

Joint Core Strategy for Broadland, Norwich and South Norfolk  
Addressing the Judgement of Mr Justice Ouseley in Heard v  
Broadland District Council, South Norfolk District Council and  
Norwich City Council

# Statement of Compliance with Statements of Community Involvement

Statement of Compliance with Statements of Community  
Involvement for Broadland, Norwich and South Norfolk

December 2012

A legal challenge to the adoption of the Joint Core Strategy for Broadland, Norwich and South Norfolk (JCS) was received on 3 May 2011 from Stephen Heard, Chairman of Stop Norwich Urbanisation. High Court Judge Mr Justice Ouseley made his judgment on 24 February 2012 and published his final order regarding the legal challenge to major growth in the Greater Norwich area on 25 April 2012.

Mr Justice Ouseley found that those parts of the Joint Core Strategy concerning the Broadland part of the Norwich Policy Area, including the North East Growth Triangle (a total of 9,000 dwellings) should be remitted for further consideration and that a new Sustainability Appraisal for that part of Broadland in the NPA be prepared.

The effect of the Order was to remit the relevant parts of the JCS to a point where they were treated as if all the stages up to Publication under Regulation 19 had been taken, but these parts of the JCS had not progressed further.

Therefore having considered the sustainability appraisal work, the Councils published the remitted parts of the JCS, and the other documents required at proposed submission stage. These documents include a Statement of Compliance with Statements of Community Involvement.

The Statement of Compliance with Statements of Community Involvement, included as part of this document, was first published as part of the Pre-Submission Publication Stage of the JCS on 2 November 2009.

The councils consider that there have not been any changes that would result in an update to the Statement of Compliance with Statements of Community Involvement being required.

This Statement is therefore submitted to support the submission of the Joint Core Strategy for Broadland, Norwich and South Norfolk submission content under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

# Greater Norwich Development Partnership



## Statement of Compliance

Joint Core Strategy for Broadland, Norwich and South Norfolk

November 2009

Jobs, homes, prosperity for local people



## Statement of Compliance with the respective Statements of Community Involvement for Broadland, Norwich and South Norfolk

The Statements of Community Involvement (SCIs) set out how the local planning authorities commit to engage with the local community in the preparation of local development documents.

In the case of the Joint Core Strategy, it has been necessary to ensure compliance with the SCIs of all three local planning authorities.

There is a suite of documents outlining the methodology and outcome of public engagement exercises at three stages of the preparation of the Joint Core Strategy, leading up to pre-submission publication. These are

- Issues and Options
- Regulation 25 technical consultation
- Regulation 25 public consultation

The Statements of Compliance therefore represent simply a tabular confirmation that the requirements of the respective SCIs have been met, and should be read in conjunction with the reports of the consultations in order to appreciate the outcome of the various consultation exercises.

## Compliance with Broadland District Council's Statement of Community Involvement (SCI)

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 - 8 February 2008	Reg 25 Technical Consultation 4 August – 26 September 2008	Reg 25 Public Consultation 2 March – 12 June 2009
<b>Materials</b> Printed material/ questionnaire available from Broadland District Council, Council Information Centres, Mobile Information Centre (and other libraries if poss).	<b>Compliant</b> – topic papers for workshops for invited private, public and voluntary sector stakeholders. Not public.	<b>Compliant</b> – materials available at Council Information Centres, Mobile Information Centres and council offices and launch event 6 November 2007. Also sent to libraries.	<b>Compliant</b> – this consultation was not public, but targeted at invited technical and statutory consultees only.	<b>Compliant</b> – materials available at Council Information Centres, Mobile Information Centres and council offices.
Where possible, produce summary leaflets outlining the main points.	n/a	<b>Compliant</b> – summary leaflet sent to all households.	<b>Compliant</b> – although not consulted, a summary of JCS progress was sent to all households in Broadland, explaining that technical bodies were being consulted and there would be further opportunities for public consultation.	<b>Compliant</b> – summary leaflet available along with Frequently Asked Questions at exhibitions and on website.
Website – copies of documents on website.	<b>Compliant</b> – topic papers available to view and download from the Broadland District Council (BDC) website prior to and subsequent to events.	<b>Compliant</b> – materials available to view and download from GNDP website. Links from BDC website to GNDP website.	<b>Compliant</b> – materials available to view and download on GNDP website. Links from BDC website to GNDP website.	<b>Compliant</b> – materials on GNDP website. Links to GNDP website from BDC website.
Letters/e-mail alerts to database contacts.	<b>Compliant</b> – specific consultees sent letter/emails inviting them to attend specific workshops.	<b>Compliant</b> – all contacts on database notified.	<b>Compliant</b> – specific consultees sent letter/emails with link to GNDP website.	<b>Compliant</b> – all contacts on database (anyone taking part in previous JCS and other consultations) notified.

