, we have developed this SCI to make sure we can involve our community effectively and in a way that benefits everyone involved.

## **Our vision for community involvement in planning...**

***‘Everyone in Ryedale is involved in and can influence planning for the community; to improve the places where they live and work and increase opportunities to meet, learn and have fun.’***

We have actively sought to involve our community in developing this draft document. This has involved:

- providing an opportunity for all residents to comment about how they wish to be involved in Ryedale News; and
- holding a workshop event involving a number of community representatives, in which we asked participants to identify their priorities and ideas for effective community involvement generally and specifically in planning matters.

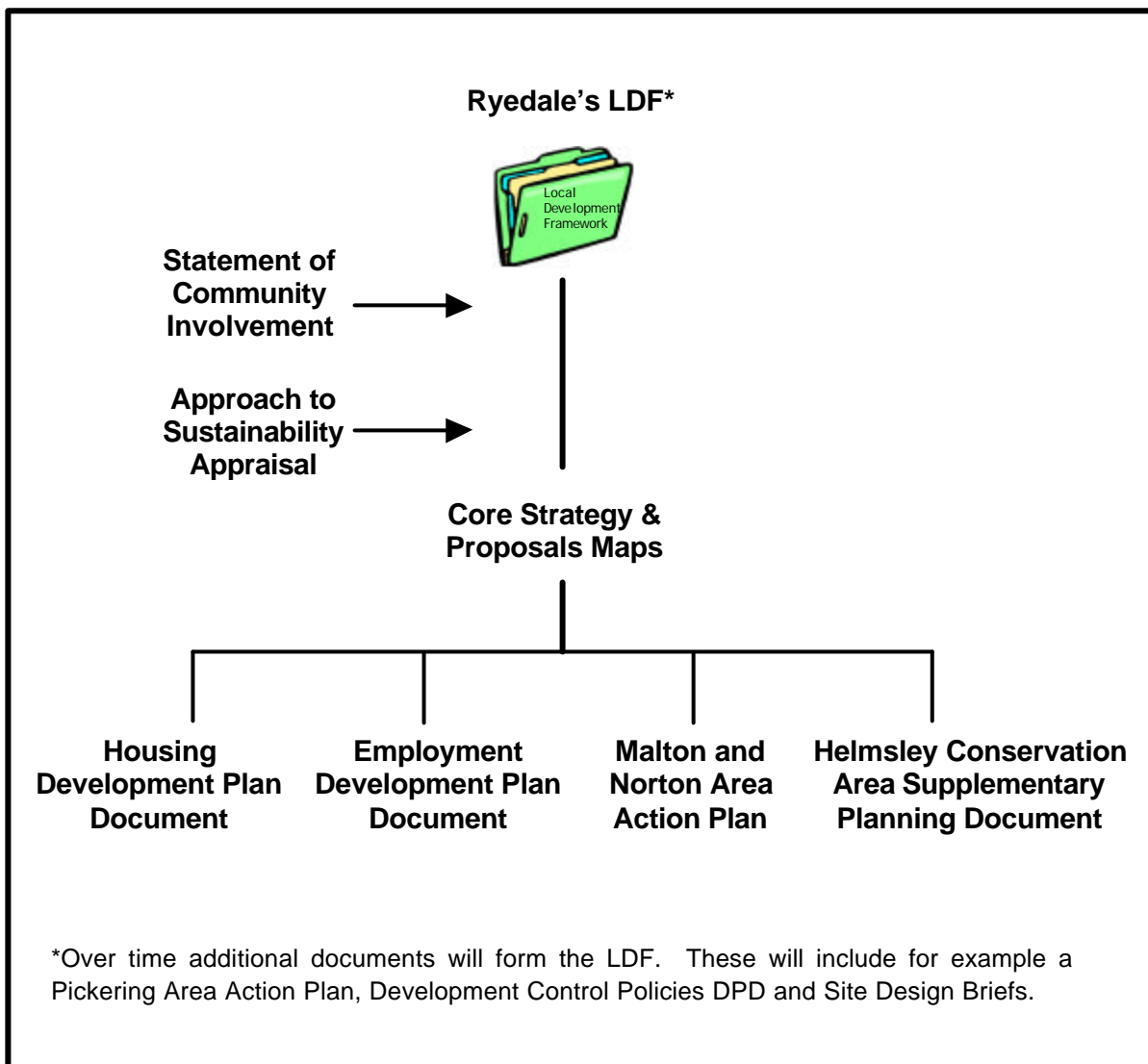
# What are we involving people in?

## The Local Development Framework (LDF)...

Firstly, this SCI will set out how we intend to involve people in preparing and developing the LDF. The LDF will be made up of lots of different documents (development documents), some covering general planning issues (such as the core strategy) and others covering area-specific or topic-specific issues. Although not required, we can also develop additional documents (supplementary planning documents) covering issues relating to the situation in Ryedale. A glossary of terms can be found in Appendix 1.

