

Report for Information

Report to	Local Development Framework Working Party 24 February 2010 Executive 10 March 2010	Item
Report of	Director Regeneration and Development	5
Subject	Review of Statement of Community Involvement	

Purpose

This report seeks the Executive's approval of the revised Statement of Community Involvement (SCI) and its adoption.

Recommendations

To approve the final SCI for adoption

Financial Consequences

There are no direct financial consequences of this report.

Risk Assessment

There are no risks associated with approving the adoption of 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

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Background Documents

- Statement of community involvement – consultation draft November 2009
- Statement of community involvement, January 2007
- Local development scheme, March 2007

Report

Introduction

1. This report updates members on the review of the Statement of Community Involvement (SCI) document. On 30 September 2009 Executive authorised the consultation on revisions to the document. Consultation on the changes was held from 30 November 2009 to 5 February 2010, involving a range of interactive workshops that provided feedback on the consultation draft SCI. The comments received from this consultation (Appendix 1) have been incorporated where possible into the final version of the SCI (Appendix 2). The aim of this report is seek authority to adopt the revised SCI.

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 planning including 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. A review of the SCI was required due to changes in regulations for how plans should be produced, the production of the council's Community engagement strategy and to ensure that the council meets its equality and diversity duties.

Content of the reviewed document

4. The consultation period included a variety of workshops with the general public, developers, key community groups, the Third Sector Forum and the Council's Equalities forum.
5. The feedback from these groups and from other consultees responding to the document identified the following key changes to the document:
 - Clarification of the type of consultees listed in Appendix 1 of the SCI. There are two lists of consultees, specific consultees who statutory organisations and government departments and general consultees who are all other types of groups of consultees. A note has been added to this appendix to identify the specific consultees;
 - Ensuring the SCI is clear in stating that consultations should identify at an early stage what people can influence and what they cannot influence. This is important for consultees to understand what happens to their comments and to not become disenchanted with planning processes;
 - Clarifying that people can speak at formal decision making meetings at the council (for example Executive committee or planning applications committee) and public hearings for development plan documents;
 - How the requirement for further consultations on development plan

documents are dealt with. It identifies that this will be dealt with on a case by case basis, ensuring any significant changes to a plan may lead to considering a further consultation period;

- Feedback from discussions with developers identified more advice was required for how to involve local communities in major planning applications. A guidance note is being produced by the development management team for use by developers, which is referred to in the SCI under Section 59. This will be informal guidance that is aimed to assist developers in pre-application involvement and consultations;
 - The overall process of planning from plan-making through to planning applications has been made clearer in the document. The section on development management has also been made more prominent in the document;
 - Paragraphs 61 and 66 have been corrected. They now state what developers need to do for pre-application consultation on major planning applications.
 - Working with community engagement officers is suggested to provide local community knowledge into the planning process;
 - Minor editorial changes.
6. The final changes to the SCI have been made in the attached Appendix 2. This is the final draft of the document for approval.
 7. This report recommends that Executive note the consultation responses, approve the changes and adopt the revised SCI. Any comments from the LDF Working Party will be reported orally to Executive.

Reference	Organisation/Individual	Representation	Comments	Actions
SCI/001	Old Catton Parish Council	The council has a lot to learn about consultation, seems to be unaware of Parish Councils and does not consult PCs adjoining city's boundaries (.e.g. planning application on Dowding Road site), who have helpful and informed views.	Neighbouring parish councils are included on the Local Development Framework consultation list. Neighbouring parish councils are consulted on planning applications if it is considered appropriate.	1. No actions relating to SCI, forward comment for Development Management for consideration.
		Issues such as need for recreation facilities on local sites and possibility of spending S106 money on offsite recreation in Old Catton, where children from the Fifers Lane development are likely to play.	The issue of the need for recreational facilities cannot be addressed by the Statement of community involvement. The decision on how and where to spend S106 money is made by the Executive committee of the council. Proposals can be put forward for consideration by the committee, which are public meetings.	No further action.
SCI/003	Anglian Water	Anglian Water welcome providing comments on all 'major' applications	Information passed to development management.	No further action.
		Advise developers to submit pre-application enquiries to check availability of water/drainage capacity, possible connection pints and position of existing infrastructure.	Information passed to development management.	No further action.
		Developers can use Pre-Development Enquiry forms on AW's website.	Information passed to development management.	No further action.
SCI/002	The Coal Authority	No specific comments on SCI	None	No further action.
SCI/004	Broadland District Council	Clarification required over specific and general consultees in document.	The document does not make the two definitions clear, clarification required.	1. Before Statutory Organisations on page 26 add a reference to 'specific consultees'.
		Will Planning Aid be used for each consultation exercise ('Asking you what you think' page 10.	Planning Aid will be invited to attend and they will attend where they can.	1. Clarify that Planning Aid <u>may</u> attend consultation events, where possible.

Reference	Organisation/Individual	Representation	Comments	Actions
		Under 'Deciding together' clarification is needed over how people will be involved in decisions. Will communities and stakeholders join in deciding solutions or will they simply be asked what they think to a pre-determined set of options.	This section needs clarification as providing information on what people can realistically influence is important to ensure people do not become disenchanted with involvement processes.	1. Clarify that deciding together may not always mean changing a decision. Planning decisions, both plan-making and planning applications, must be made with planning policy frameworks. This will mean that the opinions and comments of people involved in planning will be taken account of but decisions must be made within the policies that have to be used.
		Figure 2 should state that involvement events for major planning applications should have at least one daytime and one evening session.	See comments from City-wide Launch event below.	See comments from City-wide Launch event below.
		Under section 46 there is no reference to how the council will deal with further consultation if focused or extensive changes are made to the Development plan document in question	The council will consider if it is relevant to consult again, which usually will be the case to allow open and transparent decision making processes in major planning documents.	1. Clarify under Section 46, Production how further consultations will be decided.
SCI/005	Mrs Kirk (Individual)	All Tenants and Residents' Associations (TRAs) should be involved in planning consultations.	All TRAs on the Local Development Framework consultation database are consulted on city-wide issues. More locally specific issues would still involve local TRAs.	No further action.
		It is important to find and involve vulnerable and disadvantaged groups.	The council has an Equality and Diversity Reference Forum to meet with representatives from different groups. Ongoing work is also being carried out within planning to identify how to reach vulnerable and disadvantaged groups	1. Continue working with Equalities and Diversity Reference Forum .