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 - 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March – 12 June 2009
<p><b>Venue &amp; timing of events</b> Good practice that will be considered when consulting communities includes: finding the right time of day to hold an event, providing crèche facilities at events or paying a carers allowance to participants, hiring venues that are accessible, providing facilities such as induction loop systems, providing materials in different versions e.g. large-print documents, audio tapes, translated documents. We will ensure that we ask on invitations whether individuals have any special requirements and that we state that we will try to accommodate them.</p>	<p><b>Compliant</b> – workshops were held in central Norwich for ease of access. All were at accessible venues. No requests were received for payment of carers allowances or transport costs.</p>	<p><b>Compliant</b> – 41 exhibitions held across GNDP area (of which 10 were in a variety of accessible locations throughout Broadland). These were held throughout the week (including weekends) and at various times of day. The exhibitions were held in a variety of locations such as superstore car parks, community halls, shopping malls, market stalls and in a City centre shop. Exhibition material was also included on BDC's Mobile Information Centre. Held as 'drop-in' exhibitions meaning that carers etc. can choose best time to attend, and can bring children etc. if necessary. Large print displays. Special requirements not necessary for drop-in exhibitions.</p>	<p><b>Compliant</b> – topic workshops held for this consultation, with technical consultees (not public). No requests received for payment of carer allowances or transport costs.</p>	<p><b>Compliant</b> – events held as 'drop-in' exhibitions running from lunchtime to early evenings, meaning that carers etc. could choose best time to attend, and can bring children etc. if necessary. All events (10 in total) held in accessible venues, chosen to reflect good geographic spread across district.</p>
<p><b>Response time</b> Adhere to 'Norfolk COMPACT – Code of Practice on Consultation' guidelines for any written consultations involving voluntary and community sector.</p>	<p>n/a</p>	<p><b>Compliant</b> – 8 week consultation running from 19 November 2007 – 8 February 2008.</p>	<p><b>Compliant</b> – 8 week consultation between 4 August – 26 September 2008.</p>	<p><b>Compliant</b> – 8 week consultation (2 March – 24 April 2009) extended 12 June 2009.</p>

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August – 26 September 2008	Reg 25 Public Consultation 2 March – 12 June 2009
<p><b>Publicity</b> Different for different stages but includes: notification of consultation database, letters/emails to specific consultees, use of website, documents to information points (those mentioned in 'Materials' section), press releases to local media.</p>	<p><b>Compliant</b> – letters/emails to targeted stakeholders (not public consultation).</p>	<p><b>Compliant</b> – various press adverts throughout consultation period, inc. article in Broadland News. Consultation database notified and documents sent to consultees. Materials on website and at information points.</p>	<p><b>Compliant</b> – letters to specific consultees, use of website, summary leaflet to households (not public consultation).</p>	<p><b>Compliant</b> – consultation database notified; material at Council office and other information points; documents sent to specific consultees; material on GNDP website; various press adverts in local press; article in Broadland News and various parish magazines; posters in public locations.</p>
<p><b>Involvement</b> Different for different stages but includes: postal/online surveys, focus groups, use of Citizen's Panel, community sector forums, use of representation form, interactive exhibitions. SCI clear that these present a set of options that we can choose from, rather than list of everything we will do.</p>	<p><b>Compliant</b> – focus group discussions.</p>	<p><b>Compliant</b> – postal/online survey; exhibitions; community sector forums (Broadland Disability Forum).</p>	<p><b>Compliant</b> – postal survey (i.e. question booklet), email responses accepted. Structured focus groups held with specifically invited consultees and interest groups and with other evidence gathering bodies for some studies e.g EDAW and Water Cycle studies who engaged on our behalf with service providers.</p>	<p><b>Compliant</b> – use of hard copy/online response forms and exhibitions.</p>