The figure below summarises the documents that we currently propose to develop for our LDF. Our proposed approach to development can be viewed in more detail in our Local Development Scheme (LDS). This is a plan of what documents will be produced and when. It can be obtained from the Council offices or viewed on our website:

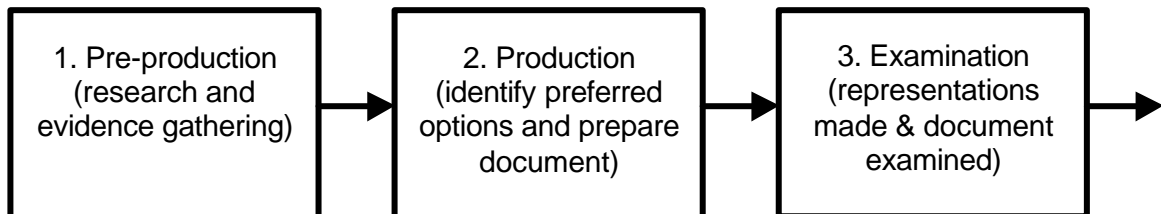
[www.ryedale.gov.uk](http://www.ryedale.gov.uk)



Each document we produce must have an associated sustainability appraisal. This report will assess the sustainability of the plan documents we produce. Assessing the sustainability of the document will involve a review of how much it contributes to or

impacts on the environmental, social and economic position of our District - helping to make sure that we're making the right decisions for the future. We will involve the community in developing our approach to sustainability appraisal and, where appropriate, in sustainability appraisal reports themselves as each LDF document is produced.

It is important that opportunities to get involved are made available throughout the different stages of producing each document. The key stages of document production are:



For more detail about the process of developing individual documents, refer to Appendix 2. Our aims for involving the community in the development of the LDF are set out in more detail on pages 10 to 11

### **...and planning applications**

This document will also set out how we intend to involve people in determining (deciding) specific planning applications. This includes:

- how people can access information about planning applications;
- how people can put forward their views about applications;
- how their views will be fed into the decision-making process; and
- how we will feedback on decisions made.

The requirements for involving people in planning applications as set out by the Government plus our own commitments to involving the community are outlined on pages 15 and 17.

### **Linking to other strategies**

It is important that we do not develop the LDF in isolation from other local initiatives and strategies, including those being developed by North Yorkshire County Council, local service providers (such as the Primary Care Trust) and our neighbouring authorities (such as the North York Moors National Park Authority). We also have to take account of national planning policies and our LDF has to be in general conformity with the Regional Spatial Strategy, a document which guides development and change throughout the Region. It also need to reflect the other regional strategies such as the Regional Economic and Housing Strategies. Our Core Strategy Document provides more information on the links between the LDF and other plans and strategies.

Of particular importance is the relationship between the LDF and the Community Strategies produced locally and that produced by North Yorkshire County Council. Our Community Strategy is called Imagine Ryedale and it addresses local issues and aims to

improve the quality of life of everyone in Ryedale. Those aspects of the Community Strategy relating to land use and local development will be delivered by the LDF.

Imagine Ryedale will be reviewed and updated on a regular basis by the Local Strategic Partnership (LSP) to reflect changes in local needs and priorities. We will therefore work with the LSP to identify potential links between our documents and processes. We will seek to share information and combine community involvement activities where possible. We will investigate the practicalities of setting up a shared database for information and a diary of involvement activities, which will better enable us to work together.

For further information on the Community Strategy please use the following link:

**[www.imagine-ryedale.org.uk](http://www.imagine-ryedale.org.uk)**



## Who will we involve?

### Our community

Ryedale is very much a rural area covering approximately 150,000 hectares and in terms of population it's community is dispersed in settlements throughout the District. We have a significantly higher than average number of residents in the 60-74 age group with fewer and falling numbers of younger residents in the 20-29 age group. The District has a lower than national average Black and Minority Ethnic population

It is important to recognise however, that by 'community' we mean all individuals, groups and organisations that live, work or operate within Ryedale.

Our community is different from other areas and we understand that the different groups that make up our community have different needs and expectations, different interests and different capabilities to be involved.

To make sure that it is effective in improving community involvement in planning, the SCI must recognise these differences. The approaches outlined must provide an opportunity for all of our community to get involved if they want to - at an appropriate and relevant level for them.

### Who's who?

We have to involve some people by law. These are called 'statutory' or 'specific' consultees and consist of organisations such as the regional planning body (The Regional Assembly for Yorkshire and the Humber), our neighbouring Councils, the Environment Agency, English Nature, the Highways and Countryside Agencies. At minimum, we have to inform these consultees about our overall LDF development process and consult them on each document during the formal consultation processes.

In addition to the groups we must involve, we recognise that there are many other organisations operating in our area or with interests in our area who have a valuable role to play in shaping our LDF and its individual documents. These groups are called 'general' consultees and include organisations such as local interest groups, businesses, schools, developers, service providers and also individual residents. We are committed to involving these organisations and individuals in addition to and, if appropriate for them, in the same way as the 'specific' consultees.

The diagram opposite lists the different types of community 'group' that we intend to involve, their interests and our view on their capacity to be involved. A more detailed list of community groups to be involved is included in Appendix 3 of this document.

**We hold a comprehensive database of groups and organisations who we will automatically contact when different LDF documents are produced. If you or your organisation wish to be included on our list of contacts, please get in touch with us, indicating the type of issues you want to be consulted on.**

Of particular importance to the new planning system - and this SCI - is the focus on involving those people who do not normally get involved in planning matters. We have identified in the table (and in Appendix 3) the groups that we consider to be 'harder to reach'. This was informed by the views of the workshop participants and comments we received following consultation on a draft version of this document.