Reference	Organisation/Individual	Representation	Comments	Actions
		Ensure City Wide Board and Norwich Residents' Forum is included in consultations.	The City Wide Board and Norwich Residents' Forum are included in all consultations for city-wide issues.	No further action.
		Presentations at focus groups/workshops need to have speakers who can present well and clearly.	To note for future presentations.	1. To note for future presentations
		It is important for developers to be upfront and honest when involving people in major planning applications.	See comments from City-wide Launch event below.	See comments from City-wide Launch event below.
		A chairperson at focus groups/workshops is important as is a professional approach to the groups	This was addressed in the following focus groups for this consultation through a chair person from Norwich City Council and an independent facilitator from Planning Aid being present to guide the meeting and to allow everyone a chance to discuss issues.	1. Continue to use a chair and independent facilitator (if Planning Aid are available to make event).
		Repeat questions from people to the whole room so that people can hear.	To note for future presentations.	1. To note for future presentations
		Document states 8-12 weeks given for consultations, but for the Site allocations plan only 3.5 weeks were given to make comments.	The Norfolk COMPACT agreement was followed in this consultation. The consultation period was 10 weeks. The focus groups were within this period which only allowed 1-3 weeks for people to respond after the focus group, but the consultation was open in total for 10 weeks.	No further action.

Reference	Organisation/Individual	Representation	Comments	Actions
SCI/006	Theatres Trust	Paragraph 23 on page 7 states that there is a list of consultees in Appendix 1. This is not correct as the Additional Consultees only contains groups of consultees.	Noted, suggest amendment to paragraph 23 as follows.	1. Amend paragraph 23 to "More information on consultees can be found in Appendix 1"
SCI/007	Mahesh Pant, Sustainable Living Initiative	Contact local groups to discuss simple issues/questions.	The revised SCI encourages developers to do so and council staff when planning a policy consultation.	No further action.
SCI/008	Cllr Lubbock	Ensure there is representation of young people in planning consultations	The SCI encourages involvement of groups who would not normally be involved, such as younger people.	No further action.
		Information on community groups from councillors and TRAs are important. Updated register of community contacts is very important - councillors could help by letting planning department know of any changes.	A central resource of community information is provided by the Community Engagement Team, which planning link in to. A central resource such as this allows for communities and councillors to update the community officer for their area to ensure the information can be disseminated throughout the council effectively.	1. Continue to use community engagement officers as a resource of community knowledge. Add reference to this in 'who we will involve' section.
		Planning for Real' events should be encouraged for developers	Noted for community engagement practice note.	1. Appendix of good practice detailing how developers can undertake pre-application consultation, who to contact and how to go about this.
		Good use of press releases is important.	Already considered and used in current consultation practices. The council will continue to do so.	No further action.

Reference	Organisation/Individual	Representation	Comments	Actions
SCI/009	EEDA	Community involvement should engage whole community	Noted. Revised SCI aims to consider how to effectively involve people who may be affected by planning processes and people who may not usually be involved in planning decisions.	No further action.
		Attempt to involve people who do not normally participate to help reduced effects of exclusion and build social capital.		
		Ensure council's duty under Race Relations Act 2000 are met to promote good race relations.		
		Ensure council's duty to involve disabled people is met as well.		
		Ensure all ages of people within the community are involved.		
		Ensure involvement is early, regular and proactive. Use exhibitions, illustrations and models to help visualise what is proposed and stimulate greater acceptance and understanding. Particularly relating to movement patterns, building heights and densities.	These principles are identified in the SCI.	No further action.

Reference	Organisation/Individual	Representation	Comments	Actions
		More innovative methods are required to ensure the community are involved; electronic formats, outreach workshops to more remote parts of communities. Use of technology can reduce time required for community involvement, enhance a local authority or place's credibility as an innovative location and provide a marketing tool for attracting investment. Methods must be complemented by traditional means to ensure people without access to IT are still able to participate.	These principles are identified in the SCI. Consideration required for each planning consultation to ensure effective methods are used. Consideration of what has worked well in previous planning consultations as well.	1. No further action, to consider at each consultation design stage.
		Encourage council to use Inspire East resource where possible. This seeks better joint working between community and those working in the built environment.	Include comment in Good Practice Guidance for Developers to advise there are external resources such as Inspire East to help in community engagement.	1. Appendix of good practice detailing how developers can undertake pre-application consultation, who to contact and how to go about this.
SCI/010	Peacock and Smith	SCI is unsound as the council cannot insist there are pre-application discussions. This is stated in the Companion Guide to PPS12: Creating Local Development Frameworks (ODPM, 2004).	The Companion Guidance was superseded by PPS12 (CLG, 2008) (in Foreword to this document). No replacement guidance has been produced. The council will be reasonable in the pre-application discussion that is required of applicants, which should be relevant to the scale and impact of the proposed development on the community.	No further action.
City-wide launch event		Difficult to organise community involvement events to make sure information is received by correct community representatives who can go and pass info on to other people.	The council can provide more information to developers on who to contact and how to pass information through to communities.	1. Appendix of good practice detailing how developers can undertake pre-application consultation, who to contact and how to go about this.

