

# SELBY DISTRICT LOCAL DEVELOPMENT FRAMEWORK



## Statement of Community Involvement

Adopted December 2007



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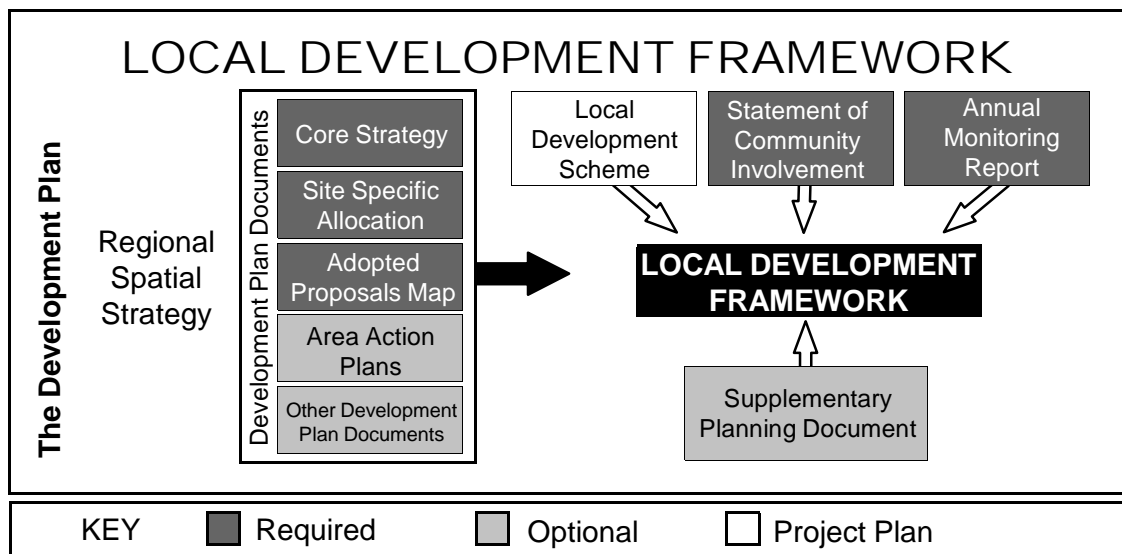
**If you require this document in a different format, for example; large print, audio cassette/CD, Braille or in another language, please contact The Planning Policy Team, using contact details at Appendix 6.**

# 1. INTRODUCTION

## Origins of the Statement of Community Involvement (SCI)

- 1.1 In September 2004, the Government introduced major changes to the planning system. The Regional Spatial Strategy (RSS) for Yorkshire and the Humber will in combination with Local Development Documents form the Statutory Development Plan for the District.
- 1.2 This Statement of Community Involvement forms one of the folder of documents that will replace the recently adopted Selby District Local Plan (2005). The package of documents is called the Local Development Framework (LDF), and it is aimed at speeding up the planning process, while increasing transparency, responsiveness and flexibility, see Figure 1 below (for more information see [www.selby.gov.uk](http://www.selby.gov.uk)). The Council sees community engagement as a vital element of these changes, and this document sets out the Council's commitment to ensuring widespread participation in the planning process.

Figure 1



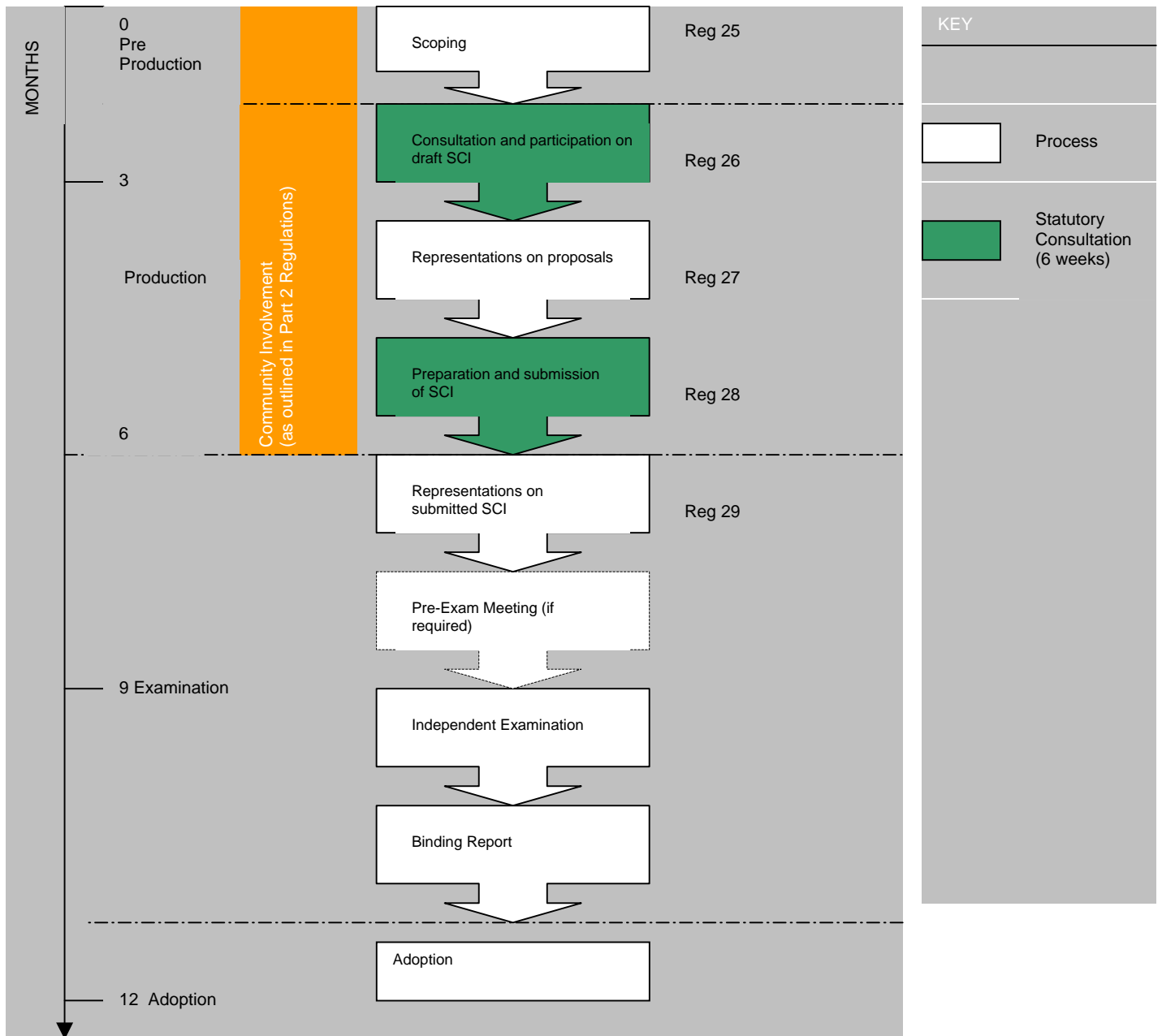
- 1.3 The Council has chosen to prioritise the SCI in this initial phase of LDF preparation, in order to ensure early engagement and community involvement in the LDF process.
- 1.4 The SCI has been produced in accordance with current statutory requirements, government guidance and companion documents. (For more information see [www.communities.gov.uk](http://www.communities.gov.uk) and [www.opsi.gov.uk](http://www.opsi.gov.uk))

- 1.5 The diagram in Figure 2 indicates the process that the Authority has followed in the production of the SCI and is the process that will be followed should a formal review of the document prove necessary.

### **Who we mean by 'community'**

- 1.6 'Community' is a term that you will find frequently used within this document. We mean this to include all those individuals, groups, businesses and organisations that live, work or operate in Selby District.
- 1.7 It is recognised that this list encompasses differing interests, needs, experiences and varying skills for involvement, which will consequently conflict at times. Therefore the approaches used must be tailored to different audiences.
- 1.8 In particular, we aim to improve upon our current methods of engagement, in order to capture the attention of those who are known to be 'hard to reach' in consultation terms.

