



POLICY AND RESOURCES COMMITTEE

Thursday 18 March 2021 at 6.30 pm

Virtual Meeting

IMPORTANT: The Council fully recognises and respects the role and importance of democratic meetings and is committed to protecting the health and safety of Elected Members and Officers who participate.

This meeting will be held virtually. The meeting will take place via Microsoft Teams and details of how to join the meeting have been provided to Members of the Committee. A telephone dial-in facility will also be available.

For the purpose of public transparency and accountability, the meeting will be live streamed online. The live stream can be accessed here:

<https://www.youtube.com/channel/UCZCvPUsJ0LwMJ9ukDsGf0Hw>

The media will be able to report on proceedings from the live stream.

Agenda

1 **Virtual Meeting Etiquette**

The Monitoring Officer to outline good practice guidance for virtual meetings.

2 **Chairman**

To elect a new Chairman of Policy and Resources Committee

3 **Vice Chairman**

To elect a new Vice Chairman of the Policy and Resources Committee

4 **Apologies for absence**

5 **Declarations of Interest**

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

6 Minutes of the meeting held on 4 February 2021 (Pages 5 - 14)

TO RECEIVE WORKING PARTY MINUTES

7 Recommendations from Grants Working Party held on 8 March 2021 (Pages 15 - 22)

8 Urgent Business

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

9 Malton and Norton Neighbourhood Plan Consultation (Pages 23 - 40)

10 Local Government Reorganisation

Agenda item submitted by Councillor Clark under Committee Procedure Rule 32

That the Policy and Resources Committee:

- (a) calls for a Members' briefing to take place at the earliest opportunity at which representatives of:
 - (i) the District Councils who submitted the east/west reorganisation proposal be invited to deliver a presentation about their proposal;
 - (ii) the North Yorkshire County Council be invited to deliver a presentation about their reorganisation proposal; and
 - (iii) the City of York Council be invited to deliver a presentation setting out their views on the proposals.
- (b) Note that following the briefing the intention is to call a further special meeting in accordance with procedure rule 27 in order to discuss the presentations and consider making a recommendation to be considered by a full Council meeting to determine its consultation response, with sufficient time to submit it before the government's deadline.

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

11 **Ryedale Plan - Local Plan Review - Call for sites consultation** (Pages 41 - 52)

12 **Statement of Community Involvement** (Pages 53 - 92)

13 **Exempt Information**

To consider a resolution to exclude the press and public from the meeting during consideration of the following item 14 (Hungate Centre CaVCA request for support), item 15 (Update on Leisure Provision in Ryedale) and item 16 (Award of Contract for Server Renewal) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972, as they contain information relating to the financial or business affairs of any particular person (including the authority holding that information).

The public interest test has been considered and, in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.

EXEMPT PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OF MATTERS DETERMINED BY COMMITTEE

14 **Hungate Centre, CaVCA request for support** (To Follow)

ITEMS FOR INFORMATION

15 **Update on Leisure Provision in Ryedale** (Verbal Report)

Agenda item submitted by Councillor J Andrews under Committee Procedure Rule 32

TO RECEIVE COMMITTEE LEVEL DECISIONS MADE UNDER URGENCY POWERS, AS REQUIRED UNDER THE CONSTITUTION

16 **Award of contract for server renewal** (Pages 93 - 96)

17 **Any other business that the Chairman decides is urgent.**

This page is intentionally left blank

Policy and Resources Committee

Held as a Virtual meeting
on Thursday 4 February 2021

Present

Councillors Joy Andrews, Arnold (Vice-Chairman), Burr MBE, Clark, Delaney, Docwra, Duncan (Chairman), Frank, Graham and Riby

Overview & Scrutiny Committee Observers: Councillors Middleton, King and Oxley

In Attendance

Lynne Bayes, Stacey Burlet, Andrew Ellis, Anton Hodge, Gary Housden, Rachel Balmer, Emma Lawer, Phillip Spurr, Paul Taylor, Amy Thomas, Ellen Walker, Margaret Wallace and Howard Wallis

Councillors Keal, Thackray, Potter and Raper

Minutes

24 **Apologies for absence**

No apologies were received.

25 **Declarations of Interest**

Councillor Burr declared a personal, pecuniary and prejudicial interest in item 11 (Car Parking Strategy) as an owner of commercial properties in Ryedale.

26 **Minutes of the meeting held on 12 November 2020**

Decision
That the minutes of the Policy and Resources Committee held on 12 November 2020 be approved and signed by the Chair as a correct record.

Voting record

Unanimous

27 **Minutes from the Local Plan Working Party held on 18 November 2020**

The minutes of the Local Plan Working Party held on 18 November 2020 were received.

28 **Urgent Business**

There were no items of urgent business.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

29 **Appointment of Working Parties and Sub Committees**

Considered – report of the Head of Corporate Governance

Councillor Clark provided nominations for the Liberal Group and gave apologies for the lateness of these.

Decision

That:

- (i) The terms of reference for working parties and sub-committees of the Policy and Resources Committee attached at Appendix 1 of the report be approved;
- (ii) That members and substitutes be appointed to working parties and sub-committees of the Policy and Resources Committee based on the allocation of seats set out in the Annex to the minutes.

Voting record

Unanimous

30 The Ryedale Plan - Local Plan Review

Considered – report of the Planning and Development Manager

Councillor Clark proposed and Councillor J Andrews seconded the following amendment:

At the end of the first bullet point in Stage 1: Pre-Production consultation and evidence gathering to inform the Review (Regulation 18), at Section 5 of the Local Development Scheme (Stages in the Review Process), add ‘and any major changes to RDC policy since 2012’, and under and additional bullet point add ‘Add public health and environmental baseline monitoring to the CIL list of infrastructure’.

Resolved

Upon being put to the vote, the amendment was lost.

Voting record

5 For

5 Against

Chair’s casting vote – Against

Councillor Clark proposed and Councillor J Andrews seconded the following amendment:

All planning applications for domestic and industrial properties are only approved with:

- i) Onsite energy production (solar PV panels and ground/air source heat pumps)
- ii) Onsite rainwater collection and storage
- iii) Insulation to BREEAM excellent standard
- iv) Other measures to reduce carbon emissions and reduce flooding in Ryedale

Resolved

Upon being put to the vote, the amendment was lost.

Voting record

5 For

5 Against

Chair's casting vote – Against

Decision

That:

- (i) In principle, the scope of the Local Plan review is limited to a partial review to ensure that development land supply is maintained and specific matters of policy conformity with national policy are addressed as a priority.
- (ii) The draft Local Development Scheme at Appendix 1 of the report is agreed to cover the broad timetable and scope of the review

Voting record

7 For

3 Abstentions

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

31 HR Policy Revision - Leave and Flexible Working Policies

Considered – report of the Head of Human Resources

Recommendation

That the revised policies are agreed for implementation.

Voting record

Unanimous

32 Milton Rooms Progress Report, and Grant Request

Considered – report of the Programme Director for Economic Development, Business and Partnerships

Councillor Burr proposed and Councillor Riby seconded the following amendment:

Replace the recommendation to Full Council at (iii) with 'RDC will ring fence half a million pounds out of reserves to turn the Milton rooms in to a multi-functional, multi-usage arts / dance destination in Ryedale for all Ryedale residents' enjoyment. A detailed report be drawn up with Officer support and presented to Council as soon as possible.'

Resolved

Upon being put to the vote, the amendment was lost.

Voting record

5 For

5 Against

Chair's casting vote - Against

Decision of the Policy and Resources Committee

That:

- (i) Progress against the Milton Rooms Working Party interim report set out in sections 6.3 – 6.6 of the report is noted.
- (ii) The Business Plan of the Milton Rooms Committee covering the period 2020-2023 is noted.

Recommendation to Full Council

Policy & Resources Committee recommends to council that it gives approval for capital funding of up to £193k to fund works outlined in section 6.11 of the report, subject to receipt of detailed plans, with delegated authority given to the Programme Director to release the funds on a phased basis, in consultation with the Chairman of Policy & Resources Committee.

Voting record

8 For

2 Abstentions

33 Car Parking Strategy

Councillor Burr left the meeting during consideration of this item and did not participate in the debate or vote.

Considered – report of the Programme Director of Economic Development, Business and Partnerships

Recommendation

It is recommended to Full Council that

- (i) The Car Parking Strategy 2021-2026 is endorsed.
- (ii) Delegated authority is given to the Programme Director for Economic Development, Business and Partnerships to progress specific implementation activities in line with the Council's Medium Term Financial Strategy, following the completion of individual assessments and subsequent agreement of the Section 151 Officer and Head of HR that they represent a return on investment and can be progressed within available staffing resources.

- (iii) That consultation with the Chair of Policy & Resources Committee in line with required financial procedures occurs prior to the Programme Director progressing specific implementation activities once they are established as representing a return on investment and able to be progressed within available staffing resources.

Voting record

Unanimous

34 **Revenue and Capital Budget Monitoring - Q3 2020/21**

Considered – report of the Chief Finance Officer (s.151)

Recommendation

It is recommended that Council:

- i) Notes the contents of the report

Voting record

Unanimous

35 **Treasury Management Strategy Statement and Annual Investment Strategy 2021/22**

Considered – report of the Chief Finance Officer (s.151)

Recommendation

That Council is recommended to approve:

- (i) Members receive this report;
- (ii) The Operational Borrowing Limit for 2021/22 is set at £7m;
- (iii) The Authorised Borrowing Limit for 2021/22 is set at £12.5m;
- (iv) Councillors delegate authority to the Chief Finance Officer to effect movement within the agreed authorised boundary limits for long-term borrowing for 2021/22 onwards.
- (v) Councillors delegate authority to the Chief Finance Officer to effect movement within the agreed operational boundary limits for long-term borrowing for 2021/22 onwards.
- (vi) The treasury management strategy statement 2021/22 be approved.
- (vii) The minimum revenue provision policy statement for 2021/22 be approved.
- (viii) The treasury management investment strategy for 2021/22 be approved.
- (ix) The prudential indicators for 2021/22 which reflect the capital expenditure plans which are affordable, prudent and sustainable be approved.

(x) The Capital Strategy for 2021/22 be approved.

Voting record

Unanimous

36 **Ryedale's Financial Strategy 2021-25**

At 10:00pm it was proposed by Councillor Duncan and seconded by Councillor Arnold that standing orders be suspended to enable the meeting to continue.

Upon being put to the vote, the motion was carried.

Resolved

That standing orders be suspended to enable the meeting to continue.

Voting record

Unanimous

Considered – report of the Chief Finance Officer (s.151)

Councillor Duncan proposed and Councillor Docwra seconded the following amendment:

Replace recommendation (iii) with 'To freeze Council Tax at the current level and therefore approve a council tax charge of £200.73 for a Band D property (note that total Council Tax, including the County Council, Fire and Police is covered within the separate Council Tax setting report to Full Council). This would mean a further call on reserves of £109k to balance the budget'

Resolved

Upon being put to the vote, the amendment was carried.

Voting record

8 For

2 Against

Recorded vote

For

Councillors Arnold, Burr, Delaney, Docwra, Duncan, Frank, Graham and Riby

Against

Councillors J Andrews and Clark

Recommendation

That Council is recommended to agree the updated Financial Strategy and in particular:

- (i) To note the Section 25 assurance statement provided by the Chief Finance Officer (s151) regarding the robustness of the estimates and the adequacy of the reserves and the risk assessment detailed in Section 10 of the Strategy
- (ii) To approve a revenue budget of Revenue Budget for 2021/22 of £9,600k, after use of Reserves which includes
 - a. Savings/additional income totalling £377k (Financial Strategy Appendix 3)
 - b. Growth Pressures totalling £971k (Financial Strategy Appendix 4)
 - c. One-off contingency to support COVID costs amounting to £787k, funded from reserves
 - d. One-off maintenance costs of £55k funded from reserves
- (iii) To freeze Council Tax at the current level and therefore approve a council tax charge of £200.73 for a Band D property (note that total Council Tax, Including the County Council, Fire and Police is covered within the separate Council Tax setting report to Full Council). This would mean a further call on reserves of £109k to balance the budget
- (iv) to approve the special expenses amounting to £54,090
- (v) to approve the revised Capital Programme (Appendix 6)
- (vi) to note the financial projection for 2020/21 – 2024/25
- (vii) to note that there may be a need to revisit the budget mid-year, in the light of changing circumstances such as potential continuing costs relating to COVID or other unquantifiable pressures, and that any future proposals will be brought forward on a case-by-case basis

Voting record

8 For
2 Against

Recorded vote

For

Councillors Arnold, Burr, Delaney, Docwra, Duncan, Frank, Graham and Riby

Against

Councillors J Andrews and Clark

37 Exempt information

Resolved

To exclude the press and public from the meeting for discussion of the following items 38 (Proposal for Light Industrial Starter Units), 39, 40, 41 and 42 (To Receive Committee Level Decisions made under Urgency Powers, as required under the Constitution) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

The public interest test has been considered and, in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.

38 **Proposal for Light Industrial Starter Units**

Considered – report of the Programme Director of Economic Development, Business and Partnerships

Councillor Duncan proposed and Councillor Arnold moved the following motion:

It is recommended to Council that:

- i) Recommendation a. as set out in the report is approved, subject to:
 - i. the outcomes of an investment appraisal (to be reported to Council on 18 Feb 21); and
 - ii. the Developer committing to undertake development of the wider site.
- ii) Recommendation b. as set out in the report is approved

Councillor Clark proposed and Councillor J Andrews seconded the following amendment:

Before a i., a ii. b i. and b ii., insert:

- A Officers produce a detailed analysis of:-
 - i. The carbon emissions of the project
 - in construction
 - in use
 - ii. The carbon impact of fitting solar p.v. panels to all units.
 - iii. The carbon impact of fitting ground/air source heat pumps to all units.
 - iv. The carbon impact of fitting insulation to BREEAM Excellent standard and above to all units.
 - v. The impact/saving of fitting rainwater collection and storage systems to all units.
 - vi. The cost of each of the above
 - Fitted at construction stage
 - Retrofitted.
 - vii. The savings in running costs for each of the above.
 - viii. The rental value of each of the above.
 - ix. What materials will be used for the proposed construction? Are these the most efficient in climate change terms?
- B Calls upon the LEP to only support proposals that are either Carbon Neutral or preferably Carbon Negative.
If not, RDC's confidence in the LEP's ability to deliver climate change policies could be reduced – potentially impacting the support of the LEP by RDC in the future.