Reference	Organisation/Individual	Representation	Comments	Actions
		Guidance on how to do pre-application discussions would be very useful, specific to Norwich		
		Public meetings are often dominated by a few vocal people, it would be better to have a 1:1 session with interest groups	Recommendation to use interest groups noted. How involvement goes ahead would be down to developers but council would provide advice as identified above.	
		Local community groups could be used to contact vulnerable and disadvantaged groups, the city council needs to provide advice on who to contact.		
		Use existing groups and local representatives to allow locals to consult locals.		
		Leaflet drops, letters, emails and home visits are very productive. Anti-groups can get organised for exhibitions.	Recommendation noted for future consultations.	
		Ensure pre-application objectives can be tracked to see how they were dealt with.	It is important for community involvement for people to see how their comments have had an effect. Where relevant developers will need to demonstrate this in consultation statements submitted with major planning applications.	
Focus Group 1		No specific comments on the SCI	None	None

Reference	Organisation/Individual	Representation	Comments	Actions
Focus Group 2		Comments that are made on planning applications are ignored by the council, what is to say that these comments won't be ignored?	Planning decision have to be made within the framework of planning policies that have been agreed with central government. The council is bound to make decisions in accordance with these policies. It is important to identify at an early stage what people can influence in both plan making and planning applications, and what cannot be influenced due to planning policy considerations.	1. Clarify that deciding together may not always mean changing a decision. Planning decisions, both plan-making and planning applications, must be made with planning policy frameworks. This will mean that the opinions and comments of people involved in planning will be taken account of but decisions must be made within the policies that we have to use.
		Often pre-application enquiries lead to a lot of work being done designing a development before the wider public get to hear about it. Why can't informal discussions be held in public.	Informal enquiries are sometime required to be carried out confidentially by applicants developers. The council cannot insist the enquiries are public, but only encourage developers to make plans publically available and involve communities as soon as possible.	1. Appendix of good practice detailing how developers can undertake pre-application consultation, who to contact and how to go about this.
		What can be done about developers who cause damage when they are building a site, such as breaking paving slabs and leaving skips in the road.	For major developments the legal agreements associated with the applications (S106 agreements) often cover requirements for construction traffic to minimise disturbance to residents. Any complaints however should be directed for the council for investigation.	No further action.

Reference	Organisation/Individual	Representation	Comments	Actions
		Surely several applications on a site would avoid the need to carry out community engagement.	If an application was received for part of a site it would not be considered by the council, as it could avoid S106 money being paid by developers. For this reason the council would not accept several smaller applications and the community involvement requirements would therefore need to go ahead.	No further action.
		Email invites are good ways of involving people	Comment noted and will inform future consultations.	No further action.
		Need to get younger people involved through youth practitioners, youth workers and City College. Don't use leaflets, use face-to-face contact. Involve young people through their parents.	Comment noted and will inform future consultations.	No further action.
		To involve vulnerable and disadvantaged groups the council should directly consult with interest groups and direct contact with councillors.	Comment noted and will inform future consultations.	No further action.
		Need for feedback after events to show the progress of plans and to show the value of consultation event.	This has been identified through this consultation as being important, the comment is noted.	1. Clarify that deciding together may not always mean changing a decision. Planning decisions, both plan-making and planning applications, must be made with planning policy frameworks. This will mean that the opinions and comments of people involved in planning will be taken account of but decisions must be made within the policies that we have to use.

Reference	Organisation/Individual	Representation	Comments	Actions
		Select venues carefully to enable vulnerable and disadvantaged groups to be able to attend.	Comment noted and will inform future consultations.	No further action.
		Councils should be more proactive in notifying people of applications and consultations	Comment noted and will inform future consultations. There is always a limitation on resources however, and the level of consultation decided will be appropriate to the scale and impact of the proposals in any plan/application.	No further action.
		Use electronic web-based surveys to reach people	Comment noted and will inform future consultations.	No further action.
		Use existing networks and community hubs	Comment noted and will inform future consultations.	No further action.
		Use community movers and shakers to spread the word	Comment noted and will inform future consultations.	No further action.
		Community policing are great resources to identify minority groups	Comment noted and will inform future consultations.	No further action.
		Council should have a publically available postcode based events database on website where you would identify the postcodes you were interested in and then be emailed updates	Comment noted and will be considered as a future resource.	No further action in relation to the SCI.
		Council should share its info/resources across departments and partner organisations	Comment noted and will inform future consultations.	Incorporate advice into good practice note for council staff to refer to.

Reference	Organisation/Individual	Representation	Comments	Actions
Focus Group 4		Leaflets or newsletters from within organisations are a useful way of letting people know about plans in a major site, such as UEA.	This is a valid and useful comment to take note of in future consultations.	1. To note for future consultations
		Document such as the sites should be produced on a ward by ward basis	Each consultation will require consideration into who makes up the local community and who would have an interest in any plans/proposals.	1. For consideration each time a consultation is planned.
		Work with community engagement officers who know more about local areas	The council will use the resources it has within the community engagement team to help with local knowledge.	See comments from City-wide Launch event below.
		Ensure publicity is effective to the proposed development/plans and the location in question.	Each consultation will require consideration into who makes up the local community and who would have an interest in any plans/proposals.	No further action.
Equalities Forum		Involving young people will be difficult if using local government and technical language.	Comment noted and will inform future consultations.	1. To note for future consultations
		Use plain language otherwise it takes a while to understand what you mean	Comment noted and will inform future consultations.	1. To note for future consultations
		Link to organisations such as the Open Youth Trust	Comment noted and will inform future consultations.	1. To note for future consultations
		Go to youth groups, don't expect them to come to you.	Comment noted and will inform future consultations.	1. To note for future consultations
		Use different methods for involvement, such as the tile game for sites, as it makes it more relevant and personal to participants.	Comment noted and will inform future consultations.	1. To note for future consultations
		Use links within organisations to ensure that decision makers meet the public.	Comment noted and will inform future consultations.	1. To note for future consultations

Reference	Organisation/Individual	Representation	Comments	Actions
		For major planning applications try and have consultations that are more impartial and independent input from either Planning staff or Planning Aid.	Comment noted and will inform future consultations.	1. To note for future consultations
		It is important that there are clear messages on what can and can't be influenced to avoid raised expectations.	This has been identified through this consultation as being important, the comment is noted.	1. Clarify that deciding together may not always mean changing a decision. Planning decisions, both plan-making and planning applications, must be made with planning policy frameworks. This will mean that the opinions and comments of people involved in planning will be taken account of but decisions must be made within the policies that we have to use.
		Using tactile models, videos/DVDs shown at City Hall, a town crier, social media (Twitter, Facebook etc.) or handing out leaflets on Saturdays are useful ways to get messages across	Comment noted and will inform future consultations.	1. To note for future consultations
		Piggy back community events to ensure attendance	Comment noted and will inform future consultations.	1. To note for future consultations
		Noticeboards in prominent places such as bus stops or railway stations would help to circulate information	Comment noted and will inform future consultations.	1. To note for future consultations
		Use accessible documents - Word is better than PDF	Comment noted and will inform future consultations.	1. To note for future consultations

Reference	Organisation/Individual	Representation	Comments	Actions
Third Sector Forum		Clarity of planning process needed - relationship of Site allocations to planning applications	Comment noted and SCI revised to explain overall planning process before describing different sections of SCI	1. Add section after introduction of SCI to identify planning process as a whole.
		More time needed for pre-applications to help the wider community understand the impact of the proposals, visual or otherwise.	Good practice guidance note will encourage effective community consultation that is appropriate to the size and nature of the planning proposals.	1. Appendix of good practice detailing how developers can undertake pre-application consultation, who to contact and how to go about this.
		Community engagement teams need to speak to the community as regularly as possible.	Not directly applicable to the SCI, but strengthening links with community through ongoing engagement noted.	No further action.

