



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

SOUTH KESTEVEN DISTRICT COUNCIL  
Statement of Community Involvement

Consultation Summary Report

August 2021



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## 1. Introduction

- 1.1** This report provides a summary of the comments received in relation to South Kestevens Statement of Community Involvement update for 2021.
- 1.2** The Statement of Community involvement (SCI) has been updated due to a number of legislative changes to the planning system which includes updates to the National Planning Policy Framework (NPPF). This Review also includes changes which need to be made to the SCI to address the impact of Covid-19 on the planning process through the various forms of government guidance that have been published.
- 1.3** A 6 week public consultation on the draft revised SCI was undertaken between the 5<sup>th</sup> of February 2021 and the 16<sup>th</sup> of March 2021.
- 1.4** The whole of the updated SCI document was available for comment, and this presented an opportunity for respondents to comment on any areas of the SCI that required review above and beyond the proposed changes.
- 1.5** The draft SCI was available to view on the Council's website for inspection. Hardcopies were not available at District Council Offices or local Libraries due to Covid-19. This was in line with the guidance on reviewing, and new legislation which come into force for local development documents (amending, on a temporary basis, regulation 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012) until 31st December 2020 (now December 2021). However, on request, paper copies of the Consultation paper and/or the response form were posted to help ensure that people had adequate access to the documents.
- 1.6** A notification email and a subsequent letter were sent to individuals, organisations, and statutory consultees on the Planning Policy consultation database to publicise the consultation. The Council also published news and information on the consultation on their website.
- 1.7** Representations were encouraged to be submitted electronically or posted using the provided response form available on the Council's website. However, representations by email and letter were also accepted.

## 2. SCI Comments Summary

**2.1** The council received 24 comments from various parties, including both statutory and non-statutory consultees.

**2.2** The draft SCI has been refined, taking into account the comments made during the consultation and through the relevant statutory and legal changes. The key findings from the consultation comments have been presented in **table 1** which presents a summary of comments received and if any action was required in response to the consultation. The consultation statement also outlines the key headline changes made to the document as part of the update process, which includes the necessary caveats regarding how consultation methods may be impacted due to the Covid-19 pandemic, these can be found in **table 2**.

**Table 1 – Summary of Comments Received**

Consultee	Summary	Response / Action
<b>Statutory Consultees</b>		
<b>Greater Lincolnshire Nature Partnership (GLNP)</b>	Appendix 1 of the Draft SCI isn't clear enough regarding which bodies should be consulted.	Appendix 1 of the SCI to refers to "types of group" rather than naming every individual group and organisation for both the specific and general consultees list. This is to ensure that the SCI does not contain out of date information (i.e. if a group changes name ect) and no groups, individuals or organisations are excluded (note that these lists are not exhaustive and can be updated at any point).
<b>Natural England</b>	Supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters	Comments noted - No action required
<b>Sport England</b>	No Comments to make	Comments noted - No action required
<b>Environment Agency</b>	Requested various links be added to the SKDC pre application page website as some consultees offer own pre application process.	Comment not relevant to SCI consultation - Comments have however been passed over to the relevant Development Management team for review and possible implementation.
<b>Historic England</b>	Support the general aims and approach to the draft Statement of Community Involvement.	Comments noted - No action required
<b>Highways England</b>	Are content that Highways England will continue to be consulted, as a statutory body and in line with the Duty to Co-	Comments noted - No action required

