BROADLAND DISTRICT COUNCIL
LOCAL DEVELOPMENT FRAMEWORK

Statement of Community Involvement

Adopted April 2006

Foreword

I am pleased to present our Statement of Community Involvement, one of the key documents that will make up the Local Development Framework for Broadland.

Planning is an important consideration in everything that we do. The siting and types of homes we live in, of shops and other services we use and many aspects of our environment are regulated through planning. Without a planning system, operated at the local level by the District Council, anybody could construct buildings anywhere, or use land in any way they want, regardless of the effect this would have on people living or working in the proximity and on the environment.

To date planning in Broadland has been regulated through the Local Plan, generally setting out what can be built and where in the district. Due to changes that have been implemented at the national level this will now be replaced by a Local Development Framework – a folder of documents which will achieve this same objective, and more. The Framework calls for genuine involvement of local communities and other interested parties in developing planning policies and also in considering major planning applications.

It is this Statement of Community Involvement (based, itself, on the results of an extensive consultation exercise with key community, voluntary, public and private sector organisations operating in Broadland) which sets out how we intend to involve communities and other interested parties in the new planning framework.

I hope that you will take the opportunity, through the processes outlined in this document, to get involved in the new planning framework, in the issues that matter to you.

Cllr. B. Iles
Planning Policy & Conservation Portfolio Holder

This document is available in large print or in different languages. Please contact Vicky Cole on (01603) 430477 or vicky.cole@broadland.gov.uk for details.

Please note:
This document makes continual reference to a wide variety of terms that are associated with the new planning framework. Terms (or their acronyms) that are defined in 'Appendix 1 : Definition of Terms' will be highlighted in *italics* in the main body of the document.

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Executive Summary

Background

1.1   This document is Broadland District Council's *Statement Of Community Involvement (SCI)*. It explains how we will involve *communities* and any other interested bodies in the production of a new planning framework for the district. It also explains how we will expect developers to consult with these bodies on any major development proposals that they may have.

1.2   Planning at a local level in England and Wales has, until recently, been guided by Local Plans produced by district councils. Local Plans contain policies that are used to determine what can be built where in the district. In 2004, however, the Government announced changes to this system and changed the law so that Local Plans must now be replaced with new *Local Development Frameworks (LDF).*

The Local Development Framework & Community Involvement

1.3   *LDFs* are intended to make the planning process more effective by speeding up decisions, making policies easier to review and calling for greater *community* involvement in decision-making. The Framework will be a 'folder' of documents setting out a range of policies controlling development within the district. In Broadland all of these documents are expected to be in place by 2010. One of these documents is the *SCI.*

1.4   The other documents within the *LDF* folder will mainly relate to development of the district. There will be a mix of documents that we have to produce and documents that are optional. The *SCI* is a document that we have to produce. When we develop the other documents in the folder we have to make sure that we follow the guidelines and process set out in our *SCI.*

The Bigger Picture

1.5   Another change that has been made is that there now exists a planning strategy for the Eastern Region, to which the documents within Broadland's *LDF* must conform. This is called the East of England Plan and has been produced by the *East of England Regional Assembly (EERA).*

Effective Community Involvement

1.6   The bulk of the *SCI* deals with the process for involving *communities* and other bodies in planning issues. But it is also important that the principles that make *community* involvement effective are considered. These principles include, amongst others: giving everyone an opportunity to have their say, involving all of the relevant and interested bodies, providing adequate time for bodies to get involved and providing clear information.

1.7 We will ensure that we adopt these principles when we involve *communities* and other bodies and we would encourage developers to do so too. We are, in fact, bound by two particular codes of practice when we undertake consultation: our own Consultation Policy and Guidance and the Norfolk COMPACT Code of Practice on Consultation.

Community Involvement in Policy Making

1.8 The production of a planning policy document features a number of stages which vary depending on what type of document it is. Certain documents have to be submitted to the Government for inspection and these feature more stages of production than others do.

1.9 This production process presents several opportunities for *community* involvement. We wish to involve *communities* and other bodies early on in the process so that all of the relevant issues can be considered before the policy document is drafted. Following the production of a draft document that takes account of those issues, there will be an opportunity for comments to be made on its content. For those documents that are submitted to Government, a further opportunity to comment on the submitted document will be presented.

1.10 There is a range of techniques that can be used to involve *communities* and other bodies in this process. Which technique is used at any one time will depend on the type of document being produced, the specific stage the document is at in its production and the types of body being involved. The kinds of techniques that will be used include postal and online surveys, focus groups, action planning events, exhibitions, public forums etc.

Community Involvement in Planning Application Decisions

1.11 The *SCI* also explains how developers should engage *communities* and other interested bodies in discussions around any major planning proposals, before they seek planning permission.

1.12 We have defined what we see as constituting a 'major' planning proposal, and therefore one where we would expect this consultation to take place.

1.13 Again a range of suitable techniques has been suggested, that developers can use to engage with relevant *communities* and other bodies. These techniques are similar to those mentioned earlier and some of them will be more suited to certain scales of 'major' application than others.

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Who should be involved?

1.14   We wish to provide the opportunity to get involved to any individual or organisation that has an interest in the future of Broadland District. Our *SCI* sets out those organisations that we will seek to involve in the policy making process. Although all of them have an interest in the future of Broadland, these organisations are either locally, regionally or nationally-based and represent either the voluntary, public or private sector. It is important that the people of Broadland have the opportunity to be involved too and we will ensure that, through a wide range of publicity methods, this is provided.

1.15   The *SCI* also highlights our commitment to ensuring that we engage with individuals in the district who do not normally get involved.

Monitoring and Reviewing Community Involvement

1.16   We will closely monitor the involvement methods that we use to ensure that they are most appropriate for getting quality results. The new framework allows us to implement a programme of reviewing the various documents every so often. This means that, in practice, where it is apparent that a certain *community* involvement method is not producing results, alternatives can be used instead.

1.17   The process that has been outlined in the *SCI* should not become too costly. We will ensure that exercises are funded from the specific planning budget which may, from time-to-time, be augmented by external funding such as the Planning Delivery Grant.

1.18   Broadland District Council's Policy Unit will take the lead in the production of policy documents and the Planning Department will deal with developers regarding consultation on major planning applications.

Introduction

1.1 Local Development Frameworks

1.1.1   Planning is essential for the future of our towns and countryside. It is the process that we go through to decide what can be built and where in Broadland. If we did not have a planning system, regulated by Broadland District Council, then anybody could build anything wherever they like, regardless of the effect this might have on people living or working in the area, or on the environment.

1.1.2   Planning at a local level in England and Wales has, until recently, been guided by Local Plans, produced by district councils to control the use of land within their area.

1.1.3   In 2004 the Government introduced the Planning and Compulsory Purchase Act. This states that Local Plans should now be replaced with new *Local Development Frameworks (LDFs).*

1.1.4   The *LDF* will comprise of several *Local Development Documents (LDDs)* which will set out the vision and policies for controlling development in the district. Alongside this will be the *Statement of Community Involvement (SCI),* a document setting out how we intend to involve *communities* in the new planning process. In Broadland the Local Plan will be fully replaced by all of these documents by 2010, although work on producing them will begin well before this time.

1.1.5   An *LDF* goes several stages further than a Local Plan by concentrating on the wider implications of planning rather than purely focusing on land use. There are many strategies and plans produced by other agencies, which may not have traditionally been recognised in the planning process, but which nonetheless have an impact on the development of Broadland. The *LDF* will need to recognise and take on board issues raised within these different strategies so that a 'joined-up' approach to planning can be achieved.

1.1.6   Another key objective of the new planning system is to strengthen *community* involvement and to encourage joint ownership of the planning process between the Council and local *communities.* Our policies for involving *communities* in the new planning system are set out in this *SCI.*

1.2 The Statement of Community Involvement

1.2.1   The *SCI* is one of several documents which make up the *LDF.* It is different from the other documents in that it looks purely at how *communities* will be involved in the preparation and revision of policy documents and in the early consideration of major planning applications.

1.2.2   We want to ensure that all *communities* have the opportunity, at an early stage, to get involved in the planning process. This Statement sets out what we will consult on, how we will consult, at what stages we will consult and who will be involved.

1.2.3   By *' communities',* we mean all those living and working in Broadland. This includes the general public, parish and town councils, businesses, *community* groups, voluntary organisations, developers, statutory agencies etc.

1.2.4   Ensuring that *communities* have the opportunity to get involved at an early stage in the process means that we can gather essential specialist and local knowledge on relevant issues. This will help guide the production of policy documents and the consideration of major planning applications. Early involvement also allows more time for consensus to be achieved on controversial issues (e.g. a proposal to develop 150 houses or a proposal which may affect a listed building). This will hopefully mean that many objections can be resolved before a policy document goes to independent examination or before a planning application is submitted.