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<p><b>Feedback</b> At the 'Issues &amp; Options' stage, all of the bodies that have participated will be sent a copy of the results summary and the latter will also be made available on the Council website. The consultee database will also be notified of its availability. With reps. made at 'Preferred Options' stage we will, following consideration of all comments, send each individual a copy of their representation summary and our response to that representation.</p>	<p><b>Compliant</b> – structured workshops with topic papers held on specific issues. Workshop findings were fed back as part of the Issues &amp; Options document and consultation.</p>	<p><b>Compliant</b> – Issues and Options Consultation Report made available via GNDP website. Feedback was included in the Summer newsletter Aug 08 which was sent to every household. This contained an update post Issues &amp; Options and provided information about the technical consultation and the emerging strategy.</p>	<p><b>Compliant</b> – results summary to be made available on website, all respondees notified that the GNDP's responses to their representations could be viewed on the website and that hard copies of the summary would be available at Council Information points.</p>	<p><b>Compliant</b> – results summary to be made available on website, all respondees notified that the GNDP's responses to their representations could be viewed on the website and that hard copies of the summary would be available at Council Information points.</p>
<p><b>Hard To Reach groups</b> Consult with 'community sector forums'. Monitor consultations to ensure adequate representation. Where deemed poor, work alongside appropriate 'community sector forum' or 'advocate' organisation to capture views of target group.</p>	<p><b>Compliant</b> – not a public consultation but several Hard To Reach groups 'advocate' organisations invited to workshops to represent these particular sectors of community.</p>	<p><b>Compliant</b> – consultants (SMRC) were appointed to ensure that a variety of Hard To Reach groups were made aware of the consultation and the opportunities to get involved. Also schools conference 'Have Your Say' on 7 February which produced 646 completed questionnaires from young people. Article in 'Black &amp; White' the Norfolk and Norwich Racial Equality Council newsletter. Presentation to Broadland Disability Forum.</p>	<p><b>Compliant</b> – consultation with technical bodies rather than voluntary and community sectors and the public.</p>	<p><b>Compliant</b> – these groups were contacted as part of this consultation but with limited response. Reminder sent. Sent letter to schools offering a presentation but v. poor initial take-up. BDC contacted and worked with 3 schools on AAP Growth Triangle proposals, the principal growth proposal in the Broadland part of the Norwich Policy Area. Presentation to Broadland Disability Forum on 18 March, relating to growth in Broadland. Encouraged to respond to JCS consultation. Officers offered presentation to Broadland Older Peoples' Partnership, but were informed that BOPP had a full programme of activity that would last until after the consultation period deadline, meaning that any presentation on this subject would have been too late.</p>

## Compliance with Norwich City Council's Statement of Community Involvement (SCI)

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<b>Materials</b> Use plain English	<b>Compliant</b> – the language within the topic papers was appropriate for the audience.	<b>Compliant</b> – the issues and options document and summary leaflet used plain English.	<b>Compliant</b> – this consultation was for technical consultees only and formed part of the evidence gathering. As such the level of detail and the style of writing was appropriate. A summary newsletter which was in plain English was sent to all householders in Norwich to alert them to this consultation.	<b>Compliant</b> – although the main document was of a relatively technical nature, there was a summary leaflet and Frequently Asked Questions document which both used plain English.
Make all publications available in a variety of formats	<b>Compliant</b> – the topic papers all displayed the INTRAN logo and met the accessibility standards.	<b>Compliant</b> – the documents all displayed the INTRAN logo and met the accessibility standards.	<b>Compliant</b> – the documents all displayed the INTRAN logo and met the accessibility standards.	<b>Compliant</b> – the documents all displayed the INTRAN logo and met the accessibility standards.
Make all documents available on the website	n/a – the documents were not available on the website as the workshops were for invited participants only. The topic papers were made available to all workshop participants.	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP and electronic consultation facility.	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP.	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP and electronic consultation facility.
Summary leaflet	n/a	<b>Compliant</b> – a summary leaflet with questionnaire was sent to all households in Norwich. A summary of the Sustainability Appraisal was also available at exhibitions and to download.	<b>Compliant</b> – a summary newsletter was produced and sent to all householders in Norwich (Summer 2008 update) to alert them to this consultation and invite them to participate in a further consultation that would take place the following year.	<b>Compliant</b> – summary leaflet available along with FAQ at all exhibitions, City Hall and the Millennium Library. Also available on website for downloading or sent directly where requested.