	<p>operate guidance, on the preparation of Local Plans, strategic matters and consideration of Planning Applications which could have an impact on the SRN.</p>	
<b>Parish Councils</b>		
<p><b>Long Bennington Parish Council</b></p>	<p>19.1-refer to “meaningful” consultation. Add that “the Council may directly consult stakeholders in appropriate cases, i.e. where the application is likely to attract substantial comment”</p> <p>23 – suggest more liaison between Parish Councils and Planning officer is encouraged.</p> <p>23.3-remove reference to charging town/parish councils for paper copies of applications</p> <p>25.1-state that “this period may be extended in appropriate situations, ie to allow discussion at and subsequent comment following monthly Parish Council Meetings”</p> <p>25.3 and 25.4- “All comments must be made in writing and</p>	<p>19.1 - First comment noted – Action to add the word “Meaningful” to the paragraph.</p> <p>19.1 - Comment noted – However the paragraph is in relation to how applicants of major proposals should be looking to do their own pre consultation before any form of pre application or full application put forward to SKDC. SKDC will not seek to do additional consultation outside of what is required at the pre application or full application stages of proposals. No action required</p> <p>23 – Comment noted - SKDC would maintain that Development Management officers are proactive in liaising with Parish Councils on relevant applications. Parish Councils are sent a weekly list off applications within their area which provides links giving information on who is the relevant case officer for each different application should the Parish Council wish to ask further questions. No action required</p> <p>23.3 – Comment noted - The local authority used to follow this process of sending all applications free of charge, however it has since been removed. Major and sensitive applications are still sent to the relevant Parish Council and all applications are still sent electronically. Adding an additional cost also benefits the SKDC climate change agenda of becoming carbon neutral by 2050 though the cutting down of printing and mailing costs. No action required</p> <p>25.1- Comment noted - The determination date of an application cannot be altered; extensions of time can only be granted by the either the case officer or the applicant. There is scope for Parish Councils to let the case officer know if this to be the case, but</p>

	<p>contain the name and address of the author” and “Some information cannot be kept confidential, including the name and address of the author”</p> <p>Remove reference to names and addresses being required-this should not be a requirement and publishing is potentially in breach of GDPR.</p> <p>27 – reference should be made to Neighbourhood Plan Policies</p> <p>27.2 – clarify a “material alteration”, particularly given this is at the discretion of the case officer only.</p>	<p>this is down to the discretion of the case officer to whether the comments are accepted. No action required</p> <p>25.3 / 25.4 - Comment noted – The standard response form for planning applications has been revised in light in GDPR regulations. Names and addresses are an important information source so that we can send out additional information in relation to an application If nesaracy. This also stops numerous “anonymous” responses being sent by the same individual. No personal information in relation to comments on an application are ever published. No action required</p> <p>27 - Comment noted – Action to add reference to Neighbourhood Plan Polices (assume the is ref to paragraph 27.2)</p> <p>27.2 - Comment noted – However there are too many “material considerations” to specifically list within the document although there are examples in the table after paragraph 25.7. When consulting copies of the neighbour letters contain some of the examples of the material considerations but again it is unfeasible to list them all. No action required</p>
<p><b>Barkston and Syston Parish Council</b></p>	<p>No Comments</p>	<p>Comments noted - No action required</p>
<p><b>Castle Bytham Parish Council</b></p>	<p>Sorry to see that notifying neighbours of planning applications is ‘at the discretion of the planning officer’ (P18 para 24.1). We think that neighbours should always be contacted when a planning application is adjacent to their property.</p>	<p>Comments noted –The “discretion” is based is on application type i.e. discharges of conditions and none material amendments might not always require neighbour notifications if the case officer deems it not nesaracy. In all other application cases SKDC always aims to notify adjacent or affected properties by letter where appropriate. No action required</p>

<b>Lound and Toft Parish Council</b>	Would like to be advised of proposed planning decisions before they are made	Comments noted – It is not practical or possible for planning decisions to be shared with the Parish Council before a final decision is made. This is the same case for all specific and general consultees. Planning decisions will be shared with the applicant and if appropriate, the agent and then published on SKDCs website following normal procedure. No action required
<b>Ingoldsby PC</b>	It would be a retrograde step if SKDC went fully on-line with consultations in the future and used this as a mechanism to achieve this. The characteristic of the District is largely rural and with a significant number of older people	Comments noted – The SCI is not proposing to take all consultations on-line in the future and SKDC acknowledges the rural scope and variety of ages across the district. Appendices 2/3 of the SCI document highlight the minimum and additional consultation steps which SKDC should/can undertake in order to ensure robust consultation to a variety of ages and groups across the district using both physical and online methods. No action required
<b>Other Comments (General public)</b>		
<b>Laura Romine</b>	<p>Various comments towards the Millfield road Site and the Deepings Neighbourhood Plan.</p> <p>Decision making for the local community, needs better market research from various aged groups across the area. Every factor needs to be explored and assessed, as a full time commuter under 30, I have next to no time to attend a gathering to discuss these issues and the latest neighbourhood plan wasn't very well publicized – there needs to be online discussions/online surveys for residents of all ages.</p>	<p>Comment noted – The scope of the SCI is not to consider or look into separate applications. Furthermore the Deepings Neighbourhood Plan has now been formally adopted after a successful community referendum on the 6<sup>th</sup> of May. The findings in relation to Millfield road can be found in the inspectors report. The Deepings Neighbourhood Plan was published in line with all statutory regulations. Any other previous consultation work would have been undertaken by the specific Neighbourhood Plan group within the Town / Parish area.</p> <p>The SCI does define hard to reach groups are included within the text document and how SKDC advocates to reach these groups though various means of consultation– Appendices 2/3 of the SCI document highlight the minimum and additional consultation steps which SKDC should/can undertake in order to ensure robust consultation to a variety of ages and groups across the district using both physical and online methods. No action required.</p>

