



Statement of Community Involvement

April 2006



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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.

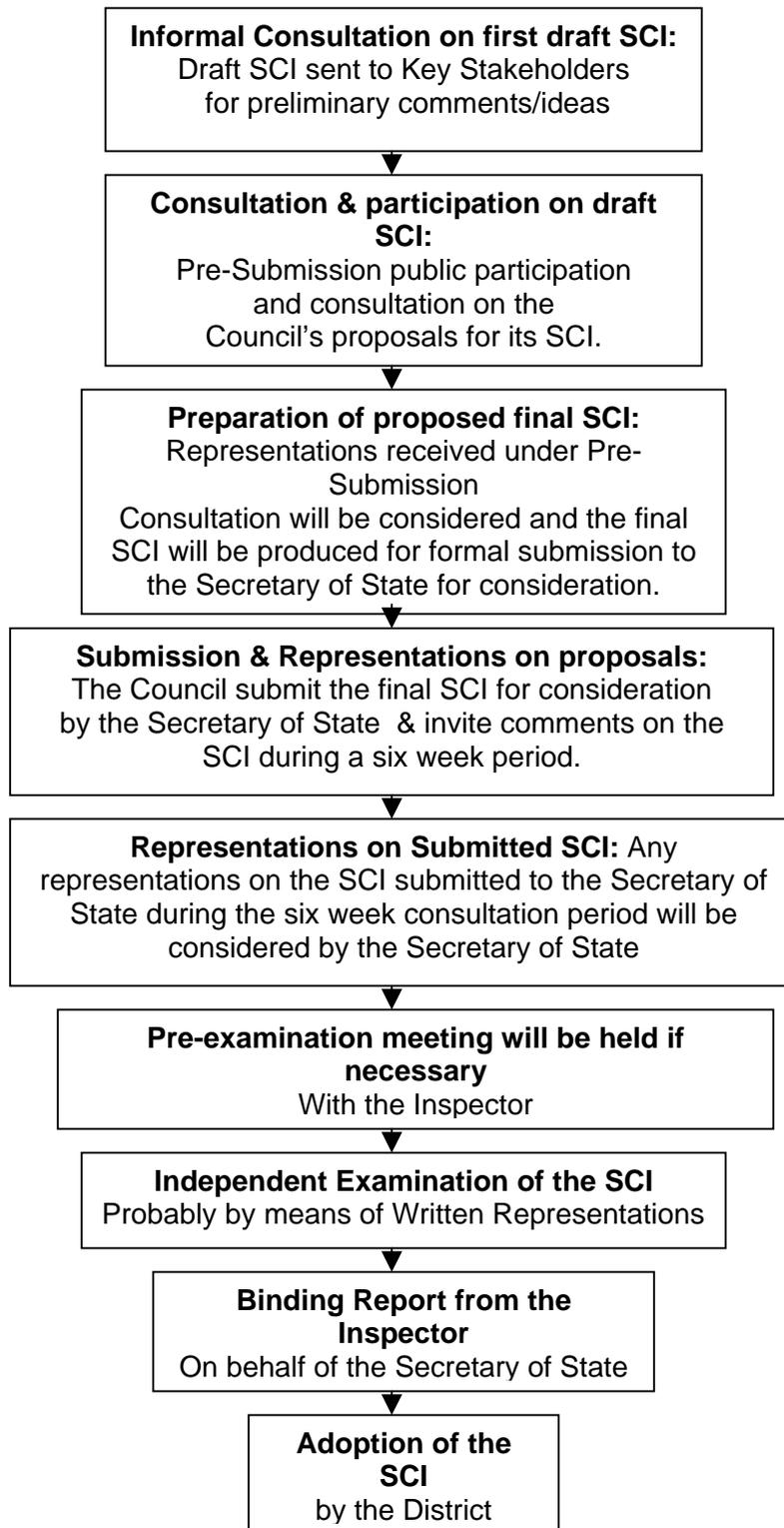
3. What is a Statement of Community Involvement?

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.

- LDF documents and any related literature are also available in a variety of formats e.g. Braille, large print, audio cassette, languages other than English. If you require documents in another format please contact::

Planning Policy Team,
South Kesteven District Council,
Council Offices,
St. Peter's Hill, Grantham, NG31 6PZ

Telephone : 01476 406467

E-mail: planning_policy@southkesteven.gov.uk

www.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.
- 7.2 The Annual Monitoring Report prepared by the Council to monitor progress in preparing the LDF, will reflect on and evaluate the community involvement process.