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Representation form on website and in print.	n/a	<b>Compliant</b> – stakeholders were encouraged to respond to the Issues and Options Report using the online consultation facility, provided through JDI. However, a hard copy response form was also produced for those individuals who preferred to respond in writing.	<b>Compliant</b> – a response form was available in print format and to download from the website.	<b>Compliant</b> – representations could be submitted in paper format using the supplied questionnaire or directly via the website e-consultation module (JDI)
Display information at: planning reception Central Library (Forum), Citizens Advice Bureau, other appropriate locations.	n/a – workshops were for invited targeted groups from private and voluntary sectors.	<b>Compliant</b> – information was displayed at the council offices, central library and appropriate places in the city centre such as a display in a shop in the city centre.	n/a – as it was targeted to technical consultees.	<b>Compliant</b> – posters were displayed/made available at planning reception, central library, the rates hall and in many locations across the city including community centres.
Work with Norfolk County Council INSET service to identify planning documents that could be used as a teaching resource.	n/a	<b>Compliant</b> – a schools conference was held with young people from 7 High Schools from within the Greater Norwich area attending. One of the workshops (entitled 'Saying It Better') resulted in the students designing their own Issues leaflet based on the themes from the summary leaflet. This was produced and 100 copies were sent to each school for their peers to complete. In total, 646 completed questionnaires were received. This was an alternative approach to engaging young people in the consultation.	n/a	<b>Compliant</b> – the very short time between the favoured option being agreed by the GNDP in Feb 2009 and the start of consultation in Mar 2009 did not give time to plan for this to be done. However, the GNDP invited schools to take part in the consultation with the offer to attend schools and hold an event for students. No schools in Norwich took up this offer; however colleagues from Broadland did a presentation at Sewell Park College to talk about local planning issues.

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<b>Venue and timing of events</b> Venues should be accessible for all.	<b>Compliant</b> – all venues for workshops were held centrally so with good accessibility and near public transport.	<b>Compliant</b> – all venues were accessible and near public transport.	<b>Compliant</b> – topic workshops were held for this consultation. All venues were accessible and near public transport.	<b>Compliant</b> – all venues were accessible and near public transport.
Events should be at various dates and times.	<b>Compliant</b> – the workshops were held a various time to suit the targeted audience.	<b>Compliant</b> – events were held on various days (including weekends) and at various times of day to enable as many people as possible to attend.	<b>Compliant</b> – a number of meetings were held with consultees with development interest at times suited to the targeted audience.	<b>Compliant</b> – events were held on various days and times to enable as many people as possible to attend.
The consultation should be publicised well in advance.	<b>Compliant</b> – invitations were sent out well in advance of the workshops.	<b>Compliant</b> – the events were publicised in advance in various newspapers.	<b>Compliant</b> – letters were sent out to all technical consultees in advance of the consultation.	<b>Compliant</b> – letters were sent out to all those on the database at the start of the consultation. Furthermore various press adverts placed 2 weeks before the exhibitions commenced listed all exhibition venue dates and time. Updates were placed regularly and an article was put in the Citizen magazine which is sent to all Norwich residents. An additional letter with posters was sent to community groups and residents associations.

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Involve schools and other appropriate locations.	n/a – however representatives from the University of East Anglia, Easton College and Norfolk County Council Children's Services attended the workshops.	<b>Compliant</b> – a schools conference was held with young people from 7 High Schools from within the Greater Norwich area attending. One of the workshops (entitled 'Saying It Better') resulted in the students designing their own Issues leaflet based on the themes from the summary leaflet. This was produced and 100 copies were sent to each school for their peers to complete. In total, 646 completed questionnaires were received. Whilst the return of these youth questionnaires was strictly outside the time period for the main consultation, we accepted that this was necessary in order to give young people a chance to respond.	<b>Compliant</b> – all schools within Norwich were consulted.	<b>Compliant</b> – all schools in Norwich were sent a letter and poster as well as a letter asking whether we could attend a session to talk about the Joint Core Strategy. Letters were also sent out to community groups, residents associations and other interested organisations with a poster advertising the events.
Consultation may include special presentation for blind people, people with impaired hearing and people with mental health disabilities etc.	n/a	n/a – due to this document being a high level strategic document it was not considered necessary to have special presentations (the equalities impact assessment reinforced this decision). All groups mentioned were however invited to take part in the consultation.	n/a	n/a – due to this document being a high level strategic document it was not considered necessary to have special presentations (the equalities impact assessment reinforced this decision). All groups mentioned were however invited to take part in the consultation.

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Close to where people affected live.	n/a	<b>Compliant</b> – exhibitions were held in a variety of locations such as superstore car parks, community halls, shopping malls and in a city centre shop.	n/a	<b>Compliant</b> – events were held in both the city centre and in the neighbourhoods.
Events should be matched to the scale of the planning issues.	<b>Compliant</b> – the workshops were appropriate for the scale of issues.	<b>Compliant</b> – 41 exhibitions were held which were all appropriate for the Joint Core Strategy.	<b>Compliant</b> – the workshops were appropriate for the scale of issues.	<b>Compliant</b> – the events were appropriate for the Joint Core Strategy.
Involve Planning Aid where appropriate.	n/a	n/a	n/a	n/a

