

North East Lincolnshire

Statement of Community Involvement

Adopted June 2020



Working in Partnership

SCI update

The Council is required to prepare a Statement of Community Involvement to set out how we intend to involve local communities, businesses and organisations in preparing the 'Local Plan' and the planning application process.

This 2019 Statement of Community Involvement for the the first time incorporates the North East Lincolnshire Commitment which has been created by community member, and representatives from the Voluntary, Community and Social Enterprise (VCSE) sector working as equal partners with North East Lincolnshire Clinical Commissioning Group and Council as agreed principles for community engagement in North East Lincolnshire.

The Council is committed to encouraging residents, businesses and organisation or those who have an interest in the future of North East Lincolnshire to get involved, through meaningful community involvement, in the planning process.

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Introduction

- 1.1** Whether we realise it or not planning decisions affect us all. From the homes we live in, the places we work, the open spaces where we relax to the roads we travel on are all a result of planning decisions.
- 1.2** Most new buildings, certain changes to existing buildings (including their use) or significant changes to the local environment need consent, known as planning permission.
- 1.3** It is important for us all to understand the planning process and for the Council to explain how it hopes to encourage people to get involved with and contribute ideas that can influence that process. To help to achieve this all local planning authorities prepare a document called the Statement of Community Involvement or SCI.

What is a Statement of Community Involvement?

- 1.4** The Government sets out through various pieces of legislation, guidance and regulations the minimum requirements all local planning authorities must follow in relation to all planning matters.
- 1.5** The Statement of Community Involvement provides information which relates to a particular council area. This Statement of Community Involvement relates to the Borough of North East Lincolnshire.
- 1.6** North East Lincolnshire's first Statement of Community Involvement was prepared as part of the Local Development Framework and adopted in November 2006. It was reviewed in 2012, when the Council made the decision to cease preparing the Local Development Framework documents in favour of a single local plan. The revised version was adopted in February 2013.
- 1.7** Since then there have been significant changes in the Government's approach to 'plan-making', the way in which consultation can be undertaken and most recently the introduction of the requirement for councils to complete a review of the Statement of Community Involvement every five years.
- 1.8** The use of electronic communications continues to grow and become more popular, including the use of social media, email and websites as an important tool for consultation. This change from more traditional forms of communication has taken place against a backdrop of continuing reductions in council funding and resources.
- 1.9** As a result the use of electronic communication tools will form a more central role in ensuring the Council continues to involve, engage and consult with its communities and stakeholders in the future.

The North East Lincolnshire commitment

1.10 In 2017 North East Lincolnshire Council and NHS North East Lincolnshire Clinical Commissioning Group (CCG) established a Union Board to make the best use of our combined resources and focus to grow and enhance the place of North East Lincolnshire. In 2019 after extensive public and stakeholder engagement and working closely with community members and VCSE representatives the Union Board adopted the North East Lincolnshire Commitment and Community Engagement Strategy - Talking, Listening and Working Together.

1.11 The North East Lincolnshire Commitment will frame how this Statement of Community Involvement is delivered in relation to shaping future local plan; and places an expectation that engagement will be embedded across the planning process. Evidence of the engagement process will be monitored by the Engagement Steering Group which can also be called upon for advice and support on how to effectively engage from the earliest stages of the planning process. The steering group will also ensure that engagement in the wider regeneration agenda is undertaken so that people have the opportunity to comment and input in to land use proposals from concept through to delivery.

1.12 Further information about the Strategy can be found on the Council's website (<https://www.nelincs.gov.uk>).

The North East Lincolnshire commitment	
Talking	<p>We will be clear and honest about</p> <ul style="list-style-type: none"> • how you can get involved • what we are doing with what you've told us
Listening	<p>We will</p> <ul style="list-style-type: none"> • hear your voice and what you have to say • use what you tell us to bring about change • be open to be challenged on the way we do things
Working together	<p>We will</p> <ul style="list-style-type: none"> • encourage all of our communities to take part • come to the places where you are • work together with you and others to make the best use of time and money
<p>Making Every Conversation Count</p> <p>Created by community members, and representatives from the Voluntary, Community and Social Enterprise (VCSE) sector working as equal partners with the CCG and council and agreed as the way we do things in North East Lincolnshire</p>	

Table 1.1 North East Lincolnshire commitment

Data protection

1.13 Due to the statutory nature of planning policy consultations the Council can not treat comments/representations received as confidential. Therefore any comments received will be published on the consultation portal along with your name and organisation. **We will not publish your personal contact details or use them for any other purpose than to contact you regarding the preparation of planning policy documents.**⁽¹⁾

1.14 If you respond to a planning policy consultation your contact details will be added to our consultation database. This will allow us to contact you about the progress of the document you comment on, as well as future consultations. By submitting a comment on a consultation you are confirming that you agree to this and that you accept responsibility for your comments.

1.15 You can request to see what details we hold about you in relation to the preparation of planning policy documents. You can also ask that your details are removed from our planning policy consultation database at any time. Please note any

comments that you have submitted on earlier consultations will remain publicly available as they form part of the statutory process.

1.16 Further information about the Council's approach to data protection and the GDPR is available on the Council's website (<https://www.nelincs.gov.uk/>).

