

# Draft Statement of Community Involvement

Ryedale District Council

March 2021

**Planning and Regulatory Services**

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[www.ryedale.gov.uk/planning/planning-policy.html](http://www.ryedale.gov.uk/planning/planning-policy.html)

If you cannot access this document (the SCI) in its current format, please call us on 01653 600666 and we will provide it in a format which best meets your needs.

## **What is a Statement of Community Involvement?**

The planning system affects everyone living and working within a community, and our wider natural environment. But it is not necessarily something that people directly engage with on a regular basis. This Statement of Community Involvement (SCI) explains why and how Ryedale District Council will involve people and organisations (stakeholders) in decisions about planning policy-making, and considering planning applications in Ryedale.

This SCI only covers the area of Ryedale District which is not part of the North York Moors National Park. The National Park has its own Planning Authority. It also does not cover minerals extraction and waste planning, for which the County Council are responsible.

Ryedale District Council are dedicated to making the planning process as clear and inclusive as possible, so that together we can use planning as a means to help better shape the environment of our district for now, and the future. Drawing from previous experiences, this updated SCI will set out what you can expect from us, and also sets out how and when you can participate in the planning process.

The planning system must respond to the challenges of delivering growth in a manner which also protects our communities and enhances the natural environment. Different stakeholders will often have competing arguments on what approach should be taken – particularly in relation to planning policy. In these instances, Members of the District Council will consider all the evidence, and all responses made, and apply balanced judgement to establish the best approach to meet Ryedale's needs. In making these decisions they will be guided by Officers of the Local Planning Authority who are employed by Ryedale District Council and who provide professional advice to Members.

The SCI sets out the Local Planning Authority's commitment to GPDR legislation in relation to planning consultations. It also contains information regarding temporary approaches to community involvement in response to the COVID-19 pandemic. Which may change in response to Government guidance. We will publish any updates on the [SCI web page](#).

## What do we mean by Community Involvement?

By 'involvement' we mean any interaction between our planning team and those with an interest in planning, which can occur in a number of different ways:

**Participation** – active involvement in identifying needs and priorities, such as workshops, focus groups to look at the matter concerned (by subject/topic or by place)

**Consultation** – consulting you on your views, such as through on-line consultation processes and surveys on the content of documents and the approach taken or options to consider. Planning application consultations are within this type of community involvement

**Information/Notification** – such as providing notices of events and publishing reports, providing information, and technical studies.

### What about personal data?

We will only hold your personal contact details (address/email address) for as long as you allow us to. If, at any point, you no longer wish to be involved, please let us know at [localplan@ryedale.gov.uk](mailto:localplan@ryedale.gov.uk). Only your name and comments will need to be retained and published, without personal data, to ensure that we can demonstrate how we have engaged and responded to consultations we have undertaken.

**Planning uses some technical terms and titles for documents we have to produce. We have created a glossary at the end of the document to help explain what these mean, and list the specific types of consultees we consult with.**

#### To get in touch:

For information on planning policy, or to register to receive direct consultation please contact the Planning Policy Team:

[localplan@ryedale.gov.uk](mailto:localplan@ryedale.gov.uk)

For general information on planning applications please contact Planning (Technical Support):

[dm@ryedale.gov.uk](mailto:dm@ryedale.gov.uk) or directly contact the Case Officer for a specific planning application

## Consultation and Involvement in Making Planning Policy

There are different types of planning policy: Local Plans, Neighbourhood Plans and Supplementary Planning Documents are the main ones, and how we consult on each of them is different. We are starting to review our existing Local Plan: The Ryedale Plan. We are required to comply with both the requirements of the regulations which set out specific stages of consultation, and the consultation measures we set out in this document.

In the past we have undertaken large consultation events and placed key documents in our offices and libraries. Due to Covid-19:

- We cannot do face to face meetings or gatherings unless they are digital;
- We cannot place paper documents on deposit at RDC Council Offices or the libraries- unless government guidance allows us to in the future. You can view the documents online (please use a nominated representative if you do not have access to the internet to comment on your behalf). We will still accept paper responses, but electronic delivery is preferred; and
- We will not undertake large scale meetings online due to the difficulties in delivery of such meetings. We will hold smaller meetings online. This is likely to be with smaller groups, or using 'umbrella organisations' who represent different groups and interests.

We are committed to raising awareness of the planning system throughout our community. The Council recognises there are individuals and groups of people who, for a range of reasons, may not be able to access information, or be able to participate in more traditional planning consultation approaches. They may also want to raise their concerns or issues in an environment which they feel is more practical and comfortable for them. We describe these as 'harder to reach groups' within our community, and we need to ensure that involvement of these groups is appropriate, and will not operate a 'one size fits all' approach to community involvement.