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<p><b>Response time</b> Adhere to Norfolk COMPACT (allow for a minimum of 8 weeks for written responses).</p>	n/a – workshops occurred from 26 June to 6 July 2007.	<b>Compliant</b> – 12 week consultation (19 November 2007 – 8 February 2008)	<b>Compliant</b> – 8 week consultation (4 August – 26 September 2008)	<b>Compliant</b> – 8 week consultation (2 March 2009 – 24 April 2009). Extended to 12 June.
Encourage responses online.	n/a – responses were gathered through 'face to face' discussions.	<b>Compliant</b> – stakeholders were encouraged to respond to the Issues and Options Report using the online consultation facility, provided through JDI. However, a hard copy response form was also produced for those individuals who preferred to respond in writing.	<b>Compliant</b> – people were encouraged to submit their responses via email. However, a hard copy response form was also produced for those individuals who preferred to respond in writing. Responses were invited by post (using the downloadable form) and by e-mail. Respondents also wrote by letter only. This was a targeted consultation and to ensure that respondents were technical consultees only, it was decided not to use the online consultation facility.	<b>Compliant</b> – people were encouraged to submit their responses via the electronic consultation system (JDI). However, a hard copy response form was also produced for those individuals who preferred to respond in writing.

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<b>Publicity</b> Make best use of website.	<b>Compliant</b> – workshop participants were invited directly	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP.	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP.	<b>Compliant</b> – all documents could be downloaded from the website via a link to GNDP and electronic consultation facility.
Provide information in paper form e.g. letters, summary leaflets, organisations newsletters.	n/a – specific groups were targeted and invited to attend.	<b>Compliant</b> – summary leaflets were sent to every household – reply paid short questionnaire and a list of exhibition venues. Copies of other documents were available at exhibition or on request.	<b>Compliant</b> – the main document, summary leaflet and letters were provided in paper form. Requests could be made for other relevant documents (e.g. studies, Sustainability Appraisal).	<b>Compliant</b> – the main document, summary leaflets, FAQ and posters were available in paper form at the exhibitions, City Hall and the Millennium Library. Requests could be made for other relevant documents (e.g. studies, Sustainability Appraisal).
Provide information through the media e.g. local press, Citizen, Talking newspaper, radio adverts.	n/a	<b>Compliant</b> – various press adverts throughout consultation period, articles in Citizen and press releases about Issues and Options.	n/a – summary leaflets were sent to all residents and as such there was no need to advertise through the media as this was a targeted consultation for technical consultees.	<b>Compliant</b> – information was provided in the local press & Citizen magazine. Posters were sent to community groups, residents associations, schools, faith groups etc. Radio adverts were also placed.
Use advertising e.g. posters, site notices, bus stops, car park/bus tickets.	n/a	<b>Compliant</b> – the main form of advertising the consultation was through the press, radio adverts and leaflets sent out to residents.	n/a – summary leaflets were sent to all residents and as such there was no need to advertise through the media as this was a targeted consultation for technical consultees.	<b>Compliant</b> – the main form of advertising the consultation was through the press, radio adverts and posters around the City.

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<b>Involvement</b> Staffed workshops and exhibitions.	<b>Compliant</b> – a series of structured and facilitated workshops with topic papers were held on specific issues.	<b>Compliant</b> – officers from the GNDP authorities staffed all the exhibitions and were available to help with enquiries and answering questions.	<b>Compliant</b> – a series of topic workshops were held for this consultation.	<b>Compliant</b> – all the exhibitions were staffed and a workshop was held with the third sector forum.
Questionnaires	n/a – responses were gathered through 'face to face' discussions. A series of questions for discussion were outlined in the topic papers.	<b>Compliant</b> – there were two questionnaires. One which linked to the main document and the other which linked to the summary leaflet.	<b>Compliant</b> – a questionnaire was produced that linked to the main document.	<b>Compliant</b> – a questionnaire was produced that linked to the main document.
Gather info on local issues.	<b>Compliant</b> – the topic papers were used to gather information on the following themes: Economy, Homes and Housing, Environment, Rural Areas, City Centre Regeneration, Norwich Policy Area, Strategic Growth Locations, Culture and Leisure, Community Life, Transport. These informed the production of the Joint Core Strategy Issues and Options document.	<b>Compliant</b> – both the summary and full questionnaire helped gather information on the issues in the local area.	<b>Compliant</b> – workshops with selected specific consultees helped gather information on local issues.	<b>Compliant</b> – as well as the main questionnaire, a special questionnaire was produced for the events in the neighbourhoods. This was due to much of the main questionnaire focusing on more strategic issues rather than local issues.
Encourage electronic responses.	n/a	<b>Compliant</b> – people were encouraged to submit their responses to both the main document and summary leaflet questionnaires via the electronic consultation system (JDI).	<b>Compliant</b> – people were encouraged to submit their responses via email.	<b>Compliant</b> – people were encouraged to submit their responses via the electronic consultation system (JDI)

