North East Lincolnshire
New Local Plan

Statement of Community Involvement
Adopted February 2013
Executive summary
Executive summary

Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process. Community involvement is vitally important to planning. It is also important that the community can be involved from the beginning of the process, identifying issues and debating options from the earliest stages.

The New Local Plan will guide developers and investors so as to enable sustainable development to be brought forward; enabling North East Lincolnshire to further establish itself as a forward thinking, progressive and 'open for business' location.

This Statement of Community Involvement is designed to encourage those with an interest in North East Lincolnshire to come together in the spirit of co-operation, to prepare a mutually agreed New Local Plan.

The emphasis is on promoting an open and transparent process where communities and stakeholders are encouraged to be involved in, and have greater ownership of, the decisions being made. In so doing, local communities will be encouraged to take up opportunities to plan their own neighbourhoods.
Section 1 Introduction

1.1 Local planning authorities are facing a period of change with the enactment of the Localism Act 2011 and publication of the National Planning Policy Framework 2012. Both of which promote a move away from the previous Local Development Framework folder of planning policy documents towards a single local plan structure.

1.2 New techniques and enthusiasm will be needed to rise to the challenge of meeting the requirements of the new legislation. The idea of genuine collaborative working is essential to everything this Statement of Community Involvement (SCI) is about. Only through working together creatively, and in full partnership with the communities of North East Lincolnshire, can truly sustainable solutions emerge and be achieved. This will enable North East Lincolnshire to improve both the amount and quality of development taking place.

1.3 The Localism Act 2011 provides a real opportunity for all those with an interest in North East Lincolnshire’s future to pool and develop their knowledge, ideas and skills so as to prepare a mutually agreed local plan.

1.4 This SCI sets out how the Council will involve communities in the preparation of a New Local Plan and how it will engage with its partners, neighbouring authorities and other organisations to achieve agreement for taking forward sustainable development. It also sets out how the communities will be involved in the development management (planning application) process.

1.5 This SCI recognises that community involvement at its most effective, can be expensive. The procedures set out in this document are considered to be the most cost effective.

Need for review

1.6 The Planning and Compulsory Purchase Act 2004 introduced a system of Local Development Frameworks and Development Plan Documents. Part 17 of that Act required local planning authorities to produce a SCI as part of their Local Development Framework.

1.7 The first North East Lincolnshire SCI was adopted in November 2006 and sought to deliver continuous and meaningful community involvement in the preparation, alteration and review of the Local Development Framework documents and in the determination of major planning applications.

1.8 There have been more recent changes to the legislation and regulations with the enactment of the Localism Act 2011, issue of the National Planning Policy Framework in March 2012 and the publication of the Town and Country Planning (Local Planning) (England) Regulations 2012. These changes present local planning...
authorities with the challenge of putting in place an up to date development plan as quickly as possible. Local Plans must reflect local people’s views of how they wish their community to develop, consistent with the National Planning Policy Framework and against which planning applications for planning permission will be judged.

1.9 The Council’s Cabinet committee resolved on 11 June 2012 to cease work on the Local Development Framework and move to the preparation of a New Local Plan. This does not mean that work completed to date on the Core Strategy and Allocations Development Plan Documents has been wasted. Quite the opposite, this work will form the basis of the New Local Plan and will inform the direction in which the Council proceeds.

1.10 The Council intends to build on the consultations and community involvement work completed as part of the preparation of these former Development Plan Documents to bring forward a single document that reflects the needs and aspirations of its communities and to promote North East Lincolnshire as a place ‘open for business’.

1.11 The Council has learnt from previous consultation and engagement processes and responded to the drive towards locally based decision making. This has been reflected in the emphasis which is now placed upon working with local communities to help them take greater ownership of the decisions affecting their local area.

Changes in consultation methods

1.12 As well as traditional methods, the Council intends use more electronic engagement and consultation methods. These include regular updates to the web pages and the production of an electronic local plan newsletter, providing information on current projects together with progress being made on the local plan documents and related services. The use of social media will also be considered.

1.13 Some of the groups meeting at the time of the previous SCI have disbanded or been superseded. For clarity, reference to specific groups has been removed from this document. However, the Council will make every reasonable effort to maintain an up to date list of current groups it engages with.

1.14 As part of this, a local plan database is maintained for consultees and any group, individual, organisation or business can request inclusion on this database at anytime(1).

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(1) The Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held will be processed in compliance with the principles set out in the Act. The preparation of documents for the local plan is a public process and representation cannot be treated as confidential. Therefore full representations and address details will be made public for this purpose.
Section 2 North East Lincolnshire's Development Plan

2.1 The development plan for North East Lincolnshire will set out the planning policy for the Borough against which planning decisions will be made.

2.2 The development plan for North East Lincolnshire will be made up of:

- Regional Spatial Strategy (until revoked by Government);
- New Local Plan;
- Neighbourhood Plans (where prepared).

2.3 The National Planning Policy Framework 2012 will be a material consideration in both the preparation of the New Local Plan and the development management process.

Documents to be prepared

2.4 The Council will prepare the following documents as part of the development plan for the Borough:

New Local Plan

2.5 The New Local Plan, along with national policies and guidance, will form the statutory development plan for North East Lincolnshire. It will replace the current Local Plan (adopted November 2003), the Local Development Framework Core Strategy (Revised Preferred Options consultation document) and the Regional Spatial Strategy (until revoked by central government).

2.6 It will set out local planning policies for North East Lincolnshire and promote the image of the Borough as a place of opportunity and economic growth to potential investors, politicians and the general public. It will provide clarity to the development industry on how they can quickly and easily secure planning permission, thereby enabling North East Lincolnshire to react to changing economic circumstances.

Policies Map

2.7 The Policies Map will show the adopted local plan policies, site allocations, settlement boundaries and a variety of land designations and constraints. The Policies Map will not, for ease of future updates and clarity, include flood zone data due to the potential for change (e.g. mitigation measures or revised drainage arrangements being put in place). This data will be provided in a Strategic Flood Risk Assessment document, which will be regularly reviewed.

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2.8 The map(s) will be based on Ordnance Survey and Geographic Information System (GIS) data which is up to date at the time of publication.

Local Development Scheme

2.9 The Local Development Scheme is a public statement of the plan resources and three year programme for delivery of the New Local Plan. It explains and identifies key milestones and preparation arrangements for the New Local Plan.

2.10 The Local Development Scheme key milestones will be monitored as part of the Monitoring Report preparation and may be reviewed as a result of this monitoring process.

2.11 The current Local Development Scheme can be downloaded from the Council website at: http://www.nelincs.gov.uk/council/Planning-policy/.

Statement of Community Involvement

2.12 The Statement of Community Involvement sets out how the Council proposes to involve the community and others in the preparation, alteration and review of the development plan and on planning applications.

2.13 At the point at which the documents, prepared as part of the development plan, are submitted to the Secretary of State for public examination they must be accompanied by a statement which demonstrates conformity with the Statement of Community Involvement. The Council will prepare a Statement of Consultation and Engagement for each document setting out how it has achieved this and providing a summary of representations received.

2.14 The current Statement of Community Involvement is available to download on the Council website at: http://www.nelincs.gov.uk/council/Planning-policy/. This Statement of Community Involvement will replace the current (2006) version following public consultation, review and adoption.

Supplementary Planning Documents

2.15 Supplementary Planning Documents, where prepared, do not form part of the statutory development plan. However, they can expand on policy or provide further detail to policies in the development plan. They can cover a range of issues, both thematic and site specific but they cannot be used to allocate land.

2.16 The Council has not identified any specific Supplementary Planning Documents in its current Local Development Scheme for preparation and in line with current regulations does not intend to include them in any future revisions to the Local
Development Scheme. It will however, publish information relating to the preparation of future Supplementary Planning Documents on its website at: http://www.nelincs.gov.uk/council/Planning-policy/.