Resolved

Upon being put to the vote, the amendment was lost.

Voting record

4 For

5 Against

Recommendation

It is recommended to Council that:

- i) Recommendation a. as set out in the report is approved, subject to:
 - i. the outcomes of an investment appraisal (to be reported to Council on 18 February 2021); and
 - ii. the Developer committing to undertake development of the wider site.
- ii) Recommendation b. as set out in the report is approved

Voting record

7 For

2 Against

39 Agree the Development of a Policy, Eligibility Criteria and Proposed Grant Award Levels under the Additional Restrictions Grant (ARG)

The Committee level decision made under urgency powers was received and the Constitutional requirement was met.

40 Agree the Policy, Eligibility Criteria and Proposed Grant Award Levels under the Local Restrictions Support Grant (Open) Discretionary Scheme, Tier 2

The Committee level decision made under urgency powers was received and the Constitutional requirement was met.

41 Agree a Policy, Eligibility Criteria and Proposed Grant Award Levels under the Local Restrictions Support Grant (Open) Scheme

The Committee level decision made under urgency powers was received and the Constitutional requirement was met.

42 Agree the Policy, Eligibility Criteria and Proposed Grant Award Levels Under the Additional Restrictions Grant (Discretionary) Scheme for Tier 3 and National Lockdown for 31 December 2020 Onwards

The Committee level decision made under urgency powers was received and the Constitutional requirement was met.

43 Any other business that the Chairman decides is urgent.

There being no other business, the meeting closed at 10:45pm.

This page is intentionally left blank

Grants Working Party

Virtual Meeting
on Monday 8 March 2021

Present

Councillors Joy Andrews, Arnold, Garbutt Moore, Hope, King and Thackray

In Attendance

Alan Bardet, Simon Copley (minute item 8 only), Bridget Skaife and Margaret Wallace

Minutes

8 **Appointment of a Chair**

Members voted unanimously to re-appoint Cllr Arnold as Chair of the Grants Work Party.

9 **Apologies for Absence**

There were no apologies received.

10 **Minutes from previous meeting**

The minutes from the meeting held on 3 November 2020 were accepted.

11 **Urgent Business**

There was no urgent business.

12 **Declarations of Interest**

The following interests were declared:

Cllr King declared a personal, non-pecuniary, non-prejudicial interest in item 14 relating to Norton Hive Library.

Cllr Arnold declared a personal, non-pecuniary, non-prejudicial interest in item 14 relating to Norton Scouts.

13 **Exempt Information**

It was agreed to exclude the press and public from the meeting during consideration of applications under the following items, as the public interest has been considered and, in all circumstances of the case, the public interest in maintaining the exemption was considered to outweigh the public interest in disclosing the information.

14 **Community Grant Applications**

Recommendation

That the recommendations contained in Annex 1 (Community Grant Applications) be presented to the Policy and Resources Committee for Approval.

Annex 1 (Community Grants Applications)

15 **Section 106 Grant Applications**

Recommendation

That the recommendations contained in Annex 2 (S106 Applications) be presented to the Policy and Resources Committee for approval.

Annex 2 (Section 106 Grant Applications)

16 **Dates for Future Meetings**

Members noted application deadlines and meeting dates for the Grants Working Party as included in Annex 3.

Annex 3 (Dates for Future Meetings)

17 **Any other business that the Chairman decides is urgent**

Members agreed that a request be made to the S151 officer to carry over the remaining funds to the next Council year.

Recipient	Grant Reference	Total Project Cost	Amount Requested	Percentage	Amount Recommended	Percentage Recommended
Ebberston Cricket Club, Covers	CG 120	£ 4,500	£ 1,125	25%	£1,125	25%
Hutton Le Hole Bowling Club, Club House & Toilet Block	CG 121	£ 1,900	£ 1,900	100%	£0*	0%*
Norton Hive Library, Improvements	CG 122	£ 2,270	£ 568	25%	£568	25%
Helmsley Walled Garden, New Website & Branding	CG 123	17,000.00	£ 4,250	25%	£4,250	25%
Sheriff Hutton Bowling Club, Water Pipe Replacement	CG 124	£ 990	£ 990	100%	£990	100%
Next Steps, Glass/Cup Dishwasher	CG 125	£ 738	£ 738	100%	£738	100%
Norton Scouts Group, Funding For Members Insurance	CG 126	£ 5,000	£ 3,000	60%	£1,250	25%
Oswaldkirk Parish, Defibrillator	CG 127	£ 1,795	£ 449	25%	£449	25%

*Deferred subject to new application that meets criteria

This page is intentionally left blank

Recipient	Grant Reference	Total Project Cost	Amount Requested	Percentage	Amount Recommended	Percentage Recommended
Ampleforth Village Hall, Outdoor Space	S106 - 069	£2212.38	£2212.38	100%	£2,212.38*	100%*

*Pending clarification on climate change impact of outdoor heaters and possible alternatives.

This page is intentionally left blank

Minute Annex

Deadline dates for RDC Community Grants 2021/22 (PROVISIONAL)			
	All grants	All grants	All grants
Closing date	14.05.21	03.09.21	07.01.22
start appraisals including consultation with T&P Council at start (allow 6 weeks)	21.05.21	10.09.21	14.01.22
Complete appraisals and submit to Grants Working Party Agenda Folder	23.06.21	15.10.21	18.02.22
Grants WP agenda dispatch	30.06.21	20.10.21	23.02.22
Grants WP meeting date	07.07.21	28.10.21	03.03.22
P&R dispatch	21.07.21	03.11.21	09.03.22
P&R decision	29.07.21	11.11.21	17.03.22

This page is intentionally left blank



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	18 MARCH 2021
REPORT OF THE:	PLANNING AND DEVELOPMENT MANAGER JILL THOMPSON
TITLE OF REPORT:	MALTON AND NORTON NEIGHBOURHOOD PLAN CONSULTATION
WARDS AFFECTED:	NORTON EAST, NORTON WEST, MALTON

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To agree a response to the current consultation on the draft Neighbourhood Plan.

2.0 RECOMMENDATION

2.1 It is recommended that:

- (i) The proposed response from paragraph 6.4 of this report is agreed and that any further revisions are included by the Head of Planning and Regulatory Services and agreed in consultation with the Chairman of the Policy and Resources Committee.

3.0 REASON FOR RECOMMENDATION

3.1 To ensure that the views of the District Council are considered in the Neighbourhood Planning process.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks to the District Council arising from the recommendation. The report covers a response to consultation document.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 Members are aware that local councils have the right to prepare Neighbourhood Plans for their areas. Neighbourhood Plans are planning policy documents that become part of the development plan for an area, if they proceed through the statutory process.

- 5.2 Malton and Norton Town Councils have been committed to producing a Neighbourhood Plan for a number of years. The Town Councils have now prepared a draft of their Neighbourhood Plan and are consulting on its policies and proposals during the period 12 February 2021-26 March 2021. The document is accompanied by a Proposals Map, Habitat Regulations Assessment and Strategic Environmental Assessment report.
- 5.3 The Local Councils are expected to take any comments received during this consultation into account before they finalise their Neighbourhood Plan. Once the Town Councils finalise the Plan they will then submit it to the Local Planning Authority (LPA) for the LPA to arrange a formal examination of the Plan. The extent to which a plan then progresses to become 'made' as part of the development plan is then dependent on the extent to which it is considered to meet a set of 'basic conditions' in relation to its production and is subsequently supported with a majority vote in a local referendum.
- 5.4 The basic conditions that Neighbourhood Plans are required to satisfy are that they;
- Have regard to national policy;
 - Contribute to the achievement of sustainable development
 - Are in general conformity with strategic policies of the development plan
 - Do not breach / are compatible with EU obligations as incorporated into UK law
 - Meet other prescribed conditions

Further details of the Neighbourhood Plan process can be found at :

<https://www.gov.uk/guidance/neighbourhood-planning--2>

- 5.5 In terms of policy content, the Town Councils are not obliged to prepare a plan which contains policies addressing all types of development. However, it is clear in national guidance that policies in Neighbourhood Plans should be based on proportionate and robust evidence and that they should be drafted to be clear and unambiguous.
- 5.6 Local Planning Authorities are expected to support local councils in the production of Neighbourhood Plans. Officers are represented on the Neighbourhood Plan Steering Group and have sought to provide constructive advice on the emerging plan over the course of its production, including the accompanying Habitat Regulation Assessment. This has meant that the Town Councils have taken into account some specific issues prior to the preparation of the consultation draft. This is entirely consistent with the principle of front-loading and on-going consultation and engagement in the plan-making process.

6.0 REPORT DETAILS

- 6.1 The consultation draft of the Neighbourhood Plan can be read in full at <https://www.ryedale.gov.uk/planning/planning-policy/neighbourhood-plans/malton-and-norton-neighbourhood-plan.html> and a copy has been emailed to all members of the Council for consideration in advance of this meeting. Appendix 1 to this report provides a summary of key proposals in the document and a brief officer commentary, in order to assist members in agreeing a response to the draft plan as part of the consultation. Appendix 2 is the Proposals Map which accompanies the draft Plan.
- 6.2 The Plan is designed to cover the period to 2027 and to align with the plan period of

the strategic Ryedale Plan. The Neighbourhood Plan does not propose to allocate sites for specific types or quantum's of development. Members will be aware that it is within the gift of local councils to allocate land for development in a Neighbourhood Plan. Prior to the District Council preparing the Local Plan Sites Document, the Town Councils were asked if they wanted to include land allocations in the Neighbourhood Plan but they resolved not to do so. For the most part, the Plan includes:

- A range of topic based policies and proposals, many of which are aspirational or which seek to provide support in principle for specific matters.
- A suite of very specific heritage policies aimed at the conservation and enhancement of the conservation areas within the Plan area
- Proposals for the designation of a number of areas of Local Greenspace, which is a significant protection based policy
- An implementation section which provides a steer for local communities over how the Town Councils will use the portion of Community Infrastructure Levy receipts that will be available to them.

- 6.3 It is important that Members recognise that the Neighbourhood Plan is the Town Councils' Plan. The District Council's role as a consultee in the process is to help ensure that the policies in the plan are planning policies; that they are in general conformity with the development plan and to advise in terms of legal requirements. It is not the role of the District Council to seek to otherwise change or impose a policy steer on the document.

Proposed RDC Response.

- 6.4 *Thank you for consulting the District Council on the Pre-Submission draft of the Malton and Norton Neighbourhood Plan. Broadly, the policies in the draft plan are not in conflict with the strategic policies of the Ryedale Plan and the policies in the strategic plan that specifically relate to the neighbourhood area. The Neighbourhood Plan recognises the role of Malton and Norton in the District and the role of the twin towns to 2027 in the Ryedale Plan. The District Council is of the view that the Malton and Norton Neighbourhood Plan has the potential to add to the existing policies of the development plan and provide a further suite of policies specific to the twin towns and their immediate hinterland.*
- 6.5 *As a general observation, it is considered that the draft plan is very light touch in its references to the evidence which underpins its proposals. Whilst it is accepted that the evidence base will be collated to support the plan through examination, the plan itself would benefit from the inclusion of reference to key pieces of evidence to support policy proposals. Reference to evidence would also help to support some of the statements included in parts of the supporting text, which without a 'root' in evidence could be regarded as assertions rather than statements. The Local Planning Authority would be happy to discuss how the evidence base used to support the Ryedale Plan can be used to explicitly support the Neighbourhood Plan.*
- 6.6 *National guidance makes it clear that plans and policies should be drafted to be clear and unambiguous. Many of the policies in the document act to provide general policy support for specific matters or are aspirational in their intent. On the whole they are drafted clearly and (with limited exceptions) are not ambiguous. However, as many of the policies are supportive and aspirational in nature, the plan should take every opportunity to make this clear in order to ensure that expectations are not raised. As well as the main body of the plan, the implementation section requires some revision*

to ensure clarity around infrastructure delivery in order to avoid expectations being raised within the local communities. This is expanded upon in more detail below.

- 6.7 *It is the intention that the plan progresses to the stage at which it becomes part of the development plan for the area. In this respect, it is helpful if, consequently the development plan is aligned as a whole. The penultimate paragraph of Chapter two makes reference to recent 'rapid growth, weak development planning and a lack of traffic management presenting a threat to Malton and Norton's heritage'. The Neighbourhood Plan should include evidence and further explanation to support this assertion. In the District Councils view, the statement does not bear scrutiny and is unduly negative and unhelpful in the context of a shared aspiration to include the Neighbourhood Plan as part of the development plan.*

Policies and Proposals

Traffic and Transport

- 6.8 *Traffic and transport matters have a high profile in the document and the District Council understands the desire for road infrastructure improvements that will help to alleviate traffic congestion in the central road network. Whilst some of the improvements referred to will help to alleviate road congestion, they are not required to support planned growth at the towns to 2027. The adopted development plan and the evidence base supporting the plan is clear on the strategic transport improvements that are necessary to support planned growth. To avoid any confusion or ambiguity, this should be made clearer in the supporting text. Furthermore, a number of the improvements referred to have not previously been evidenced as being highway improvements which would reduce congestion. An A64/Castle Howard road junction and a Castle Howard Road- Broughton Road link road are examples. Without evidence that these further improvements would result in network improvements these should not be referred to in the plan, even in an aspirational sense.*
- 6.9 *The implementation section also includes references to Ryedale CIL being used to fund these wider strategic highway improvements. This will raise expectations in the local community that these improvements can or will be delivered. The use of CIL is aligned to the infrastructure required to support planned growth. Its use to fund further strategic transport improvements will be considered if this is required to support further growth in the longer term beyond 2027. In the meantime, the references to the use of CIL to fund improvements which are not required in the current plan period should not be included in the plan.*
- 6.10 *The reference to the Ryedale Local Plan Sites Document on Page 17 should refer to it being adopted rather than submitted.*
- 6.11 *Policy TM5 would benefit from being clearer in respect of the revised road priorities sought in order to avoid ambiguity. In order to assist the implementation of this policy and to allow the application of the development plan as a whole. In the absence of evidence that all of the measures are appropriate, the policy would benefit by being tempered with a statement to ensure that they are supported if it can be evidenced that they are appropriate in terms of highway safety, air quality and congestion.*

The River Corridor

- 6.12 *The plan places significant emphasis on improving and maximising opportunities associated with the river. The proposed policies make it clear that the aspirations are*

subject to there being no adverse effects on the integrity of the River Derwent SAC and subject to flood risk. This is appropriate and will assist the implementation of this policy. The District Council is aware that a Habitat Regulation Assessment has been prepared to support the plan and that the application of the assessment has informed the plan as it is now drafted.

