

# Statement of Community Involvement

July 2016 (amended February 2019)

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## Introduction

### Background

- 1.1 This Statement of Community Involvement (SCI) sets out how and when Broadland District Council will involve communities and other stakeholders in the development of the local planning documents making up its Development Plan. It also details how the Council expects developers with significant development proposals to engage communities and other stakeholders at the pre-application stage, and how the Council consults people during the application process.
- 1.2 Local planning authorities in England and Wales are required, under Section 18 of the Planning & Compulsory Purchase Act 2004, to produce a SCI which will guide community and stakeholder involvement in the production of its Development Plan. Broadland District Council first adopted its SCI in 2006, having first undergone extensive public consultation and subsequent examination by the Planning Inspectorate (as required by legislation at that time).
- 1.3 As a result of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, the Council produced an update to its SCI in that year, to be read alongside the original 2006 document. The Planning Act 2008 also removed the requirement for SCI's to undergo examination and for them to follow a similar production process as other Development Plan Documents.
- 1.4 The 2006 SCI and its 2008 update were used to inform the production of the 2008-2026 Local Plan for Broadland, which includes Development Plan Documents (DPDs) such as the Joint Core Strategy (Adopted January 2014), the Development Management DPD (Adopted August 2015), the Site Allocations DPD and the Growth Triangle Area Action Plan DPD (both to be adopted during 2016).
- 1.5 This revised Statement of Community Involvement (2016) marks the first complete revision of the document since 2006 and is intended to apply to the Council's review of the Development Plan. The documents making up the new Development Plan are discussed later in this SCI.

### Planning and community involvement

- 1.6 Paragraph 155 of the National Planning Policy Framework (2012), where it discusses plan making, states:

***'Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.'***
- 1.7 This sets out a firm, national directive that local planning authorities should be seeking the views of communities and other stakeholders from an early stage in the development of their local planning documents.

## Introduction

- 1.8** The Localism Act was adopted by Government in 2011 and brought a range of new powers to communities across the country to enable them to play a greater part in planning for their future. One of these powers is Neighbourhood Planning, which is explored in further detail later in this SCI.
- 1.9** The Localism Act also introduced a '**Duty to Co-operate**' which places a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local planning document preparation in the context of strategic cross boundary matters. Legislation sets out the list of Duty to Co-operate bodies that should be engaged in these matters and this can be found in Appendix 2 of this SCI.
- 1.10** As will be seen later in this document, Broadland District Council considers Norfolk County Council, neighbouring local authorities, and a range of other local, regional and national public bodies to form a substantial part of its identified list of 'specific and general consultees' that will be involved in the development of local planning documents from an early stage.
- 1.11** Broadland District Council's Business Plan, which runs from 2015 to 2019, sets out a number of key ambitions for the authority. One of these is 'to plan and provide well housed communities'. The Council recognises that in delivering this ambition it needs to 'bring people along' with it and ensure they 'have a stake in the area's future'. The Plan recognises that the Council wants Broadland 'to be known as a district where people can contribute to and help shape their own environment'.

### What do we mean by 'Community'?

- 1.12** In the context of this SCI, the Council defines the term **community** as anyone living or working within Broadland District, or with other personal or professional connections to the area which means that they have an interest in its future growth.
- 1.13** However, as discussed earlier, the SCI also recognises the importance of other **stakeholders**; in particular those public, private and third sector bodies which may or may not be based locally but which, nonetheless, are able to offer a level of technical expertise in certain matters, which seek to represent certain communities of interest, or which generally have an interest in the content of the Development Plan.
- 1.14** Chapter 2 of this document talks about 'who we will involve' in more detail, and refers to the statutory requirement to define 'specific' and 'general' consultation bodies which will be involved in local planning document production. For clarity, these consultation bodies are encapsulated by the term 'stakeholders' within this SCI, unless they are referred to specifically.

## Introduction

### Standards for effective community involvement

**1.15** In order for community and stakeholder involvement to be effective and meaningful, the Council has agreed a number of standards that will be attained for each of its community and stakeholder involvement exercises that relate to the development of local planning documents. These are as follows:

1. Clearly set out the aim and objectives of each community involvement exercise that is undertaken.
2. Adopt an inclusive approach, ensuring that those who have an interest in the topic have the opportunity to contribute from an early stage and throughout the process.
3. Ensure that any information relating to the community involvement exercise is accessible and is written in a clear and precise manner.
4. Provide a sufficient length of time for communities and stakeholders to contribute their views on proposals (reflecting statutory time limits where relevant).
5. Ensure that community involvement exercises and events are held at appropriate times, ensuring that they are accessible to a wide range of communities and stakeholders.
6. Ensure that any community involvement events are held in accessible locations and venues that do not restrict individuals that are interested from taking part.
7. Demonstrate, by reporting on the results of community involvement exercises, that all views have been considered in the development of the planning document in question.

### RTPI Planning Aid England

**1.16** Planning Aid England offers planning advice and support to individuals and communities. The ethos of the organisation is that everyone should have the opportunity to get involved in planning their local area and Planning Aid seeks to provide people with the tools and knowledge to achieve this. The work of the organisation is supported by over 500 dedicated and hard-working volunteers who have a range of skills, interests and expertise.

**1.17** Planning Aid offers five main services and types of support:

1. Free planning advice and guidance – website and advice line
2. Bespoke support for eligible individuals and communities
3. Outreach and capacity building
4. Neighbourhood Planning
5. Online resources and guides

**1.18** Broadland District Council endorses Planning Aid England as a service that Broadland's communities may wish to use (in addition to any advice provided by the Council) to seek assistance on matters discussed within this SCI. Planning Aid's contact details are listed below:

Tel: 0330 1239244  
Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)  
Web: [www.rtpi.org.uk/planning-aid](http://www.rtpi.org.uk/planning-aid)

# 2

Statement of Community Involvement (2016) (Amended 2019)

## Community Involvement in Plan Making

### Introduction

- 2.1** One of the main functions of this Statement of Community Involvement (SCI) is to set out how and at what stages Broadland District Council will involve communities and other stakeholders in the development of the various documents making up and supporting its Local Plan.
- 2.2** This chapter of the document addresses these questions and begins with a description of the types of local planning document that the Council expects to be producing over the next few years.
- 2.3** In addition, this chapter sets out:
1. Who we will involve in plan making
  2. The methods we will use to secure their involvement
  3. The stages of document production during which we will seek their involvement
- 2.4** This will therefore offer clear and practical guidance to anyone wishing to take part in the production of the Council's local planning documents.

## Community Involvement in Plan Making

### The Development Plan

- 2.5** The statutory Development Plan for Broadland District comprises a number of 'Local Plan' or 'Development Plan' documents (DPDs). These are produced by Broadland District Council as the local planning authority, together with local plans for minerals and waste, produced by Norfolk County Council, and local plans produced by the Broads Authority which affect those parts of the Broads Executive Area which fall within Broadland District.
- 2.6** The Development Plan for Broadland also includes Neighbourhood Development Plans (more commonly referred to as Neighbourhood Plans) that are produced by Town and Parish Councils and which are subsequently adopted by Broadland District Council.
- 2.7** In addition, a range of other supporting documents are produced to provide further detail and guidance in respect of certain elements of the Development Plan.
- 2.8** Figure 1 provides a summary of these different types of local planning document.