**Figure 2 – The Statement of Community Involvement Process**



## The purpose of this document

1.9 The purpose of the Statement of Community Involvement (SCI) is to set out in a clear and accessible format, how the Council intends to involve the local community and stakeholders including residents, businesses, interest groups and landowners in the preparation of planning policy documents through the Local Development Framework, and throughout the life of significant planning applications. Every effort is being made to ensure that these are inclusive processes that will benefit all participants. The SCI considers two aspects:

- (a) **Plan Making** – Due to the changes that have been introduced by the Government, in order to speed up development plan preparation, the Council's old style plan, the Selby District Local Plan, is being replaced by a Local Development Framework (LDF), which contains a portfolio of separate documents including Local Development Documents (LDD), the Local Development Scheme (LDS) and the Annual Monitoring Report (AMR). The SCI identifies those who the Council will involve, at which stage(s) of preparation this will occur and the methods of consultation that will be employed.
- (b) **Significant Planning Applications** – Significant applications are defined as major applications, or those that are considered to attract significant community interest. The SCI will describe the methods through which the Council will seek involvement from the wider community, identifying who will be targeted, and at which stage of the application process. In addition, applicants of significant proposals will be expected to engage with the community as part of the development control process. The assessment as to whether an application is 'significant' will be at the discretion of planning officers who will make an assessment based on experience in the light of local issues/circumstances/interest.

## The purpose of consultation

1.10 The Government has set out minimum requirements for community involvement in the planning process through regulations. The Council considers this to be of benefit for the following reasons:

- Improved information sharing
- Encouraging participation
- Early and continued involvement in the planning process
- Consensus gained through discussion and understanding
- Improvement to proposals prior to submission
- Awareness of when and how suggestions can make a difference

- 1.11 It should be recognised that wider involvement with planning issues does not mean that the wishes of every individual or interest group will succeed. However, it does mean that all material planning issues are brought forward for consideration at the appropriate level, and that future decisions will be better informed.
- 1.12 Whilst making every effort to involve the community in planning matters, the Council must also take account of its own circumstances, by being realistic about the resources (both staff wise and financial) that it can commit to consultation.

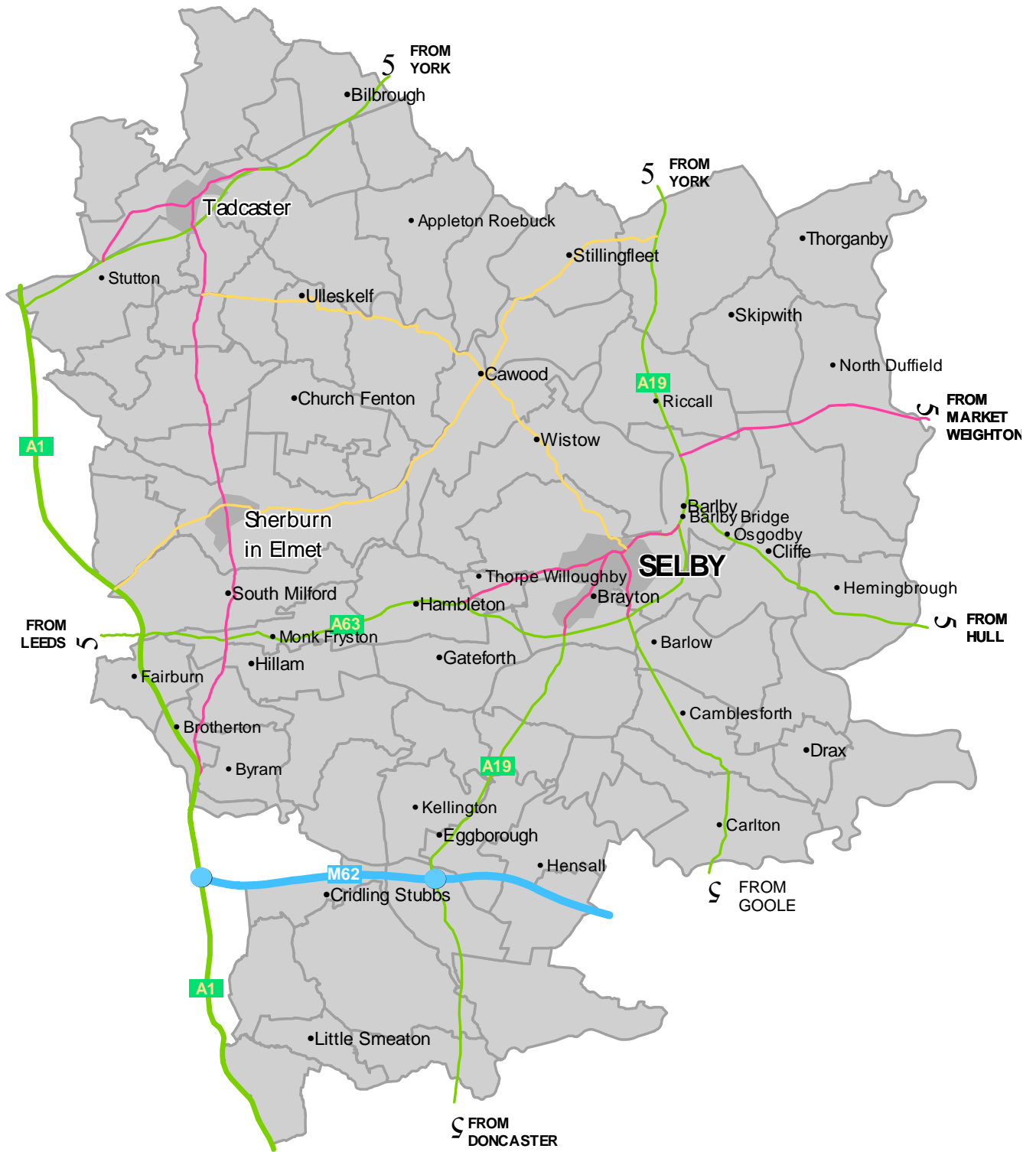
### **The benefits of community involvement**

- 1.13 The Council appreciates that there are significant benefits in the new style of community involvement that has been introduced. Providing on-going opportunities to engage with the planning process will allow stakeholders to provide views and select choices at a time when it is possible to contribute to change. Through early involvement with the LDF and significant planning applications, it is anticipated that a better understanding of the statutory planning process will emerge, combined with a sense of collaboration and ownership of the planned spatial development of the District.
- 1.14 Furthermore, any process which leads to such consensus building, is bound to lead to enhanced decision making, and an improved relationship between developers, planners, councillors and stakeholders.

## **2. THE COMMUNITY PROFILE OF SELBY DISTRICT**

- 2.1 Selby District is predominantly rural in character, the majority of the population being centred on the three main market towns of Selby, Tadcaster and Sherburn In Elmet. The remaining population is spread throughout the District in service villages, smaller villages and remote hamlets. The population (2001 Census) totals 76,468.
- 2.2 Selby District is made up of 60,190 hectares (ha) of land, situated at the southern end of North Yorkshire. The District is bordered by the Local Authorities of City of York, Doncaster, East Riding of Yorkshire, Harrogate, Leeds and Wakefield.
- 2.3 The District has a rich built and natural environment, with 631 Listed buildings and 23 Conservation Areas. Added to this approximately 543 ha of land is dedicated as International Wildlife Sites, and approximately 739 ha as National Wildlife Sites.
- 2.4 The District is not diverse in its ethnic make up, containing a higher than national average of the population being white. However, in recent years a significant number of migrant workers have found employment in the District. Although the majority are Polish, a number are also from the Ukraine, Latvia, Portugal, China and other countries.
- 2.5 The population has the third highest average household income in North Yorkshire, with a higher than average rate of employment. Although the District is well developed in terms of industrial employers such as power suppliers, glass manufacturers and breweries, the District has recently suffered the loss of the Selby Coalfields Complex, the closure of which had an adverse impact on people, businesses and the community.
- 2.6 The Indices of Multiple Deprivation measures information relating to indicators such as income, employment, education, health, skills and training, barriers to housing and services, and crime to create an overall measure of deprivation. According to these statistics, Selby contains six wards that are amongst the most prosperous in the Country, together with some of the most deprived areas, such as Selby Town.
- 2.7 Due to the rural nature of the District and the remoteness of some areas, the dispersed nature of the population does not lead to easy access for all to the administrative centre of Selby town. The Council has endeavoured to address this situation by creating satellite offices in the towns of Sherburn In Elmet and Tadcaster.
- 2.8 The Council aims to best serve the diverse needs of the District by continuously involving the community in the planning process, ensuring that people are aware how to engage with us, and the impact that their ongoing contribution can bring.





# Selby District

### **3. PLANNING POLICY**

- 3.1 As previously mentioned, the systems used to formulate planning policy have recently experienced significant change. The opportunity to comment and engage with the process is now embedded in the replacement system, the Local Development Framework (LDF), as is reflected in this section.

#### **The Adopted Selby District Local Plan**

- 3.2 The Selby District Local Plan was adopted in February 2005 and the plan policies are initially saved for three years, or until replaced by a section of the LDF. Planning applications must therefore be considered in accordance with these up to date plan policies, and the Supplementary Planning Guidance & Documents (SPG & SPD) that support them.