## Different interests and desire to be involved

Community Group	Interests & Capability	Hard to Reach?
<p><b>Statutory/Specific Stakeholders</b> e.g. Regional Planning Body, Councils, Environment Agency, English Heritage, County Council, Countryside Agency and the Highways Agency.</p>	<p>Each organisation must be consulted on the different documents and, although easy to identify and contact, may have limited time to be involved in the development of every document every time. Some organisations, such as Environment Agency/English Nature also have specific interests.</p>	<p>No, but may have limited time to be involved in specific activities</p>
<p><b>Additional Authorities</b> e.g. Town &amp; Parish Councils, Ryedale District Council departments, CPRE, Highways Agency, Sports Council</p>	<p>Organisations are likely to wish to be informed of the whole process, however each is likely to get more involved in area-specific (Parish Councils/CPRE) or topic-specific (individual council departments) documents that are more relevant to their area of interest or expertise. These groups are easy to identify and involve, but may need some support in understanding planning issues.</p>	<p>No</p>
<p><b>Service Providers</b> e.g. Health Trusts, Fire &amp; Rescue, Police, Transport Providers, Utilities Providers, Schools, Charities &amp; Voluntary Organisations</p>	<p>These organisations are likely to be involved as representatives of specific issues/interests and different local communities. They are easy to identify but may have limited experience in planning issues and may therefore have a limited interest in being involved. They are also likely to wish to be involved only in documents relating to their interest or area.</p>	<p>No, and can be useful in reaching more hard to reach communities</p>
<p><b>Business Sector</b> e.g. Different local businesses, retail outlets and shopping centre management, tourism organisations, Chambers of Commerce, National Farmers Union, Country Landowner and Business Association.</p>	<p>These organisations will be easy to identify, although involving all businesses may be difficult. Most are also likely to have limited knowledge of planning issues and therefore limited interest. They are likely to wish to be involved only in documents affecting the area in which they operate.</p>	<p>Yes, and small businesses and sole traders may find it particularly difficult to get involved</p>

<b>Community Group</b>	<b>Interests &amp; Capability</b>	<b>Hard to Reach?</b>
<p><b>Local Communities</b> e.g. Individual residents, Residents Associations, community groups (interest, activity and belief), LSP, youth organisations, RMT teams</p>	<p>Specific community groups can be involved as representatives of specific issues/interests and different local communities. These groups are likely to have a limited understanding of the planning process and how to get involved. Most individuals will be interested only in documents that affect them directly (e.g. specific to where they live).</p>	<p>Yes, some can perceive planning as difficult to understand. Rural population are also diverse and often difficult to reach</p>
<p><b>Developers &amp; Landowners</b> e.g. Individual developers, regeneration organisations, Home Builders Federation, National Trust and local Estates.</p>	<p>These groups are likely to wish to be involved in documents affecting where development can occur and also more general policies guiding different aspects of development. They are likely to have some experience and knowledge of the planning process and are relatively easy to identify through their previous involvement in planning activities.</p>	<p>No</p>

# How will we involve people?

## What do we mean by involvement?

By 'involvement' we mean any interaction between the Council and the community regarding planning. We recognise that there are different levels of involvement including:

<b>Informing people</b>	providing you with information, for example through leaflets, advertising or ongoing awareness programmes
<b>Consulting people</b>	asking you for your views on an issue or document, for example through surveys, exhibitions and formal consultation processes
<b>Actively involving people</b>	involving you in identifying priorities and contributing ideas, for example through workshops or specifically designed interactive methods

As the people involved in our workshop realised, we have to be realistic about how many people we are able to involve at each stage in the process, particularly at more active levels of involvement. They suggested that we should involve people at a level that is appropriate for the document being discussed and the people being involved. One idea was to use more active involvement methods to help shape area-specific documents, where more people may want to be involved and more interactive approaches would increase the benefits to both the Council and the community.

## Our approach

We recognise that community involvement must be effective to be worthwhile. Informed by your views on what makes involvement effective, we aim to involve the community according to the following principles:

<b>Accessible and relevant</b>	for example, making information readily available and in a way that is clear and that people will easily understand, including providing documentation in large print, different languages, braille or audio formats when this is requested. To request documents in alternative formats please contact: Jill Thompson, Forward Planning and Economic Development Unit, Ryedale House, Malton, North Yorkshire, YO17 7HH. Tel (01653 600666 ext 309). <a href="mailto:jill.thompson@ryedale.gov.uk">jill.thompson@ryedale.gov.uk</a>
<b>Genuine and timely</b>	for example, involving people where they can influence outcomes, particularly in the early stages of document production
<b>Inclusive</b>	for example, making processes open and accessible for everyone, and focussing particularly on involving those who do not traditionally get involved
<b>Effective and appropriate</b>	For example, choosing the most appropriate method for the purpose, process and people involved and learning from experience

**We hope to add to and/or revise these principles over time by monitoring what we do and how we do it by seeking your views on how we can improve.**

## Possible methods of involvement

Method	Things to think about...	Does it inform?	Does it consult?	Does it involve?
Ryedale News, other Newsletters & leaflets	Can provide up to date information, but can be costly. Can also reach large numbers but it is not possible to guarantee that it will be read.	Y	N	N
Direct mailing of documents	Provides up to date information but is costly and there is no guarantee the information will be read. Can be used in conjunction with the distribution of documents in electronic format to those who express such a preference.	Y	Y	N
Media (local press/TV/radio)	Can reach large numbers of people but adverts can be costly. It is not possible to guarantee how the information will be reported.	Y	N	N
Exhibitions & displays	Can be more interesting and interactive but requires people to attend. It is possible to display information in places such as supermarkets but audience may not be representative.	Y	Y/N	N
Website	Can be very resource efficient and convenient, particularly for organisations, however not everyone has access to a computer.	Y	Y/N	N
Questionnaires & surveys	Can be effective in gaining a large number of responses but is often viewed as boring and many people do not reply. Not effective for complex issues which need to be explained.	Y	Y	N
Citizens' Panel	Already exists and is available for use in relation to planning documents. Would need to consider how representative the panel is.	Y	Y	N
Public meetings & surgeries	Can be relatively inexpensive and can be effective. But can suffer low attendance and attendees may not be representative. Could use existing meetings such as Area Meetings.	Y	Y	N
Focus groups	Can be used to actively involve hard to reach or specific interest groups but can be costly and time consuming. Expertise is required.	Y	Y	Y/N
Workshops	Can be effective for complex issues and can involve a large number of people at one event. Expertise and significant preparation is required	Y	Y	Y
Participative planning activities	Can be more tailored and interesting to those people who do not usually get involved but can be difficult to organise and facilitate.	Y	Y	Y
Community forums or liaison groups and existing partnership structures	Allows ongoing/regular involvement at a more informal level. Groups gain in-depth understanding of issues and are able to contribute in more detail. Can help to overcome conflict but can be costly.	Y	Y	Y

