

Report for Information

Report to	Local Development Framework Working Party 14 September 2009 Executive 30 September 2009	Item
Report of	Director Regeneration and Development	6
Subject	Review of Statement of Community Involvement	

Purpose

This report seeks the Executive's approval for the public consultation on the review of the Statement of Community Involvement (SCI).

Recommendations

To approve the draft SCI for public consultation

Financial Consequences

There are no direct financial consequences of this report.

Risk Assessment

There are no risks associated with approving the consultation in this report

Strategic Priority and Outcome/Service Priorities

The report helps to meet the strategic priority "Strong and prosperous city – working to improve quality of life for residents, visitors and those who work in the city now and in the future" and the service plan priority to deliver the joint core strategy and the local development framework for Norwich.

Executive Member: Councillor Morrey - Sustainable City Development

Ward: All

Contact Officers

Jo Negus	01603 212522
Paul Rao	01603 212526

Background Documents

- Statement of community involvement, January 2007
- Local development scheme, March 2007
- Planning policy statement 12: local spatial planning, 2008
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009, SI 2009 no. 401
- Consultation Toolkit, Norwich City Council (March 2009)

Report

Introduction

1. This report updates members on the review of the Statement of Community Involvement (SCI) document. As previously reported to LDF Working Party on 21 July 2009 the revision of the document will involve the public. The aim of this report is seek authority to carry out the public consultation for the review of this document.

Purpose of Review

2. The statement of community involvement is part of the local development framework. It is the council's code of practice on how people can expect to be involved in the preparation of the local development framework. It covers the production of different types of documents, and the different stages for each one. It is also concerned with how people should expect to be involved in major planning proposals in their area, and the responsibility upon developers to involve local people and other stakeholders.
3. There have been a number of significant changes to the procedures for producing planning policy documents since the last SCI was adopted in January 2007. There have been revisions to how SCIs are produced including revisions to the government's plan-making procedures in June 2008 and April 2009. Further to this Norwich City Council has produced the community engagement strategy and the SCI now needs to follow it.
4. Members will also be aware that following endorsement at Executive on 8 July 2009 interim planning service standards, making clear what level of service the public can expect from planning, have been in operation from 1st September. These service standards sit alongside but do not duplicate the SCI.
5. The document is therefore being reviewed, with a view to consult on proposed revisions from November to January 2010 (12 weeks in total). The methods of consultation will include:
 - a) Making available the **proposed changes to the full document** as attached. A leaflet summarising the changes will also be produced. The changes to the full document will be agreed with Executive in advance of the public consultation. This document will then be sent to general consultees (as identified in the local development framework consultation database), adjacent district councils and the East of England Regional Assembly as the regional planning body and made available on the Council website.
 - b) **Focused community group meetings** will be held around the city in conjunction with the Site Allocation Development Plan Document public consultation and there will be presentations to the developers' forum and the Third Sector Forum. The precise details of where these groups will be held are currently being developed. Member's suggestions about this are also welcome.

- c) The **City of Norwich Partnership** delivery board has been advised of this review and partnership members are also invited to contribute.
- d) Through **advertisements** in the local newspaper, on the council's website and in The Citizen.
- e) **Members and staff** will be kept up to date internally through e-grapevine, inner city and e-councillor updates. There will be close working with the community engagement and housing teams.

Content of the reviewed document

Main issues to include in the statement of community involvement

6. Planning policy statement 12 on 'Local Spatial Planning' sets out the government's requirements on what a statement of should include:
 - Explain clearly the process and methods for community involvement for different types of local development documents and for the different stages of plan preparation. This needs to include details of how the diverse sections of the community are engaged, in particular those groups which have been underrepresented in previous consultation exercises.
 - Identify which umbrella organisations and community groups need to be involved at different stages of the planning process, with special consideration given to those groups not normally involved.
 - Explain the process and appropriate methods for effective community involvement in the determination of planning applications and where appropriate refer to Planning Performance Agreements.
 - Include details of the council's approach to pre-application discussions.
 - Include the council's approach to community involvement in planning obligations (S106 agreements).
 - Include information on how the statement of community involvement will be monitored, evaluated and scrutinised at the local level.
 - Include details of where community groups can get more information on the planning process, for example, from Planning Aid and other voluntary organisations.
 - Identify how landowner and developer interests will be engaged.
7. The proposed revised document is attached to this report. The underlined sections indicate where text has changed from the last version of the SCI. This report to Executive requests authority to carry out the public consultation.

ITEM 5 – APPENDIX
Statement of Community Involvement

**A Code of Practice for
Involvement in Planning**

Proposed changes
September 2009

Local Development Framework for Norwich

Contents

1. Why has the Statement of Community Involvement been prepared
2. Norwich City Council's community vision and values
3. The Local Development Framework
4. Who we will involve
5. How we will involve
6. When we will involve
7. Resources and management
8. Involvement on planning applications

Why has the Statement of Community Involvement been prepared?

1 The City Council wants to improve the way we involve the community in plan making and in its decisions on planning applications. We want to encourage more people to be involved and to make that as easy as possible. We previously produced a Statement of Community Involvement in 2007 but we need to update it now for a number of reasons. For ease of reference substantially revised text in this document has been underlined.

2 Under the planning policy system the Council has to prepare a number of planning documents (collectively known as the Local Development Framework), which will show how the City will develop and grow over the next 20 years. There will be plenty of opportunities for you to become involved in the new system. Your local knowledge will help to make sure that development in the City benefits everyone while the special qualities of the City are also protected. The way we will ensure that you are part of this process is set out in this Statement of Community Involvement.

3. The council has recently produced a Community Engagement Strategy for the whole of the Councils' approach to community involvement. This Statement of Community Involvement will reflect the content of the Community Engagement Strategy.

4. The Town and Country Planning Regulations were also updated in 2008 and again in 2009. The way plans are to be produced was changed, and so the adopted Statement of Community Involvement needed to be changed.

5. This document will identify who we will involve, when and how.

Norwich City Council's Community Vision and Values

6. The Council has the overall citywide vision of:

'To make Norwich a world class city in which to live, work, learn and visit'

The priority themes in the Corporate Plan for 2008-2010 to achieve this vision are:

1. City of economic growth and enterprise
2. City of environmental excellence
3. City of culture and creativity
4. City of safe and strong communities
5. City of health and wellbeing
6. City of learning and personal development

7. The three priorities and outcomes have been identified as

1. Strong and prosperous city
2. Safe and healthy neighbourhoods
3. Opportunities for all

8. To achieve these through planning there needs to be good involvement in planning issues and clear standards for when and how involvement will take place.