#### **The Local Development Framework (LDF)**

- 3.3 As previously mentioned, the LDF comprises a group of documents that will replace the Selby District Local Plan. The portfolio will contain Local Development Documents (LDD's) that fall into two categories: -

- **Development Plan Documents (DPD's)**
- **Supplementary Planning Documents (SPD's)**

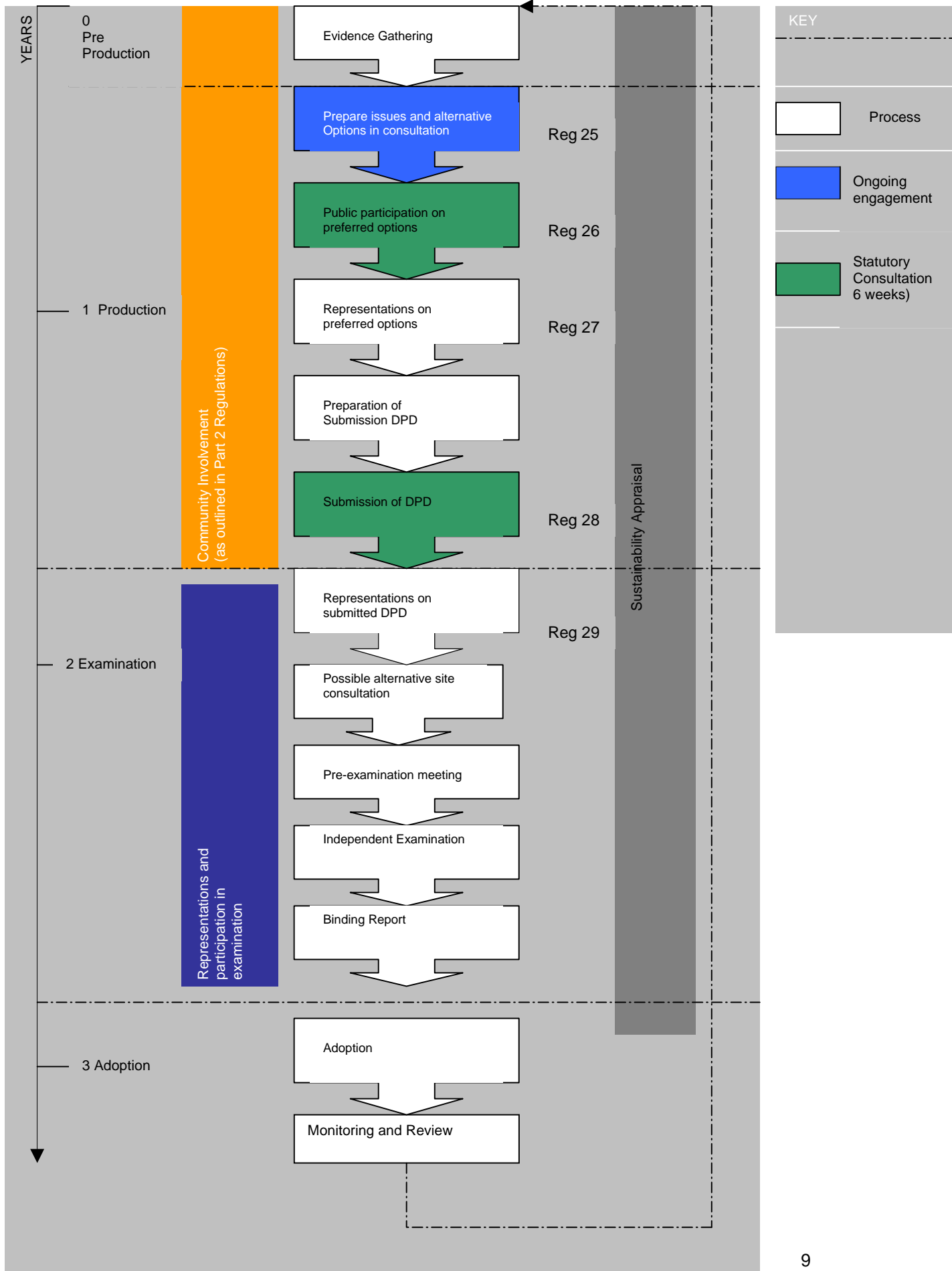
#### **Development Plan Documents**

- 3.4 DPD's detail the core strategies and policies for the District, having development plan status and being subject to independent examination. The diagram on the next page, Figure 3 indicates the process that the Authority will follow in order to produce these documents.

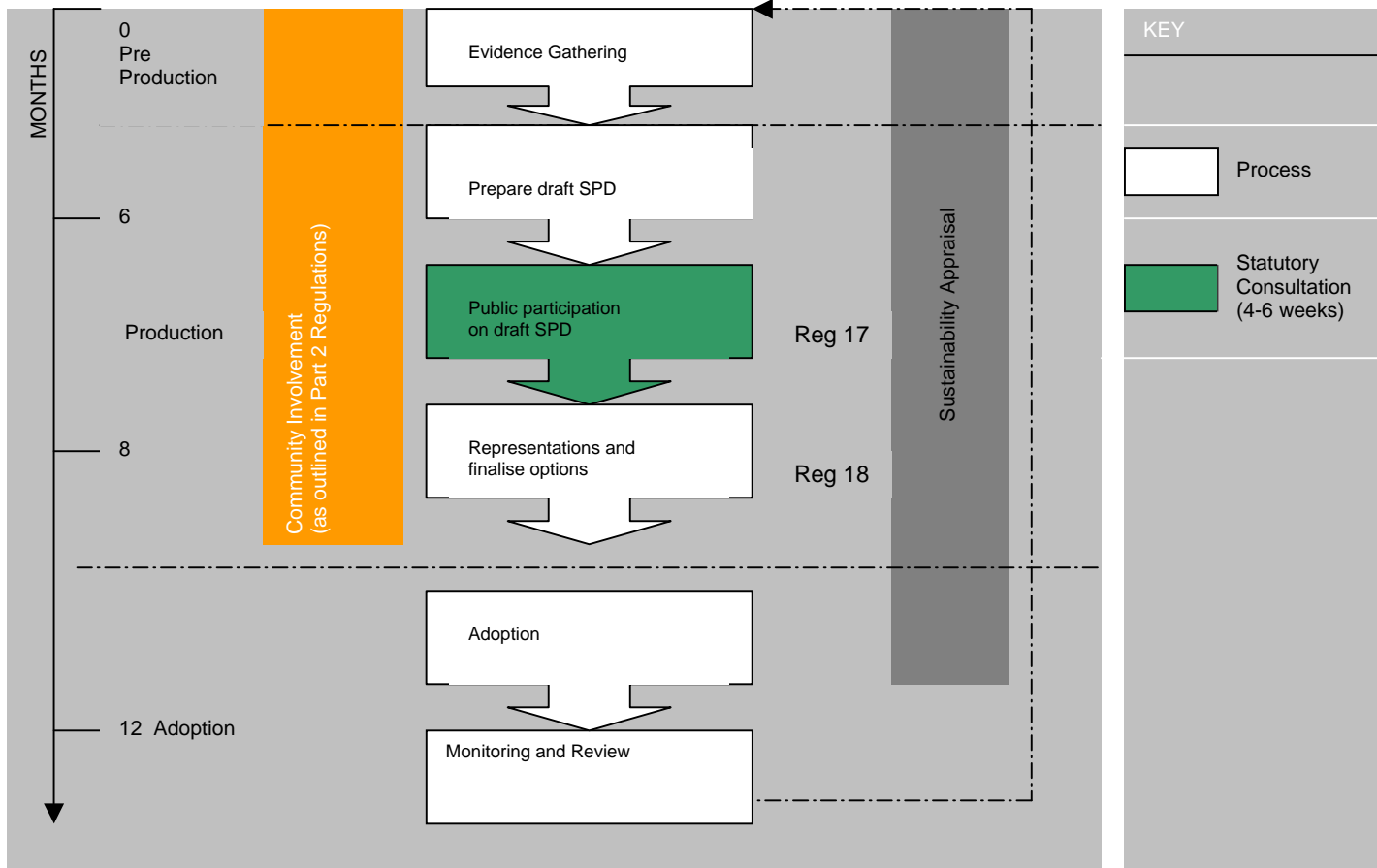
#### **Supplementary Planning Documents**

- 3.5 SPD's add more specific and detailed elements to the framework, covering subjects such as design. Although SPD's are not subject to independent examination and do not have development plan status, they are a material planning consideration in the decision making process. The diagram in Figure 4 indicates the process that the Council will follow in order to produce these documents.