Identifying harder to reach groups, and a key means of engaging with them, is primarily done via existing 'umbrella groups' and organisations – and this will continue to be a key means of engagement. These groups can participate directly or invite members to participate in the process to give harder to reach groups a voice, and overcome any communication barriers. Before this SCI is adopted for use, we will prepare an initial Equalities Impact Assessment (EqIA) which will set out how we will ensure that we undertake our work in planning in an inclusive, fair and equitable way, and this will form a framework for all our future planning policy work.

With this in mind, we will seek to maximise use of the website, to provide up to date information about our work in planning in Ryedale. The use of digital meetings will also provide a more inclusive and accessible approach to engaging with those members

of community. But if access to the internet is not possible, we can provide paper documents (for a charge), allow the use of nominated persons and allow paper responses to be provided.

We hold a comprehensive list of groups and organisations, which we aim to keep as up to date as possible and ensure it provides a full reflection of the community of Ryedale. We will automatically contact this list of groups/individuals when different policy documents are being produced. If you, or your organisation, wish to be included on our list of contacts, please get in touch with us, and it would be helpful if you could identify any specific interest or types of issues you want to be consulted on.

## Consultation on the Local Plan Review

The Local Plan is also known as the Development Plan for assessing planning applications. In Ryedale is called the Ryedale Plan and is made up of a series of documents including Ryedale Plan– Local Plan Strategy, Ryedale Plan- Local Plan Sites Document and the Helmsley Plan. We have to review a plan every 5 years, and this is what we are starting to do. The extent of that review can vary but the same process applies. The table below sets out the main stages in producing the Ryedale Plan- Local Plan review. There are some technical names for some of our stakeholders please see the glossary for more information.