<b>Robin Romine</b>	Various comments towards the Millfield road Site and the Deepings Neighbourhood Plan.	Comment noted – The scope of the SCI is not to consider or look into separate applications. Furthermore the Deepings Neighbourhood Plan has now been formally adopted after a successful community referendum on the 6 <sup>th</sup> of May. The findings in relation to Millfield road can be found in the inspectors report. No action required.
<b>Michal Pring</b>	Comments relating to housing development off Uffington Road	Comment noted – The scope of the SCI is not to consider or look into specific planning applications. No action required.
<b>Caroline Romine</b>	<p>Various comments towards the Deepings Showground Site and the Deepings Neighbourhood Plan.</p> <p>Paragraph 9.6 – Requests that each resident of Market Deeping on the electoral role will receive a leaflet / questionnaire regarding the Deepings Plan and Open and Local Green Space surrounding the Deepings Showground Site. The time period should also be increased from 4-12 weeks.</p>	<p>Comment noted – The scope of the SCI is not to consider or look into specific planning applications. Furthermore the Deepings Neighbourhood Plan has now been formally adopted after a successful community referendum on the 6<sup>th</sup> of May. The findings in relation to the Deepings showground can be found in the inspectors report. No action required.</p> <p>Comment noted in relation to paragraph 9.6 – However the paragraph is in relation to Supplementary Planning Documents (SPDs) and not the “Deepings Neighbourhood Plan” which has already been adopted. In any case, the SCI would not set out to be this specific in regard to this request. No action required.</p>
<b>Sharon Edwards</b>	Various comments towards Millfield	Comment noted – The scope of the SCI is not to consider or look into specific planning applications. No action required.
<b>Chandra Mistry</b>	Comments regarding previous consultations conducted by SKDC	Comments noted – In respect of previous consultations, SKDC is always looking to improve these for the forthcoming Local Plan review onto 2041, this is one of the key reasons the SCI has been updated.

	<p>A clear pre-consultation clarification of methods used for data collection, analysis techniques and the whole process independently verified.</p> <p>Integrity and more transparency.</p>	<p>Pre consultation information such as the detailing of techniques and collection methods on draft planning documents and draft supplementary planning documents will published in a public notification before the consultation starts. SKDC will seek to verify its planning consultation processes with its in house communications teams where appropriate. Consultation comments on key planning documents towards the final stages are independently verified - I.e. by an independent inspector during the statutory process of the Local Plan hearing &amp; in other cases through the elected Members decision making process. No action required.</p>
<b>Eddie Adams</b>	<p>This lengthy document relates mainly to procedures. We are concerned about the consultation process and particularly the outcome of that process. There is no doubt that the Council consults widely on the development of the Local Plan, but then it appears to not support and take on board the views of local residents.</p>	<p>Comments noted – The SCI makes provision for consultation summary documents to be published after any development Plan or SPD consultation has occurred. These documents set out a detailed response to how the comments from the constitution have been taken into consideration for the planning documents moving forward. In terms of Planning applications an “officer report” is produced documenting the reasons behind the planning decision and addressing the comments made on the proposal. No action required.</p>
<b>Joyce Stephenson</b>	<p>Hard copies are essential</p>	<p>Comments noted – Hardcopies are still an essential part of consultation. Appendices 2/3 of the SCI document highlight the minimum and additional consultation steps which SKDC should/can undertake in order to ensure robust consultation across the district using both physical and online methods. No action required.</p>
<b>Matrix Planning Ltd</b>	<p>Site Notices - ask the applicants to take responsibility and erect them in a suitable place</p>	<p>Comments noted – However SKDC do not normally ask applicants to put out their own site notifications, only in exceptional circumstances such as with “Prior Notifications” where we think its nessaracy or certain conditions are met. No action required.</p>
<b>Pamela Steel</b>	<p>Requested changes to Page 3 (Bullet Point 8 to the following</p>	<p>Comments noted – Community views are considered a key part of the planning process are given full and thorough consideration when either determining planning</p>