**Figure 1: Types of document making up the Development Plan**

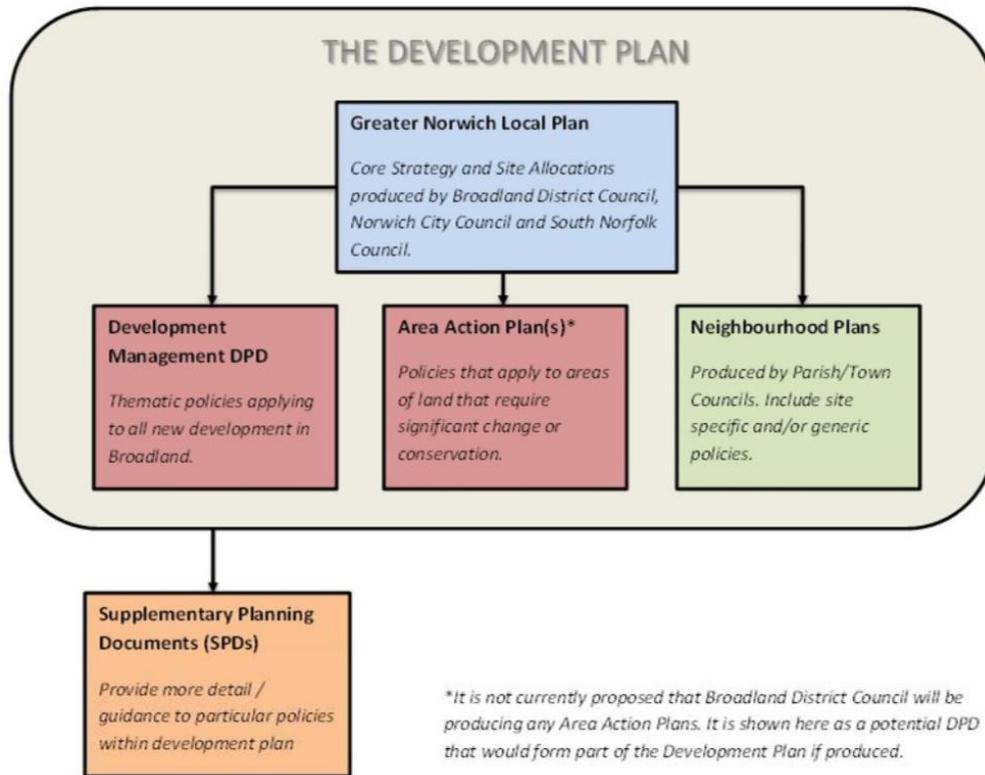
Type of document	Description
Development Plan Document (DPD) (or <b>Local Plan</b> )	These set out the general and specific policies guiding development in the district and will be subject to independent examination. They form part of the development plan and will therefore be the primary consideration in the determination of planning applications.
Neighbourhood Development Plan	These documents, introduced via the Localism Act 2011, are produced by Parish/Town Councils across Broadland District. Whilst they are not strictly DPDs, if adopted they form part of the development plan and are therefore part of the primary consideration in the determination of planning applications.
<b>Supporting documents</b>	
Supplementary Planning Document (SPD)	These expand upon or provide more detail to policies outlined in DPDs. They are not subject to independent examination and do not form part of the statutory development plan.
Procedural document	Procedural documents, that underpin the Local Plan, include this Statement of Community Involvement (SCI) and a document known as the Local Development Scheme (LDS) which sets out the timetable for Local Plan document production.

## Community Involvement in Plan Making

- 2.9** The current range of Local Plans produced by Broadland District Council are listed below. These plans cover the period until 2026:
- The Joint Core Strategy for Broadland, Norwich and South Norfolk (2011/2014) (produced jointly with Norwich City Council and South Norfolk Council)
  - Development Management DPD (2015) Site Allocations DPD (adoption likely 2016)
  - Growth Triangle Area Action Plan (adoption likely 2016)
- 2.10** Work has commenced on producing a new Local Plan that will replace all of the above documents apart from the Development Management DPD which will be reviewed in the future.
- 2.11** The proposed, new Local Plan will be the **Greater Norwich Local Plan**. This will effectively comprise a Core Strategy (setting out the vision, objectives and strategy for the growth of the area) and Site Allocations (identifying specific areas of land for development in order to deliver the strategy). The Greater Norwich Local Plan will be produced jointly between Broadland District Council, Norwich City Council and South Norfolk Council and will cover each of those administrative areas.
- 2.12** In addition to the Greater Norwich Local Plan, Broadland District Council will also independently review its **Development Management DPD**. This sets out a range of thematic policies to guide future development in the district. It is possible that the Council may also wish to produce one or more **Area Action Plans** (a Local Plan which relates to a specific area of land requiring significant change or conservation) though there are no proposals for this at the present time.
- 2.13** It is also possible that **Supplementary Planning Documents** (SPDs) will be produced, to provide more guidance on certain policies within the development plan. In addition, the Council expects that a number of **Neighbourhood Plans** will be produced by Parish and Town Councils, to join those that have already been adopted in the District.
- 2.14** The timetable for the production of the documents produced by Broadland District Council is set out in the Council's **Local Development Scheme**. This will be available on the Council's website ([www.broadland.gov.uk](http://www.broadland.gov.uk)) and will be reviewed and updated on a regular basis.
- 2.15** The relationship between the local planning documents that will be produced under the jurisdiction of Broadland District Council, as local planning authority, is set out in Figure 2 below. This Statement of Community Involvement applies to the production of these Broadland District Council local planning documents.

## Community Involvement in Plan Making

Figure 2: Future Broadland District Council local planning documents



## Community Involvement in Plan Making

### Who we will involve

#### Statutory requirements

- 2.16** The Town and Country Planning (Local Planning) (England) Regulations 2012 set out statutory requirements for the Council to follow in producing its local planning documents. The regulations define two specific groups of consultation bodies for the purpose of plan making. These are **specific consultation bodies** and **general consultation bodies**.
- 2.17** Specific consultation bodies are listed within the regulations and criteria are also suggested for determining general consultation bodies. Appendix 1 of this Statement of Community Involvement (SCI) sets out Broadland District Council's interpretation of specific and general consultation bodies for the purposes of stakeholder involvement in plan making.
- 2.18** For each local planning document being developed, the aforementioned regulations require the Council to involve such of the specific and general consultation bodies that the authority feels may have an interest in the subject of the proposed document, or that it considers appropriate. This means that the Council will not necessarily be seeking to involve the same consultation bodies in each local planning document it produces.
- 2.19** The regulations also require the Council to involve such residents or businesses in the area that it considers appropriate.

#### Consultation database

- 2.20** The Council will maintain details of consultation bodies (as well as residents and businesses that get involved in the plan making process) on a consultation database that relates specifically to the production of local planning documents.
- 2.21** Those registered on the database will have the opportunity to be automatically notified (unless they have specified otherwise) of written consultations relating to the production of local planning documents that interest them. Comments submitted on consultation documents will be publicly available via the Council's website.

#### Equalities and diversity

- 2.22** The Equality Act 2010 introduced a Public Sector Equality Duty (PSED). This Duty requires Broadland District Council, and other public sector organisations, to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.