Links with the Norwich Local Strategic Partnership

9. The Norwich Local Strategic Partnership includes representatives from the public, private, community and voluntary sectors as well as faith communities and councillors. It is known as the City of Norwich Partnership. This Partnership has prepared the Sustainable Community Strategy for Norwich, titled 'A New Vision for Norwich; 2008-2020'.

10. The Sustainable Community Strategy has the same themes as the Corporate Plan. The Local Development Framework will be a key tool for delivering the parts of the Sustainable Community Strategy which affect development and change in the City.

11. The Council will work with the City of Norwich Partnership as an independent body to gather their views from the local community on the approaches to involvement in this document. We will also involve Strategic Partnerships from adjoining districts (Broadland, South Norfolk and the Broads Authority) to make sure a strategic approach to involvement is developed.

Norfolk COMPACT: Code of Practice on Involvement

12. The City Council has signed the Norfolk COMPACT which aims to improve the way voluntary and community sectors, and local councils in Norfolk involve each other. This includes how councils involve voluntary and community sectors in planning policy developments. We will continue to provide a positive framework for productive working relationships with voluntary and community organisations. We will also ensure that the guidelines set out in the COMPACT are met unless government legislation provides different regulations for involvement on planning documents and proposals. A full justification will be given if COMPACT standards are not met.

RTPI East of England Planning Aid Service

13. The RTPI East of England Planning Aid Service offers assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages people to get involved in the planning system to help shape their own environment. The Council supports the work of Planning Aid and will work with the Service to provide independent advice for some of the involvement procedures proposed in this document.

14. The contact details for RTPI East of England Planning Aid Service are:

PO Box 1225,

Kenninghall,
Norwich, NR16 2WR
Tel: 0870 850 9801

Email: eecw@planningaid.rtpi.org.uk www.planningaid.rtpi.org.uk

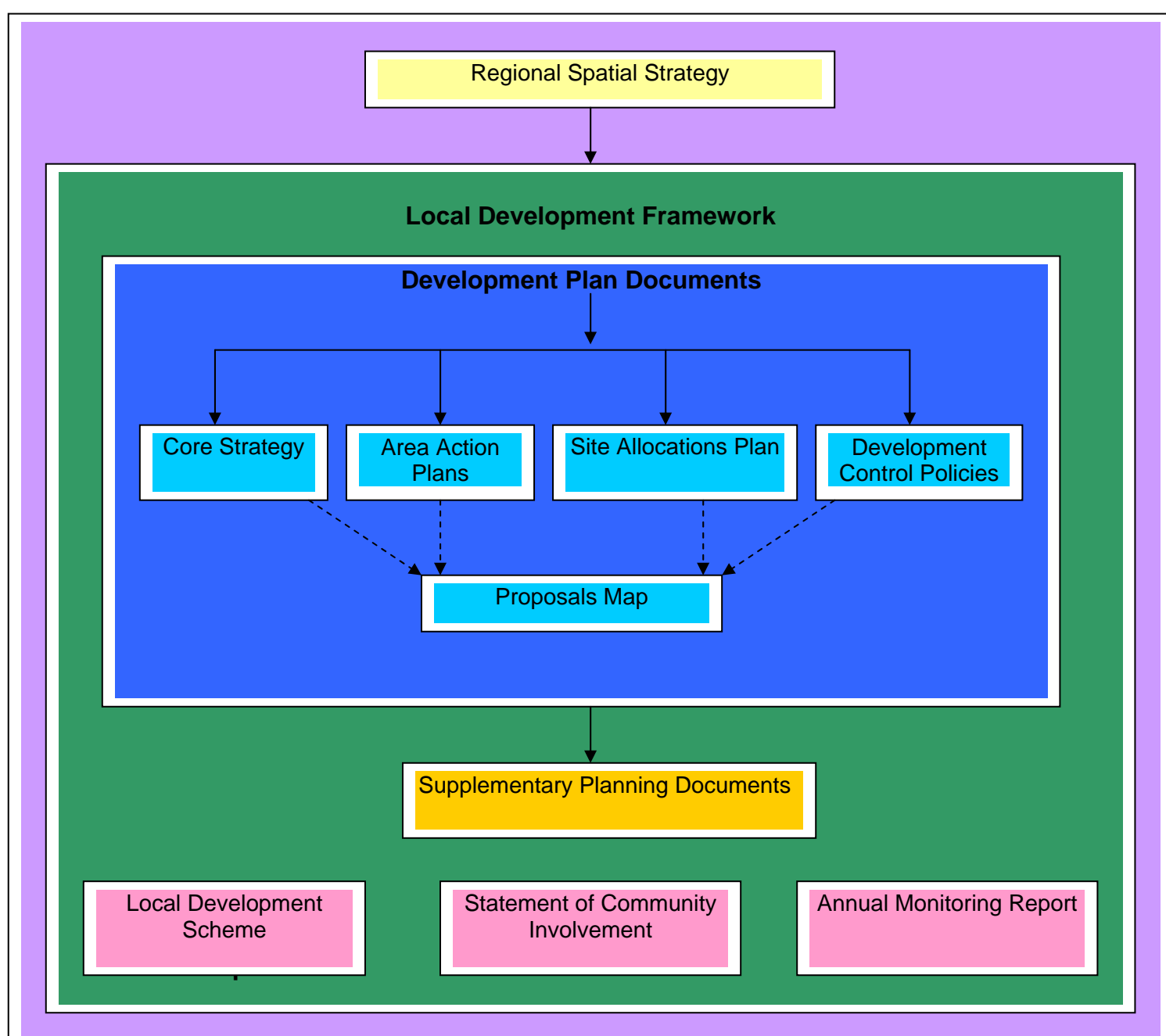
The Local Development Framework

15. This section gives information on the Local Development Framework and outlines when we will involve the local community and statutory consultees during its preparation.

What is the Local Development Framework?

16. The Local Development Framework is the new statutory development plan for Norwich which will guide the future development and use of land, services and infrastructure in Norwich up to 2021. It will be produced over the next few years and will eventually replace the local plan for Norwich (adopted in 2004).

Figure 1 Local Development Framework



Development Plan Documents

17. The Council will prepare several Development Plan Documents which are identified in the Local Development Scheme.

18. The Local Development Scheme includes a timetable of when we aim to produce the different Development Plan Documents, and their various stages. It will include all of the documents identified in Figure 1. Some documents will be subject to a Sustainability Appraisal.

Table 1 Local Development Framework documents

Development Plan Document	Description
Area Action Plan	Detailed policies and site proposals for key areas of change in the City
Joint Core Strategy	The Council's vision, approach and core policies to guide development and land use in the City to 2021.
Site Allocation and Proposals Map	Policies and a map which will decide where new homes, shops, offices and employment land will be and which land will be protected against future development.
Development Control Policies	Policies against which all future planning applications will be considered
Supplementary Planning Document	
Supplementary Planning Document	More detail and information on specific policies
Planning Brief	Development and design guidelines for complex sites

20. There is a glossary at the back of this document that explains some of the terms used in this document.

21. Further information on all of the documents is available on our website at www.norwich.gov.uk and hard copies are available for our published documents.