1.2.5   By its very nature, achieving consensus implies that the different bodies involved in the process should be prepared for the fact that they may not be 100% content with 100% of the decisions that are made. Building consensus means developing the relations between all of the different bodies involved to the point where each of them recognises the needs of the other. These bodies will then be prepared to make certain concessions in order to achieve a solution that is agreeable to all.

1.2.6   Inevitably, despite best endeavours, situations will arise where it is impossible to achieve complete consensus. Where the formation of *LDDs* are concerned, this will potentially be as a result of the Council having to produce *LDDs* which are in conformity with national and regional guidance.

1.3 Benefits of Community Involvement

1.3.1   Planning shapes the places where people live and work. It is therefore right that people should have the opportunity to take an active part in the planning process. The Local Plan offered opportunities for local people to participate in key decisions about their area, but the *LDF* takes this several stages further. It promotes an accessible, ongoing and interactive process of participation, through this *SCI.*

1.3.2   The main benefits of *community* involvement in the planning process are:

i.   Outcomes are achieved which better reflect the views and meet the needs of the wider *community.*
ii.   The quality of decisions that are made is improved by drawing on local knowledge.

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iii.   All participants are much more aware of the needs of *communities,* businesses and how local government works, leading to better relations and positive outcomes.

iv.   All participants are much more aware of the planning system and the significance of higher level guidance (i.e. from the *East of England Regional Assembly* or the Government).

v.   Local people have more opportunity to make a difference in their area though 'ownership' of the planning process.

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Local Development Framework Contents

2.1 Local Development Documents

2.1.1 *Local Development Documents (LDDs)* make up the main bulk of the *Local Development Framework (LDF).* There are two types

- *Development Plan Documents (DPDs):* these set out the general and specific policies guiding development in the district and will be subject to independent examination. They form part of the *Development Plan* and will therefore be the primary consideration in the determination of planning applications.

- *Supplementary Planning Documents (SPDs):* these documents expand upon or provide more detail to policies outlined in *DPDs.* They are not subject to independent examination and do not form part of the *Development Plan.*

2.1.2 The different types of *DPD* which we will produce to make up the *LDF* are set out in 'Fig. 1 - Development Plan Documents making up the Broadland District Council's LDF' below (specific *DPDs* and *SPDs* are set out in the *Local Development Scheme,* which is available to view on Broadland's website – www.broadland.gov.uk):

Document	Description
Core Strategy	Sets out the vision, objectives and strategy for the spatial development of the area
Site Specific Policies	Sets out policies that apply to particular defined areas of land and allocations outside area(s) covered by Area Action Plan(s).
Area Action Plans	Define areas of land requiring significant change or conservation. There will be an emphasis on carrying out actions to address the issues raised.
Proposals Map	Illustrates site specific proposals and policies.

Fig. 1 - Development Plan Documents making up the Broadland District Council's LDF

2.1.3 Broadland District Council is required to engage with *communities* in the drafting of each of the *DPDs* and *SPDs,* as set out in this *Statement of Community Involvement (SCI).* A Statement of Compliance must be produced alongside each of the documents showing how the *community* involvement guidelines set by the *SCI* have been followed. Each *DPD* will have to be approved by an independent inspector, appointed by the Secretary of State, before it can be adopted.

2.1.4   The documents will also need to be in general conformity with the *Regional Spatial Strategy (RSS),* as produced by the *East of England Regional Assembly.* The *RSS,* alongside the above *DPDs,* forms the statutory *Development Plan* for the district.

2.2 Sustainability Appraisals

2.2.1   Each *DPD* and *SPD* requires a *Sustainability Appraisal* to be undertaken and included within it. The purpose of a *Sustainability Appraisal* is to examine the social, environmental and economic effects of the strategies and policies that may be included in an *LDD,* from the outset of that *LDD's* preparation. This will make sure that decisions are made which contribute to sustainable development.

2.2.2   *Community* involvement will be required during the production of *Sustainability Appraisals.* As they will be produced for each *DPD* and *SPD,* the opportunities for involvement will occur at the same stages as for the *LDD* to which they relate.

2.3 The Local Development Scheme

2.3.1   The specific *LDDs* that we will produce are set out in our *Local Development Scheme (LDS).* The *LDS* is a public statement outlining which *LDDs* will be produced, in which order and when. This document has now been approved by the Secretary of State and is available to view on the Council's website (www.broadland.gov.uk).

2.4 Related Documents

2.4.1   This *SCI ,*although not an *LDD,* is subject to independent examination and has been produced in a similar fashion to *LDDs.* It is a unique document in the *LDF* 'folder'.

2.4.2   The *LDF* will also include an *Annual Monitoring Report* and any *Local Development Orders (LDOs)* which have been introduced by the Authority.

2.4.3   The *Annual Monitoring Report* sets out our progress in producing *LDDs* and implementing policies and must be submitted annually to the Government Office for the East of England.

2.4.4   An *LDO* can be produced to allow the Council to introduce local permitted development rights (i.e. certain types of small-scale development that do not need specific planning permission if they comply with policies set out in the *LDO).* Should the Council wish to introduce an *LDO* then *community* engagement will be necessary in its production, in the same way as for the production of an *SPD* (see section 4.1 'The Process for Producing Local Development Documents').

2.4.5 'Fig. 2 The Local Development Framework folder' gives a graphic representation of the *LDF* 'folder' and how it relates to the *RSS.*
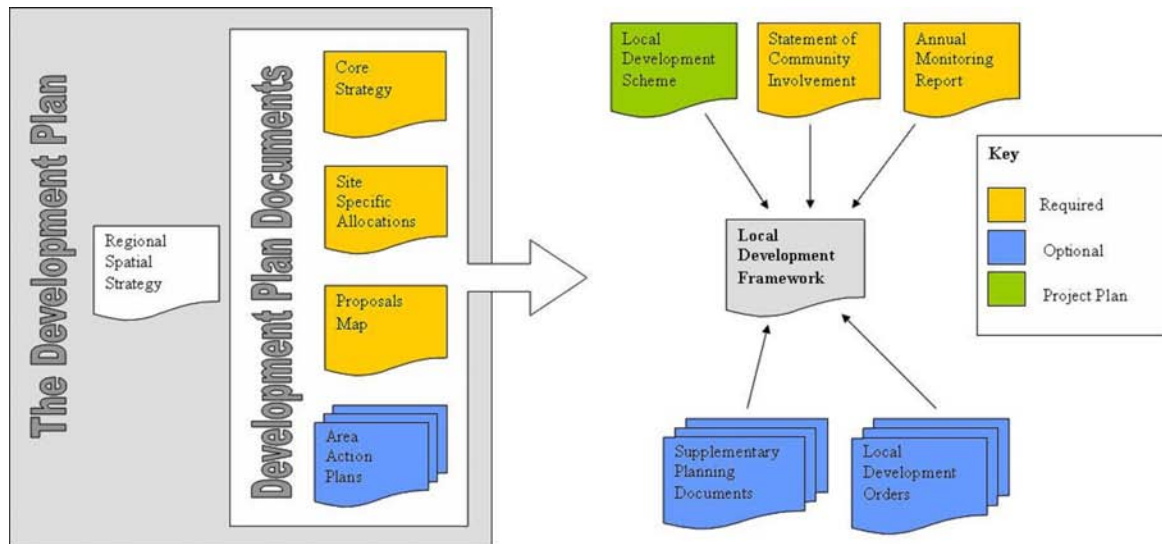

Fig. 2 The Local Development Framework folder

3.1 Broadland District Council Consultation Policy

3.1.1   This *Statement of Community Involvement (SCI)* is closely aligned with our Consultation Policy and Guidance which ensures that all consultation that we carry out is co-ordinated, efficiently carried out and purposeful in outcome.

3.1.2   The Consultation Policy and Guidance sets out policies on who, why, where, when and how to consult. The content of this *SCI* has been produced in accordance with these policy statements. The full Policy and Guidance can be viewed on our website (www.broadland.gov.uk).

3.1.3   It is worth noting that in undertaking *community* engagement as part of the *Local Development Framework (LDF)* process and as specified in this *SCI,* the Council should always adhere to the Consultation Policy.

3.2 Norfolk COMPACT: Code of Practice on Consultation

3.2.1   This code of practice aims to improve the way in which both the statutory and voluntary and *community* sectors in Norfolk consult each other on policy developments, leading to the planning and delivery of better services.

3.2.2   Broadland District Council is signed up to the COMPACT and we will ensure that the guidelines set by the Code of Practice are adhered to when consulting as part of the *LDF* process, unless government legislation prescribes different regulations relating to consultation.

3.2.3   Details of the COMPACT and the Code of Practice on Consultation are available from the Norfolk & Norwich Voluntary Services website (www.nvs.org.uk).

3.3 Principles for Community Involvement in the new Planning System

3.3.1   Consultation undertaken during the production of this *SCI* has illustrated the main principles that should underpin effective *community* involvement in the new planning system. A summary and analysis of results of this consultation are both available to view on the Council website (www.broadland.gov.uk) in the *LDF* section.