**Figure 3 – The Development Plan Document Process**



**Figure 4 – The Supplementary Planning Document Process**



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

- 3.6 The starting point for the production of the LDF is the LDS. The purpose of the LDS is to inform stakeholders and the community of current planning policies, together with the Council's programme for replacing and preparing new development plan documents over the next three years. Progress in delivering the programme will be kept under review by the Council, in conjunction with Government Office for Yorkshire and the Humber (GOYH). The LDS is available to view at the Civic Centre, and on the Council Website ([www.selby.gov.uk](http://www.selby.gov.uk)).

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

- 3.7 The AMR will be prepared each year and submitted to the Secretary of State, and made publicly available. The aim of the document is to monitor the production of LDF documents against milestones set out in the LDS, and the implementation of policies.
- 3.8 In addition, a judgement will be made in relation to the sustainable aims of policies, and the possible need for changes to, or the replacement of policies.

## **Local Development Document Production (LDDs)**

- 3.9 The production of LDDs follows a pattern that has been established by the Government, in the form of Planning Policy Statements (PPS), companion guides and planning regulations. This ensures that the LDF will meet with certain specific requirements at all stages of production. It is our constant aim to improve our practices and service delivery, whenever resources allow, in order to surpass the minimum standards that the Government prescribes. Appendix 1 details a simplified version of the process that we will follow when preparing individual documents, in accordance with the statutory regulations.

## **Sustainability Appraisals (SAs) and Strategic Environmental Assessments (SEAs)**

- 3.10 Development Plan Documents and Supplementary Planning Documents will be subject to an SA and an SEA (where applicable) in order to objectively assess the impact or contribution that a document makes in terms of sustainable development principles and economic, social and environmental effect. Further details of how these evaluations are carried out are contained within the LDS. (Information is also available on the Communities and Local Government website [www.communities.gov.uk](http://www.communities.gov.uk)).

## **The Role of Councillors**

3.11 Councillors are a vital part of the Planning Policy process, due to the important role in representing the views and interests of the people who live and work in the ward that they act for. Councillors are, and will continue to be an integral part of the Planning Policy function as:

- Councillors contribute to a wide range of consultation meetings, exhibitions and forums with external partners and communities, which helps inform policy development.
- Copies of all documents are sent to all Councillors.
- Councillors can provide access to public documents, and answer queries for the community that they represent.
- All planning documents are considered by Policy & Resources Committee for comment and approval.
- Full Council will ratify the adoption of Planning Policy documents.

## **The Role of Parish & Town Councils**

3.12 Parish and Town Councils play a vital role in community involvement, as they are ideally placed to comment on documents that have implications for their area. Added to this Parish & Town Councils are crucial in identifying priorities at the grass roots level and in disseminating information about planning to the local community.

## **Access to information**

3.13 During the process of preparing LDDs the Council will ensure that information and documentation is available to view in a number of formats, and at a variety of locations:

- Information will be available in printed and electronic formats.
- Copies of all consultation documents and the reports summarising the consultations undertaken will be available to view at local Libraries.
- All consultation documentation will be available to view at the Council offices at Selby and Tadcaster, with loan copies being made available for documents that are expensive to produce, and carry a charge.
- Parish and Town Councils will be issued with copies of consultation documents, allowing for easier community access to information.
- The Council will endeavour to secure new locations for the display of information e.g. doctors' surgeries, supermarkets, post offices and Town/Parish Council notice boards.
- The Planning Policy Section of the Council will be contactable through a link from the SDC website, and by telephone.

- Copies of consultation documents will be available free of charge wherever possible, however, if a document is bulky or expensive to produce, a charge will be made to make a contribution towards reproduction costs.
- If a request is made for a document to be produced in large print, audio version, or translated into a foreign language, we will make every effort to meet the request.

## **How comments will be considered by the Council**

3.14 Appendix 1 identifies the different stages of DPD preparation, during which the Council will seek comments. At each stage comments and objections will be assessed on the basis of national, regional and local guidance and relevant local circumstances, and reported to the Council's Policy and Resources Committee, who will decide whether changes or amendments should be made before moving on to the next stage. A summary of submitted comments, accompanied by the Council's response will be posted on the SDC website, at the appropriate times. Representations will also be submitted to the Inspector appointed by the Secretary of State, at examination stage. The reports summarising the results of consultation will be made available on the Council's website and in hard copy at the deposit locations (libraries and Council Offices) listed in Appendix 6.

## **Methods of involvement**

3.15 The Council will ensure that it employs a range of methods of engagement in order to ensure that stakeholder and community input is as wide ranging and meaningful as possible. Different methods of engagement will be used as appropriate to particular circumstances and resources available. The main methods of consultation will include:

3.16 **The SDC Website** - Due to the convenience of using the internet outside of office hours, and the number of people who now have access, the Council will make full use of its website during the preparation of LDDs. Documentation will be available to read and print, and details of the consultation process will all be sited on the planning pages of the website. Added to this, an e-mail contact will appear alongside such documentation.

3.17 **The Consultation Database** - The Council holds a wide-ranging database of statutory and non-statutory consultees. These include businesses, organisations, groups and individuals who have responded to previous consultation exercises or have expressed an interest in being kept informed about planning policy issues by letter. The Council will keep the list under review, and will add to it whenever the opportunity arises.

- 3.18 **Letters to stakeholders and respondents** - The Council will write out to stakeholders on the consultation database, and those who have responded as part of the LDF process, as called for.
- 3.19 **Deposit points** - Local Libraries and Council Offices will be used to display posters and notices, and copies of documents will also be available to view in these locations. Appendix 6 provides address details.
- 3.20 **Site notices/posters** - Posters will be displayed at various stages of the consultation processes in order to reach a wider audience. These will be displayed throughout towns and villages as appropriate, on Town/Parish Council notice boards, libraries, supermarkets, doctors' surgeries, post offices etc. Site notices may be used to draw attention to significant site-specific proposals. Luminous coloured paper will be used in an attempt to attract passing attention.
- 3.21 **Local Media** - The Council will continue to use the weekly local newspapers (Selby Times, Pontefract and Castleford Express, York Evening Press, Wetherby News and Goole Times) to place public notices and by issuing press releases, in order to draw attention to consultation stages of LDDs. In addition, the use of local radio stations will be considered.
- 3.22 **Citizenlink** - If a consultation period coincides with the publication of the newspaper published by the District Council, which is delivered to every household in the District, a related feature will be included. Added to this, articles containing general planning information will continue to be featured.
- 3.23 **Citizens' Panel and sample surveys** - Meetings may be organised with the citizens' panel, in order to gather the views of varied members of the community. In addition, the Council also uses the practice of approaching a sample of its residents to complete surveys.
- 3.24 **Displays and Exhibitions and Road shows** - Use will be made of the existing exhibition space in the Civic Centre to display documents, photos, leaflets, posters and information relating to the production and preparation of LDDs. (Please see Appendix 6 for reference to 'Access Selby'). Furthermore, as previously stated, the Council is committed to identifying new and convenient, cost-effective methods of ensuring that planning consultation reaches a wider audience, in future.
- 3.25 **Meetings with stakeholders** - Meetings to be organised with a targeted group of individuals or organisations, during the preparation of a specific development document e.g. house builders, Primary Care Trusts, Highways Agency, local landowners and employers.
- 3.26 **Questionnaires and surveys** - May be used at the pre-consultation stage of document preparation. A sample of the population may be



canvassed, or a targeted approach to relevant interest groups, combined with website users. Although people could be initially put off filling in a questionnaire, if we can ensure that the public is aware that we are consulting at a stage when opinions and comments can make a real difference, it is hoped that participation will grow.

3.27 **Planning Aid** - Planning Aid is an organisation that provides a valuable source of planning advice and help. It is made up of a network of planning volunteers providing free and independent advice to community groups and individuals, who cannot afford to engage a planning consultant. A more detailed description of how they may impact upon involvement levels is detailed in Appendix 5.

3.28 Further methods which may be used are:

- Workshops
- Community forums
- Public meetings/attendance at Parish/Town Council meetings
- Participative planning events
- Local Public exhibitions
- Focus groups
- Leaflets/free newspapers
- Articles in parish magazines

3.29 An assessment of the relative merits of different methods of involving the community is provided in Appendix 3.

### **Who will be consulted?**

3.30 At different stages of preparing LDF documents the Government requires the Council to consult with a number of bodies as a minimum. These bodies are defined in Appendix 2 as either specific consultation bodies, or as specific types of other bodies. The minimum requirements are defined in the Town and Country Planning (Local Development) (England) Regulations 2004, which include those bodies who must be consulted, and those that should be considered for consultation, should the Council decide that they will be affected.