Who We Will Involve

22. The Council will involve anybody who has an interest in a planning issue because they live in, work in or visit Norwich.

23. The City Council must involve certain statutory organisations. These include other local authorities and government departments. We will also involve community groups such as the Community Forums, Residents Associations, groups that represent the interests of different religious, racial and ethnic communities in the City, young people, bodies that represent the interests of local people and anyone else who tells us that they want to be involved. A list of consultees is in Appendix 1. This list will be updated as community interests will change.

24. Every group or individual who wants to be included in our database of consultees should contact the Planning Policy and Projects team. Contact details can be found at the end of this document.

25. We are keen to widen the number and type of groups who are involved in the planning process. Some groups or members of the community may not have been involved in the planning process before. These would particularly include young people, black and minority ethnic groups, people with a physical disability and people with learning difficulties. We intend to develop strategies for involving people who may not normally get involved in planning, but are directly affected by it. Each policy document will be different, and affect different number of people. Every time the Council involve people we will look at who is likely to be impacted by a plan and involve people who may not normally be involved. We will work with the Council's Community Engagement team to identify 'hard-to-reach' groups and develop strategies for engaging individual groups.

Figure 2 Involvement of local communities

The Northern City Centre Area Action Plan aims to guide development in the area north of the river Wensum in Norwich. Involvement events that took place through the production of this document included workshops with local school children and with older peoples groups. People were involved in this to find out what they thought about the area and how they wanted to see it change.

26. In addition to this we will make community involvement as easy as possible for all involved. We will do this through:

- Making all publications available in a variety of formats, including different languages, spoken word, Braille, large print.
- Using plain English for all publications.

- Ensuring that venues are accessible for all (if and when necessary and possible) and are:
 - Wheelchair accessible
 - Availability of induction loops
 - Near public transport
- Holding events at various dates and times to enable as many people as possible to attend.
- Publicise events well in advance and emphasise why it is important that people attend.

What role will councillors have?

27. Councillors have two roles: as decision makers and community representatives. When we involve you in the Local Development Framework or on planning applications, Councillors will receive a summary of responses through written reports at Executive Committee or at Planning Applications Committee. They will take account of these views in their decisions. Councillors will also be able to find out details of new planning documents and give their views at the Local Development Framework Members Working Party.

28. You can make your views known to your Ward Councillor or to a representative of Executive Committee or Planning Applications Committee by letter, by email or by discussing it with them. However, we would prefer that views are also put in writing to Planning Officers, as this will ensure that whilst Councillors will hear all views, you will have the right to be heard at Committees or at any subsequent Inquiry or Examination.

How We Will Involve

29. This section explains how we will involve the community in planning policy decision.

What we do now

30. The Council has a well established procedure for involving people in planning policy documents. We currently do the following:

- **Newspaper and site notices**
- **Paper documents**
- **Council's website**
- **Planning for Real Events**
- **Presentations to Community Groups**
- **Public meetings**
- **Exhibitions**
- **Letters to Groups and Individuals**

31. Our approach is to develop understanding of such techniques over time and to learn from what works – and what is not effective. We envisage a variety of methods will be relevant to those strategies including involvement of schools and use of other appropriate locations, the use of particular media for presentations to blind people, people with impaired hearing and people with mental health disabilities for example.

32. The Councils' Community Engagement Strategy 'Working Better Together' identifies 5 main parts to involvement:

- Keeping you informed
- Asking you what you think
- Deciding together
- Acting together
- Supporting independent community initiatives

The first three steps are very relevant to planning policy. The following tables show what we will do for each of these steps.

Keeping you Informed

What we will do

- Keep statutory organisations, community groups and the wider community informed during all stages of the Local Development Framework
- For each document and each stage of involvement make it clear
 - What document is being prepared
 - Where and how documents can be viewed
 - Which stage in the planning process it is at
 - The main issues on which views are being sought
 - What you need to do and by when

- When the key dates for involvement events are
- How responses will be used and what they can/cannot influence
- How and when the results will be available
- What the future stages are
- A contact point for groups or individuals needing special presentation of the material.
- Publish information about each document at each stage in the process (see Table 3)
- Build on relationships with other organisations and groups and use their newsletters and websites to promote planning documents and involvement events
- Produce a clear, concise summary leaflet to accompany every planning document which highlights the main points of the document
- Display information at
 - Planning Reception in City Hall
 - Central Library in The Forum
 - Other appropriate locations relevant to the document (local libraries, Community Forum noticeboards, leisure centres and other public places)

Asking you what you think

What we will do

- The legislative requirement for involvement within the Production stage of DPD's is six weeks. Involvement on Supplementary Planning Documents will be four weeks or more;
- Involve statutory consultees, stakeholders, community groups and the wider community from the earliest possible stage
- At each involvement stage give everyone the chance to have a say on documents and policies that affect them or their interests
- Use a range of methods appropriate for the particular document (see Table 3) to encourage the wider community to participate in the planning process
- Encourage comments to be made at an early stage by designing involvement methods to be suitable for the groups involved and relevant to the particular document
- Encourage groups who may not have been involved in the planning process before or who may find it difficult to become involved, to participate, when appropriate by
 - Holding public events close to where those affected live
 - Holding public events at relevant times to reach a cross section of the community
 - Matching public events to the scale of the planning issues
 - Involving Planning Aid to encourage those unfamiliar with the planning process to get assistance and advice on how to make comments
 - Making sure that those with a disability do not receive a lower standard of service at public events
 - Making all documents available on the Council's website
 - Making all responses publicly available so they can be viewed by others

Deciding together

What we will do

- We will use a variety of techniques (see Table 3) to provide information, to make sure everybody understands the details of the document, including the groups identified as needing specific encouragement or assistance (see paragraph 25 above);
- Produce documents providing feedback on comments that have been made in the past and how these were considered;
- Use the Council's website to provide updates of how people can be involved and downloadable versions of all documents;
- Encourage responses to be made by email to LDF@norwich.gov.uk. This will make it easier and quicker for the community to respond and benefits the Council in analysing the responses.

33. An example of deciding together was shown at St Clements Park in Catton.

Designs were created to turn St Clements Park into a children's eco-park. Children from Sewell Park College and Catton Primary School were involved in drawing up plans on what they would like to see at the park. These plans could be commented on by the general public to allow anyone else who had an interest in the park to have their say.

34. The next section shows when people can expect to be involved. All information and documents will be available in a variety of formats on request, including large print, Braille and spoken word.