Statement of community involvement

A code of practice for involvement in planning

March 2010

Local development framework for Norwich

Contents

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5. Who we will involve
6. How we will involve people
7. When we will involve people
8. Involvement in planning applications
9. Resources and management

1. 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.

2. The *Statement of community involvement* is a 'code of practice' of how the council involve people in planning decisions. This can include planning policy (plan-making) or decisions on planning applications. It also provides more information to developers on how they can involve people in major planning applications.

3. 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*.

4. The council has recently produced a *Community engagement strategy* for the whole of the council's approach to community involvement. This *Statement of community involvement* reflects the council's wider approach to community engagement.

5. The council has a commitment to equality of opportunity for everyone. This is particularly relevant to planning, which has a role to play in promoting cohesion by considering the needs of the community. The council also recognises that equality of opportunity in practice includes ensuring that vulnerable or disadvantaged groups have their voices heard, and needs considered, and this statement supports that objective through providing guidance on how to get people involved. Planning activities and decisions will also be impact assessed in order to ensure that there are no unintended negative impacts on vulnerable or disadvantaged groups. The assessments will focus on the six equality strands of race, gender, disability, age, sexual orientation and religion or belief, but we will also consider the wider implications of socio economic inequalities on community cohesion.

5. ~~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.~~

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

2. Norwich City Council's community vision and values

7. The vision for the city in the Community Strategy is:

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

The priority themes 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.

8. The three priorities for Norwich city council identified in the Corporate Plan 2008-10 are:

1. strong and prosperous city
2. safe and healthy neighbourhoods
3. opportunities for all.

9. 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

10. 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.*

11. The Sustainable community strategy has the **similar** 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.

12. 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

13. 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

14. The Royal Town Planning Institute (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.

15. 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

3. The planning process

16. This section gives information on the **planning system**. This forms two separate areas in this document;

- plan-making (the local development framework)
- planning application decisions

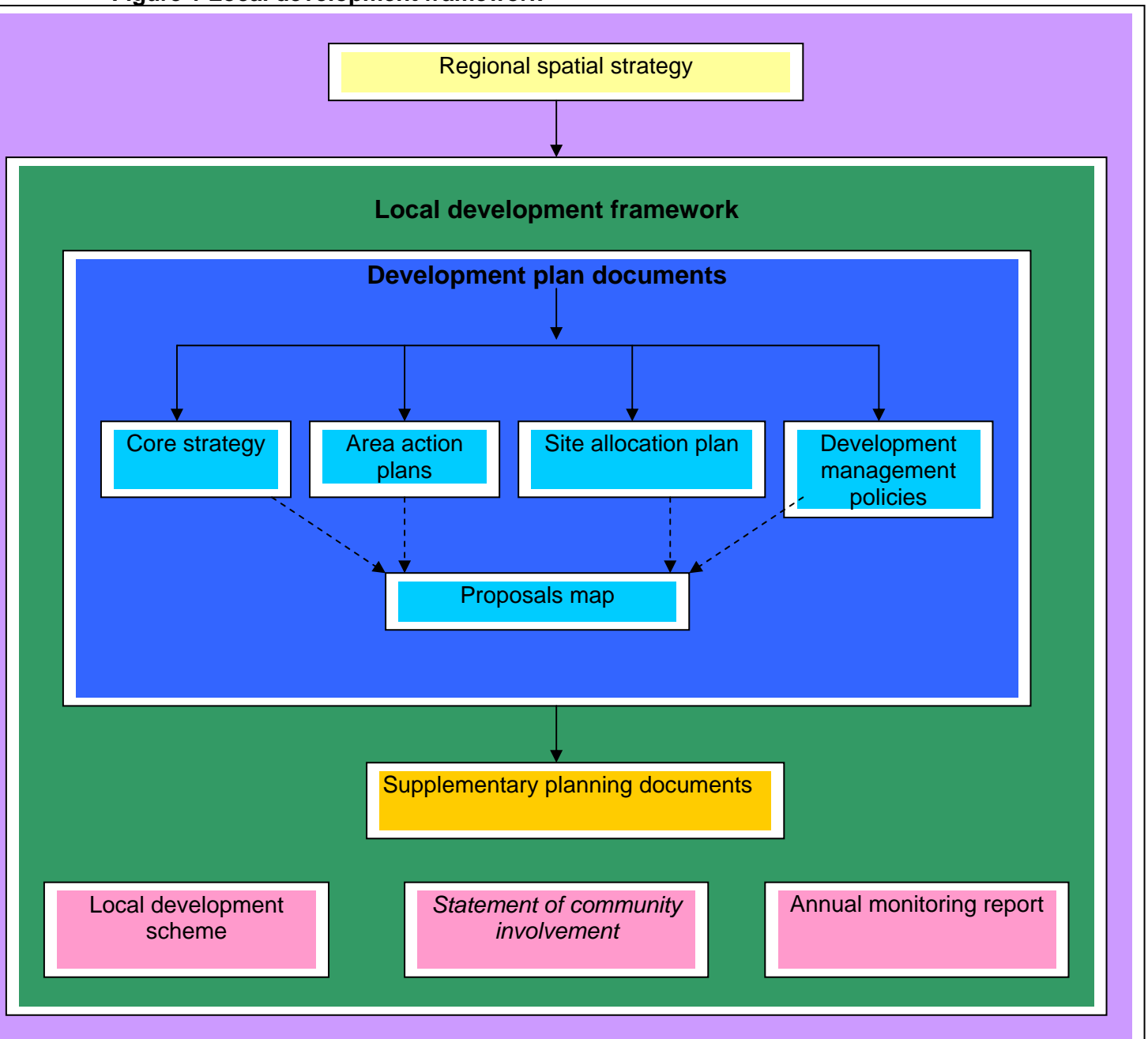
The local development framework

17. This section is about the plan-making process which is called the local development framework.

What is the local development framework?