3.3.2   Perhaps the biggest concern amongst *communities* and other *stakeholders* in the district is the need for everyone to be given the opportunity to have their say and for their views to be listened to. This is important, even if those views do not change an outcome.

This really relates to the attitude of those co-ordinating the *community* involvement process, whether it is officers of Broadland District Council or, in the case of a major planning application, a developer.

3.3.3   When involving *communities* we will ensure that we genuinely listen to all comments made and pay them due regard in the decision-making process, even if they do not affect a decision that is made.

3.3.4   Other priority issues that were identified include:

- Involving all of the relevant and interested bodies.
- Providing adequate time for bodies to get involved.
- Raising awareness and providing clear, relevant information.

3.3.5   These are all issues that we will address by conforming with the documents highlighted in sections 3.1 'Broadland District Council Consultation Policy' and 3.2 'Norfolk COMPACT: Code of Practice on Consultation', as they form part of the policies and guidelines contained therein. As they have been identified as some of the main priorities of *communities* and bodies operating in Broadland, however, we need to ensure that we pay them extra regard in the involvement process.

3.3.6   In terms of involving all relevant bodies, we have detailed the different types of organisation that we will involve in the *LDF* production process in section 6 'Who Should Be Involved?'. We have identified over 400 bodies which operate in Broadland and all of these will be given the opportunity to get involved, alongside the public, in the new planning framework. Obviously this database of contacts will need to be reviewed regularly as and when other *stakeholders* come to our attention, or when details change.

3.3.7   Certain forms of *community* involvement that we undertake, as detailed in section 4 'Community Involvement in the Production of Local Development Documents', are governed by legislation regarding the amount of time in which views should be sought. Where we aren't governed by strict legislation we shall ensure that we provide adequate notice of opportunities to get involved. We will also provide an adequate time period in which comments can be made (particularly relating to written surveys), in conformity with the documents discussed in sections 3.1 'Broadland District Council Consultation Policy' and 3.2 'Norfolk COMPACT: Code of Practice on Consultation'.

3.3.8   We also recognise that the processes, terms and theory behind the *LDF* are very complex and have the potential to deter bodies from getting involved. For this reason it is important that we produce information, whether it is during consultation or the content of

Principles for Community Involvement

Local Development Docusments (LDDs) themselves, that is as clear and concise as possible. Where possible we will produce summary leaflets outlining the main points raised in a particular document.

3.3.9   Raising awareness about the new planning system and how it works will be a key, ongoing factor if we are to expect all interested bodies to get involved. We will seek to achieve this through ongoing publicity, for example on the Council website, at various public locations around the district and in Broadland News. There is also potential to hold discussions in locations around the District with parish councils and interested members of the public.

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4.1 The Process for Producing Local Development Documents

4.1.1   The process for producing *Local Development Documents (LDDs)* presents several opportunities for *community* involvement. It is important that this involvement begins at an early stage so that issues can be discussed and understood before the plans are submitted and so that *communities* feel a genuine sense of shared ownership of the process.

4.1.2   'Fig 3 - Process for producing a DPD showing opportunities for community involvement' highlights the five stages involved in producing a *Development Plan Document (DPD).* Only three of these stages apply in producing *Supplementary Planning Documents (SPD)* - Pre-production, Production and Adoption.

Pre-production Stage

4.1.3   The first step in the process is that of gathering factual evidence relating to the specific policy document that is being produced so that current and future local issues and needs can be understood.

4.1.4   Evidence could come from reports, strategies, specific pieces of research etc. which have been produced by organisations which operate in Broadland or which have specialist knowledge of a particular, relevant subject area.

4.1.5   This provides an opportunity for *communities* in Broadland to 'feed in' to us any Parish Plans, Village Appraisals, Housing Needs Surveys, Village Design Statements, Healthchecks etc. as forms of *community* needs assessment that have been carried out locally.

4.1.6   We would ask any *communities* which have produced or are thinking about producing one of the above documents to contact Broadland's Policy Unit at an early stage in the process so that links can begin to be made with the *Local Development Framework (LDF).*

Production Stage

4.1.7   Based on the evidence gathered during the Pre-production Stage, and in partnership with *communities* in Broadland, we will consider the different 'Issues and Options' available with regard to the content of the *LDD* in question. Involving *communities* and other *stakeholders* (i.e. any individual or organisation with an interest in the issues being discussed) at this stage will enable us to come up with the *'Preferred Options'* for the document. We will also, at this stage, consider how the different options will determine the content of the *Sustainability Appraisal.*

4.1.8   We will then produce a document setting out the *'Preferred Options'* if it relates to a *DPD,* or the draft itself if it is an *SPD* that is being produced. There will be an opportunity at this stage for *communities* and other *stakeholders* to comment (make a representation) on the content of this document, within a period of 6 weeks. A draft *Sustainability Appraisal* will also be produced alongside the document.

Submission Stage

4.1.9   If the document being produced is an *SPD* then, following consideration of representations received during the Production Stage, the document (including the *Sustainability Appraisal*) will be adopted.

4.1.10   If the document is a *DPD* then, following consideration of representations received during the Production Stage, the document (and its *Sustainability Appraisal)* will be submitted to the Secretary of State for examination.

4.1.11   On submission there is a further opportunity for representations to be made by *communities* and other *stakeholders,*within a 6 week period. Any representations made at this stage will be forwarded to the independent inspector who has been appointed to conduct the examination.

Examination Stage

4.1.12   Once the examination has been completed the independent inspector will issue the Council with a binding report, outlining any amendments that should be made. We will then make these necessary amendments.

Adoption Stage

4.1.13   Once amendments have been made the document will be adopted. The next stage is to ensure that the above process is repeated during any stages of review.

4.2 Techniques for Involving Communities

4.2.1   The process of producing a *DPD,* illustrated above and in 'Fig 3 - Process for producing a DPD showing opportunities for community involvement', includes four key opportunities for involving communities (three in the production of *SPDs).* These four opportunities arise during the gathering of evidence, considering 'Issues and Options', production of the *'Preferred Options'* document (or draft document, if it is an *SPD)* and submission of the *DPD* itself..

Community Involvement in the Production of Local Development Documents
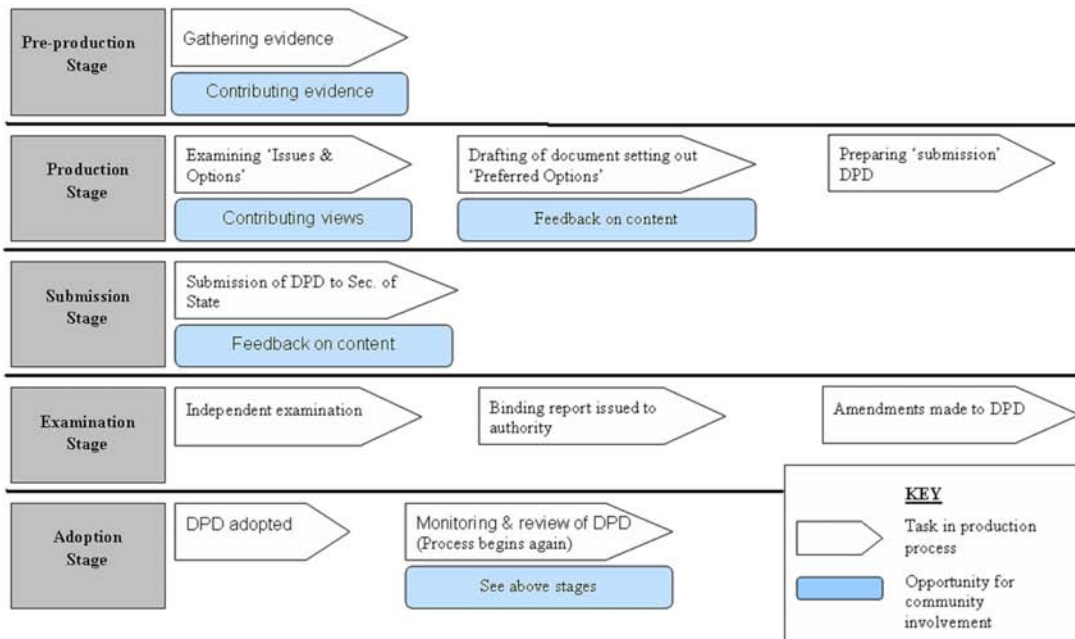
Fig 3 - Process for producing a DPD showing opportunities for community involvement

4.2.2   For each of these opportunities, different techniques for communicating with and involving *communities* will be necessary. A distinction has been made between how we will publicise opportunities to get involved and how we will actually do the 'involving'.

4.2.3   'Fig. 4 Community involvement techniques to be used during different stages of specific LDD production' summarises the publicity and the involvement techniques that we will use during these four *community* involvement stages. As well as different techniques being necessary for different stages, the type of *LDD* that is being produced and the type of body being consulted will determine what methods are used.