Giving feedback

35. Feedback is very important to effective community involvement and needs to be relevant, concise and easily understood. Any comments made will be considered and used to inform the next stage in the plan making process. A report will be made after each stage of involvement to show how a plan has changed in light of comments made. These reports will be made available on our website www.norwich.gov.uk and at the following locations:

Planning Reception in City Hall
Central Library in The Forum
Other appropriate locations relevant to the document (local libraries, Community Forum noticeboards, leisure centres and other public places)

36. This Statement of Community Involvement will be subject to future review, for example to include a new involvement technique. At community involvement activities and events we will use feedback forms to help us assess our involvement method(s). The City of Norwich Partnership, the Local Development Framework Working Party, the Planning Advisory Service and the Planning Aid Service will act as sounding boards to advise on the involvement process and suggest points for review. The Annual Monitoring Report, prepared by the Council to monitor progress in preparing the LDF, will reflect on and evaluate the community involvement process.

37. We will acknowledge receipt of a comment or response within five working days. After the end of every involvement process we will give individual written feedback to each respondent. This will be after all valid responses are evaluated as a whole. The overall Council response to all valid comments will be available on the council's website.

38. All information and documents will be available in a variety of formats on request, including large print, Braille and spoken word. On request, feedback will be available in a variety of formats, including face-to-face, spoken word, Braille, large print and other languages. For more information, please contact the Planning Policy and Projects team, using the contact details at the end of this document.

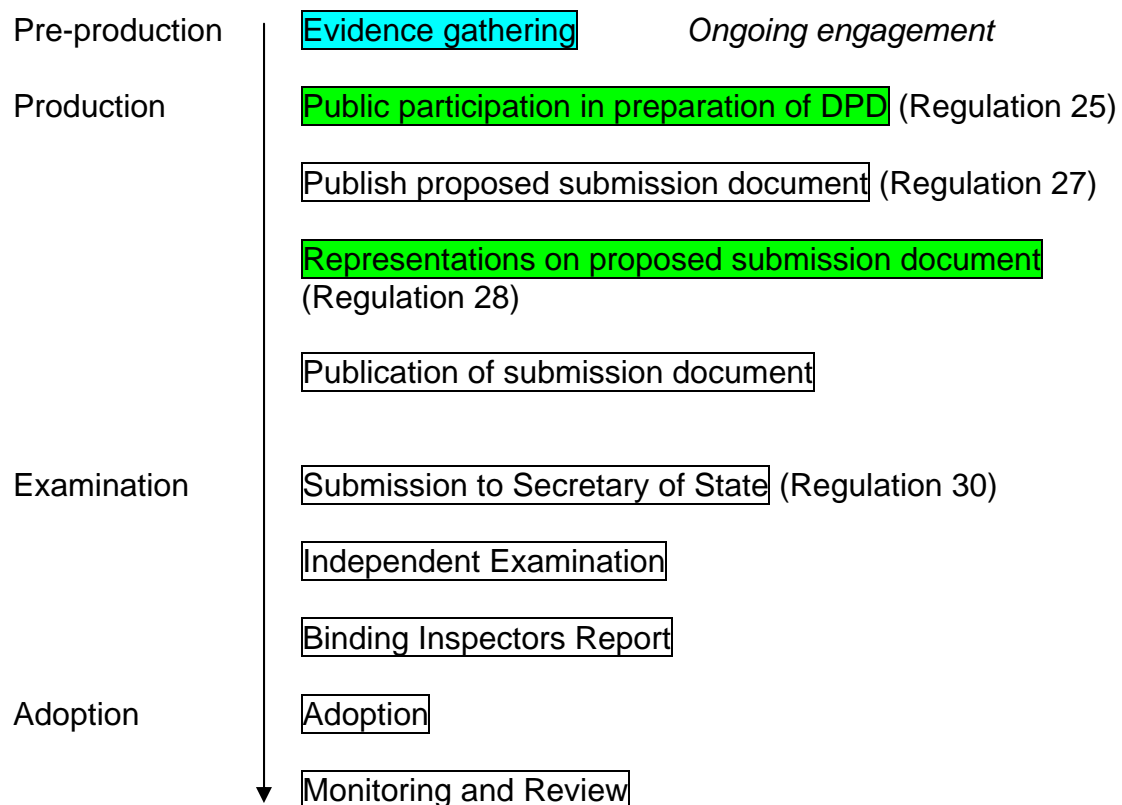
When We Will Involve

39. There are three stages to involvement on Development Plan Documents. Supplementary Planning Documents only have one. The involvement stages for each Local Development Framework document are shown below. The best opportunity for involvement will take place at an early stage in the planning process. By involving the community at an early stage the Council aims to build up the understanding of local communities and improve the quality of planning decisions made in the City.

40. For Development Plan Documents a Sustainability Appraisal is required to be prepared alongside the document. Involvement at pre-production stages should include material derived from the scoping report for Sustainability Appraisal and/ or the assessment of options as relevant. The Submission stage of involvement on the document will include involvement on the full Sustainability Appraisal report.

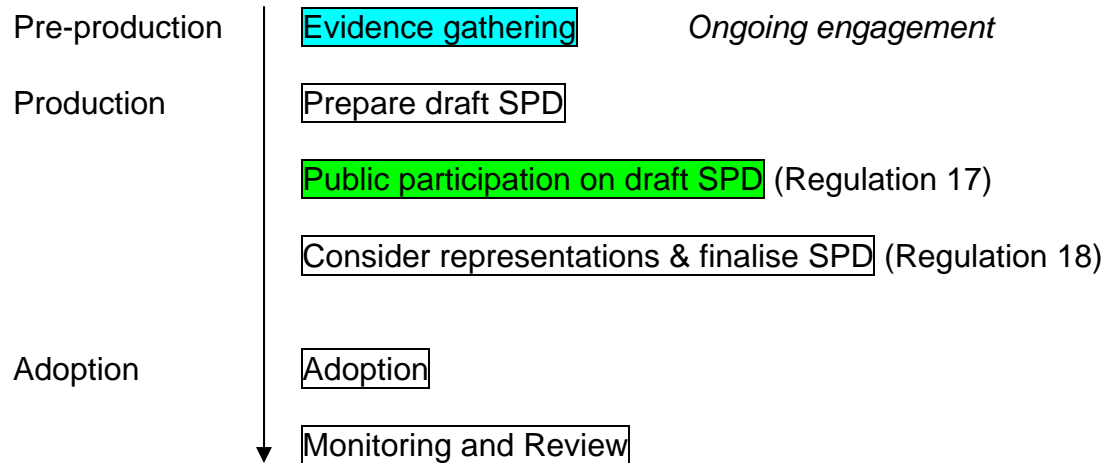
Production of a Development Plan Document:

41. The stage called 'Preferred Options' has been removed from the process due to the changes in the regulations. More emphasis has been placed on community involvement at the beginning of the process in evidence gathering.