18. 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 2026. 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

19. The council will prepare several development plan documents which are identified in the local development scheme.

20. 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. Development plan documents are subject to a sustainability appraisal.

Table 1 Local development framework documents for Norwich

Development plan documents	Description
Joint core strategy	The council's vision, approach and core policies to guide development and land use in the city to 2026.
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 management policies	Policies against which all future planning applications will be considered
Area action plan	Detailed policies and site proposals for key areas of change in the city
Supplementary planning documents	
Supplementary planning document	More detail and information on specific policies
Planning brief	Development and design guidelines for complex sites

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

Planning application decisions

22. A planning application will need to be submitted in most cases where development or a change of use is proposed. Planning applications provide information in drawings and statements on how buildings or uses will look and be used, along with other necessary details to assess the impacts of any proposals. The application has to be considered against planning policies and the development plan and any other 'material considerations'. Planning permission must be granted before any work can start on site.

23. The Planning service standards provide more information on how the local community can expect to be included in all applications. See the council's website for these service standards (www.norwich.gov.uk)

24. Developers who are considering applying for planning permission for a 'major' development will need to involve local communities and businesses in

designing their proposals for what they want to build on a site before making a planning application. More information on this is given in section 8 of this document.

25. This document will now outline involvement in the local development framework. This will cover who we will involve and how and when we will involve people in plan-making processes. All details of involvement in planning applications are in section 8 called 'involvement in planning applications'.

5. Who we will involve

26. The council will involve anybody who has an interest in a planning issue whether it is because they live in, work in or visit Norwich.

27. 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. An example of how this has been done in the past is given in Figure 2. **More information on consultees can be found in appendix 1.** This list will be updated as community interests will change.

28. 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. **We will also work closely with our community engagement team at the council. Their local knowledge will allow us to understand what different groups there are that represent communities.**

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 so that we could find out what they thought about the area and how they wanted to see it change.

29. 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 when appropriate
- using plain English for all publications
- ensuring that venues are accessible for all participants and are:
 - wheelchair accessible
 - have induction loops available
 - near public transport

- hold 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?

30. Councillors have two roles: as decision makers and community representatives. When they are involved in the local development framework or on planning applications, councillors will receive a summary of responses through written reports to the council's executive or at planning applications committee. They will take account of these views in their decisions. Councillors will also be able to find out about new planning documents and give their views at informal briefings and meetings such as the local development framework working party.

31. People can make their views known to ward councillors or to a representative of the executive of the council or planning applications committee by letter, by email or by discussing it with them. However, it is important that you also use the consultation process because this is how your views are registered. This will make sure that while councillors will hear what you have to say you will not miss the opportunity to be heard at committees or at any subsequent inquiry or examination.

Vulnerable and disadvantaged groups

32. 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 disabilities or impairments. We intend to do our best to reach people who may not usually get involved in planning, but are directly affected by it.

33. Each policy document will be different, and affect different numbers of people so every time the council considers a new plan, we will look at who is likely to be impacted by it and encourage people to get involved who might not usually get involved. We will work with the council's community engagement team to identify who those communities and individuals might be and work out ways for getting them involved.

6. How we will involve people

34. This section explains how we will involve the community in planning policy decisions.

What we do now

35. The council has a well established procedure for involving people in planning policy documents. We currently use the following methods:

- newspapers and *Citizen* magazine
- paper documents
- council's website
- planning for real type events
- presentations to community groups
- public meetings
- exhibitions
- letters to groups and individuals.

36. 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.

37. The council's *Community engagement strategy "Working Better Together"* identifies five main parts to involvement:

- keeping you informed
- asking you what you think
- deciding together
- acting together
- supporting independent community initiatives.

38. The first three steps are very relevant to planning policy. The following 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 the document can be viewed, including access considerations for people with a disability or impairment
 - how the document can be viewed, including how to access to the document in different languages or in different formats (ie Braille, large print)
 - 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
- who the contact is 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 to accompany every planning document which highlights the main points of the document.
- Make information available at:
 - planning reception in city hall
 - Norfolk and Norwich Millennium Library in the Forum:
 - other appropriate locations relevant to the document (such as community groups, voluntary sector agencies, 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 development plan documents is six weeks. Involvement on supplementary planning documents will be four weeks or more **(See paragraph 51 for minimum length of involvement under the Norfolk COMPACT agreement).**
- 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:
 - identifying people who may not usually be involved in planning, but who would be affected by it
 - 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 **where possible** 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 28 above).
- Produce documents providing feedback on comments that have been made in the past and how these were considered.
- **Identify from an early stage what people can influence and what they can't influence. The council needs to make planning decisions within the guidelines and policies set by government. Some decisions can be changed but some cannot.**
- **We will listen to your views and take them into account. Councillors will be made aware of those views. You can also contact councillors to raise issues and speak on your behalf.**
- **You can attend and speak at formal decision making meetings of the council.**
- 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.

39. An example of deciding together was shown at St Clements Park in Catton in figure 3 below.

Figure 3 Deciding together

Designs were created to turn St Clements Park into a young person's eco-park. Young people 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.

40. All information and documents will be available in a variety of formats on request, including different languages, large print, Braille and spoken word.

Giving feedback

41. 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
- Norfolk and Norwich Millennium Library in The Forum.

42. 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 attended by council staff we will use feedback forms to help us assess our involvement method(s). We will seek advice early on from a range of different people and organisations such as the City of Norwich Partnership, the local development framework working party, the Planning Advisory Service and the Planning Aid Service. The annual monitoring report, prepared by the council to monitor progress in preparing the local development framework, will reflect on and evaluate the community involvement process.