The Environment

- 6.13 *The Plan seeks to designate a number of areas of land as local greenspace. The District Council considers that the Neighbourhood Plan is the most appropriate way in which to designate these sites which are considered to be of significant value to local communities.*
- 6.14 *It is not clear how the Town Councils expect Policy E5 to be implemented or what the policy is seeking to achieve. Given the position of Malton and Norton in the landscape, distanced views of surrounding landscape character types are achieved from many vantage points. Is the policy aimed at protecting the setting of these landscapes or to protect views of them? If it is the latter then in order to provide clarity and assist implementation, the Neighbourhood Plan should make it clear which views it considers to be of importance and support this with evidence and further justification.*
- 6.15 *The Plan would benefit from reference to recent evidence and trends in air quality in the AQMA. The District Council will forward further information relating to this issue.*

Community Facilities

- 6.16 *The plan refers to community facilities that are lacking in Malton and Norton but is unclear about what these are. The proposed improvements to existing facilities are clear. The plan includes an aspiration for a new doctor's surgery to serve the Towns. Whilst it is appreciated that the proposed policy is aspirational and serves to provide policy support in the event of proposals for a new surgery, the plan should avoid raising expectations in the local community. It is considered that the extent to which a new surgery is required or realistic should be discussed with the existing surgery and CCG and the position reflected in the plan.*

Tourism and Culture

- 6.17 *The Neighbourhood Plan proposes to designate Orchard Fields as an area of Local Greenspace. National policy makes it clear the proposals for development on local greenspace should be consistent with the application of green belt policy. In this respect, the Town Councils will need to consider whether the visitor facilities that are envisaged are consistent with these requirements. In this respect the Neighbourhood plan should include a commentary in recognition of this potential policy conflict. As the landowner of Wentworth Street Car Park, it would be helpful for the District Council to understand if the support in principle for a hotel at the car park is dependent upon an operator agreeing to the provision of public car parking.*

Horse Racing Industry

- 6.18 *Policy HR12 would benefit from further clarification to assist its implementation. It is unclear whether the policy only applies to development within the zones or further afield. The policy approach appears to conflict with the in principle support and indicative route of the south Norton link road shown on the proposals map. Whilst it is acknowledged that the development plan does not include provision for a link road and the transport policies in the Neighbourhood Plan aim to protect an indicative route, this is an inherent conflict in the plan as currently drafted.*

Whilst the intent of Policy HR13 is clear, there is the potential for conflict between users of rights of way under this policy. It would be helpful to understand the views of the horse racing trainers on this policy

Heritage and Design

- 6.19 *Whilst this level of detail in these policies would normally be included in a Conservation Area Appraisal which would be adopted as a Supplementary Planning Document to inform the planning process, the inclusion of these policies in the Neighbourhood Plan is not inappropriate. It provides a level of detail which is relevant to the neighbourhood area and which further adds to the implementation of the strategic policies of the development plan and national policy. However, the Conservation Area policies are prescriptive as drafted and in some respects this may not assist their implementation. For example, Policy HD1 specifies the use of local clamp bricks. Locally sourced clamp bricks are unlikely to be available and in this respect the policy is considered to be overly prescriptive. Policy HD8 provides support for the redevelopment of vacant plots in built up frontages. To assist the implementation of the policy within the built up area, it would be helpful if the plan could clarify if reference to a built frontage is a main road frontage.*

Housing

- 6.20 *It is ambitious to expect sites of 10 dwellings to reflect the mix outlined. Whilst the District Council does not dispute the intent of the policy, it would benefit from some revision to its wording to assist implementation. Alternatively the policy could be recast to ensure that more specialist provision will be sought as part of larger housing sites.*

Employment

- 6.21 *Whilst it is understandable that the Town Councils wish to support sectors that are specific to the towns, there are a range of other economic sectors that contribute to the local economy. Insertion of the word 'including' before listing specific sectors in the policy will ensure that wider economic activity is not excluded from this in principle support*

Malton-Specific policies

- 6.22 *It would assist the implementation of this policy if it could be clarified whether improvements to the market square would only be supported if these did not result in a loss of car parking capacity.*

Norton-Specific Policies

- 6.23 *The land in question is within an area at risk of flooding. The policy support should be subject to the application of the sequential and, where appropriate, exception test in relation to flood risk.*

Community Actions

- 6.24 *The section provides a useful distinction between those matters that can be addressed by the development plan and those which fall outside of the scope of planning. To reinforce this further, it would be appropriate to include this section as an Appendix to the plan.*

Implementation Section

- 6.25 *The use of the Neighbourhood Plan to list the infrastructure and projects that the Town Councils will use CIL money to address is welcomed. This is consistent with Government advice and provides transparency for the local communities.*

- 6.26 *The plan also includes a list of infrastructure types/projects which the Town Councils would like the District Council to address with CIL receipts. The Ryedale Plan makes it clear what types of infrastructure are required to support planned growth for the plan period. A necessary improvement is the provision of additional school capacity, especially for Norton and this should be included on this list. Infrastructure that is not required to support planned growth for the plan period should not be included in this list. The Neighbourhood Plan should make it clear that the extent to which further projects that are not required to support planned growth to 2027 are funded by CIL will be dependent on future growth strategies and choices beyond the plan period. In addition , the plan should make it clear that the Ryedale CIL is required to support infrastructure improvements across the whole of Ryedale and that the money does need to be prioritised as it is a limited source of funding and will not be sufficient to deliver all required or desired infrastructure improvements. Clarity on these matters will avoid expectations being raised over the deliverability of infrastructure – especially strategic highway improvements.*
- 6.27 *As outlined above, it is the view of the Local Planning Authority that the Project Delivery Plan should not include infrastructure projects that are not are required to support planned growth over the plan period. The District Council will be happy to discuss the necessary revisions to this list and the evidence base which supports such a list.*

Supporting Documents

- 6.28 *The conclusions of the supporting documentation are broadly agreed. However, the Habitat Regulation Assessment (HRA) will require a short update addendum to: reflect concerns raised in relation to Policy RC1 and the mitigation measures proposed in the HRA; the subsequent revision to the draft policy and to include revised HRA conclusions.*
- 6.29 *The District Council is happy to continue to work with the Town Councils as the plan is refined in response to comments made as part of the current consultation and prior to the formal submission of the plan.*

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

There is no existing budget provision to cover the Neighbourhood Plan process. The District Council is required to cover the cost of the examination of the Neighbourhood Plan and the local referendum. Experience elsewhere indicates that the cost of a Neighbourhood Plan examination ranges between 5-10K. Updated costs of a referendum for Malton and Norton are that it will cost approximately 25K. New burdens funding of 20k is available to Local Authorities to assist with these costs. Consequently a further 15K will be required to cover the anticipated costs.

b) Legal

A Neighbourhood Plan can become part of the development plan for the area if it progresses through an examination and is supported by a majority vote in a local referendum.

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)

Local Government re-organisation across North Yorkshire should not impact upon

the ability of Town and Parish Councils to prepare Neighbourhood Plans. Any new unitary authority covering the area will be expected to support the production of Neighbourhood Plans, including those that are in the process of being prepared, providing a Neighbourhood Plan is in general conformity with the development plan that is in place for the area.

8.0 NEXT STEPS

8.1 The Town Councils have a project plan for the production of the Neighbourhood Plan which is summarised as follows:

- Submission of Plan to LPA – September 2021
- Examination – December 2021
- Referendum- September 2022
- Plan'made' (the term used to bring the plan into effect as part of the development plan) - October 2022

8.2 It should be noted that from submission, all of the necessary consultation and publicity requirements and the examination arrangements are the responsibility of the District Council. Best endeavours will be used to align with the indicative project plan although the precise timing of the formal stages in the process will be dependent on the timely submission of the document ; the scheduling of the formal examination and the ability to progress this work in tandem with existing workloads.

Gary Housden
Head of Planning and Regulatory Services

Author: Jill Thompson, Planning and Development Manager
Telephone No: 01653 600666 ext: 43327
E-Mail Address: jill.thompson@ryedale.gov.uk

Background Papers:

Malton and Norton Neighbourhood Plan Pre-Submission Draft; Proposals Map; Habitat Regulations Assessment; Environmental Assessment

Background Papers are available for inspection at:

<https://www.ryedale.gov.uk/planning/planning-policy/neighbourhood-plans/malton-and-norton-neighbourhood-plan.html>

Appendix 1: Summary of the Malton and Norton Neighbourhood Plan (Pre-Submission Draft).

The draft document is comprised of 6 chapters which are summarised below. A brief commentary is provided on each of the sections of the draft plan and the supporting documentation.

Chapter 1 – Introduction

Chapter 2 – Malton and Norton. Yesterday and Today

Commentary

The introductory chapters provides an overview of the role of the plan and brief history of the town towns. Chapter two concludes with the view that ‘rapid growth, weak development planning and a lack of traffic management present a threat to Malton and Norton’s heritage’. The evidence for the assertion is not clear and given that all parties are aspiring to include the Neighbourhood Plan as part of the development plan, the assertion is not helpful.

Chapter 3 - Vision and Objectives

The vision for the Towns to 2027 is supported by the following objectives:

- To protect and improve the local environment and particularly the ecological quality of the River
- To cut congestion and improve air quality
- To improve connectivity between Malton and Norton
- To improve access to the river for the community
- To build on local distinctiveness in order to enhance the visual quality and appearance of the towns
- To protect heritage assets
- To encourage the regeneration and redevelopment of vacant plots
- To capitalise on the history and culture of Malton and Norton and to develop the tourist industry
- To build on the economic strengths of the towns and address deficiencies in the economy
- To protect and improve community services and facilities
- To encourage housing provision that meets local needs

Commentary

The proposed vision and objectives of the plan are not inconsistent with the vision, aims, objectives and strategy of the Ryedale Plan in so far as these relate to Malton and Norton.

Chapter 4 – Policies and Proposals

Transport and Movement

The section includes six proposed policies:

TM1 Protection and Enhancement of Pedestrian, Cycle and Bridleway network – looks to protect the network and to support improvements at the following locations (Disused railway tracks, Broughton Manor Estate, Showfield Site, Broughton Road, Norton Grove-Beverley Road, Langton Horse Walk and Welham Road).

TM2 New Pedestrian and Cycle River/ Railway Crossing – aims to ensure that development which would prevent a crossing at any of the following locations would not be supported (Dismantled railway line to the north east of Orchard Fields; Land at Woolgrowers /rear of Lidl to the station; land near the station and county bridge

TM3 New Vehicular River/ Rail Crossing – seeks to ensure that development which would prevent the creation of a new road crossing at the following locations would not be supported (land to the north east of York Road Industrial Estate and land to the south of Norton Road)

TM4 Highway Improvement Schemes – states that development which would prevent the provision of the following improvement schemes would not be supported,(A64/B1257 Broughton Road; A64/B1248 Castle Howard Road; Link Road between Scarborough Road and Beverley Road; southern Norton Bypass; Link road between A64 Castle Howard Road and A64 B1257 Broughton Road)

TM5 County Bridge Level Crossing- provides support for development which would provide the following highway improvements (Traffic light control; revised road priorities; clear signage and road markings; zebra or pedestrian crossing; refuge areas for pedestrians and cyclists)

TM6 Traffic Management Plans – supports the provision of traffic management plans.

Commentary

Policies TM1 and TM5 provide support in principle for the measures/ improvements referred to and in the absence of committed deliverable schemes, it is considered that this is as far as the plan can go in terms of policy support for the proposed improvements. As currently drafted it is unclear which revised road priorities would be supported as part of the policy or how this is supported by evidence. Given the location of this junction in the network and in relation to the Air Quality Management Area, it is considered that this element of the policy needs to be less ambiguous and policy support tempered/clarified to ensure that support is provided where it can be demonstrated that the improvements can be achieved without detrimental impacts on air quality, safety and congestion.

Policies TM2, TM3 and TM4 aim to ensure that new development does not prevent the ability to secure highway improvements in the longer term. The plan does not commit to the provision of these infrastructure projects and to ensure that expectations (or concerns) are not raised unduly, the position in relation to these projects should be very clear. They are not required to support current planned levels of growth but may be required depending on the choices over the future distribution of development beyond this plan period. Some of the infrastructure projects are not evidenced as being beneficial to congestion and these should not be referred to in the plan without evidence that they would make a positive contribution to the operation of the local network.

The River Corridor

RC1 – Malton and Norton River Corridor Development – supports specific actions and development to enhance use of the riverside area.

RC 2 – Regeneration of land north and south of County Bridge

Commentary

The Neighbourhood Plan places emphasis on improving the appearance and use of the riverside. Both policies are drafted to ensure that proposals are appropriate in terms of flood risk and will be subject to there being no adverse effects on the integrity of the River Derwent Special Area of Conservation. The Habitat Regulation Assessment of the plan has considered these policies.