Production of a Supplementary Planning Document:

42. There have been no major changes in how Supplementary Planning Documents are produced since the changes to the regulations.



Key:

Ongoing Involvement (highlighted in cyan)

Statutory Involvement (4-6 week minimum) (highlighted in green)

No involvement (boxed)

43. Table 2 below shows when communities can be involved for the different documents that will be produced, under the Local Development Framework.

Table 2 Involvement phases for the Local Development Framework

Stage in the Involvement Process						
LDF Document	<u>Evidence Gathering</u>	<u>Production</u>			Examination	Adoption
		<u>Regulation 25</u>	<u>Regulation 27</u>	<u>Regulation 28</u>	<u>Regulation 30</u>	
Development Plan Documents						
Joint Core Strategy	*	*		*		
Site Allocation and Proposals Map	*	*		*		
Development Control Policies	*	*		*		
Area Action Plan	*	*		*		
		<u>Regulation 17</u>		<u>Regulation 18</u>		
Supplementary Planning Documents	*	*				

Key:

* Ongoing engagement
* Statutory Involvement (6 week minimum)
No involvement

44. Details of each stage in the involvement process are outlined below.

Stage 1 - Evidence Gathering

Development Plan Documents and Supplementary Planning Documents

What we will do

- Have more regular, organised contact with a wider range of groups and organisations including Community Forums, Residents Associations, young people, other local amenity groups and landowners;
- Gather information on local issues and use local knowledge to provide the basis of documents.

Why we will do this?

- To ensure documents are based on sound information;
- Have a good understanding of any issues and local knowledge that may affect the document being prepared;
- Promote communication between different groups at an early stage;
- Give those involved the opportunity to find common ground and clarify and reduce areas of disagreement;
- Promote local communities and landowners understanding of the process by being involved from an early stage;
- Help to involve those groups that have not been involved in planning before.

Stage 2 - Production

Development Plan Documents

What we will do

- We will clarify the aim and content of each stage of the process and seek comments in the initial involvement at as early a stage as possible;
- Produce a short clear document to set out what issues the Development Plan Document can address and proposals to address these issues;
- Involve all statutory consultees;
- Involve any interested groups, individuals and organisations so that they can comment on each document at the relevant stages and see that their ideas and views are taken into account in decisions;
- Consider comments received and use them in preparing the next stage of the plan.

Supplementary Planning Documents

What we will do

- Involve all statutory consultees and other interested groups.

Development Plan Documents and Supplementary Planning Documents

Why we will do this

- Keep everybody informed about possible land use changes;
- Find out more about what community thinks and needs;
- Give the Council opportunity to provide feedback on a range of concerns.

Stage 3 - Examination

Development Plan Documents

What we will do

- Submit the final document to the Planning Inspectorate;
- Provide reports on how people's comments have been taken into account;
- Explain how sustainability and environmental impacts have been evaluated;
- Prepare supporting material to justify the policies and proposals.

What will happen

- An Inspector from the Planning Inspectorate will consider if the plan is 'sound' through its aims, consistency with relevant guidance and how it was produced;
- Issues that have not been agreed through the involvement process will be discussed;
- Examinations can be either written statements or at a public examination;
- A public pre-examination meeting will be held in advance of the public examination
- After the Examination, the council will make changes set out in the Inspector's Report

Why this will happen

- To allow discussion of conflicting views and consideration by an Inspector independent of the Council.

Stage 4 – Adoption

Development Plan Documents

What will happen

- After the Council has changed the Development Plan Document according to the decisions made by the Inspector, the document will be adopted.
- The document will then become statutory planning policy as part of the Local Development Framework.
- We will contact every respondent to earlier formal involvement rounds to inform them that the Development Plan Document has been adopted.

Supplementary Planning Document:

What will happen

- After the Council's Executive Committee has approved the final draft document, it will be adopted.
- We will contact respondents to the formal involvement events to inform them that the Supplementary Planning Document has been adopted and to notify them of changes in response to involvement.

Development Plan Documents and Supplementary Planning Documents:

Why will this happen:

- To inform every respondent to involvement events on that document that the policies or guidance in it are now in use.

Table 3 Local Development Framework Involvement Methods			
Potential Involvement Methods	Evidence gathering	Production	Examination and adoption
	(Stage 1)	(Stage 2)	(Stage 3 & 4)
Providing Information - paper form <ul style="list-style-type: none"> • Council offices, Central Library, Citizens Advice Bureau, Norfolk INSET • Paper copies/CD-ROM/tape/braille to buy • Leaflets • Council Letters • Summary leaflet • Organisation newsletters 	D J SA A S		
Providing Information - electronically <ul style="list-style-type: none"> • City Council's Website (downloadable form) • Email alerts • Text Message • Organisations website e.g. Community Forums • Facebook/Twitter 	D J SA A S		
Providing Information - Media <ul style="list-style-type: none"> • Features/supplements in local press • Regular press releases • Citizen newsletter • Radio adverts • Talking newspaper 	D J SA A S		
Advertising <ul style="list-style-type: none"> • Posters • Site notices • Bus stops • Car park/bus tickets 	D J SA A	D J SA A	D J SA A
Workshops <ul style="list-style-type: none"> • With organisations or interest groups <ul style="list-style-type: none"> ○ Norwich Strategic Partnership ○ Community Forums ○ Residents/ Tenants' Associations ○ Interest Groups 	D J SA A	D J SA A	

Exhibitions/Roadshows <ul style="list-style-type: none"> Staffed displays giving information at key locations Ideas Competition for specific sites 	D J SA A S	D J SA A S	
Planning for Real Events <ul style="list-style-type: none"> Discussion of issues and proposals with officers Interaction with plans, models and other visual aids To show on plan/ model/ diagram what people want for an area 	D SA A S	D SA A S	
Stakeholder Forums <ul style="list-style-type: none"> Organisations representatives have regular discussions with officers on issues, documents, policies and proposals at small meetings with an independent chairperson. 	D J SA A S	D J SA A S	
Focus Groups <ul style="list-style-type: none"> Selected groups of people with particular characteristics have discussion with officers on specific site/area issues. Video Surveys. 	D SA A	S SA A	
Opinion Polls (surveys/questionnaires) <ul style="list-style-type: none"> Postal Face to face Text message On the website 	D J SA A S	D J SA A S	
Local Councillors <ul style="list-style-type: none"> Public meetings Private discussion Letter/Email 	D J SA A S	D J SA A S	D J SA A S

Key

- D** Development Control Policies
- J** Joint Core Strategy
- SA** Site Allocation/Proposals Map
- A** Area Action Plan
- S** Supplementary Planning Document and Planning Brief

Resources and Management

45. This section discusses the management of the involvement process and the resources available to the Council. The Local Development Framework will be managed by the Council's Planning Policy and Projects officers and supported by officers from other Council departments who will provide expertise, support and advice during the process. The resources are designed to ensure that the Local Development Framework, Sustainable Community Strategy and other Council strategies are linked and that all local community involvement events are coordinated.