Monitoring Report

2.17 This is a report setting out the progress in terms of producing the development plan documents against the timetable set out in the current Local Development Scheme. It identifies necessary revisions to the Local Development Scheme, where required.

2.18 The Monitoring Report documents how effectively development plan policies are being implemented and whether new local trends or issues are emerging.

2.19 The Localism Act 2011 removes the need for local planning authorities to submit their monitoring reports to the Secretary of State but retains the need to report on the progress and achievement of their local plans. The Council will prepare and publish a Monitoring Report for the previous year ending 31 March at least annually.

Local Development Orders

2.20 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 outline planning permission for a specified area.

2.21 The Council has not identified any specific Local Development Orders in its current Local Development Scheme for preparation and does not intend to include them in any future revisions to the Local Development Scheme. However, it will publish information relating to the preparation of future Local Development Orders on its website at: http://www.nelincs.gov.uk/council/planning-policy/.
Section 3 Community Planning

3.1 North East Lincolnshire Council are committed to working with all communities to help them shape the places they live in. It is recognised that local people are often best placed to know how their neighbourhoods can be improved. Approaches are welcomed and encouraged from anyone who wants to be part of the planning process and work with us as we help deliver the development needed in the places and ways required.

3.2 As well as the new powers for neighbourhood planning introduced by Government (see 'Neighbourhood Planning'), communities also have a number of ‘soft’ options for taking greater control over the way development comes forward in their areas. This can be through measures such as:

- Parish or Town Plans
- Local Distinctiveness Studies
- Village and Town Design Statements
- Landscape Character Assessments
- Conservation Area Character Assessments

3.3 The Council will support any legitimate community group that wants to use one or more of the tools above to help shape the places that they live in. Further guidance on all these approaches can be found at: http://www.localismnetwork.org.uk, or by contacting the Development Service.

Neighbourhood Planning

3.4 The main principle behind community planning is to give local people a major say in shaping development in the area in which they live. This includes working alongside statutory planning processes to ensure development plans reflect locally important aspects. In addition there are opportunities to embrace neighbourhood planning.

3.5 The Council will support identified and legitimate neighbourhood/community groups wishing to develop neighbourhood planning approaches.

3.6 Introduced as part of the Localism Act 2011, neighbourhood planning empowers communities to shape development and growth of their local area through; the preparation of:

- A neighbourhood development plan;
- Neighbourhood development order; or
- Community right to build order.
3.7 Appendix A 'Neighbourhood Plans' provides an overview of these approaches. The Government has clarified that Neighbourhood Plans should not be used to block development.

3.8 The preparation of a neighbourhood development plan is led by either the Parish, Town or Village Council or a Neighbourhood Forum. The Council has a duty to support these groups in the preparation of the plan, it will arrange the examination of the neighbourhood development plan and is legally bound to hold a referendum if the plan is found to meet basic conditions.

3.9 The preparation of a neighbourhood development plan has the potential to provide wider benefits, for example:

- **For communities** - Neighbourhood development plans could enhance the role of democratic local bodies, giving them greater responsibility and stimulating local democracy, by accurately articulating local needs and preferences. Ultimately, neighbourhood development plans could benefit the wider local community that makes up the Borough.

- **For developers and investors** - Neighbourhood development plans could become a vehicle for developers to work with, and get benefit from, the local community rather than fighting them, especially to guide projects in terms of mix of development and a rationale for the use of any Community Infrastructure Levy.

- **For planners** - If properly prepared, neighbourhood development plans could benefit the local planning authority by filling in the detail of strategic Local Plans using local knowledge and insights.

**Community right to challenge**

3.10 The Community Right to Challenge Act 2012 will let communities challenge to take over local services that they think they can run differently and better.

3.11 The challenge could be used to run a wide range of local council services, some examples include:

- A social enterprise set up to collect, reuse and recycle bulky household waste (e.g. Bulky Bob’s in Liverpool).
- A community based charity running mental health day care facilities (e.g. Holy Cross Centre Trust in the London Borough of Camden).

Section 4 Working together

4.1 There is a real opportunity in North East Lincolnshire to work together to bring genuine collaborative planning into place. The primary role of collaborative planning is to bring together all those with an interest in the Borough, its future, its design and development to pool and develop their knowledge, ideas and skills to generate a mutually agreed development plan.

4.2 It is essential that North East Lincolnshire embraces genuine collaborative working to:

- Broaden and deepen skills, knowledge, experience and resources;
- Enable possible conflicts to be resolved very early and hence save time overall;
- Make plan making more cost-effective;
- Generate richer, fuller, more widely supported plans and projects;
- Help to create a sense of shared ownership; and,
- Build understanding, respect, confidence, skills and trust for next time.

Involvement in the New Local Plan process

4.3 There are six key stages to plan-making throughout the preparation process of the New Local Plan.

<table>
<thead>
<tr>
<th>1 - Inform</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will:</td>
</tr>
<tr>
<td>CONTACT YOU DIRECTLY EITHER BY LETTER, EMAIL OR VIA THE ONLINE CONSULTATION PORTAL IF YOU ARE ON THE NEW LOCAL PLAN CONSULTATION DATABASE.</td>
</tr>
<tr>
<td>MANAGE EXPECTATIONS, TELLING YOU CLEARLY:</td>
</tr>
<tr>
<td>WHAT THE SCOPE OF THE PLAN IS;</td>
</tr>
<tr>
<td>WHAT YOU CAN INFLUENCE; AND</td>
</tr>
<tr>
<td>HOW YOU CAN GET INVOLVED.</td>
</tr>
<tr>
<td>EXPLAIN THE RELEVANT PLANNING AND LEGAL PROCESSES.</td>
</tr>
<tr>
<td>NOTIFY ALL OF OUR STATUTORY CONSULTEES.</td>
</tr>
<tr>
<td>PREPARE REGULAR NEWSLETTERS, WHICH WILL BE MADE AVAILABLE ON THE COUNCIL WEBSITE AT: <a href="HTTP://WWW.NELINCNS.GOV.UK/COUNCIL/PLANNING-POLICY/">HTTP://WWW.NELINCNS.GOV.UK/COUNCIL/PLANNING-POLICY/</a>.</td>
</tr>
<tr>
<td>PUT INFORMATION IN LOCAL MAGAZINES, NEWSPAPERS AND WEBSITES, WHERE APPROPRIATE, ABOUT THE PROGRESS OF THE PLAN.</td>
</tr>
</tbody>
</table>
1 - Inform

You can:

- Ask to be added to our New Local Plan consultation database at any time by contacting the Spatial Planning team via:
  - Email to: newlocalplan@nelincs.gov.uk;
  - Telephone: 01472 324272; or
  - Letter to: Spatial Planning, Balfour Beatty, Origin One, 1 Origin Way, Grimsby, DN37 9TZ.

- You can also register directly through the online consultation portal at: http://nelincs.objective.co.uk/portal.

2 - Engage

We will develop effective partnerships with local communities and stakeholders by:

- Inviting Parish, Town and Village Councils and local interest groups to interactive workshops to discuss issues and develop options.
- Engaging key stakeholders (including neighbouring authorities, local health care providers and schools) so we understand their views and development needs in the future and consider cross boundary priorities and issues.
- Holding public exhibitions where our communities can find out more about the plan and contribute their ideas.
- Running community events when most people are available.
- Making our plans available on the Council’s website, in main Council offices and local libraries.
- Making printed copies of the plan available, on request, at a reasonable charge.

You can:

- Identify and share ideas and issues.
- Consider, question and promote options.
- Affect decision-making.
- Identify preferred approaches for future development.
3 - Feedback

We will provide effective feedback by:

- Acknowledging your comments received during the Engage stage in writing where appropriate.
- Making all of the comments and options for development received at the Engage stage publicly available.
- Preparing and publish a summary of all the key ideas and issues raised.
- Explaining clearly why decisions have been made.
- Sharing information about the benefits of the preferred approach.