Community Involvement in the Production of Local Development Documents

Fig. 4 Community involvement techniques to be used during different stages of specific LDD production

LDD		Pre-Production		Production	Submission
		Evidence gathering	Examining issue & Options	Production of draft/preferred options document	Submission of document
Core Strategy	Publicity	LDF database notified; Information points; Website	LDD Bodies Notified*; LDF database notified; Information points; Website; Local Media	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;
	Involvement	Postal/ Online Survey; Focus Groups; Submission of written evidence to Council;	Postal/ Online Survey; Focus Groups; Citizen's Panel; Community Sector Forums;	Representation Form; Focus Groups; Interactive Exhibitions; Community Sector Forums;	Representation Form;
Site Specific Policies	Publicity	LDF database notified; Information points; Website; Local Media	LDD Bodies Notified*; LDF database notified; Information points; Website; Local Media	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;
	Involvement	Postal/ Online Survey; Focus Groups; Public Forum; Submission of written evidence to Council;	Postal/ Online Survey; Focus Groups; Action Planning Event; Community Sector Forums;	Representation Form; Focus Groups; Interactive Exhibitions; Community Sector Forums;	Representation Form;
Area Action Plans	Publicity	LDF database notified; Information points; Website; Local Media	LDD Bodies Notified*; LDF database notified; Information points; Website; Local Media	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;
	Involvement	Postal/ Online Survey; Focus Groups; Public Forum; Submission of written evidence to Council;	Postal/ Online Survey; Focus Groups; Action Planning Event; Planning for Real® ; Community Sector Forums;	Representation Form; Focus Groups; Interactive Exhibitions; Community Sector Forums;	Representation Form;

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LDD		Pre-Production	Production		Submission
		Evidence gathering	**Examining issue & Options**	**Production of draft/preferred options document**	**Submission of document**
Supplementary Planning Documents	**Publicity**	LDF database notified; Information points; Website;	LDD Bodies Notified*; LDF database notified; Information points; Website; Local Media	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified;	N/A
	Involvement	Postal/ Online Survey; Focus Groups; Submission of written evidence to Council;	Postal/ Online Survey; Focus Groups; Action Planning Event; Public Forum;	Representation Form; Focus Groups; Interactive Exhibitions; Community Sector Forums;	N/A
Statement of Community Involvement	**Publicity**	LDF database notified; Information points; Website; Local Media;	LDD Bodies Notified*; LDF database notified; Information points; Website; Local Media;	Council offices*; Information points*; Website*; Documents to LDD Bodies*; Local Media*; LDF Database notified	Council offices*; Information Points*; Website*; Documents to LDD Bodies*; Local Media*; LDF database notified
	Involvement	Submission of written evidence to Council;	Postal/Online Survey; Focus Groups; Community Sector Forums;	Representations Form; Community Sector Forums;	Representations Form

(*Indicates those methods which are statutory requirements)

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Community Involvement in the Production of Local Development Documents

4.2.4 There are some methods that we have to use and these are marked with an asterix in 'Fig. 4 Community involvement techniques to be used during different stages of specific LDD production'. It is important that we have some flexibility in choosing additional techniques to use. Whilst a range of methods may be listed at a particular point in the diagram, this represents a set of options which we can choose from, rather than a list of everything we will do at this stage. It may be that, on certain occasions, we choose to undertake a combination of techniques rather than just picking one from the list.

4.2.5 Descriptions of the various types of involvement technique listed in 'Fig. 4 Community involvement techniques to be used during different stages of specific LDD production' can be found in 'Appendix 2 : Involvement Techniques Explained' of this document, alongside an outline of the advantages and disadvantages of each method and its resource implications. Also included is an indication of the main type of consultee body that each of the techniques seeks to target. A brief description of the methods we will use to publicise opportunities for involvement, again listed in Figure 4 are set out in Figure 5.

4.2.6 Section 6 'Who Should Be Involved?' of this document outlines in detail the range of bodies that we will seek to involve in this process. Our main resource for maintaining contact will be the *LDF* database - a contact list, kept on our computers, of each body with an interest in the Broadland *LDF* process.

4.2.7 During any of the involvement stages in the production of an *LDD,* it may be that previously unidentified bodies contact us requesting that they are involved. Where this is the case we will ensure that they are not only kept informed of development of the *LDD* in question, but also that they are given the opportunity to get involved in the production of other documents by being added to the *LDF* database.

4.2.8 We are committed, following any *community* involvement exercise, to feeding back the results of that exercise to those that have participated. At the 'Issues & Options' stage, all of the bodies that have participated will be sent a copy of the results summary and the latter will also be made available on the Council website. The *LDF* database will also be notified of its availability. Details of how we will feed back results at the *'Preferred Options'* stage are set out in 4.3 'The Process for Making Representations'.

4.2.9 There is a need to ensure that the correct procedures are followed within the policy adoption process (i.e. reports being agreed by Cabinet and Council, where necessary, before progressing to subsequent stages) as well as ensuring that the above process is managed effectively.

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Publicity Method	*Description*
LDD Bodies notified	At the 'Issues & Options' stage we will identify, from our *LDF* database, who we feel the bodies are that will potentially have an interest in the particular *LDD* being produced. They will then be specifically invited to take part in the consultation (through other methods outlined below, other bodies will also be able to get involved at this stage should they wish to).
Documents to *LDD Bodies*	All those that take part in the 'Issues & Options' consultation will automatically be sent copies of the various documents that are produced in the *LDD* process.
Council office	Documents will be made available for inspection at the Council Office.
Information points	Documents will be made available for inspection at *Council Information Centres (CICs)*, the *Mobile Information Centre (MIC)* and, where possible, other libraries in Broadland, although these will not be formal deposit points. These locations, as well as parish notice boards and *Council Information Points (CIPs)*, can also be used to issue notices relating to opportunities to get involved.
Website	Copies of documents are made available to inspect on the Council website (www.broadland.gov.uk). The website can also be used to issue notices regarding opportunities to get involved.
Local Media	Local media could include the Eastern Daily Press and other local dailies, local radio stations, Broadland News (Council publication issued to all homes and businesses), parish newsletters etc. Adverts can be used to provide details of upcoming opportunities for involvement.
LDF database notified	All of the contacts on the LDF database (unless they have stated otherwise) will be notified (preferably by email; by post if necessary) of opportunities to get involved.

Fig. 5 - A brief description of the various methods set out in Figure 4

4.3 The Process for Making Representations

4.3.1   We will ensure that a standard representation form is made available in print and via the internet so that any representations can be made on *'Preferred Options'* / Draft or Submitted documents. This standard format will make it easier for us to analyse the

comments received. The form will make it clear when and to whom it should be returned. Any written comments received at each stage will be acknowledged by email, or by post if the individual prefers.

4.3.2   It may be that, for certain *LDDs,* we hold focus group sessions or public exhibitions during the *'Preferred Options'* stage so that we can widen the opportunity for *communities* and other *stakeholders* to provide us with their comments.

'Preferred Options' **document**

4.3.3   Once the *'Preferred Options'* document has been made available for inspection using the methods set out in 'Fig. 4 Community involvement techniques to be used during different stages of specific LDD production', anyone wishing to make a representation has six weeks in which to do so.

4.3.4   We will consider all representations made at the *'Preferred Options'* stage and make judgements on whether to amend the document in light of each suggestion being made before submitting the formal *DPD* to the Secretary of State (or adopting the *SPD).*

4.3.5   Where individual representations have been made using the representation form we will, following consideration of all comments, send each individual a copy of their representation summary and our response to that representation.

4.3.6   Where focus group sessions or other participation exercises have been held at the *'Preferred Options'* stage, we will not only ensure that participants receive a summary of results from those exercises, but also that they receive a report of our responses to the comments that feature in the summary. This report will also be made available on the Council's website.

4.3.7   When submitting the *DPD* to the Secretary of State we will also have to submit a report on the number of representations made, a summary of the main issues raised in those representations and how the representations have been addressed in the *DPD.* This report, or similar, will also be made available on the Council's website and the *LDF* database will be notified of its availability.

4.3.8   A similar report will also be produced on adoption of *SPDs.*

'Submitted' *DPD*

4.3.9   On submission of the *DPD* there follows another six week period during which any representations must be received. Again, a standard representation form will be made available.

Community Involvement in the Production of Local Development Documents

4.3.10   Representations may either relate to general content of the *DPD* or to a specific site allocation *(Site Allocation Representation)* in the *DPD.* We are required to publicise any representations that are made at this stage. 'Fig. 6 – Availability of documents relating to different types of DPD representation' sets out how we will do this. The publicity methods set out in Figure 6 largely follow those described in 'Fig. 5 - A brief description of the various methods set out in Figure 4', with the exception of 'Site Notice'. As it suggests, this involves a notice being erected at the site in question, including the details described in Figure 6.