## Community Involvement in Plan Making

- 2.23** This duty covers eight protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 2.24** The Introduction to this Statement of Community Involvement (SCI) includes a series of standards for effective community involvement. In complying with these standards the Council will seek to ensure that it provides equal opportunities for anyone with an interest in the topic of the local planning document in question to take part in consultations and community involvement exercises.
- 2.25** However, as part of the community involvement exercises that form the preparation stage of each respective local planning document (see '**How and when we will involve people**'), the Council will monitor the characteristics of those that take part (typically by use of a monitoring form, attached to consultation response forms).
- 2.26** If it is considered that certain parts of the community who share a protected characteristic, and who may be affected by the subject of the proposed plan, are under-represented at these early stages then **the Council will consider undertaking further involvement exercises, specifically targeted at these groups of people**. Protected characteristics that can particularly be affected by plan making are 'age', 'disability' and 'pregnancy and maternity'.
- 2.27** A written **Equalities Impact Assessment** will accompany the development of each local planning document (in conformity with standard Broadland District Council procedures), detailing how the planning document will impact on anyone sharing a protected characteristic and measures that have or will be taken to mitigate against any negative impacts.
- 2.28** In addition, another of the standards set out in the Introduction states that the Council will ensure that information provided is accessible and is written in a clear and precise manner. Reflecting this, Broadland District Council operates a policy of providing its publications in a range of different formats to suit the varying accessibility needs of the community. Council publications can be requested in the following formats:
- Large print format for the partially sighted
  - Audio format for the blind
  - Braille for the blind
- 2.29** Furthermore, the Council is a member of **INTRAN**, the Norfolk wide interpretation and translation service which includes face-to-face interpreting, and translation of documents to different languages. Anyone wishing for a copy of a publication in one of these alternative formats, should contact the **Communications Department** at Broadland District Council, on **(01603) 430523**.

## Community Involvement in Plan Making

### How and when we will involve people

#### Statutory requirements for community involvement

**230** The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the community involvement requirements for local planning authorities to follow in preparing their local planning documents.

#### Development Plan Documents (DPDs) / Local Plans

**231** Regulation 18 specifies that local planning authorities should seek community involvement in the **preparation** of each Local Plan or **Development Plan Document** (DPD) and that authorities should take into account the comments received in the preparation of the plan.

**232** Regulation 19 deals with the **publication** of the DPD, which occurs before the Council submits the plan to the Secretary of State, for examination. The Council must publish the document and invite formal representations over a minimum six week period. This stage is known as the **pre-submission publication** stage.

**233** These are the two main, statutory stages of community involvement in producing DPDs. There are further regulations which set out requirements for the Council to notify previous consultation bodies of various ensuing stages, these being:

- Notification of submission of the DPD to the Secretary of State
- Notification of the date, time and place of the public hearing (related to the examination of the document), as well as the name of the inspector
- Notification of the publication of the inspector's report
- Notification of the adoption of the DPD

**234** DPDs must be supported by an accompanying **Sustainability Appraisal**, which is undertaken concurrently with the production of the local planning document. The Sustainability Appraisal assesses the economic, environmental and social impacts of emerging policy options in relation to the particular DPD, in order to inform the final policy content. Sustainability appraisals incorporate the requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 (commonly referred to as the 'Strategic Environmental Assessment Regulations'). These Regulations set out the requirements for consultation on SEA reports which will normally be subject to consultation at the same time as the accompanying DPD.

#### Supplementary Planning Documents (SPDs)

**235** The 2012 Regulations also specify requirements for community involvement in the production of **Supplementary Planning Documents** (SPDs), which is slightly different to that for DPDs.

**236** Regulation 12 details requirements for local planning authorities to produce a statement setting out a summary of the main issues raised in consultation in the production of the SPD in question and how the resulting SPD has addressed those issues.

## Community Involvement in Plan Making

- 2.37** Before adoption of the SPD, the local planning authority must invite representations on the draft document over a minimum four week period, as required by Regulation 13. This stage is known as the **pre-adoption publication** stage.
- 2.38** Regulation 14 then requires the authority to notify anyone who so requested that the SPD has been adopted.

### Neighbourhood Plans

- 2.39** The Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning (Referendums) Regulations 2012 set out the statutory process for the production and adoption of Neighbourhood Plans. As Figure 1 shows, these are documents which are produced by Parish or Town Councils in Broadland but which are ultimately adopted by Broadland District Council and subsequently form part of the Development Plan.
- 2.40** In the early stages of production, the aforementioned regulations generally apply to the Parish or Town Council in question. However, once the plan is submitted to Broadland District Council, there are further stages in the statutory process which become the responsibility of the local planning authority. Several of these stages involve the Council consulting or notifying the community and other stakeholders on issues pertinent to the development of the Neighbourhood Plan.
- 2.41** The main stages in Neighbourhood Plan production which require Broadland District Council to undertake consultation or notify communities and other stakeholders of certain developments in the process can be summarised as follows:
- Publicising and inviting representations over a minimum six week period on applications for the designation of a **Neighbourhood Area** (the area that the Parish/Town Council would like the Neighbourhood Plan to cover).
  - Publicising and inviting representations over a minimum six week period on a **submitted Neighbourhood Plan** and associated documents.
  - Publication and notification of the **examiner's report**, as well as Broadland District Council's decision in relation to that report.
  - Publication and notification of the **referendum information statement** and specified documents, giving at least 28 working days notice of the date and procedures relating to a Neighbourhood Plan referendum.
  - Publication and notification of the **adopted Neighbourhood Plan**.
- 2.42** Appendix 4 sets out a comprehensive list of the main ways in which Broadland District Council can support communities in the district that are developing Neighbourhood Plans, as required by the Neighbourhood Planning Act 2017.

## Community Involvement in Plan Making

### The 'preparation' stage of Development Plan Document (DPD) production

- 243** Whilst the Town and Country Planning (Local Planning) (England) Regulations 2012, referred to above, detail specific, statutory requirements for community involvement in plan making, they do accord the Council a degree of flexibility in how it prepares its local planning documents, particularly in the early stages of their development, and how it chooses to involve the community and other stakeholders in their production.
- 244** In particular, the **preparation** stage in the production of a DPD (Reg. 18 - see 2.28) is flexible enough to allow the Council to determine the quantity, scope and nature of the different community involvement exercises that it should comprise. Figure 3 sets out the Council's proposed approach to the preparation stage of the production of a DPD, highlighting opportunities for community involvement.

**Figure 3: Broadland District Council's approach to the preparation stage of DPD production**

Stage	Title	Description
1	Evidence gathering	Information is gathered on the topic and issues are explored, largely via the gathering and analysis of specific research and via early community and stakeholder involvement. This stage may encompass a series of discreet exercises.
2	Initial document	Once the relevant issues have been identified, the Council will present an initial document, setting out the issues and options and giving an indication of the likely policies that will meet the aims of the plan and which will seek to address the identified issues. The document will be made available (alongside an accompanying Sustainability Appraisal report) to communities and other stakeholders for their input.
<b>(3)</b>	<b>(Revised document)</b>	Following the analysis of comments made during the consultation on the <b>Initial document</b> (2), the Council may decide to amend the document and proceed straight to the Reg. 19 'Publication' stage. However, for more complex DPDs or where further issues are raised which require further investigation, the Council may decide to consult on a revised 'draft' document (and revised Sustainability Appraisal report) before proceeding to this stage.