43. We will acknowledge receipt of a response within five working days. After the end of every involvement process we will give written feedback, or in an alternative format if required, to each respondent. This will be after all responses are evaluated as a whole. The overall council response to all comments will be available on the council's website.

Equality of opportunity for all

44. In order to ensure that information is accessed by a wide group of people, where requested we will ensure that documentation is available in large print, Braille, audiotape and in different languages. Requests can be made directly to the planning and policy team using the contact details at the end of this document.

45. If feedback during consultations relate to potential impacts on vulnerable groups they will be used to inform diversity impact assessments where appropriate.

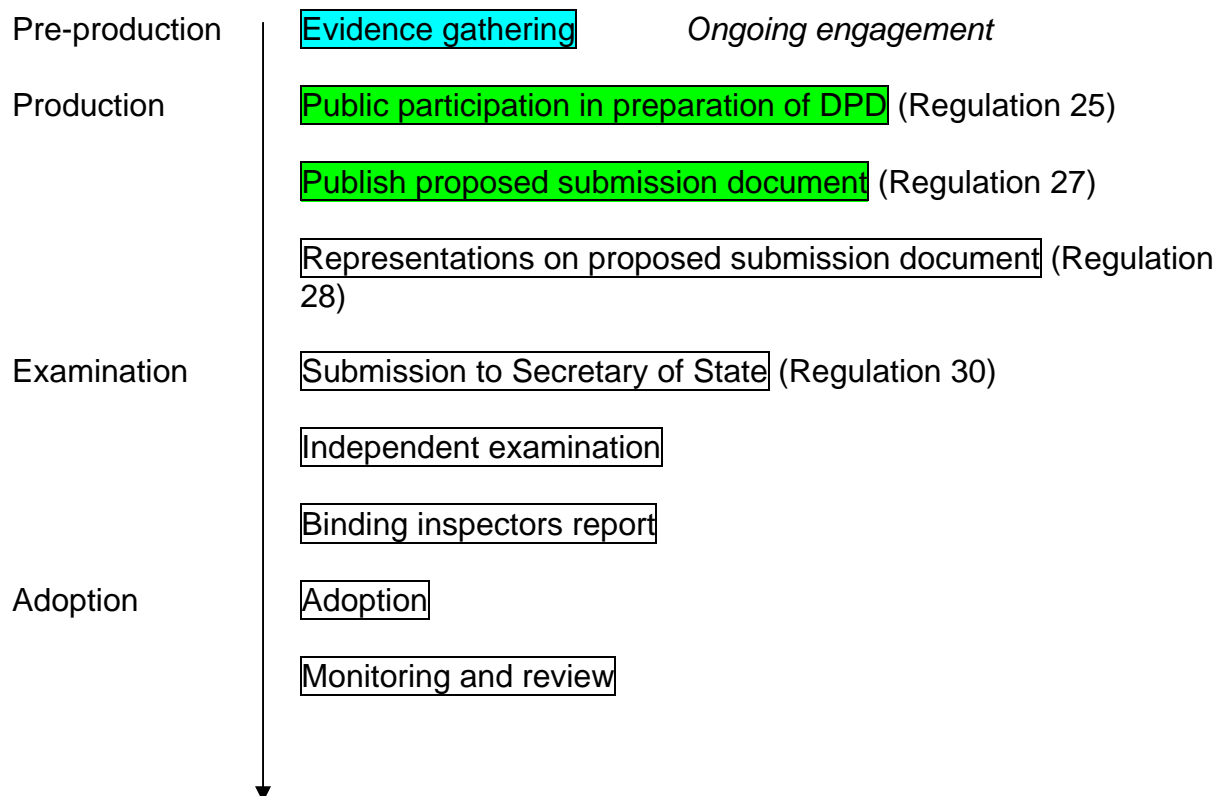
7. When we will involve people

46. 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.

47. **A sustainability appraisal will be prepared alongside development plan documents. A sustainability appraisal will consider a plan against sustainability objectives that the council have. Before the appraisal is carried out people will be asked what they think of how we are going to do this. This is done by making comments on the scoping report for the sustainability appraisal. The appraisal will be carried out and the findings presented in a 'sustainability appraisal report' at the 'publication' stage.**

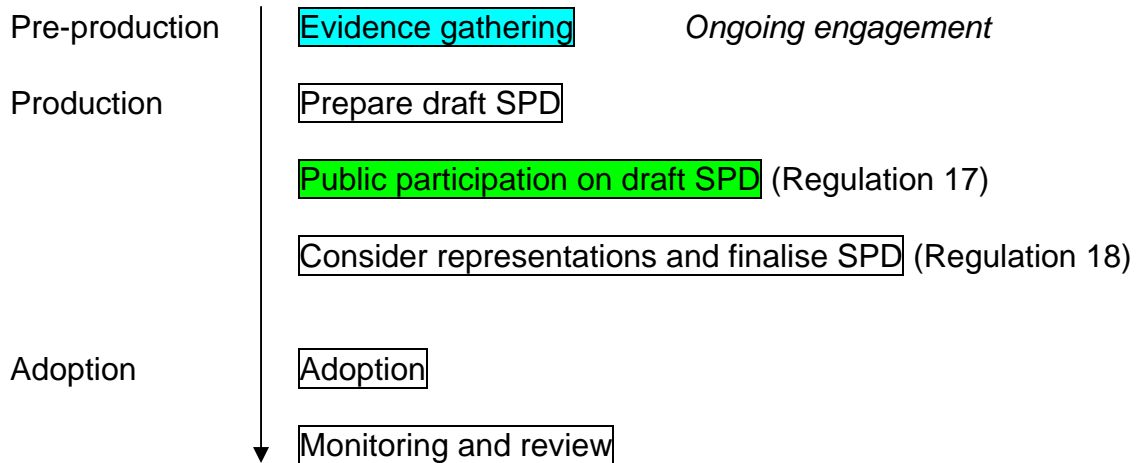
Production of a development plan document

48. The previous regulations have been amended so that more emphasis has been placed on community involvement at the beginning of the process in evidence gathering.



Production of a supplementary planning document

49. There have been no major changes in how supplementary planning documents are produced since the amendments to the regulations.



Key

Ongoing involvement

Statutory involvement

No involvement

50. Table 2 below shows when communities can be involved for the different documents that will be produced, under the local development framework.