4.3.11   Once general representations have been made, and following the 6 week period, they will be considered by the Council and then sent, along with summaries of the main issues raised, to the Secretary of State for inspection.

4.3.12   For all *Site Allocation Representations (SARs)* that are made, and following the original 6 week consultation period, there will follow a further 6 week period in which *communities* and other *stakeholders* can make representations on the original *SAR.* Again, Figure 6 illustrates how we will publicise the opportunity to make such a representation.

4.3.13   Immediately following the 6 week period, we will consider all representations on the *SARs* and then submit them to the Secretary of State for inspection.

Availability	Type of Representation				
	General	**Site Allocation Representation (SAR)**			
		SAR document	**Timescale for representations on SAR and who to contact**	**Details of where and when SAR can be inspected**	**Address of site to which SAR relates**
Council offices	✓	✓	✓		
Information points	✓	✓	✓		
Website	✓ (where practical)	✓ (where practical)	✓	✓	
Stakeholders notified			✓	✓	✓
Site notice			✓	✓	✓
Media notice			✓	✓	

Fig. 6 – Availability of documents relating to different types of DPD representation

Community Involvement in Major planning Application Decisions

5.1 What Constitutes a Major Planning Application?

5.1.1   As well as setting out how *communities* will be involved in the production of *Local Development Documents (LDDs),* this *Statement of Community Involvement (SCI)* also provides guidance for consulting communities on major planning applications.

5.1.2   The Planning and Compulsory Purchase Act 2004 has also set out modifications regarding development control, although these have yet to be brought into effect. The modifications consist of:

- Statements of Development Principles: which will supplement outline planning permissions.
- Reducing the duration of planning permissions from 5 to 3 years.
- Introduction of Simplified Planning Zones for certain activities identified by *Regional Spatial Strategies.*
- Controls on repeat applications – giving local authorities the power to decline to determine such applications.

5.1.3   The Council operates minimum standards of publicity and consultation for all planning applications that are received. These standards are:

- Notice displayed on or near site in question.
- Neighbours notified by letter.
- Appropriate Broadland ward member(s) notified by letter.
- Parish Council consulted in writing.
- Application listed on Broadland's website.

5.1.4   We will also advertise certain types of planning application in local newspapers. This applies to:

- Developments that are accompanied by an environmental statement.
- Developments that constitute a departure from the Development Plan.
- Developments that affect a Public Right of Way.
- Telecommunication development.
- Development and other proposals affecting Listed Buildings.
- Development and other proposals affecting the character or appearance of a Conservation Area.
- Other major development (see below. This may depend on whether development has more than local significance)

5.1.5   Where major or more controversial development proposals are concerned, we will encourage applicants to put into action a wider programme of *community* participation, before their planning application is submitted.

5.1.6   'Fig. 7 The three tiers of planning application for which we will encourage wider community involvement to be undertaken' sets out the three tiers of planning application that we define as 'major' and therefore those for which we will encourage wider *community* involvement to be undertaken. (Examples of the types of application that fit into these tiers are set out in 'Appendix 3 : Example of "Major" Planning Applications').

Tier	Description
1	Applications where there are considerable issues of scale & controversy or which are contrary to Development Plan policy
2	Applications broadly in accordance with Development Plan BUT raising controversial detail and other departures from Development Plan
3	Applications of a scale or development area for which the Council requires wider community involvement; applications that fall within sites that are sensitive to development pressures.

Fig. 7 The three tiers of planning application for which we will encourage wider community involvement to be undertaken

5.2 Opportunities for Involvement

Pre-application Stage

5.2.1   There are significant benefits to be gained from pre-application discussions involving the applicant, the Council and relevant *communities.* These benefits include better quality applications being made by the applicant, achieving consensus early on (thereby avoiding possible objections at a later stage), promotion of an inclusive and 'transparent' approach and better outcomes. This pre-application consultation need only relate to Tier 1-3 planning applications.

5.2.2   Whilst we recognise that we have a role to play in engaging in this early consultation process, the emphasis lies firmly with the developer/applicant in terms of organising, undertaking and funding the pre-application consultation. We would also encourage the developer/applicant to liaise with the relevant parish/town council/meeting when setting up any public consultation event. It is important that the Council's impartiality is maintained during all stages of the planning application procedure and that we have a 'watching brief' on the consultation that is undertaken.

Community Involvement in Major planning Application Decisions

5.2.3 Although the Council must remain impartial, there is another organisation that can offer support in the planning process to any *community* group or individual that cannot afford to pay for the services of a consultant. East of England Planning Aid Service can offer free, independent and professional advice on planning issues. It is an independent source of advice and information and could potentially be of help to *communities* that are in the process of engaging with a developer, in terms of helping them to comment on proposals or understand more about the planning process. **Planning Aid's advice helpline number is: 0870 850 9801**.

5.2.4 The results of the pre-application consultation undertaken by the developer will be reported to the Council as part of the planning application process.

5.2.5 The Council encourages developers to undertake pre-application consultation during the consideration of any *outline proposals* and, following this, the *reserved matters* relating to those proposals.

Application Stage

5.2.6 As stated above, when a Tier 1-3 application is made it should include a report on the consultation that has been undertaken at the pre-application stage.

5.2.7 We cannot refuse to accept a valid application because we disagree with the way in which an applicant has consulted the *community.* However, failure by the applicant to consult could lead to objections being made which could affect the outcome of the application.

5.2.8 We will publicise all applications that we receive using the methods listed in paragraph 5.1.3. Should an application fall within the list featured in 5.1.4 we will also ensure that it is advertised in local newspapers.

5.2.9 At this stage there will be opportunities for any interested party to make representations on the planning application. Details of how to make representations on planning applications are available on the Council's website (www.broadland.gov.uk) or from the Council's Planning Department.

5.2.10 Where an application is due to be determined by the Council's Planning Committee, those who have made a written request may be given the opportunity to speak at the relevant Committee meeting. A leaflet entitled 'Public Speaking at Planning Committee', which explains the procedure for public speaking in more detail, is available free from the Council.

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5.2.11   *Community* engagement in connection with planning applications will be helpful in drawing out any *material considerations* in connection with the development in question and may be helpful in highlighting how it should be assessed against policies in the *Development Plan.* However the Council's ultimate responsibility is to determine development proposals in accordance with the *Development Plan,* unless *material considerations* indicate otherwise.

Post application Stage

5.2.12   Once a decision has been made the result will be explained in writing to the applicant (or their agent, if applicable), all third party representors and parish councils. It will also be published on the Council's website, in the list of planning decisions.

5.2.13   If the applicant is unhappy with a decision to refuse permission for the proposed development, or to grant permission subject to conditions, he/she may appeal to the First Secretary of State in accordance with Section 78(1) of the Town & Country Planning Act 1990 within 6 months of the date of the notice.

5.3 Involvement Techniques for use at the Pre-application Stage

5.3.1   'Fig. 8 - Suitable community involvement techniques for the Pre-application Stage of Tier 1-3 planning applications.' outlines different techniques that are suitable for involving *communities* in Tier 1-3 applications at the Pre-application Stage. Again it is necessary to state that this table is in no way prescriptive and should only be seen as providing guidance on a range of suitable techniques. Please refer to 'Appendix 2 : Involvement Techniques Explained' for descriptions of the various techniques listed in Figure 8.

5.3.2   We would encourage developers to take note of and adopt the principles for effective *community* engagement in the new planning system, as laid out in paragraphs 3.3.1 to 4.3.4 of this *SCI.*

	Tier 1 applications	Tier 2 applications	Tier 3 applications
Action planning event	✓	✓	
Planning for Real®	✓		
Focus group	✓	✓	✓
Public Forum	✓	✓	
Interactive exhibition	✓	✓	
Development brief	✓		
Postal/Online survey	✓	✓	✓
Parish council(s)	✓	✓	✓
Website notice	✓	✓	✓
Media notice	✓	✓	

Fig. 8 - Suitable community involvement techniques for the Pre-application Stage of Tier 1-3 planning applications.

5.4 Applications within the Broads Authority Area

5.4.1   Broadland District Council is contracted to deal with planning applications that fall within the Broads Authority area within Broadland District. Any such applications will be processed by Broadland's Planning Control Officers in the same way as other applications. The only difference is that applications that are not due to be determined by a delegated officer are forwarded to the Planning Committee of the Broads Authority and not Broadland District Council for determination.

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Who Should Be Involved?

6.1 Statutory Bodies

6.1.1   The Government has set out a list of statutory bodies that authorities must involve in the *Local Development Framework (LDF)* process. In Broadland's case, these organisations are as follows:

Statutory Consultees
East of England Regional Assembly
Government Office for the East of England
Countryside Agency
Environment Agency
Historic Buildings & Monuments Commission for England
English Nature
Strategic Rail Authority
Highways Agency
East of England Development Agency
Parish & Town Councils within Broadland District
Neighbouring Parish Councils outside Broadland District
Norfolk County Council
Broads Authority
Norwich City Council
North Norfolk District Council
Breckland District Council
South Norfolk District Council
Great Yarmouth Borough Council
Anglian Water
Norfolk, Suffolk & Cambridgeshire Strategic Health Authority
Relevant telecommunications companies
Relevant electricity and gas companies

Fig. 9 - Statutory bodies in the LDF process

6.2 Additional Bodies

6.2.1   We are committed, through our Consultation Policy, to inclusivity in the involvement process and want to make the *LDF* process open to any individual or organisation interested in the future development of Broadland.