The Environment

E1- Protection of Local Greenspace. The policy identifies 8 sites as Local Greenspace. (Ladyspring Wood and river Walk; Castle Gardens; Norton Road Riverside; Norton Grove woodland; Scott's Hill; Orchard Fields; Mill Beck Corridor)

E2 – Enhancement of local greenspace. The policy provides support in principle for proposals that will enhance local greenspace or other protected greenspace.

E3 – Open Space in New Development. The policy provides support for residential development that includes places for recreation and playspace.

E4 – Green Infrastructure. The policy aims to protect the following areas as multifunctional Green Infrastructure (The River Derwent Corridor; Howardian Hills; Rye Corridor; Mill Beck corridor; Driffield-Thirsk Railway Line; Westfield way/Priorpot Beck

E5 – Gateways. The policy aims to ensure that new development respects key views towards nationally and locally designated landscapes and Conservation Areas.

E6 – Development affecting the Malton Air Quality Management Area. The policy aims to ensure that adverse effects on the AQMA are mitigated

Commentary

In principle, the identification of Local Greenspace is welcomed. It is entirely appropriate and consistent with the Ryedale Plan that Neighbourhood Plans are used to identify areas of greenspace that are of particular significance to local communities. Local Greenspace is a policy mechanism that is akin to Green Belt policy in its application. The remainder of the policies in this section are largely consistent with existing policies in the Development Plan. However, it is considered that further explanation of policy E5 is required in order to assist its implementation. The policy would benefit from additional clarity.

Community Facilities

CF1 – Norton's Swimming Pool. The policy provides support in principle for the upgrading, extension or replacement of the facility

CF2 – Malton Community Sports Centre. The policy provides support in principle for the upgrading or extension to the facility to increase capacity and improve facilities.

CF 3 – Medical Centre Development. The policy provides support in principle for a new surgery.

Commentary

The in principle support for improvements to these facilities is consistent with policies

in the adopted development plan. It is considered that care should be taken not to raise expectations, particularly in referring a new doctor's surgery.

Tourism and Culture

TC1 – New Museums and Visitor Facilities. The policy provides support in principle for the development of new museums and visitor facilities and extensions to existing facilities.

TC2 – Orchard Fields. The policy provides support for the development of sympathetic visitor facilities to improve understanding of its historic importance and enhance its recreational value.

TC3 Hotel Development. The policy provides support in principle for the development of a new hotel to provide modern visitor accommodation at the A64 or within a central location at the Towns.

TC4- Wentworth Street. The policy provides support in principle for the development of a new hotel with public car parking capacity at Wentworth Street. The Proposals Map indicates that this is at the Wentworth Street Car Park site (upper deck)

Commentary

The Neighbourhood Plan proposes to designate Orchard Fields as an area of Local Greenspace. National policy makes it clear the proposals for development on local greenspace should be consistent with the application of green belt policy. In this respect, the Town Councils will need to consider whether the visitor facilities that are envisaged are consistent with these requirements. In this respect the Neighbourhood plan should include a commentary in recognition of this potential policy conflict. As the landowner of Wentworth Street Car Park, it would be helpful for the District Council to understand if the support in principle for a hotel at the car park is dependent upon an operator agreeing to the provision of public car parking.

The Horse Racing Industry

HR11 – Protection of Horse Racing Stables. The policy provides support for the protection of existing stables for a change of use.

HR12 – Horse Racing Zones and Development. The policy seeks to resist development that would have an adverse effect on horse racing zones identified on the proposals map

HR13- Improved access to the horse racing industry. The policy provides support for improvements to footpath, cycleway and bridleway network to improve access to the horse racing industry

Commentary

Policy HR12 would benefit from further clarification to assist its implementation. It is unclear whether the policy only applies to development within the zones or further afield. The policy approach appears to conflict with the in principle support and indicative route of the south Norton link road shown on the proposals map. Whilst it is acknowledged that the development plan does not include provision for a link road and the transport policies in the Neighbourhood Plan aim to protect an indicative route, this is an inherent conflict in the plan as currently drafted.

Whilst the intent of Policy HR13 is clear, there is the potential for conflict between users of rights of way under this policy. It would be helpful to understand the views of the horse racing trainers on this policy.

Heritage and Design

HD1- Development and Design – Conservation Areas. The policy includes detailed policy criteria for development within the 3 Conservation Areas in the plan area.

HD2 – Development and Design – Area-Wide principles. The criteria –based policy lists a number of design principles to operate across the plan area.

HD3- Shopfronts. The policy includes a range of criteria to ensure the sensitive design of shopfronts

HD4 - Malton Town Conservation Area – Enhancements. The policy lists a range of enhancements which would be supported in the Conservation Area.

HD5- Public Realm improvements in the Malton Town Conservation Area. The policy lists a range of public realm improvements which would be supported in the Conservation Area.

HD6- Norton Town Centre Conservation Area – Enhancements. The policy lists a range of enhancements which would be supported in the Conservation Area

HD7 – Public realm improvements within the Norton –on –Derwent Conservation Area. The policy lists a range of public realm improvements which would be supported in the Conservation Area.

HD8- Malton Old Town Conservation Area- Enhancements. The policy lists a range of enhancements which would be supported in the Conservation Area

HD9- Public realm improvements within the Malton Old Town Conservation Area. The policy lists a range of public realm improvements which would be supported in the Conservation Area.

HD10- Area-Wide public realm improvements. The policy lists a number of public realm improvements that will be supported across the plan area.

HD11- Archaeology. The policy includes information required to support a planning application.

Commentary

The suite of heritage policies included in the plan is one of the most detailed sections of the document. The Town Councils have invested heavily in Conservation Area appraisals to evidence and support the proposed policies. It should be noted that these are the Town Council's appraisals of the Conservation Areas. Regrettably the District Council was not involved in the methodology for undertaking the appraisals and as such, they are not documents that the Local Planning Authority itself can adopt. Notwithstanding this procedural point, it is considered that many of the criteria in these policies are appropriate. Whilst this level of detail would normally be included in a Conservation Area Appraisal which would be adopted as a Supplementary Planning Document to inform the planning process, the inclusion of these policies in the Neighbourhood Plan is not inappropriate. It provides a level of detail which is relevant

to the neighbourhood area and which further adds to the implementation of the strategic policies of the development plan and national policy.

In terms of detail, it is considered that the following comments should be considered by the Town Councils as part of this consultation. Policy HD1 specifies the use of local clamp bricks. Locally sourced clamp bricks are unlikely to be available and in this respect the policy is considered to be overly prescriptive. Policy HD8 provides support for the redevelopment of vacant plots in built up frontages. To assist the implementation of the policy within the built up area, it would be helpful if the plan clarified what it means by a built frontage and whether this is a main road frontage. There are many areas within the built up area in which may have frontage development but where development may have impacts for neighbours, for example.

Housing

H1 – Housing Mix. The policy provides support for housing schemes of 10 or more dwellings that include a mix of dwelling types and tenures.

Commentary

Smaller development sites are unlikely to be able to provide the full range and mix of housing included in the policy. It would assist the implementation of the policy if this could be acknowledged. Alternatively the policy could be recast to ensure that more specialist provision will be sought as part of larger housing sites.

Employment

EM1 – Encouragement of Local Employment Sectors. The policy provides support in principle for development which supports the key local employment sectors of food, tourism, horse racing and retail.

Commentary

A range of other economic sectors contribute to the local economy. Whilst it is understandable that the Town Councils wish to support sectors that are specific to the towns, there are a range of other economic sectors that contribute to the local economy. Insertion of the word ‘including’ before listing specific sectors in the policy will ensure that wider economic activity is not excluded from this in principle support.

Malton Specific Policies

M1 – Wentworth Street Car Park. The policy looks to resist development at the site which would result in a loss of car parking capacity. It also provides in principle support for improvements to the car park.

M2 – Malton Market Place. The policy looks to resist development that would result in the loss of car parking capacity in the market place and provides in principle support for improvements to the car park.

Commentary

It would assist the implementation of this policy if it could be clarified whether improvements to the market square would only be supported if these did not result in a loss of car parking capacity.

Norton Specific Policies

N1 – Land to rear of Commercial Street. The policy provides support for the regeneration, including for public car parking, of an area of land, shown on the Proposals Map.

Commentary

The land in question is within an area at risk of flooding. The policy support should be subject to the application of the sequential and, where appropriate, exception test in relation to flood risk.

Community Actions

The plan includes a list of actions that address ambitions for the neighbourhood area but which are not planning policies.

Commentary

The section provides a useful distinction between those matters that can be addressed by the development plan and those which fall outside of the scope of planning. To reinforce this further, it would be appropriate to include this section as an Appendix to the plan.

Monitoring, Review and Implementation

This section includes proposals for the use of the Community Infrastructure Levy that will be returned locally to the Town Councils.

Commentary

The use of the Neighbourhood Plan to list the infrastructure and projects that the Town Councils will use CIL money to address is welcomed. This is consistent with Government advice and provides transparency for the local communities.

The Town Councils have also set out how they would like to see the District Council spend CIL money in the Neighbourhood Area. Whilst this is not inappropriate in principle and the list refers mainly to infrastructure types rather than specific projects, it is considered that this has the potential to raise expectations over what can be delivered by CIL. In addition, infrastructure that is not required to support planned growth for the plan period should not be included in this list. The Ryedale Plan makes it clear that increased school capacity is required and this should be included on the list.

Supporting Documents

The draft plan is supported by a Habitat Regulations Assessment and Strategic Environmental Assessment. Both of these supporting documents are required to ensure that the plan meets the 'basic conditions' for Neighbourhood Plan preparation.

Commentary

The Town Councils have had to commission specialist support to help prepare these documents. The conclusions are broadly agreed. However, the HRA will require a short addendum to: reflect concerns raised in relation to Policy RC1 and the mitigation measures proposed in the HRA; the subsequent revision to the draft policy and to include revised HRA conclusions.