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
<p><b>Stage 1 Preparation and evidence collection (Regulation 18)</b></p> <p><b>There are many smaller forms of consultation undertaken</b></p>	<ul style="list-style-type: none"> <li>• Call for sites- where we ask for land to be submitted for consideration</li> <li>• The scope/content of the document, such as in relation to asking for views on specific approaches/options</li> <li>• We will do targeted consultation on key strategic decisions- a series of smaller targeted groups will be involved on these strategic themes such as, for example, housing</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory consultees (including Parish and Town Councils)</li> <li>• Duty to Co-operate Bodies</li> <li>• General national interest bodies</li> <li>• Umbrella organisations who represent groups who may be hard to reach in planning work</li> <li>• Local interest groups</li> <li>• Local businesses</li> <li>• Developers</li> </ul>	<ul style="list-style-type: none"> <li>• By letter/email advertising that that a consultation is taking place</li> <li>• Publishing a single calls for sites – using a questionnaire</li> <li>• Using social media to notify any consultations being undertaken</li> <li>• Using press releases where they are appropriate</li> <li>• Publishing technical evidence online for information</li> </ul>	<ul style="list-style-type: none"> <li>• We would incorporate any technical advice/ resources into our data evaluation.</li> <li>• We collate the findings and respond to those comments. This may result in more consultation.</li> <li>• The outcome would be to outline options and choices, and eventually define</li> </ul>	<ul style="list-style-type: none"> <li>• At this stage there is an on-going process of obtaining evidence and views and assess options and choices and the assessment of this against national planning policy.</li> <li>• The findings of the evidence base collection and consultation with stakeholders will inform the chosen approach</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
	<p>delivery, biodiversity, flood risk and responding to climate change</p> <ul style="list-style-type: none"> <li>• We will consult on the site assessment process and the consideration of sites</li> </ul>	<ul style="list-style-type: none"> <li>• Landowners/estates</li> <li>• Interested persons of the wider community (or their representative) where appropriate to the document</li> </ul>	<ul style="list-style-type: none"> <li>• Publishing maps/ and documents to comment upon</li> <li>• Focus groups and meetings (online) Seeking views and response on specific matters in relation to their specific areas of responsibility/interest. This could be about an area/theme/issue or a place or group of places</li> <li>• Once we have chosen option sites for potential allocation we will publicise these by site notice.</li> </ul>	<p>and refine those choices to a draft plan policies.</p> <ul style="list-style-type: none"> <li>• All consultation would be recorded in our Regulation 18 Statement of Consultation.</li> </ul>	<p>and therefore the policies of the plan and eventually result in the draft plan.</p> <ul style="list-style-type: none"> <li>• We will present information and findings of consultation with Members.</li> <li>• This will eventually lead to formal consultations on policy decisions to be considered by committee and agreed by Council.</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
<p><b>Stage 2</b>  <b>Publish the proposed draft Plan (Publication) Regulation 19</b></p> <p><b>This is the Plan we propose to submit</b></p>	<ul style="list-style-type: none"> <li>• Taking into account feedback the consultation and engagement, and evidence gathering to make decisions from community involvement activities during stage 1, the Council will finalise and publish the draft of the Local Plan (Review)</li> <li>• We publish the Consultation Statement (Regulation 18) which will set out the stages of consultation in the plan's production</li> <li>• Any technical reports will be available to view</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will formally consult those specific, general and other consultation bodies invited to make representations at the earlier stage.</li> <li>• Anyone who has expressed an interest in the review of the plan will be invited to make their comments</li> <li>• There is a form to complete which asks specific questions- this is not compulsory to complete</li> </ul>	<ul style="list-style-type: none"> <li>• By letter/email</li> <li>• The Council will make the Local Plan (Review) and supporting documents specific to the regulations available on the Council's website</li> <li>• To explain the approach of the draft plan online meetings will be held.</li> <li>• We will place site notices up at the sites which are proposed as allocations</li> <li>• We will seek comments for a minimum period of six weeks.</li> <li>• We would invite you to let us know if you wish to participate in</li> </ul>	<ul style="list-style-type: none"> <li>• Each response is catalogued and the Council makes a specific response to it. These will be recorded under Regulation 20 Statement of Consultation</li> <li>• As part of this process we will set out what, if any, further changes we intend to make and undertake any necessary specific consultations as part of this work</li> </ul>	<ul style="list-style-type: none"> <li>• Members will consider all the responses made to the consultation</li> <li>• The draft Plan will be taken through our committee schedule then go to Full Council to be agreed by Councillors (Members) to be submitted to the Secretary of State for examination.</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
	<ul style="list-style-type: none"> <li>• A document on the discounted sites and there reasons why there were not taken forward would be consulted upon</li> </ul>		<p>the Hearing Sessions as part of the Examination</p>		
<p><b>Stage 3 Submission of Local Plan for Independent Examination Regulation 22</b></p>	<ul style="list-style-type: none"> <li>• The plan along with all the supporting information and the full representations received, are submitted to the Secretary of State for independent and public examination by a Planning Inspector.</li> </ul>	<ul style="list-style-type: none"> <li>• We will send notification to all those who expressed an interest to be notified, and anyone who made representations at the Publication Stage</li> <li>• We will also notify general consultation bodies and each of the specific consultation</li> </ul>	<ul style="list-style-type: none"> <li>• This is a notification only stage</li> <li>• By letter/email</li> <li>• The Council will make the Local Plan Review Document and supporting documents specific to the regulations available on the Council's website</li> <li>• An examination website is set up with the examination library and information is posted about the</li> </ul>	<ul style="list-style-type: none"> <li>• This is a notification stage for submission and information about the Examination process.</li> <li>• A Programme Officer is appointed to act as an intermediary between the Inspector, the Council, and representors</li> <li>• If you wish to participate in the</li> </ul>	<ul style="list-style-type: none"> <li>• Following the process of examination and any subsequent Main Modifications consultation the inspector will produce a report.</li> <li>• We will publish that report online and make parties who responded to the publication consultation aware of this.</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
<b>After the hearings</b>	<ul style="list-style-type: none"> <li>• During the Examination we may consult on what are known as Main Modifications - changes to the Plan</li> </ul>	<p>bodies which were invited to make representations under regulation 18</p> <ul style="list-style-type: none"> <li>• We would consult with all those consulted at publication</li> </ul>	<p>Inspector appointed and timing/location of the hearing sessions at least 6 weeks before the hearing sessions are due to start</p> <ul style="list-style-type: none"> <li>• We would prepare a consultation document on the Main Modifications and undertake any SA/SEA/HRA</li> </ul>	<p>Examination hearings you would have let the Council know at Publication stage and be contacted by the Programme Officer</p>	
<b>Stage 4 Adoption of the Local Plan</b>	<p>Provided the Inspector considers the Local Plan meets Government policy and legal requirements, approval will be sought from Full Council to adopt the Local Plan (review) as part of the</p>	<ul style="list-style-type: none"> <li>• The adoption statement will be sent to the Secretary of State and any person who requested to be notified.</li> <li>• We also will prepare a Summary</li> </ul>	<ul style="list-style-type: none"> <li>• This is a notification stage by letter/email this will provide the adoption statement and right of challenge</li> <li>• Following adoption of the Plan the Council will ensure the Plan Review</li> </ul>		<ul style="list-style-type: none"> <li>• The Plan Review will then be in operation as part of the Development Plan and have full weight alongside those saved policies/ allocations within the Ryedale Plan</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
	Council's Development Plan.	Sustainability appraisal/SEA	Document, adoption statement and key supporting documents and the inspectors report are available to view on the Council's website		<ul style="list-style-type: none"> <li>• We will contact everyone on our consultation list to ask if they want to remain on the list for future planning consultations</li> </ul>

## **Neighbourhood Plans**

Neighbourhood Plans allow communities to establish planning policies for the development of land, and protection of some areas, in the designated community area. Once adopted, a Neighbourhood Plan forms part the 'Development Plan'- and would be used to assess planning applications in the area it covers. Neighbourhood planning is led by the 'Relevant Body'. So far, in Ryedale District this has been Town and Parish Councils. But it can be led by community action groups. They are able to initiate the process, and set how and when, and what the level of community involvement there will be regarding the preparation of the Neighbourhood Plan, or Order, subject to being in accordance with the relevant legislation.