1 Personal contact details include: postal addresses, telephone number(s) and email addresses.

Community involvement in the planning process

- 2.1** The Council has a strategic vision⁽²⁾ for the future of the Borough, including where development may take place. There are two main areas to the local planning process, 'planning policy' and 'development management'. Put simply they will be used to guide development and determine planning applications which will help to deliver that strategic vision.
- 2.2** Throughout the planning process community involvement and consultation plays an important role. Whether it is during the preparation of the various planning policy documents or when a planning application is submitted to the council for approval, the views of residents, businesses and organisations are important.
- 2.3** The more effective the engagement with communities is in the planning policy process, the less likely people are to feel that their needs are not being met by local planning decisions.
- 2.4** Different forms of involvement, engagement and consultation may be more suitable at the various stages of the planning process. It will depend on the document being prepared as to the methods used. More information about the stages and methods of consultation used is set out in Section 3 'When community involvement will take place'.
- 2.5** An overview of the main types of planning documents prepared by the Council is set out below. These local documents must be in conformity with any national planning documents which are prepared by the Government.⁽³⁾
- 2.6** A Local Development Scheme (LDS) will be prepared, maintained and monitored. The purpose of the Local Development Scheme is to set out a rolling three year programme for the preparation and review of the Local Plan so that people can find out when they can get involved.

Local Plan

- 2.7** The Local Plan is the main planning policy document produced by the Council. It contains policies to guide the development of the Borough and includes allocations that indicate where development will take place over a 15 year period from the adoption of the Plan.

2 The Strategic Vision is set out in the adopted Local Plan available on the Council's website (<https://www.nelincs.gov.uk>).

3 National planning documents can include legislation, regulations and guidance documents, for example the National Planning Policy Framework (NPPF). Further information can be found on the Government's website (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>).

- 2.8** The Local Plan forms part of the 'Development Plan' (along with 'made' Neighbourhood Plans). Planning applications must be determined in accordance with the Development Plan unless other material considerations indicate otherwise.
- 2.9** As required by national planning policy the Local Plan should be prepared by the local planning authority in consultation with the community.
- 2.10** The current local plan is the 'North East Lincolnshire Local Plan 2013 to 2032 which was adopted in March 2018.'⁽⁴⁾
- 2.11** There are several stages involved in the preparation of a local plan, both informal and statutory. Whilst the statutory stages are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and followed by all planning authorities the early more informal stages can be tailored to reflect local circumstances.
- 2.12** Local Plans are required to undergo an examination in public. This is carried out by an independent Planning Inspector appointed by the Government.

- 2.13** Once adopted council's are required to review their local plans on a regular basis to ensure they remain up to date.⁽⁵⁾

Sustainability Appraisal and Strategic Environmental Assessment

- 2.14** All local plans must be subject to a Sustainability Appraisal and Strategic Environmental Assessment along with some Supplementary Planning Documents.
- 2.15** The Sustainability Appraisal is an evolving process and, in relation to the preparation of a new local plan or review of the existing local plan its purpose is to assess the social, environmental and economic effects of the plan. This helps to ensure that the policies contained in the Local Plan contribute to achieving sustainable development.
- 2.16** The Sustainability Appraisal is an integral part of the Local Plan preparation and its outputs will be consulted upon at various stages throughout its preparation.

4 A copy of the adopted Local Plan can be viewed and downloaded from the Council's website (<https://www.nelincs.gov.uk>).

5 The 2019 Town and Country Planning (Local Planning) (England) Regulations introduced the requirement for councils to review their adopted local plans every five years from their adoption.

Habitats Regulations Assessment

2.17 The objective of the Habitat Regulations Assessment is to determine whether the emerging local plan is likely to have a significant effect on the achievement of the conservation objectives of the European and International conservation sites within and around the area. These sites include:

- Special Protection Areas (SPAs) for birds classified by the '1979 Wild Birds Directive'
- Special Areas of Conservation (SACs) for other habitats and species designated through the '1992 Habitats Directive'
- Ramsar sites, which are internationally important wetland areas designated under the 'Ramsar Convention'

2.18 The Habitat Regulations Assessment is a process which feeds into the development of the emerging local plan.

Supplementary Planning Documents

2.19 Supplementary Planning Documents (SPD) are documents which add further detail to the policies within the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design.

2.20 SPD can take the form of:

- design guides
- area appraisals/development briefs
- issue based documents

2.21 SPD are capable of being a material consideration in planning decisions however, they do not form part of the development plan for the Borough.

2.22 A SPD is simpler to prepare than a local plan. They are subject to public consultation however, they do not undergo an examination.

2.23 The Council may prepare SPD at any time, but is not obliged to do so. The adopted Local Plan identified that the following SPD would be prepared:

- Affordable housing
- Grimsby West
- Wind energy

2.24 A timetable for the preparation of a SPD will be published on the Council's website (<https://www.nelincs.gov.uk>).

Community Infrastructure Levy

2.25 Community Infrastructure Levy (CIL) was introduced in 2010 and allows councils to raise funds from new developments to help pay for a wide variety of infrastructure in the area, including:

- transport schemes
- flood defences
- schools, hospitals and other health and social care facilities
- parks, green spaces and leisure centres

2.26 The Community Infrastructure Levy is charged in pounds per square meter on new development. These rates are set out in a document known as a 'Charging Schedule'.