51. The Norfolk COMPACT agreement (see paragraph 13) gives the ideal length of time to involve the voluntary and community sector in council consultations. The agreement requires councils to allow a 12 week consultation period where possible, with a minimum of eight weeks. The council will normally aim to hold consultations between eight to 12 weeks in length, unless there is a specific reason for shorter consultation periods.

Table 2 Involvement phases for the local development framework for Norwich

Stage in the involvement process						
Local development framework document	Evidence gathering	Production			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 management policies	*	*	*			
Area action plan	*	*	*			
		<u>Regulation 17</u>		<u>Regulation 18</u>		
Supplementary planning documents	*	*				

Key

* Ongoing engagement
* Statutory involvement
No involvement

52. If you have made representations at the 'submission' (Regulation 27) stage, the independent inspector may invite you to take part in hearing sessions. There would also be an opportunity to speak at formal decision making meetings at the council before any plan is adopted.

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

Stage one – 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.
- Ensure groups who are vulnerable or disadvantaged and affected by the proposals are involved.

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 two – production

Development plan documents

What we will do

- 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, specific and general consultees.
- Involve any interested groups, residents, businesses, 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.
- Ensure groups who are vulnerable or disadvantaged and affected by the proposals are involved.
- Consider comments received and use them in preparing the next stage of the plan.
- It may be necessary to ask people again what they think through a further period of involvement, for example if a plan is significantly changed. This would be decided on a case by case basis.

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 three – soundness

(is the plan effective, justified and consistent with national policy)

Development plan documents

What we will do

- Involve all statutory, specific and general consultees.
- Involve any residents, businesses, interested groups, individuals and organisations so that they can comment on how the document was produced.
- Ensure groups who are vulnerable or disadvantaged and affected by the proposals are involved.
- **Consider comments received and use them to decide whether the council believes the plan is sound or whether the council needs to propose changes before submitting it to the Secretary of State.**

Why we will do this

- Keep everybody informed about how the document was produced.
- Find out more about what the community thinks and needs.
- Give the council an opportunity to provide feedback on a soundness query.

Stage four – examination

Development plan documents

What we will do

- Submit the final document and comments on soundness (Regulation 28 representations) to the Planning Inspectorate.
- Provide **statements on the main issues raised and how the council would like the inspector to treat them.**
- 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 must make changes set out in the inspector's binding report.

Why this will happen

- To allow discussion of conflicting views and consideration by an inspector, independent of the council.

Stage five – 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 documents

What will happen

- After the council's executive 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.

54. Different types of policy documents may need different types of involvement methods, depending on factors such as how many people would be affected by the proposed policy and the type of impact it would have. Table 3 below identifies the different possible types of involvement methods that could be used.

Table 3 Potential local development framework involvement methods			
	Evidence gathering	Production and soundness	Examination and adoption
	(Stage 1)	(Stage 2 and 3)	(Stage 4 and 5)
<p>Providing information – paper form</p> <ul style="list-style-type: none"> • Council offices, Norfolk and Norwich Millennium Library, Norfolk INSET. • Paper copies/CD-ROM/tape to buy and braille copies for free. • Leaflets. • Council letters. • Summary leaflet. • Organisation newsletters. <p>Providing information – electronically</p> <ul style="list-style-type: none"> • City council's website (downloadable form). • Email alerts. • Text messages. • Organisations website eg community forums. • Social media (eg Facebook/Twitter). <p>Providing information – media and advertising</p> <ul style="list-style-type: none"> • Features/supplements in local press. • Regular press releases. • <i>Citizen</i> newsletter. • Radio adverts. • Talking newspaper. • Posters and site notices in public places. <p>Local councillors</p> <ul style="list-style-type: none"> • Public meetings. • Briefings. • Letter/email. 			

D J SA A S

Workshops <ul style="list-style-type: none"> • With organisations or interest groups: <ul style="list-style-type: none"> ○ Norwich strategic partnership ○ community forums ○ resident/tenant associations ○ interest groups. 	D J SA A	D J SA A	
Exhibitions/roadshows, stakeholder forums and opinion polls <ul style="list-style-type: none"> • Staffed displays giving information at key locations. • Ideas competition for specific sites. • Organisations/representatives have regular discussions with officers on issues, documents, policies and proposals at small meetings with an independent chairperson. • Opinions gathered by surveys/questionnaires by post, face to face, text messages or on the council's website. 	D J SA A S	D J SA A S	
Focus groups and community planning events <ul style="list-style-type: none"> • Selected groups of people with particular characteristics have discussion with officers on specific site/area issues. • Video surveys. • 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	

Key

- D** Development management policies
J Joint core strategy
SA Site allocation/proposals map
A Area action plan
S Supplementary planning document and planning brief

8. Involvement on planning applications

Planning application process

55. 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

56. Most of the community become involved in the planning system when planning applications are made. In 2008, Norwich City Council determined more than 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.

57. 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).

58. 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 Council's 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.

59. 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.

60. 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

61. Early involvement will allow issues and concerns to be discussed with key people affected by the proposals before key decisions are made. **Pre-application involvement by developers allows those issues and concerns to be raised at an early stage, may enable them to be addressed and to shape or influence the development proposals.** 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?
<ul style="list-style-type: none">• Housing developments of <u>10</u> or more dwellings.• Any other development with a floor area of 1,000 square metres.• Development which generates or is expected to generate over 100 traffic movements per hour at peak times or over 1,000 over 24 hours.• Development requiring Environmental Impact Assessment.

62. Developments that are particularly innovative should also be discussed with planning officers at an early stage.

What is expected from developers?

63. 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 4 below. These arrangements are to be organised, managed and funded by the potential developer. **A guidance note for developers is being created and will be available from the planning services.**

64. 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

service for advice and information. The larger the development the more pre-application involvement and publicity will be required. Figure 4 provides more information on how this could be done.

Failure to follow with these guidelines

65. The council will not validate 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?

66. 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 that involvement has taken place in advance of submission). Where an applicant undertakes involvement later in the process than proposed in this document (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,~~ **The statement needs to include details of how public involvement was carried out, the response rate, how responses were taken into account as well as appending the full responses received and minutes of any meetings or workshops held.**

67. 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.