You can:

- Read the summary and send us any comments if you feel that your ideas or concerns have not been properly understood or considered.

4 - Plan

We will:

- Prepare and publish a final draft of the plan and consult on it for a minimum six week period.
- Advertise the publication of the plan in the local press.
- Contact you directly if you are on our New Local Plan consultation database (by your preferred method of communication).
- Notify all our statutory consultees.
- Make our plans available on the Council's website, in main Council offices and local libraries.
- Make printed copies of the plan available, on request, at a reasonable charge.
- Where appropriate, make changes to the plan in response to the consultation.
- Prepare and publish accompanying documents as required (including Sustainability Appraisal, Habitats Regulations Assessment, Equalities Impact Assessment).
- Prepare a Statement of Consultation and Engagement demonstrating how the requirements of the Statement of Community Involvement have been met and a summary of the main issues raised during consultation.

You can:

- Comment on the final draft of the plan.
- Request to be notified of the public examination.
- Request to speak at the public examination.
5 - Examine

We will:

- Submit the plan to the Secretary of State and take it through a public examination.
- Publish full details of the Submission and Examination of the plan on the Council’s website and in the local press.
- Where appropriate make changes to the plan.
- Publish the independent person’s report on the Council’s website.
- Adopt and publish the final plan.

You can:

- If you made written comments about the plan at an earlier stage, request to appear at the public examination to speak in support of, or against, the plan.
- Request to be notified of the adoption of the plan.

6 - Review

We will:

- Set clear targets for achieving the outcomes of the plan and monitor these regularly to check whether the plan is being effective.
- Review our plans regularly to ensure that they are up to date and accurately reflect the needs of our communities.

You can:

- View regular monitoring reports and see what the plan is achieving for the community.
- Raise issues and concern relevant to planning.
- Explain options to pursue neighbourhood planning approaches.

Resources

4.4 The collaborative planning approach is by no means quick, easy or cheap. However, the cost of conflict, failed plans or applications, delays and appeals is often grossly underestimated or disregarded. Early investment in the collaborative preparation of plans and strategies is necessary to ensure the Council is not confronted by such issues. Collaborative working can save on costs and speed up processes when done properly. Therefore, the Council is committed to investing in collaborative planning as part of the preparation of its New Local Plan.
4.5 This Statement of Community Involvement (SCI), whilst mindful of the potential financial burden created by collaborative planning, sets out how the Council aims to maximise involvement in the preparation of the New Local Plan within the financial constraints imposed by the current economic climate.

**Duty to co-operate**

4.6 The Localism Act 2011 introduced a new Duty to Co-operate which places a requirement for all local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches as part of the preparation of their local plans and strategies.

4.7 The Duty to Co-operate forms part of the 'Tests of Soundness' against which an independent inspector will assess the documents during a Public Examination. It is considered essential that the Council can demonstrate effective collaborative working with neighbouring authorities, key stakeholders and other organisations during the preparation of both its New Local Plan and the evidence base that supports it.

4.8 There are a number of issues that have impacts that cross borough boundaries, including transport, flood risk and employment. The Council will explore appropriate approaches to these issues, jointly with neighbouring authorities and public bodies, to ensure that strategic priorities are reflected in the New Local Plan.

**Equalities and Diversity**

4.9 The Council will ensure that the New Local Plan complies with the objectives of its Equality Scheme\(^3\), which is based upon the general duty of the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between different groups; and
- Foster good relations between different groups.

4.10 The Council will undertake an Equality Impact Assessment on the development plan documents to ensure due regard to the general duty of the Equality Act 2010 has been given.

4.11 The Council recognises that some groups are harder to engage with than others and will endeavour to contact as many of these groups during the preparation of the development plan. This includes specific demographic groups, including:

- Older people.
- Younger people.
- Ethnic and marginalised groups.
- Other disadvantage and deprived groups.
- Commercial and economic interest groups.

Figure 4.1 Overall indices of deprivation 2010

This file contains the Overall Indices of Deprivation 2010 at Lower Tier Super Output Area (LSOA) level. The Indices have been constructed by the Social Disadvantage Research Centre at the University of Oxford.
### Mid-2010 Population Estimates\(^{(1)}\)

<table>
<thead>
<tr>
<th>Age Group</th>
<th>North East Lincolnshire</th>
<th>Yorkshire and the Humber</th>
<th>England</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>%</td>
<td>Count</td>
</tr>
<tr>
<td>All ages</td>
<td>157,300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>People aged 0-15</td>
<td>30,000</td>
<td>19.1%</td>
<td>18.3%</td>
</tr>
<tr>
<td>People aged 16-64</td>
<td>99,200</td>
<td>63.1%</td>
<td>65.3%</td>
</tr>
<tr>
<td>People aged 65 and over</td>
<td>28,100</td>
<td>17.9%</td>
<td>16.4%</td>
</tr>
</tbody>
</table>

Table 4.1 Mid-2010 population estimates


### Resident Population Estimates by Ethnic Group, All Persons, 2009\(^{(1)}\)

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>North East Lincolnshire</th>
<th>Yorkshire and the Humber</th>
<th>England</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>%</td>
<td>Count</td>
</tr>
<tr>
<td>All persons</td>
<td>157,100</td>
<td></td>
<td>5,258,100</td>
</tr>
<tr>
<td>White: British</td>
<td>147,700</td>
<td>94</td>
<td>4,563,700</td>
</tr>
<tr>
<td>White: Irish</td>
<td>600</td>
<td>0.4</td>
<td>32,700</td>
</tr>
<tr>
<td>White: Other White</td>
<td>2,100</td>
<td>1.3</td>
<td>116,300</td>
</tr>
<tr>
<td>Mixed: White and Black Caribbean</td>
<td>400</td>
<td>0.2</td>
<td>24,600</td>
</tr>
<tr>
<td>Mixed: White and Black African</td>
<td>200</td>
<td>0.1</td>
<td>9,800</td>
</tr>
<tr>
<td>Mixed: White and Asian</td>
<td>500</td>
<td>0.3</td>
<td>25,600</td>
</tr>
<tr>
<td>Mixed: Other Mixed</td>
<td>400</td>
<td>0.3</td>
<td>16,500</td>
</tr>
<tr>
<td>Ethnic Group</td>
<td>North East Lincolnshire</td>
<td>Yorkshire and the Humber</td>
<td>England</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------</td>
<td>---------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Count</td>
<td>%</td>
<td>Count</td>
<td>%</td>
</tr>
<tr>
<td>Asian or Asian British; Indian</td>
<td>1,200</td>
<td>0.7%</td>
<td>96,900</td>
</tr>
<tr>
<td>Asian or Asian British: Pakistani</td>
<td>800</td>
<td>0.5%</td>
<td>171,000</td>
</tr>
<tr>
<td>Asian or Asian British: Bangladeshi</td>
<td>300</td>
<td>0.2%</td>
<td>30,400</td>
</tr>
<tr>
<td>Asian or Asian British: Other Asian</td>
<td>300</td>
<td>0.2%</td>
<td>27,700</td>
</tr>
<tr>
<td>Black or Black British: Caribbean</td>
<td>300</td>
<td>0.2%</td>
<td>30,100</td>
</tr>
<tr>
<td>Black or Black British: African</td>
<td>600</td>
<td>0.4%</td>
<td>39,700</td>
</tr>
<tr>
<td>Black or Black British: Other Black</td>
<td>100</td>
<td>0%</td>
<td>6,000</td>
</tr>
<tr>
<td>Chinese or Other Ethnic Group: Chinese</td>
<td>1,300</td>
<td>0.8%</td>
<td>32,700</td>
</tr>
<tr>
<td>Chinese or Other Ethnic Group: Other Ethnic Group</td>
<td>400</td>
<td>0.2%</td>
<td>34,600</td>
</tr>
</tbody>
</table>

Table 4.2 Resident population estimates by Ethnic group, all persons, 2009

Document preparation

4.12 The preparation process, for the various documents that will form the development plan for the Borough, vary depending on their type. The following sections set out how each of the documents will be prepared:

Local Plan preparation

4.13 The process for preparing the New Local Plan involves several stages, these are set out as key milestones in the Local Development Scheme 2012 and include:

- Evidence gathering.
- Informal consultation.
- Formal call for sites.
- Preferred options.
- Publication.
- Consideration of representations.
- Submission to Secretary of State.
- Public examination.
- Receipt of Inspector’s recommendations.
- Adoption.