6.2.2 In order to achieve genuine *community* involvement and a shared sense of 'ownership' of the new planning process, we have identified a range of other types of *stakeholder* that will be given the opportunity to get involved in the *LDF* process. 'Fig. 10 - Additional Bodies in the LDF process', below, sets out these additional groups which, alongside the Statutory Bodies, will make up the *LDF* database.

Stakeholder Group	Description
Agents & Developers	Largely private sector companies who have potential interests in Broadland's development
Black & Minority Ethnic groups	Mainly local voluntary groups representing BME communities in the District.
Business & Commerce organisations	This group includes bodies such as chambers of trade & commerce and other business forums.
Community groups	Residents associations, community associations or village societies which work to improve quality of life in their locality
Community Safety bodies	This group largely comprises of public sector bodies, including the Police and related community safety organisations.
Disabled Peoples' organisations	There are a wealth of voluntary and public sector groups in the district and county which represent and/or care for disabled people.
Economic Development agencies	This groups mainly consists of public sector agencies which exist to develop the agencies local economy.
Educational bodies	Voluntary and public sector organisations working across the spectrum of learning, from pre-school to adult education.
Elderly Peoples' groups	Primarily voluntary sector bodies operating in the district which represent and/or care for the elderly.
Environmental/Heritage organisations	This group primarily comprises larger voluntary & public sector bodies working in the field of natural/built/historic environmental conservation.
Equal Opportunities bodies	Mainly national and county-wide organisations which represent marginalised groups such as travellers, socially excluded etc.

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Stakeholder Group	Description
Faith groups	A mix of local religious organisations representing different faiths. Manyof these organisations undertake work in the community.
Health & Social Care groups	Public and voluntary sector organisations which exist to improve health, and/or care for groups of people with different pysical/mental difficulties.
Housing Associations	The different housing associations which own properties in the district.
Landowners	A mix of companies, charities, associations etc.
Local Government bodies	This refers to those bodies that are not Statutory Consultees but that still need to be involved (eg Norfolk County Association of Parish & Town Councils)
Regeneration bodies	Organisations which are principally concerned with improving quality of life for Broadland's communities by undertaking regeneration projects.
Rural Development organisations	Mainly charities which operate in rural areas, either campaigning on rural issues or working alongside communities, helping them to address their needs.
Sports & Recreation bodies	A range of local voluntary and private sports and recreation groups and facilities. Most of the groups identified are county or district-wide associations that represent a particular sport.
Tourism bodies	Mainly public bodies aiming to improve tourism in the region and county.
Transport bodies	Voluntary, public and private bodies involved in operating transport or campaigning on transport issues.
Utilities bodies	Mainly organisations which are not statutory consultees, but which represent utilities companies, for example.
Village Halls & Community Centres	Voluntary management committees which co-ordinate the use and maintenance of these community facilities.
Volunteer Development organisations	Organisations which aim to develop the skills of volunteers and which support the voluntary sector.

Stakeholder Group	Description
Youth organisations	Voluntary and public organisations which work with young people to help them increase their aspirations.

Fig. 10 - Additional Bodies in the LDF process

6.3 Links with Broadland Community Partnership

6.3.1   The Broadland Community Plan was produced in 2004 by the Broadland Community Partnership, an alliance involving representatives from the public, private, *community* and voluntary sectors.

6.3.2   This Plan has been produced following extensive consultation with Broadland households in 2003, whereby people were asked to outline their priorities for improving quality of life locally.

6.3.3   The result is a long-term vision (2004-2014) structured into 9 thematic areas, reflecting the aspirations of local people. These themes are:

- Feeling safe
- Ease of access
- Where we live
- Good health
- Decent homes
- Thriving economy
- Our potential
- Living for the future
- Pride in place

6.3.4   In terms of the wider *Local Development Framework (LDF)* there are ample opportunities to enable the delivery of the Broadland Community Plan. All themes have the potential to relate to spatial development in Broadland (e.g. 'Feeling Safe' could relate to the way houses and housing estates are designed, ensuring streets are well-lit and that adequate space is left between buildings etc.). Attention will be paid to the aspirations contained within the Broadland Community Plan to identify those that have any relation to spatial development and which could therefore be complimented by the inclusion of particular policies within the *LDF.*

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6.3.5   Another link that has already been made between the content of the *LDF* and that of the Community Plan is that of adopting the nine themes listed above as one of the key indicators in determining the thematic interests of stakeholders included in the *LDF* database. This will aid us in selecting relevant statutory and additional *stakeholders* for involvement in the production of specific *Local Development Documents (LDDs).*

6.3.6   Additionally it is anticipated that the *Core Strategy* will pay regard to these themes when setting out the spatial vision and objectives for Broadland.

6.3.7   There may also be the potential to combine consultation processes, at appropriate times, between the *LDF* and the Community Partnership, in order to share resources, avoid duplication of effort and reduce the risk of consultation fatigue.

6.3.8   More information regarding Broadland Community Partnership and the Community Plan can be found via the 'Local Initiatives' section on Broadland District Council's website (www.broadland.gov.uk).

6.4 Involving 'Hard to Reach' Groups

6.4.1   In line with our Consultation Policy, we will make every effort to consult with 'hard-to-reach' groups as part of the *LDF* process. What this term generally means is that traditional methods of *community* involvement may not be appropriate for these particular groups or will not bring results that will enable us to understand the viewpoints of the group being approached.

6.4.2   *Community* consultation work commissioned by Broadland Community Partnership in 2003, and undertaken by SMRC Ltd., highlighted several 'hard-to-reach' groups in the district.

6.4.3   The specific groups highlighted were:

- Disabled people
- Young people
- Older people
- Ethnic minorities
- Single parents
- Travellers

6.4.4   'Fig. 10 - Additional Bodies in the LDF process', above, does include organisations which represent the 'hard-to-reach' categories (some more so than others) and they will be given opportunities, as with the rest of the consultees, to get involved in the *LDF* process.

However, it is clear that some additional guidelines will be necessary to secure further involvement, should the initial consultation yield poor representation from them and/or the *communities* that they support.

6.4.5   As a result of the consultation commissioned by Broadland Community Partnership, the latter has set, as one of its main actions (Broadland Link Up), the task of facilitating the establishment of various *community* sector forums. These forums will represent the different 'hard-to-reach' groups listed above so that they can assume a central role in shaping the decisions that will affect their quality of life. Where these forums currently exist they have been included as additional *stakeholders* in the *LDF* process. As further forums are developed they shall be added to this list.

6.4.6   Close monitoring of consultation and participation exercises using appropriate recording techniques will enable us to make judgements on whether there has been representation from the 'hard-to-reach' groups. Where it is deemed that representation has been poor, we will seek to work alongside the appropriate Community Sector Forum (where one exists) and/or a suitable 'advocate' organisation from the list of consultees in order to capture the views of this target group.

6.4.7   As with any consultation, it is important to consider the potential needs of those that we may be trying to reach. The following list highlights some examples of good practice that will be considered when consulting *communities*:

- Finding the right time of day to hold an event – it is always difficult to suit everyone's needs, but it may be worth holding the event twice, at different times of the day in order to maximise attendance.
- Providing crèche facilities at events or paying a carers allowance to participants.
- Hiring venues that are accessible.
- Providing facilities such as induction loop systems for those who are hard of hearing, interpreters etc. at events.
- Providing materials in different versions. E.g. large-print documents, audio tapes, translated documents.

6.4.8   In co-ordinating any *community* participation events we will ensure that we ask on invitations whether individuals have any special requirements and that we state that we will try to accommodate them.

6.5 Links with the Broads Authority

6.5.1   The Broads Authority is the *Local Planning Authority* with responsibility for managing the Broads wetland area, which is spread across east Norfolk and parts of Suffolk. The Broads is Britain's largest protected wetland and has similar status to a national park. This means that it needs its own set of planning controls in order to conserve and protect what is a very unique area. Part of the Broads area is based in Broadland District.

6.5.2   This means that the Broads Authority must also produce an *LDF,* including a *Statement of Community Involvement (SCI),* setting out planning policies for the Broads area.

6.5.3   Clearly there is a danger here that some *communities* may not only be consulted by Broadland District Council on planning policy issues, but also by the Broads Authority (should they fall within that authority's area). This could quickly become very frustrating for the *communities* concerned and also for both authorities.