- 245** Similarly, the requirements for early community involvement in the production of an SPD (Reg. 12 - see 2.32) are not prescriptive, but simply ask for evidence that such involvement has been carried out and how it has informed the content of the draft SPD in question.
- 246** Broadland District Council's approach to fulfilling the requirements of Regulation 12, relating to SPD production, will be similar to that detailed in item 1, **Evidence Gathering**, as set out in Figure 3 above.

## Community Involvement in Plan Making

### The methods and stages of community involvement in plan making

- 2.47** The different local planning documents being produced and adopted by Broadland District Council will require different methods for involving the community and other stakeholders, at different stages in their development.
- 2.48** Figure 4 sets out the different stages in the production of DPDs, giving an indication of both the methods that could be used to secure community and stakeholder involvement during each of these stages as well as publicity methods that could be employed.
- 2.49** The table presents a set of options at each stage for the Council to choose from, rather than a definitive list of all the techniques that will be employed in every circumstance. For example, it wouldn't be relevant to produce site notices to publicise a consultation on the draft Development Management DPD (as it does not set out site allocations). Equally, although the Council will endeavour to publicise as many community involvement exercises as possible using its in-house magazine which is sent to residents three times per year (Broadland News), it may not be able to do this in every instance due to the timings of magazine production and copy deadlines. Nevertheless, the Council will endeavour to use as many of the listed methods at each stage of document production as possible.
- 2.50** Similarly, Figure 5 sets out the stages in the production of Supplementary Planning Documents (SPDs) and gives an indication of community/stakeholder involvement and publicity methods that could be employed by the Council during these different stages, in a similar format to Figure 4.
- 2.51** Finally, Figure 6 details the different methods of publicity and involvement that will normally be used by the Council at the different stages of Neighbourhood Plan production, set out in paragraph 2.41, for which the authority has jurisdiction.
- 2.52** A full explanation of the different community involvement and publicity methods listed in Figures 4, 5 and 6 can be viewed in Appendix 3.

**Figure 4: Potential involvement and publicity methods at different stages of DPD production**

Stage	Description	Potential involvement methods	Potential publicity methods
1. Evidence gathering	Information is gathered on the topic and issues are explored. This stage may encompass a series of discreet exercises.	Parish/Town Council workshop Stakeholder focus groups Stakeholder meetings Resident & stakeholder workshops Survey documents (hard copy & online)	Letter/email to stakeholders Notification of relevant consultation database contacts Information on BDC website Information via BDC social media Information at Council offices Article in Broadland News Article in local press Posters in parish notice boards / libraries Survey documents in libraries and at Council offices Article in parish magazines
2. Consultation(s) on initial document	The Council presents an initial document (and accompanying sustainability appraisal report), setting out issues and options and an indication of likely policies which will meet the aims of the plan and address the identified issues.  For more complex DPDs or where further issues are raised which require further investigation, the Council may decide to consult on a revised document before proceeding to the next stage.	Consultation document (hard copy & online) Public exhibitions Stakeholder meetings	Letter/email to stakeholders Letter/email to previous respondents Notification of relevant consultation database contacts Information on BDC website Information via BDC social media Information at Council offices Article in Broadland News Article in local press Posters in parish notice boards / libraries Consultation document in libraries and at Council offices Article in parish magazines Site notices (where applicable)
3. Pre-submission publication	The DPD (and accompanying sustainability appraisal report) is published before being submitted to the Sec. of State, and representations are invited.	Published document (hard copy & online)	Letter/email to stakeholders Letter/email to previous respondents

Stage	Description	Potential involvement methods	Potential publicity methods
			<p>Notification of relevant consultation database contacts</p> <p>Information on BDC website</p> <p>Information via BDC social media</p> <p>Article in Broadland News</p> <p>Article in local press</p> <p>Consultation document in libraries and at Council offices</p>
4. Submission	The DPD is submitted to the Sec. of State. Notifications are sent to those who requested them during stage 3.	N/A	<p>Letter/email to 'pre-submission publication' respondents who requested to be notified.</p> <p>Information on BDC website</p> <p>Information via BDC social media</p> <p>Information in libraries and at Council offices</p>
5. Examination	An appointed inspector examines the submitted DPD. A public hearing is held and notifications of this are sent to those who requested them. The inspector's report is then published and, again, notifications are sent.	N/A	<p>Letter/email to 'pre-submission publication' respondents who requested to be notified.</p> <p>Information on BDC website</p> <p>Information via BDC social media</p> <p>Information in libraries and at Council offices</p>
6. Adoption	The Local Plan is adopted following consideration of the recommendations in the Inspector's report. Notifications are sent to those who requested them.	N/A	<p>Letter/email to 'pre-submission publication' respondents who requested to be notified.</p> <p>Information on BDC website</p> <p>Information via BDC social media</p> <p>Information in libraries and at Council offices</p>

**Figure 5: Potential involvement and publicity methods at different stages of SPD production**

Stage	Description	Potential involvement methods	Potential publicity methods
1. Evidence gathering	Information is gathered on the topic and issues are explored. This stage may encompass a series of discreet exercises.	Stakeholder focus groups Stakeholder meetings Survey document(s) Consultation document (hard copy & online)	Letter/email to stakeholders Notification of relevant consultation database contacts Information on BDC website Information via BDC social media Information at Council offices Article in Broadland News Article in local press Article in parish magazines Survey documents in libraries and at Council offices
2. Pre-adoption publication	The SPD is published and representations are invited before the document is adopted by the Council.	Published document (hard copy & online)	Letter/email to stakeholders Letter/email to previous respondents Notification of relevant consultation database contacts Information on BDC website Information via BDC social media Information at Council offices Article in Broadland News Article in local press Consultation document in libraries and at Council offices Article in parish magazines
3. Adoption	The SPD is adopted, following consideration of representations made during the pre-adoption stage. Notifications are sent to those who requested them.	N/A	Letter/email to 'pre-adoption publication' respondents who requested to be notified. Information on BDC website Information via BDC social media Information in libraries

**Figure 6: Potential involvement and publicity methods at different stages of Neighbourhood Plan production**

Stage	Description	Potential involvement methods	Potential publicity methods
1. Neighbourhood Area application	Parish/Town Council applies to Broadland District Council to designate the Neighbourhood Area. BDC publicises the application and invites representations over a minimum 6 week period.	Consultation document (hard copy & online)	Letter/email to stakeholders Information on BDC website Consultation document in libraries and at Council offices Poster in parish notice boards
2. Submission of Neighbourhood Plan	Parish/Town Council submits the Neighbourhood Plan to Broadland District Council. BDC invites representations on the submitted plan over a minimum 6 week period.	Published document (hard copy & online)	Letter/email to previously identified stakeholders and residents Information on BDC website Consultation document in libraries and at Council offices Poster in parish notice boards
3. Publication of examiner's report	Broadland District Council publishes the report of the examination into the submitted Neighbourhood Plan and the decision of the Council as to whether or not it accepts the examiner's recommendations.	N/A	Letter/email to previously identified stakeholders and residents Report and decision statement in libraries and at Council offices Information on BDC website
4. Referendum Information Statement	Broadland District Council publishes the Referendum Information Statement and specified documents, setting out the date and procedure for the Neighbourhood Plan referendum. A minimum of 28 working days notice will be given.	N/A	Letter/email to previously identified stakeholders and residents Information on BDC website Information in libraries and at Council offices
5. Adoption of Neighbourhood Plan	Broadland District Council adopts the Neighbourhood Plan.	N/A	Letter/email to previously identified stakeholders and residents Information on BDC website Information via social media Information in libraries and at Council offices