Stage 1 - Development

Initial issues and options

This stage involves the gathering of up to date evidence and focused consultation with key stakeholders.

A scoping report will be prepared to establish the requirements of the Sustainability Appraisal and Habitats Regulations Assessment.

A formal ‘call for sites’ will be carried out to enable the preferred options for development sites to be assessed and identified.
Stage 2 - Production

Preferred options

The results of Stage 1 are used to identify the main issues that the plan needs to deal with, the options available and the Council’s preferred options. An assessment of the plan’s social, economic and environmental impacts is also produced in the form of a Sustainability Appraisal report to inform this process.

The Council will consult on the preferred options for the plan, the consultation will run for 6 weeks.

The Council will engage with local communities and stakeholders to refine approaches through a process of consideration, question and assessment. Emphasising approaches which establish greater ownership of decisions and approaches.

Any representations made during the consultation period will be considered and the document revised, where appropriate, to take into account the comments received.

Stage 3 - Publication consultation

The Council will carry out formal consultation on what it considers to be the final version of the plan. A more detailed Sustainability Appraisal report, Habitats Regulations Assessment and draft Policies Map will also be published for consultation. The consultation will run for 6 weeks.

At this stage of plan preparation consideration is specific to the ‘soundness’ of the document with respect to key tests set out in the National Planning Policy Framework 2012 (NPPF).

Stage 4 - Consideration of representations

Any representations made during the consultation period will be considered and revisions to the document set out, where appropriate, to take into account the comments received.

A Statement of Consultation and Engagement will be prepared, to provide a summary of the main issues raised by the representations. This will allow officers to review the representations and to consider what, if any, changes should be made to the plan document before Submission.
Stage 5 - Submission to Secretary of State
The plan and any supporting documents will be sent to the Secretary of State to be examined.

Stage 6 - Examination
An Inspector, appointed by the Government, will carry out an independent examination of the ‘soundness’ of the plan. Those who have previously objected to the plan may be allowed, by the Inspector to appear in front of them.

Stage 7 - Receipt of Inspector’s report
The Inspector, following the examination, writes a report, and decides what changes (if any) need to be made. The recommendations of the appointed person will be made available on the Council website as soon as possible after receipt of the report and those that have requested it will be advised.

Stage 8 - Adoption
Once the Inspector’s report has been received the Council can decide what changes to make to the plan as a result of the recommendations. The final version of the New Local Plan and Policies Map will be adopted by the Council. Notice of the adoption will be published on the Council website. Consultees that have requested it will be notified.

Strategic Environmental Assessment

4.14 The planning system requires local plans to go through a process called a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) these processes will be combined into a single Sustainability Appraisal report. The purpose of Sustainability Appraisal process is to appraise the social, environmental and economic effects of the plan from the outset.

4.15 A Scoping Report will be prepared at the start of the local plan preparation, which will be consulted on to allow for interested parties to have their say on what our Sustainability Appraisal should contain.

4.16 A Sustainability Appraisal Report will be undertaken based on the Scoping Report at each stage of the preparation of the New Local Plan. The Sustainability Appraisal report will be consulted on throughout the plan making process at the same time as the New Local Plan itself.
Habitats Regulations Assessment

4.17 The Council is responsible for the protection from adverse development of the internationally important habitats within its boundaries. To aid the Council with these responsibilities, a Habitats Regulations Assessment will be carried out on all development plan documents, plans and policies that may affect these habitats.

4.18 An 'Appropriate Assessment' will be prepared at the start of the local plan preparation, which will be consulted on to allow for interested parties to have their say on what our Habitats Regulations Assessment should contain.

4.19 A Habitats Regulations Assessment will be undertaken based on the Appropriate Assessment at a later preparation stage of the New Local Plan. The latest this will be prepared is at Publication consultation. The Habitats Regulations Assessment will be consulted on at the same time as the New Local Plan.

Supplementary Planning Document preparation

4.20 The preparation of Supplementary Planning Documents (SPD) follows a slightly different format as they do not form part of the statutory development plan. They have a separate section within the Regulations(4), their preparation requirements involves the following formal stages:

<table>
<thead>
<tr>
<th>Stage 1 - Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>This stage involves the gathering of up to date evidence and focused consultation with key stakeholders, where appropriate.</td>
</tr>
<tr>
<td>A scoping report will be prepared to establish whether a Sustainability Appraisal or Habitats Regulations Assessment is required. Where considered necessary, these will be undertaken throughout the preparation process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2 - Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>A draft version of a Supplementary Planning Document is prepared, based on the evidence collected at Stage 1.</td>
</tr>
</tbody>
</table>

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Stage 3 - Consultation

The Council will consult on a draft Supplementary Planning Document for between 4 and 6 weeks.

Any representations made during the consultation period will be considered and the document revised, where appropriate, to take into account the comments received.

Stage 4 - Adoption

The final version of a Supplementary Planning Document will be adopted by the Council. Notice of the adoption will be published on the Council website. Consultees that have requested it will be notified.

Local Development Orders Preparation

4.21 Local Development Orders (LDOs) do not form part of the statutory Development Plan. Their preparation falls under the Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended and involves the following stages:

Stage 1 - Development

This stage involves the gathering of up to date evidence and focused consultation with key stakeholders where appropriate.

A screening opinion will be prepared to establish whether Environmental Impact Assessment and Habitats Regulations Assessment are required. Where considered necessary, these will be undertaken throughout the preparation process.

Stage 2 - Production

A draft version of a Local Development Order and a statement of reasons are prepared, based on the evidence collected at Stage 1.

The statement will include a description of the development the Local Development Order would permit and indicate, on a map or in a statement, where this would apply.
Stage 3 - Consultation
The Council will consult on a draft Local Development Order for a minimum of 28 days.
A copy of the draft order and statement of reasons will be sent to consultees and made available at the Council main offices and libraries, during their normal opening hours. Published online and advertised locally.
The Council will display a site notice on or near to the site and serve a site notice on everyone the Council knows to be an owner/tenant of the site.
A draft Local Development Order, statement of reasons and any modifications resulting from the consultation will be sent to the Secretary of State. If following submission to the Secretary of State revisions are required to a Local Development Order it will be further consultation will be undertaken prior to adoption.

Stage 4 - Adoption
The final version of a Local Development Order will be adopted by the Council. Notice of the adoption will be published on the Council website. Consultees that have requested it will be notified.
The Council will specify the length of time a Local Development Order is active.
Section 5 Consultation

5.1 The legal requirements for production of documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012\(^\text{5}\).

5.2 The key milestones for the preparation of the New Local Plan are set out in the Local Development Scheme 2012. This Statement of Community Involvement (SCI) details the consultation methods the Council proposes to utilise at the key milestones identified.

Who will we consult?

5.3 The Town and Country Planning (Local Planning) (England) Regulations 2012\(^\text{6}\) specify a number of organisations that must be consulted. These organisations are referred to as ‘general consultation bodies’ and ‘specific consultation bodies’.

5.4 In addition to these specific consultees the Council has committed to ensuring that local groups, organisations and individuals are provided with the best possible opportunities to become involved in the preparation of the development plan documents.

5.5 The Council currently has a database of around 500 consultees, who have either commented on previous consultation documents, or expressed an interest in being involved with the preparation of the development plan. This database is available online via the consultation portal enabling each consultee to access their own records, and keep them up to date, ensuring the Council contacts the correct addressee.