	<p>“We will apply these key principles in consultation with local Town/Parish Councils, Neighbourhood Plan Groups and Communities ensuring that National Planning requirements are met in conjunction with the spirit of Localism.”</p>	<p>applications or producing planning documents. National Planning requirements involve factors such as promoting sustainable development and economic development, protecting promoting good design and ensuring resilience to climate change among many others and developments must meet these factors if they are to proceed. The community gets the opportunity to comment on all these factors through the consultation process, either through comments on a planning application, or through a specific consultation on an emerging planning document. No action required.</p>
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**Table 2 – Key Headline changes to the SCI Document**

<b><u>Key change 1 -</u></b>	Added text to outline the impact that Covid19 has had on the planning system based on guidance that was published on the 13th of May 2020 by the Ministry of Housing, Communities and Local Government (MHCLG). This includes temporary measures designed to make it easier to operate the planning system in light of the COVID-19 pandemic.
<b><u>Key change 2 -</u></b>	Added text to outline the impact that Covid19 has had on the planning system based on guidance that was published on the 13th of May 2020 by the Ministry of Housing, Communities and Local Government (MHCLG). This includes temporary measures designed to make it easier to operate the planning system in light of the COVID-19 pandemic
<b><u>Key change 3 -</u></b>	Added text to highlight that consultation methods must be consistent with current <a href="#">guidance on staying at home and away from others</a> or any superseding guidance. This could include, for example, changes to holding face-to-face community consultation events or looking at alternative methods to providing physical documents for inspection.
<b><u>Key change 4 -</u></b>	Caveated that a variety of consultation methods could be subject to change given the current, or future impacts of Covid 19
<b><u>Key change 5 -</u></b>	Updated the consultation database section (Section 14) to comply with the updated GDPR 2018 regulations
<b><u>Key change 6-</u></b>	Provided links to updated information in relation to Covid 19 for neighbourhood planning including: the referendum process; decision-making; oral representations for examinations; and public consultation based off government NPPG guidance

<b><u>Key change 7-</u></b>	Broadened the scope and detail of both the minimum and additional consultation methods (section 16) to take into consideration different ways in which individuals could be consulted and outlined the key benefits different consultation methods can provide to the community
<b><u>Key change 8 -</u></b>	In response to The Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) (Amendment) Regulations 2020, a paragraph has been added to state that if the Council is unable to satisfy the requirements for publicity of a planning application because it is not reasonably practicable to do so for reasons connected to the effects of coronavirus, including restrictions on movement, then the council is considered to have discharged its obligations provided it has taken reasonable steps to inform any persons who are likely to have an interest in the application.
<b><u>Key change 9 -</u></b>	Modified Appendix 1 of the SCI to refer to “types of group” rather than naming every individual group and organisation for both the specific and general consultees list. This is to ensure that the SCI does not contain out of date information and no groups, individuals or organisations are excluded (note that these lists are not exhaustive and can be updated at any point). Information has also been added to show that SKDC will seek to proactively engage with those groups which might have to shield due to the impacts of Covid 19
<b><u>Key change 10 -</u></b>	Increased the level of information detail for both the minimum and additional consultation requirements in appendices 2/3/4/5. An additional column has been added to illustrate the proposed timescales of each consultation stage / event.
<b><u>Key change 11 -</u></b>	In appendices 2/3/4/5 the need to provide a hardcopy of consultation documents at a

	"deposit location" has been moved from a minimum requirement to an additional requirement
<b><u>Key change 12 -</u></b>	In appendices 2/3/4/5 added a minimum constation requirement to provide consultation documents via post to individuals and organisations who request them (although a cost may be imposed at the discretion of the council)