## Community Involvement in Plan Making

### Length of consultation periods for written consultations

- 2.53** The Introduction sets out several standards for effective community involvement. One of these standards is to '**provide a sufficient length of time for communities and stakeholders to contribute their views on proposals (statutory time limits notwithstanding)**.' This issue particularly relates to written survey documents and draft consultation material.
- 2.54** The length of time provided by national and local government consultations with the voluntary sector is something that is addressed in the national **Compact** agreement between these two types of body (visit [www.compactvoice.org.uk](http://www.compactvoice.org.uk) for details). The Compact states that local authorities should, '**...where it is appropriate, and enables meaningful engagement, conduct 12 week formal, written consultations, with clear explanations and rationale for short time-frames or a more informal approach.**'
- 2.55** The Town and Country Planning (Local Planning) (England) Regulations 2012, discussed in paragraphs 2.27-2.34, set out statutory time periods for the pre-submission publication stage of DPD production (not less than six weeks) and the pre-adoption publication stage of SPD production (not less than four weeks). The Regulations do not prescribe the length of consultation periods during the earlier stages of DPD and SPD production.
- 2.56** Similarly, the Neighbourhood Planning (General) Regulations 2012 set out the minimum time period for consultation periods relating to Neighbourhood Area applications and the publication of submitted Neighbourhood Plans, this being a minimum of six weeks.
- 2.57** The Council takes the view that, in the production of its local planning documents, a consultation period of 12 weeks will not be required in the majority of circumstances. This is due to the following reasons:
1. In future, the need to expedite the production of statutory local plans to meet more rigorously enforced government targets for swift plan-making and timely review means that an extended period of public consultation may not always be achievable within the timeframes available.
  2. The Council's programme for preparing planning policy documents must be set out in the statutory Local Development Scheme (LDS). The LDS gives details of forthcoming documents and expected production timescales well in advance.
  3. The Council's Forward Plan (available to view at [www.broadland.gov.uk](http://www.broadland.gov.uk)) provides advance notice of documents which will be considered by Council committees.
- 2.58** Figure 7 sets out Broadland District Council's position on the length of written consultation periods relating to different local planning documents.

## Community Involvement in Plan Making

**Figure 7: Length of written consultation period for different local planning documents**

Document type	Normal period for consultation	Circumstances in which the consultation period will be extended
Development Plan Documents (DPDs) / Local Plans and accompanying Sustainability Appraisal reports	A period of at least <b>six weeks</b> (42 calendar days)	We will extend consultation periods to allow for extra days where a bank holiday falls within a consultation period (on a day-for-day basis).  Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum.
Neighbourhood Plans	A period of at least <b>six weeks</b> (42 calendar days)  (N.B. This only applies to the Reg. 16 Publication of the Neighbourhood Plan, as co-ordinated by the local planning authority)	At its discretion, and only in the early, informal stages of DPD/SPD production, the Council may allow additional time for representations to be made in circumstances where there is a justifiable reason for not responding within the deadline.
Supplementary Planning Documents (SPDs)	A period of at least <b>four weeks</b> (28 calendar days)	In accordance with the Code of Recommended Practice on Local Authority Publicity, we will not normally run consultations on planning documents in the six week period immediately before local council elections. ("Purdah").
Future reviews of this Statement of Community Involvement (SCI)	A period of at least <b>six weeks</b> (42 calendar days)	

## Community Involvement in Plan Making

### Reporting back to respondents

- 2.59** Another of Broadland District Council's standards for effective community involvement, set out in the introduction to this SCI, is to ***'demonstrate, by reporting back on the results of community and stakeholder involvement, that all views have been considered in the development of the planning document in question'***. This reflects the notion that, for communities and stakeholders to actively engage in plan making, and for the involvement process to be meaningful, it should be demonstrated that all views which are submitted to the Council during the development of a local planning document have received due consideration.
- 2.60** For practical purposes, it is necessary to make the distinction between reporting back at different stages and for different methods of community involvement. Figure 8 sets out the Council's approach to reporting back for the different types of community and stakeholder involvement method highlighted in Figures 4, 5 and 6.

**Figure 8: Methods of reporting back at different stages in the plan making process**

Stage	Type of involvement method	Methods of reporting back
Evidence gathering	Community/stakeholder workshops	Report of proceedings and summary of issues raised sent to participants and put on BDC website. Council's assessment and response to main issues will be included as part of the evolving evidence base, developed in support of the local planning document.
	Stakeholder meetings / focus groups	Report of proceedings and summary of issues raised sent to participants. Council's assessment and response to main issues will be included as part of the published evidence base in the subsequent production of the local planning document.
	Survey documents	Comments submitted may be available to view via BDC website, depending on sensitivity of data. Report of survey findings put on BDC website once data analysed. Council's assessment and response to main issues will be included as part of the evolving evidence base, developed in support of the local planning document.
Consultation(s) on initial document	Consultation document	Acknowledgement email/letter sent to respondent once their comments are submitted. All comments submitted available to view via BDC website. Council's assessment and response to main issues will be included as part of the evolving evidence base, developed in support of the local planning document.
	Stakeholder meetings	Report of proceedings and summary of issues raised sent to participants. Council's assessment and response to main issues will be included as part of the evolving evidence base, developed in support of the local planning document.
Pre-submission / Pre-adoption publication	Published document	Acknowledgement email/letter sent to respondent once their formal representations are submitted.

**Community Involvement in Plan Making**

Stage	Type of involvement method	Methods of reporting back
		All representations submitted available to view via BDC website. Council's assessment of main issues published within supporting statement at Submission stage (DPD only).
Neighbourhood Area application (Neighbourhood Plans)	Consultation document	Acknowledgement email/letter sent to respondent once their comments are submitted. Council's assessment of responses and decision on application available to view in portfolio holder decision statement, available on request from BDC.
Submission of Neighbourhood Plan	Published document	Acknowledgement email/letter sent to respondent once their formal representations are submitted. All representations submitted available to view via BDC website. Examiner's assessment of representations available to view in examiner's report (see Figure 6).

