

East Devon District Council Statement of Community Involvement - 2013

This Statement of Community Involvement sets out the policy for involvement in town and country planning activities in East Devon. The majority of the document deals with the plan making process (covering the local plan, villages plan and any other 'development plan document'). In addition it sets out the minimum consultation we will undertake on planning applications and pre-submission requirements for 'major' developments.

Consultation we will undertake when producing a Development Plan Document

Stage in Plan making	Consultation that we will undertake for each stage of Local Plan production
<p>Initial Background Work and Developing the Evidence Base</p> <p>This is the 'start' of the process where we gather information and seek to gain an initial understanding of public views</p>	<p>Developing the Evidence base</p> <p>We will gather evidence through some or all of the following:</p> <ul style="list-style-type: none"> • Review of existing data • Use of specialist consultants • Exhibitions and Roadshows • Workshops • Focus groups • Surgeries • Attending Meetings of Other Groups • One-to-One Meetings • Questionnaires • Consultation with Parish Councils and elected Members <ul style="list-style-type: none"> • Any technical or background document that forms or will form a (substantive) part of our evidence base will be available in electronic form on the Council website and in paper form for inspection at the main Council offices. • Details of findings of consultation events that we undertake will be available on our website and in paper format.

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<p>Preparation Stage</p> <p>Consultation is ongoing throughout this stage. The number and type of consultation documents issued at this stage will depend on the issues involved and the revisions required.</p> <p>As a minimum we must notify certain parties (as set out in the statutory regulations) that we are proposing a plan and invite them to comment on what it should contain, When we prepare the plan we must take these comments into account.</p> <p>In addition, we may consider it appropriate to produce one or more draft documents for people to comment on.</p>	<p>We will notify those bodies, groups and individuals that we consider likely to have an interest in the subject of a local plan we propose to prepare and invite representations about what the plan should contain. Any representations will be taken into account when preparing the plan. For each document we prepare we will ensure:</p> <ul style="list-style-type: none"> • Documents are published on the Council website and made available at the main Council Office and public libraries within East Devon; • Paper copies of documents are available during the consultation period. <p>At key stages a sustainability appraisal will be undertaken. This will detail the likely significant environmental, social and economic effects of each proposal or option will be undertaken and made available for public comment. If consultation leads to the approach changing significantly this will be reviewed and re-consulted on.</p>
<p>Publication</p> <p>This is the stage where we publish the document that we intend to submit to the Secretary of State.</p>	<p>A minimum of six weeks formal public consultation will be undertaken in readiness for plan Examination. The following documents will be made available on the Council's web site, at the main Council Offices and in the public libraries in East Devon</p> <ul style="list-style-type: none"> • The relevant local plan • A submission policies map (if applicable) • The relevant sustainability report • A representation statement giving details of which bodies and persons were invited to make representations (under regulation 18) and how this was done, a summary of the main issues raised and how they have been addressed in the local plan. • Any relevant supporting documents. <p>Details will also be provided of where and when the above documents are available for inspection and this will be sent to the bodies and persons invited to make representations. This is called a 'statement of representation procedure'.</p> <ul style="list-style-type: none"> • A Sustainability Appraisal will be carried out which will be subject to public consultation. If consultation leads to the approach changing significantly this will be reviewed and re-consulted on.

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<p>Submission Document</p> <p>Any person may make representations at this stage, but they must be received by the local planning authority by the date specified in the 'Statement of Representation Procedure' produced at the 'Publication' stage.</p>	<p>We will publish submitted representations on our web sites as soon as reasonable practical, but signatures and private e-mail addresses and telephone numbers will not be visible on our web site, although they will be shown on paper copies that will be sent to the Planning Inspector and may be viewed at the council office.</p>
<p>Consideration of Representations by Appointed Person</p> <p>Before making recommendations on the plan, the Inspector must consider any representations made on the published plan</p>	<p>We will send the following documents to the Inspector in electronic and paper form:</p> <ul style="list-style-type: none"> • The sustainability appraisal report; • A submission policies map, if the adoption of the local plan would result in changes to the adopted policies map; • A statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representation on the content of the plan (Preparation stage); • How those bodies were invited to make representations; • A summary of the main issues raised in those representations; • How any of those representations have been taken into account; • If representations were made at the publication stage, the number of representations made and a summary of the main issues raised; and • If no representations were received a statement that none were received; • Copies of any representations made at the publication stage; and • Any supporting documents the local planning authority consider relevant.
<p>Examination Stage</p> <p>An inspector will be appointed by the Secretary of State to conduct the examination. The Inspector will determine whether the plan has complied with various legal requirements (including the 'duty to co-operate') and whether it is 'sound'.</p>	<ul style="list-style-type: none"> • We will publish (on our web site and at our principal offices) details of the date, time and place of the hearing and the name of the Inspector at least 6 weeks before the opening of the hearing. We will also send these details to anyone who maintains a representation on the plan.
<p>Publication of the recommendations of the appointed person</p> <p>We must publish the recommendations and reasons of the Inspector as soon as reasonably practical after receipt of their report.</p>	<p>We will publish the Inspector's recommendations and reasons on our web site and at our principal offices. We will also advise those people who requested it that the recommendations are available.</p>

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<p>Adoption</p>	<p>As soon as possible after the plan is adopted (by resolution of the local planning authority) we will publish on our web site and make available at our main office:</p> <ul style="list-style-type: none"> • The local plan; • An adoption statement; • The sustainability appraisal report; and • Details of when and where the plan can be inspected. <p>We will also send a copy of the adoption statement to anyone who has asked to be notified and send a copy of the adoption statement to the Secretary of State.</p>
<p>Monitoring and Review</p>	<p>Monitoring and Review</p> <ul style="list-style-type: none"> • We will notify all bodies and individuals of monitoring processes/the Monitoring Report and of document Review (if proposed).
<p>In addition for each stage we will:</p> <ul style="list-style-type: none"> • Examine the potential for holding stakeholder events. We welcome your suggestions as to events which would be of particular worth or value. • Issue relevant and informative press releases and press articles. • Make information available in a variety of formats so that those with special requirements are able to participate in the consultation. This may include: <ul style="list-style-type: none"> • Large Print • Different font types/colours • Audio version (via our website) • Translation into other languages (via our website) • Face to face meetings with Officers 	

Development Management

In line with legislation, as a minimum planning applications will be advertised in one of the following ways:

- through an advertisement in the local newspaper;
- by posting a notice on the application site; or
- by a letter to immediate neighbors.

Additional consultation, using two or more of these methods and by writing to less immediate neighbors or other interested parties, will be carried out depending on the circumstances. This reflects current practice in development management.

In addition, the SCI now sets minimum requirements for pre-submission consultation on major applications, for which the applicant is responsible. Where major development is proposed the applicant must consult the local community prior to submitting the planning application and demonstrate how the issues raised through the consultation have been addressed. As a minimum, proposals should be sent to the relevant Parish Council, available to view online, a staffed public exhibition should be held and the local community should be notified in writing and by public notice. Responses should be recorded in writing and material should be available in a variety of formats to meet equalities legislation.