46. The Council has resources available including staff and budgets for preparing and involving on its Local Development Framework. Although sufficient funding has been identified to fund the involvement activities outlined in this document we hope to work closely with those involved to understand and agree policies and proposals at an early stage so that fewer resources are needed at the examination stage. From previous experience of consulting on planning policy documents the use of time and effort at earlier stages can reduce the length of examination time.

47. The Council may use specialised agencies or consultants for specific parts of the Local Development Framework. They will be expected to undertake public participation and involvement on their proposals and results which will be consistent with this document.

48. A range of agencies and organisations carry out community participation and involvement activities across the City. The Council will work with other departments and groups to coordinate timing of their involvement events to help avoid consultation fatigue and save resources.

Involvement on Planning Applications

Planning application process

49. This section sets out the Council's approach for the involvement of the community in commenting on planning applications and to encourage developers to undertake pre-application involvement on major applications.

What we do now

50. Most of the community become involved in the planning system when planning applications are made. In 2004⁸, Norwich City Council determined over 1050 planning applications ranging from house extensions to major new housing developments, large shops and offices. These decisions matter to people because they shape the way their area will change and develop. Therefore it is important that the community have suitable opportunities to be involved in commenting on planning applications and that those comments are taken into account when the decision is made.

51. The Council has a well established process for publicising planning applications. These include:

Weekly email alerts

Weekly list (in paper form/website)

Letters - statutory organisations and interest groups

Letters - residents/businesses//properties next to the site

Letters to interested parties – with Committee date and advise them of their rights to be heard

Decisions (in paper form/website)

Site notices

Presentations at Committee

Newspaper Notices

Committee papers - available a week before meeting (in paper form/website)

Meetings - Community forum/other local groups

Committee Minutes - available a week after (in paper form/website)

52. Information on planning applications can be found at the following locations:

- Planning Portal www.planningportal.gov.uk
- Norwich City Council www.norwich.gov.uk
- Public Access <http://publicaccess.norwich.gov.uk/publicaccess/>

Planning Portal provides information on planning in general, with Norwich City Councils' website providing more specific information relevant to Norwich. Public Access contains all planning applications from December 2005 onwards, with some information on applications from January 1988 to November 2005.

53. Norwich's Planning Service Standards outline how people can expect to be involved in planning applications and the service they expect to receive including response times to letters, emails and phone calls. The Planning Service Standards will be available on our website at www.norwich.gov.uk and click on 'Planning' on the left hand side of the screen.

54. For all major planning applications we will encourage developers to have pre-application negotiations with statutory organisations, the local community and other stakeholders before the submission of a planning application. If no pre-application negotiations have taken place then, at an early stage in the application process, the Council will encourage the applicant to undertake involvement with these groups, to allow comments to be made to influence the proposal before key decisions are made. The pre-application process is currently being reviewed. For up to date information on the process please go to our website at www.norwich.gov.uk.

Involvement on Major Planning Applications

55. Early involvement will allow issues and concerns to be discussed with key people affected by the proposals before key decisions are made. To explain this in greater detail the City Council and other organisations publish a range of leaflets to provide the community with information on the planning application process and how to make comments on applications. These are available at Planning Reception in City Hall and on the City Council's website.

What is a major planning application?

- Housing developments of 10 or more dwellings
- Any other development with a floor area of 1000 sq. m.
- Development which generates or is expected to generate over 100 traffic movements per hour at peak times or over 1000 over 24 hours
- Development requiring Environmental Impact Assessment

Developments that are particularly innovative should also be discussed with Planning Officers at an early stage.

What is expected from developers?

56. We would encourage applicants to discuss proposals with a Planning Officer as part of pre-application discussions. Developers should then undertake pre-application community involvement that is suitable for the size and type of development in relation to the standards set out in Figure 2 below. These arrangements are to be organised, managed and funded by the potential developer.

57. The Validation Checklist requires developers to identify how they involved communities for major developments. To determine what will be the appropriate level of involvement developers should contact the Planning Services Manager for advice and information. The larger the development the more pre-application involvement and publicity will be required. Figure 2 provides more information on how this could be done.

Failure to comply with these guidelines

58. The Council will refuse to consider a planning application if an appropriate level of involvement has not taken place. Also, if involvement has not been effective with wider communities it may result in objections being made, which may delay the planning process.

What will happen to comments received?

59. The results of involvement should be summarised in a Statement of Community Consultation, to be prepared by the applicant and submitted with the application (assuming involvement has taken place in advance of submission). Where an applicant undertakes involvement later in the process than proposed in this SCI (which may be necessary where an application is substantially amended), this should be submitted as soon as possible. In either case the submission needs to include details of the form of involvement undertaken and the response rate, as well as appending the full responses received.

60. The City Council will then consider the Statement of Community Consultation and decide what (if any) further additional involvement needs to be undertaken. The City Council will also involve statutory consultees.

61. All comments received either with the applicant's Statement of Community Consultation or on any further involvement by the City Council will be summarised in the report to the Planning Applications Committee and will be addressed in the decision. A letter will be sent to all respondents once a decision has been made on the application.