The Council's role in neighbourhood planning will be to ensure all statutory requirements are met, and will give advice and assistance to communities creating a neighbourhood plan. Some of the main task to be undertaken are:

- Meet the relevant neighbourhood plan body as soon as possible;
- Explain the different stages involved with a Neighbourhood Plan or Order;
- Direct the relevant body towards information relevant to the Neighbourhood Plan or Order;
- Where possible, share any data already held which may inform the evidence base (such as mapping information);
- Highlight potential issues around compliance with the Local Plan and national policy;
- Support the relevant body as they undertake any necessary SA/SEA or HRA assessments;
- Provide feedback in the form of written comments on draft Neighbourhood Plans or Orders;
- When a Plan or Order is submitted, assess the document's compliance with statutory requirements;
- Publish on the Council's website the prescribed documents and provide details of how to make representations for a minimum 6 week period;
- Assist with the appointment of the Neighbourhood Plan Examiner;
- Prepare a 'decision statement' on the outcome of the examination of the Neighbourhood Plan and what the Local Planning Authority intends to do;
- Make the necessary arrangements for the referendum and (if approved) for bringing into force the plan by taking it through the Council's committee procedures; and
- Publish the Neighbourhood Plan on our website and publicise by way of press notice (at present we are unable use any deposit locations due to Covid-19). We send a Decision Statement to the 'qualifying body' and anyone who sought notification of the decision.

## Supplementary Planning Documents (SPDs)

Outside of the ‘Development Plan’ there are a number of Supplementary Planning Documents (SPDs) that add further detail to the implementation of the policies in the Local Plan. SPD are described as a ‘material planning consideration’ when making decisions on planning applications. They do not make planning policy, but they can be used to provide additional guidance, for example: for new development sites (development brief), or information on particular topics – such as affordable housing, and can be place-specific (Village Design Statements). The main stages in producing SPDs are shown below:

<b>Stage and Stage in Regulations</b>	<b>What would we be consulting upon</b>	<b>Who would we consult with</b>	<b>How would we consult</b>	<b>What would happen to the findings of the consultation</b>	<b>Outcome or next steps</b>
<b>Stage 1 Preparing a Supplementary Planning Document (SPD)</b>	<ul style="list-style-type: none"> <li>The initial stages involve collecting evidence and ideas and considering alternative approaches to the specific area of the SPD</li> </ul>	<ul style="list-style-type: none"> <li>We will consult with individuals and bodies who are directly relevant to the successful implementation of SPD and who have specific knowledge and experience about the subject matter of the SDP</li> <li>We may consult more widely, for example, with a Parish and town Council (and Local community) if the SPD is geographically-specific</li> </ul>	<ul style="list-style-type: none"> <li>The type of consultation undertaken is dependent on what is the nature of the SPD The following methods would be applied: <ul style="list-style-type: none"> <li>Initial Correspondence by letter/email</li> <li>Meetings</li> <li>Potential Focus groups (online)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A Consultation Statement (Regulation 12) would set out how the discussions and responses had informed the development of the draft document and its approach</li> </ul>	<ul style="list-style-type: none"> <li>Develop a draft of the Supplementary Planning Document for Members of the Council to agree to be subject to public consultation</li> </ul>

Stage and Stage in Regulations	What would we be consulting upon	Who would we consult with	How would we consult	What would happen to the findings of the consultation	Outcome or next steps
<b>Stage 2 Publishing the draft Supplementary Planning Document</b>	<ul style="list-style-type: none"> <li>The content of the draft Supplementary Planning Document</li> </ul>	<ul style="list-style-type: none"> <li>Statutory and general consultees</li> <li>Those individuals invited to develop the SPD</li> <li>Any person who wishes to be notified of the SPD</li> </ul>	<ul style="list-style-type: none"> <li>Letter/email inviting comments to be made on the content of the draft SPD within 4 weeks minimum</li> </ul>	<ul style="list-style-type: none"> <li>A further Consultation Statement (Regulation 12b) is prepared to set out how the comments received have been responded to either within the SPD or the Statement</li> </ul>	<ul style="list-style-type: none"> <li>The draft SPD will be amended as needed and be submitted for approval by Members of the Council through the Council's committee system</li> </ul>
<b>Stage 3 Adoption of the Supplementary Planning Document</b>	<ul style="list-style-type: none"> <li>This is a notification stage of the Council's decision to adopt the SPD for use</li> </ul>	<ul style="list-style-type: none"> <li>Anyone who made comments on the draft SPD document at stages 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>Notification that the SPD was adopted</li> <li>A copy of the Adoption Statement must be sent to any person who wishes to be notified of the adoption</li> </ul>	<ul style="list-style-type: none"> <li>Notification only- it sets out the ability to legally challenge the document</li> </ul>	<ul style="list-style-type: none"> <li>The document will then be used in considering planning applications</li> </ul>

**As well as the consultations described above, we do specific consultation:**

- Invite comments on what should the Statement of Community Involvement should contain (this is a separate statement to the document).
- Duty to Co-Operate – leading to a Statement of Common Ground in relation to the Duty to Co-Operate bodies.
- We also consult on the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) with those government bodies prescribed to assesses these documents at the relevant stages in the process.

