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# 1 Foreword

## **STATEMENT OF COMMUNITY INVOLVEMENT**

**Consultation Version October 2018**

**This Statement of Community Involvement supersedes the Council's previous document which was adopted in May 2006.**

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## 2 About this Statement

### What is the Statement of Community Involvement?

**2.1** Planning has an impact on all residents' lives, for example the location of the homes we live in, the roads we travel on, where we shop, work and the open spaces we enjoy. These are all as a result of planning decisions. Therefore there is a wide variety of individuals and organisations that potentially have an interest in shaping future development in the High Peak.

**2.2** The Statement of Community Involvement (SCI) describes how the Council will seek to engage with residents, businesses and other organisations in decision making on planning policy documents and planning applications in the part of the High Peak outside of the Peak District National Park.

**2.3** Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement, which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.

**2.4** There are minimum requirements for consultation on planning policy documents set out in the Town and Country Planning Regulations which the Council must adhere to. However, the Council has consistently exceeded these requirements when producing key planning documents like the High Peak Local Plan and intends to continue this approach to further strengthen community involvement in planning.

**2.5** The National Planning Policy Framework (NPPF) also provides guidance on engagement and collaboration with residents, businesses and organisations in the production of planning documents and in the preparation and determination of planning applications.

**2.6** The aim of the approach set out in this document is to ensure that all sections of the public, including local groups and organisations, and any "hard to reach" groups traditionally under-represented in the planning process, have the opportunity to be involved. The intention is to focus community involvement at the outset of the plan preparation process, ensuring that residents and other interested parties have the opportunity to be involved at an early stage of the production of each document.

**2.7** With these aims in mind, the SCI objectives are as follows:

- To inform members of the public and all other interested parties in a clear fashion how they will be notified about our planning policy consultations and how they can give their views on planning applications;
- To ensure the process of making comments is as straightforward as possible both electronically and on paper;
- To plan consultation carefully to ensure that the opportunity is given for all interested parties to participate in the process, whilst at the same time making the most effective use of Council resources.

## 2 About this Statement

### High Peak's communities

**2.8** The High Peak is predominantly rural with the local planning authority area covering land on the edge of the Peak District National Park, with residents living primarily in the main market towns of Glossop, New Mills, Whaley Bridge, Chapel-en-le-Frith and Buxton. These characteristics of the area have to be taken into account when undertaking consultation with residents about planning documents.

**2.9** The demographics of the Borough also require consideration. The 2011 Census shows that the High Peak has an ageing population. In the decade between 2001 and 2011 the greatest contraction in population was in the 25 to 40 age cohorts followed closely by the age cohorts under 15. In contrast, the highest growth was experienced in those aged 60 to 70 (there was also a significant increase in the cohorts between 15 and 25). The numbers aged 90+ grew dramatically also.

### The High Peak SCI

**2.10** The Council adopted its Local Plan in April 2016 and the document is subject to regular review. With this in mind, High Peak has decided to update its SCI to reflect changes to the planning system and new opportunities to engage with the public (such as social media) which have arisen since the previous SCI was adopted in May 2006.

**2.11** This updated SCI has been structured to provide a comprehensive guide to the Council's approach whilst at the same time enabling the community to focus on particular areas of interest. The document is split into sections as follows:

- Part 3 provides key background information about how the planning system works, the planning policy documents produced by the Council and the preparation process for these documents. The section also covers other considerations the Council must take into account when preparing its planning policy documents, such as provisions made in the Localism Act 2011.
- Part 4 details methods of engagement to be used during consultation and includes tables setting out who will be consulted at each key stage in plan preparation. This section also includes details as to what happens to comments received by the Council.
- Part 5 covers consultation in the context of the planning applications process.
- Part 6 focuses on how the Council will ensure equal opportunities in consultation by seeking to involve all sections of the community in the process and measures to be used with the aim of achieving this.
- Part 7 details the circumstances under which this SCI will be reviewed.

**2.12** This statement is intended as a reference point for members of our community to understand how we can all become involved in planning matters. With this in mind, a glossary has been produced to explain the terms used (**Appendix A**). Further sources of information and advice on planning can be found in **Appendix B**.

## 3 Background

### Who is the Community?

**3.1** This document has been prepared having first established an understanding of the High Peak community and its stake holders.

**3.2** Our community comprises:

- Statutory Consultees (for example utilities companies; public bodies such as Natural England, Historic England, the Environment Agency; and our neighbouring local authorities).
- General Consultation Bodies (voluntary bodies, those representing different racial, ethnic, national and religious groups, local interest groups, those representing the interests of disabled persons and local businesses – as the Local Planning Authority considers appropriate).
- General Public.
- Parish and Town Councils (including those who adjoin the High Peak).
- Local businesses; business organisations such as the Local Enterprise Partnership and East Midlands Chamber; planning agents; house builders; developers.
- Communities or sections of population deemed to be "hard to reach", or who are not currently fully engaged with the planning policy process. These may include people who experience language difficulties, difficulties in accessing information, or may think that service-providers do not care about them, or do not listen to them.

**3.3** The Council has considered how its whole community (as described above) can best be represented - at each stage in the preparation of planning policy documents, as well as in the determination of planning applications.

### How does the Planning System Work?

**3.4** There are two key parts to the planning system - Planning Policy and Development Management.

**3.5** Planning Policy is concerned with producing the local planning documents and policies that are used to guide development in the High Peak (outside the Peak District National Park). These documents must conform to relevant Government guidance, and there are specific regulatory procedures which must be followed during their preparation. Planning policy documents cover matters such as where new housing and other types of development will take place and the issues that should be taken into account when assessing a planning application.

**3.6** Development Management is responsible for processing and determining planning applications for development, and for other applications such as for advertisements or works to listed buildings. Planning applications may be determined either by officers (under delegated powers) or by the Council's Development Control Committee, depending on the scale and nature of the proposal and comments received.

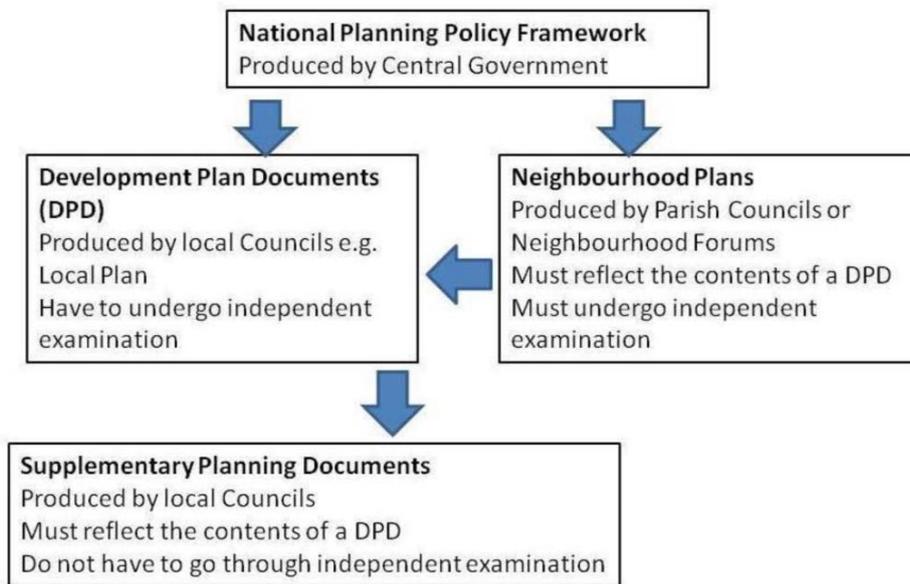
### 3 Background

**3.7** Anyone is entitled to make comments on a planning policy document or a planning application. It should be noted that policies within the Local Plan are used to determine planning applications, so it is important that those with an interest in the development and future of their local area have their say when policy documents are being prepared.

**3.8** Please refer to **Appendix B** for a list of organisations that can provide further information and advice on the planning system.

#### What Planning Policy Documents are prepared?

**3.9** **Figure 1** (below) illustrates the hierarchy of documents within the planning policy system, some of which are prepared by the Council.