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<b>Feedback</b> Acknowledge receipt of a comment or response within five working days.	n/a	<b>Compliant</b> – responses made online were sent an automatic acknowledgement and cards were sent to all those that responded to the full questionnaire.	Acknowledgements were not sent out.	Respondents were given notification that their response has been accepted and is viewable to others although this was not done within five working days.
Make all responses publicly available so they can be viewed by others.	n/a – the discussions helped inform the production of the Issues and Options document.	<b>Compliant</b> – summary of results available on web pages and in consultation report (May 2008).	<b>Compliant</b> – all responses made visible to all participants via website consultation module.	<b>Compliant</b> – all responses made visible to all participants via website consultation module. A copy of the responses was made available at planning reception for those without the internet.
Written feedback will be given to all respondents. This will be after all valid responses are evaluated as a whole.	<b>Compliant</b> – workshop findings were reported and informed Issues and Options consultation.	<b>Compliant</b> – issues and Options stage Consultation report produced and available via GNDDP website.	<b>Compliant</b> – all responses from Council and recommendations were made available and all consultees alerted accordingly.	<b>Compliant</b> – all responses from Council and recommendations were made available and all consultees alerted accordingly.
There will be sample feedback on consultations and evaluation of public consultation events to help us assess our consultation methods.	Feedback was not directly sought at the time of the events; however a sample of respondents will be contacted when we review the Statement of Community Involvement.	Feedback was not directly sought at the time of the events; however a sample of respondents will be contacted when we review the Statement of Community Involvement.	Feedback was not directly sought at the time of the events; however a sample of respondents will be contacted when we review the Statement of Community Involvement.	<b>Compliant</b> – feedback was sought from the facilitated events. A sample of respondents will be contacted when we review the Statement of Community Involvement.

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<p><b>Hard to reach groups</b> Work with the community liaison team to identify 'hard-to-reach' groups and develop strategies for engaging individual groups.</p>	n/a	<p><b>Compliant</b> – this resulted in consultants (SMRC Research) being appointed to undertake questionnaires with Hard To Reach groups.</p>	n/a	<p><b>Compliant</b> – the consultation was discussed with the community liaison officers who attended some of the events.</p>
<p>Should specifically aim at young people, black and ethnic minorities, people with a physical disability and people with learning difficulties.</p>	n/a	<p><b>Compliant</b> – consultants (SMRC Research) were appointed to ensure that a variety of hard to reach groups had the opportunity to get involved in the consultation – reaching 64 single parents, 99 over 75's, 60 disabled people. 100 people were also interviewed from deprived wards in the Greater Norwich area. Schools conference 'have your say' held 7th February which produced 646 completed questionnaires from young people. An article regarding the consultation was also featured in the winter 2007 issue of Norwich and Norfolk Race Equality Council's 'Black and White' newsletter.</p>	n/a	<p><b>Compliant</b> – significant work to engage with schools and young people took place in February 2008 where 148 students said they wanted to continue to participate in future consultation. These were contacted as part of this consultation. Black and ethnic minorities, people with a physical disability and people with learning difficulties who engaged at previous stages of consultation (see survey results from summary leaflet Feb 2008) were contacted from the database to invite them to give their views on this document. Other letters were specifically sent out to 'hard to reach' groups.</p>