## Community Involvement in Planning Proposals and Applications

### Introduction

- 3.1** As well as setting out how communities and stakeholders can have their say in the production of local planning documents, this Statement of Community Involvement (SCI) also details how individuals and organisations can take part in the development management process.
- 3.2** This chapter details Broadland District Council's arrangements (and, where appropriate, the Council's expectations of developers) in terms of community and stakeholder involvement during three stages of the development management process:
1. The pre-application stage (when significant proposals are being formulated)
  2. The application stage (once an application is lodged with Broadland District Council)
  3. The post-application stage (the notification and appeal process following a decision on an application)

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Statement of Community Involvement (2016) (Amended 2019)

## Community Involvement in Planning Proposals and Applications

### The pre-application stage

- 3.3 The National Planning Policy Framework recognises that early engagement between stakeholders and the community, before a planning application is made (i.e. the pre-application stage) has ***‘significant potential to improve the efficiency and effectiveness of the planning application system for all parties’***.
- 3.4 Paragraph 189 of the NPPF states that local planning authorities should, where they think it would be beneficial, ***‘encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications.’***
- 3.5 Broadland District Council has adopted a **Community Involvement Protocol for Significant Development Proposals (2010)**, which sets out a series of commitments for developers, as well as the local planning authority and other service providers, in relation to pre-application involvement on significant planning proposals.
- 3.6 These commitments aim to ensure that communities in the district, and other stakeholders with interests in the area, are provided with genuine opportunities to shape development proposals that may affect their community before any planning applications are submitted.
- 3.7 The Protocol is aimed at those proposals in the district that could be termed **significant** to the local community. This reflects the fact that what feels like a major proposal to a smaller village, may not feel so significant to a larger community.
- 3.8 In order to provide guidance as to what may be termed significant, the Council has defined three tiers which set out different scales of proposal, for which different levels of pre-application community and stakeholder involvement should be sought. The three tiers are set out in Figure 9 below:

**Figure 9: Broadland District Council's definition of significant development proposals**

Tier	Description	Example
1	Applications where there are considerable issues of scale and controversy or which are contrary to Development Plan policy.	Proposal to develop an unallocated greenfield site for houses, at variance with policies in the Development Plan.
2	Applications broadly in accordance with the Development Plan, BUT raising controversial details and other departures from the Development Plan.	A proposal that is likely to have an effect on the environment due to its nature, size and location.
3	Applications of a scale or development area for which the Council requires wider community involvement; applications that fall within sites that are sensitive to development pressures.	A proposal that involves the development of five or more homes.

- 3.9 This is the framework that shall be used to determine whether a development proposal is significant and therefore whether pre-application community and stakeholder involvement is expected of the developer.

## Community Involvement in Planning Proposals and Applications

- 3.10** More detail regarding the different community and stakeholder involvement methods that could be employed during the pre-application stage can be viewed in the Community Involvement Protocol, available from the Broadland District Council website ([www.broadland.gov.uk](http://www.broadland.gov.uk)). The protocol also sets out a series of commitments for developers, the Council, service providers and parish/town councils in order to ensure that pre-application involvement is efficient and meaningful.
- 3.11** The results of the pre-application community and stakeholder involvement undertaken by the developer will be reported to the Council as part of the planning application process.
- 3.12** The Council cannot refuse to accept a valid application because it disagrees with the ways in which an applicant has sought to involve people. However, failure by an applicant to undertake pre-application community and stakeholder involvement (where it has been expected) could lead to objections being made which could affect the outcome of the application.

## Community Involvement in Planning Proposals and Applications

### The application stage

**3.13** Much of the detail below, and more, can be found within the Planning section on Broadland District Council's website ([www.broadland.gov.uk](http://www.broadland.gov.uk)). The details on the website will be updated as appropriate to reflect any future changes to these procedures.

### Publicising planning applications

**3.14** Planning applications that are received by the Council are publicised in a variety of manners, depending on the type of application and the location. In certain circumstances the minimum publicity required is set out by legislation, but in other cases the publicity required is at the Council's discretion. In fact, the publicity that the Council affords planning applications far exceeds the statutory requirements.

**3.15** The Council publicises planning applications in the following ways:

- All applications are posted on the Broadland District Council website ([www.broadland.gov.uk](http://www.broadland.gov.uk)).
- Applications requiring advertisement will be publicised locally.
- Where appropriate, site notices are either displayed on the site which is the subject of the application or at the most convenient location near to the site, which is accessible to the public.
- Applications requiring individual neighbour notification (in the form of a letter) will usually be addressed to the owner/occupier immediately adjacent to the application site.

**3.16** In addition, Broadland District Council often consults appropriate bodies on particular planning applications, where there are issues raised that are relevant to the work of that organisation. Examples of such organisations include:

- Parish/Town Councils
- Other local planning authorities, including the Broads
- Authority Utility providers
- The local Highway
- Authority Public health bodies

### Commenting on planning applications

**3.17** In publicising planning applications and other proposals, a period of at least 21 days is given within which interested parties may respond.

**3.18** If the application is amended during the course of processing, further publicity may be given to the amendments. This is usually done by neighbour notification if the case officer considers there has been a change which would significantly alter the public's perception of the proposal. The period of response to the notification may vary in such circumstances, although a minimum period of 7 days is generally given. The council will not determine the application until the stated publicity period has expired.

**3.19** Any individual or organisation may make representations regarding a planning application, whether or not they have been personally notified. Representations can either be in the form of a **letter**, an **email**, or an **online response** via the Council's website.

## Community Involvement in Planning Proposals and Applications

- 3.20** Representations by letter should be addressed to:
- Head of Planning  
Broadland District Council  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St. Andrew  
Norwich  
NR7 ODU
- 3.21** Representations via email should be submitted to **planning.administration@broadland.gov.uk**
- 3.22** Comments made online via the Council's website can be submitted by inserting the relevant application number at **www.broadland.gov.uk/plans**; viewing the details of the application and then selecting the "add comments" button at the bottom of the page.
- 3.23** In submitting representations, respondents should:
1. Clearly identify the application to which they are responding by reference to the location and preferably application number (eg 20141345).
  2. Set out their comments in the form of either an objection, a statement of support or a statement that raises no objection to the proposal.
  3. Ensure their representation has been received by the Council on or before the expiry date of the publicity period. If for some reason this is not possible, respondents should contact the case officer whose name is given in the letter, who may agree to extend the publicity period.
- 3.24** All representations are taken into account, subject to them being received prior to the determination of the application.
- 3.25** Correspondence is generally not entered into as a consequence of making representations on applications, as resources do not permit this. If specific information on a particular matter is required, this should be sought either in writing, by email or telephone.
- 3.26** All letters of representation are retained on the application file which is open to public inspection and may be copied. Any matters of a confidential nature should be drawn to the Head of Planning's attention in writing. Comments made confidentially will not, however, be able to be taken into account in the determination of the planning application.
- 3.27** If your representation relates to an application which is to be determined by the Council's Planning Committee (see below) then you will be notified of the committee date and provided with an opportunity to address the committee. You will, however, need to register your intention to speak at that time. A leaflet, entitled 'Public Speaking at Planning Committee', which explains the procedure for public speaking in more detail, is available from the Council website.

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Statement of Community Involvement (2016) (Amended 2019)

## **Community Involvement in Planning Proposals and Applications**

### **Determining applications**

- 3.28** Approximately 5-10% of applications are determined by the Planning Committee. Any representations made on applications to be determined by the committee are summarised in the agenda report and a copy of the letter is available on file for councillors' inspection prior to the meeting if they wish to see the letter in full.
- 3.29** Any representations received after the committee report has been prepared and before 12 noon on the day before the meeting of the committee will be reported either on a supplementary schedule or verbally by the officer presenting the application to the committee. The committee generally meets on a Wednesday morning, every four weeks.