**Figure 1 Hierarchy of planning documents**

**3.10** The High Peak Local Development Scheme (LDS) sets out the documents which the Borough Council will use when exercising its planning functions. The LDS explains what each of these documents are, what areas they cover and how they relate to each other. The Scheme also sets out a timetable for the production of new documents over the next three years or so.

**3.11** Planning Policy documents, including the LDS, can be accessed at the following web address:

<https://www.highpeak.gov.uk/article/301/Planning-policy>

## 3 Background

### Development Plan Documents (DPDs)

**3.12** These are the key documents which make up the Local Plan - they contain the local set of planning policies. DPDs all undergo a statutory preparation process including independent examination before they can be adopted by the Council. DPDs in High Peak are:

- The High Peak Local Plan (adopted in April 2016)

### Neighbourhood Plans

**3.13** These are plans prepared by the local community (usually a Parish or Town Council) for a specific area and form part of the development plan for that location. Adopted ("made") Neighbourhood Plans in High Peak are:

- Chapel-en-le-Frith Neighbourhood Development Plan (adopted in August 2015)

### Supplementary Planning Documents (SPDs)

**3.14** These are a set of documents which provide additional, specific detail about a certain topic or location. The documents do not require independent public examination and cannot make or change policy. SPDs in High Peak are:

- High Peak Design Guide (adopted in February 2018)
- Glossop Design and Place Making Strategy (adopted in March 2012)
- Buxton Design and Place Making Strategy (adopted in December 2009)
- Buxton Station Road Design Framework (adopted in July 2007)
- Housing needs in the High Peak (adopted in November 2007)
- Landscape Character (adopted in March 2006)
- Residential Design (adopted in December 2005)
- Planning Obligations (adopted in December 2005)

**3.15** Please note that the lists above are not exhaustive and new DPDs and SPDs may be added. Please refer to the Borough Council's website for the most up to date information.

### What is the Preparation Process for Planning Policy Documents?

**3.16** The Council aims to involve the community and other interested parties throughout the preparation of its Development Plan Documents, particularly at the early stages of production. This is intended to help achieve greater local ownership and legitimacy for the policies that will shape future development in the Borough.

## 3 Background

**3.17** The tables below show the current preparation process for DPDs and SPDs based on The Town & Country Planning (Local Planning) (England) Regulations 2012 and guidance set out in the NPPF. Please note that changes to the preparation process could be required by amendments to the Regulations.

### Preparation of Development Plan Documents

Stage	Preparation activities
<p><b>1: Involve:</b></p> <p><b>Preparation (including early engagement)</b></p>	<ul style="list-style-type: none"> <li>• Normally would include two consultations: options and preferred options, and in certain circumstances there may be a need for further consultation prior to publication.</li> <li>• Gather evidence from a variety of sources.</li> <li>• Notify and consult with the local community, groups and organisations about the content of the proposed plan (required by Regulations).</li> <li>• Consider issues and alternatives.</li> <li>• Consider comments made and alternative approaches.</li> <li>• Prepare initial Sustainability Appraisal and Habitats Regulations Assessment.</li> <li>• Prepare content of draft document.</li> <li>• Prepare part 1 of Consultation Statement (required by Regulations) outlining who was consulted at this stage and how, a summary of the main issues raised and how these have been taken into account. Also demonstrate how requirements of SCI have been met at this stage.</li> </ul>
<p><b>2: Invite comment:</b></p> <p><b>Publication</b></p>	<ul style="list-style-type: none"> <li>• Six week (minimum) formal period to comment on soundness of plan, sustainability appraisal, Habitats Regulations Assessment and supporting evidence.</li> <li>• Notify and invite representations from bodies required by Regulations.</li> <li>• Documents made available for inspection at Council offices and other appropriate locations and published on the Council's website.</li> <li>• Prepare part 2 of Consultation Statement (required by Regulations) outlining who was consulted at this stage and how, the number of representations made and a summary of the main issues raised and how these have been taken into account. Also demonstrate how requirements of SCI have been met at this stage.</li> </ul>

## 3 Background

Stage	Preparation activities
<b>3: Inspection: Submission for Independent Examination</b>	<ul style="list-style-type: none"> <li>• Development Plan Document submitted to Secretary of State for independent examination.</li> <li>• Publicise examination.</li> <li>• Notify those involved of procedures for examination.</li> <li>• Independent examination.</li> <li>• Planning inspector issues report.</li> </ul>
<b>4: Adopt</b>	<ul style="list-style-type: none"> <li>• Adopted by Council if considered to be 'sound' by inspector with modifications if recommended.</li> </ul>
<b>5: Notify</b>	<ul style="list-style-type: none"> <li>• Notify anyone who has requested to be kept informed about the publication of the Inspector's report and the adoption of the document.</li> </ul>
<b>6: Monitor</b>	<ul style="list-style-type: none"> <li>• Final plan is regularly monitored, where possible, to make sure plan is achieving its aims.</li> <li>• Plan may be reviewed, where necessary.</li> </ul>

**Table 1 Preparation Process for Development Plan Documents**

### Preparation of Supplementary Planning Documents

Stage	Preparation Activities
<b>1: Involve: Preparation (including early engagement)</b>	<ul style="list-style-type: none"> <li>• Gather evidence from a variety of sources.</li> <li>• Notify and consult with relevant individuals and organisations (required by Regulations).</li> <li>• Consider issues and alternatives.</li> <li>• Consider need for an initial Sustainability Appraisal (this is not required by Regulations but considered to be good practice where applicable).</li> <li>• Prepare content of draft document.</li> </ul>

## 3 Background

Stage	Preparation Activities
	<ul style="list-style-type: none"> <li>Prepare Consultation Statement (required by Regulations) setting out who was consulted when preparing SPD, a summary of the main issues raised and how those issues have been addressed in the SPD.</li> </ul>
<b>2: Invite comment:</b>  <b>Publication</b>	<ul style="list-style-type: none"> <li>Four week (minimum) formal period for anyone to comment on plan, consultation statement, sustainability appraisal (where applicable) and any supporting evidence.</li> <li>Documents made available for inspection at Council offices and other appropriate locations and published on the Council's website.</li> </ul>
<b>3: Adopt</b>	<ul style="list-style-type: none"> <li>Document adopted by the Council.</li> </ul>
<b>4: Notify</b>	<ul style="list-style-type: none"> <li>Notify anyone who has requested to be kept informed about the adoption of the document.</li> </ul>
<b>5: Monitor</b>	<ul style="list-style-type: none"> <li>Final document is regularly monitored, where possible, to make sure plan is achieving its aims.</li> <li>Document may be reviewed, where necessary.</li> </ul>

**Table 2 Preparation Process for Supplementary Planning Documents**

**3.18** The approach when preparing all planning policy documents will be one which focuses on early involvement in the process with the most intensive consultation taking place at Stage 1, the preparation stage, with the aim of maximising the involvement of individuals and organisations in shaping the contents of the document. This approach reflects the 2012 Regulations and the guidance in the NPPF.

**3.19** Stage 2 is a formal representation stage seeking comments on whether the plan proposed for submission for examination is sound (in the case of DPDs) or suitable for adoption (in the case of SPDs).

### Sustainability Appraisals (SAs)

**3.20** It is a statutory requirement that the Council produces a Sustainability Appraisal (SA) in order to assess the economic, environmental, and social effects of a plan from the outset of the preparation process. This helps to inform policy and allows decisions to be made that accord with sustainable development. The SA documents are also subject to consultation alongside the plan and inform changes at each stage in the plan production process.

## 3 Background

**3.21** At the beginning of the plan preparation process an SA Scoping Report will be produced, setting out a baseline picture of the Borough, with reference to both sustainability objectives and indicators. The report will identify the scope and level of detail of information to be included in the main SA. For the scoping report the Council will consult only certain bodies and statutory consultees, as required under the regulations, as well as various other organisations and representative interests as deemed appropriate.

**3.22** An initial SA is produced at Stage 1: "Involve". Full consultation on this document takes place with a wider audience, alongside consultation on the DPD / SPD, as preparation of both is intrinsically linked. The SA can also be amended to reflect comments received if appropriate.