3.31 In addition to the minimum statutory requirements, the Council will strive to reach the wider community, business sector and landowners. A list of specific consultees (including statutory consultees) and other interest groups and organisations is set out in Appendix 2. The individual function and area of interest of each group, will naturally impact on the level to which they ultimately become involved in the process.

3.32 As mentioned in the introduction to this document, the community groups and individuals who are involved in the planning process range from statutory stakeholders, to local businesses, landowners and small interest groups. If any person or group wishes to be added to our

database of contacts, please supply us with your details, and we will be happy to include you in future rounds of consultation.

## **The Role of Parish & Town Councils**

- 3.33 Parish and Town Councils play a vital role in community involvement, as they are ideally placed to comment on planning applications and emerging planning policy documents that have implications for their area. Added to this, Parish and Town Councils are crucial in identifying priorities at the grass roots level and in disseminating information about planning to the local community.

## **Voluntary Sector and Community Groups**

- 3.34 The involvement of the voluntary and community sector in the planning process is vital. They are ideally placed to be able to offer advice and opinion on a range of relevant issues, due to their close contact with particular client groups and their resulting knowledge of special requirements. The Council signed up to the North Yorkshire Compact in November 2004, and consequently work closely within the Compact, in order to achieve its shared visions and priorities, to help statutory agencies and the voluntary and community sector improve and strengthen their relationship with each other.

## **Hard to reach stakeholders**

- 3.35 The Council is aware that the range of stakeholders that it is aware of does not necessarily reflect the groups of society that are hard to reach. Every opportunity will be taken to add to our knowledge in this respect, and it is considered that the local community will be a good source of information and ideas of how to engage with these people.
- 3.36 Below are a number of groups who have already been identified, and suggestions of how we may successfully gain their involvement.
- **Young people** - liaison with schools in order to arrange meetings/presentations with those students who attend classes that may be linked with aspects of planning. Target consultation to youth groups.
  - **Elderly people** - utilise existing links and organisations through day centres, interest groups, housing wardens, lunch clubs etc.
  - **People with disabilities** - Use the valuable resources of existing clubs, groups, and charitable organisations in the District, together with contacting surrounding Local Authorities to supplement our knowledge.
  - **Minority groups** - Including ethnic and religious minorities. Seek out representative groups through the local community and the

knowledge of colleagues outside of the District. Identify employers of significant numbers of migrant workers, as points of contact.

- **Residents who work outside of the District** – It is sometimes hard to reach those who spend less time in the District. Identify methods of gaining the attention of people in locations that they frequently use.

## 4. PLANNING APPLICATIONS

- 4.1 The Development Control Section of Selby District Council determines around 1500 applications each year. Of that number, approximately 50 fall into the category of being 'major' applications. The process of determining a planning application involves important stages of consultation and community involvement, which will be described in the following paragraphs. As part of a two-tier system of Local Government, North Yorkshire County Council is responsible for dealing with planning applications concerning mineral extraction, the disposal of waste, and for applications relating to its own land and buildings.
- 4.2 Applicants may now submit plans and application forms electronically, using the Council's website link to the Planning Portal. This service will soon be supplemented by the facility to make credit card payments on-line. In addition, it is also possible to submit comments on applications in this way.

### Categories of application

- 4.3 Planning applications are split into three basic types. They are:

**Major** - Residential developments of 10 or more dwellings, or a site area of 0.5 hectares or more. For other proposals, where the floor space being constructed is 1,000 square metres or more, or for a site area of 1 hectare or more, as defined by DCLG.

**Minor** - Smaller applications, which do not fall into the category of 'Other Applications'.

**Other** - Including householder applications, change of use, Conservation Area Consent, works to Listed Buildings and to trees that are the subject of protection orders, together with prior notifications in connection with telecommunication and agriculture. Prior notification applications follow a different procedure to that of an average planning application, as the case officer is required to give comments on the proposal, rather than to make a formal decision.

### Who will be consulted?

- 4.4 The Council is required to consult with a range of stakeholders as part of the development control process; these include the general public, together with statutory and non-statutory consultees, including local interest groups.
- 4.5 The community is engaged in two ways, either as part of consultation that seeks to reach the public as a whole, or through a targeted effort to reach those who are likely to be personally affected by a proposal.

- 4.6 When carrying out the initial consultation for a planning application, the Council assesses the nature & location of the proposal, deciding upon the appropriate statutory and non-statutory consultations to carry out. Consultees are given 21 days to respond, and their comments and recommendations will be fed into the report prepared by the case officer.

### **Methods of publicity**

- 4.7 Selby District Council publicises the majority of planning application using a luminous yellow A4 size site notice, which is positioned in a visible location, adjacent or close to the site in question. Where practical using the information available, consultation involves letters being sent to residents who border the application land, or who are immediately adjacent to it. Consultation addresses are reliant upon Ordnance Survey information, which is updated on a regular basis.
- 4.8 If applications are judged to be major or contentious, they are also advertised in the local press. A weekly list of planning applications received by the authority is also available to view in the reception area of the Civic Centre, and the two area offices at Sherburn and Tadcaster, as well as on the Council website ([www.selby.gov.uk](http://www.selby.gov.uk)).
- 4.9 Although the Council aims to give every opportunity for public comment in the planning process, the scale of publicity that is carried out for planning applications has to take into account the cost involved and the speed of the decision making process.
- 4.10 For further detail please see Appendix 4 – The SDC Code of Practice associated with publicity for Planning Applications.

### **Pre-application enquiries**

- 4.11 Wherever staff time permits, the Development Control Section offers a confidential pre-application enquiry service to the public. However, to ensure that this is a useful service, it is important that the enquiry is submitted in writing and is accompanied by full details, a location plan and where appropriate sketch plans. The written reply that you receive will have a reference number, it is important to quote the reference if you are subsequently making a formal application, as it will enable the Case Officer to be consistent with any recent advice. Online submissions will be able to record this information in the near future.
- 4.12 Making use of this service will help in a number of ways, it can:
- Highlight any potential problem areas
  - Identify any necessary amendments, and
  - Reduce the length of time it takes to determine your application.

- 4.13 Nevertheless, depending on workload a response may take some time, therefore if an urgent response is required, it may be prudent to submit a formal planning application, particularly for minor proposals.
- 4.14 Development Control also offer a permitted development enquiry service if you are considering extending, or making changes to your home. Upon the completion of an enquiry form, your information will be assessed to determine whether a planning application is necessary. A written response will then be provided, which is often necessary as proof when selling your property.
- 4.15 Added to this, the Development Control section hope to initiate 'Agent Forums' in the future. The meetings will be chaired by officers and held 2-4 times per year, and will involve regular agents being invited to discuss service delivery, and any issues and questions that may arise.

### **Pre-application consultation**

- 4.16 It is common practice for developers who intend to submit substantial applications, to make pre-application contact with the Planning Department. This contact may consist of the submission of proposal plans, or by way of a site visit or meeting. In addition, other interested parties such as the Highways Department of the County Council may also be involved. In common with a pre-application enquiry, these communications prove to be useful for gathering expert knowledge and to target any issues that arise at this early stage, prior to formal submission.
- 4.17 Where a major proposal is judged for the Council, by a Professional Officer, to be controversial, sensitive, or to be of interest to the public, the prospective developer will be strongly encouraged to engage with the local community, for example through public meetings and exhibitions, prior to the submission of the final application.
- 4.18 The developer will be required to produce a statement showing how the views of the public have been taken into account. Although the Council are not able to refuse to accept or determine applications when such public consultation has not been put into practice, it will often be reflected in the application process.
- 4.19 Development Control Officers will advise of the level of engagement that will be appropriate on a case-by-case basis. Although planning staff will not be directly involved with this early consultation process, they may be able to help. The type of methods to be employed by potential developers will include the following:

- Press adverts
- Community meetings
- Exhibitions (opening hours to include out of office hours)
- Information on village notice boards
- Delivery of explanatory leaflets

## **Post-application**

4.20 After an application has been validated, a range of consultation is then carried out with a number of bodies, depending on the type of application that is being considered. The normal period allowed for comment on planning applications is 21 days, however, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. The results of these consultations will be reported and taken into account in decisions made by, and on behalf of, the Council. Less complex applications, such as 'householder applications', will often only involve consultation with local residents, Parish Councils and possibly the Highways Authority. A 'Parish Council Charter' is currently being produced, which will soon be available in a paper format and to view on the Council Website. Any comments received will be included within the report written by the Case Officer. Application reports are considered by either a more senior officer, or by members of the Planning Committee, depending on the category of the application.