5.6 New consultees can be added to the database as required either by the Spatial Planning Team or by the consultee directly via the consultation portal website at: http://nelincs.objective.co.uk/portal.

5.7 North East Lincolnshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the company will be processed in compliance with the principles set out in the Act. The preparation of documents for the development plan is a public process and your representation cannot be treated as confidential. Therefore, your full representation and address details will be made public for this purpose.

\(^{5}\) http://www.legislation.gov.uk/uksi/2012/767/contents/made

\(^{6}\) http://www.legislation.gov.uk/uksi/2012/767/contents/made
How we will consult

5.8 The Council's Community Engagement Framework\(^7\) lists the main community engagement methods the Council currently uses. This Statement of Community Involvement builds on that list to outline the activities that the Council will use when engaging with people about planning documents.

5.9 It identifies a some basic engagement principles, including:

- Clarity of purpose ...
- Evidence base ...
- Timing ...
- Partnership ...
- Communication ...
- Flexibility ...
- Feedback ...
- Monitoring and review ...

5.10 A variety of methods will be used at the various stages of the planning process to enable community involvement in the development plan documents. These methods include but are not limited to:

<table>
<thead>
<tr>
<th>Method</th>
<th>How</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>The world wide web</td>
<td>All consultation activities related to the preparation of the</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>development plan documents will be publicised on the Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>website and where possible the 'What would you like to do?' pages.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Planning Policy pages will also provide a place for all</td>
<td></td>
</tr>
<tr>
<td></td>
<td>development plan documents and background studies (the evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>base) to be made available for download.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Consultation Portal(^8) will be available for people to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>read the development plan documents and provide comments against</td>
<td></td>
</tr>
<tr>
<td></td>
<td>them during consultation periods. It will also provide an online</td>
<td></td>
</tr>
<tr>
<td></td>
<td>record of the</td>
<td></td>
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</tbody>
</table>


\(^8\) [http://nelincs.objective.co.uk/portal](http://nelincs.objective.co.uk/portal)
## Methods of engagement

<table>
<thead>
<tr>
<th>Method</th>
<th>How</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>comments received, responses</td>
<td>comments received, responses and consultations undertaken during the preparation of the development plan.</td>
<td></td>
</tr>
<tr>
<td>consultations undertaken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td>The Council will investigate the use of social media in order to reach areas of the communities that would not respond to traditional consultation methods.</td>
<td>As required throughout the preparation process.</td>
</tr>
<tr>
<td>Deposit points</td>
<td>Documents will be made available for inspection at the Council’s main offices and public libraries during consultation periods.</td>
<td>All consultation periods.</td>
</tr>
<tr>
<td>Letters</td>
<td>Notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on the consultation database.</td>
<td>All</td>
</tr>
<tr>
<td>Email</td>
<td>Notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on the consultation database, via email, where a current email address has been provided.</td>
<td>All</td>
</tr>
<tr>
<td>Local newspaper</td>
<td>Press releases will be prepared to advertise the preparation progress and highlight events at which the communities can get involved.</td>
<td>Throughout the preparation process.</td>
</tr>
<tr>
<td>Public notices</td>
<td>Public notices will be placed in the local press at the start of each consultation period.</td>
<td></td>
</tr>
<tr>
<td>New Local Plan newsletter</td>
<td>A regular online newsletter will be prepared to keep people informed of progress on the development plan documents and to encourage further involvement in the process.</td>
<td>Throughout the preparation process.</td>
</tr>
<tr>
<td>It will publicise future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>consultation periods,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>exhibitions, roadshows and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>events.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public exhibitions</td>
<td>These often provide a more informal setting, in a variety of locations and times, to inform and engage the public in the development process.</td>
<td>Throughout the preparation process.</td>
</tr>
</tbody>
</table>
## Methods of engagement

<table>
<thead>
<tr>
<th>Method</th>
<th>How</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>displays and/or roadshows</td>
<td>encourage participation in the process. However, it will remain the responsibility of the individual, group or organisation to submit written comments after the meeting if they so wish.</td>
<td>process, primarily during consultation periods.</td>
</tr>
<tr>
<td>Public meetings</td>
<td>To encourage dialogue and provide information about the preparation of the development plan and the evidence base that supports it. Encouraging individuals, groups or organisations to submit written comments.</td>
<td>As required throughout the preparation process.</td>
</tr>
<tr>
<td>One to one meetings</td>
<td>Provide an opportunity for face-to-face discussions and sharing of ideas with individuals, groups and organisations. However, it will remain the responsibility of the individual, group or organisation to submit written comments after the meeting if they so wish.</td>
<td>As required throughout the preparation process.</td>
</tr>
<tr>
<td>Online questionnaires and/or surveys</td>
<td>The use of questionnaires and/or surveys to determine attitudes towards particular issues and options. Providing an alternative tool for engagement, used in conjunction with other methods to reach a wider audience. Such research can target groups and individuals with particular interests or citizen’s panels with multiple interests.</td>
<td>As required throughout the preparation process.</td>
</tr>
<tr>
<td>Interactive workshops</td>
<td>The use of interactive workshops to identify and focus discussion around difficult issues and key themes. These can reach people who might not get involved in more formal groups but who may respond to this kind of contact.</td>
<td>As required throughout the preparation process.</td>
</tr>
<tr>
<td>Focus groups</td>
<td>Targeting specific communities and stakeholders - addressing key issues to develop preferred approaches, building consensus and ownership.</td>
<td>As required throughout the preparation process.</td>
</tr>
</tbody>
</table>

Table 5.1 Methods of engagement
Section 6 Community Involvement in Development Management

6.1 Development management decisions shape the character of the Borough, where people live, work and spend their leisure time.

6.2 Opportunities exist for informing and consulting the community on development proposals at three main stages in the development management (planning application) process:

- Pre-application.
- Application.
- Post decision.

Pre-Application Advice and Fees

6.3 The Council welcomes and encourages discussions before a planning application is submitted. These discussions can take place in a number of ways and vary from a brief conversation with an officer from the Development Management Team about a household extension, to a series of meetings with various council departments and outside bodies about a larger scale development proposal.

6.4 Taking an open and comprehensive approach to the promotion of development can provide benefits across the board, for example:

- Developers - create a more constructive atmosphere for the eventual determination of any planning application.
- Misunderstandings and concerns - can be addressed, comments taken on board and proposals revised before an application is submitted.
- Application determination - becomes more inclusive and effective.
- Quality - the quality of the built environment is improved and better reflects the local communities needs and desire.

6.5 Further guidance on the process and charges for pre-application advice is available on the Council website.

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9  http://www.nelincs.gov.uk/resident/planning-and-development
Publicising planning applications

6.6 Planning applications will be publicised in a number of ways depending on which is most appropriate.

<table>
<thead>
<tr>
<th>Types of publicity</th>
<th>Usual response times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood letters - sent to all those identified as being directly affected by the application</td>
<td>3 weeks from the date of the letter</td>
</tr>
<tr>
<td>Site notices - at the location of the application site</td>
<td>3 weeks from date of notice</td>
</tr>
<tr>
<td>Notice - in the local press</td>
<td>3 weeks from the date of the publication</td>
</tr>
<tr>
<td>Statutory consultees - identified as having an interest in the application site (e.g. Highways, Environment Agency, Parish Councils etc.)</td>
<td>3 weeks from date of the letter</td>
</tr>
</tbody>
</table>

Table 6.1 Forms of publicity and usual response times given

6.7 Occupiers of adjoining residential and commercial properties will be notified of the application by post. The presence of a road will be disregarded in defining which properties abut the application site, unless the road is more than 20 metres in width.

6.8 Where the application site is surrounded by open land, or the neighbour cannot be identified, a site notice will be displayed on the nearest public highway.

6.9 In addition, a list of recent applications can be generated via the Application Tracker which is available on the Council website\(^{(10)}\).