**We also publish for information on:**

- **Local Development Scheme** – which is a timetable for the stages of the preparation of planning policy; and
- **Authority Monitoring Reports**- which monitor through planning applications how the policies in the plan have influenced development, set out progress on our planning policy work in accordance with the Local Development Scheme, any Duty to Co-Operate consultations and details of Community Infrastructure Spending.

## Consultation for Planning Applications

There are several different types of planning applications that require different levels of community engagement from both ourselves as the Local Planning Authority and applicants. This section of the SCI sets out how the Council and applicants submitting development schemes should engage with the community throughout the planning application process.

We strongly encourage applicants with larger, more significant proposals, to discuss\* these with the local community; appropriate statutory and non-statutory consultees; and the relevant Town or Parish Council at an early stage. They should do this well before making the planning application so they can demonstrate how the approach to the development has responded to any findings from the consultation.

\*In the current situation this will be by digital/postal means only, in response to Covid-19 measures, but can be extended to more traditional open meetings when government guidance permits this. We would expect the nature of consultation format to have been agreed with the community (or a representative i.e. Town or Parish Council) prior to its initiation.

With householder applications, we encourage that you discuss your proposals with your neighbours prior to making an application.

When planning applications are received by the Council, we first check to ensure that all the necessary information has been provided, as set out in the document 'Ryedale District Council Local List'. Larger and more complex applications tend to require more supporting information.

Type of Development	What applicants need to do	What we will do
<p><b>MAJOR</b></p> <p>Residential development of 10 or more dwellings (or if no number is given a site of more than 0.5 ha )</p> <p>Non-residential development with floor space of 1,000 square</p>	<ul style="list-style-type: none"> <li>• Involve the community with appropriate methods. E.g. public meeting/exhibitions (see * above), workshops and consultation websites.</li> <li>• The planning application should provide a statement setting out how the community was involved in the application, the findings of</li> </ul>	<ul style="list-style-type: none"> <li>• Provide pre-application advice on request. There is a charge for this. Meetings may be held (remotely in accordance with Government Guidance) to discuss the application if it is considered the proposal is of significance to the District. If evidence documents are provided, we will consult with relevant consultees to obtain their initial views of the evidence/and or the proposal to inform our response. The pre-application service is treated confidentially.</li> </ul>

Type of Development	What applicants need to do	What we will do
metres (or a site of more than 1 ha directly involved in development)	<p>that consultation, and any amendments that have been made as a result of the consultation.</p> <ul style="list-style-type: none"> <li>• Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance.</li> <li>• The applicant should consider seeking advice through pre-application enquiry with the Council, and where relevant to the proposal, or the site, contact statutory and non-statutory consultees about their proposal.</li> <li>• Comply with our Local List on submitting evidence to support planning applications. This can then be considered by relevant Statutory Consultees, and interested Stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish the application and its documents on our website so that they can be viewed. We do not have paper copies of the application available to view at the District Council.</li> <li>• Post site notice(s) close to the proposed development site whilst being publically accessible. This may involve more than one notice per site, and more than one type of notice depending on the application.</li> <li>• Advertise in the local press by a notice.</li> <li>• Consult statutory consultees and where relevant to the type of application, non-statutory consultees by electronic means only.</li> <li>• Neighbouring properties (buildings) directly adjacent to development (or the curtilage) will be contacted by letter. We will not contact adjacent landowners, we will also not contact the nearest properties if they are not immediately adjacent.</li> <li>• Meetings may be held (remotely in accordance with Government Guidance) to discuss the application if it is considered necessary to advance/help the consideration of the application.</li> </ul>

Type of Development	What applicants need to do	What we will do
<p><b>MINOR</b></p> <p>Smaller scale development than major schemes and outside the definition of householder or change of use application</p>	<ul style="list-style-type: none"> <li>• Applicants can consider using methods of community involvement appropriate to the scale and nature of proposed development. We would support this approach.</li> <li>• Applicants would then provide a statement describing the actions taken to involve members of the community in the application.</li> <li>• Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance.</li> <li>• Consider seeking advice through pre-application with the Council and appropriate statutory and non-statutory consultees.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide pre-application advice on request. There is a charge for this. For applications of this nature we will not hold meetings. If evidence documents are provided, we will consult with relevant consultees to obtain their initial views of the evidence/and or the proposal to inform our response. The pre-application service is treated confidentially.</li> <li>• Publish the application documents on our website. We do not have paper copies of the application available to view at the District Council.</li> <li>• Post site notice(s) close to the proposed development site whilst being publically accessible. This may involve more than one notice per site, and more than one type of notice depending on the application.</li> </ul>
<p><b>OTHER</b></p> <p>Includes categories:</p>	<ul style="list-style-type: none"> <li>• It is a good idea to speak with your neighbours before applying for planning permission- by showing them your plans and</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise in the local press if the application: <ul style="list-style-type: none"> <li>○ Is for a listed building</li> <li>○ Is in a conservation area</li> </ul> </li> </ul>