## Compliance with South Norfolk Council's Statement of Community Involvement (SCI)

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March 2009 – 12 June 2009
<p><b>Materials</b> Printed material/questionnaire available from South Norfolk Council, Norfolk County Council, libraries and sent directly where the Council considers this appropriate. In-Tran logo facility printed on all documentation.</p>	<p><b>Compliant</b> – topic papers for workshops for invited targeted groups from private &amp; voluntary sector Themes were; Economy, Homes &amp; Housing, Environment, Rural Areas, City Centre/Regeneration, Norwich Policy Area, Strategic growth locations, Culture &amp; Leisure, Community Life, Transport. These informed the production of Joint Core Strategy issues &amp; options document.</p>	<p><b>Compliant</b> – all materials available at launch event 6/11/07 and at SNC exhibition events or from libraries, or sent directly when requested. Exhibition display at South Norfolk house throughout whole consultation period. Also documents could be downloaded from website via link to GNDP and electronic consultation facility (JDI) or questionnaire response form Visits to specific Parish Councils made when requested and materials disseminated. In Tran logo back cover</p>	<p><b>Compliant</b> – this consultation was for technical consultees only and formed part of an evidence gathering pre public consultation phase to inform the public consultation Reg 25 – questionnaire response form In-Tran logo on back cover.</p>	<p><b>Compliant</b> – all materials available at SNC exhibition events, or sent directly when requested. Exhibition display at South Norfolk house throughout whole consultation period. Also documents could be downloaded from website via link to GNDP and electronic consultation facility (JDI) or questionnaire response form. Visits to specific Parish Councils made when requested at Mulbarton, Bracon Ash and Wymondham. In-Tran logo on back cover.</p>
<p>Summary version of the printed material (available as above).</p>	<p>n/a</p>	<p><b>Compliant</b> – summary version with letter sent to every householder – reply paid short questionnaire and available to complete on-line £100 draw prize (one from each authority area). Ethnicity monitoring on form and In-Tran logo.</p>	<p><b>Compliant</b> – summary newsletter produced and sent to all householders in South Norfolk (Summer 2008 update) to alert them to this consultation and invite them to participate in a further consultation that would take place the following year. Technical consultees received full document &amp; questionnaire.</p>	<p><b>Compliant</b> – summary leaflet available along with FAQs (also on website for downloading) at all exhibitions, SNC or sent directly where requested.</p>

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March 2009 – 12 June 2009
<p>Website – updated with relevant downloads, press releases, leaflets, questionnaires, diary of events.</p> <p>Facility for making responses via the website.</p>	<p><b>Compliant</b> – topic papers available to view and download prior to and subsequent to the events.</p>	<p><b>Compliant</b> – summary leaflet sent to every household with covering letter with website address and all these available on the GNDP website (linked from SN website) for downloading together with short questionnaire, full document with questionnaire and list of exhibition venues and studies. Electronic response facility available via e-consultation module (JDI).</p>	<p><b>Compliant</b> – links set up to GNDP web pages and information to download about the consultation. Not able to respond via website as this was targeted consultation with technical consultees and not for general public.</p>	<p><b>Compliant</b> – links to GNDP web pages, numerous press releases advertising exhibition venues, times and dates over several weeks – local press. In Parish newsletters and all Parishes alerted and sent information for their Parishioners for notice boards. Facility to make responses directly via website e-consultation module (JDI).</p>
<p>Letters/e-mail alerts to database contacts.</p>	<p><b>Compliant</b> – specific groups targeted and invited to attend workshops via letter/e-mail.</p>	<p><b>Compliant</b> – all contacts on the database (anyone taking part in previous consultations or requested to be kept informed were notified). Summary leaflet sent to every household.</p>	<p><b>Compliant</b> – specific consultees and Agents sent letters / e-mails with link to GNDP website.</p>	<p><b>Compliant</b> – all contacts on the database (anyone taking part in previous JCS and other consultations notified).</p>

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March 2009 – 12 June 2009
<p><b>Venue &amp; timing of events</b> All events to be held at venues that are accessible for everybody, within easy walking distance of the local community and on public transport route and ample parking. Venue locations will represent a geographical spread of the population. Events will be timed to allow as many people to attend taking into account working hours, school and public holidays or other known events. Exhibitions/public meetings – opportunity to present information (display boards/literature) and gather responses (face to face discussions).</p>	<p><b>Compliant</b> – workshop events were held centrally for targeted groups. Responses gathered face to face from discussions.</p>	<p><b>Compliant</b> – significant coverage through exhibitions events across whole District. Events varied in order to maximise attendance, including village halls and community centres cross District boundaries and market places.</p>	<p><b>Compliant</b> – topic workshops held for this consultation with targeted interest groups.</p>	<p><b>Compliant</b> – significant coverage through exhibitions events across whole District. Events varied in order to maximise attendance and included village halls and community centres and market places as well as events in venues that have catchments for South Norfolk residents such as supermarkets and other venues in the Norwich area.</p>
<p><b>Response time</b> As a signatory to the Norfolk Compact the Council has agreed to a minimum eight weeks for responding to written consultations.</p>	<p>n/a – as not a consultation but focussed discussion groups.</p>	<p><b>Compliant</b> – 8 week consultation 19 November 2007 – 8 February 2008.</p>	<p><b>Compliant</b> – 8 week consultation 4 August – 26 September 2008.</p>	<p><b>Compliant</b> – 8 week consultation 2 March 09 – 24 April 2009 – extended to 12 June 2009.</p>