4.21 More complex applications however, may need consultation with bodies such as:

- The Highways Agency
- North Yorkshire County Council
- Yorkshire Water
- Environment Agency
- Natural England
- English Heritage, and
- Other heritage bodies

4.22 Copies of all planning applications that are currently being processed are available to view at the planning reception in Selby. Applications that surround the two Area Offices in Tadcaster and Sherburn may also be viewed at the relevant Office. For details see Appendix 6. Planning applications can be viewed online via the Planning Public Access System.

- 4.23 If a Case Officer considers that significant amendments are being proposed to a planning submission, a copy of the mended plans/details will be sent out to relevant statutory consultees, including the Town or Parish Council. In addition, any member of the public who has commented on the proposal will be alerted to the presence of significant amendment(s) by letter. Fourteen days are given to comment on such changes.
- 4.24 In the case of major proposals, where appropriate, a Planning Officer may attend the relevant Parish/Town Council meeting in order to answer questions.
- 4.25 Should an application be required to be heard at planning committee, public speaking rights exist. A leaflet can be obtained from planning reception, or details may be accessed on the SDC website.
- 4.26 The Planning Committee agenda list is sent to Parish and Town Councils and Councillors of the Planning Committee by e-mail prior to the meeting, in order to give advance warning about when individual applications will be considered.
- 4.27 In addition, a leaflet entitled 'Advice for householder applications' will be available from planning reception in the near future, and will also be available to view on the SDC website.

## **Post decision**

- 4.27 Following the granting or refusal of a planning application, the planning department will issue a copy of the decision notice to a number of official consultees. In addition, should an application be presented to committee with a recommendation that is contrary to the Parish Council response, they will be supplied with a copy of the Officer's report.
- 4.28 Furthermore, every individual, organisation or group who submitted a representation to an application, will be informed of the decision including reasons for acceptance or rejection.
- 4.29 A list of previous decision notices with the reasons for refusal or conditions of approval are also listed on the SDC website, and at the planning reception area in Selby.
- 4.30 If an application is refused permission, the applicant has the right to appeal against the decision to the Secretary of State, although there is no third party right of appeal. When an appeal is lodged, any comments or objections are passed on to the appointed appeal Inspector. More information relating to the appeals process can be found on the Planning Inspectorate website ([www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk))



## **Planning Enforcement and Building Control**

4.31 Should an individual have concerns that an approved scheme is not being carried out in the form or position that has been agreed, or that an activity is being carried out without planning permission, they may contact the Planning Enforcement Section or the Building Control Department of the Council. Contact details are listed in Appendix 6.

## **The Role of Councillors**

4.32 Councillors are vital parts of the Development Control planning process, due to the important role in representing the views and interests of the people who live and work in the ward that they act for. Councillors are, and will continue to be an integral part of the DC function as:

- Each Councillor receives a weekly list of new planning applications by e-mail.
- Councillors can provide access to public information that they receive to the community that they represent, and answer queries.
- A Councillor may request in writing (including e-mail) that an application is heard at Planning Committee, rather than being dealt with under delegated powers, provided that valid planning reasons are given.
- Upon request Councillors are able to access planning application files that are currently being considered.

## **5. RESOURCE IMPLICATIONS**

- 5.1 The responsibility for consultation and engagement on planning matters rests with the Managers and Officers within the existing Planning Policy and Development Control sections of the Council. We will also call upon the expertise and assistance of colleagues within the Council, and external partners whenever this would help improve dialogue with, and involvement of local communities and stakeholders.
- 5.2 The Council is aware of its obligation to engage with stakeholders more widely than ever before, but must also have regard to the limited level of resources that can be secured for additional levels of consultation. Every effort will be made to ensure that the best use is made of the time and resources that are available for this important task.
- 5.3 The SCI is written with future resource implications in mind. A commitment is being made to a plan of action that will gain maximum benefit from the limited funding that is available. This inevitably means that methods of consultation will be tailored to particular circumstances.
- 5.4 In order to improve efficiency, the Council will make use of, and build upon existing communication channels wherever possible, as this will assist any consultation centred on the LDF or Planning Applications to reach a potentially wider audience, with reduced expenses being incurred. Methods may include articles in District or Parish publications, or speakers being added to existing meetings.
- 5.5 The Planning Department will also endeavour to co-ordinate its consultation efforts with other sections wherever possible, to reduce financial costs and to limit the number of instances that an individual or organisation is consulted. Consultation fatigue is an acknowledged risk.

### **Reviewing the SCI**

- 5.6 The Statement of Community Involvement will be subject to a process of monitoring and review as part of the Annual Monitoring Report (AMR). The AMR focuses on the progress of LDF documents, and as part of this process it will monitor the consultations that have taken place.
- 5.7 Monitoring allows the Council to learn from the consultation process and improve and amend its arrangements for future consultation as necessary. Consultations undertaken during the preparation of each LDD will be published in a report on consultations and these will be summarised in the AMR, along with consideration of the timetable and milestones for the preparation of documents as set out in the Local Development Scheme (LDS).

- 5.8 It may be necessary to revise the SCI in response to current legislation, best practice, government advice or changes that may have been carried out in relation to other Council strategies or working practices.
- 5.9 It is proposed that a review of the SCI would be triggered in response to a need being established to adopt new methods of engagement, or to consult with significantly different stakeholders to those that have been identified.

## 6. LINKS WITH OTHER STRATEGIES

- 6.1 The Statement of Community Involvement takes account of a variety of strategies and plans that have been developed by the Council itself and with partner organisations at a local, county and regional level. One of the recent Council Priority Projects was to improve access to services, which can be assisted by empowering local communities to contribute to the planning process. The Council's 'Ten Year Vision' (2004) includes an objective 'to develop public participation and influence at community level'.
- 6.2 The SCI is designed to link with and complement the array of strategies and plans that are produced by the Council and other organisations including the County Council, the most relevant of which are expanded upon below. Wherever scheduling allows, consultation will be co-ordinated between LDF documents and other strategies, in order to help lessen consultation fatigue.
- 6.3 The Council will also take account of strategies and plans that are produced by partner organisations, and where available or appropriate these will include Town & Village Design Statements, Parish Plans, Concept Statements and Quality of Life Assessments. However, this list is not exclusive, and will include new documents and plans as and when they are produced or adopted.

### Community Strategy

- 6.4 The Selby District Community Strategy (2005 to 2010) has been produced by The Selby Strategy Forum, who is a partnership of organisations that are involved in delivering services and providing advice in the District. By working closely with the Selby Strategic Forum and any other groups flowing from the Community Strategy the Council will ensure that the Local Development Framework is closely integrated with the Community Strategy.
- 6.5 The Strategy aims ***'To improve the quality of life for those who live and work in the District'***. With this in mind, the Forum aims over the next five years to create ***'A future where the people of Selby District live in strong, inclusive, healthy and safe communities which have an improved environment and a thriving economy'***.
- 6.6 Delivery will be centred around five themes, crucially one of which is 'Working with our community', the key statement being ***'We will help people to take part in and influence the way we deliver and plan services so that they can contribute to the future of their local community'***.

## Consultation Strategy

- 6.7 The Selby District Consultation Strategy (2003 to 2006) is the Council's response to the modern agenda for local government, which underpins an increased commitment to community engagement and the consultation process.
- 6.8 The Consultation Mission Statement is ***'We will consult as widely and as deeply as possible using the broadest range of traditional, creative and innovative research methods and we will take decisions which are informed by the views of our citizens, customers and communities'***.
- 6.9 The Strategy briefly outlines the current position, and a three-year plan of aims and principles. A range of internal and external consultees are identified, together with the qualitative and quantitative methods that will be employed, and the range of improvements that are due to be developed.

## Communication Strategy

- 6.10 The Selby District Communication Strategy (2003 to 2006) focuses upon effectively targeting the relevant message to the right audience, ensuring that communication and accountability are a priority.
- 6.11 The Communication Mission Statement is ***'We will ask, listen, react and deliver'***. The Strategy identifies the current position, our internal and external audiences, the communication channels that are used, and our action plan for the future improvements that will be made to Council communications.
- 6.12 The Communication Strategy is currently being updated.

## Improvement Plan

- 6.13 'A Well Managed Authority' – An Improvement Plan for Selby District Council (September 2005 – March 2007) is the second SDC Improvement Plan. The production of this document aims to ensure that Corporate Priorities are linked and prioritised.
- 6.14 One of the identified sub-projects in this case is 'Community'. This links with the SCI due to its commitment to ***'strengthen the capacity of the public to participate and involve themselves in influencing the shape of their community in a world where the face of local government is continually changing'***. The Improvement Plan includes a number of related aims with deadlines, allowing progress made to be easily measured.