This page is intentionally left blank

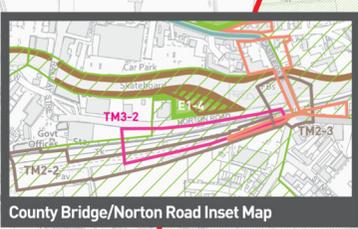
MALTON & NORTON

NEIGHBOURHOOD PLAN PROPOSALS MAP

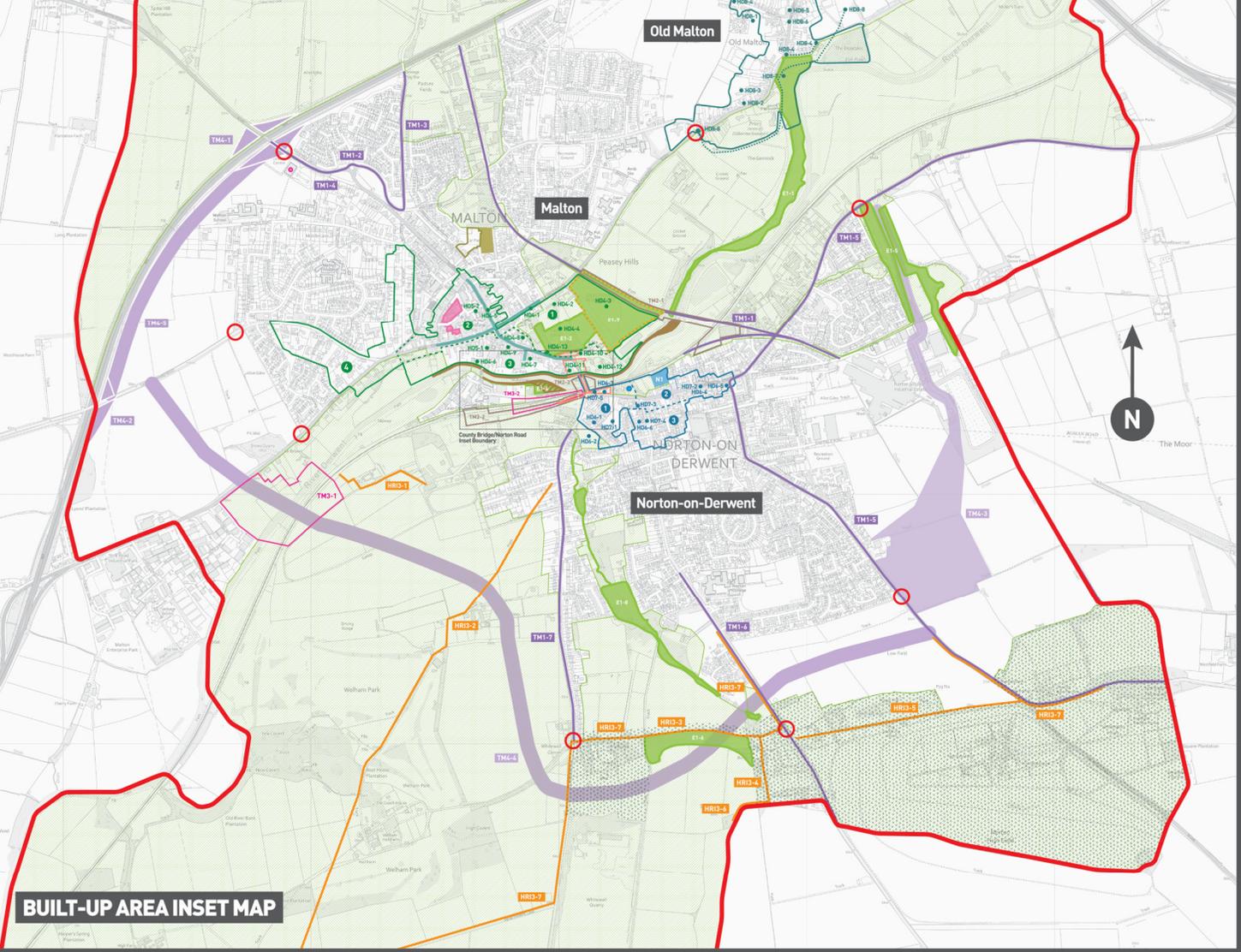
PRE-SUBMISSION VERSION

MAP KEY

- NEIGHBOURHOOD AREA**
 - Neighbourhood Area Boundary
- TRANSPORT & MOVEMENT**
 - Footpath, Bridlepaths And Cycle Routes To Be Improved (Inf POLICY TM1)
 - New Pedestrian And Cycle River / Railway Crossing, Inf POLICY TM2
 - New Vehicular River / Railway Crossing, Inf POLICY TM3
 - Highway Improvement Schemes, Inf POLICY TM4
- THE RIVER CORRIDOR**
 - Malton & Norton River Corridor (Inf POLICY RC1)
 - Land North and South of County Bridge Regeneration (Inf POLICY RC2)
- THE ENVIRONMENT**
 - Local Green Space (Inf POLICY E1)
 - Green Infrastructure (Inf POLICY E2)
 - Gateways (Inf POLICY E4)
- COMMUNITY FACILITIES**
 - Norton Swimming Pool (Inf POLICY CF1)
 - Malton Community Sports Centre (Inf POLICY CF2)
- TOURISM & CULTURE**
 - Orchard Fields (Inf POLICY TC2)
 - Wernworth Street (Inf POLICY TC4)
- THE HORSE RACING INDUSTRY**
 - Horse Racing Zones (Inf POLICY HR1)
 - Footpath/Cycleway/Bridleway Improvement Routes (Inf POLICY HR3)
- HERITAGE & DESIGN**
 - Malton Town Centre Conservation Area Character Area Boundaries (Inf POLICIES HD1, HD4)
 - Norton-on-Derwent Conservation Area Character Area Boundaries (Inf POLICIES HD1, HD4)
 - Malton Town Centre Conservation Area Enhancement (Inf POLICY HD4)
 - Malton Town Centre Conservation Area Public Realm Improvement (Inf POLICY HD3)
 - Norton-on-Derwent Conservation Area Enhancement (Inf POLICY HD4)
 - Norton-on-Derwent Conservation Area Public Realm Improvement (Inf POLICY HD7)
 - Malton Old Town Conservation Area Enhancement (Inf POLICY HD8)
- MALTON-SPECIFIC**
 - Wernworth Street Car Parks (Inf POLICY M1)
 - Malton Market Place (Inf POLICY M2)
- NORTON-SPECIFIC**
 - Land to the Rear of Commercial Street (Inf POLICY N1)
- NON-NEIGHBOURHOOD PLAN DESIGNATIONS**
 - Malton Air Quality Management Area (Inf POLICY AQ)
 - Malton Town Centre Conservation Area Boundary (Inf POLICIES HD1, HD4, HD3)
 - Norton-on-Derwent Conservation Area Boundary (Inf POLICIES HD1, HD4, HD7)
 - Malton Old Town Conservation Area Boundary (Inf POLICIES HD1, HD8)

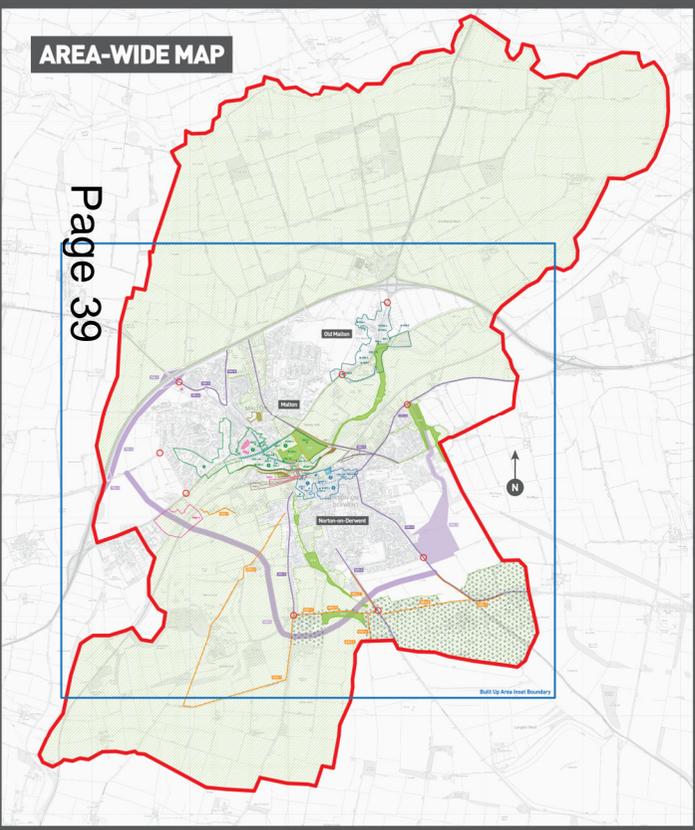


County Bridge/Norton Road Inset Map



BUILT-UP AREA INSET MAP

AREA-WIDE MAP



Page 39

SITES LIST

- TRANSPORT & MOVEMENT**
 - TM1-1 Former Disused Railway Tracks
 - TM1-2 Showgate Manor Estate
 - TM1-3 Brougham Road
 - TM1-4 Scarborough Road/Beverly Road
 - TM1-5 Langton Road Horse Walk
 - TM1-7 Wernham Road
 - TM2-1 Disused Railway Line North-East of Orchard Fields
 - TM2-2 Wool Crowsley/Rear of Railway Station to County Bridge
 - TM2-3 County Bridge
 - TM3-1 Former Disused Railway Tracks
 - TM3-2 Wood Crowsley/Rear of Railway Station to County Bridge
 - TM3-3 New Link Road between Scarborough Road and Bowling Road in Norton
 - TM3-4 Southern (Norton) Byways
 - TM3-5 Link Road between A64/Castle Howard Road/Brapgate Street and A64/B1257 Brougham Road Junction
 - TM4-1 Langton Road Horse Walk to Old Malton
 - TM4-2 Castle Gardens
 - TM4-3 Norton Road Riverside
 - TM4-4 Southern (Norton) Byways
 - TM4-5 Land to the South of Norton Road
 - TM4-6 Spring Cottage
 - TM4-7 Orchard Fields
 - TM4-8 Mill Beck Corridor
- THE ENVIRONMENT**
 - E1-1 Lady Spring Wood & River Walk to Old Malton
 - E1-2 Castle Gardens
 - E1-3 Norton Road Riverside
 - E1-4 Southern (Norton) Byways
 - E1-5 Orchard Fields
 - E1-6 South Hill
 - E1-7 Orchard Fields
 - E1-8 Mill Beck Corridor
- THE HORSE RACING INDUSTRY**
 - HR1-1 Park Road Footpath
 - HR2-1 The Avenue SW to Wernham Park Footpath
 - HR3-1 Whitewall/Baileys Lane Bridleway
 - HR4-1 Ebbotby's Lane to Spring Cottage Stables Footpath
 - HR5-1 Langton Lane Bridleway
 - HR6-1 Spring Cottage Stables Westwards Bridleway
 - HR7-1 National Cycle Route 146
- HERITAGE & DESIGN**
 - HD1-1 Old Maltingate (North Side)
 - HD1-2 The Lodge (Screen Wall), Old Maltingate
 - HD1-3 Orchard Fields
 - HD1-4 Castle Garden
 - HD1-5 Wharfedale Retail Area
 - HD1-6 Railway Street West Side
 - HD1-7 West of Castlegate (South Side)
 - HD1-8 Outbuilding/Car Park, Church Hill (South Side)
 - HD2-1 Land between 20 & 24 Castlegate
 - HD2-2 Castlegate
 - HD2-3 County Bridge (North-West Side)
 - HD2-4 12 Shepherds Hill, Old Gas Works
 - HD2-5 Castlegate Stone Wall (North Side)
 - HD3-1 Malton Town Centre Conservation Area Public Realm Improvement Sites
 - HD4-1 66-52 Nicholas Street
 - HD4-2 Wernham Road/20 Nicholas Street Garage Site
 - HD4-3 Church Street Footage
 - HD4-4 Commercial Street
 - HD4-5 90 Commercial Street
 - HD4-6 28 Wild Street
 - HD5-1 Land Rear of The Globe (Between Railway Street/Wilds Lane)
 - HD5-2 Malton Library Forecourt
 - HD6-1 St Nicholas Street Car Park
 - HD6-2 Manor Farm, Town Street Footage
 - HD6-3 Manor Farm, Outbuildings/Adjacent Land
 - HD6-4 Lancelotti Lane/Westgate
 - HD6-5 Wernworth Arms Car Park Boundary Wall
 - HD6-6 Westgate Junction
 - HD6-7 Central Car Park
 - HD6-8 Footpath Network, East of Town Street
- Norton-on-Derwent Conservation Area Enhancement Sites**
 - HR10-1 Land between 20 & 24 Castlegate
 - HR10-2 Castlegate
 - HR10-3 County Bridge (North-West Side)
 - HR10-4 12 Shepherds Hill, Old Gas Works
 - HR10-5 Castlegate Stone Wall (North Side)
 - HR10-6 66-52 Nicholas Street
 - HR10-7 Wernham Road/20 Nicholas Street Garage Site
 - HR10-8 Church Street Footage
 - HR10-9 Commercial Street
 - HR10-10 90 Commercial Street
 - HR10-11 28 Wild Street
 - HR10-12 Land Rear of The Globe (Between Railway Street/Wilds Lane)
 - HR10-13 Malton Library Forecourt
- Norton-on-Derwent Conservation Area Public Realm Improvement Sites**
 - HR11-1 St Nicholas Street Car Park
 - HR11-2 Manor Farm, Town Street Footage
 - HR11-3 Manor Farm, Outbuildings/Adjacent Land
 - HR11-4 Lancelotti Lane/Westgate
 - HR11-5 Wernworth Arms Car Park Boundary Wall
 - HR11-6 Westgate Junction
 - HR11-7 Central Car Park
 - HR11-8 Footpath Network, East of Town Street
- Malton Old Town Conservation Area Enhancement Sites**
 - HR12-1 St Nicholas Street Car Park
 - HR12-2 Manor Farm, Town Street Footage
 - HR12-3 Manor Farm, Outbuildings/Adjacent Land
 - HR12-4 Lancelotti Lane/Westgate
 - HR12-5 Wernworth Arms Car Park Boundary Wall
 - HR12-6 Westgate Junction
 - HR12-7 Central Car Park
 - HR12-8 Footpath Network, East of Town Street

This page is intentionally left blank



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	18 MARCH 2021
REPORT OF THE:	HEAD OF PLANNING AND REGULATORY SERVICES GARY HOUSDEN
TITLE OF REPORT:	RYEDALE PLAN – LOCAL PLAN REVIEW - CALL FOR SITES CONSULTATION
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To agree to recommend the Ryedale Plan- Local Plan Review- Call for Sites Consultation for inclusion on the agenda of the meeting of Council on the 15 April 2021.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended to Council that:
(i) Members agree the appended Ryedale Plan- Local Plan Review- Call for Sites Consultation material.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 The consultation material (and the questions it asks of sites) will form a key part of the framework for the assessment (and sustainability appraisal) of site submissions to assess their potential suitability for allocations in the forthcoming review of the Ryedale Plan. Whilst it is not setting any policy in itself, it is setting part of the framework for assessing sites.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks that Members need to be aware of in making a recommendation of approval to this consultation document.
- 4.2 The consultation on the call for sites is a specific consultation which is targeting those with land interests. It forms part of a wider suite of evidence and information gathering undertaken prior to preparing a draft plan. It will provide the Officers and Members with information about their deliverability (i.e. the readiness of the site to come forward) and

their developability (i.e. the ability of the site to come forward and be built out).

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 As a key early consultation in the preparing of planning policy, the call for sites is an important element of the Local Plan Review, which is a Council priority. It also therefore has a direct role to play in the delivery of the Council Plan.
- 5.2 Much of this consultation has been informed by experience of the process and some of the work previously undertaken to assess sites in the Local Plan Sites Document (adopted 2019), in terms of the assessment framework. We will be consulting separately the prescribed consultation bodies of Natural England, The Environment Agency and Heritage England concerning the aspect of Sustainability Appraisal of the sites and the Sustainability Appraisal Scoping Framework.
- 5.3 Upon approval by Council, the consultation material will be published online, a notification posted/ emailed out to those landowners/developers/agents on our consultation list. Officers will liaise with the Communications Team to apply the corporate branding to the material produced to publicise for the consultation. We will also be doing a press release and publicity on the Council's website and a notification through social media to raise awareness.
- 5.4 This wider publicity is important: based on the timescale of the Local Plan Review we are only going to undertake one call for sites. Past experience has shown that if sites are continually submitted, it is more difficult to reach a firm resolution on site choices in a timely manner.

REPORT

6.0 REPORT DETAILS

- 6.1 The Call for Sites Consultation is by nature not a consultation which determines or seeks views on policy approaches, or to make strategic decisions about development sites. It is primarily an invitation to those with an interest in the development of land to make those interests known to the Local Planning Authority. It is undertaken at an early stage in the review of the Plan to identify the availability of land in the first instance. It does not pre-empt or prejudice any site, as the iterative process of evidence collation, discussion, Sustainability Appraisal (and Strategic Environmental Assessment) and consideration of strategic decisions has not been made.
- 6.2 This proposed call for sites is, however, different to the one undertaken for the Ryedale Plan in three significant ways.
- 6.3 Previous plan-making work developed the strategy first, with the sites following on from establishing these key spatial principles. In the review of the Ryedale Plan, there will be a iterative and mutual consideration of both sites and strategic policy choices and their capacity to influence each other;
- 6.4 The call for sites for the Ryedale Plan was ultimately undertaken over a period of 13 years (2004 until publication in late 2017) - which was very much a product of its time and plan-making circumstances. This call for sites will be a single event, running for at least two months. Whilst the Council would accept further site information after that time, it is not proposed that we will accept further sites into our assessment process.