6.5.4   We therefore propose that, where possible, we combine resources with the Broads Authority to engage with *communities* in a fashion that benefits all parties involved: *communities* and *stakeholders,* Broadland District Council and The Broads Authority. These resources could include staff time and expertise, funds, equipment etc.

6.5.5   We will monitor the Broads Authority's *Local Development Scheme (LDS),* once adopted, to see where there may be opportunities for combining consultation processes. Where it is deemed possible for us to do this, we will ensure that we liaise with the appropriate officer(s) in the Authority to explore further potential for combining resources.

6.6 Involving Councillors

6.6.1   Councillors have been elected to represent their electors and it is important that they are made aware of every stage of the *LDF.* This is so that they can not only play a full part in the consultation process themselves should they desire to, but also so that they can begin to generate interest and raise awareness within their respective wards.

6.6.2   Members of the public may also, at times, wish to lobby their local councillor(s) on issues relating to planning. This then presents an opportunity for these views to be fed back to the Council and dealt with in an appropriate fashion.

6.6.3 Broadland District Council members are restricted by a code of conduct that prevents them from taking a view on a development proposal, where that view is based purely on lobbying by either developer interests or an objector. In order to play a full part in the determination of a proposal, Council members will only take a view on a development matter once all of the evidence has been presented to them.

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Who Should Be Involved?

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7.1 Maintaining Records of Contacts

7.1.1   Clearly, the *Local Development Framework (LDF)* database will be constantly changing. All organisations go through changes, whether the named contact within the organisation, a change to the name or address of the organisation itself or the fact that the body no longer exists.

7.1.2   In order that the *Statement of Community Involvement (SCI)* remains an effective document, we will need to ensure that these changes are tracked and noted on the *LDF* database. The points below outline how the database will be maintained.

- During the production process of the *LDF* all initial items of correspondence will include a reminder for organisations to contact us should their details change or if the current details are wrong in any way.
- Every review of an *Local Development Document (LDD),* thereafter, will include a similar reminder on items of correspondence.
- The *LDF* section on our website will include a permanent reminder to those involved in the process to notify us of any changes of contact details (with an email link to the officer responsible).

7.2 Reviewing Involvement Techniques

7.2.1   In putting the involvement techniques mentioned in this *SCI* into practice, it should become clear to all concerned whether, in fact, they are most suitable for gathering views at the specific stages to which they have been assigned. The basis for their inclusion in this document is the results of a survey asking stakeholders what techniques they would like us to use as well as a range of authoritative guidance showing which techniques work best and in what circumstances. Until we actually use them, however, we cannot be entirely sure that they will yield the best results for involving *communities* in Broadland.

7.2.2   We will ensure that, for each stage of *community* involvement we go through, we monitor the effectiveness of the involvement. We can monitor who has been involved (age, postcode, gender, ethnicity etc.) to see whether any key *communities* are missing out. At meetings/ events we can ask people to fill out evaluation sheets showing how effective that event has been. Following production of documents we can assess whether the questions we asked and the methods we used to ask those questions gave us the types of responses we needed to effectively draw up an *LDD.* All of this monitoring will help us to refine, replace or add new techniques into the *SCI,* when we feel the document needs to be reviewed.

7.2.3   The results of this monitoring and evaluation will be summarised and form part of our *Annual Monitoring Report (AMR)* which we will send to the *East of England Regional Assembly* on an annual basis. The *AMR* will also highlight any intention that we may have to review the *SCI.*

7.3 Resources

7.3.1   We feel that the programme for involving *communities* and other *stakeholders* in the production of the *LDF* is achievable, in terms of the use of staff and financial resources.

7.3.2   Clearly the production of Broadland's *LDF* is going to require input from a range of Council officers. The Policy Unit will take the lead in the production of *LDDs* and Planning Control will take the lead in dealing with developers and major planning applications.

7.3.3   In terms of engaging with *communities* and *stakeholders* there are opportunities for wider staff involvement from within the Council. When consultation is being planned Council officers could adopt one or more of the roles highlighted in 'Fig. 11 - Potential roles for Council Officers when community consultation occurs'.

7.3.4   There is a risk, however, that the demands of consultation, relating to *LDD* production, threaten to stretch staff resources at the Council. In individual cases where this becomes a problem we will consider additional, external sources of help, such as from a private consultant.

7.3.5   It is important to consider the financial resources needed to undertake the involvement techniques outlined in 'Fig. 4 Community involvement techniques to be used during different stages of specific LDD production'. 'Appendix 2 : Involvement Techniques Explained' provides an indication of the general resource implications for each involvement technique. The Council will carry forward the budget traditionally allocated to the preparation of local plans, augmented (where the opportunity or need arises) by a portion of any external funding such as the Planning Delivery Grant in order to fund these exercises.

7.3.6   There is evidently a risk that, in certain instances, we will not be able to fund certain participation exercises as much as would like to be able to, due to financial constraints. The flexibility of the process, as outlined in 5.2.4, and the benefit of being able to tailor techniques to suit circumstances means that we will endeavour to provide the same quality opportunity for involvement, albeit in a fashion which incurs less expense.

Monitoring and Review

Role	Description
Co-ordinator	Aiding in the setting up and co-ordinating consultation and ensuring things run smoothly.
Facilitator	Helping to stimulate and steer discussion between stakeholders at interactive events.
Expert	Being on hand as a source of knowledge on a particular subject of relevance to the consultation.
Results analyst	Recording data captured at consultation and analysing the results.
Guide	Remaining a 'neutral party' but available as a source of advice on how to consult, for example (Particularly relevant for when developers wish to engage communities.)

Fig. 11 - Potential roles for Council Officers when community consultation occurs

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Appendix 1 : Definition of Terms

AAP - Area Action Plan	Should be used to provide the planning framework for areas where significant change or conservation is needed. A key feature of AAP's will be the focus on implementation.
Annual Monitoring Report	Local authorities are required to produce an Annual Monitoring Report each December, with a base date of the previous March, showing progress towards the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being implemented.
Community	(As used in this context) All of those living and working in Broadland. This includes the general public, parish and town councils, businesses, community groups, voluntary organisations, developers, statutory agencies etc.
Core Strategy	This strategy sets out the key elements of the planning framework for the area. It should comprise of a spatial vision & strategic objectives for the area, a spatial strategy, core policies and a monitoring and implementation
CICs - Council Information Centres	These are located at Aylsham and Wroxham libraries as well as at the Millenium Library at the Forum in Norwich. Information is available on any of the services provided by the Council, either by the staff on duty or by being put in touch with the relevant person or department.
CIPs - Council Information Points	A range of post offices, village shops and other outlets which stock information leaflets and other documents relating to Council services. A list of locations is available on the Council's website (www.broadland.gov.uk)
Development Plan	The primary consideration for the Council in determining planning applications. Comprises of the Regional Spatial Strategy and Development Plan Documents (including Minerals and Waste DPD's produced by Norfolk County Council).
DPD - Development Plan Document	An LDD which forms part of the statutory Development Plan.

EERA - East of England Regional Assembly	A partnership of elected representatives from the 54 local authorities in the East of England region and appointed representatives from the community. It exists to promote the economic, environmental and social well-being of the region. EERA is responsible for producing the Regional Spatial Strategy.
LDD Bodies	At the 'Issues & Options' stage of producing a Local Development Document, the Council will identify from its LDF database, which bodies it feels will have an interest in the particular document being produced. These bodies will then specifically be invited to engage in the production of that policy document. (N.B. All other bodies on the database will receive notification of the opportunity to get involved).
LDD - Local Development Document	Planning documents which collectively make up the Local Development Framework. These can either be a DPD an SPD or the SCI.
LDF - Local Development Framework	A 'portfolio' of Local Development Documents which collectively delivers the spatial planning strategy for the LPA area.
LDO - Local Development Order	LPAs will be able to introduce LDOs at their discretion. They give permitted development rights to developers who bring forward proposals in line with a policy in a DPD.
LDS - Local Development Scheme	Sets out the programme for preparing LDDs. This document is available to view on the Council's website (www.broadland.gov.uk).
LPA - Local Planning Authority	Responsible for producing the Local Development Framework.
Material Consideration	Any consideration that relates to the use and development of land is capable of being a planning consideration. Material considerations must be genuine planning considerations, i.e. must relate to the development and use of land in the public interest. The considerations must also fairly and reasonably relate to the application concerned.
MIC - Mobile Information Centre	A bus operated by Broadland District Council which contains information on Council services and which travels 5 days per week to a variety of locations within the district. More

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	information can be found on the Council website (www.broadland.gov.uk)
Outline Planning Permission	This gives an outline of the proposed development, such as the size and height of a building, for example. Full details of the building must be provided and approved before building work can start. Detailed planning permission must be applied for within three years
Planning Control Policies	Criteria-based policies which are required to ensure that all development within the area meets the spatial vision and objectives set out in the Core Strategy.
'Preferred Options' document	Produced as part of the preparation of Development Plan Documents. It sets out the Council's preferred options relating to the LDD and is made available to the public in order that representations can be made.
Proposals Map	LPAs must include within the LDF a Proposals Map which should highlight, geographically, the adopted development plan policies of the LPA. This needs to be revised as each DPD is adopted.
RSS Regional Spatial Strategy	This will replace Regional Planning Guidance and will be the responsibility of the East of England Regional Assembly. It also forms part of the Development Plan.
Reserved Matters	These relate to design, external appearance, siting, means of access and landscaping where outline planning permission has already been granted. Conditions attached to the permission may require other details to be approved (e.g. materials).
SAR - Site Allocation Representation	A representation, made at the DPD submission stage, which relates to a particular site highlighted within the DPD. All SARs need to propose alternative suggestions to the original site allocation.
Site Specific Policies	Where land is allocated for specific uses (including mixed uses), this should be highlighted in one or more DPDs. The identification of sites should be founded on a robust and credible assessment of the suitability, availability and accessibility of land for particular uses or mix of uses.

