

Statement of Community Involvement

Adopted April 2014

Having Your Say
in Creating Our
Future



Leaflet 1

Community Involvement Strategy

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Community Involvement Strategy SCI Leaflet 1 of 3

1.1 Key Principles

This leaflet (1 of 3) describes our overall approach to community engagement and involvement in the planning process.

When we involve you in preparing the new Local Plan or consult you on planning applications or other forms of consent we will:

- **Keep the process** simple by writing in plain English and explain any planning terms that we need to use.
- **Communicate clearly** by explaining the reasons why we want to involve you and receive your comments.
- **Make it easy for you to get involved** by setting out when and where you can provide your comments. We will always try and plan public events so they are accessible to all people and groups and use existing community involvement networks.
- **Be inclusive** by providing information in an accessible format and giving clear advice on how the planning system works, and encourage involvement from those groups that are not usually involved in the planning process.
- **Be transparent and objective** through the consideration of reasonable policy options for the Local Plan and presenting all relevant facts about development proposals.
- **Share information** with you using the Council's website, in Derbyshire County Council libraries and in the Council's Head Office whenever this is appropriate and effective.
- **Make copies of Local Plan documents available** to view at key locations throughout the District.
- **Make sure your involvement is effective** by ensuring all comments received by the authority are recorded, read carefully and taken into account.
- **Strive to meet our targets** for the preparation of the Local Plan (Refer to Leaflet 2), and also Government targets for the determination of applications within the statutory timeframe (8 weeks for minor and other applications and 13 weeks for major applications – Refer to Leaflet 3).

1.2 Who will we involve?

We recognise the importance of understanding our stakeholders and their unique perspectives. We want everyone to have the opportunity to have their say on the emerging Local Plan, and on planning applications, wherever it is relevant. We will carefully consider Equality and Diversity Issues as a community leader.

We have developed a consultation database of individuals, landowners, groups and stakeholders who we regularly contact on planning policy matters (that are of interest to them) and we will continue to involve individuals, groups and organisations in the preparation of our planning documents so that everyone has the chance to shape the future of the district. This database is reviewed and updated on a continuous basis.

Government regulations require us to ensure that certain groups are consulted at key stages in the preparation of the new Local Plan, for example the Coal Authority, Environment Agency, English Heritage, Natural England, Highways Agency and the Homes and Communities Agency. The full list of consultees is provided at Appendix A.

We can make documents available in alternative formats on request. This can include large print, Braille and alternative languages. For assistance with this, please contact our Customer Service Team on Tel: 01246 231111.

1.3 How will we involve you?

We will keep you informed through a variety of methods including: letters, e-mails and our website <http://www.ne-derbyshire.gov.uk/environment-planning/planning/>, the council's 'News' magazine and through notices in the local newspaper to publicise planning matters.

The ways in which you can have your say on the planning process will vary depending on the issue, and different techniques may be used at different stages in the production of a planning document or assessment of a planning application. For example, you may be invited to submit written representations by letter or e-mail or online, or provide comments via feedback forms and questionnaire returns. We will produce press notices, organise public consultation events and provide exhibition information to keep you informed and arrange smaller group workshops wherever this is appropriate and helpful to the planning process.

1.4 The role of Planning Officers

The council's Planning Officers work in two teams within the Planning Service, which is based at Council House, Saltergate, Chesterfield:

- The **Planning Policy Team** produces the planning documents that make up the Local Plan and can be contacted for advice on planning policy. They organise and lead the consultations on draft planning documents and consider relevant consultation responses, incorporating any amendments into the council's final adopted documents, where appropriate to do so (see Leaflet 2).

Contact Details

Website at

<http://www.ne-derbyshire.gov.uk/environment-planning/planning/planning-policy/>

or Tel: 01246 217169/70 or email local.plan@ne-derbyshire.gov.uk

- The **Development Management Team** assesses planning applications in accordance with the policies of the adopted Development Plan, the National Planning Policy Framework (NPPF) and any other material considerations including consultation responses and other representations. They can be contacted for pre-application advice for all major developments and other advice on planning applications (see Leaflet 3).

Contact Details

Website at

<http://www.ne-derbyshire.gov.uk/environment-planning/planning/development-control/>

or Tel 01246 217178 or email developmentcontrol@ne-derbyshire.gov.uk

The Planning Officers from both teams work closely together in the preparation of new planning policies, in the assessment of planning applications and in providing specialist professional planning advice on key council development projects with land-use implications.

1.5 The role of Councillors

Locally elected Councillors have a key role in the planning process in the following ways;

- The Council's executive, the Cabinet, is made up of senior Councillors, who make decisions on council planning policy, whilst the Council meeting is responsible for approving and adopting key statutory planning policy documents such as the Local Plan;
- The Council's Planning Committee is made up of Councillors who make decisions on individual planning applications;
- Councillors represent their respective wards and listen to residents' concerns on planning issues (at ward surgeries or public meetings and consultations); and
- Councillors can voice their support or make objections to planning applications in writing and speak at Planning Committee on behalf of their constituents.

The role of locally elected Councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in writing to the Planning Service within the specified time for a particular consultation. There are existing protocols for the way that Councillors and Council Officers conduct their activities, which ensure that any potential conflicts of interest are resolved in a transparent way.

1.6 Monitoring and review

The SCI will be reviewed through the Authority Monitoring Report, when we will consider;

- Whether the procedures set out in the document have achieved a satisfactory level of public involvement;
- Whether there have been any significant changes in priorities or resources; and
- Whether these factors should trigger a review of the SCI.

1.7 Appendix A: Consultees

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with the Town and Country Planning Regulations 2012.

Specific and Duty to Co-operate consultation bodies include the following;

- Neighbouring Local Planning Authorities:
 - Amber Valley Borough Council
 - Bolsover District Council
 - Chesterfield Borough Council
 - Derbyshire County Council
 - Derbyshire Dales District Council
 - Peak District National Park Authority
 - Rotherham Metropolitan Borough Council
 - Sheffield City Council
- Town or Parish Councils within and adjacent to North East Derbyshire
- Civil Aviation Authority
- Coal Authority
- Derbyshire Chamber Of Commerce & Industry
- Derbyshire Constabulary
- Derbyshire Wildlife Trust
- English Heritage (the Historic Buildings and Monuments Commission for England)
- Environment Agency

- Highways Agency
- Homes and Communities Agency
- Mobile Operators Association
- Natural England
- Network Rail Infrastructure Ltd
- National Grid
- Highways Agency
- NHS North Derbyshire Clinical Commissioning Group
- D2N2 Local Enterprise Partnership
- Sheffield City Region Local Enterprise Partnership
- Severn Trent (water and sewerage undertaker)
- Sport England
- South Yorkshire Constabulary
- Yorkshire Water (water and sewerage undertaker)
- Western Power Distribution

Plus other relevant gas, electricity and electronic communications network infrastructure providers

Other 'General' consultation bodies include the following;

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area,
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

In addition to these groups listed above, we will also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses. If you would like to be added onto our consultation database, or need to amend your existing details, please let us know (Tel: 01246 217169/70 or email Local.plan@ne-derbyshire.gov.uk)