## **Overcoming barriers**

The key barrier to community involvement identified by the people involved in our workshop was a combination of poor access to information and a lack of understanding of the planning process, the issues involved and why it is relevant to individuals.

One of our key priorities is to provide everyone with the opportunity to know what is going on and how they can get involved if they want to. To encourage people, we aim to provide information that is locally relevant, and use a combination of involvement methods that are accessible and interesting.

Alongside specific involvement activities, we are committed to raising awareness of the planning system throughout our community. With this in mind, we will seek to maximise use of the website to provide up to date information about the planning system and make officers available to attend meetings or present to groups and organisations on request.

## **More than consultation**

At minimum, we have to provide an opportunity for our community to put forward their views during the formal consultation processes. The community must be consulted on the draft documents (review of preferred options) and are also able to submit 'representations' (comments) on the final (submission) document produced. These comments are then considered at the independent examination.

Although this is the minimum, we recognise the benefits in involving people more actively in identifying priorities and shaping some of the documents. We are therefore committed not only to consulting people on an issue or document, but also to involving them in contributing ideas and identifying priorities in the early stages of document development.

We have set out in the table opposite how people can expect to be involved in the LDF and its different documents, including through more interactive approaches. We have also identified the different activities we aim to undertake if resources are available to us.

## **Involving everyone**

The people involved in the activities to develop this document identified a number of community groups who they consider to be 'hard to reach'. There are varying reasons for this. Some people are difficult to identify and contact, some people are difficult to engage in issues relating to planning through lack of understanding and experience, or access to information.

Hard to reach groups in Ryedale include some community groups, particularly young people, the working community and those from more rural areas, and also the business sector.

We know that involving our community in an appropriate and effective way requires specific skills and additional capacity - for both us and community members. We will make sure that we continually review needs and work to fill any gaps, for example through training.

We will also review the specific requirements of particular groups and try to match their needs by tailoring our approaches - for example arranging suitable times for events so that the working community can attend, and perhaps making greater use of web-based material (or other technology) to engage the business sector and young people.

## Choosing appropriate approaches

The following table sets out the approaches we will use to involve the community in the LDF and its different documents (✓). It also indicates the approaches that we may use if we believe it to be beneficial and/or resources are available (P) and it highlights the key groups (identified on pages 8-9) that each method aims to target. Please refer to page 5 of this document for a definition of the stages.

Method	Core and General Development Control Policies and Sustainability Appraisal			Area Action Plans and Development Plan Documents and Sustainability Appraisal			Supplementary Planning Documents and Sustainability Appraisal	
	1	2	3	1	2	3	1	2
<b>Stage</b> <b>Making documents available for review at Council offices and libraries</b> (Local Communities)	✓	✓	✓	✓	✓	✓	✓	✓
<b>Newsletter or leaflet available</b> (Local Communities)	P	P	P	P	P	P	P	P
<b>Information sent to existing network of organisations and their newsletters</b> (All groups)	✓	✓	✓	✓	✓	✓	✓	✓
<b>Press releases /articles in Ryedale News</b> (Local Community, Business Sector, Developers and Landowners)	✓	✓	✓	✓	✓	✓	✓	✓
<b>Exhibition/display in local area(s)</b> (Local Communities)	-	-	-	✓	✓	✓	P	P
<b>Information and documents on website</b> (All groups)	✓	✓	✓	✓	✓	✓	✓	✓
<b>Questionnaire survey</b> (All groups)	✓	-	-	✓	-	-	P	-

Method	Core and General Development Control Policies and Sustainability Appraisal			Area Action Plans and Development Plan Documents and Sustainability Appraisal			Supplementary Planning Documents and Sustainability Appraisal	
	1	2	3	1	2	3	1	2
Public meeting/ surgery  (Local Communities)	-	-	-	P	P	P	P	P
Focus group with representatives of specific issue area  (Representatives from all groups)	✓	✓	-	✓	✓	-	✓	-
Workshop with representatives of range of issue or interest areas  (Representatives of all groups)	P	P	-	P	P	-	P	P
Participative planning activities  (Local Communities, Developers and Landowners, Business Sector, Service Providers and Additional Authorities)	-	-	-	-	P	-	-	-
Community liaison group  (Local Community)	P	P	P	P	P	P	P	P



## **Involving people in planning applications**

This SCI must also outline how our community will be involved in the process of submitting and deciding individual planning applications. We deal with planning applications for most forms of development although North Yorkshire County Council is responsible for dealing with applications relating to mineral extraction and the disposal of waste.