The process becomes unmanageable if there is a commitment to accept further site submissions by the Council, as evidence needs to be perpetually updated particularly when it is of a cumulative/strategic nature. But the Council cannot at this stage halt any future site submissions, and so the onus will be on any late site submitter to demonstrate through their own evidence that their site performs better than those the Council has identified, in relation to the site's sustainability credentials. This will become increasingly difficult to demonstrate when sites are considered in a cumulative capacity, and in terms of demonstrating parity in the level of consultation undertaken on sites.

6.5 The third difference relates to the scale and detail of information we are now seeking in relation to site submissions. The Ryedale Plan call for sites merely sought a site plan with a covering letter identifying ownership and the proposed land use. Lots more information was provided later, or was derived from our own evidence collection. As now appended, the call for sites consultation seeks much more information about the sites being submitted to be provided up-front. It is for this reason we have sought a Council-level decision on this consultation concerning the level of information being sought, and the questions asked of those sites. It is important given the timescales of the Local Plan review that we have this information front-loaded and provided in a timely manner, to avoid slippage.

6.6 The key document is the Site Submission Form Template, which is appended to this report. It is structured so as to provide a clear context to the submission of sites, timescales and the general principles around the site assessment process. The Site Submission Form template is then broadly split into the following areas:

- General site information (location, size, landowner details, agent details);
- Whether a developer already has an interest in the site;
- Existing uses and implications of this such as (covenants/ ransom strips/ contamination/ surrounding uses)- and when the land would be available by;
- Proposed use
- Any density/yield (for housing);
- Whether the site can be delivered in stages or providing different types of development, or different tenures or built-types;
- Any 'Enabling Development' considerations;
- Whether the site is for solely affordable housing or whether it will be able to deliver affordable housing contributions as per the existing policy;
- Delivery of 5% bungalows on sites of 50 dwellings or more;
- Details around public transport accessibility;
- Details of any capability to connect to utilities
- Details and findings of any technical surveys on the site;
- Compliance with adopting the Energy Hierarchy of the Local Plan Strategy. In so far as: Minimising energy usage; Using on-site renewable energy
Using decentralised low carbon energy delivery on the site; What sustainable build standards will be achieved; and EV charging capacity;
- Whether the site delivers national space standards;
- Green and blue infrastructure delivery;
- Delivery of Biodiversity net gain;
- Public Rights of Way and public realm considerations
- Viability and vitality consideration of commercial proposals on the town centres
- Details of premises in relation to employment sites

- Delivery of s.106 requirements in relation to affordable housing provision as set out in the Ryedale Plan Local Plan Strategy;
- Delivery of the CIL charging requirements;

6.7 The questions ask initially about practical/legal sites considerations, they also refer to the ability to comply with existing policy requirements (such as CIL and affordable housing) as a standard/benchmark from which to consider viability in conjunction with other 'asks' and requirements placed on sites. These are established and tested policy requirements within the context of operation of the Ryedale Local Plan Strategy. Viability will remain an important consideration, as sites allocated for any land uses need to be deliverable, in order to ensure that a robust land supply can be sustained.

6.8 If technical reports have been produced to consider certain aspects of a site, then these will be considered within the context of any existing information we hold about sites, and would be considered by statutory consultees who have specific, technical knowledge on these aspects. The ability to secure these documents will be essentially a function of the size of the site and any known site constraints/context which may inform the need for further investigation. It is also acknowledged that, for example, ecological survey work will need to be carried out at the right time responding to species particular lifecycles.

6.9 Upon receipt of the information, the site will be entered into a site database and given a unique ID, this ID will be then referenced throughout the process in consultation material to provide a clear means of identifying how sites have been considered through the site assessment process, and to assist both those who have submitted the site, but also those wishing to comment on the sites. The planning policy pages will have a dedicated webpage which will have maps of the individual site submissions and also identified by settlement/parish maps so that local communities can see what land submissions have been made.

6.10 The information will be then form a database of sites features, which Officers will then use to populate the Strategic Housing Land Availability Assessment (SHLAA) and Employment Land Review ELR which are technical documents which evidence the availability of land for specific uses. The more detailed information will also populate a Site Selection Methodology Table (format to be determined), which will be part of the Sustainability Appraisal process of the sites and the policies of the plan. This will involve engagement with a range of stakeholders (including Town and Parish Councils) in the consideration of the sites' suitability for development in accordance with any emerging strategic policy approaches around the distribution of development across the District.

6.11 The publicity around these site submissions will need to be managed so that as the sites 'advance' through the assessment process, the greater publicity will be directed to these sites. Although the Council will still be expected to undertake consultation on the eventually discounted sites, and set out why these sites are discounted, but it will not involve on-site publicity. This is set out in the proposed Statement of Community Involvement (SCI)

7.0 IMPLICATIONS

7.1 The following implications have been identified:
 a) Financial

The work is covered by existing budgetary provision.

- b) Legal
The consultation will need to be undertaken in accordance with our SCI as a statutory requirement and the site assessment process will also need to meet all statutory requirements
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
Equalities considerations are considered through compliance with the Statement of Community Involvement. Staffing has been expanded to deliver this area of the plan review. The call for sites is an important early stage in reviewing planning policy and will also assist in our objectives around health and safety considerations. Environmental impacts and Climate Change considerations are an integral part of the site assessment process. There are no crime and disorder implications identified.

8.0 NEXT STEPS

- 8.1 Subject to Council approval, the call for sites consultation will commence as soon as practicable after the decision. This is to ensure that the consultation aligns with timetable as set out in recently approved Local Development Scheme.
- 8.2 Officers will liaise with the Communications Team to ensure also publicity and consultation material is ready for that consultation to commence.
- 8.3 The outcome of the call for sites will provide the Council with a selection of sites to be considered, in relation to their sustainability, to be identified as potential allocations in the review of the Ryedale Plan. Once the Council has agreed a selection of sites as option choices for potential allocation, further public consultation will be undertaken on the sites, including site notices. This is set out in the review of the Statement of Community Involvement. Site notices will, again, be used at the formal publication stage of the plan review, which will identify the proposed allocations.

Gary Housden
Head of Planning and Regulatory Services

Author: Rachael Balmer
Telephone No: 01653 600666 ext: 43357
E-Mail Address: rachael.balmer@ryedale.gov.uk

Background Papers:
Draft Call for Sites Consultation - Site Submission Template

Background Papers are available for inspection at:

This page is intentionally left blank



Draft Site Submission Form Template:

There is to be **ONE** call for sites, and acknowledging that it may take some time to prepare any material, if a site is not received by **1 July 2021** it will NOT be able to be considered by the Council through the site assessment process. For any late site submissions, the onus will be on the site submitter to demonstrate that their site performs better (in sustainability terms) than the councils preferred sites. There is **no automatic consideration of previously submitted sites**, so a previous submission of a site will need to be re-submitted in light with the information requirements we have set out below.

The Council is also be expecting that site submitters provide a much greater input into the production and collation of evidence which informs the site assessment process, and which will consider sites in comparison with others in a given settlement. Whilst this may not be immediately available- we would expect material to be eventually provided in relation to all these site considerations, and in proportional and timely manner.

At this early stage, we have not made any decisions on the strategy for the distribution of development. So we are unable to stipulate where sites should be from, their size or their use/tenure type. The District Council will be considering the site's location in relation to the chosen distribution strategy and consequential settlement hierarchy, the sequentially testing of sites in relation to retail and flood risk; landscape character and settlement settling, and any heritage setting considerations. It will also cumulative considerations around highway capacity and air quality. It will also look at the on-site sustainability credentials of a site in relation to how it can make a meaningful contribution to reducing carbon emissions and use of natural resources. The sites we assess will give indications of capacity at settlement, this is in relation to both the infrastructure needed for the development of the site, and the impact on the setting of the settlement. Therefore as we consult upon, and eventually establish, the proposed Distribution Strategy and Settlement Hierarchy - then the sites assessment work will iteratively inform that work, informing that emerging strategic framework.

The Council does have a body of technical data which it will be using to assess sites, and will also commission further strategic technical studies of a district-wide nature. Your site may not be automatically discounted if you are unable to provide some of the site-specific technical evidence, and information about sites could be provided later (for example if this allows a more robust level of information). However, if other sites have more information about their deliverability and developability, then this means those sites will perform more favourability in the site assessment process relative to those that do not.

We will be relying where possible on using email as the sole means of communication. Electronic submission of this form and any associated documents would be preferred. If file sizes are a barrier to this, please send via a zipped file or by a file sharing platform to localplan@ryedale.gov.uk

If email is not available, please post your completed questionnaire and any documentation to: **Planning Policy (Call for Sites), Ryedale District Council, Ryedale House, Old Malton Road, Malton, North Yorkshire YO17 7HH**

(FOR OFFICE USE) SITE REFERENCE NUMBER:
Address of site with post code and grid references if possible
Landowner(s) Full name(s):
Landowner(s) Address(s):
Landowner(s) email address(es):
Please provide confirmation from each landowner are in agreement with the proposed site inclusion and for the proposed use. Please ensure that they consent to providing this and their contact details (Please provide on a separate page).
Has the site been marketed for sale?
Is the landowner a Developer?
Does a developer have an 'option' on the land?
Agent's full name
Agents address details with an email contact
Please provide a clearly annotated map of the site in question- site outlined clearly with the access to any roads identified. The map should show the site identified at least two road names where possible.
Where is the site in relation the existing Development Limits of the Settlement
Total site area in Ha:
What is the land currently used for?
When will any current use cease?
What is its proposed use: Residential/Employment/ other – please specify?
If it is for housing, how many units do you anticipate your scheme will be able to deliver? Can the site achieve an appropriate density to achieve the most efficient use of the land, whilst still considering any local design context?
When is the land anticipated to be available? 0-5 years 6-10 years 11-15 years
Do you have a developer interested in/contracted to your site? If so please provide a contact:

Would you consider (through consultation) the sub-division of the site for a smaller area, if this was considered to be a better response to the site's circumstances?

Would you be prepared to release land for other types of housing delivery (such as self-build)?

Is this site coming forward on the basis of meeting an identified conservation deficit as per the Historic England definition of Enabling Development and if so please provide your evidence:

Are you aware of any restrictive covenants on the land or legal agreements such as ransom strips? If so, please outline how these can be addressed/overcome?

Is the site capable of delivering Affordable Housing as set out in the current Ryedale Plan Policy SP3 (as amended in line with national planning guidance)?

Would you be willing to consider your site for solely affordable housing delivery?

What provision has been made for Ryedale's elderly population, including a 5% allowance for bungalows on sites of 50 dwellings or more?

Is your site previously developed land* and if so is it subject to a land contamination survey?

*does not include gardens or buildings in agricultural use (as per the NPPF definition)

What is the nearest public transport to the site? please provide details

Is the site serviced by any utilities (Water/Sewerage/Electricity/Gas/ Fibre Broadband/community heating)

Has your site being subjected to any surveys concerning:

- Archaeology;
- Ecology (provision of biodiversity net gains);
- Highways – Transport Assessment or Transport Statement;
- For sites over 1ha or over 80 houses- Has a Travel Plan been produced?
- Geotechnical survey (on unstable/sloping land)
- Flood risk Assessment for sites over 1ha
- Air Quality (Malton and Norton)
- Noise (if adjacent to a noise emitting use)
- Drainage – following the hierarchy of drainage – and including the findings of a percolation test

<ul style="list-style-type: none"> Concerning any heritage assets in or adjacent to the site has a statement of significance been prepared <p>If so, when was this undertaken and please provide electronic copies.</p>
<p>How does the site adopting the Energy Hierarchy of the Local Plan Strategy? In so far as:</p> <ul style="list-style-type: none"> Minimising energy usage; Using on-site renewable energy; Using decentralised low carbon energy delivery on the site; Sustainable building design and delivery; <p>If so, what build standards are proposed to be met in relation to this?</p>
<p>Will the development provide private e-vehicle charging infrastructure?</p>
<p>Will the eventual development comply with the national space standards?</p>
<p>What forms of green and blue infrastructure will the site incorporate, and what will be their purpose (recreational/climate change resilience)?</p>
<p>Would the development impact on protected and unprotected trees, hedgerows and ancient woodland, and if so has an arboricultural assessment been undertaken?</p>
<p>How would the site deliver biodiversity net gains?</p>
<p>How does the site respond to the presence of any public rights of way?</p>
<p>Does the proposal involve new public realm or enhancements to the existing public realm as part of its development?</p>
<p>Commercial sites: Will the site promote the viability and vitality of the Principal Town or Local Service Centre?</p>
<p>What type of premises will be proposed on the site: Expansion for existing businesses; Start-up premises; Business park;</p>
<p>Will the development be capable of meeting the usual range of site-specific s106 requirements, such as on-site open space and affordable housing as set out in the Ryedale Plan- Local Plan Strategy? If not, why?</p>
<p>Will the development deliver the requirements of the Ryedale CIL Charging Schedule? If not, why?</p>

This page is intentionally left blank



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES
DATE:	18 MARCH 2021
REPORT OF THE:	HEAD OF PLANNING AND REGULATORY SERVICES GARY HOUSDEN
TITLE OF REPORT:	STATEMENT OF COMMUNITY INVOLVEMENT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To agree to recommend the Statement of Community Involvement for inclusion on the agenda of the meeting of Council on the 15 April 2021.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended to Council that:
(i) Members agree the appended Statement of Community Involvement for implementation.