Section 106 agreements

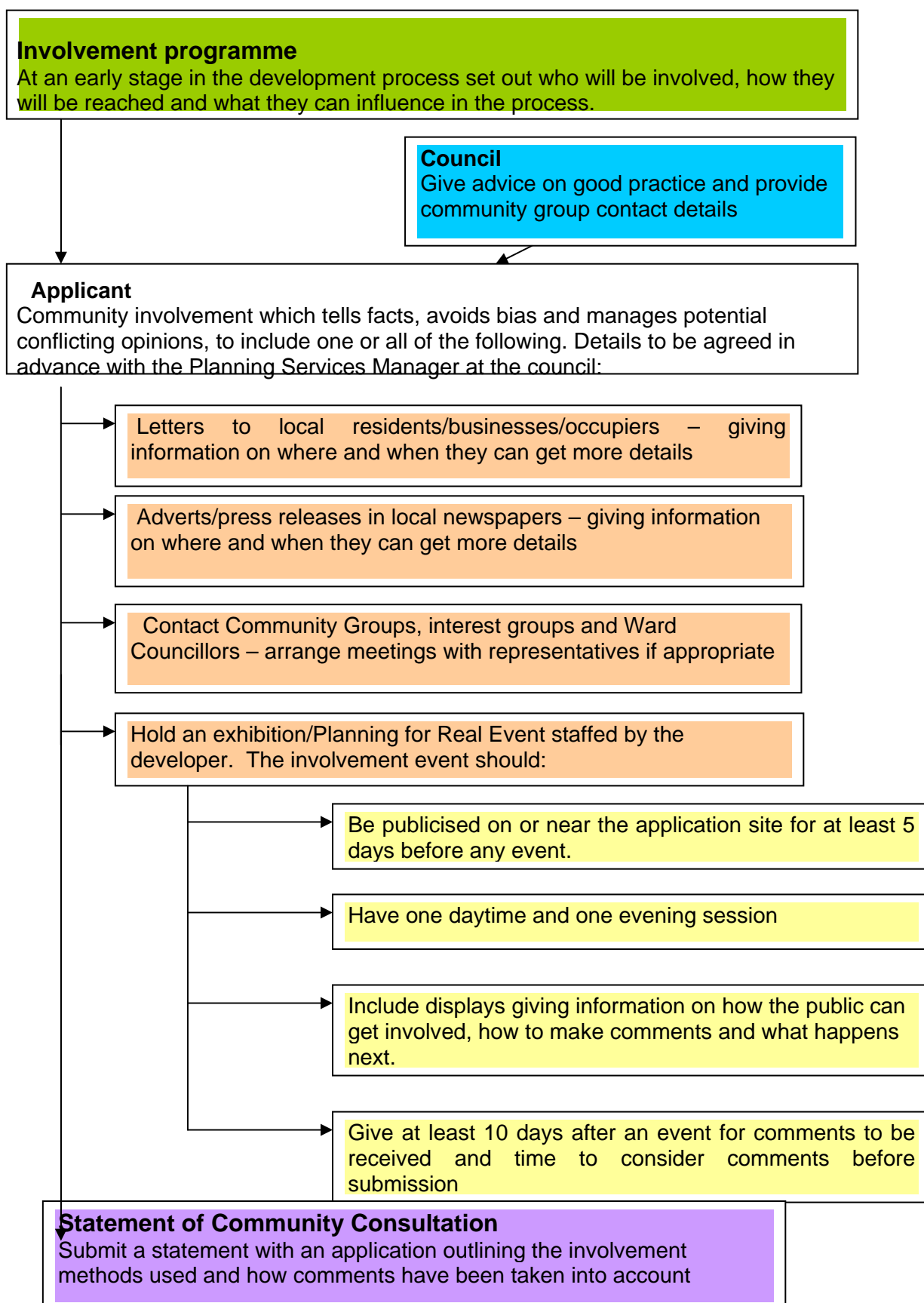
62. Section 106 agreements are legally binding agreements between developers and the Council. These agreements provide services or money to mitigate any negative impact development may have. This could include financial sums for road improvements due to a new commercial building or a new playspace for a housing development.

63. The Executive of the Council decide where money is allocated within Section 106 funds. An example of community involvement in Section 106 funds was at Jenny Lind Park.

At Jenny Lind Park there were existing problems of misuse of the park and anti-social behaviour. The redevelopment of the old Norfolk and Norwich Hospital site provided funding that could be used to improve the area.

Ideas were discussed with community groups, the local primary school and young people through the Youth Service. These gave some conflicting ideas as to how the park should be redeveloped, but further work was done to resolve the conflicting ideas. The final plan was agreed with these key people who would have an interest in the quality of the environment in the park.

Figure 2 Suggested involvement processes for major planning applications



Appendix 1 Local Development Framework Consultees

Please note this list is not exhaustive and also relates to successor bodies, where reorganisations occur.

Statutory Organisations

The Council must involve the following statutory organisations in the Local Development Framework involvement process. These along with the Government Departments listed below form the 'general consultation bodies'. These are:

- East of England Regional Assembly
- Government Office for the East of England
- East of England Development Agency
- Secretary of State for Transport
- Environment Agency
- Highways Agency
- The Coal Authority
- English Heritage
- Natural England
- Strategic Rail Authority
- Other adjacent Local Authorities
- Broads Authority
- Norfolk County Council
- Norfolk Landscape Archaeology
- Norfolk, Suffolk and Cambridgeshire Primary Care Trusts
- Anglian Water
- Norfolk Police Authority
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant water and sewerage undertakers
- National Power
- Parish Councils in the Norwich Policy Area

Government Departments

The Council will involve the following government departments in the Local Development Framework involvement process. These are:

- Department of Communities and Local Government
- Department for Children, Schools and Families
- Department for Innovation, Universities and Skills
- Department for Environment, Food and Rural Affairs
- Department of Energy and Climate Change
- Department for Transport
- Department of Health
- Department for Business, Enterprise and Regulatory Reform
- Ministry of Defence
- Department for Work and Pensions
- Department for Culture, Media and Sport.

Additional Bodies

Through this Statement of Community Involvement, we are committed to involving a wide range of other groups and organisations in the Local Development Framework process. This will ensure that as many people as possible who are interested are involved in the future development of Norwich.

We will also involve the following groups, where appropriate, in the preparation of the Local Development Framework. These are known as 'general consultation bodies'.

- Community Groups
(Area Based and Topic Based)
- Housing Organisations
- House Builders
- Residents and Tenants Groups
- Business and Commerce Organisations
- Economic Development Agencies
- Educational Bodies
- School Councils
- Community Safety Bodies
- Environmental & Heritage Organisations
- Equal Opportunities Bodies
- Ethnic Minority Groups
- Disabled Peoples Organisations
- Older Peoples Groups
- Faith Groups
- Health and Social Care Groups
- NHS Norfolk
- Norfolk and Waveney Mental Health Trust
- Youth Organisations
- Agents/Developers
- Landowners
- Regeneration Bodies
- Tourism Bodies
- Transport Bodies
- Community Centres
- Volunteer Development Organisations
- Sports and Recreation Organisations
- Health and Safety Executive
- Royal Mail
- Emergency Services
- Gypsies, Travellers and Travelling Showpeople
- Norwich Quality Panel

Appendix 2 Glossary of Terms

The following are definitions of terms used in this document, which may be helpful:

Adoption	Formal approval of document – usually the final stage in the process of producing a planning document.
Amenity Group	An organised (usually voluntary) group of people who are concerned about the environment, privacy, security and appearance of an area.
Annual Monitoring Report (AMR)	Part of the <i>Local Development Framework</i> . A report produced each year (December) to assess progress towards the implementation of documents included in the <i>Local Development Scheme</i> and the extent to which policies in <i>Local Development Documents</i> are being carried out.
Business	The general activities of Industrial, Commercial or Retail firms and their representatives in order to provide or manufacture a service or product.
Community	A network of people who share common interests or concerns and organise themselves to share those interests or to further their objectives. It may be a local community concerned about the environment or quality of an area. It may include residents, general public, employees, people with a specific interest, voluntary organisations, local services and groups.
Community Group	Organisation (usually voluntary), which exists to represent in some way the concerns and aims of a particular <i>community</i> , usually in a particular local area.
Conservation Area	Area with special historic or architectural character which has been designated formally by the local planning authority as being important to conserve and enhance. Special planning controls apply within these areas.
Involvement	The process of seeking opinions regarding a specific document or decision, by circulating information to those with an interest, sometimes with additional explanatory material. This process takes place within firm boundaries of decision making, set by the consulting body.
Core Strategy (CS)	Part of the <i>Local Development Framework</i> . A document that sets out the key elements of the planning policies for

the area. It will include a vision for the area, strategic objectives, a strategy for its achievement and a monitoring and implementation framework.