2.27 There are several stages in the preparation of a Community Infrastructure Levy. This may include early informal engagement as well as more formal statutory consultation. Like the Local Plan they have to undergo an examination before they can be adopted.⁽⁶⁾

2.28 Councils do not have to prepare a Community Infrastructure Levy.

Local Development Orders

2.29 Local Development Orders (LDOs), where prepared do not form part of the statutory development plan. However, they do help to provide the conditions to stimulate economic development and provide outline planning permission for a specific area.

2.30 The aim of a Local Development Orders is to simplify the local planning process by extending permitted development rights, or granting planning permission, for specific uses in a particular area.

2.31 The type of development permitted by the Local Development Order is set out within the 'Order Schedule'. Developers can still apply for planning permission within an area affected by an LDO, but difficulties may be encountered if the application is contrary to the objectives of the order.

2.32 Local Development Orders do not override restrictions relating to listed buildings, and conditions can be attached to developments permitted by an LDO.

2.33 They are required to undergo a period of public consultation and need to be submitted to the Secretary of State following their adoption. This process can be undertaken relatively quickly.

Evidence base

2.34 A local plan has to be prepared based on an up to date, relevant, proportionate and robust evidence base, which provides details of the current and future needs of the area and communities it supports.

⁶ The process involved are set out in the Community Infrastructure Levy Regulations 2010, as amended.

2.35 The documents that form the evidence base whilst not subject to formal public consultation will be made available on the Council's website (<https://www.nelincs.gov.uk>). If anyone wishes to comment on these documents they can write in and the Council will respond accordingly. The evidence base will include documents, such as:

- Strategic Housing Land Availability Assessment
- Strategic Housing Market Assessment
- Employment Land Review
- Landscape Character Assessment
- Playing Pitch Strategy
- Green Space Strategy
- Five Year Housing Land Supply Assessment

When community involvement will take place

3.1 The Government sets out the minimum requirements all local planning authorities must follow, for consultation in 'plan-making', in the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. Table 3.1 'Stage and type of consultation' provides an overview of the stages involved in the preparation of various planning policy documents and the type and minimum period of community involvement and/or consultation the Council will carry out.

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
Sustainability Appraisal <i>See also the Environmental Assessment of Plans and Programmes Regulations 2004</i>	Preparation of environmental report <i>Regulation 12</i>	The initial piece of work will be the assessment of the scope of the appraisal. Formal consultation will be undertaken with statutory bodies including, Natural England, Historic England and the Environment Agency. <hr/> Minimum period of consultation - five weeks
Local Plan and Sustainability Appraisal and	Preparation of a local plan document <i>Regulation 18</i>	During this informal first stage of a documents preparation the consultation methods used will vary. As a minimum everyone registered on the consultation database, Parish Councils and Ward Councillors will be notified and the use of the Council's website (https://www.nelincs.gov.uk) and consultation portal (https://nelincs-consult.objective.co.uk/portal) encouraged.

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
Habitats Regulations Assessment (where required) <i>See also the Conservation of Habitats and Species Regulations 2010, as amended</i>		<p>Ward members and parish councils will be notified.</p> <p>Copies of the consultation documents will be published on the Council's website (https://www.nelincs.gov.uk/) and consultation portal (https://nelincs-consult.objective.co.uk/portal).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <p>Specific and general consultation bodies will be notified and invited to make representations.</p> <hr/> <p>Minimum period of consultation - six weeks.</p>
	Publication of a local plan document <i>Regulation 19 & 20</i>	