Making a comment

6.10 A period of 21 days from the date of notification and/or site notice is given for comments to be made. All comments should be made in writing by post, by email or online via the Council website\(^{(11)}\). Comments should relate to the planning matters of the case.

6.11 Planning and tree applications can be tracked and commented on online.

\(^{(10)}\) [http://www.nelincs.gov.uk/resident/planning-and-development](http://www.nelincs.gov.uk/resident/planning-and-development)

\(^{(11)}\) [http://www.nelincs.gov.uk/resident/planning-and-development](http://www.nelincs.gov.uk/resident/planning-and-development)
Decision making

6.12 Over 90% of all planning applications submitted are decided under powers delegated to a Senior Council Officer. Those remaining go to Planning Committee and are decided by a committee of Councillors who work, with the guidance of the planning officer and legal team, to determine if the application should be approved or refused.

6.13 Planning Committee meets monthly and considers all planning applications that have not been determined under delegated powers. An agenda is prepared for each committee and is made available for public inspection at least 5 working days in advance.

Speaking at Planning Committee

6.14 Public speaking is permitted at Planning Committee but only where you are the applicant, agent or your comments have previously been submitted in writing and the procedure for registering to speak has been followed.

6.15 Further guidance is available on the Council website\(^{12}\).

Enforcement

6.16 Alleged breaches of planning control can be reported from a number of sources, including: members of the public, Elected Members, and council officers.

6.17 All reports are treated confidentially.

6.18 Whilst there is no consultation with the community on individual enforcement cases, they are sometimes resolved by the submission of a retrospective planning application which will be publicised and consulted on in line with standard procedures.

6.19 Whilst the Council aims to address unauthorised development in the Borough it must act appropriately when taking formal enforcement action.

6.20 Further information about the enforcement process and what constitutes a breach of planning is available on the Council website at: \texttt{http://www.nelincs.gov.uk/resident/planning-and-development}.

\(^{12}\) \texttt{http://www.nelincs.gov.uk/resident/planning-and-development}
Trees and development

6.21 The benefits and values of trees, to the appearance of an area and to the environment, is generally associated with what is visible above the ground. However, the capacity of the root system to function in the built environment and enable trees to grow is an overriding and crucial factor. The retention of trees with amenity value is desirable.

6.22 To enable a harmonious relationship between trees and structures, careful planning and expert advice is needed. Good design cannot be achieved without first recognising the constraints of a site. Some trees maybe protected by a Tree Preservation Order or through an area's Conservation Area status.

6.23 The involvement of a Tree Officer in pre-application discussions can help to minimise delays later in the processing of the application and identify whether any additional information may be required. Further information about trees and development can be found on the Council website\(^{(13)}\).

Heritage

6.24 North East Lincolnshire has a rich and diverse historic environment which includes both designated and undesignated heritage assets. All of which are covered by policies contained within the National Planning Policy Framework 2012 (NPPF). These include:

- Listed buildings;
- Conservation areas
- Registered parks and gardens;
- Scheduled monuments;
- Undesignated historic buildings (not within a conservation area);
- Locally listed buildings;
- Historic farm buildings and complexes; and
- Historic shop fronts.

6.25 Planning applications affecting a heritage asset must be accompanied by a heritage assessment which assesses the significance of the proposals impact, either positively or negatively, on the heritage asset.

\(^{(13)}\) [http://www.nelincs.gov.uk/resident/planning-and-development](http://www.nelincs.gov.uk/resident/planning-and-development)
The involvement of the Archaeologist and/or Design and Conservation officer(s) in pre-application discussions can help to minimise delays later in the processing of the application and identify whether any additional information may be required. Further information about preserving the historic buildings and natural environment can be found on the Council website."http://www.nelincs.gov.uk/resident/planning-and-development"."
Section 7 Community Involvement in Major Planning Applications

7.1 The general principles for community involvement in the consultation on a major planning application is the same as for other applications and is described in Section 6 'Community Involvement in Development Management'.

7.2 There are three stages relating to the consideration of a major application. The degree of consultation undertaken depends on the nature and complexity of the proposals. The stages are:

1 - Pre-application

We will:

- Welcome and support pre-application consultation with potential applicants. Developers and investors. This is to ensure that issues and risks associated with a planned development are identified at an early stage in the development process and clear advice provided about the development 'fit' with local planning policy.
- Adopt a 'Development Team Approach' coordinating contact and actions across different service areas identifying and addressing issues and constraints quickly\(^{(15)}\).
- In appropriate circumstances facilitate pre-application discussions, through identifying, for a potential applicant for planning permission, those local bodies and groups, as well as consultees, it is recommended that discussions are undertaken with before a planning application is submitted.
- Not become actively involved in pre-application exhibitions or consultations in order to remain impartial at this stage.
- In appropriate cases support pre-application discussions with Planning Committee.

Applicants can:

- Carry out consultation with neighbours, residents groups and consultees. This is positively encouraged in order that their views can be fully understood and responded to in any subsequent application.
- Engage in pre-application discussions with the Council and other relevant bodies\(^{(16)}\). This is positively encouraged and has the benefits, as outlined above, in terms of understanding the issues and risks associated with a development.

You can:

\(^{(15)}\) Monitoring this approach through pre-application, application and post application stages

\(^{(16)}\) For example the Highways Agency, Environment Agency and utilities
1 - Pre-application

- Respond to and engage with pre-application discussions in your local area.

2 - Application

We will:

- Thoroughly assess the information and evidence submitted with all applications and make a decision (or recommendation) based on the proposal's 'fit' with the local development plan and any other material planning considerations.
- Take into account any pre-application consultations undertaken.
- Notify adjoining neighbours of the application and process by which comments can be made.
- Place a site notice on the nearest public highway where the application site is surrounded by open land or the neighbour cannot be identified and notified by post.
- Make available copies of the application and supporting documents on the Council website for viewing and commenting on.

Applicants should:

- Provide details of the pre-application consultation they have undertaken, comments reviewed and their responses to the issues raised.
- Provide details of any wider consultation they intend to undertake.

You can:

- Comment in writing about a proposal.
- If the application is to be decided by Planning Committee, speak to the meeting if you have previously made written comments and the protocol for speaking at Planning Committee\(^{17}\) has been followed.

3 - Post-application

We will:

- Provide a copy of the decision notice to the applicant, Parish, Town or Village Council and consultees.
- Write to those residents, who previously wrote in support or opposition to an application, advising of the outcome and where further details can be viewed.
- Ensure conditions are complied with and obligations are delivered.

\(^{17}\) [http://www.nelincs.gov.uk/resident/planning-and-development](http://www.nelincs.gov.uk/resident/planning-and-development)
3 - Post-application

Applicants can:

- Commence work on the development in accordance with the decision, once all conditions requiring further information to be shared with the Council, before development starts, have been agreed.
- Appeal against a decision if they feel it is unfair or wrong.

You can:

- Play a role in monitoring developments.
- Ask for further information or advice if you are unclear about the decision and/or the development proposal.
Section 8 Monitoring

8.1 Reviewing and monitoring the preparation and success of policies in the New Local Plan is crucial to the successful delivery of its spatial vision and objectives.

8.2 A Monitoring Report will be prepared and published at least annually, reporting on the progress of the preparation of the New Local Plan against the Local Development Scheme key milestones to 31 March (each year). The report will focus on aspects that are considered most appropriate to the communities and will include the most up to date information available. It will identify whether there is a need to review and revise the Local Development Scheme key milestones.

8.3 This Statement of Community Involvement (SCI) sets out how the Council proposes to involve its communities in the preparation of the New Local Plan and future major planning applications. The Council will regularly review the proposed arrangements to ensure the procedures are responsive to issues that are raised during the preparation of the New Local Plan.

8.4 The Monitoring Report will provide a public record of how effectively the collaborative planning process has benefited local communities by recording trends identified as a result of the mutually agreed local plan policies.