Design	The process of working out how a <i>development</i> should appear in relation to its surroundings and the character of the area and applying any policies which apply to this.
Development	The process of carrying out building, engineering, mining or other operations in, on, over or under land, or the making of a material change of use of any building or land.
Development Control Policies	Document forming part of the <i>Local Development Framework</i> , which provides general policies using criteria to assess whether <i>development</i> should be permitted.
Development Plan Document (DPD)	Part of the <i>Local Development Framework</i> . These are the documents which form part of the development plan for the purpose of judging whether <i>development</i> is consistent with approved policies. Such documents have to be subject to independent scrutiny through an <i>Examination in Public</i> .
Public Examination	A stage during which an appointed Inspector attends to hear information and evidence in public about the <i>soundness</i> of a <i>Development Plan Document</i> . The Inspector will hear from invited objectors concerning their objection. Occasionally when no public hearing has been requested, the Inspector will conduct the process in writing.
Exhibition	Public display of information and illustrations to show in summary form what a document contains and what it is intended to achieve. (May be mobile – to be moved between different locations).
Faith Group	A group of people sharing a common faith or religion and practising it together.
Focus Group	A group of people, who have no other shared interest, invited to come together specifically to give <i>feedback</i> on certain issues.
Feedback	Information about a response to certain issues, comments or objections. (Specifically information about

comments that have been made on a document and how the Council will take account of them at the next stage)

General Consultation Bodies

Certain bodies specified by the Council to be involved at different stages of preparing the *Local Development Framework* and its constituent documents.

Heritage

The collective value inherited and passed on from previous generations relating to buildings, artefacts or areas.

Interest Group

An organisation which has a specific interest in a subject or area.

Local Development Framework (LDF)

The collective term for the portfolio of documents prepared by the local planning authority to deliver the strategy for the location, scale and form of *development* in the area.

Local Development Scheme (LDS)

Part of the *Local Development Framework*. A document which presents the Council's intended programme for preparation of its other Local Development Framework documents and is regularly reviewed.

Local Strategic Partnership (LSP)

The partnership set up to prepare the Sustainable Community Strategy for the area, usually led by the local authority and involving a range of other local bodies and representatives of *community groups*.

Major Planning Application

A proposal submitted to the local planning authority for development above certain size limits (defined in the *Statement of Community Involvement*).

Norwich Policy Area

The area, including adjoining rural areas, within which planning policies propose that growth associated with the urban area should be accommodated.

Occupier

A person, *business* or company which is occupying or using a certain building or parcel of land at the time.

Participation

A process of involving people by a variety of methods in preparing, considering and determining proposals or policies for an area or subject. The boundaries of decision making will allow public involvement in the actual process leading up to a decision.

Planning Aid	An organisation set up by the Royal Town Planning Institute to provide assistance to people involved in proposing or responding to <i>developments</i> or proposals through the planning system.
Planning Applications Committee	The name of the City Council's decision making committee which determines approval or refusal of planning applications.
Planning Brief	Part of the <i>Local Development Framework</i> . A document which provides more detail to show how development of a particular site should be taken forward.
Planning for Real Event	A method of <i>participation</i> in which local <i>communities</i> can express their ideas focused on a site or area using maps and flags or other symbols to show those ideas.
Planning Inspectorate	The body set up by government to provide Inspectors to hear planning inquiries of various types (including <i>Examinations in Public</i> into <i>Development Plan Documents</i>).
Proposals Map	a map illustrating the site or location specific policies in a <i>development plan document</i> . This is updated as each document is brought forward and adopted.
Regional Spatial Strategy (RSS)	Part of the <i>Local Development Framework</i> . A document prepared by the Regional Planning Body to provide the strategic policies for a whole region, as the basis for each individual authority's LDF.
Roadshow	A means of explaining proposals to a range of bodies and at different locations in an area, using a mobile <i>exhibition</i> and/or other materials that are moved from place to place.
Site Allocation Plan	Part of the <i>Local Development Framework</i> . A document which proposes the type, scale and form of development on identified sites. It must include a <i>Proposals Map</i> to identify the sites specifically.
Site Notices	A formal notice placed on or near a site in a prominent position to inform people about proposals or planning applications which apply to the site.

Soundness	The formal tests which <i>Development Plan Documents</i> are required to satisfy, as set out in government guidance. These tests form the subject of an <i>Examination in Public</i> .
Specific Consultation Bodies	Certain bodies specified by the Government to be involved in different stages of preparing the <i>Local Development Framework</i> and its constituent documents.
Stakeholder	Person or body with an interest in an area.
Stakeholder Forum	A selected group of people with an interest in an area who meet to provide reaction and <i>feedback</i> to the local authority in developing proposals for that area.
Statement of Community Involvement (SCI)	Part of the <i>Local Development Framework</i> . Sets out the standards for the methods and scale of public involvement in the preparation and adoption of <i>Local Development Documents</i> , which the local authority sets for itself.
Statutory Consultee	Specific bodies specified in government guidance that should be consulted at each stage in the preparation of all <i>Local Development Documents</i> .
Statutory Requirement	Something which has to be done, because it is specified in legislation or regulations passed under the relevant Act.
Supplementary Planning Document (SPD)	Part of the <i>Local Development Framework</i> . A document which explains in more detail matters which are covered in broad terms in one of the authority's <i>Development Plan Documents</i> . Different procedures apply to SPD's compared with DPD's and they are not subject to an <i>Examination in Public</i> .
Sustainability Appraisal	An integrated process of assessing, reporting on and influencing the environmental, social and economic effects of plans or proposals. It is a <i>statutory requirement</i> to carry out such an appraisal of all <i>local development documents</i> and publish its findings at certain stages.
Workshop	A method of presenting information about a plan or proposal to a group or forum and enabling discussion of the information or proposals.