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
		<p>Ward members and parish councils will be notified.</p> <p>A Public Notice will be published in a local paper and on the Council's website (https://www.nelincs.gov.uk).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>Minimum period of consultation - six weeks.</p>
	<p>Submission of a local plan to the Secretary of State</p> <p><i>Regulation 22</i></p>	<p>At the Submission stage, specific and general bodies, and those on the consultation database will be notified of the submission of the documents to the Secretary of State.</p> <p>Ward members and parish councils will be notified.</p> <p>The submission documents will be made available on the Councils website (https://www.nelincs.gov.uk).</p> <hr/> <p>There is no requirement to consult at this stage.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
	Independent examination <i>Regulation 24</i>	<p>At least six weeks before the examination the Council will publish on its website (https://www.nelincs.gov.uk) the date, time and venue where the examination is to be held. Information relating to the person carrying out the examination, and the contact details for the Programme Officer will also be published.</p> <p>The examination is run by the appointed Planning Inspector assisted by the Programme Officer. The Inspector may ask for additional information from anyone who has made a representation.</p> <p>Any documents, papers and additional information requested by the Inspector during the examination will be made available at the examination venue and on the Council's website (https://www.nelincs.gov.uk).</p> <p>On receipt of the Inspector's Report it will be published on the Council's website (https://www.nelincs.gov.uk).</p>
	Adoption <i>Regulation 26</i>	<p>Following receipt of the Inspector's Report the Council will publish the adopted Local Plan on its website (https://www.nelincs.gov.uk).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
		There is no requirement to consult at this stage. However, anyone that has responded to the publication consultation and asked to be informed of the adoption will be notified.
Supplementary Planning Documents	Consultation on the draft document <i>Regulation 12</i>	<p>During this stage of a documents preparation the consultation methods used may vary.</p> <p>As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</p> <p>Copies of the draft document will be made available on the Council's website (https://www.nelincs.gov.uk/) and consultation portal (https://nelincs-consult.objective.co.uk/portal).</p> <p>Copies of the draft document will be made available for inspection at the Planning Department's offices and any other venue considered appropriate.</p> <p>A Public Notice will be placed in a local paper.</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>Minimum period of consultation - six weeks.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
	<p>Adoption and publication</p> <p><i>Regulation 14</i></p>	<p>Following consultation all responses will be considered and where appropriate changes made to the document.</p> <p>The adopted document will be published and made available on the Councils website (https://www.nelincs.gov.uk).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the adoption will be notified.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
Community Infrastructure Levy <i>See also the Community Infrastructure Levy Regulations 2010, as amended</i>	Draft charging schedule <i>Regulation 16</i>	<p>Copies of the draft document will be made available at the Planning Departments office and on the Council's website (https://www.nelincs.gov.uk/) and consultation portal (https://nelincs-consult.objective.co.uk/portal). Copies of the draft document may also be made available at other venues across the Borough.</p> <p>As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>Minimum consultation period - six weeks.</p>
	Advertising statement of modifications (if required) <i>Regulation 19</i>	<p>If significant changes to the draft charging schedule are made. The Council must advertise these changes.</p> <p>As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</p> <p>Details will be published on the Council's website (https://www.nelincs.gov.uk).</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
	Submission of documents and information to the examiner <i>Regulation 19</i>	<p>The submitted documents will be published on the Council's website (https://www.nelincs.gov.uk).</p> <hr/> <p>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the submission will be notified.</p>
	Examination <i>Regulation 21</i>	<p>At least two weeks before the examination, details of the examination, including dates, times, venue and appointed Inspector will be published on the Council's website (https://www.nelincs.gov.uk) and in a local paper.</p> <p>The examination is run by the appointed Inspector.</p> <p>All those who made representations to the draft charging schedule will be notified of the examination.</p> <p>On receipt of the Inspector's Report it will be published on the Council's website (https://www.nelincs.gov.uk).</p>
	Approval and publication	<p>The adopted document will be published on the Council's website (https://www.nelincs.gov.uk).</p> <p>Paper copies will be made available, a charge will be made to cover the costs of printing.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
	<i>Regulation 25</i>	<p>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the adopted will be notified.</p>
Statement of Community Involvement	Draft document	<p>Whilst there is no longer a legal requirement to undertake consultation on a draft Statement of Community Involvement prior to its adoption, previous versions of the Statement were prepared on this basis and it is considered good practice to continue to do so. It is important for the Council to understand how the communities of North East Lincolnshire would wish to be involved in the preparation of future planning policy documents, including the review of the Local Plan, and to include this information in a revised Statement of Community Involvement.</p> <p>A copy of the draft document will be made available for inspection at the Planning Department's offices and any other venue considered appropriate. Everyone on the consultation database and other interested parties (where we deem they will be affected) will be notified.</p> <p>Ward members and parish councils will be notified.</p> <p>A Public Notice will be placed in a local paper.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
		<p>All documents will be published on the Council's website (https://www.nelincs.gov.uk) and Consultation Portal (https://nelincs-consult.objective.co.uk/portal).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>Minimum period of consultation - six weeks.</p>
	Adoption	<p>Following consultation all responses will be considered and where appropriate changes made to the document.</p> <p>The adopted Statement of Community Involvement will be published and made available on the Council's website (https://www.nelincs.gov.uk).</p> <p>Paper copies will be available on request, a charge will be made to cover the cost of printing.</p> <hr/> <p>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the adoption will be notified.</p>

Stages and types of consultation		
Document	Stage (Regulation)	Consultation type and minimum period
Neighbourhood Planning		<p>The Council is not responsible for the preparation of a Neighbourhood Development Plan. However, it does have a "Duty to Support" those preparing it. At various stages throughout the process details will be published on the Council's website (https://www.nelincs.gov.uk).</p> <p>Further information is set out in Section 5 'Neighbourhood Development Plans'.</p>

Table 3.1 Stage and type of consultation

Brownfield land register

- 4.1** The 'Town and Country Planning (Brownfield Land Register) Regulations 2017' came into force on 16 April 2017. These require local planning authorities to prepare and maintain a register of brownfield land (also referred to as previously developed land) that is suitable and available for residential development.⁽⁷⁾
- 4.2** Some sites that are included in the Register will be granted 'Permission in Principle'.⁽⁸⁾ This establishes the principle that residential development can take place on that site, although a further consent would be required to implement that permission. Prior to granting permission in principle through the Register, the Council will consult any person, body or authority that would normally be consulted on a planning application for residential development.

7 Further information about the Brownfield Land Register and the sites included in Part 1 of the register are available on the Council's website (<https://www.nelincs.gov.uk>).