**3.23** A further SA report is produced at Stage 2: "Invite Comment" alongside the DPD / SPD. Anyone is able to make comments on it and amendments can be made. In the case of preparing a DPD, both the SA and the DPD (along with other related documents) are submitted to the Secretary of State for independent examination. A final version of the SA will be published alongside the adopted plan.

**3.24** Understanding the specific environmental impacts of the DPD / SPD also needs to be considered when creating a new plan. This can be achieved by incorporating a Strategic Environmental Assessment (SEA) into the Sustainability Appraisal, as is required under the Strategic Environmental Assessment Directive (2001/42/EC).

**3.25** It should be noted that production of a Sustainability Appraisal for a Supplementary Planning Document is not a statutory requirement. However, the Borough Council will review the need on a case by case basis, as preparation of an SA is considered to be good practice and useful in informing the production of the plan.

**3.26** Habitats Regulations Assessment (HRA) is also required to be undertaken if the contents of the plan are considered to be capable of affecting the designated interest features of European nature conservation sites. Special Protection Areas are designated under the Birds Directive to protect wild birds and their habitats. Special Areas of Conservation are designated under the Habitats Directive to conserve habitats and species other than birds that are important in their own right. The HRA will be made available as a supporting document to accompany the plan alongside other evidence.

### **What else must the Council consider when preparing its Planning Policy Documents?**

#### **National Planning Policy Framework (NPPF)**

**3.27** The Ministry of Housing, Communities and Local Government published the revised National Planning Policy Framework in July 2018. This was the first revision of the National Planning Policy Framework since 2012 when the Framework was originally published to consolidate previously issued documents called Planning Policy Statements (PPS) and Planning Policy Guidance Notes (PPG) for use in England.

## 3 Background

**3.28** The revised National Planning Policy Framework is considered to be a vital tool to help ensure that we get planning for the right homes built in the right places of the right quality, at the same time as protecting our environment. Local planning authorities are required to follow the guidance within it when creating new planning policy and determining planning applications in their area.

### **Peak District Partnership**

**3.29** When preparing its Local Plan and supporting policy documents, the Council is required to have regard to the Borough's Sustainable Community Strategy. Building on the High Peak and Derbyshire Dales Sustainable Community Strategy 2009 - 2014, the Peak District Partnership Statement of Priorities 2015 - 2019 provides the framework for co-ordinating partner actions to improve the quality of life for those living and working in the area. Partners focus attention on two shared priorities: improving the local economy, and the health and well-being of our communities.

**3.30** As the Government has identified Local Plans as one of the key mechanisms for delivering Community Strategy objectives, many of the outcomes of the Community Strategy will be linked with aims and objectives of Local Plan documents.

**3.31** The previous Community Strategy set out a long term vision for the Peak District. This remains the vision for the area over the next five years:

**3.32** The Peak District will be a distinctive, high quality rural environment with:

- people of all ages who are healthy and safe;
- high-wage, high-skill jobs;
- affordable, decent homes for local people;
- towns and villages that offer a high quality of life.

### **Localism Act 2011**

**3.33** The Localism Act introduced new elements into the planning process including a "duty to co-operate" and neighbourhood planning.

### **Duty to Co-operate**

**3.34** Duty to Co-operate requires neighbouring local authorities, including County Councils and other public bodies, to engage constructively, actively and on an on-going basis on cross boundary matters (such as levels of housing, employment, road links). The relevant neighbouring Local Authorities for High Peak are Derbyshire County Council, Peak District National Park Authority, Derbyshire Dales District Council, Tameside Metropolitan Borough Council, Stockport Metropolitan Borough Council, Manchester City Council, Cheshire East Council, Sheffield City Council, Staffordshire Moorlands District Council, Oldham Metropolitan Borough Council, Barnsley Council and Kirklees Metropolitan Borough Council.

## 3 Background

**3.35** The Strategic Housing Market Assessment (2014) recommended that due to the overlapping nature of housing market areas, migration and commuting patterns, the Council should focus its efforts for cooperation on housing matters with Stockport, Tameside, Cheshire East, Derbyshire Dales and Sheffield.

**3.36** The Employment Land Review (2014) indicated that cooperation on employment issues would be particularly relevant with authorities including Manchester, Tameside and Stockport, due to the extent of out-commuting from High Peak to these areas.

**3.37** The "prescribed bodies" which the Council has a duty to co-operate with are set out in the Town & Country Planning (Local Planning) (England) Regulations 2012 as amended by The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013. In addition to Local Planning Authorities, those relevant to High Peak Borough Council are:

- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- North Derbyshire Clinical Commissioning Group and Tameside and Glossop Clinical Commissioning Group
- National Health Service Commissioning Board
- Office of Rail Regulation
- Transport for Greater Manchester
- Highways Agency and Derbyshire County Council Highways

**3.38** Whilst Local Enterprise Partnerships and Local Nature Partnerships are not subject to the Duty to Cooperate, local planning authorities should have regard to their activities.

**3.39** (Please note that the above list is subject to change as new regulations are issued or bodies change their name and / or function.)

**3.40** Local Councils are required to demonstrate compliance with the duty to co-operate as part of the examination of Local Plans. If a Council cannot adequately demonstrate that it has complied with the duty, its Local Plan will fail the independent examination.

## 3 Background

### Neighbourhood Planning

**3.41** Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead.

**3.42** Preparation of a Neighbourhood Plan enables communities to play a much stronger role in shaping the areas in which they live and work and in supporting new development proposals. This is because unlike the parish, village or town plans that communities may have prepared, a Neighbourhood Plan forms part of the development plan and sits alongside the Local Plan prepared by the local planning authority. Decisions on planning applications will be made using both the Local Plan and the Neighbourhood Plan, and any other material considerations.

**3.43** Preparation of a Neighbourhood Development Plan is subject to a series of statutory steps set out in Regulations, and shown in Figure 2 below. The Local Planning Authority will organise an independent examination of the Plan and a community referendum that is held at the end of the process.

**3.44** Neighbourhood Development Orders allow planning permission to be granted in relation to a particular neighbourhood area for certain types of development. It allows communities to permit the development they wish to see either in full or outline without the need for planning applications. The planning permission can vary from a number of homes on a specified site to a blanket consent, such as extensions to residential properties across the defined neighbourhood area. Exclusions do apply such as minerals and waste development, types of development which need Environmental Impact Assessment and nationally significant infrastructure projects. Again, the process for creating a neighbourhood development order is statutory and very similar to the process for creating a neighbourhood plan.

**3.45** Community Right to Build Orders are made by a community organisation (set up as a body which is established to further the social, economic and environmental well-being of individuals living in a particular area) or the Parish / Town Council allowing them to bring forward a small development for purposes such as new homes, businesses or community facilities. It is a site specific application limited to the development site.

**3.46** The consultation bodies for Neighbourhood Development Plans are set out in Schedule 1 of the The Neighbourhood Planning (General) Regulations 2012 (as amended) and comprise:

- A Local Planning Authority, County Council or Parish Council any part of whose area is in or adjoins the Local Planning Authority
- Coal Authority
- Homes and Communities Agency
- Natural England
- Environment Agency

## 3 Background

- Historic England
- Network Rail Infrastructure Ltd
- Highways Agency
- Marine Management Organisation
- Those responsible for Electronic Communications within the Local Planning Authority Area
- Primary Care Trust
- Utility Providers (Gas, Electric, sewerage undertaker, water undertaker)
- Voluntary bodies relating to any part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in any part of the neighbourhood area
- Bodies representing the interests of different religious groups in any part of the neighbourhood area
- Persons carrying on business in any part of the neighbourhood area
- Bodies representing the interests of disabled persons in any part of the neighbourhood area

**3.47** Please note that consultation bodies vary from the above for Neighbourhood Development Orders and Community Right to Build Orders so current legislation should be referred to.