3.0 REASON FOR RECOMMENDATION

- 3.1 The Statement of Community Involvement (SCI) is statutory procedural document which sets out how the planning service will engage in planning matters with stakeholders. It is focused on the preparation of planning policy, and detailing with applications made under the Planning Acts.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks that Members need to be aware of in making the decision to recommend approval the SCI for use in the plan review, and for the consultation procedures on planning applications.
- 4.2 It is important for Members to be aware that the SCI is an important procedural document for the Planning Service. It sets out how, when and who we will consult with in the making of planning policy, and the consultation on planning applications and other applications covered by the Planning Acts. Adherence to the document is

required in the plan-making process, and also in the consideration of planning applications through consultation processes. Failure to undertake consultation in accordance with this document can render a plan legally unsound, and can also lead to legal challenges on the validity of planning decisions.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The SCI is a document which was brought into effect by the 2004 Planning and Compulsory Purchase Act, and its broad content is prescribed in the 2012 Local Planning Regulations. It is these regulations that define the key stages of process in preparing planning policy documents: setting out how, when and who with we consult with in key stages when dealing with plan making. It sits alongside the Local Development Scheme (LDS) which is the work programme for delivery of planning policy. It therefore directly impacts on the delivery of planning service. It directs the procedures and processes in the development of planning policy through consultation, and therefore informs and evidences the policy approaches chosen in the Plan. It also sets out the role of the District Council in neighbourhood planning; preparation of the Supplementary Planning Documents; and the approach to consultation on applications under the Planning Acts. There is also a statutory requirement to review SCIs regularly and when starting a Local Plan, or commencing a review of one.
- 5.2 It has a direct impact on the implementation, and therefore delivery of the Local Plan Review, which is a Council priority. It also therefore has an indirect, but important role to play in the delivery of the Council Plan. It also provides the framework for consulting around planning applications- which are an important opportunity for local communities to comment on applications that they consider affect them. Whilst it is a consultation manual which is solely for planning matters, Officers will liaise with the Communications Team to apply the corporate branding to the document.
- 5.3 A short consultation on the review of the SCI was commenced post the decision to agree the Local Development Scheme, and finished on the 1 March 2021. Although not formally required, it is identified as being good practice to seek the views of stakeholders. The findings of this have been fed into the document prior to the document being finalised. The SCI is presented with a consultation statement setting out who was consulted, their comments, and the response to the comments in relation to the SCI.

REPORT

6.0 REPORT DETAILS

- 6.1 Both the preparation of planning policy, and the consideration of applications under the Planning Acts is, for the most part, set within a prescribed regulatory framework provided by statutory regulations. So these regulations must be complied with in the first instance- as going above and beyond them can undermine the consultation undertaken because it may then not be identified as being duly made.
- 6.2 The SCI, however, sets out in a comprehensive manner how this is undertaken in detail. It provides the ability to set out the types of engagement we will undertake at different stages in the process. It does so in an easily understood format- to help, in particular, local communities and organisations in their awareness of how and when they can participate in planning matters. It is important that this is set out in clear terms

because the SCI is as much about informing engagement as it is managing engagement for those who may not be very familiar with the planning process. Any form of consultation set out in the SCI must be realistically achievable, and not place unrealistic or impractical expectations on how consultation will be undertaken. This is particularly important at the preparation stage, to undertake meaningful and engaging consultation, but in a responsive way.

6.3 The broad structure of the SCI is split into four main components:

- Introduction and context to the SCI and planning consultations;
- Planning policy making, covering: consultation on Local Plans (and their Review); Neighbourhood Planning; Supplementary Planning Documents; the Duty-to-Cooperate;
- Considering applications made under the Planning Acts (considering differences between major and minor applications and developments subject to EIA regulations; and
- A Glossary- which is necessary to explain some of the technical terminology which needs to be used in the document.

6.4 The introduction which provides the context to what the SCI does, and how it is to operate. It explains the types of community involvement that can be undertaken in principle:

- 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
- Information – providing data, such as providing notices and publishing reports, and general information

It also explains the role of Members and Officers in terms of how we use/consider this information. The planning system essentially operates within an environment of sometimes competing issues; and we need to apply judgement and weigh any planning 'harm' against the planning 'benefits' to find the best approach to take. It is also about the need to look at the planning issues raised in the public interest.

6.5 Policy Making is broadly split into the following stages which are prescribed in the regulations:

- Preparation and evidence gathering (Regulation 18) is about informing the direction and scope of the plan. This is normally the longest stage in the process, as it is important not to pre-empt or prejudge the policy approach. It is essentially about evidence gathering and the understanding of aspirations and issues. This is where we will undertake more specific and focused consultation and engagement and participation with stakeholders to establish what are the issues facing the district, what are the options to address them, and steer a way forward. We then consult on draft policies and proposed sites (and why we have discounted other sites). This is

where the Duty to Cooperate is at its most active. It is also where we consult with prescribed bodies on key technical assessments: the Sustainability Appraisal and Strategic Environmental Assessment; and in the Habitats Regulations Assessment. It is essential to record the outcomes of consultation at this stage as they form a Statement of Consultation. The Local Plan Working Party will be extensively involved in this stage. This culminates in:

- Publication of the Plan (Regulation 19). This is a formal consultation stage where the Council consult all interested parties for a specified period of time (6 weeks). This publication draft is the version of the plan review that the Council intend to submit to the Secretary of State (MHCLG). The Members of Council agree the Publication of the Plan Review. The proposed Plan and all supporting material is published on line (and normally placed on deposit) and a formal notice is published in the local press. All the comments we receive at this consultation stage have to be specifically catalogued and responded to, and in doing so set out whether this requires a revision to the Plan. This forms the second Statement of Consultation (Regulation 19) which is then part of the submission, it is also considered by Members who agree the submission.
 - Submission is a notification stage. We notify everyone who responded to the Regulation 19 stage via email or letter that we have submitted the Plan to the Secretary of State (The Planning Inspectorate). This is also accompanied by formal press notice and all documentation published on the website. The regulations require that it need only be sent to anyone who sought to be informed is notified. But in Officer's experience it is better to notify anyone who commented on the Plan at Publication stage to avoid missing anyone who forgot to notify us.
 - Examination is where the proposed Plan is tested and appraised by a formal hearing. Communications at this point will be led by the appointed Inspector, via the Programme Officer, who is an intermediary between the Inspectorate, the Council and the participants of the Examination. We also have to publicise the Examination and give details of the time table at least six weeks before the Hearing Sessions Commence. As an outcome of the hearing sessions, we may consult on what are known as 'Main Modifications' (at the direction of Inspector) and this will be by email/letter and will ask very specific questions about changes to the wording of the plan- these can range from factual changes to changes to the wording of policies- it does not permit fundamental modifications- as this would represent a different Plan. Subject to a non-binding Inspector's report which concludes the Plan is 'sound' the final stage is reached:
 - Adoption – this is also a notification stage. However, prior to adoption, a Consultation Statement and summary Sustainability Appraisal is prepared for Members, so that they are able to see how consultation informed the examination process. Upon approval, we give the notification of adoption and provide information on the rights concerning legal challenge.
- 6.6 Planning application consultation is more prescribed than that of plan-making. This is to ensure that timely decision making can take place. Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that all planning applications should have some form of publicity. Indeed the minimum requirement for consultation on a planning application is a site notice(s), with any prescribed press notice(s) in a local newspaper. But Ryedale, like many planning authorities, also consults directly with adjoining and neighbouring properties. In doing

so, it does not write to adjacent landowners- only those with a property address. Once the minimum consultation periods have been passed (21 Days since the last consultation undertaken- and in the case of applications subject to Environmental Impact Assessment - 30 days), and all statutorily required consultations have taken place, a decision on the application can be made. Although, in reality, there is often a need to re-consult on aspects, and the Case Officer may apply some discretion in awaiting further, or later, comments. This is because planning applications can be under consideration for some time after a consultation period has finished. This is important, as it allows more meaningful engagement and can lead to better outcomes in a scheme.

- 6.7 Consultation on planning applications, particularly those identified as significant applications (such as those for housing sites) are expected to be subject to community consultation and engagement prior to their submission- and this is undertaken by the applicant.
- 6.7 The Duty to Cooperate is a statutory obligation that requires organisations involved in strategic policy making to demonstrate that they have cooperated with each other in the preparation of Local Plans. In doing so a Statements(s) of Common Ground should be prepared in relation to strategic/cross boundary matters. It documents where effective co-operation is, and is not, happening throughout the plan-making process. It is a way of demonstrating at Examination that plans are deliverable over the plan period, and based on effective joint working across local authority boundaries. In the case of local planning authorities, it also forms part of the evidence required to demonstrate that they have complied with the Duty to Cooperate. Officers will be writing to the prescribed organisations around this duty, and will be preparing in due course a Statement of Common Ground. This is only briefly discussed in the SCI as it involves specific strategic bodies and direct engagement with them on that basis.
- 6.8 In the midst of the Covid-19 pandemic, the Government is keen that the planning system continues to operate effectively, to ensure that its contribution to supporting the economy and delivery of homes can be sustained. The impact of Covid-19 has meant that normal/traditional approaches to face to face consultation events and meetings are not possible. This is extended to the inability to view paper documents on deposit. It is also not clear for how long social distancing (staying at home and away from others) will be enforced. Although, Government guidance has identified that paper copies of planning applications or deposit copies of planning consultation material will not be available until at least December 2021. Therefore the SCI will need to reflect such a position which maximises digital consultation and notification for the foreseeable future and for the life of this SCI, until it is reviewed or the regulations are changed- whichever is the sooner. Any changes will be publicised on the SCI web page.
- 6.9 The Town and Country Planning (Local Planning, Development Management Procedure, Listed Buildings etc.) (England) (Coronavirus) (Amendment) Regulations 2020 make temporary changes to how documents are required to be made available under regulation 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (“the 2012 Regulations”). They temporarily remove the requirement on a local planning authority to make hard copies of documents available for public inspection at the authority’s principal office and at such other places as the authority considers appropriate (in Ryedale’s case- the public libraries). Documents are still required to be made available on the local planning authority’s website.

- 6.10 The Government has issued guidance to ensure that consultations are undertaken in a manner which combats the spread of Covid-19, they have also indicated that SCIs should be subject 'immediate review' to incorporate in these approaches into the SCI. The Government has suggested the use of virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website. Some of these are already being undertaken (such as video conferencing, and use of the Council's website). Even prior to the pandemic, officers were considering how to utilise different platforms to get information out, and to consult in a more effective way. Using social media would be new area, and it is seen as being more of a notification application- as it can become difficult to manage the responses received through these posts if there is no clear follow up.
- 6.10 But how should we engage with those who do not have access to the internet? The Government has suggested the following approach: by using representative groups/organisations, and allowing individuals to nominate an advocate to share their views on their behalf. This is an approach that we would be seeking to adopt. Many of the more distanced/isolated communities in Ryedale have poor internet connection. We would also promote the use of e-email delivery of responses, but still accept those made in writing. In time, we will seek to again place key documents on deposit at Ryedale House and the libraries. But this will be considered in a future review of the SCI, or undertaken if the regulations revert back to their original wording- whichever is the sooner.
- 6.11 It is proposed that large scale consultation meeting events would not be undertaken. In past experience they have generated considerable interest, but which was often provided on a one-off basis. In their place would more targeted and focused meetings with Statutory Consultees in their areas of responsibility and groups (such as Parish Councils and Town councils either with or without residents, interest groups, developers and their agents and Estates) will be undertaken instead. This, in Officer's experience, has been a more effective way to meaningfully discuss issues and seek resolutions prior to formal submissions.
- 6.12 Whilst this could be viewed as a temporary approach, Officers consider that the increased use of digital consultation is here to stay. There are positive practical resource implications, by reducing costs on printing and postage, reducing paper use, and reduce the need to travel to meetings. But more important than this, is that they can be undertaken with greater frequency, focus on specific issues, and be approached with more flexibility on their timing- to ultimately improve the ability to engage with stakeholders in a more direct and meaningful way- and to get better outcomes on consultation undertaken.
- 6.13 For planning applications, there is a temporary lifting of the requirement to provide hard copies of planning applications, and this will apply until December 2021. There is no further proposals to change consultations under the Planning Acts, and the section will be updated with the more recent regulations.
- 6.14 The SCI also makes signposting references to the GDPR and how we hold/treat personal data and how someone can check what information we hold, and have their details added/removed from our consultee list. Whilst we will hold responses made to any consultations to assist in future planning work, we only need to hold personal data for as long as the plan preparation stages require it, or unless the individual is happy for their details to be held for future planning policy work. If they do not wish to have the details held, we can retain their comments and name alone.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
The work is covered by existing budgetary provision.
- b) Legal
The SCI will need to be undertaken in accordance with existing statutory procedures.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
Equalities considerations are considered through compliance with the Statement of Community Involvement. Staffing has been expanded to deliver this area of the plan review. The Call for Sites is an important early stage in reviewing planning policy and will also assist in our objectives around health and safety considerations. Environmental impacts and Climate Change considerations are an integral part of the site assessment process. There are no crime and disorder implications identified.

8.0 NEXT STEPS

8.1 Subject to Member agreement this Report, the SCI and consultation statement will be considered by Council. Upon approval by Council it will be published on the Council's Planning website and a link added to the planning policy consultations page. In future consultations we will make reference to this document.