8 This forms Part 2 of the register. At the time of publication the Council has not implemented Part 2 of the register or granted Permission in Principle on any site contained in the register.

Neighbourhood Development Plans

5.1 The Government encourages communities to get involved in the production of local planning documents, either by responding to local plan consultations or by producing a Neighbourhood Plan.

5.2 Neighbourhood planning was introduced through the 'Localism Act 2011', and gave powers to Parish Councils and (for those locations where a Parish Council does not exist) communities to develop a planning strategy for their local area to be used in making decisions on relevant planning applications.

What is a Neighbourhood Development Plan?

5.3 A Neighbourhood Development Plan, also known as a Neighbourhood Plan, can build upon the broader policies set out in the Council's local planning documents and represents a chance for people to influence the location, appearance and type of development that comes forward in a specific neighbourhood or parish. They can also allocate sites for development including housing and employment.

5.4 Successful Neighbourhood Development Plans will form part of the Development Plan used by the Council in determining planning applications.

5.5 Information about the key stages in preparing a Neighbourhood Plan have been included to clarify what can be expected from the Council at each stage of their preparation. More detailed independent advice on neighbourhood planning is available on the internet, for example: <https://neighbourhoodplanning.org/> or <https://locality.org.uk/>.⁽⁹⁾

North East Lincolnshire Council's role

5.6 It is recognised that a significant commitment is required from those involved in drafting and producing a Neighbourhood Plan in terms of time and resources.

5.7 The Council will seek to provide support and advice on a range of issues, including consultation and the process of document production.

5.8 The Council will undertake its 'duty to support' the production of Neighbourhood Plans by undertaking the following:

- explain the different stages involved with a Neighbourhood Plan;
- direct the relevant body towards information relevant to the Neighbourhood Plan;

9 The Council does not recommend any specific organisation to help with the preparation of Neighbourhood Plans these website links are given as examples of the independent organisations providing guidance, other websites are available.

- highlight potential issues around compliance with the Local Plan and national policy;
- following submission of a plan assessing the documents compliance with statutory requirements;
- consult for a minimum of six weeks on the submitted Neighbourhood Plan;
- arrange the appointment of a suitable qualified Neighbourhood Plan examiner, and;
- make the arrangements for the referendum and (if approved) for making (adopting) the Neighbourhood Plan.

Preparing a Neighbourhood Plan

- 5.9** The preparation of a Neighbourhood Plan is the responsibility of the Parish or Town Council or Neighbourhood Forum, the Council will provide support to during the preparation process and will undertake specific actions in accordance with the *Neighbourhood Planning (General) Regulations 2012 (as amended)*.
- 5.10** There are three main stages to producing a Neighbourhood Plan, 'Getting established', 'Preparing the plan' and 'Bringing the plan into force'.

- 5.11** The methods and list of stakeholders included in this SCI will be useful in assisting the parish/town councils/neighbourhood forums in carrying out their consultations. However, depending on the complexity of the neighbourhood plan it may be useful for them to to prepare a separate SCI. This can be a simple document, tailored to the local community and include details of who, how, where and when consultation on the neighbourhood plan will take place and how any comments made will be dealt with.

Neighbourhood plan preparation stages	
Stage	Activity
<p>Getting established</p> <p>The Parish or Town Council or Neighbourhood Forum need to submit their proposed neighbourhood area to the local planning authority (LPA) for designation. A Prospective Neighbourhood Forum will also need to submit an application for designation by the LPA.</p>	<p>Step one - process initiated by parish council or neighbourhood forum</p> <p>Public consultation and community engagement should take place on an ongoing basis.</p> <p>The first opportunity communities have to get involved is on the appropriateness of the area that the neighbourhood plan will cover.</p>
	<p>Step two - neighbourhood area designated</p> <p>In order to produce a plan for a neighbourhood area the town/parish council or neighbourhood forum must apply to the Council to become a designated neighbourhood area.</p> <p>This is a formal period of public consultation, which will be for a six week period on the proposal.</p>

Neighbourhood plan preparation stages	
Stage	Activity
	<p>Step three - neighbourhood forum agreed</p> <p>In order to establish a neighbourhood forum those seeking to do so must apply to the Council to become a designated neighbourhood forum.</p> <p>This is a formal period of public consultation, which will be for a six week period on the proposal.</p>
<p>Preparing the plan</p> <p>Preparing a Neighbourhood Plan includes the development of local partnerships, community consultation and engagement, publicity and the building of an evidence base to support the plan. This process will inform the development of a vision and/or aims, which in turn inform the formulation of policy, proposals and site allocations. Community engagement is an important part of this process and will be necessary at all stages of the plan-making process.</p>	<p>Step four - plan or order prepared with district or city council support</p> <p>Once the neighbourhood area is approved the Council advertises this area on its website (https://www.nelincs.gov.uk/) and as a notice displayed in the locality.</p> <p>The Council is then legally required to provide support and advice. Including, but not limited to, planning matters, legal requirements for the production of the neighbourhood plan.</p> <p>Ongoing informal consultation with people who live and work in the designated area, stakeholders and other interested parties is advisable throughout the preparation of the draft document.</p>