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

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. However, the list in Appendix 3 is 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

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 established 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/>

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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.

Method	Benefits	Resource Implications	Main groups to be consulted (lists not exhaustive)	Document Type
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 www.southkesteven.gov.uk	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

Method	Benefits	Resource Implications	Main groups which may be consulted (lists not definitive)	Document Type
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, or in the case of English Nature, 28 days where a planning application potentially affects an SSSI or is located in an SSSI consultation area ¹. 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

¹ In accordance with Section 28 of the Wildlife & Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

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 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.)

14.2 The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

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. 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 Arboriculture 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.

Appendices

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

LDD – 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, Tel. (01476) 406467

Monday – Thursday **08:45-17:15**

Friday **08:45-16:45**

Stamford Area Office

1, Maiden Lane, Stamford, Lincolnshire, PE9 2AZ, Tel. (01780) 764444

Monday – Thursday **09:00-17:00**

Friday **09:00-16:30**

Bourne Area Office

Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA Tel. (01778) 422436

Monday – Thursday **09:00-17:00**

Friday **09:00-16:30**

Market Deeping Area Office

Community Centre, Douglas Road, Market Deeping, PE6 8PA Tel. (01778) 341610

Monday – Friday **09:00-14:00**

Grantham Library Office

Isaac Newton Centre, Grantham, Lincolnshire, NG31 6EE Tel. (01476) 591411

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 Tel. (01778) 422264

Monday – Friday **09:30-18:00** (Not Wednesday)

Deepings Library

The Park, High Street, Market Deeping, Lincolnshire, PE6 8ED Tel. (01778) 342772

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 Tel. (01780) 763442

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>.

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 &
Scottlethorpe 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 & Stroxton 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
Network Rail
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

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

Stoke Rochford & Easton PC

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
Bourne Town Centre Management Partnership
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
Development Planning Partnership
Dialogue
Digby Developments 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
(Management)
Heritage Trust of Lincolnshire
House Builders Federation
Housing Corporation

Disability Rights Commission
 Disabled Persons Transport Advisory
 Committee
 Dorchester Developments
 DPDS Consulting Group
 DTZ Piedad 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 Surveyers
 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 Surveyers
 Hazel homes
 HBS
 Health and Safety Executive
 Help the Aged
 Henry Boot Homes Ltd (Hallam Land
 Network Rail
 New Beacon Project
 Newage AVK/SEG
 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 Association Ltd
 Multisilver Ltd
 NAI Fuller-Peizer
 Nathaniel Lichfield & Partners
 National Playing Fields Association
 Nelsons Ltd
 Committee
 St Wulfram's Parish Church
 Stamford Amateur Music Society
 Stamford Bypass Group

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 homes
 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 Protectoin 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
 Voluntrary 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
 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"> • Engage with/involve as appropriate target groups & stakeholders from Appendix 3 	<ul style="list-style-type: none"> • All issues & points raised at consultation events will be recorded & taken into account • All responses (including email) will be recorded & summarised • A report summarising the result of the consultation exercise will be submitted through council for approval
Formal public participation on the preferred option	<p>As required under Regulation 26:</p> <ul style="list-style-type: none"> • Make copies of pre-submission proposal documents & statement of proposals matters available for inspection at Council Offices & libraries during normal office hours • Publish pre-submission proposal documents & statement of proposal matters & statement of where & when the proposals may be inspected on Council's web site www.southkesteven.gov.uk • Send copies of DPD proposals, any supporting documents, the notice of proposals matters & the statement of 	<ul style="list-style-type: none"> • Engage with/involve as appropriate target groups & stakeholders from Appendix 3 • Include information where possible in Council's newsletter, SKToday • Form on Council's website for online responses • Email address planningpolicy@southkesteven.gov.uk for responses & enquiries • Press release to local media 	<ul style="list-style-type: none"> • All responses will be acknowledged • All responses (including emails) will be recorded & summarised • Where appropriate the Council will discuss the matters with those who have raised them • A report summarising all responses & recommending any changes considered necessary as a result of consultation will then be

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

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

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

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

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

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 representation 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.

This document is available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in another format please contact:

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