## **Cultural Strategy**

6.15 The first draft of 'A cultural Strategy for Selby District' was published in September 2003. The strategy was produced in partnership with a consortium of North Yorkshire Local Authorities.

6.16 The Cultural Strategy comprises five elements:

- Case for Culture
- A profile of Selby
- Vision and Aims
- Action Plan
- Monitoring and Evaluation

6.17 The document is a working document that will continually evolve. Ultimately its success will be judged by the improvements and achievements that are made to the quality of people's lives over the coming years.

## **North Yorkshire County Council (NYCC) – Community Strategy**

6.18 'North Yorkshire Together' A Strategy for local communities 2005-2006, is produced by the North Yorkshire Strategic Partnership (NYSP), and is designed to set out ways of making a real difference to the social, economic and environmental well-being of the people and places of North Yorkshire.

6.19 The NYSP includes agencies, organisations & interest groups who operate in the County, with District based LSPs forming the core of the partnership.

6.20 The five action priorities of the Strategy are:

- Health inequalities
- Affordable housing
- Crime & disorder
- Access for inclusion
- Action for the environment

## **Further information**

6.21 The Strategies that are mentioned above may be viewed on the Council website [www.selby.gov.uk](http://www.selby.gov.uk), together with a full schedule of Council Service Plans and Strategies (see A-Z list).

## APPENDICIES

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## Appendix 1

### The key stages of producing a Development Plan Document (DPD)

At each stage of consultation that is highlighted in the table below, the Council will use whichever of the methods in Appendix 3 as are reasonable and appropriate for the particular stage of consultation.

<b>Pre-production</b>
<p>At this initial stage, the Council will undertake a period of research and evidence gathering, in order to identify the key issues that need to be at the forefront of a particular documents production.</p> <p>We will asses who our key stakeholders are, in order to carry out a level of focused consultation, and to seek views relating to the issues that are intended to be addressed in the emerging document. This may include the wider community where appropriate.</p>
<b>Issues and Options</b>
<p>We will consult with the community and stakeholders on issues and options, using a range of methods from our agreed list. All the views expressed will be considered by the Council and taken into account before preparing preferred options. We will ensure that the issues and options are sufficiently detailed to enable meaningful community involvement.</p>
<b>Preferred Options</b>
<p>We will undertake a further six-week consultation process on preferred options.</p> <p>All the comments submitted will again be considered by the Council and weighed against relevant national, regional and local planning guidance and particular local circumstances, in order to decide whether changes to the document are warranted.</p> <p>The Sustainability Appraisal and Strategic Environmental Assessment will also inform the DPD and will be subject to comment during the consultation period.</p>
<b>Preparation of submission development plan document</b>
<p>On completion of the preferred options stage, we will prepare the development plan document for submission to the Secretary of State. The Sustainability Appraisal and Strategic Environmental Assessment will also inform the DPD and will be subject to comment during the consultation period.</p> <p>To coincide with the submission of the document the Secretary of State a six-week consultation period will be held for representations to be made on the submitted development plan document (DPD). Should alternative sites be promoted during the submission consultation, we will advertise these sites and</p>



invite comments for a further six-week period.

### **Public Examination**

Following this consultation, the Inspector who will carry out an independent examination into the soundness of the DPD, will consider all the valid objections and representations received in the formal six-week consultation exercise to the Development Plan Document. A pre-examination meeting will be held before the examination starts outlining the process and procedures. This will be advertised by the Council in advance.

Following the examination the Inspector will produce an independent report containing recommendations and changes that the Council is obliged to follow.

### **Adoption and feedback**

Following the receipt of the Inspector's report, the Council will make any changes that the Inspector has recommended, prior to the document being formally adopted. Once adopted, the policies and proposals that are contained within the document, will guide the future of development control decision making, and other investment decisions.

## The key stages of producing a Supplementary Planning Document (SPD)

At each stage of consultation that is highlighted in the table below, the Council will use whichever of the methods in Appendix 3 as are reasonable and appropriate for the particular stage of consultation.

<p><b>Evidence Gathering</b></p> <p>Initially we, as a local authority will undertake a period of research and evidence gathering, which will aim to identify the key issues relevant to proposed SPD.</p> <p>There will be focused involvement with key stakeholders to develop the SPD, following which a meaningful draft SPD will be produced.</p>
<p><b>Preparation of the Draft SPD</b></p> <p>As a result of the evidence gathered in the initial stages, the Supplementary Planning Document will be drafted. This document will be detailed enough to ensure meaningful community involvement.</p>
<p><b>Public Participation on Draft SPD</b></p> <p>The draft SPD accompanied by a Sustainability Appraisal and a statement of how we have complied or aim to comply with Regulations and the Statement of Community Involvement will then be published for consultation.</p> <p>The length of the consultation period will be not less than 4 weeks and no more than six.</p> <p>A variety of media will be used in the consultation exercise as set out in this document.</p>
<p><b>Representations and Finalised SPD</b></p> <p>All representations submitted within the comment period will be considered and where appropriate changes incorporated into the final SPD, which will then be adopted by the Council.</p>
<p><b>Adoption</b></p> <p>Once adopted the document will be included in the Local Development Framework. A publicity process will be carried out in accordance with Regulations to make people aware that the document has been adopted. The document will be used alongside relevant policies in order to guide the future of development control decision-making, and other investment decisions.</p>

## **Appendix 2**

### **LONG LIST OF CONSULTEES**

The following lists represent the range of stakeholders that will be engaged in the LDF creation process at varying stages where necessary, in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, and Planning Policy Statement 12 (PPS12) – Local Development Frameworks (2004). Should you wish to be added to our list of consultees, please contact the Planning Policy team. Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

#### **Specific Consultation Bodies**

- Regional Planning Body (Yorkshire and Humber Assembly)
- Government Office for Yorkshire and the Humber (GOYH)
- Regional Development Agency (Yorkshire Forward)
- North Yorkshire County Council
- Adjoining Local Planning Authorities
- Town & Parish Councils and adjoining Town & Parish Councils
- Natural England<sup>1</sup>
- The Environment Agency<sup>1</sup>
- Highways Agency
- Historic Buildings and Monuments Commission for England
- Network Rail
- Strategic Health Authority
- Telecommunication providers
- Electricity and Gas providers
- Sewage and Water utility providers

#### **Government Departments**

- Home Office
- Department for Education and Skills (GOYH)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Transport (GOYH)
- Department of Health (through relevant Regional Public health Group)
- Department of Trade and Industry (GOYH)
- Ministry of Defence
- Department of Work and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Office for Government Commerce (property Advisers to the Civil Estate)

#### **General Consultation Bodies**

- Voluntary bodies whose activities benefit all or part of Selby District (including Selby District AVS).
- Bodies that represent the interests of different racial, ethnic or national groups in Selby District.
- Bodies that represent the interests of different religious groups in Selby District.
- Bodies that represent the interests of disabled persons in Selby District.
- Bodies that represent the interests of persons carrying on business in Selby District.

## **Other Consultees**

- Age Concern
- Airport operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company
- Environmental groups at national, regional and local level, including:
  - Friends of the Earth
  - Royal Society for the Protection of Birds
  - Wildlife Trusts
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends, Families and Travellers
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and skills councils
- Local Agenda 21 including:

- Civic Societies
- Community Groups
- Local Transport Authorities
- Local Transport Operators
- Local Race Equality Councils and other local equality groups
- National Playing Fields Association
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers/Crime Prevention Design Advisors
- Port Operators
- Royal Mail Property Holdings
- Rail Companies and the Rail Freight Group
- Regional Development Agencies
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Sport England
- The Home Builders Federation
- Water Companies
- Women's National Commission

## **Other Individuals and Organisations to Consult**

- Selby District Council Councillors
- Members of Parliament who represent the District
- Local Strategic Partnerships
- Community Investment Partnership (CIP) Groups
- Local Community Groups (interest, amenity, activity, gender, age, faith, locality etc)
- Selby Civic Society
- Local Businesses
- Residents Associations
- National Farmers' Union
- Primary Care Trust covering Selby District
- Ramblers Association
- English Partnerships
- Individual residents
- Consultants and Surveyors
- Developers and Landowners
- Campaign to Protect Rural England
- English Heritage<sup>1</sup> & relevant Conservation societies and groups
- Internal Drainage Boards
- Yorkshire Wildlife Trust
- Yorkshire Tourist Board

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<sup>1</sup> This body is one of the Statutory Environmental Bodies to be consulted throughout the Sustainability Appraisal process

## Appendix 3

### Methods of involving the community

Method	Type of engagement	Effectiveness	Resources
<b>The SDC Website</b>	Informs/Consults	High level of contact, at a low cost, however not everyone has access to the internet. Easy to keep updated.	Low impact upon resources and staff time. No posting cost incurred.
<b>The consultation database</b>	Informs/Consults	Can be updated at any time. Allow people to receive consultation material regularly.	Staff time involved, and postage cost.
<b>Letters to stakeholders and respondents</b>	Informs/Consults	Informs a large number of people at a given time.	Staff time, postage cost and use of paper.
<b>Deposit points</b>	Informs	It will be possible to inform a high number of people, making use of easily accessible locations.	Low impact on resources and staff time.
<b>Site notices/posters</b>	Informs	May attract those not reached through other methods. Relies on others to display, and creates clutter if badly placed.	Low impact on staff time, but high on our community contacts. Printing costs.
<b>Local Media</b>	Informs	Not everyone reads a local paper, or listens to local radio, but may impact on some hard to reach sectors of the community. Cannot always ensure that content of information is factual.	Low impact upon staff time. May be expensive if using adverts, and public notices, but low if press releases are accepted.