Type of Development	What applicants need to do	What we will do
<p><b>Change of use</b> not including building or engineering work. And <b>Householder</b>; planning permission sought within the curtilage of a dwelling.</p>	<p>giving them the opportunity to speak about any issues they have. You may have to give them notice if your proposal (such as the guttering) overhangs onto the adjoining/adjacent property- and you would need to complete the correct certificate on the application form.</p> <ul style="list-style-type: none"> <li>• Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance.</li> <li>• Consider seeking advice through a pre-application enquiry with the Council – we will advise you whether your proposal may need specialist input.</li> </ul>	<ul style="list-style-type: none"> <li>○ Affects the setting of a listed building/conservation area</li> <li>• Consult statutory and non-statutory consultees as relevant by electronic means only.</li> <li>• Neighbouring properties (buildings) directly adjacent to development (or curtilage) will be contacted by letter. We will not contact adjacent landowners, we will also not contact the nearest properties if they are not immediately adjacent.</li> </ul>

## Having your say on planning applications

There is a consultation period of 21 days following the last form of communication (which is usually publication in the local newspaper or the site notice going up). We cannot make a decision on an application before this time period has ended. The consultation period is extended to 30 days if the application is a type of application that is subject to Environmental Impact Assessment (EIA).

Anyone can make comments on the application during that time. Comments should be accompanied with details of the planning application reference, and a personal postal address so that representations can properly be logged to the scheme. If you making a comment on behalf of someone, please identify their address so we can understand where they are living in relation to the proposed application. All comments are placed on our website and can be viewed publically. All comments are summarised and discussed in the Planning Officer's report. We will not reply back individually to comments received about applications. But matters raised can only

be taken into account when making our decision if they are made on valid planning grounds (also known as “material planning considerations”). A list of common material considerations is available on the national Planning Portal website.

We do not accept responsibility for, and cannot take into account, comments that fail to reach us in time because they have been delayed or lost in the postal system. For these reasons, the best way to add your comments is to submit them via our website before the consultation period finishes. We may consider comments that are received after the consultation period has ended, particularly if we are made aware of any reasonable delay (such as Parish/Town Council meeting schedules). But we can determine the application after this period, if the Local Planning Authority is satisfied that we have the information to make a decision on the application. If we do not have sufficient information, and no further information is provided by the applicant, we may therefore refuse the application.

It is important to remember that when submitting comments, you will be legally responsible for their content. You must not submit any comments which are offensive, for example, if they are racist, sexist, homophobic or defamatory, or discriminatory in any way, or which might give rise to legal proceedings against you. We may decline to publish your response under these circumstances- and we will let you know if this is the case and why.

The Council produces weekly lists of the planning applications it has registered as being valid (can be considered) and those it has determined (decided). Searches can also be done by property address and by area. If you register on our public access website you can set the system to notify you of applications in a given area by an email alert. You can contact the planning department if you need help to do this.

### **Consultee comments on planning applications**

Planning legislation and guidance specifies that various organisations must be consulted when a Local Planning Authority is considering applications; these are known as statutory consultees. We always consult the relevant Town or Parish Council, but the other statutory consultees will be different depending on the type/nature of application and what is proposed. For example, with a Listed Building Consent application for works to a Grade 1 listed building, Historic England must be consulted. Internal professional advice may also be sought from our own Officers within the Council or those at the County Council who have expertise in: construction, conservation/ heritage, design, trees, landscape design, biodiversity, open space delivery, noise, pollution, licensing, drainage/flood risk, transport, and legal matters. Comments received from statutory consultees and internal consultations are also available to view via our website.

## **Amendments to Applications**

It is very common for submitted applications to be altered during the process of the application's consideration. These changes usually come about through negotiation between the applicant and the Case Officer, and is often following receipt of comments from consultees, or local residents, which have raised issues which need addressing. We may re-consult for 14 days in more straightforward applications, or 21 days when amended details are received which cover a lot of changes. Sometimes, when the matter concerns very technical information on a specific issue, we will only re-consult specific statutory consultees.

If an application is formally withdrawn, which is at the request of the applicant, all parties who were consulted will be notified of this.