Statement of Consultation and Engagement

8.5 To demonstrate that the Council has followed the principles and procedures set out in this Statement of Community Involvement it will prepare a 'Statement of Consultation and Engagement'.

8.6 The Statement of Consultation and Engagement will reflect the key milestones for the preparation of the New Local Plan as set out in the Local Development Scheme. It will also provide a summary of the main issues raised during the consultation stages, and how the Council has responded. Ultimately, it will provide an overview of the collaborative planning work that has informed the preparation of the New Local Plan.

8.7 This statement will be submitted to the Secretary of State along with the New Local Plan for consideration at the public examination.
Appendices
Neighbourhood Plans
## Appendix A Neighbourhood Plans

<table>
<thead>
<tr>
<th>Neighbourhood plans</th>
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</thead>
<tbody>
<tr>
<td><strong>Plan type</strong></td>
</tr>
<tr>
<td>Neighbourhood</td>
</tr>
<tr>
<td>development plan</td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Neighbourhood</td>
</tr>
<tr>
<td>development order</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Community right to</td>
</tr>
<tr>
<td>build order</td>
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<td></td>
</tr>
</tbody>
</table>

New Local Plan - Statement of Community Involvement February 2013
Neighbourhood plans

<table>
<thead>
<tr>
<th>Plan type</th>
<th>General description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Family homes; Affordable housing; Sheltered housing; New community centres; Children's playground.</td>
<td>Can only be for small scale development and for a specific site.</td>
</tr>
</tbody>
</table>

Table A.1 Neighbourhood plans

Neighbourhood Plan preparation

A.1 The Neighbourhood Planning (General) Regulations 2012 set out the procedure for the designation of neighbourhood areas and neighbourhood forums and for the preparation of neighbourhood development plans and neighbourhood development orders and Community Right to Build Orders.

A.2 Further legislation covering the referendum stage of neighbourhood planning came into force in August 2012\(^{(18)}\).

The Council's role

A.3 The Localism Act 2011 imposes new duties on the local authority including:

- Confirm the status of a proposed neighbourhood forum
- Confirm the geographical area of the proposed neighbourhood plan
- Provide expertise and advice to neighbourhood forums or parish councils
- Check legal conditions have been met
- Appoint an independent examiner with the consent of the parish council or neighbourhood forum
- Hold referendums
- Make neighbourhood plans where all requirements have been met

Duty to support

A.4 Where neighbourhood plans are prepared and the promoters\(^{19}\) can demonstrate adequate local support for the proposed plan the Council has a duty to provide advice or assistance on a range of subjects, including but not exclusively:

- Good practice in plan making.
- Consistency with national policy and EU law.
- Conformity with the strategic policies set out in the local plan for the area.

A.5 The Council will also have a duty to provide practical support such as:

- Facilitating community engagement.
- Helping with the consultation of public bodies, landowners and statutory consultees, where appropriate.

A.6 There is no duty on the Council to provide financial assistance.

**Independent examination**

A.7 Neighbourhood plans are required to be publicly examined by a suitably qualified independent person. This examination assesses the plan against some basic conditions to make sure it is aligned with:

- National policy;
- The strategic elements of the local development plan; and
- Legal requirements.

A.8 Where the examination shows the plan does not meet the basic conditions the Council would not be obliged to carry out a referendum or make the plan. This means the plan will have no statutory status or form part of the development plan. The Council would also only be obliged to give it very limited weight when deciding planning applications.

A.9 Where the examination shows the plan meets the basic conditions, or can meet the basic conditions with modifications, the Council has a legal duty to hold a referendum. If the plan is supported at that referendum then the Council is required to make the plan and it will form part of the statutory development plan for the area it covers.

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\(^{19}\) The promoter must be designated as a ‘qualifying body’
Further information and help
Appendix B Further information and help

B.1 Further information and help on getting involved in the New Local Plan and in decisions on planning applications can be found on the Council's website at: [http://www.nelincs.gov.uk](http://www.nelincs.gov.uk) or by telephoning the Council Customer Service on 01472 313131. The Customer Service team will be happy to help you. In the event that the Customer Service team cannot answer your query they will ensure that a colleague deals with your enquiry.

B.2 If you would like to speak to your local Councillor about a particular issue or planning application, details of your local elected representative can be found on the Council's website at: [http://www.nelincs.gov.uk](http://www.nelincs.gov.uk) or be telephoning the Council on 01472 313131.

B.3 If you would like independent advice, contacting Planning Aid is a good place to start. Planning Aid is a voluntary organisation that provides free and independent advice to individuals and groups in the community who cannot afford planning consultants to help them understand and participate in local planning issues. For further information please see the Planning Aid website at: [http://www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid) by telephoning 0330 123 9244 or email: advice@planning.rtpi.org.uk.


B.5 If you would like further general information about the planning appeal system, please look at the Planning Inspectorate's website at: [http://www.planningportal.gov.uk/planning/planninginspectorate](http://www.planningportal.gov.uk/planning/planninginspectorate).

Availability of documents

B.6 All consultation documents and supporting material will be made available in hard copy as well as in electronic format. Hard copies will be made available for viewing at all Council libraries and the customer services area at the main Council offices in Cleethorpes, Grimsby and Immingham.

B.7 Hard copies of consultation documents will be sent, on request, to specific and general consultation bodies. A charge to cover costs may be made for other requests.

B.8 Electronic copies of consultation documents on CD Rom/DVD will be sent to specific consultation bodies. A charge to cover costs may be made for other requests.
B.9 All documents will be made available on the Council website http://www.nelincs.gov.uk/council/Planning-policy.

Deposit addresses

B.10 As referred to in ‘How we will consult’.

B.11 Information relating to the opening hours of the main Council officers is available from the individual locations or on the Council website at: http://www.nelincs.gov.uk/council/the-council-as-an-organisation/customer-services/.

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<th>Council Main Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Offices</td>
</tr>
<tr>
<td>Town Hall Square</td>
</tr>
<tr>
<td>Grimsby</td>
</tr>
<tr>
<td>DN31 1HU</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Immingham Town Council Office</td>
</tr>
<tr>
<td>Civic Centre</td>
</tr>
<tr>
<td>Pelham Road</td>
</tr>
<tr>
<td>Immingham</td>
</tr>
<tr>
<td>DN40 1QF</td>
</tr>
</tbody>
</table>

Table B.1 Council Main Offices

<table>
<thead>
<tr>
<th>Libraries(20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleethorpes Library</td>
</tr>
<tr>
<td>Alexandra Road Cleethorpes DN35 8LG</td>
</tr>
<tr>
<td>Tel: 01472 323650</td>
</tr>
<tr>
<td>Grimsby Library (and also reference library)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall Square&lt;br&gt;Grimsby&lt;br&gt;DN31 1HG</td>
<td>Church Lane&lt;br&gt;Humberston&lt;br&gt;DN36 4HZ</td>
<td>Tel: 01472 323600&lt;br&gt;Tel: 01472 323682</td>
</tr>
<tr>
<td>Immingham Library&lt;br&gt;Pelham Road&lt;br&gt;Immingham&lt;br&gt;DN40 1QF</td>
<td>Laceby Library&lt;br&gt;Cooper Lane&lt;br&gt;Laceby&lt;br&gt;DN37 7AX</td>
<td>Tel: 01469 516050&lt;br&gt;Tel: 01472 323684</td>
</tr>
<tr>
<td>Nunsthorpe Library&lt;br&gt;The Grimsby Institute of Further and Higher Education&lt;br&gt;Community Campus&lt;br&gt;Sutcliffe Avenue&lt;br&gt;Grimsby&lt;br&gt;DN33 1AW</td>
<td>Scartho Library and Learning Centre&lt;br&gt;St Giles Avenue&lt;br&gt;Scartho&lt;br&gt;Grimsby&lt;br&gt;DN33 2HB</td>
<td>Tel: 01472 323636&lt;br&gt;Tel: 01472 323638</td>
</tr>
<tr>
<td>Waltham Library&lt;br&gt;High Street&lt;br&gt;Waltham&lt;br&gt;DN37 0LL</td>
<td>Willows Library&lt;br&gt;Binbrook Way&lt;br&gt;Grimsby&lt;br&gt;DN37 9AS</td>
<td>Tel: 01472 323656&lt;br&gt;Tel: 01472 323679</td>
</tr>
</tbody>
</table>