Neighbourhood plan preparation stages	
Stage	Activity
	<p>Step five - pre-submission consultation on the draft plan or order⁽¹⁰⁾</p> <p>This is a formal stage of consultation which should be at least a six week period public consultation on the draft plan.</p>
<p>Bringing the plan into force</p> <p>The proposed Neighbourhood Plan is submitted to the LPA, which checks that the proper procedures have been followed during its preparation and that any necessary assessment accompany the plan. The LPA will then, subject to the plan meeting the legal requirements, publish the plan and after a period of consultation arrange for an independent examination and organise a public referendum.</p>	<p>Step six - publication of the plan or order⁽¹¹⁾</p> <p>Subject to the correct procedures having been followed and all the relevant assessments carried out the Council will publish the document for minimum six week period of public consultation.</p>
	<p>Step seven - independent examination⁽¹²⁾</p> <p>The Council will appoint an appropriately qualified and experienced person to carry out the examination. The examination will consider whether the draft plan meets the basic conditions and requirements set out in law.</p>

10 Regulation 14 Pre-submission consultation and publicity.

11 Regulation 16 Publicising the plan proposal.

12 Regulation 17 Submission of plan proposal to examination.

Neighbourhood plan preparation stages	
Stage	Activity
	<p>Step eight - referendum⁽¹³⁾</p> <p>If the neighbourhood plan is found satisfactory, with modifications if necessary, the Council will arrange for the referendum to take place.</p> <p>This is a formal stage and the Council is required to make information about the referendum available 28 days before the vote and give notice of the date of the referendum 25 days before the poll.</p>
	<p>Step nine - Neighbourhood Plan or order made by the Council⁽¹⁴⁾</p> <p>If more than 50% of those voting in the referendum vote 'yes' then the neighbourhood plan will become part of the statutory development plan for the area.</p>

Table 5.1 Neighbourhood plan preparation stages

13 Regulation 19 Decision on a plan proposal.

14 Regulation 20 Publicising a neighbourhood development plan.

Development management

- 6.1** Development Management is the stage at which decisions are made on proposals for the use and development of land and buildings. It is an enabling process involving a positive, problem solving approach taken by the Council to shape and decide proposals for new development. The Development Management Service is responsible for determining the planning applications we receive.
- 6.2** Decisions on planning applications must be made in accordance with the development plan, including Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise.

What is planning permission?

- 6.3** In simple terms planning permission is like asking if you can do a certain piece of building work. It will be granted (possibly subject to certain conditions) or refused. It is your responsibility to find out if planning permission is required and, if required it should be granted before any work begins.

Overview of the Planning application process

- 6.4** Whether you need planning permission to alter or extend your property will depend on the size and position of what you want to do. Some alterations and extensions, particularly

to houses, can often be carried out without the need for planning permission. This is known as 'permitted development'.

- 6.5** Most alterations to business premises do need planning permission, including:
- alterations to shop fronts, and;
 - external security shutters or grilles.
- 6.6** Further information about the planning application process can be found on the Council's website (<https://www.nelincs.gov.uk>).

Commenting on a planning application

- 6.7** The statutory time period given for initial consultation is 21 days but in North East Lincolnshire the initial formal consultation period is normally 24 days. It is very important to meet this deadline in order to have your comments taken into account.
- 6.8** Comments can be submitted online, by email or by post.
- 6.9** Only material considerations can be taken into account by the Council when making a decision on a planning application. The planning portal (<https://www.planningportal.co.uk/>) has further information

on what constitutes a material consideration. Issues that can be considered include; the suitability of the use in an area, the design, scale and layout of the proposal, location and context of the development, highway considerations, provision of car parking, impact on the landscape or street scene, impact on neighbouring property and local environment impact of building works on nearby trees, impact on public rights of way.⁽¹⁵⁾

Pre-Application advice

6.10 We can provide you with general advice, either by phone or face to face, about the planning process free of charge. However, if you require more information than this or site specific information then you must first pay a fee and complete a pre-application along with the required supporting documentation. This includes enquiries about:

- householder development;
- minor and other development;
- small scale major development, and;
- large scale major development.

6.11 Further details about the service we will provide in relation to pre-application advice is set out on the Council's website (<https://www.nelincs.gov.uk>), including details of any exemptions from payment.

Decision making process

6.12 There are two main ways in which the Council will reach a decision on a planning application. These are by:

- **Delegated** - a decision made by a designated officer, or;
- **Planning committee** - a decision made by a group of elected borough councillors.⁽¹⁶⁾

6.13 The majority of planning applications in North East Lincolnshire (around 90%) are decided under delegated powers without going to Planning Committee.⁽¹⁷⁾ The others which have raised a number of objections/significant issues are presented to the Council's Planning Committee under

15 Further information about how to make comments on a planning application and the issues that can be considered are available on the Council's website at: <https://www.nelincs.gov.uk/planning-and-development/>.

16 The committee is headed by a Councillor appointed to chair the committee by the Council and supported by officers who advise on planning, legal and administrative matters.

17 These decisions are reported to the Council's Planning Committee for information only.

the Council's scheme of delegation. Further information can be found on the Council's website (<https://www.nelincs.gov.uk>).