### **Minimum requirements**

We are already required by legislation to consult with our local community on all planning applications submitted. We are also required to consult on works to Listed Buildings. If we fail to meet minimum legal consultation requirements this could lead to a challenge in the courts. In addition we also are required or are advised to consult specific statutory and other consultees in relation to certain types of development. Some applications for large developments or for those which are not in accordance with the Council's policies will be referred to the Secretary of State who can choose whether or not to make a decision on the application.

The diagram opposite sets out the minimum action local planning authorities must take by law to provide local communities with an opportunity to put forward views or concerns.

This involves placing notices on the relevant site or informing nearby residents to make you aware of an application that has been submitted. Following this we must allow you 3 weeks to make any comments to us about the application.

### **Towards good practice**

We recognise that, in some cases, it will be beneficial and appropriate to involve more people and/or involve them earlier in the process. As such we have set out in the diagram opposite the additional actions we may take prior to and at the application stage. The diagram also outlines the action we will take following a decision or outcome.

For example:

- We allow an additional 3 days within the statutory consultation process to ensure all postal responses are received.
- We are currently developing our website to enable access to forms, guidance and actual plans on our website and people to submit representations online.
- We actively encourage informal pre-application meetings and, where appropriate, consultation in a number of cases.
- The Council will consult neighbouring District and Parish Councils on all major planning applications, or other applications that are considered in terms of their scale and nature to be of interest to adjoining Districts/Parishes. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

### **Supporting developers**

Involving people before an application is made allows them to influence developments as they are being designed, helping to deal with issues that could become major barriers later in the process. For each stage in the process, and for different types of application,

we intend to review whether greater involvement is appropriate and how we can support developers in involving people more effectively.

For example:

- If appropriate we will facilitate liaison meetings between the developer and local residents.
- When appropriate we will request a more formal approach to pre-application consultation. Applicants will be requested to submit a statement of consultation with their planning application if it is deemed to be 'major' or 'significant' (more information about the types of application where pre-application consultation would be appropriate and our expectations is set out in Appendix 4).

### **Pre-application**

- Actively encourage pre-application discussions with developers.
- Actively encourage developers of larger schemes to inform and involve the community in shaping their proposals (see Appendix 4).
- For smaller applications, actively encourage applicants to discuss their plans with neighbours prior to submitting their application.



### **Application (minimum)**

- Circulate details to relevant Parish Council / Statutory Consultees.
- Notify neighbours in accordance with our neighbour notification policy (Appendix 5).
- Place notice on site.
- Place notice in a local newspaper, where appropriate
- Allow 3 weeks for interested parties to make comments.



### **Application (additional)**

- Publish a list of applications received on the website.
- Make the list of applications received available to view at local libraries.
- When resources permit we will increase the amount of information on the web site ideally so that the progress of applications can be commented on and tracked on line.
- Accept comments after the statutory 21 days where the decision has not yet been made or the item not published on an agenda. (It should be borne in mind that for your comments to receive full and proper consideration they should be submitted within the 21 days). Please also note that bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.



### **Decision**

- Notify all those who have submitted comments (including local people, statutory and other consultees) of the outcomes and decisions.
- Place decision notices (and any associated legal agreements) on the website along with additional information regarding conditions and reasons and documents associated with planning applications (committee reports, appeals register, telecom register etc) - *this element is currently being developed*
- Concerns about applications that may not have been implemented as agreed can be raised with our enforcement section.

## **Managing the process**

### **Feeding information into plan and decision making**

The information we obtain through community involvement will be collated and used to inform our decisions and/or shape any documents we produce. A summary report will be produced outlining the responses. We will add our comments on how the responses were used to inform any decisions or documents. We aim to make the link between your responses and our decision or action as clear as possible. This will also involve explaining why some ideas haven't been acted on.

This report will be available on request from the council offices and will also be made available on the website ([www.ryedale.gov.uk](http://www.ryedale.gov.uk)).

### **Feeding back to those involved**

Each document in the LDF will require a 'statement of consultation'. This must outline how the SCI has been followed and how doing so has benefited document production. This will provide some indication of the benefits of your involvement

We will feedback summary outcomes and details of specific outcomes and decisions directly to all those who have been involved in the process and specific activities. General feedback will also be made available for everyone to access on our website or from our council offices on request.

### **Our feedback commitment**

We aim to provide feedback on any involvement activities or consultation processes associated with local development documents within 4 -12 weeks of their completion, depending on the nature and scale of the consultation undertaken.

At minimum, this will include summaries of key outcomes

### **How will the processes be resourced?**

It is clear that more community involvement will require additional resources and time, particularly for more active involvement activities. We receive funds through the Planning Budget from the Council and The Planning Delivery Grant awarded by the Government.

We have set aside money to make improvements to our website and will apply for appropriate available funding to support our involvement activities

Although we expect that additional resources will be required, we will also ensure that we optimise resource efficiency. We will do this by:

- Clearly defining the roles of the different individuals and groups involved;
- Learning from and, where possible, utilising the skills of other organisations e.g. LSP, Health Trusts and Planning Aid;
- Supporting communities to take a lead in consultation/involvement through the preparation of Parish Plans and Village Design Statements;

- Inviting developers and Landowners to staff exhibitions/attend public meetings when promoting sites in the LDF or seeking planning permission for potentially controversial development schemes such as wind farms for example; and
- Wherever appropriate, combining and integrating involvement activities to ensure we do not over-consult people; making more efficient use of resources and peoples' time.

**Council Officers** - Officers will be responsible for the delivery of the majority of the activities set out in this SCI. We intend to work with officers from other Council departments and will also continually review and build on our capabilities.