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March 2009 – 12 June 2009
<p><b>Publicity</b> Advertisements (radio/press) to promote overall process Facilitated workshops – structured to gather feedback on general issues and identify priorities rather than answer specific questions. Summary of results (published in The Link, press release, website, letter/e-mail to respondents).</p>	<p><b>Compliant</b> – structured &amp; facilitated workshops with topic papers held on specific issues (see above).</p>	<p><b>Compliant</b> – various press adverts throughout consultation period. Link magazine articles and press releases about Issues &amp; Options. Links from SN web pages to GNDP. Summary of results available on web pages and in consultation report May 2008. Posters displayed in 18 venues from village and town halls, supermarkets, libraries and Town centre notice boards advertising consultation exhibitions.</p>	<p><b>Compliant</b> – structured workshops held with specifically targeted and invited consultees Officer's responses displayed to each representation which can be viewed via website e-consultation module (JDI) and in consultation report December 2008.</p>	<p><b>Compliant</b> – various press adverts 2 weeks before exhibitions commenced listed all exhibition venues dates &amp; times. Continued throughout the consultation process. Local and National press used. Facilitated workshop findings and findings from studies used to inform this consultation document.</p>
<p><b>Involvement</b> Workshops, Exhibitions Opportunity to respond electronically.</p>	<p><b>Compliant</b> – structured workshops with topic papers held on specific issues (see above). An opportunity to respond further was available.</p>	<p><b>Compliant</b> – via GNDP website electronic consultation response available for full document and summary leaflet – consultees could choose which to respond to. Respondents given notification that their responses had been accepted and were viewable to others for full document only. Exhibitions held at various locations, village halls, market places, libraries and in a trailer at supermarket car parks and vacant shop in Norwich City Centre. In all there were 56 exhibitions staged across the GNDP geographical area.</p>	<p><b>Compliant</b> – workshops with selected specific consultees. E-mailed responses accepted.</p>	<p><b>Compliant</b> – electronic consultation response available via GNDP website. Respondent given notification that their response has been accepted and is viewable to others.</p>

SCI compliance statement	Issues Workshops 26 June – 6 July 2007	Issues & Options Consultation 19 November 2007 – 8 February 2008	Reg 25 Technical Consultation 4 August 2008 – 26 September 2008	Reg 25 Public Consultation 2 March 2009 – 12 June 2009
<p><b>Feedback</b> Notify people of how their contributions have been taken into account. Relevant formats include press releases, The Link publications the website and direct contact via letter/e-mail. In addition database contacts will be alerted to the availability of results and where applicable to when elected members will consider the results.</p>	<p><b>Compliant</b> – workshop findings were reported and informed Issues &amp; Options consultation.</p>	<p><b>Compliant</b> – all responses made visible to participants via consultation module – Issues &amp; Options stage Consultation report produced and available via GNDP website.</p>	<p><b>Compliant</b> – all responses made visible to all participants via website consultation module – all responses from Council and recommendations will be made available shortly and all consultees alerted accordingly.</p>	<p><b>Compliant</b> – all responses made visible to all participants via website consultation module – All responses from Council and recommendations will be made available shortly and all consultees alerted accordingly.</p>
<p><b>Hard to reach groups</b> South Norfolk Council has identified some groups that are more difficult to engage; Black &amp; minority ethnic (most significant in South Norfolk being Chinese and Gypsy &amp; Travellers), people with speech, mobility and hearing impairments and young people.</p>	<p>n/a</p>	<p><b>Compliant</b> – consultants (SMRC Research) were appointed to ensure that a variety of hard to reach groups had the opportunity to get involved in the consultation – reaching 64 single parents, 99 over 75's, 60 disabled people. Schools conference 'Have Your Say' held 7 February which produced 646 completed questionnaires from young people.</p>	<p><b>Compliant</b> – n/a as targeted at Technical consultees only.</p>	<p><b>Compliant</b> – significant work to engage with schools and young people took place in February 2008 where 148 students said they wanted to continue to participate in future consultations. These were contacted as part of this consultation. Gypsy &amp; Traveller community were being engaged at the same time as this consultation because South Norfolk was consulting on its Gypsy and Traveller Sites and Policy DPD (Reg 25 consultation 9 March 2009 – 5 May 2009). Chinese and people with hearing, speech and mobility impairment who engaged at Issues &amp; Options stage consultation (see survey results from summary leaflet February 2008 and Schools Conference) were contacted from the database to invite them to give their views on this document.</p>

For more information or if you  
require this document in another  
format or language, please phone:

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for South Norfolk Council

## **Statement of Compliance**

Joint Core Strategy for Broadland, Norwich and South Norfolk

November 2009