## Community Involvement in Planning Proposals and Applications

### The post-application stage

- 3.30** Once a decision has been made the result will be explained in writing to the applicant (or their agent, if applicable), all third party representors and the parish/town council in question (if the decision is contrary to their representation). The decision will also be published on the Council's website.
- 3.31** If the applicant is unhappy with a decision to refuse permission for the proposed development, or to grant permission to subject to conditions, he/she may appeal to the First Secretary of State in accordance with Section 78(1) of the Town and Country Planning Act 1990. The majority of appeals should be made within 6 months of the date of the notice of decision.

## Resources and Monitoring

### Resources

- 4.1** The development of Broadland District Council's local planning documents, as well as the community and stakeholder involvement exercises that this work entails, is led by the authority's Spatial Planning Team, based within the Planning Department. This work is supported (as and when required) by officers from other service areas within the department, and other departments within the Council.
- 4.2** Undertaking community and stakeholder involvement at the different stages of plan making will be resource intensive, in terms of staff time as well as financial resources.
- 4.3** For this reason, the Council will make best use of limited staff time and, for interactive community/stakeholder involvement events such as exhibitions, workshops etc, seek to draw on appropriate staff from across the authority (e.g. to assist with event facilitation, recording etc.). If there are opportunities to combine community/stakeholder involvement exercises with others that may be being planned elsewhere in the Council, then these will be explored with a view to combining staff resources and reducing costs.
- 4.4** The Council may decide to employ specialist consultants at certain points in the local planning document development process, for tasks such as masterplanning, for example. Any external consultants will be expected to be consistent with the methods and standards detailed within this document.

### The role of elected members

- 4.5** Broadland District Council's elected members have several roles relating to the development of the authority's development plan.
- 4.6** The first of these roles is that of information provider. Elected members can help to impart information about forthcoming community and stakeholder involvement exercises, for example, when engaging with the communities they represent (e.g. as part of their updates to relevant parish/town council meetings, in parish magazine features or at their parish surgeries). More generally, members can also provide information on the plan making process, the need for an up to date development plan and the types of documents that the Council will be producing.
- 4.7** Another role of elected members is that of community representative. Members of the public can approach their ward members (whether this be by letter/email or in person) at any point in order to raise particular issues that may be affecting them in their community. This may include issues that relate to plan making or significant planning proposals/applications.
- 4.8** Members will of course take on board these comments and pass them to the relevant staff at the Council, where appropriate. These comments will informally be taken on board, where they relate to planning, but members of the public should be encouraged to make their views formally known during the appropriate community involvement exercise relating to plan making or a planning proposal/application, where they will be formally registered and considered.

## Resources and Monitoring

- 4.9** Finally, elected members are also decision makers when it comes to plan making and determining planning applications within the Council. Chapter 3 of this document sets out the role of the Planning Committee in determining certain planning applications. Local planning documents that are produced by the Council will also need to be approved, at their various stages of production, by elected member committees within the authority.

### Monitoring

- 4.10** This Statement of Community Involvement is intended to guide the production of the new, Broadland District Council local planning documents that will replace the local plans that are in place until 2026. Within this new period of plan making it is possible that changes to the local planning process will be made by Government, meaning that some of the processes outlined within this SCI become out of date. Should this occur, there will be a need to review this document.
- 4.11** The Council will monitor the effectiveness of the various community and stakeholder involvement methods outlined within chapter two of this document via means such as participant evaluation forms (for workshops, focus groups etc.); monitoring response levels relating to consultation documents, numbers attending exhibitions etc. This will help the authority to monitor the effectiveness of these various methods of involvement, in order to help inform future reviews of the SCI.
- 4.12** The importance of monitoring the diversity of respondents for the purposes of community involvement in planning has already been discussed in chapter two ('Who we will involve').
- 4.13** In many instances Broadland District Council is approached for advice and guidance by developers who are setting out their suggested programme of pre-application community involvement relating to significant proposals. This helps to provide some reassurance that the proposed methods of involvement will be considered effective and meaningful and the Council would encourage this early engagement with the authority on these matters.

## Appendix 1: Specific and General Consultation Bodies

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out a list of **specific consultation bodies** that should be involved in the production of any local planning document, where the Council considers that they may have an interest in its subject.

The list of specific consultation bodies, as it relates to Broadland District, is as follows:

- The Environment Agency
- Historic England
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure
- Limited Highways England
- Norfolk County Council
- The Broads Authority
- Breckland Council
- Great Yarmouth Borough Council
- North Norfolk District Council
- Norwich City Council
- South Norfolk Council
- Parish and Town Councils
- Neighbouring Parish and Town Councils (i.e. those that adjoin the boundary of Broadland District Council)
- NHS England
- North Norfolk Clinical Commissioning Group
- Norwich Clinical Commissioning Group
- The Homes and Communities Agency
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant water and sewerage undertakers

The aforementioned Regulations also set out a definition of **general consultation bodies**, that the Council should involve in plan making where they consider it appropriate. The Regulations define general consultees as:

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

## Appendix 1: Specific and General Consultation Bodies

Broadland District Council will maintain a consultation database featuring organisations that meet the above criteria and which constitute general consultation bodies for the purposes of plan making. These bodies will normally fall within one or more the categories set out below:

- Agents and developers
- Black and minority ethnic groups Business and commerce bodies
- Community groups
- Crime and safety bodies
- Disabled peoples' organisations
- Economic development and regeneration bodies
- Education bodies
- Elderly peoples' organisations Faith bodies
- Health and social care bodies Housing associations
- Landowners groups
- Local government bodies
- Sports and recreation bodies
- Transport bodies
- Utilities bodies
- Youth organisations

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Statement of Community Involvement (2016) (Amended 2019)

## **Appendix 2: Duty to Co-operate Bodies**

The Duty to Co-operate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.

The other public bodies which, in addition to local planning authorities, are subject to the Duty to Co-operate are:

- The Environment Agency Historic England
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- National Health Service Commissioning Board
- Clinical Commissioning Groups
- The Office of Rail Regulation Integrated Transport Authorities
- The Highway Authority (Norfolk County Council)
- The Marine Management Organisation