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Stakeholder	(As used in this context) Any individual or organisation that has an interest in development matters relating to part or all of Broadland District.
SCI - Statement of Community Involvement	A statement of the LPAs policy and the process for involving the community in preparing and revising LDDs and for consulting on planning applications.
SPD - Supplementary Planning Document	An LDD which expands on policies set out in a DPD or provides additional detail. For example: design guides, area development brief etc. SPDs are not statutory requirements and do not form part of the Development Plan
Sustainability Appraisal	A tool for appraising policies to make sure they are economically, environmentally and socially sustainable. A Sustainability Appraisal is required to be carried out for every LDD produced. They ensure compliance with EU and UK legislation requiring Strategic Environmental Assessment.

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Appendix 2 : Involvement Techniques Explained

INVOLVEMENT TECHNIQUE	DESCRIPTION	TARGET GROUPS	ADVANTAGES OF METHOD	DISADVANTAGES OF METHOD	RESOURCE IMPLICATIONS
Postal survey	Postal survey of statutory & relevant additional consultees.	Statutory and Additional consultees	Can cover a wide range of issues & topics. Relatively easy to analyse results. Relatively quick process.	Difficult to use for complex subjects. Difficult to ensure that sample is representative. Low levels of return are common.	Relatively inexpensive.
Online survey	Survey form available to fill in online, on the Council's or a developer's website.	Statutory and Additional consultees / Members of the public	Similar to above. Even quicker process. Can make further information easily available.	Similar to above. Also alienates those that don't have access to I.T.	Very inexpensive.
Representation form	Standard form that will be made available on production of draft/ submission LDDs so that representations can be made.	Statutory and Additional consultees / Members of the public	Quick, easy method for individuals to comment on content of LDDs. As a standard format is used, will be easier for Council to analyse comments.	Questions need to allow for those making comments to say whatever they like about the content of document	Relatively inexpensive.
Focus groups	Small-group discussion guided by a trained leader. It is used to learn more about opinions on a designated topic, & then to guide future action.	Specialist bodies drawn from statutory and additional consultees / community groups and parish councils	Get better understanding of what people are feeling. Relatively easy to organise. Can be used to consult different sections of community as well as on different topics. Complex issues can be tackled through the presence of authority officers.	Small sample means that results not necessarily representative. Difficult to quantify results.	May need to pay group facilitator but relatively inexpensive.
Citizen's Panel	Survey of 1,000 Broadland residents which occurs twice per year.	Members of public	Resource already exists – low cost. Panel is representative of Broadland public. Can be used to assess changes in opinion over time.	Occurs twice yearly at set times and may not tie in with consultation timescales. Also, may not be able to get questions asked that would wish to.	Relatively inexpensive. Not particularly labour intensive.
Action Planning Event	Event held within the community which allows people to produce plans of action at carefully structured sessions in which everyone works creatively together.	Statutory and Additional consultees (incl. parish councils and community groups) / Members of public	Takes detailed consultation into the community. Can deal with relatively complex issues by having authority officers on hand. Allows for cross-fertilisation of ideas & flexible ways of putting across views.	Difficult to ensure that attendees are representative of whole community. Can be difficult to get people to attend (provide other incentives).	Generally more expensive than focus groups. Several officers will need to be involved in running it (facilitators, note-takers etc.).

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INVOLVEMENT TECHNIQUE	DESCRIPTION	TARGET GROUPS	ADVANTAGES OF METHOD	DISADVANTAGES OF METHOD	RESOURCE IMPLICATIONS
Planning for Real ®	Planning for Real ® uses simple models as a focus for people to put forward & prioritise ideas on how their area can be improved.	Statutory and Additional consultees (incl. parish councils and community groups) / Members of public	Available as tailored package from Neighbourhood Initiatives Foundation (NIF). Highly visible & enjoyable to engage in, making it easy to get honest & wide-ranging opinions. Can deal with complex issues. Can form part of above.	Difficult to ensure that attendees are representative of whole community. Very structured approach may limit usefulness for some issues. Can take some time.	Generally more expensive than Action Planning but is good value. Officers will need training & will need to be on hand at events.
Public Forum	An open event in the community used for information giving, generating ideas & creating interaction (Can be used for one community or for a cluster of parishes).	Members of public / parish councils and community groups	Random, direct response gives flavour of views. Can cover wide range of topics. Can be combined with many other interactive techniques.	Difficult to get representative sample. If not structured, can be difficult to encourage response & generate interest.	Relatively inexpensive but can be labour intensive.
Interactive Exhibitions	An open exhibition in an accessible location which allows people to browse displays and register their views on proposals.	Members of public / parish councils and community groups	Allows people to comment on proposals in a non-threatening, enjoyable and informal manner. Officers should be on-hand to deal with queries. As exhibitions are open all day, can get good representation from public.	Needs to be publicised very well, esp. if stand-alone event.	Very inexpensive but officer time can be demanding.
Community Sector Forums	(E.g. Broadland Older Peoples Partnership, Broadland Disability Forum). Consulting these groups as representatives of different 'hard-to-reach' sectors of local society.	'Hard-to-reach' groups / specialist bodies drawn from list of additional consultees	Allows relatively quick and accessible consultation to be carried out which can provide viewpoints of specific 'hard-to-reach' groups. Useful if first round of consultation fails to attract responses from representatives of 'hard-to-reach' groups.	Only two forums currently exist (as at Dec 2004).	Relatively inexpensive and quick process.
Development Brief	Relating to Tier 1 planning proposals. A plan, drawn up by potential developers in partnership with communities, relating to the development of an area.	Parish councils and community groups / members of public / specialist bodies drawn from statutory and additional consultees	It ensures that the detailed guidelines of how an area should develop are set before planning approval is granted to a developer. Most effective when drawn up before a planning application is made.	If produced after an application has been received, then its influence may be limited, the applicant will get 'frustrated' and there will be further delays in the determination process.	Can be a fairly resource intensive process and certainly quite lengthy. Costs will be borne by developer.

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Appendix 3 : Example of "Major" Planning Applications

Tier	Description	Planning legislation	Examples
1	Applications where there are considerable issues of scale and controversy or which are contrary to Development Plan policy.	Development Plan Departures that are referred to Secretary of State	Proposal to develop an unallocated greenfield site for houses or development of an allocated site at variance with policies in the Development Plan. Such departures must be referred to the Secretary of State if the Council is minded to approve them.
		Schedule 1 developments as defined by Environmental Impact Assessment Regs.	Installation of waste disposal facilities for treatment of hazardous waste with a capacity exceeding 100 tonnes per day
		Development falling within provisions of Shopping Development Direction	Development that includes the provision of gross shopping floor areas of 20,000 square metres or more.
2	Applications broadly in accordance with Development Plan BUT raising controversial detail and other departures from Development Plan.	Schedule 2 developments as defined by Environmental Impact Assessment Regs.	Developments that are likely to have an effect on the environment due to their nature, size and location
		Development proposals which fall within the Town & Country Planning (Residential Development on Greenfield Land) Direction 2000	Proposals relating to a site of 5 ha or more of greenfield land or comprise 150 dwellings or more, irrespective of size of site (even if allocated).
		Development proposed on playing fields as set out in Town & Country Planning (Playing Fields) Direction 1998	Proposal for development of any playing field owned by a local authority or used by an educational institute
		Applications which require a Full Transport Assessment	Any developments which have implications for transport

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Tier	Description	Planning legislation	Examples
3	Applications of a scale or development area for which the Council requires wider community involvement and applications that fall within sites that are 'sensitive' to development pressures.		Any 'Major Developments' as classified under DoE codings (1992) which do not fall within Tiers 1 and 2
			Applications which involve an authority in seeking provision of affordable housing
			Applications involving an authority in requiring contributions toward school places
			Proposals to develop next to a listed building
			Proposals for substantial demolition in a conservation area
			Proposals which involve potential loss of allotment land
			Proposals which involve loss of employment land for housing

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