68. 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

69. Section 106 agreements are legally binding agreements between developers and the council. These agreements provide services or money to secure facilities, infrastructure or funding, without which the development would not be acceptable. This could include financial sums for road improvements due to a new commercial building or a new playspace for a housing development.

70. 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 4 Suggested involvement processes for major planning applications

Involvement programme

At an early stage in the development process **the applicant should** set out who will be involved **and when**, how they will be reached and what they can influence in the process.

Council

Advise on whether community involvement is needed for an application and what would be an appropriate level of involvement. Give advice on good practice and provide **information on communities and community group** contact details

Applicant

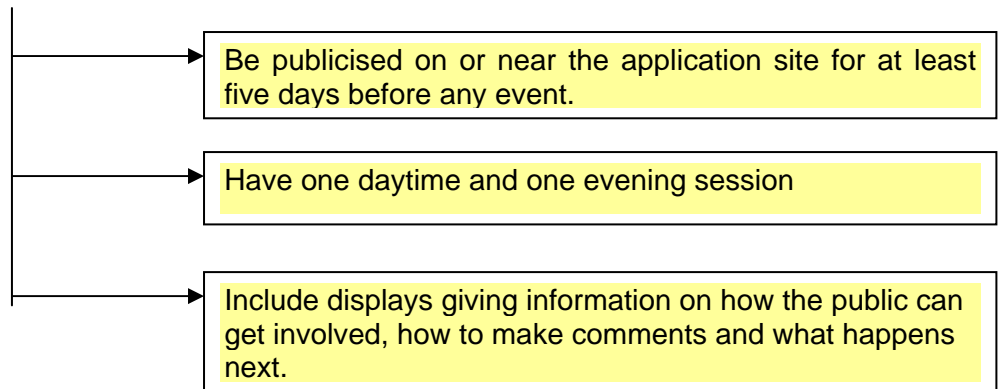
Community involvement which tells facts, avoids bias and manages potential conflicting opinions, to include one or all of the following. **The details on how this will be done are to be agreed in advance with the planning service at the council.**

Letters to local residents/businesses/occupiers – giving information on where and when they can get more details

Adverts/press releases in local newspapers – giving information on where and when they can get more details

Contact community groups, interest groups and ward councillors – arrange meetings with representatives if appropriate

Hold an exhibition/planning for real type event staffed by the developer. The involvement event should:



Statement of community consultation

Submit a statement with an application outlining the involvement methods used and how comments have been taken into account

9. Resources and management

71. This section discusses the management of the involvement process and the resources available to the council. The local development framework is managed by the council's planning policy and projects team 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*, **Corporate plan** and other council strategies are linked and that all local community involvement events are coordinated.

72. The council will aim to make the best use of limited staff time and financial resources to prepare the local development framework and involve people throughout the plan-making process. We ~~hope to~~ **will** 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.

73. The council may use specialised agencies or consultants for specific parts of the local development framework such as masterplanning. They will be expected to undertake public participation and involvement on their proposals and results which will be consistent with this document.

74. 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.

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 **specific** 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
- the Coal Authority
- English Heritage
- Natural England
- 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 and heritage organisations.
- Equal opportunities bodies.
- Ethnic minority groups.
- Disabled people's organisations.
- Older people's groups.
- Faith groups/**non 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 groups	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 local development framework. A report produced each year (December) to assess progress towards the implementation of documents included in the local development scheme and the extent to which policies in local development documents 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 community, 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.
Design	The process of working out how a development 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 management policies

Document forming part of the local development framework, which provides general policies using criteria to assess whether development should be permitted.

Development plan document (DPD)

Part of the local development framework. These are the documents which form part of the development plan for the purpose of judging whether development is consistent with approved policies. Such documents have to be subject to independent scrutiny through a public examination.

Diversity Impact Assessment

A statutory requirement to evidence that any planning policy or function does not negatively impact vulnerable or disadvantaged groups in society.

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 **discuss a** 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.

Involvement	Ensuring all people with an interest in a plan or planning application are advised of proposals and given an appropriate opportunity to respond.
<u>Joint core strategy (JCS)</u>	<u>Part of the local development framework. 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.</u>
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 <i>Sustainable community strategy</i> for the area, usually led by the local authority and involving a range of other local bodies and representatives of community groups. The local strategic partnership for Norwich is the City of Norwich Partnership.
Major planning application	A proposal submitted to the local planning authority for development above certain size limits (defined in the <i>Statement of community involvement</i>).
Material consideration	An issue that has been identified through planning law as being an important consideration by planning decisions. For example impacts on highways or protected trees are material considerations, but a right to a view from a house is not.
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 (RTPI) to provide assistance to people involved in proposing or responding to developments 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 local development framework. A document which provides more detail to show how development of a particular site should be taken forward.
Planning for real <u>type</u> event	A method of participation in which local communities 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 public examinations into development plan documents).
Proposals map	a map illustrating the site or location specific policies in a development plan document. This is updated as each document is brought forward and adopted.
<u>Public examination</u>	<u>A stage during which an appointed Inspector attends to hear information and evidence in public about the soundness of a development plan document. 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.</u>
Regional spatial strategy (RSS)	Part of the local development framework. 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 exhibition and/or other materials that are moved from place to place.
Site allocation plan	Part of the local development framework. A document which proposes the type, scale and form of development on identified sites. It must include a proposals map 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 development plan documents are required to satisfy, as set out in government guidance. These tests form the subject of a public examination.
Specific consultation bodies	Certain bodies specified by the government to be involved in different stages of preparing the local development framework 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 feedback to the local authority in developing proposals for that area.
<i>Statement of community involvement (SCI)</i>	Part of the local development framework. Sets out the standards for the methods and scale of public involvement in the preparation and adoption of local development documents, 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 local development documents.
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 local development framework. A document which explains in more detail matters which are covered in broad terms in one of the authority's development plan documents. Different procedures apply to SPDs

compared with DPDs and they are not subject to a public examination.

Sustainability appraisal

An integrated process of assessing, reporting on and influencing the environmental, social and economic effects of plans or proposals. It is a statutory requirement to carry out such an appraisal of all local development documents 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.