Appeals

6.14 In circumstances where a planning application is refused, or a decision is not made within specified time limits, the applicant may choose to appeal. Where this happens, an independent Planning Inspector or the Secretary of State will make a final decision on the application. There may be a further opportunity for public involvement in the process.

6.15 Further information about planning appeals, how to submit them and the timescales in which the appeal should be submitted are available on the Council's website (<https://www.nelincs.gov.uk>).

Enforcement

6.16 Planning enforcement is a statutory function used to ensure that unauthorised development is brought under control in order to protect public interest.

6.17 Some types of planning control breaches are criminal offences, such as:

- unauthorised works to a listed building, or;
- the display of advertisements without consent.⁽¹⁸⁾

6.18 We will always aim to strike the right balance when assessing whether it is appropriate to take formal enforcement action. This is determined in terms of public interest. Details of the type of enforcement we can take and the circumstances in which it is used are set out on the Council's website (<https://www.nelincs.gov.uk>).

18 It should be noted that some advertisements benefit from deemed consent. If you are unsure whether you need planning permission for your advertisement please the planning team (<https://www.nelincs.gov.uk>).

Appendices

Community involvement methods

A.1 Minimum requirements for how the Council carries out its public consultation when preparing or reviewing a Local Plan and Supplementary Planning Documents is set out in legislation.⁽¹⁹⁾

A.2 This includes making information available on the Council's website (<https://www.nelincs.gov.uk>), at their main offices and, where appropriate other locations considered appropriate across the Borough.⁽²⁰⁾ This will include:

- The Planning Department office
- The four Lincs Inspire libraries (Grimsby, Cleethorpes, Immingham and Waltham)

A.3 In addition, where possible and appropriate, the Council will go beyond these minimum requirements in order to promote and met the needs of our different communities. A variety of methods are likely to be used at the different stages of the documents preparation. These may include, but are not limited to:

1. **Website** - The Council has specific planning policy pages on it's website (<https://www.nelincs.gov.uk>), which will be regularly updated. The Council also provides access to consultation documents via a 'consultation portal' (<https://nelincs-consult.objective.co.uk/portal/>) and encourages the use of this portal as a way for people to submit their comments. This helps to ensure that comments are recorded as intended and are made on the areas of the document that are of interest to the person responding.
2. **Letter/Email** - emails will be sent to statutory bodies and other relevant organisations. Anyone who has registered on the consultation will also be contacted by email automatically at the start of a consultation period, where they have provided, and maintained, an up to date email address. Letters will be limited to those bodies and people where we do not have an up to date email.
3. **Paper copies of consultation documents** - The Council recognises that not everyone has access to the internet or may prefer to read a paper version of a document. Paper copies of the consultation documents

19 The Town and country Planning (Local Planning) (England) Regulations (2012), as amended.

20 The Council uses an online consultation portal (<https://nelincs-consult.objective.co.uk/portal/>) to help manage its consultation. The portal enables the Council to make any responses received available to view. In addition responses can be submitted electronically via the port by individuals, agents, organisations, simplifying the process.

will be deposited at locations across the Borough.⁽²¹⁾ These locations will vary depending on the content, type of document and area that is affected by the document and may include:

- a. Council offices, Planning Department office
 - b. The four Lincs Inspire Libraries
 - c. Gingerbread House Community Hub, Humberston
 - d. Scartho Community Library
 - e. Grant Thorold Community Hub and Library
4. **Local media** - A Public Notice will be published in a local paper and on the Council's website. This will include details of the consultation period, where copies of the consultation documents can be viewed and how comments can be submitted. In addition a press release or article may be published providing more information and details of the project and to promote the consultation.
5. **Social media** - With the increase in the use of electronic communications the Council may advertise and promote consultations on their Corporate Facebook and Twitter accounts.

6. **Interactive workshops** - Workshops are considered particularly appropriate at the early stages of the preparation of documents, they provide an open and sometimes more appealing atmosphere for people than traditional written format. Details of any workshops will be provided on the Council's website (<https://www.nelincs.gov.uk>).
7. **Roadshows/exhibitions** - Public displays for local residents allow for progress on plan preparation to be followed, provide advice and information, or raise awareness of consultations, as well as provide opportunities to contribute to the consultation. The Council may hold exhibitions and roadshows at different locations across the Borough. These will vary depending on the content of the consultation document and area's considered affected. Existing community events could be used as a venue for such exhibitions. Other appropriate venues may include high street locations, Freshney Place, and other areas frequented by people on a regular basis.
8. **Public and interest groups** - The Council may utilise existing established forums and stakeholder groups, where appropriate, in order publicise the consultations

21 Details of these locations will be published on the Council's website (<https://www.nelincs.gov.uk>) and any Public Notice.

and its purpose, including during the evidence gathering stages. The Council will consider requests to attend meetings to discuss consultation documents with interest groups across the Borough.

Who will be involved?

B.1 The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, set out the minimum requirements all local planning authorities are expected to meet when preparing their local plans. These regulations specify a number of organisations that must be consulted with, known as 'Specific bodies'.