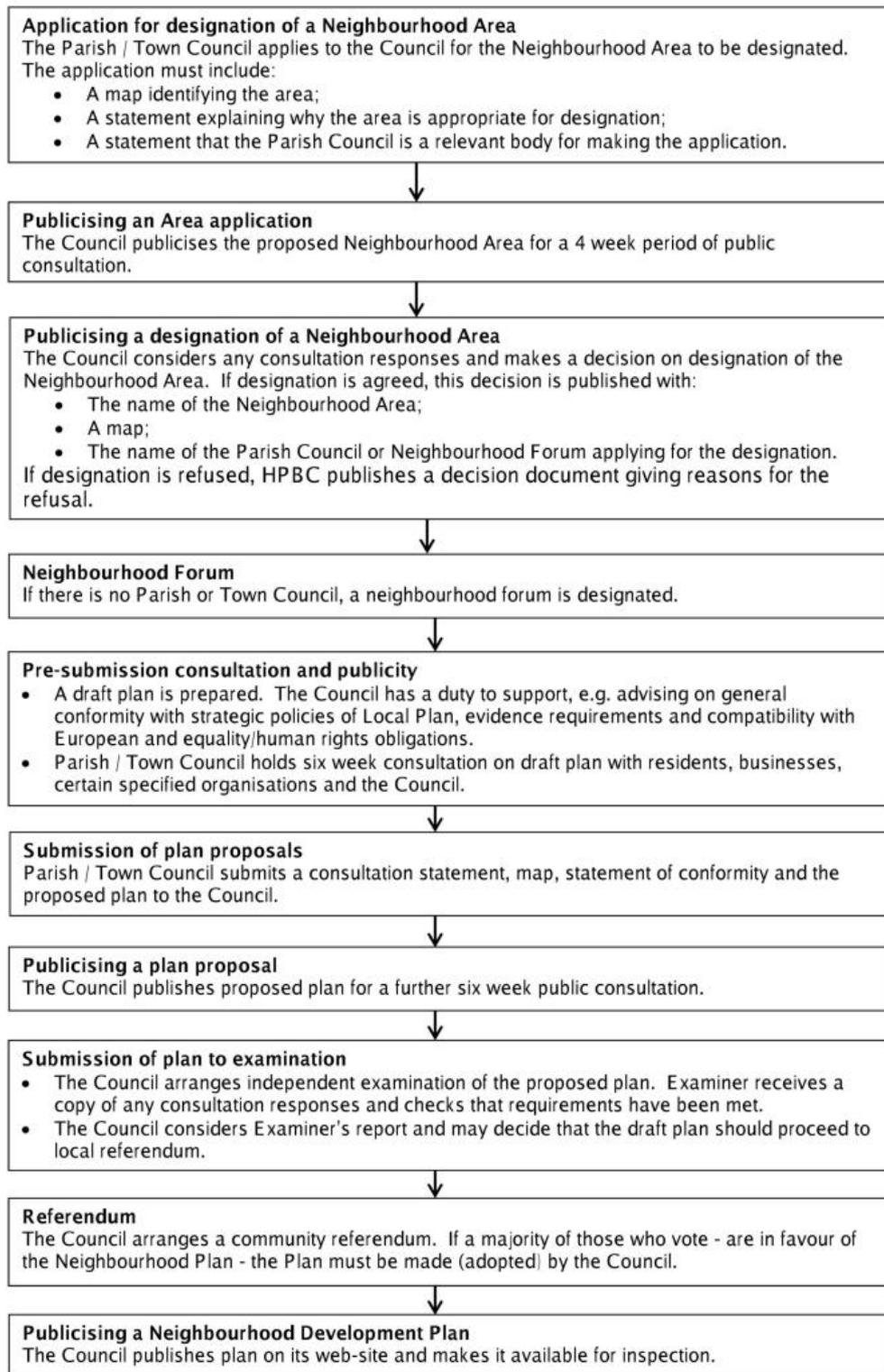
### **Other Planning Documents we will consult on**

#### **Neighbourhood Plans**

**3.48** Neighbourhood Plans are prepared by Town or Parish Councils, where these exist, or by a neighbourhood forum, not by the Borough Council. Plan preparation has to follow a statutory process including consultation with, and participation by, the public, independent examination and the holding of a referendum.

**3.49** **Figure 2** below sets out the process for creating a Neighbourhood Plan.

### 3 Background



**Figure 2 Neighbourhood Plan preparation process**

## 3 Background

**3.50** There are a range of approaches the Council could take in order to fulfill its statutory duty to support and advise during the neighbourhood planning process, with various levels of involvement. If a Neighbourhood Plan is proposed in the High Peak, the level of support provided will be considered on a case by case basis, depending on the resources available to the Council at that time.

### **Community Infrastructure Levy (CIL) Charging Schedule**

**3.51** CIL is a standardised, non-negotiable local levy that is placed on new development for the purpose of helping to raise funds to support the delivery of infrastructure such as schools and highways, required as a result of new development. The Borough Council has yet to decide whether to adopt CIL for the High Peak.

**3.52** Regulations require local authorities to undertake a clearly defined procedure prior to adopting a CIL Charging Schedule, which sets out the level of charge the Council will require for every additional square metre of new development. The requirements for consultation prior to adoption include:

- The publication and consultation of a Preliminary Draft Charging Schedule setting out the Council's initial consideration of an appropriate charge;
- The publication of a Draft Charging Schedule on which representations can be made prior to its submission for an independent examination. The consultation will be for a minimum of four weeks;
- An examination in public of the Draft Charging Schedule. All those who made representations on the Draft Charging Schedule will have the opportunity to make an oral presentation at a public hearing.

**3.53** The Council will follow the process applied to Development Plan Documents (as described earlier) in the production or review of a CIL Charging Schedule, recognising the importance of early engagement within the development of new policy. The consultation methods to be used for both the consultation on the Preliminary Draft Charging Schedule and the Draft Charging Schedule will be advertised on the Council's website at an appropriate time.

### **Statement of Community Involvement (SCI)**

**3.54** The Council is required to have an up to date Statement of Community Involvement (SCI) setting out how it will involve the community in plan making and when considering planning applications. The SCI will help to ensure that local communities have greater involvement in local planning decisions and are better able to shape the places where they live.

**3.55** The Council's existing SCI was adopted in May 2006. This document is the consultation version of an update to that document. It has been prepared to take into account new legislation and to incorporate new ideas, both aimed at increasing public involvement.

## 3 Background

**3.56** When updating the SCI, a consultation draft will be subject to public consultation for a minimum of six weeks, giving the opportunity for interested parties to suggest amendments, before being presented to Council for adoption.

### **Local Development Scheme (LDS)**

**3.57** The LDS sets out a work programme for producing planning documents. This shows the key consultation periods when public involvement is sought. The document is reviewed on a regular basis and the most up to date version is available on the Council's website.

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

### How we will consult

**4.1** There are a wide range of techniques which can be used to involve individuals and organisations in planning matters. The following methods (set out in the table below) will be used as engagement and notification methods at various stages in the preparation of planning policy. Please note that the Council does not undertake to use all of the methods listed, at all consultation stages, or for all planning documents. Details of which methods will be used, when, along with a target audience is set out in Tables 4 and 5.

**4.2** It should be noted that methods used by the Council for community engagement will be continually reviewed. As a result, some consultation activities used may not be set out in the Statement of Community Involvement as they may be specific to the circumstances of the consultation, or reflect new opportunities and best practice. Similarly, some of the engagement methods listed may cease to exist or be superseded over time.

**4.3** The Council will aim to make the most effective use of resources in its methods of engagement. This may mean employing external facilitators; liaising with other service areas of the Council or County Council; and combining participation exercises with other appropriate community initiatives. In order to make effective use of resources there will also be an emphasis on the use of online methods of notification about consultation and for undertaking the consultation itself.

**4.4** Effective engagement between Borough Councillors and Council Officers is also extremely important when creating new planning policy documents. As the legislative process for the creation of policy documents is constantly changing, provision of training to consider the Council's statutory requirements at an early stage in the process will help to ensure that elected members are able to make informed decisions on the content of their Council policy documents.

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
Borough Council's Website	<p>The Council's website will display up-to-date information on the various stages of consultation as well as all documentation relating to the plan – this is required by Regulations.</p> <p>Details of the website address will be included in each publication. Shortened links will be used wherever possible to make it easier to access information.</p> <p>A link from the home page of the Council's website to the consultation page will be used where possible to help ensure that interested parties are able to easily find documents.</p>	Providing information and raising awareness
Social Media e.g. Facebook, Twitter	<p>Social media such as the Council's Facebook page will be used for notification about key events such as planning policy preparation or consultation dates - sign posting to the information on the website.</p> <p>The Council also has a Twitter account and regularly sends tweets to its followers. It is not expected to use social media as a means of enabling response to consultations, as the Council's online portal performs this role. The Council will not accept any inappropriate / abusive comments sent via its social media pages in response to consultations.</p>	Raising awareness
Questionnaires and Response Forms (electronic and paper)	<p>This method will be delivered primarily through the Council's online consultation portal. Types of questions used may differ according to the stage of policy preparation, for example questions could be broad and open at earlier stages of production, or multiple choice format in relation to a particular topic at a later stage.</p> <p>A paper based version of questionnaires / response forms will be made available for those who cannot, or prefer not to, use the online consultation portal.</p>	Gathering opinion

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
	<p>The use of response forms (online and paper) by the Borough Council is well established. As well as being preferred by the Planning Inspectorate (for those documents which undergo independent examination), they tend to be quicker and easier for the Council to process, and provide a structure within which the participant can respond to specific parts of a plan. However the Council also accepts comments made by letter or email outside this questionnaire format. Formal forms based on a model form from the Planning Inspectorate are used by the Council at publication stage of a development plan document and supplementary planning document.</p>	
Consultation Portal	<p>The Council uses an online portal to publish its planning policy documents and to manage consultation responses. The advantages include that users are required to register onto the system and thus enter their contact details directly, reducing data entry errors. Users can also read all comments submitted by other consultees. The system facilitates preparation of reports to analyse the comments made and automatic generation of emails to users facilitates sending notifications and receipts.</p> <p>The Council encourages individuals and organisations to use its consultation portal and publishes a step by step guidance note to support this.</p>	Gathering opinion
Paper copies of consultation material	<p>Paper copies of consultation documents will be available to view at Council Offices and libraries in line with Regulations.</p> <p>The scope of some documents may be restricted to specific parts of the Borough and in these cases only appropriately located venues will be used.</p>	Providing information and raising awareness
Neighbour notifications	<p>Early in the process of the preparation of planning policy documents considered by the Council likely to be of high public interest, such as site allocations policies, the Council will seek to raise awareness of its proposals through direct mail shots / leaflets to neighbouring properties - business and residential.</p>	Providing information and raising awareness

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
Consultation Database	<p>Mailshots are useful in raising awareness, however the geographical coverage of such mail shots will depend on the nature of the proposals.</p> <p>Statutory consultees will receive direct notification of all key consultation stages by email or through the post in line with Regulations.</p> <p>The Council maintains a database of contact details for those individuals / organisations who have made comments on planning policy documents, registered their own details on the consultation portal, or who have otherwise requested to be kept updated with progress on planning policy. The database also includes contact details for those organisations listed in the Regulations that the Council is required to consult.</p> <p>The EU General Data Protection Regulation (GDPR) superseded the UK Data Protection Act 1998 on 25<sup>th</sup> May 2018. The legislation expands the rights of individuals to control how their personal data is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection. In managing the information on its database the Council adheres to the six data protection principles. Personal data will be:</p> <ol style="list-style-type: none"> <li>1. Processed lawfully, fairly and transparently.</li> <li>2. Collected only for specific legitimate purposes.</li> <li>3. Adequate, relevant and limited to what is necessary.</li> <li>4. Accurate and kept up to date.</li> <li>5. Stored only as long as is necessary.</li> <li>6. Managed to ensure appropriate security, integrity and confidentiality.</li> </ol>	Providing information and raising awareness

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
	<p>The Council's preference is to communicate with interested parties electronically, as this is quicker and more cost effective. E-mail alerts of forthcoming consultations and other notifications will be sent out to those with an e-mail address on the Consultation Database. Postal communications will also take place at appropriate times with those who do not have an e-mail address registered on the database.</p> <p>A review of the records held will be conducted from time to time to ensure that those on the database would still like to be included. For convenience, an opportunity to opt out of receiving consultations on planning policy documents will be given when consultation notifications are sent out.</p>	
Availability of documents in alternative formats	The Council will produce documents in alternative formats on request; this includes large print, audio, and in languages other than English. The Council will include information about this service in its consultation documentation and on its website.	Providing information and raising awareness
Site Notices	<p>Site notices will be used to draw attention to proposed development site allocations at an appropriate stage in the plan preparation process. This is considered to be an effective way of raising awareness of proposals, in particular notifying interested parties living and / or working close to potential development site options.</p> <p>If these site notices are removed by any third parties during the consultation period, the Council cannot be held responsible and there is no guarantee that notices will be replaced.</p>	Providing information and raising awareness
Posters	Publicity posters are a useful mechanism to let a community know about planning policy consultations. When the Council considers that it would be beneficial, assistance from Parish / Town Councils will be requested to display notices relating to planning policy consultations and / or posters will be displayed in Council buildings at appropriate stages during plan preparation.	Raising awareness

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
Media Releases	The Council issues news releases to local, regional and (if appropriate) national, print, broadcast and online media outlets. However, clearly the Council cannot control whether the press choose to feature the releases.	Providing information and raising awareness
Parish and Town Council engagement	<p>There is an established network of Parish and Town Councils throughout the Borough which will continue to be consulted on planning policy documents and planning applications relevant to their areas. Parish and Town Councils which border the High Peak are also consulted on planning policy documents where relevant.</p> <p>In particular, the Council is committed to involving relevant Parish / Town Councils at an early stage in the preparation of documents, where those document's proposals may significantly affect their Parish. For example proposed allocation of sites for development in the Local Plan. Appropriate methods of such early engagement, subject to available resources, may include the offer of individual meetings to discuss initial options.</p>	Gathering opinion. Providing information and raising awareness
Public exhibitions / Drop-in sessions	Public exhibitions and drop in sessions, where members of the public can discuss issues with Planning Officers, will be held at key consultation stages to assist the public in understanding and responding to proposals. Such sessions will be held at a number of venues throughout the Borough and both within and outside office hours to help ensure all interested parties are presented with a reasonable opportunity to attend.	Gathering opinion. Providing information and raising awareness
Interactive events	The Council has previously undertaken a series of "Community Conversations". These were employed as part of the initial stages of public consultation relating to new land use proposals. The "conversations" were facilitated by experienced practitioners and took the form of "outreach" meetings held at community venues with local residents / community groups given support with undertaking map-based, interactive style planning exercises.	Gathering opinion

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

METHOD	HOW IT WILL WORK	TYPE OF INVOLVEMENT
	The use of these events is very resource intensive and likely only to be applicable at very early stages of major new planning policy.	
Meetings / correspondence with statutory bodies and local interest groups	As resources permit, the Council will meet and / or correspond with statutory consultees and principal local interest groups where this will help to address particular specialist issues in more depth.	Gathering opinion
Peak District Partnership	The Peak District Partnership was formally known as the Derbyshire Dales and High Peak Local Strategic Partnership. It draws together organisations working in the High Peak and Derbyshire Dales, as well as from the statutory, voluntary and business sectors. The Partnership Board will be notified at an early stage of significant planning policy preparation through attendance at meetings and / or separate communications.	Gathering opinion
Engagement with communities or sections of population deemed to be "hard to reach", or not currently fully engaged with the planning policy process.	The Council is committed to ensuring equality in its planning policy consultations so will take steps to engage with communities or sections of population deemed to be "hard to reach", or not currently fully engaged with the planning policy process. The Council will take advice from any individuals / organisations considered to represent such communities or sections of population as to the best way of doing this at the time. The particular sections of population and the level of work undertaken will be commensurate with the nature of the document being produced, the likely impact that proposals within the document will have on that population section, and available resources.	Gathering opinion

**Table 3 Methods the Council will use to Engage with the Community**

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

**4.5** It should be noted that the techniques listed in the table above are not exhaustive. New consultation opportunities may become available and the Council may choose to use methods in addition to those listed.

### Who we will consult

**4.6** The Council will target consultation towards those groups and individuals likely to have an interest in any particular document. The Council has limited resources and therefore has to be realistic in considering who to consult, when to consult, and how to do so most effectively. Careful consideration of who we consult makes best use of Council resources and will also help to avoid “consultation fatigue”, where too much consultation with non-interested parties can risk apathy.

**4.7** The Council will, where practicable and sensible, make use of existing consultation networks and opportunities to gain further reach as well as better value for money.

**4.8** The Regulations<sup>(i)</sup> set out three main stages of plan production where consultation is required. These are:

- Preparation of a Development Plan Document (Regulation 18).
- Publication of a Development Plan Document (Regulations 19 and 20).
- Submission of a Development Plan Document to the Secretary of State (Regulation 22).

**4.9** Where Supplementary Planning Documents (SPDs) are prepared to add further detail to the policies and proposals contained within development plan documents, the regulations set out two stages of plan production where some consultation is required. These are:

- Publication stage (Regulations 12 and 13).
- Adoption (Regulation 14).

**4.10** Regulations govern a minimum level of public involvement that the Council must meet, and lists bodies that must be consulted when preparing Local Plans. These bodies are referred to as “general consultation bodies” and “specific consultation bodies” (the statutory consultees). The bodies have not been listed within this document as they are subject to change.

**4.11** Tables 4 and 5 below identify consultation arrangements for the preparation of Development Plan Documents and Supplementary Planning Documents, identifying who will be consulted, when and how.

**4.12** Please note that the tables contain an overview of awareness raising / consultation methods available for each stage of Local Plan preparation. Not all methods will be used in each case, but those most suitable and appropriate given the scale and nature of the consultation will be used.

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i The Town and Country Planning (Local Planning) (England) Regulations 2012

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

Stage	Preparation	Who	How
Preparation of a Local Plan (Regulation 18)	Evidence gathering. Scope of the Plan. Preferred Options.	Specific and general consultation bodies. Town and Parish Councils. Developers / land owners / agents. Any residents or other persons carrying on business in the area from which the Council considers it appropriate to invite representations.	The following methods of raising awareness / consultation will be used in so far as they are appropriate:  Web-site, on-line portal, letter, e-mail, press release, social media, exhibitions / drop-in sessions, deposit at Council buildings, response forms (paper and electronic), meetings as appropriate, neighbour notification and site notices as appropriate
Publication of a local plan (Regulations 19 and 20)	Consult on proposed submission document	Specific and general consultation bodies. Those registered on the Council's database. Any other residents or other persons carrying out business in the area from which the Council considers it appropriate to invite representations.	Web-site, on-line portal, letter, e-mail, press release, social media, deposit at Council buildings, response forms (paper and electronic)
Submission of documents and information to the Secretary of State (Regulation 22)	Submission to the Secretary of State of Local Plan and all associated documents	Specific and general consultation bodies. Any others who have requested to be notified of submission.	Web-site, letter, e-mail, social media, deposit at Council buildings
Independent examination (Regulation 24)	Independent examination of plan by an appointed Inspector	All those who made representations in accordance with Regulation 20.	Web-site, letter, e-mail, deposit at Council buildings
Adoption (Regulation 26)	Adoption of the plan by the Borough Council	Any person who has asked to be notified of adoption.	Web-site, letter, e-mail, social media, deposit at Council buildings
Monitoring (Regulation 34)	Following adoption of the Plan	Any interested party.	Web-site, deposit at Council buildings

**Table 4 Consultation on Development Plan Documents**

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

Stage	Preparation	Who	How
Preparation	Evidence gathering Preparing Draft SPD	Any of the specific and general consultation bodies that the Council considers may have an interest in the subject of the proposed plan or otherwise considers appropriate.  Residents or other persons carrying on business in the area from which the Council considers it appropriate to invite representations.	The following methods of raising awareness / consultation will be used in so far as they are appropriate:  Web-site, letter, e-mail, social media, on-line portal, meetings as appropriate
Public participation (Regulations 12 and 13)	Consult on Draft SPD	Specific and general consultation bodies  Those who have participated in the earlier stages of plan preparation.  Any other residents or other persons carrying on business in the area from which the Council considers it appropriate to invite representations.	Web-site, letter, e-mail, press release, social media, deposit at Council buildings
Adoption (Regulation 14)	Adoption of the plan by the Borough Council	Any person who has asked to be notified of adoption.	Web-site, letter, e-mail, social media, deposit at Council buildings
Monitoring (Regulation 34)	Following adoption of the Plan	Any interested party.	Web-site, deposit at Council buildings

**Table 5 Consultation on Supplementary Planning Documents**

### How are comments / representations treated?

**4.13** The Council will not accept anonymous representations and late representations will only be accepted with the Council's agreement. Comments made at earlier rounds of consultation on a document will not normally be carried forward unless additional consultation is being undertaken. Any outstanding issues must be re-submitted in order to be considered.

**4.14** Copies of representations will be made available for inspection on the Council's web-site. Representations displayed on the web-site will have signatures and contact details of residents redacted.

**4.15** Comments received from all community engagement will be carefully considered, and the changes proposed to a Local Plan or Supplementary Planning Document as a result, will be reported to the appropriate Council meeting. Documents for submission to the Secretary of State, as well as the final version of an SPD proposed for adoption will be approved by a meeting of the full Council.

## 4 How can you get involved in influencing the Content of Planning Policy Documents?

**4.16** The comments / representations (usually presented to Councillors in summary form due to their number and length) form part of the "evidence base" provided to Councillors when they are asked to make decisions. The evidence base consists of a range of information, all of which is given due consideration in reaching a decision. Other evidence may include national guidance and studies and other research. It will be for the Councillors to judge the weight to be given to specific comments made and to balance those comments with other relevant sources of information on the matter.

**4.17** The Council is required to prepare a consultation statement setting out who was consulted and how; a summary of the main issues raised by respondents and how these issues have been taken into account for Local Plan documents and SPDs. The Council must then make a copy of this statement available for comment (along with the document being prepared) during statutory consultation periods. The Consultation Statement is submitted to the Secretary of State (for Local Plan documents undergoing independent examination) as evidence that the Council has met the contents of its SCI, as well as its statutory consultation requirements.

## 5 How can you get involved in the Decision Making Process on Planning Applications?

**5.1** High Peak Borough Council is committed to informing and engaging with the community on planning applications. It is important that a balance is struck between providing the community with a genuine opportunity to comment and determining applications within the statutory determination period.

**5.2** Anyone can respond to a planning consultation. In addition to individuals who might be directly affected by a planning application, community groups and specific interest groups (national as well as local in some cases) may wish to provide representations on planning applications.

**5.3** Opportunities exist for the community and or stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application
- Planning application
- Planning appeal

**5.4** Community involvement in planning applications not only involves the local community, but also statutory and non-statutory consultees, depending on the nature and location of the proposals.

### Statutory Consultees

**5.5** Planning law prescribes circumstances where consultation must be undertaken with statutory bodies on a planning application. These organisations are under a duty to respond to consultations within 21 days <sup>(ii)</sup>, or such longer period as may be specified in other legislation, and must provide a substantive response to the application.

**5.6** A list of statutory consultees on applications for planning permission is available via the National Planning Practice Guidance published on the Government's web-site. <sup>(iii)</sup>

### Non-Statutory Consultees

**5.7** Where there are planning reasons, other non-statutory consultees who may have an interest in a proposed development may be consulted on planning applications, even though they are not designated in law. Non-statutory consultees should respond within 21 days of being notified of the application.

**5.8** A list of the organisations identified in national policy and guidance who may have an interest in development and may be consulted as non-statutory consultees are identified in the National Planning Practice Guidance published on the Government's web-site <sup>(iv)</sup>.

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ii The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

iii [www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications](http://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications)

iv [www.gov.uk/guidance/consultation-and-pre-decision-matters#table-3-Non-statutory-consultees](http://www.gov.uk/guidance/consultation-and-pre-decision-matters#table-3-Non-statutory-consultees)

## 5 How can you get involved in the Decision Making Process on Planning Applications?

### Pre-application consultation

**5.9** Pre-application engagement with the community is encouraged where it will add value to the process and the outcome. For very large-scale development, pre-application consultation is a requirement under the Localism Act 2011. It is mandatory to carry out pre-application consultation with the local community for planning applications for wind turbine development involving more than two turbines or where the hub height of any turbine exceeds 15 metres.

**5.10** Effective pre-application consultation provides an early opportunity for applicants and developers to find out the views of local residents on a development proposal. Where a local community's suggestions can be taken into account in preparing a scheme, this can help to build local support, help address any early design and development issues, and help to ensure submission of a successful planning application.

**5.11** The Council expects applicants to carry out their own pre-application consultation. The level of community consultation at this stage should be appropriate and proportionate to the scale of the application. Potential methods of pre-application consultation on proposals for major development could include public meetings and exhibitions, workshops, websites, leaflets, social and other media.

**5.12** It is helpful if an applicant notifies the Council of any pre-application consultation before the consultation commences.

**5.13** Any pre-application consultation undertaken should be documented in a "Statement of Community Involvement" to be submitted alongside a proposal. This document should describe in detail the pre-application consultation that has been undertaken by the applicant, as well as demonstrating how comments have been addressed in progressing the proposal.

### Planning Application stage

**5.14** It is important that all relevant planning issues associated with a proposed development are identified and considered in the determination of a planning application. The Council is required to undertake a formal period of consultation, so therefore publicises applications that are submitted and invites comments from the local community and other consultees and stakeholders. Anyone can respond to a planning consultation.

**5.15** Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application, and comments made that are addressing "material considerations" will be taken into account in the determination of the application.

**5.16** There are significant amounts of information relating to planning applications on the Council's website and residents are encouraged to find out information on proposals using this method where possible.

**5.17** It is important to note that whilst comments addressing material considerations will be taken into account in determining the application, consultation responses are unlikely to be the only factor under consideration and may not prove to be the determining factor. Local or national policy, or other material considerations, may lead to a decision that is contrary to views expressed during consultation.

## 5 How can you get involved in the Decision Making Process on Planning Applications?

**5.18** Article 15 of the Town & Country Planning (Development Management Procedure) (England) Order 2015 (as amended)<sup>(v)</sup> sets out the minimum requirements for publicising and consulting on planning applications. The requirements vary according to the type of development proposed, and further details are set out in National Planning Practice Guidance<sup>(vi)</sup>.

**5.19** The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This is generally not less than 21 days, unless the nature of the application requires no publicity, for example a discharge of conditions or non material amendment. The Council is under no obligation to consider comments submitted after the deadline.

**5.20** The methods that the Council uses to publicise applications and consult the community, which exceed these minimum requirements, are as follows:

### **Neighbour Notification Letters**

**5.21** The Council will notify any neighbours immediately adjoining a development proposal by letter or email. The letter provides details of the planning application, where to view plans, how to make comments and by what date. Any consultation wider than this will be on a case by case basis and at the discretion of the case officer.

### **Site Notice**

**5.22** Site notices are displayed on or near to the application site. Site notices provide details of the planning application, where to view plans, how to make comments and by what date.

### **Publication on the Council's website**

**5.23** Weekly lists of applications received and decisions made are available on the Council's website. All planning applications that have been or are being processed, including appeals, are also available.

### **Inspection of Plans**

**5.24** As well as being publicised on the Council's web-site, planning applications are also available for inspection electronically at the Town Hall in Buxton, or Glossop Municipal Buildings during normal office hours. An appointment to view plans is only required if the plans are old (and thus only available on microfiche), or if discussion of the plans with an officer is requested.

### **Public Notice**

**5.25** A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.

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v The Town and Country Planning (Local Authority Consultations etc. (England) Order 2018

vi [www.gov.uk/guidance/consultation-and-pre-decision-matters#statutory-publicity-requirements](http://www.gov.uk/guidance/consultation-and-pre-decision-matters#statutory-publicity-requirements)

## 5 How can you get involved in the Decision Making Process on Planning Applications?

### Town and Parish Councils

**5.26** Town and parish councils are sent details of all current planning applications within their area for information and comment. Town and parish councils whose areas adjoin High Peak may also be sent details of planning applications which are considered likely to have an impact on their areas. This will be applied at the discretion of the Council, but applies in all cases for wind turbine applications.

### Re-consultation following amendments to an application

**5.27** Where an application is amended after it has been submitted, further consultation may be undertaken if the proposed changes are significant. Any representations received subject to any round of consultation will be taken into account in evaluating the merits of the application. Any representation received outside of the consultation period may not be fully considered. The time-frame for responses to re-consultation will be decided on a case-by-case basis.

**5.28** If a new planning application is required, this will be subject to new public consultation.

### Development Control Committee

**5.29** Most planning applications are determined by planning officers under powers delegated to them by the Council.

**5.30** Some planning applications, mainly the larger or more contentious ones, are considered by the Borough Council Development Control Committee. Applicants, residents and other interested parties are able to address the Committee. Everyone who has made a representation on an application to be considered by the Committee is contacted by letter, with detail of the next steps should they wish to attend and / or speak at Committee.

**5.31** Members of the public may also contact members of the Development Control Committee with regard to their concerns, however committee members may not be able to respond until they have heard all of the evidence provided at Committee.

**5.32** Details of committee meeting dates and times are publicised on the Council's website <sup>(vii)</sup>. Meetings of the Development Control Committee take place in the Town Hall, Chapel-en-le-Frith at 1.30pm. Agendas are published a week before the meeting.

**5.33** Various reports into standards of conduct in public life and the subsequent ethical guidance introduced under Part III of the Local Government Act 2000 and the Localism Act 2011 have emphasised the need for high standards in all aspects of local authority business, including planning matters. It is essential that all persons having contact with the Council in relation to these matters should have confidence that the conduct of Councillors and officers is consistent and fair to all parties. It is also essential that all Councillors and officers involved in the planning process are clear on the standards which are expected of them. These issues are set out in more detail in High Peak's Protocol on Land Use Planning Matters and Development Control Committee.

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vii <https://democracy.highpeak.gov.uk/mgCommitteeDetails.aspx?ID=146>

## 5 How can you get involved in the Decision Making Process on Planning Applications?

### Permission in Principle

**5.34** Permission in principle may be granted for housing-led development (this can include mixed development but must primarily be housing). The legislation is set out in the Town and Country Planning (Permission in Principle) (Amendment) Order 2017<sup>(viii)</sup> and came into force on 1<sup>st</sup> June 2018.

**5.35** On receipt of an application for permission in principle, the Council will consult bodies identified in Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015 and take in to account any responses received.

**5.36** The Council will also consult any body that would have been required to have been consulted in relation to an application for planning permission. Where consultation is required, the Council will provide a statutory body with any relevant information it holds about the site in question.

**5.37** Applications for Technical Details Consent based on a granted Permission in Principle should be submitted as an application for Full Planning Permission (with details of the related Permission in Principle provided) and will be treated by the Council in accordance with procedures for a full planning permission submission.

### Appeals

**5.38** Details of appeals, including relevant appeal documents, are publicised on the Council's web-site.

**5.39** When a planning application is refused, the applicant may lodge an appeal against the decision with the Planning Inspectorate. An appeal may also be submitted when the applicant considers any conditions of approval to be unacceptable, or in the event that an application is not determined by the relevant deadline.

**5.40** Only the applicant can appeal against a planning decision. There is no "third party" right of appeal for other people who disagree with the Council's decision. However, anyone can challenge a planning decision in the courts if they have evidence that the decision was not made following the proper procedures. Legal challenges cannot take into account whether the decision was right or not in planning terms, only whether regulations and conventions about making decisions were properly followed.

**5.41** All those who were notified of the original application or submitted comments will be informed if an appeal is made. There is then an opportunity for additional comments to be submitted directly to the Planning Inspectorate, who will determine the appeal, either through written representations, an informal hearing or a public inquiry, depending on the nature and scale of the application. Where it is decided that the appeal should be determined by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry.

**5.42** The Inspector will consider the evidence and decide whether the Council's decision was correct. The Inspector's decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court.

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viii S.I 2017/1309

## 5 How can you get involved in the Decision Making Process on Planning Applications?

### **Householder appeals service**

**5.43** An appeal in connection with refusal of a householder application (“a householder appeal”) will normally proceed by written representations. This is considered to be an expedited process and there is no opportunity for others to submit comments. However all the representations made on the application are forwarded to the Planning Inspectorate and the appellant. These are considered by the Inspector when determining the appeal.

## 6 Ensuring Equal Opportunities in Consultation

### Our community

**6.1** It is important that the views of a wide range of people within our community are represented when shaping future planning policy in the High Peak.

#### Age and gender

**6.2** In the 2011 census the population of High Peak was reported as 90,892 and is comprised of approximately 49% males and 51% females.

**6.3** Analysis of Census 2011 information indicates that 17% of the population in the Borough is aged over 65 years. This is up from 15.5% recorded in the 2001 Census.

#### Health and care

**6.4** According to the 2011 Census, over 7,000 people in High Peak are providing 1 - 19 hours unpaid care a week; over 1,000 people are providing between 20 and 49 hours and around 2,000 people are providing 50 or more hours unpaid care each week. 40% of families in households in the High Peak have dependent children.

**6.5** According to the 2011 census, 18% of people in High Peak have a limiting long-term illness. Of people resident in High Peak, 34% reported that they were in good health and 47% said they were in very good health. 4% were in bad health and 1% considered they were in very bad health.

**6.6** Whilst information about specific disabilities is not collected at Borough level, using national percentages and population statistics, it is estimated that over 7,200 people in High Peak will have mobility difficulties. Approximately 13,500 people in the Borough will have impaired hearing and there may be around 900 people with profound hearing loss. There are an estimated 260 blind people and a further 280 partially sighted people living in the Borough.

**6.7** Information about mental health is again not available at Borough level, but using County information on a pro-rata basis, it is estimated that around 24,000 people in High Peak may have a mental health problem at any one time. There is likely to be around 700 people in High Peak with dementia.

**6.8** The estimated total number of people with a learning disability of working age, living in High Peak, is 2,150.

#### Sexuality and religion

**6.9** Stonewall and Government estimates that between 5 and 7% of the population is lesbian, gay and bisexual. This is about 5,500 lesbian, gay and bisexual people living in High Peak.

**6.10** There is a diverse range of religions and beliefs held and practiced in High Peak Borough. At the time of the 2011 Census there were people who were Buddhists, Muslims, Sikhs, Hindus and Jews, but the largest percentage (64%), greater than the regional and national averages of 59%, were Christians.

## 6 Ensuring Equal Opportunities in Consultation

### Poverty and social exclusion

**6.11** According to the Indices of Multiple Deprivation (IMD2004), two Gamesley and one Stone Bench Super Output Areas (SOAs) are among England's most deprived 20% of SOAs, which have the following characteristics on average:

- Just under a third of people are income deprived.
- One in five of women aged 18-59 and men aged 18-64 are employment deprived.
- Just under half of children live in families that are income deprived.
- About a third of older people are income deprived.

### Ensuring equal opportunities

**6.12** The public sector Equality Duty came into force in April 2011. It means that public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees.

**6.13** It also requires that public bodies:

- have due regard to the need to eliminate discrimination;
- advance equality of opportunity;
- foster good relations between different people when carrying out their activities.

**6.14** The Council will be mindful of this when undertaking consultation.

**6.15** Particular efforts will be made to engage with communities or sections of population deemed to be "hard to reach", or who are not currently fully engaged with the planning policy process. For example, arrangements can be made for copies of documents to be made available in large print or another language on request.

**6.16** Consultation methods will be tailored to increase the participation of communities or sections of population deemed to be "hard to reach" wherever possible, for example:

- Attending local meetings / forums representing groups where these exist and where resources allow;
- The use of interactive web-site links;
- Use of social media such as Facebook and Twitter;
- The production of planning policy documents and any related literature in alternative formats and languages other than English; and
- Ensuring all venues for events are accessible.

## 7 Review

**7.1** Further reviews of this document will be undertaken if the Council considers that an update would be beneficial.

## 8 Appendix A Glossary of Terms Used

### **Annual Monitoring Report (AMR)**

Annual report monitoring the implementation of the Local Development Scheme and the extent to which policies in the Local Plan are being achieved.

### **Community Infrastructure Levy**

The Community Infrastructure Levy is a new levy that local authorities in England and Wales can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want – for example, new or safer road schemes, park improvements or a new health centre.

### **Community Right to Build Order**

Introduced in the Localism Act 2011, these are made by a community organisation (set up as a body which is established to further the social, economic and environmental well-being of individuals living in a particular area) or the Parish/Town Council allowing them to bring forward a small development for purposes such as new homes, businesses or community facilities. It is a site specific application limited to the development site.

### **Development Plan Documents**

Planning policy documents which make up the Local Plan. They help to guide development within a local planning authority area by setting out the detailed planning policies, which planning officers use to make their decisions on planning applications.

### **Duty to Co-operate**

A statutory requirement that neighbouring local authorities, including County Councils and other public bodies, engage constructively, actively and on an on-going basis on cross boundary matters (e.g. levels of housing, employment, road links etc).

### **General Consultation Body**

A voluntary body, some or all of whose activities benefit the local area, for example a body representing the interests of racial, ethnic, national or religious groups, local interest groups, those representing the interests of disabled persons or local businesses – as the Local Planning Authority considers appropriate to consult.

### **Hard to Reach**

Communities or sections of population deemed to be "hard to reach", are considered to be not currently fully engaged with the planning process.

### **Local Development Scheme**

A public statement of the Council's programme for the preparation of its planning policy documents.

## 8 Appendix A Glossary of Terms Used

### **Masterplan**

A comprehensive plan of a particular area providing a framework for future development often adopted by Councils as Supplementary Planning Documents.

### **National Planning Policy Framework**

Sets out national planning policies and how these are expected to be applied.

### **Neighbourhood Development Order**

Allows planning permission to be granted in relation to a particular neighbourhood area for certain types of development. The planning permission can vary from a number of homes on a specified site to blanket consent, such as extensions to residential properties across the defined neighbourhood area, though exclusions do apply.

### **Neighbourhood Planning**

Introduced in the Localism Act 2011 to enable communities to get more involved in planning for their areas – specifically around creating plans and policies to guide new development.

### **Representations**

Responses made to consultations on planning policy documents during statutory consultations.

### **Statement of Community Involvement**

Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of Local Plan documents, supplementary planning documents and development control decisions.

### **Site Allocations**

The inclusion of sites for future development in a Local Plan. This could be for a variety of uses such as housing, employment, retail, leisure or a mixture of these, for example.

### **Specific Consultation Body**

A list of organisations set out in Planning Regulations who must be consulted during the production and publication of planning policy documents for example Natural England, Historic England, Environment Agency.

### **Supplementary Planning Documents**

Build upon and provide more detailed guidance about policies in the Local Plan.

## 8 Appendix A Glossary of Terms Used

### **Sustainability Appraisal**

A systematic process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives. Optional for Supplementary Planning Documents – depends on the subject matter.

### **Sustainable Community Strategy**

A long-term strategy for the economic, social and environmental well-being of the area. The Authority should have regard to the Strategy's ambitions when preparing their own plans and strategies.

## 9 Appendix B Sources of Information & Advice on Planning

### **The Planning Portal**

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: <https://www.planningportal.co.uk/>

### **Ministry of Housing, Communities & Local Government**

The MHCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning system.

Website:

[www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government](http://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government)

### **Planning Aid England (PAE)**

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: <https://www.rtpi.org.uk/planning-aid/about-planning-aid/>

### **The Planning Inspectorate**

The Planning Inspectorate's job is to make decisions and provide recommendations and advice on a range of land use planning-related issues across England and Wales. The Planning Inspectorate deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.

Website: <https://www.gov.uk/government/organisations/planning-inspectorate>