Gary Housden
Head of Planning and Regulatory Services

Author: Rachael Balmer
Telephone No: 01653 600666 ext: 43357
E-Mail Address: jill.thompson@ryedale.gov.uk

Background Papers:
Draft Statement of Community Involvement
Consultation Statement

Background Papers are available for inspection at:

This page is intentionally left blank

Draft Statement of Community Involvement

Ryedale District Council

March 2021

Page 61

Planning and Regulatory Services

Ryedale District Council

Ryedale House

Malton

YO17 7HH

01653 600666

localplan@ryedale.gov.uk

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. 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

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

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>Stage 1 Preparation and evidence collection (Regulation 18)</p> <p>There are many smaller forms of consultation undertaken</p>	<ul style="list-style-type: none"> • Call for sites- where we ask for land to be submitted for consideration • The scope/content of the document, such as in relation to asking for views on specific approaches/options • 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 	<ul style="list-style-type: none"> • Statutory consultees (including Parish and Town Councils) • Duty to Co-operate Bodies • General national interest bodies • Umbrella organisations who represent groups who may be hard to reach in planning work • Local interest groups • Local businesses • Developers 	<ul style="list-style-type: none"> • By letter/email advertising that that a consultation is taking place • Publishing a single calls for sites – using a questionnaire • Using social media to notify any consultations being undertaken • Using press releases where they are appropriate • Publishing technical evidence online for information 	<ul style="list-style-type: none"> • We would incorporate any technical advice/ resources into our data evaluation. • We collate the findings and respond to those comments. This may result in more consultation. • The outcome would be to outline options and choices, and eventually define 	<ul style="list-style-type: none"> • 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. • The findings of the evidence base collection and consultation with stakeholders will inform the chosen approach

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"> • We will consult on the site assessment process and the consideration of sites 	<ul style="list-style-type: none"> • Landowners/estates • Interested persons of the wider community (or their representative) where appropriate to the document 	<ul style="list-style-type: none"> • Publishing maps/ and documents to comment upon • 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 • Once we have chosen option sites for potential allocation we will publicise these by site notice. 	<p>and refine those choices to a draft plan policies.</p> <ul style="list-style-type: none"> • All consultation would be recorded in our Regulation 18 Statement of Consultation. 	<p>and therefore the policies of the plan and eventually result in the draft plan.</p> <ul style="list-style-type: none"> • We will present information and findings of consultation with Members. • This will eventually lead to formal consultations on policy decisions to be considered by committee and agreed by Council.

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>Stage 2 Publish the proposed draft Plan (Publication) Regulation 19</p> <p>This is the Plan we propose to submit</p>	<ul style="list-style-type: none"> • 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) • We publish the Consultation Statement (Regulation 18) which will set out the stages of consultation in the plan's production • Any technical reports will be available to view 	<ul style="list-style-type: none"> • The Council will formally consult those specific, general and other consultation bodies invited to make representations at the earlier stage. • Anyone who has expressed an interest in the review of the plan will be invited to make their comments • There is a form to complete which asks specific questions- this is not compulsory to complete 	<ul style="list-style-type: none"> • By letter/email • The Council will make the Local Plan (Review) and supporting documents specific to the regulations available on the Council's website • To explain the approach of the draft plan online meetings will be held. • We will place site notices up at the sites which are proposed as allocations • We will seek comments for a minimum period of six weeks. • We would invite you to let us know if you wish to participate in 	<ul style="list-style-type: none"> • Each response is catalogued and the Council makes a specific response to it. These will be recorded under Regulation 20 Statement of Consultation • 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 	<ul style="list-style-type: none"> • Members will consider all the responses made to the consultation • 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.

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

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
After the hearings	<ul style="list-style-type: none"> • During the Examination we may consult on what are known as Main Modifications - changes to the Plan 	<p>bodies which were invited to make representations under regulation 18</p> <ul style="list-style-type: none"> • We would consult with all those consulted at publication 	<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"> • We would prepare a consultation document on the Main Modifications and undertake any SA/SEA/HRA 	<p>Examination hearings you would have let the Council know at Publication stage and be contacted by the Programme Officer</p>	
Stage 4 Adoption of the Local Plan	<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"> • The adoption statement will be sent to the Secretary of State and any person who requested to be notified. • We also will prepare a Summary 	<ul style="list-style-type: none"> • This is a notification stage by letter/email this will provide the adoption statement and right of challenge • Following adoption of the Plan the Council will ensure the Plan Review 		<ul style="list-style-type: none"> • 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

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"> • We will contact everyone on our consultation list to ask if they want to remain on the list for future planning consultations

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:

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
Stage 1 Preparing a Supplementary Planning Document (SPD)	<ul style="list-style-type: none"> The initial stages involve collecting evidence and ideas and considering alternative approaches to the specific area of the SPD 	<ul style="list-style-type: none"> 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 We may consult more widely, for example, with a Parish and town Council (and Local community) if the SPD is geographically-specific 	<ul style="list-style-type: none"> 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"> Initial Correspondence by letter/email Meetings Potential Focus groups (online) 	<ul style="list-style-type: none"> A Consultation Statement (Regulation 12) would set out how the discussions and responses had informed the development of the draft document and its approach 	<ul style="list-style-type: none"> Develop a draft of the Supplementary Planning Document for Members of the Council to agree to be subject to public consultation

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
Stage 2 Publishing the draft Supplementary Planning Document	<ul style="list-style-type: none"> The content of the draft Supplementary Planning Document 	<ul style="list-style-type: none"> Statutory and general consultees Those individuals invited to develop the SPD Any person who wishes to be notified of the SPD 	<ul style="list-style-type: none"> Letter/email inviting comments to be made on the content of the draft SPD within 4 weeks minimum 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> The draft SPD will be amended as needed and be submitted for approval by Members of the Council through the Council's committee system
Stage 3 Adoption of the Supplementary Planning Document	<ul style="list-style-type: none"> This is a notification stage of the Council's decision to adopt the SPD for use 	<ul style="list-style-type: none"> Anyone who made comments on the draft SPD document at stages 1 and 2 	<ul style="list-style-type: none"> Notification that the SPD was adopted A copy of the Adoption Statement must be sent to any person who wishes to be notified of the adoption 	<ul style="list-style-type: none"> Notification only- it sets out the ability to legally challenge the document 	<ul style="list-style-type: none"> The document will then be used in considering planning applications

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>MAJOR</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"> Involve the community with appropriate methods. E.g. public meeting/exhibitions (see * above), workshops and consultation websites. The planning application should provide a statement setting out how the community was involved in the application, the findings of 	<ul style="list-style-type: none"> 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.

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"> • Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance. • 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. • Comply with our Local List on submitting evidence to support planning applications. This can then be considered by relevant Statutory Consultees, and interested Stakeholders. 	<ul style="list-style-type: none"> • 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. • 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. • Advertise in the local press by a notice. • Consult statutory consultees and where relevant to the type of application, non-statutory consultees by electronic means only. • 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. • 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.

Type of Development	What applicants need to do	What we will do
<p>MINOR</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"> • Applicants can consider using methods of community involvement appropriate to the scale and nature of proposed development. We would support this approach. • Applicants would then provide a statement describing the actions taken to involve members of the community in the application. • Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance. • Consider seeking advice through pre-application with the Council and appropriate statutory and non-statutory consultees. 	<ul style="list-style-type: none"> • 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. • Publish the application documents on our website. We do not have paper copies of the application available to view at the District Council. • 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.
<p>OTHER</p> <p>Includes categories:</p>	<ul style="list-style-type: none"> • It is a good idea to speak with your neighbours before applying for planning permission- by showing them your plans and 	<ul style="list-style-type: none"> • Advertise in the local press if the application: <ul style="list-style-type: none"> ○ Is for a listed building ○ Is in a conservation area

Type of Development	What applicants need to do	What we will do
<p>Change of use not including building or engineering work. And Householder; 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"> • Set out how the proposal seeks to comply with both local planning policy and National Planning Policy and National Planning Guidance. • Consider seeking advice through a pre-application enquiry with the Council – we will advise you whether your proposal may need specialist input. 	<ul style="list-style-type: none"> ○ Affects the setting of a listed building/conservation area • Consult statutory and non-statutory consultees as relevant by electronic means only. • 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.

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. 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.

Statement of consultation for Statement of Community Involvement (SCI)

Consultation February 2021

Respondent	Comments made	Response and Proposed Actions
T. M. Barker and Son	No comments.	Noted
Mr Mark Roberts Designing Out Crime Officer North Yorkshire Police	A request for Pre-application advice to include consultation with Police DOC for bigger developments (aimed at the applicant).	The section in the SCI outlines the steps that applicants should take in relation consulting with statutory consultees. It is not considered necessary given the general approach of the SCI to prescribe in detail when individual statutory consultees would be consulted.
Natural England (Jacqui Salt)	No specific comments but general advice on their website relating to consulting NE.	Noted. We will continue with established procedures.
Sheriff Hutton Parish	The Parish wish for improvement to the quality of the planning application documents submissions. Some applications have been very poor quality making assessment of the scheme difficult.	We note the concerns and will consult with the IT department to see how we can make plans more legible in terms of their resolution. This is however, a technical software issue. If Parish Councils have any queries about the plans they can contact the Case Officer who will take them through the plans.
George Winn-Darley	Request for additional information regarding call for sites.	Noted. We will provide more information on this matter in due course.
Highways England	Welcoming consultation but no comments.	Noted and welcomed
Mr Clarke	Suggestions: A cycle route from Stamford Bridge to Malton, connecting with one from Stamford Bridge to Howden, could benefit cycling. A major park development, possibly including a caravan park - opposite the Council Offices - with a cycle path connecting Old Malton to the bottom of Castlegate, a riverside/park path the river crossing. Possibly an extra foot/cycle bridge near the location of the old railway line to Norton, giving access from Norton to the park and Council offices. Extra footbridge is difficult with	Noted. The scope of the consultation was concerning the content of the SCI, rather than the development of policy approaches/choices or allocations at this stage in the process.

Respondent	Comments made	Response and Proposed Actions
CPRE North Yorkshire the Countryside Charity	<p>rail and river to cross, see example at Mexborough to Old Denaby.</p> <p>The Charity remarked on the outdated nature of current SCI.</p> <p>As a result of the pandemic the new SCI should reflect moving into more online functions and retaining these/overcoming barriers.</p> <p>The council should also seek to involve hard to reach groups and fulfil statutory obligations under the Equality Act. CPRENY will comment further on the produced draft SCI.</p>	<p>The newly drafted SCI has been factually updated in relation to: document titles, timescales and regulatory procedures, as well as the use of digital technologies, and the different bodies and organisations with any updates to titles.</p> <p>The document has also been simplified to make it more direct in its messages.</p> <p>The Local Planning Authority, as part of the commencement of the review of the Plan will be preparing and Initial Equalities Impact Assessment to continue to identify and improve engagement with harder to reach groups prior to any formal consultation, and ensure that we are providing equal opportunity to engage in the planning process.</p> <p>There is no proposal to re-consult on a draft of the SCI. But we will review the SCI's operation in our forthcoming Authority Monitoring Reports.</p>
Persimmon Homes	<p>The Council should recognise functionality in newly formed online function of consultations following the COVID 19 outbreak as to allow flexibility and continuation of service. These new methods should remain in place after the national restrictions end.</p> <p>The expectations for pre-application consultation detailed should also provide further and more explicit guidance on the approach that the Council would deem to be appropriate for major applications in the current environment. It should make clear what the expectations are for pre-application consultation while temporary</p>	<p>Officers will continue to take into account newly utilised digital methods for consultations as a result of the pandemic and beyond. All consultation methods will be reviewed as the situation progresses to ensure the most effective/safe methods are in operation. It is expected that, when Covid -19 measures are no longer in operation, both newer forms of engagement will sit alongside the statutorily required consultation measures (such as placing documents on deposit).</p> <p>The SCI has a section on consultation before making an application and sets out in proportionate detail how consultation on major applications can be conducted, and what the Local Planning Authority would expect both in light of</p>

Respondent	Comments made	Response and Proposed Actions
	restrictions relating to COVID-19 are in place, as well as the requirements that will apply once there are no longer any restrictions in place.	Covid, and how the local community would best like to be engaged (by asking the Parish Council). Also, that such engagement should inform the development of the application- rather than be undertaken just prior to the submission of the application.
York Consortium Drainage Board	No comments but wish to remain involved in development schemes.	Noted and welcomed
English Heritage	No comments to make on this occasion	Noted
North Yorkshire County Council Planning	<p>No specific comments but recognise the current SCI is outdated. The updated revision should reflect current Regulations and best practice.</p> <p>Welcome the opportunity to review the document should this be available.</p> <p>We welcome the opportunity to work with the Council to help develop the Local Plan though duty to cooperate discussions and engage and comment at formal stages of the Plan as it progresses.</p>	<p>Noted and welcomed. We have updated the document to reflect current regulations and best practice.</p> <p>It is not proposed for the document to be re-consulted on, but we will review the SCI's operation in our forthcoming Authority Monitoring Reports.</p>
Harome Council	The Parish are not able to make comment within the deadline as limited opportunity to circulate due to IT constraints. We can provide a response on the 3 March 2021	<p>Officers appreciate that the consultation period is limited and getting materials to those without email access is a challenge. However this consultation is for the SCI alone and there will be further opportunity to comment on the development of the local plan later this year.</p> <p>We responded directly back to the Parish to inform them that we would report to Members (verbally in summary) Harome Parish Council's response when it is available, at the committee Meeting.</p>

Respondent	Comments made	Response and Proposed Actions
Yorkshire Wildlife Trust	No comments on the SCI but updated contact provided and welcome further Planning policy consultations	Noted and welcomed.
North Yorkshire Local Access Forum	Want to be consulted on all matters relating to 'access'. It's hoped that access and routes for non-motorised users will feature much more prominently in all local and regional plans and planning applications.	There are no plans to change the procedural consultation processes concerning planning applications, and as a Statutory Consultee in relation to PROWs you would be notified. As the plan is developed we will consult with the LAF in relation to strategic approaches concerning accessibility/Green Infrastructure and inviting comments on specific sites in due course.
Homes England	No comments but look forward to continuing to engage.	Noted
Fitzwilliam Estate Malton	No specific comments in relation to the SCI contents, but welcome inclusion of local estates to list of groups involved in plan preparation	Noted- the landed estates feature on the list of general consultees.
Amotherby Parish Council	Very happy with the plans in place	Noted. There are no proposals to change consultation procedures in relation to the planning applications. The plan making process seeks greater emphasis on digital engagement in order to have meetings, rather than face to face meetings.

A number of responses received have not been included in the table because they:

Provided factual updates to contact details;

Seeking to be removed from our contact list; and

Expressed an interest in submitting sites.

These matters do not have a bearing on the content and approach of the Statement of Community Involvement, although we appreciate the responses as it helps to ensure our contact lists are up to date.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank