

Appendix A

Some pertinent details from the Statement of Community Involvement are summarised as follows:

1 Getting involved in planning

(Extract **1.9**) The duty to cooperate is not a duty to agree but local planning authorities should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their local plans for examination.

(Extract **1.13**) The Statement of Community Involvement is a key part of the Council's overall approach to community engagement and reflects the Council's vision as set out in the adopted [Council Plan \(2023-27\)](#) . The new Council Plan sets the ambition to build on North Yorkshire's natural capital, strong local economy and resilient communities, to improve the way local services are delivered and support a good quality of life for all. The Council Plan sets out that it will carry out effective community engagement and encourage participation by our communities.

(Extract **1.19**) Every effort will be made to ensure that the best use is made of available staff time and resources. Methods of consultation and engagement will be tailored to the situation. We will favour methods that are the most effective in involving people in the planning process and will not use methods just because we are expected to if those methods have been shown to have limited effectiveness.

(Extract **1.20**) In order to improve efficiency, the council will make use of electronic communication tools and build upon existing communication channels wherever possible. The council will engage, involve and consult on planning matters in line with the latest regulations and guidance as appropriate and relevant.

(Extract **1.21**) In order to ensure that your involvement is effective you will be expected to:

- comment within the specified time period.
- provide comments in a clear and succinct format, ensuring that representations relate to the issues and documents being consulted upon;
- be aware that your comments with your name attached (for local plan and planning policy consultations) will be made publicly available with personal and sensitive information redacted in line with the privacy notices for [Planning Policy](#) consultations and [Development Management](#) (Included within the Planning Services' privacy notice);
- be understanding and respectful of alternative views. We have a zero tolerance of abusive language etc. All comments are moderated and any that are considered to fall short of these requirements will be rejected; and
- if you are replying on behalf of a group or organisation, consider and explain how members of the group have been involved in formulating the representation. Ensure that the full range of member views is represented and specify where agreement and disagreement exists.

What is the role of the elected councillors in the planning process?

(Extract **1.22**) The division councillors represent their respective divisions across North Yorkshire and they listen to residents' concerns and views on planning issues. Division councillors can voice their support or make objections to planning applications in writing and speak at committee on behalf of their constituents.

(Extract **1.24**) The role of locally elected division councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in writing to the Council within the specified time for a particular consultation. You can check the contact details of your local division councillor on the [North Yorkshire Council website](#) .

(Extract **1.25**) Parish and town councils play a vital role in community involvement in the planning system and the production of neighbourhood plans. Parish and town councillors can comment on particular planning applications or the preparation of policy documents that may affect their area. They may request to speak at planning committee with respect to planning applications being considered in their parish or town. Parish and town councils have an important role when identifying priorities in their areas and provide a valuable means of sharing information about the planning process to their local community. This is particularly important for when parish and town councils produce a neighbourhood plan. More information on neighbourhood plan production is in Section 2 of this document. For more information on your parish or town council, see the [North Yorkshire Council website](#) .

The council is also responsible for the implementation of the Community Infrastructure Levy where this had previously been adopted within the former districts.

2 Influencing the local plan and planning policy

(Extract **2.7**) The opportunities to be involved and provide comments are dependent on the type of planning policy document being produced. However, the stages for involvement are designed to ensure that you can be involved from the earliest opportunity of planning policy preparation. These stages can provide you with various opportunities to be involved and potentially influence the content and direction of a planning policy document.

(Extract **2.8**) The council will also involve the community in the preparation of documents when regulations do not apply and where consultation is not a legal requirement, but is encouraged. For example, consultation on conservation area appraisals and designations.

(Extract **2.12**) The Council will notify those registered on the planning policy consultation portal. Once you are registered, you can choose how you want to be contacted by the council on planning policy matters.

(Extract **2.14**) All relevant documents and information will be made available on the [Local Plan website](#) and the [Planning Policy Consultation Portal](#) in line with the latest regulations and guidance. Once registered, you are encouraged to access and view the available documentation via the planning policy consultation portal. During consultation and participation, paper copies of documents will be made available to view at locations including council offices and libraries and drop-in sessions/events/exhibitions may be arranged as necessary.

(Extract **2.15**) Accessing the documentation via the [Planning Policy Consultation Portal](#) will allow you to respond directly to specific questions or provide comments on text in the relevant document(s).

(Extract 2.23) Preparation of a local plan (Pre-publication preparation - Reg 18)

At this stage, the council will undertake a period of research that will form the evidence base. Pre-preparation can include scoping reports, issues & emerging options, further evidence, and preferred options. Not all of these may be necessary for the preparation of all local plan documents. Formal engagement with the community, organisations and interested parties will take place at this stage. The council will consider all relevant comments and prepare a draft document.

(Extract 2.33) Neighbourhood plans

A neighbourhood plan gives local communities direct power to shape the development and growth of their local area by building upon the policies in the local plan. Communities can influence where new homes, shops, offices and other facilities are to be built in their neighbourhood, what the new buildings should look like and what infrastructure should be provided.

(Extract 2.34) Introduced under the Localism Act (2011), a parish or town council will normally lead the production of the neighbourhood plan in your area with support and guidance from North Yorkshire Council. More information about neighbourhood planning can be viewed [\[Insert link to NYC Neighbourhood Plan Page in final version\]](#). The key stages in the production of a neighbourhood plan are set out in Table 3 below. This sets out the key informal and formal opportunities for the community to be involved in the preparation of neighbourhood plans. This is the minimum required by the regulations ⁽⁹⁾.

Table 3 The stages of neighbourhood plan preparation		
Preparation stage	What is involved?	Type of community involvement
Stage 1 Neighbourhood area designation	An application from the town or parish council or other qualifying body for designation of a neighbourhood area will normally be: <ul style="list-style-type: none">publicised by the local planning authority (LPA) for consultation for six weeks; orapproved without the need for consultation if the area is the whole of the area of a parish council ⁽¹⁰⁾.	Depending on the area proposed there may be consultation – submit comments on the proposed neighbourhood area
Stage 2 Preparing a draft neighbourhood plan	The qualifying body gathers baseline information, engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan.	Informal engagement – submit comments to the qualifying body
Stage 3 Consultation on the draft neighbourhood plan	The qualifying body consults on the draft plan for a minimum of six weeks. The qualifying body consults “consultation bodies”, adjoining parish councils, voluntary bodies, racial, ethnic or national groups, religious groups, persons carrying on business in the area and local residents, as well as North Yorkshire Council.	Formal consultation - submit comments to the qualifying body
Stage 4 Submission of the neighbourhood plan	The qualifying body formally submits the neighbourhood plan to North Yorkshire Council, along with the consultation statement, basic conditions statement and other supporting documents and information.	Formal consultation - submit representations

Stage 5 Consultation on the submitted neighbourhood plan	North Yorkshire Council consults on the submitted plan for a minimum of 6 weeks.	Formal consultation - submit representations to North Yorkshire Council
Stage 6 Examination of the neighbourhood plan	<p>The LPA will send the neighbourhood plan together with all the supporting documents and representations received at stage 5 to the examiner.</p> <p>The examiner considers the plan taking account of all the supporting information, representations, and national and local planning policy. The examiner sends their report to North Yorkshire Council.</p> <p>The examiner's report will form a view on whether the neighbourhood plan meets the basic conditions. This may include recommendations for modifications. The report will also recommend whether the plan should go to referendum.</p>	In exceptional circumstances the examination may include hearing sessions – attend hearing sessions if invited to by the examiner
Stage 7 Decision on a plan proposal	North Yorkshire Council will consider the recommendations of the examiner and decide whether the plan will go to referendum.	Notification only
Stage 8 Referendum	The council is responsible for organising the referendum. The council must publish an information statement and notice of the referendum and declare the results.	Referendum – residents within the neighbourhood area will be eligible to vote
Stage 9 Adoption	<p>If more than 50% of those voting in the referendum are in favour, then the plan must be made/adopted by the North Yorkshire Council.</p> <p>Once made, the neighbourhood plan becomes part of the statutory development plan for the area.</p>	Notification only

9. The Neighbourhood Planning (General) Regulations 2012 (as amended)
10. Consultation for 6 weeks is required if the proposed neighbourhood area extends beyond the parish boundary or does not cover the whole parish area; An extended period of consultation may be required if for example the area extends into more than one Local Planning Authority area

3 Influencing planning applications

(Extract 3.7) Material considerations

Decisions will be taken in accordance with the development plan. Many material considerations are covered within the policies of the development plan and should be taken into account in deciding a planning application. Material considerations can include (but are not limited to):

- Government policy (such as the National Planning Policy Framework);
- whether the council has a 5-year supply of housing;
- overlooking/loss of privacy;
- loss of light or overshadowing;
- impact on the environment;
- effect on listed building or conservation area;
- nature conservation;
- non-designated heritage assets;
- parking;
- highway safety;
- traffic;
- noise;
- layout and density of building;
- the appearance of a proposal;
- disabled persons' access;
- other proposals; and
- previous planning decisions (including appeal decisions).

(Extract 3.8) Some matters cannot be taken into account, as they are not planning issues such as:

- the impact on property values;
- private disputes between neighbours;
- the loss of a private view;
- the impact of construction work; and
- business competition.

(Extract 3.9) These lists are not exhaustive and there may be matters that have not been mentioned.

(Extract 3.17) Developer pre-application discussions

Dependent upon the nature and potential impact of a development proposal on the local community, applicants making major proposals, or those likely to have any significant impacts, will need to carry out their own pre-application public consultation.

(Extract 3.18) Planning applications for these proposals will need to be accompanied by a consultation statement. Examples of such proposals include:

- major housing and commercial developments and applications for large solar farms

- developments requiring an environmental impact assessment which are accompanied by an environment statement
- proposals which depart from the development plan
- any development proposals, which the council thinks, will have significant implications for planning policy.

(Extract **3.19**) The form of consultation needs to be tailored to suit the circumstances of the site, proposal and locality. Developers should discuss and agree with the council the exact nature of consultation in advance, allowing sufficient time for planning officers to comment on the proposed events and appropriate changes that need to be made. It is important to note that all pre-application discussions with the council will be kept strictly confidential⁽¹³⁾.

(Extract **3.20**) Developers need to be clear and up front with the community about the timetable / progress of the application as well as the constraints the proposal will need to address.

(Extract **3.21**) It is expected that consultation be carried out at an early stage in the design process to allow sufficient time for public comments to be taken into account before the submission of the application.

(Extract **3.22**) The type of methods to be employed by potential developers could include the following:

- community meetings;
- exhibitions (opening hours to include out of office hours);
- information on village and parish notice boards;
- delivery of explanatory leaflets; and
- press adverts

(Extract **3.23**) The council expects communities to be offered genuine choice and a real opportunity to influence proposals in these consultation exercises. The council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, the onus will be on them to resolve any public objections within the timescale that the council has to determine the application. Failure to consult may reduce the weight the council gives to the consultation statement and be material to the determination of the application.

(Extract **3.24**) For probity reasons (ensuring that decisions are taken in a fair and open manner), the council's planning officers would not normally participate in these public meetings or exhibitions other than to provide background information.

(Extract **3.25**) As a minimum, the consultation statement submitted with the application should include:

- the residents businesses and local community groups consulted
- methods and timing of consultation
- a copy of the consultation details
- evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites
- a summary of all responses received
- explanation of how public comments have influenced the design of the proposals
- evidence of how developers have provided feedback to the town and parish councils, community groups and ward members following their responses

- explanation of what changes have been made as a result of all community comments
- where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change and information on how this was addressed in the development proposal.

(Extract **3.41**) The council is required to consult with a range of stakeholders as part of the planning application process. These include a number of statutory consultees. These are set out in the Table 2 (Statutory consultees on applications for planning permission) at: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

(Extract **3.43**) The council will also consult with non-statutory consultees i.e., those not required by law but from whom the Council seeks advice or where non-statutory bodies are likely to have an interest in the proposed development