B.2 In addition the Council can invite anyone else it considers may be interested in the document or who they considered may be affected by the content of the document. The Council maintains a consultation database, in accordance with the General Data Protection Regulation 2018 (GDPR). This includes the Specific bodies, and anyone else who has previously responded to a planning policy consultation or has requested inclusion on the database.

Please note:

The following lists are not exhaustive and includes successor bodies where reorganisations have taken place. The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, states that the local planning authority should inform the *'specific consultation bodies the local planning authority consider may have an interest in the subject of the proposed local plan'*.

B.3 Specific bodies include:

- Neighbouring authorities
 - North Lincolnshire Council
 - East Lindsey District Council
 - Kingston upon Hull City Council
 - East Riding of Yorkshire Council
- All town and parish councils including those adjoining North East Lincolnshire (see Table B.1 'Town, Village and Parish Councils')
- Civic Aviation Authority
- The Coal Authority
- The Environment Agency
- Highway Authority (North East Lincolnshire Council)
- Highways England (including the Secretary for State for Transport)
- Historic England
- Anglian Water
- Homes England
- National Grid
- Northern Powergrid
- Northern Gas Network Ltd
- Humber Local Nature Partnership
- Natural England

- Ministry of Defence
- Network Rail Infrastructure Ltd
- Humberside Police (including the Police and Crime Commissioner)

- North Lincolnshire Clinical Commissioning Group
- NHS England
- Greater Lincolnshire Local Enterprise Partnership
- Humber Local Enterprise Partnership

Town, Village and Parish Councils			
Town Council	Parish Councils	Village Councils	Neighbouring
Immingham	Ashby-cum-Fenby, Brigsley, Healing, Irby upon Humber, Stallingborough, Barnoldby-le-beck, Humberston, Waltham, Laceby, Bradley, New Waltham and Habrough.	Great Coates	Binbrook, Brocklesby, Brookenby, Keelby, North Thoresby, Swallow, Tetney, Thorganby and Wyham-cum-Cadeby.

Table B.1 Town, Village and Parish Councils

B.4 General consultation bodies include:

- Voluntary bodies
- Bodies that represent the interests of different racial, ethnic, religious and national groups
- Young people, the elderly and disabled people and groups

B.5 Duty to Co-operate bodies include:

- Environment Agency
- Natural England
- English Heritage
- Civil Aviation Authority
- Homes and Communities Agency
- NHS England
- Clinical Commissioning Groups
- Highways England
- Integrated Transport Authorities
- Highway Authorities
- Marine Management Organisation
- Local Enterprise Partnerships
- Local Nature Partnerships

B.6 In addition we will also seek to involve a wide range of other interest groups including local neighbourhood groups and organisations, developers, landowners, consultants as well as local residents and businesses.

B.7 To help us keep in touch with so many people we maintain a consultation database and online consultation portal (<https://nelincs-consult.objective.co.uk/portal>).

B.8 To be added to the consultation database please go to the consultation portal (<https://nelincs-consult.objective.co.uk/portal>) and click on the Log in/Register button.

Glossary of terms

Glossary of terms		
Term	Acronym	Definition
Development Plan		The development plan comprises a suite of documents that set out the local planning authorities policies and proposals for the development and use of land in its area. It guides and informs day-to-day decisions as to whether or not planning permission should be granted.
Development Plan Documents	DPD	Former documents that the Council prepared as part of the Local Development Framework, introduced in the Planning and Compulsory Purchase Act 2004.
Local Plan		<p>A single development plan document or combined development plan documents for the local planning authority area. It is prepared by a local planning authority, individually or in cooperation with one or more other local planning authorities.</p> <p>It sets out the spatial planning strategy, policies and/or allocations of land for development across the whole, or specific parts, of the local planning authority's area.</p>
National Planning Policy Framework	NPPF	Sets out the Government's planning policies for England and how these are expected to be applied. Providing a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, reflecting the needs and priorities of their communities (https://www.gov.uk/guidance/national-planning-policy-framework).
Neighbourhood Plan		A statutory development plan which is prepared by a neighbourhood forum or parish/town/village council, individually or jointly. It sets out policies in relation to development and the use of land for a particular designated neighbourhood area only.

Glossary of terms		
Term	Acronym	Definition
Neighbourhood Development Order		A statutory document which is prepared by a neighbourhood forum or parish/town/village council, individually or jointly. It sets out policies in relation to development and the use of land for a particular designated neighbourhood area only.
Statutory consultee		Bodies that must be consulted with regard to the preparation of the development plan as set out in Part 1 of the Town and Country Planning (Local Planning)(England) Regulations (2017) (http://www.legislation.gov.uk/).
Supplementary Planning Documents	SPD	<p>Provide greater detail or expand on the policies set out in the development plan. They fall into two broad types:</p> <ul style="list-style-type: none"> • Area based - including masterplans and development briefs which deal with a specific parcel or parcels of land. • Topic based - provide additional information on a specific local issue, such as a design guide. <p>They can be a material consideration in planning decisions but are not part of the development plan.</p>

Table C.1 Glossary of terms

Document Availability

If you would like to receive this document in any other language or in another format such as large print, Braille or on audiotape, please contact:

Spatial Planning Team
Tel: (01472) 323370 / 324272
Email: spatialplanning@nelincs.gov.uk

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