**Consultants** - Where we feel that the process would benefit from additional support or expertise, for example in facilitating more interactive sessions, we will consider employing consultants. The decision to do so will be made through a full review of the costs and benefits.

**Equipment and material** - We already have much of the equipment and material needed to undertake the activities outlined. Where needed, we will draw on the resources held by other Council departments and consider purchasing additional items.

**Venues and other costs** - We intend to utilise Council facilities, which are available free of charge or, where appropriate, hire accessible, local venues that offer value for money. Where possible, we will combine our activities (and with those of other departments/organisations) to ensure that processes are efficient and costs are minimised.

### **Specific roles and responsibilities**

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

- **Role of officers** – to provide professional advice on planning matters and develop the draft policies and plans for Council approval. Officers will also be responsible for delivering (or overseeing) community involvement activities.
- **Role of members** – to make formal decisions regarding planning matters and to take community views into consideration along side other priorities when making their decisions.
- **Role of Parish Councils and other community networks** – to comment on individual planning applications and development proposals and documents that have implications for their area. Parish Councils in particular can provide a useful role in disseminating information about planning in their areas to the wider community. These organisations may also be invited to represent community interests in involvement activities.
- **Role of Statutory Consultees** – to comment on the implications of planning applications and development proposals from their own specialist remit.
- **Role of developers** – to promote specific sites for development and, if appropriate for the development, fulfil community involvement requirements.

- **Role of the community** - to raise concerns and/or state support for proposals in order to ensure that development reflects local priorities. We actively encourage all members of the community to get involved in policy development as it directly affects the area in which they live and/or work.

## **Making improvements**

To make sure the SCI is successful, we must monitor its value both in informing and shaping the LDF and providing people in Ryedale with the opportunity to be more effectively involved in the planning process. It is essential that the content of the SCI is improved as more lessons are learnt. We will do this by contacting community groups for feedback and views.

We must review progress on the development of the LDF annually and produce an annual monitoring report (AMR). This will contain some reference to community involvement activities undertaken and will be made available on our website.

Additionally, this SCI will be formally reviewed every 5 years to provide an opportunity to build on the commitments made and learn from our ongoing experience. If appropriate, we will consider undertaking a full review of the document earlier to reflect changing priorities or issues that have arisen from the feedback we receive.

It will also be important to review each individual involvement activity or process. We aim to evaluate community involvement activities according to:

- how useful the information collected was in informing the document or decision;
- how useful the process of involvement was, for example in raising awareness, overcoming conflict or building ownership; and
- how worthwhile the participants considered the process or activity to be.

Each document produced will require a 'statement of consultation' which will include a statement outlining how we have complied with SCI. It will also outline what benefits involving the community has provided to the document's development. It is likely that an evaluation will draw on this report, and also individual evaluation forms completed by participants. The evaluation of specific activities and processes will be undertaken on an ongoing basis as required.

## More information?

### Forward Planning Team

For more information about the development of the Local Development Framework (LDF) and this Statement of Community Involvement (SCI), please contact the Forward Planning Team:

Ryedale House,  
Malton,  
North Yorkshire,  
YO17 7HH

E: [ourfuture@ryedale.gov.uk](mailto:ourfuture@ryedale.gov.uk)

T: 01653 600666 ext 333 or 334

### Development Control Team (planning applications)

For more information about Development Control and decisions made on planning applications, please contact the Development Control Team at the same address as above or:

E: [dc@ryedale.gov.uk](mailto:dc@ryedale.gov.uk)

T: 01653 600666 ext 381

### Government Policies and Guidelines

The Government has published a number of different policies and associated guidance about local planning and community involvement. This is published on the website of the Department for Communities and Local Government (DCLG):

W: <http://www.communities.gov.uk/>

Alternatively, information can also be obtained from the Government Office for Yorkshire and the Humber on:

T: (0113) 280 0600

### Regional Policy and Strategies

Documentation and advice can be obtained from the Regional Assembly for Yorkshire and the Humber:

E: [www.yhassembly.gov.uk](http://www.yhassembly.gov.uk)

T: (01924) 331555

### Planning Aid

Planning Aid provides free, independent planning advice and assistance for individuals and community groups throughout the Region. The service also works with communities to help them understand and play a role in the planning process, including Local Development Frameworks. For further information on the Planning Aid Service contact either the Planning Advice Helpline:

E: [ykcw@planningaid.rtpi.org.uk](mailto:ykcw@planningaid.rtpi.org.uk)

T: 0870 850 9808

Or, for information about Community Planning:

E: [ykco@planningaid.rtpi.org.uk](mailto:ykco@planningaid.rtpi.org.uk)

T: 0113 245 8568



# Appendices

**Appendix 1 Glossary of terms**

**Appendix 2 Document development**

**Appendix 3 Long list of consultees**

**Appendix 4 Types of application**

**Appendix 5 Neighbour notification**

## Appendix 1 - Glossary of terms relating to the planning system

### What does it mean?

Area Action Plans (AAP)	Development Plan Documents for areas where significant change or conservation is required, including timetables for the implementation of proposals.
Adoption	Stage at which an emerging policy document formally becomes Council policy
Annual Monitoring Report (AMR)	Reports the extent to which the progress of preparing the LDF is being achieved and the extent to which policies are achieving objectives. The AMR is contained within the Local Development Framework
Community Plan	Imagine Ryedale – sets out the vision for the kind of place local people want Ryedale to be. Prepared by the Ryedale Local Strategic Partnership Core Strategy – Mandatory Development Plan Document setting out a spatial vision for development in the area and strategic objectives and policies to deliver that vision.
Development Plan Document (DPD)	Contain policies and proposals which will be subject to independent scrutiny and which will have development plan status under the new system.
Examination	Process by which an independent inspector appointed by the Secretary of State considers the ‘soundness’ of a Development Plan Document (essentially that a document has been prepared in accordance with procedural requirements; is in conformity with RSS and has regard to the Community Plan and is based on a credible evidence base)
Inspector’s Report	Report produced by the Inspector following an examination containing recommendations which are binding on the Authority.

Local Development Framework (LDF)	Portfolio of planning policy documents and supporting documents (Including Development Plan Documents, Supplementary Planning Documents, Statement of Community Involvement, Local Development Scheme and Annual Monitoring Report)
Local Development Document (LDD)	Development Plan Documents and Supplementary Planning Documents in the Local Development Framework.
Local Development Scheme (LDS)	Sets out a programme for the production and review of Local Development Documents and provides an indication of key consultation milestones.
Local Plan	The Ryedale Local Plan sets out planning policies and proposals for Ryedale to 2006. It is to be progressively replaced by the LDF.
North Yorkshire County Structure Plan	Development Plan containing a broad strategy for development and land use in North Yorkshire to 2006.
PINs	Planning Inspectorate responsible for appointing Inspectors for Examinations.
Planning Policy Statement (PPS)	Statements of national planning policy issued by the Government.
Pre-Examination Meeting	Procedural meeting held by an Inspector to discuss the management of the Examination.
Proposals Map	Adopted Development Plan policies illustrated geographically on an OS base.
Regional Spatial Strategy (RSS)	Broad development strategy for the whole of the Yorkshire and Humber Region, prepared by the Regional Assembly and forming part of the statutory development plan.

Site Specific Allocations	Individual parcels of land allocated for particular uses, such as for housing.
Submission	Stage at which a Development Plan document is formally submitted to the Secretary of State for examination. Representations are sought during a formal consultation period.
Supplementary Planning Documents (SPD)	Supplements policies and proposals in DPDs
Supplementary Planning Guidance (SPG)	Supplements adopted policies and proposals in a Local Plan (To be replaced by SPD)
Sustainability Appraisal (SA)	Identifies and evaluates the effects of policy on social, economic and environmental issues.
Statement of Community Involvement (SCI)	Sets out the standards to be achieved by the Council in involving the Community in the preparation of documents. It is itself subject to independent examination to allow the community to influence the scope and form of consultation.
Strategic Environmental Assessment	An assessment of the environmental effects of a plan or programme as required by EU Directive 2001/42/EC.
Urban Capacity Study	Provides an assessment of the amount of new housing which could be provided on previously developed land.



## Appendix 2 - Document development

### How will we develop documents?

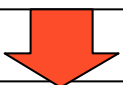
#### **Stage 1: Pre-production (undertaking research and gathering evidence)**

We have to gather evidence to inform each document. We will have to undertake research on issues such as housing and employment to identify specific needs, ideas for improvement and hopefully potential options for guiding future development. The information we gather will be used to identify priorities and inform the production of the associated local development documents (LDDs). During this stage we are likely to focus on informing the community of the process we intend to carry out and involving them in identifying important issues.



#### **Stage 2: Pre-submission (preparing the document)**

We will review the needs identified in Stage 1 and the different options available to us. We will produce a report, which will outline the different options available and the Council's opinion of the preferred option. Any views received at Stage 1 will be considered when preparing the draft document. You will be able to review this document and make comments during a 6 week consultation period which is part of the formal process. As outlined in the SCI, we aim to provide everyone with the opportunity to present their views if they want to so will use a combination of methods including articles in Ryedale News.



#### **Stage 3: Submission & Examination (producing submission document and independent examination)**

After the six-week period of consultation during Stage 2, we will produce a 'submission document'. This will build on the previous document and will be informed by any comments received. The submission document will be submitted to the Secretary of State for independent examination. You will be notified of this stage through the methods proposed in the SCI and there will be a second 6 week period during which you can make formal comments (representations) on the document.

Following the second 6 week consultation period, a public examination will be held. A Planning Inspector, who is independent from the Council, will consider each of the representations received and will decide if any changes are necessary. The Inspector will produce a report and we will have to abide by the recommendations made in this report. An additional period of 6 weeks consultation is allowed after submission but before the examination in the event of site allocation representations being made.



#### **Adoption**

On receipt of the Inspectors report, the Council will adopt the document and all future planning decisions will be guided by the policies and proposals set out in the new document.

## Appendix 3

### Community groups to be involved

The following list sets out examples of the stakeholders and community groups that will be involved at some level within the development of the LDF as appropriate. **If you wish to be added to our contact list of representatives, we would be delighted to hear from you.** Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

#### Statutory (Specific) Stakeholders

Yorkshire and Humber Regional Assembly (Regional Planning Body)

Yorkshire Forward (Regional Development Agency)

Government Office for Yorkshire and the Humber

Individual Government Departments as appropriate

North Yorkshire County Council

Adjoining Councils (Adjoining Planning Authorities, including the North York Moors National Park Authority)

Town and Parish Councils

The Environment Agency

Historic Buildings and Monuments Commission for England (English Heritage)

Highways Agency

Natural England

Network Rail

Strategic Health Authority

Utility Providers (water, sewerage, gas)

Telecommunications Providers

#### Additional Authorities

Ryedale District Council (departments)

Association of Parish Councils

Rural Community Council

Council for the Protection of Rural England (CPRE)

Sports Council/Sport England

Health & Safety Executive

Coal Authority

Passenger Transport Authorities and Executives

Areas of Outstanding Natural Beauty (AONB) Units

Environmental, Heritage and Wildlife Organisations

The Theatres Trust

Commission for Architecture and the Built Environment

Housing Corporation

Learning & Skills Councils

SRB

National Playing Fields Association

Age Concern

Help the Aged

Sure Start

Equal Opportunities Commission

Voluntary Organisations and Council for Voluntary Services

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

### **Service Providers**

Health Trusts

Health Services

Yorkshire Fire & Rescue Service

Yorkshire Ambulance Service NHS Trust

Yorkshire Constabulary

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

Internal Drainage Boards

Education Establishments

Sports Organisations

### **Business Sector**

Small and medium sized businesses

Larger and multi-national businesses

Retail outlets

Town & Shopping Centre Management

Business, Trade and Industry Associations/Federations

Chamber of Commerce

Economic Development Organisations



Employment Organisations

Tourism Organisations

### **Local Communities**

Individual residents

Residents Associations

Community Groups (interest, activity and belief)

Community Forums (Area Meetings)

Local Agenda 21

Local Strategic Partnership

Community Development Organisations

NFU

Wardens Service

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

Renaissance Market Towns Teams

### **Developers and Landowners**

Crown Estates

Defence Estates

The Home Builders Federation

The Housing Corporation and Housing Associations

National Trust

The Royal Mail Property Group

Individual Developers

Development and Building Companies

Regeneration Companies/ Organisations

Individual landowners and land agents

Country Landowner and Business Association

## **Appendix 4 - Types of application**

### **Defining applications**

Whilst we would encourage a form of pre-application consultation for most applications (from talking openly about plans to neighbours to more broadly disseminating information), we consider more formal pre-application consultation to be essential in the following circumstances:

- For 'major' applications, for example developments of over 10 dwellings or commercial developments extending over 1000 square feet in size;
- For other applications that can be considered significant in terms of local importance, environmental impact or relating to an issue, location or impact that could be considered as contentious or controversial (therefore illiciting significant local interest);
- Any application that is not in line with existing development plan policies.

### **Expectations for pre-application consultation**

The developer will be encouraged to meet with Council officers to discuss potential issues relating to the development and their proposed approach to consultation.

If the development is considered to be of the categories described above, developers will be actively encouraged to undertake effective community involvement as considered appropriate for the circumstance.

A supporting statement will be requested to accompany the application. This should include:

- the potential issues relating to the development and the purpose of the consultation;
- a description of the approach taken including the methods used (and why) and the stakeholders/community groups involved;
- an outline of the key outcomes and an explanation of how they were considered by the developer and/or how they will be addressed in the development, including reasons why specific issues and concerns have not be addressed; and
- an outline of the benefits of the consultation exercise i.e. how the activity has benefited the development or the process of development.

We will actively encourage the developer to make the statement available to those who have been involved.

## Appendix 5

# Our Neighbour Notification Policy

### Background Information

- Publicity for planning applications is referred to in Article 8 of The Town & Country Planning (General Development Procedure) Order 1995. The current regulations require all applications to be publicised either by a site notice and/or by notification to neighbours. In addition an advertisement in a local newspaper is required in some instances.

### 1. CODE OF PRACTICE

- When a planning application is received the occupiers of dwellings and/or businesses in the immediate vicinity of the site will be notified of it. The nature of the publicity will be dependent upon the type of application. An adjoining neighbour is considered to be one whose property shares a boundary with the site of the development. The Council will not, however, generally consult if neighbours boundaries are more than 100 metres away from the nearest part of the development. The Council will also notify neighbours where a road separates them from the application site. The only exception to this will be where the application relates to a householder development at the rear of the dwelling on the opposite side of the road.
- All applications will be the subject of a site notice which is displayed on or near to the site. This is particularly helpful where there is no known occupier of the neighbouring land or buildings or if the development is likely to be of interest to more than immediate neighbours.
- In addition to site notices, applications for larger or more significant development will be the subject of advertisement within a local newspaper. A period of 21 days from the date of the press and/or site notice is allowed for the submission of written representations.
- The above criteria represents the minimum extent of neighbour consultation and publicity that will be carried out. On occasions and subject to the discretion of the Case Officer additional notification may be given when it is considered appropriate.
- When neighbours are notified a letter is sent giving details of the proposal, explaining where and when the application can be examined and the letter also asks for comments about it. A period of 24 days is given for the submission of letters of representation in response to a notification letter. All letters received are acknowledged within 2 days of receipt and will be taken into account in the determination of the application. If the application is to be considered by the Planning Committee a neighbour who has made comments will be informed of the date and time of the meeting and sent a copy of the Council's 'Have your say leaflet'.

- The Council informs all individuals who have made representations on an application of the final decision within 2 days of the issue of the formal decision notice.
- Further information about this code can be obtained from the Case Officer dealing with the application; or Gary Housden the Development Control Manager on [01653 600666 Ext: 307] or by e-mail to [dc@ryedale.gov.uk](mailto:dc@ryedale.gov.uk)

**Ryedale Local Development Framework**

**Adopted Statement of Community  
Involvement – November 2006**

Forward Planning and Conservation  
Ryedale District Council  
Ryedale House  
Malton  
Y017 7HH

Telephone: 01653 600666

E-mail: [ourfuture@ryedale.gov.uk](mailto:ourfuture@ryedale.gov.uk)