## **Making the Decision**

The Case Officer prepares a report setting out the assessment of the planning application, and assesses whether the application meets with our planning policies, but they do not determine the application's outcome. Members of the Planning Committee make decisions on a small range of planning applications, include all major applications. Members have given delegated powers to the Head of Planning to make decisions on a wide range of applications.

## **Planning Committee and Public Speaking**

Where an application is to be determined by the Planning Committee, members of the public can request to speak at the committee meeting. This is limited to one person speaking in favour of the application, and one person against. Others allowed to speak are the applicant or their agent, and a member of the Town/Parish Council. The speakers are each allowed up to three minutes. District Councillors may also speak. Details of how to request to speak at a Planning Committee meeting, and the associated rules, can be found on our planning website.

## **After the Decision is Reached**

We notify the applicant of our decision either directly, or through their agent. A copy of the decision notice is placed on our website along with a copy of the Officer's report. All material considered through the course of the application remains on the website. We write to notify any consultees or any person who responded to the application of the outcome of the application.

## **Appeals**

Only applicants have the right of appeal; there are no third party rights of appeal. The appeal process is managed by the independent Planning Inspectorate. Details of all appeal rules and procedures can be found by visiting the national Planning Portal website.

## **Is it working?**

We aim to make our consultations easy to understand and participate in, and to carry them out in a fair and open way. The Statement of Community Involvement now recognises that a great deal of communication necessarily occurs by electronic means, but we understand that not everyone can access digital information- and so provide a means for those in this situation to still be able to get involved.

We intend to continue improving our consultation practices. We will revise the SCI again if our monitoring shows that we could improve our approach to consultation, or if the government requires us to change the way in which consultation takes place.

We will review feedback obtained through planning consultations to check whether our methods are working effectively. We will do this when consultation statements are prepared as part of plan making, and will be also be reviewed annually in the Council's Authority Monitoring Report.

As a minimum, the Statement of Community Involvement will be reviewed every five years.

This edition of the SCI also takes into account recent changes to legislation and national guidance relevant to consultation. It meets legal requirements set out in:

Plan-making: Planning and Compulsory Purchase Act 2004, Section 18;

Town and Country Planning (Local Development) England Regulations 2012;

Neighbourhood Planning (General) Regulations 2012;

Planning applications: Town and Country Planning (Development Management Procedure) (England) Order 2015;

The Town and Country Planning (Local Planning, Development Management Procedure, Listed Buildings etc.) (England) (Coronavirus) (Amendment) Regulations 2020; and

The Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) Regulations 2020.

## **GLOSSARY**

**Adoption:** In planning policy this is where the Council has agreed to use a document in any decisions it makes on planning matters.

**Adoption Statement:** A formal notification of the adoption of a policy document. It sets out prescribed pieces of information about the document and what the period for legal challenge is.

**Authority Monitoring Report:** A report produced each year by local authorities, which assesses progress with, and the effectiveness of, its plan-making documents.

**Conservation Area:** An area of special architectural or historical interest, the character of which is considered worthy of preservation or enhancement.

**Consultation Statement:** A summary of the main issues raised by the consultation and how the Council respond to the issues raised

**Curtilage:** the land immediately surrounding a dwelling, including any closely associated buildings and structures.

**Environmental Impact Assessment (EIA):** An analytical process that systematically examines the possible environmental consequences.

**Equality Impact Assessment (EqIA):** An assessment of how a consultation/policy/project has been undertaken in a way which ensures it gives an equal opportunity to be involved, and to assess how an approach does not discriminate/undermine parts of the community of Ryedale. It is done at different stages in the Plan-making process.

**GPDR:** Stands for General Data Protection Regulation. It sets out legally how organisations can store and use personal data in relation data protection and data privacy.

**Infrastructure:** Facilities that are needed for the operation of a society. The Community Infrastructure Levy regulations cover particular types of facility including roads and schools.

**Deposit Location:** Locations across the district where consultation documents can be viewed. This means the main council offices at Malton and libraries within the District.

**Habitats Regulations Assessment (HRA):** A series of specific stages where plans/sites are assessed in relation to their impacts on internationally important biodiversity sites.

**Listed Building:** A building is listed when it is of special architectural or historic interest considered to be of national importance and therefore worth protecting. A listed building is added to the National Heritage List for England.

**Local Development Scheme (LDS):** This public statement sets out the programme for the preparation of the Local Plan and Local Development Documents.

**Local Enterprise Partnership:** A body, designated by the Secretary of State, established for the purpose of creating or improving the conditions for economic growth in an area.

**Local Nature Partnership:** help their local area to manage the natural environment as a system and to embed its value in local decisions for the benefit of nature, people and the economy.

**Local Plan:** May consist of a single document or a set of documents such as a Core Strategy, Site Allocations, Development Management Policies and Area Action Plans. These are formal plans for a geographical area which are key points of reference when deciding planning applications.

**Local Strategic Partnership:** Bring together representatives from the local statutory, voluntary, community and private sectors to address local problems, allocate funding and discuss strategies and initiatives.

**Material Planning Consideration:** A factor which can be taken into account when considering a planning application which may result in a decision which is different to the approach of the Development Plan

**National Planning Policy Framework (NPPF):** Sets out the Government's planning policies for England and how these are expected to be applied.

**Neighbourhood Plan:** Prepared by local communities, these set out policies and proposals for the future development of a neighbourhood but they must conform to the strategic policies of the Local Plan.

**Pre-Application Advice:** Officers of the Local Planning Authority give a non-binding view on the proposal, by providing policy advice, set out what evidence should be submitted if/when an application is made, and where possible an indication of whether or not planning permission may be granted.

**Programme Officer:** Person appointed to assist with all administrative matters related to Examinations of Local Plan documents.

**Qualifying Body:** The group or organisation(s) responsible for the development of the Neighbourhood Plan

**Representation:** A formal statement submitted by a consultee at the publication stage of a development plan document- referred to as comments in this SCI.

**Stakeholder:** A person or organisation who has a specific interest, this interest could be wide-ranging and could be focused on a location or an area, an issue (such as flooding, access,) or the proposed use of the land, and what this could mean for them.

**Supplementary Planning Document (SPD):** These documents, including issue-based documents, design guidance and masterplans, provide more detail to how policies in the Local Plan should be used.

**Sustainability Appraisal SA including Strategic Environmental Assessment (SEA):** A systematic and iterative appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive. Its purpose is to appraise the social, environmental and economic effects of the strategies and policies in a local development document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development.

## Types of Consultees

### **Specific Consultation Bodies**

Local Planning Authorities (both adjacent\* and within the North Yorkshire County Area- including the National Park)

Relevant Authorities:

North Yorkshire County Council

North York Moors National Park

East Riding of Yorkshire Council

Hambleton District Council

City of York Council

Scarborough Borough Council

- North Yorkshire County Council (also in its capacity as the Local Highway Authority)\*
- The Local Enterprise Partnership\*
- The Environment Agency\*
- Historic England\*
- Highways England\*
- Natural England\*
- The Office of Rail Regulation\*
- North Yorkshire Clinical Commissioning Group\*
- The Civil Aviation Authority\*
- The Marine Management Organisation\*
- Homes England; \*
- Local Nature Partnership\*
- Town and Parish Councils within and adjoining the District
- The Coal Authority
- Network Rail Infrastructure Limited
- Local Highway Authority (NYCC) (and Public Rights of Way)
- Local Education Authority (NYCC)
- Howardian Hills AONB Management
- Relevant Telecommunications companies
- Utility companies
- Sewage and Water undertakers- such as Yorkshire Water
- Sport England

These will all be consulted within the making of planning policy and will be consulted where relevant in planning applications.

Bodies with a \* are Duty to Co-Operate Bodies. Ryedale District Council is required to work with neighbouring authorities and other public bodies involved in planning when it comes to tackling issues at a larger than local scale. The bodies that we are bound to work together with by the duty include:

### **Statutory Consultees – General Bodies**

- Voluntary bodies, some or all of whose activities benefits any part of the area
- Bodies which represent the interest of:
  - different ethnic or nationality (including BAME) groups in the area
  - different religious groups in the area
  - young people in the area
  - older people in the area
  - disabled people in the area; and
  - Bodies representing Persons carrying on businesses in the area- such as National Farmer's Union

### **Other consultation bodies and organisations (this list is not exhaustive and is to give a general representation)**

- North Yorkshire Police- Police Architectural Liaison Officer
- Environmental groups (e.g. CPRENY- The Countryside Charity)
- Organisations representing the gypsy and traveller and travelling Showpeople communities
- Yorkshire Wildlife Trust
- Internal Drainage Boards
- Forestry Commission
- Fire and rescue services
- Health and Safety Executive
- Groups representing users, and the providers, of leisure, sport and recreation
- Local Health, education, social service and community based service providers
- Civic societies, cultural, historical and archaeological groups or bodies
- Citizens' / district / tenants panels
- Associations of local residents and communities
- Registered social landlords
- House builders and developers – including the Home Builders Federation
- Landowners, land agents, including landed estates
- Public transport users and providers

- Groups presenting young families
- Bodies representing LGBTQ+ communities
- The local strategic partnership

### **The Wider Community**

Members of the public who would like to be notified about planning consultations and the progress of documents can add their details to the Council's database of consultees. These people are alerted by email or letter when opportunities arise to make representation on proposed planning documents. The list is not fixed, anyone can ask for their details to be added by emailing [localplan@ryedale.gov.uk](mailto:localplan@ryedale.gov.uk). Those who no longer wish to be involved can let us know, and be removed from the list. If necessary, you can ask for a nominated individual to make an electronic representation your behalf- during the pandemic- as we are unable to place documents on deposit. We will still accept paper responses.