Table B.2 Libraries

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Glossary of terms
### Appendix C Glossary of terms

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<th>Term</th>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed person</td>
<td></td>
<td>Independent Inspector appointed by the Secretary of State to carry out the public examination of the New Local Plan.</td>
</tr>
<tr>
<td>Community Engagement Framework</td>
<td></td>
<td>Prepared by the Local Strategic Partnership it sets out the strategic vision and guiding principles for community engagement within North East Lincolnshire.</td>
</tr>
<tr>
<td>Development plan</td>
<td></td>
<td>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 of not planning permission should be granted.</td>
</tr>
<tr>
<td>Development Plan Document</td>
<td>DPD</td>
<td>Former documents that the Council prepared as part of the Local Development Framework, introduced in the Planning and Compulsory Purchase Act 2004, DPD(s). Including the Core Strategy, Allocations and Proposals map.</td>
</tr>
<tr>
<td>Duty to Support</td>
<td></td>
<td>Local planning authorities are subject to a duty to support parish councils and neighbourhood forums in the development of their neighbourhood plans. Support might include, for example, the provision of advice or assistance on good practice in plan-making, and alignment with national policy, EU law and local plans. There is no duty on the local planning authority to provide financial assistance.</td>
</tr>
<tr>
<td>Equalities Impact Assessment</td>
<td>EIA</td>
<td>An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.</td>
</tr>
<tr>
<td>Evidence base</td>
<td></td>
<td>The Local Plan should be based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area.</td>
</tr>
<tr>
<td>Term</td>
<td>Acronym</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Habitats Regulations Assessment</td>
<td>HRA</td>
<td>A requirement under Regulation 85 of the Habitats Regulations 2007 (as amended) to assess the possible effects of a plan on European protected areas.</td>
</tr>
<tr>
<td>Local Development Framework</td>
<td>LDF</td>
<td>The Local Development Framework was introduced by the Planning and Compulsory Purchase Act 2004. It is a non-statutory term used to describe a folder of documents, which includes all the local planning authority’s local development documents.</td>
</tr>
<tr>
<td>Local Development Scheme</td>
<td>LDS</td>
<td>Sets out the programme for the preparation of the New Local Plan over a three year period, identifying key milestones and preparation arrangements.</td>
</tr>
<tr>
<td>Localism Act 2011</td>
<td></td>
<td>The Localism Act sets out a series of measures with the potential to achieve a substantial and lasting shift in power away from central government and towards local people.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(The Localism Act 2011 as enacted can be found on the official home of UK legislation at: <a href="http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted">http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted</a>.)</td>
</tr>
<tr>
<td>Major development</td>
<td></td>
<td>A residential development comprising 10 or more dwellings OR if the number of dwellings is unknown the site area is 0.5 hectares or more; OR Any other use where the floorspace proposed is 1,000 square metres or more OR if the area is one hectare or more.</td>
</tr>
<tr>
<td>Monitoring report</td>
<td></td>
<td>Reports on the progress of the preparation of the New Local Plan against the Local Development Scheme. It also records how effectively the adopted policies are being implemented.</td>
</tr>
<tr>
<td>National Planning Policy Framework</td>
<td>NPPF</td>
<td>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</td>
</tr>
<tr>
<td>Term</td>
<td>Acronym</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Neighbourhood plans, reflecting</td>
<td></td>
<td>the needs and priorities of their communities. Further information about the NPPF is available on the Department for Communities and Local Government website at: <a href="http://www.communities.gov.uk/corporate">http://www.communities.gov.uk/corporate</a>.</td>
</tr>
<tr>
<td>Neighbourhood forum</td>
<td></td>
<td>Are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area. (The Neighbourhood Planning (General) Regulations 2012 <a href="http://www.legislation.gov.uk/uksi/2012/637/made">http://www.legislation.gov.uk/uksi/2012/637/made</a>.)</td>
</tr>
<tr>
<td>Neighbourhood Plan(s)</td>
<td></td>
<td>Give communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.</td>
</tr>
<tr>
<td>Policies map</td>
<td></td>
<td>Illustrates the policies and proposals in the New Local Plan on an Ordnance Survey base map.</td>
</tr>
<tr>
<td>Public examination</td>
<td></td>
<td>The Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.</td>
</tr>
<tr>
<td>Regional Spatial Strategy</td>
<td>RSS</td>
<td>The Yorkshire and Humber Plan (May 2008) sets out the Secretary of State's policies in relation to the development of land within the Yorkshire and Humber Region.</td>
</tr>
<tr>
<td>Secretary of State</td>
<td></td>
<td>Secretary of State for Communities and Local Government. The department sets policy on supporting local government; communities and neighbourhoods; regeneration; housing; planning, building and the environment; and fire.</td>
</tr>
<tr>
<td>Statement of Community Involvement</td>
<td>SCI</td>
<td>Sets out the processes to be used by the Council in involving the community in the preparation, alteration and continuing review of the development plan and development management decisions.</td>
</tr>
<tr>
<td>Statement of Consultation and</td>
<td></td>
<td>A report on how the Council has consulted the communities on the preparation of the development plan, met the key milestones set out in the Local Development Plan.</td>
</tr>
<tr>
<td>Engagement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scheme and the main issues raised and responses to those issues.

<table>
<thead>
<tr>
<th>Term</th>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory consultee</td>
<td></td>
<td>Bodies that must be consulted with regard to the preparation of the development plan documents as set out in Part 1 of the Town and County Planning (Local Planning) (England) Regulations 2012 (<a href="http://www.legislation.gov.uk/uksi/2012/767/contents/made">http://www.legislation.gov.uk/uksi/2012/767/contents/made</a>).</td>
</tr>
<tr>
<td>Supplementary Planning Document(s)</td>
<td>SPD</td>
<td>Provide greater detail or expand on the policies set out in the development plan. Fall into two broad types:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Area based - including masterplans and development briefs which deal with a specific parcel or parcels of land.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Topic based - provide additional information on a specific local issue, such as a design guide.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be a material consideration in planning decisions but are not part of the development plan.</td>
</tr>
<tr>
<td>Sustainability Appraisal</td>
<td>SA</td>
<td>Sustainability Appraisal is mandatory under the Planning and Compulsory Purchase Act 2004 and helps to fulfil the objective of achieving sustainable development in preparing projects, policies and plans. The purpose of the Sustainability Appraisal Report is to appraise the social, environmental and economic effects of policies and proposals in the New Local Plan.</td>
</tr>
<tr>
<td>Sustainable development</td>
<td></td>
<td>The recognised definition of sustainable development is:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘development which meets the needs of the present without compromising the ability of future generations to meet their own needs.’ (World Commission on Environment and Development)</td>
</tr>
<tr>
<td>Test of Soundness</td>
<td></td>
<td>A series of questions the Independent Inspector asks during the examination of the development plan document(s) to assess whether it has been:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Positively prepared.</td>
</tr>
</tbody>
</table>
Further information about the Test of Soundness can be found on the Planning Portal at: http://www.planningportal.gov.uk/planning/planningsystem/.

### Table C.1 Glossary of terms

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<thead>
<tr>
<th>Term</th>
<th>Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Justified</td>
<td></td>
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<tr>
<td>Effective</td>
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<td>Consistent</td>
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<tr>
<td>with nation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>policy</td>
<td></td>
<td></td>
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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
Telephone: 01472 324272
Email: newlocalplan@nelincs.gov.uk

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Grimsby
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DN37 9TZ