**Appendix 3: Description of Community Involvement Techniques**

Method	Description
Consultation document (hard copy and online)	<p>Once a local planning document has been drafted, it will be available for consultation. The Council will produce a response form that consultees can complete and submit to the Council before the consultation deadline.</p> <p>The consultation document, response form and supporting documents will be available in hard copy (in libraries and at the Council offices) and online, as PDFs for download from the Council website (<a href="http://www.broadland.gov.uk">www.broadland.gov.uk</a>) and as an interactive consultation document on the Council's Consultation Portal (<a href="http://broadland-consult.limehouse.co.uk/portal">http://broadland-consult.limehouse.co.uk/portal</a>).</p>
Published document (hard copy and online)	<p>Once a Development Plan Document has reached the pre-submission publication stage, the Council is required to publish the document and invite formal representations, as set out in legislation. A similar publication stage occurs in the development of Supplementary Planning Documents and Neighbourhood Plans.</p> <p>The published document, a response form and supporting documents will (similarly to the process for consultation documents, above) be available in hard copy (in libraries and at the Council offices) and online, as PDFs for download from the Council website (<a href="http://www.broadland.gov.uk">www.broadland.gov.uk</a>) and as an interactive consultation document on the Council's Consultation Portal (<a href="http://broadland-consult.limehouse.co.uk/portal">http://broadland-consult.limehouse.co.uk/portal</a>).</p>
Survey document (hard copy and online)	<p>At the early, evidence gathering stage of local planning document production, the Council may decide to conduct a written survey in order to identify key issues and various options. This will ask various questions regarding the topic in hand and will allow respondents to present their opinions and ideas which will help to inform the production of the draft document.</p> <p>Survey documents will be available in hard copy (in libraries, the Council offices, and other locations in the community, where required) and online, as an editable PDF for download from the Council website (<a href="http://www.broadland.gov.uk">www.broadland.gov.uk</a>) and as an interactive consultation document on the Council's Consultation Portal (<a href="http://broadland-consult.limehouse.co.uk/portal">http://broadland-consult.limehouse.co.uk/portal</a>).</p>
Parish/Town Council workshop	<p>During the evidence gathering stage of local plan production, the Council will consider holding a single or series of workshop event(s) for parish and town councils in the district. This will provide an early opportunity for the District Council to raise awareness with parish/town councils of the local plan(s) that will be developed and what it may mean for their community, as well as allowing for some of the issues and options to be explored, relating to the local plans in question.</p>

**Appendix 3: Description of Community Involvement Techniques**

Method	Description
Public exhibition	<p>Once a local planning document has been drafted and it is available for consultation, the Council may accompany this with a series of public exhibitions held in relevant communities in the district. These will be staffed exhibitions, held in accessible village halls, which will be open as 'drop-in' events to the public.</p> <p>The material on display will help to provide context on the planning document in question, e.g. helping to explain why particular options have been selected and others discarded.</p>
Resident and stakeholder workshops	<p>Workshops provide an ideal opportunity for the Council to involve residents (if geographically-based) and/or other stakeholders (if thematic) in discussions regarding the particular issues and options that may be relevant to the production of a particular local planning document during the evidence gathering stage.</p> <p>These will be structured events, held either in a central location or out in particular communities (depending on their nature), which will be facilitated by Council staff and which will follow a pre-defined itinerary. Workshops are likely to comprise presentations (information provision) and group exercises based around key questions (active participation).</p>
Stakeholder focus groups	<p>During the evidence gathering stage of local planning document production, the Council may decide to hold focus groups around certain key issues. In these instances, stakeholder organisations will be invited based on their relevance to the themes being discussed. Focus groups will be kept to a manageable size and will generally be led by a single facilitator, with an accompanying note taker. They will be used to glean professional opinions on certain topics in order to inform future options for the particular local planning document being produced.</p>
Stakeholder meetings	<p>Officers from the Council may decide to set up meetings with particular stakeholders during the local planning document production process. This may be to further understand the views or concerns of that particular body or to try to identify particular options and opportunities based on that body's technical and professional knowledge. It is likely that stakeholder meetings will take place throughout the plan making process, but particularly during the early, evidence gathering stage and during consultation(s) on draft documents.</p>

## Appendix 4: Neighbourhood Planning Support

Neighbourhood Planning was introduced into the planning system under the Localism Act 2011 and it enables parish/town councils (or neighbourhood forums, in areas without a parish council) to produce their own Neighbourhood Plan to guide the future development of their local area, setting out policies that shape the development and use of land. An adopted Neighbourhood Plan forms part of the statutory Development Plan for the district and, as a result, is one of the primary considerations when determining planning applications affecting the parish. Similarly, a Neighbourhood Development Order can be prepared by a community to allow certain types of development which meet prescribed criteria. If adopted, it also forms part of the statutory Development Plan. Under the Localism Act, local planning authorities have a statutory duty to provide advice and assistance to communities choosing to undertake a Neighbourhood Plan.

Under the Neighbourhood Planning Act 2017, Broadland District Council is required to set out in its Statement of Community Involvement the advice and support that it can offer to communities that are involved in the preparation or modification of Neighbourhood Plans or Neighbourhood Development Orders in Broadland.

The range of support available from the District Council is set out below. This is mainly provided by the two full-time Community Planning Officers, based within the Spatial Planning Team.

Initial advice provided to parish/town councils on the suitability, the process and the scope of neighbourhood planning, including an indication of the support available. This is usually best provided through a meeting with parish/town councillors.

Day to day advice and guidance via telephone/email or by officer attendance at meetings (e.g. related to process, community engagement methods, evidence gathering, policy development etc.).

Reviewing and commenting on draft documents that are produced by the Neighbourhood Plan steering group (e.g. budget and or timetable, consultation material, vision and objectives, policies, draft plan etc.).

Liaising with other relevant bodies (e.g. Broads Authority, Norfolk County Council and with other neighbourhood planning services/consultants).

Funding advice and potential financial support for developing the Neighbourhood Plan through the Council's Neighbourhood Planning Grant Scheme.

In kind support through the provision of various materials (e.g. hard copies and/or digitalised versions of maps, display boards for exhibitions and events etc.).

Networking opportunities between Neighbourhood Plan steering groups in Broadland, at quarterly Neighbourhood Plan Network meetings, held at the Council offices.

Development of a suite of guidance documents and templates to assist Neighbourhood Plan steering groups in the district, including the 'Neighbourhood Planning Guidance' booklet, specimen terms-of-reference, a sustainability appraisal template, definitions of terms etc.

Running a Broadland Neighbourhood Planning blog (<https://broadlandneighbourhoodplans.wordpress.com/>) which provides local and national news updates, details of Neighbourhood Plan Network meetings, and a resource base featuring a wide range of guidance and toolkits that can be found on the web.

# 4

Statement of Community Involvement (2016) (Amended 2019)

## Appendix 4: Neighbourhood Planning Support

- Providing training through a variety of means as and when resources become available. Training has included a series of community-led planning workshops, a series of events delivered by the Design Council, and other bespoke workshops/sessions delivered by Council officers, looking at issues such as SEA and project planning.
- Producing a basic 'Parish Profile' document for newly-established Neighbourhood Plan steering groups, setting out key statistics, local plan policies and allocations, and statutory designations relevant to the parish.

The above list is not exhaustive and the Council will endeavour to accommodate the needs of Neighbourhood Plan steering groups, where appropriate and where resources are available.

However, there are limits to the support that the Council is able to provide and there are some areas in which the Council will not be able to assist. General advice may be able to be given but the Council will not be able to undertake matters such as:

- Holding consultation exercises, distributing consultation questionnaires or collecting and analysing responses to consultations, other than for the formal stages following submission of the Neighbourhood Plan to the District Council.
- Providing project management services for Neighbourhood Plan production
- Completing applications for funding to develop the Neighbourhood Plan.
- Writing tender documents for the employment of consultants to assist in the Neighbourhood Plan process.
- Drafting the Neighbourhood Plan, or any parts of the document.

Again, the above list is not exhaustive.

For any further information regarding Broadland District Council's Neighbourhood Plan support, please contact the Community Planning officers at: [neighbourhood.plans@broadland.gov.uk](mailto:neighbourhood.plans@broadland.gov.uk)