Method	Type of engagement	Effectiveness	Resources
		However statutory notices will be printed exactly as submitted.	
<b>Citizenlink</b>	Informs	Delivered to every property in the District, but published infrequently. Cannot ensure that it is read.	Low impact on staff time and resources.
<b>Citizens' Panel</b>	Informs/Consults/Involves	Ability to gain personal contact, and responses from residents who are committed to making their views known. May not be representative of the community.	Staff time for preparation and attendance at meetings. Venue could be expensive to hire, if not at Civic Centre.
<b>Sample surveys</b>	Informs/Consults	Able to contact residents throughout the District. No way of knowing the demographic split, or response rate in advance.	Preparation time, and analysis of results, plus postage cost.
<b>Displays, exhibitions and road shows</b>	Informs/Consults	If well located, can reach a high number of people, possibly including a number considered to be hard to reach.	Expensive to produce, but can be re-used. High commitment of staff time, if manned.
<b>Meetings with stakeholders</b>	Informs/Consults/Involves	Able to engage personally with relevant people at the right times. Attendance may be poor.	Staff time in attendance and preparation for the event.
<b>Questionnaires and surveys</b>	Informs/Consults	Cannot ensure a high proportion of responses, but useful for targeted consultation.	Production and analysis has a high impact upon staff time.
<b>Planning Aid</b>	Informs	Staffed by voluntary planning	May be a cost depending on

<b>Method</b>	<b>Type of engagement</b>	<b>Effectiveness</b>	<b>Resources</b>
		professionals, therefore advice will be of a high standard. Enables those who wish to have more active involvement.	circumstances.
<b>Workshops</b>	Informs/Consults/Involves	Can gain the involvement of a large number of participants, and be useful for conveying complex subject matter.	High impact upon staff time, for preparation and attendance.
<b>Community forums</b>	Informs/Consults	Useful for establishing an on-going link. Can tackle one subject at each meeting, for greater understanding.	High impact on staff time.
<b>Public meetings and attendance at Parish or Town Council meetings</b>	Informs	May be possible to utilise existing meetings. Cannot guarantee attendance numbers or a representative turnout.	High impact on staff time. Accommodation hire may be expensive.
<b>Participative planning events</b>	Informs/Consults/Involves	May focus the content as a method of attracting new faces. High expectations of results from those involved.	Expensive to equip and staff.
<b>Local public exhibitions</b>	Informs/Consults	A good method of reaching those who commute or rely upon public transport, if well located, with good opening times.	Expensive to produce, but can be re-used. High commitment of staff time, if to be manned.
<b>Focus groups</b>	Informs/Consults/Involves	May be able to attract some hard to reach groups. Useful if the groups already exist.	High impact on staff time. May not be expensive to run, depending on accommodation.
<b>Leaflets and free newspapers</b>	Informs	If concise and uses inclusive language could spark the	Expensive to produce and high commitment of staff time.



Method	Type of engagement	Effectiveness	Resources
		interest to become involved. Reaches a high proportion of the population.	
<b>Articles in parish magazines</b>	Informs	Risk of wrong emphasis if re-worded by editor. May reach a new audience.	Low impact on resources.

## Appendix 4

### REVISED CODE OF PRACTICE IN RELATION TO THE CARRYING OUT OF PUBLICITY FOR PLANNING APPLICATIONS (1995)

1. Bearing in mind business plan targets, upon receipt of a planning application, a decision will be taken within 5 working days, both with regard as to whether or not the proposal is 'major' or 'minor', as defined by Article 8 of the 1995 General Development Order (GDO), but also as to the form that the publicity should take. Within these 5 working days, work will be initiated to produce a newspaper advertisement; site notice; or the neighbourhood notification letters, wherever appropriate.

Where doubt exists as to whether a proposal is 'major', as referred within the GDO, then, for the purposes of initiating publicity, the application will be treated as a 'major' development.

2. Publicity for applications, would encompass not only planning applications themselves, but also applications for the approval of reserved matters; applications for consent under advertisement regulations; and applications for the carrying out of works to trees protected by Tree Preservation Orders (TPO).
3. In accordance with resolution 531 of Planning Committee dated 7 October 1992; there will be presumption in favour of further consultation, (of relevant consultees), and publicity wherein any submitted amendments to a lodged application, materially alters the original proposal. Obviously minor and trivial alterations will not however be subject to further publicity.
4. Arrangements for publicity in relation to applications, in accordance with Article 8 in the 1995 General Development Order, and having regard to Circular 15/92, will thus be as follows: -

- i) Development proposals adjacent to open countryside.

In such cases, whether the proposal is major or minor as defined by the General Development Order, publicity *shall always include* the erection of a site notice, in order to ensure the maximum opportunity for unidentified landowners to be made aware of the development proposal. The erection of such a site notice would therefore be the minimum form of publicity carried out, which may well be exceeded, on a case-by-case basis.

- ii) Minor development (such as small scale change of use; advertisement applications; applications for works to trees etc). In relation to such minor proposals, which are not "householder applications", the individual case officer will exercise discretion as to the most appropriate form of publicity. Such publicity could involve the erection of a site notice, or neighbourhood

notification, or indeed both. If neighbourhood notification letters are to be issued, these will be carried out in accordance with the criteria described under iii) below.

iii) Householder Proposals.

This relates to planning applications, submitted on “householder application forms”, which clearly relate to domestic proposals within built up areas, (these are very usually entirely residential in character), would be publicised on the basis of neighbourhood notification. This neighbourhood notification will be carried out in accordance with the following criteria: -

- a) Development behind the rear elevation of the residential property for which planning permission is applied.

In this instance, neighbourhood notification letters will be sent to those properties that share a boundary to the application property, exclusively to the side and rear of the application site. An example is shown at appendix 3 to the report to Planning Committee dated 19 February 1997.

- b) Development in front of the rear elevation.

Where householder developments involve works to the side or front of the residential property, then neighbourhood notification letters should be sent to residential properties with a shared boundary. This definition of shared boundary would also include residential properties across any intervening highway; wherein the road is disregarded for the purposes of identifying shared boundaries. An example of which neighbouring properties would be written to under this criteria; is shown in Appendix 4 the report to Planning Committee of 19 February 1997.

iv) Major Development.

So far as this category of development is concerned, it is a statutory requirement that a newspaper advertisement is placed in every case. Above and beyond this, officers will continue to exercise discretion as to the most appropriate form of on-site publicity to be instigated. There may be instances wherein site notices remain the most appropriate form of on-site publicity, particularly in instances of development where open countryside abuts the application site. Where neighbourhood notification letters are however, selected, these will be issued on the basis of the criteria described in paragraph iii) above, as a basic minimum. Additionally, and at the discretion of the officer, other properties deemed to be affected by the proposal, would also be notified.

- v) It is important to note, that in relation to the carrying out of neighbourhood notification with regard to all the above described categories, additional residential properties may be notified as follows: -

Wherein a previous application has been submitted in relation to the current application site, those residents who made representations, and have not already been written to as a result of the exercises described above, would additionally be notified by the Council.

- vi) Finally, on the determination of the planning application, all those residents who made representations in relation to the proposal would be notified about the outcome.

## Appendix 5

### PLANNING AID

Yorkshire Planning Aid provides a free, independent and professional planning advice service to individuals and groups from within the Yorkshire and Humber region who cannot afford professional fees. Yorkshire Planning Aid is part of a network of nine Planning Aid Services throughout the country, all of which are part of the Royal Town Planning Institute, a Registered Charity. Services operate through small staff teams and a network of professionally qualified volunteers.

Yorkshire Planning Aid operates a telephone advice line three days a week, on Tuesdays, Wednesdays and Fridays between 9am and 4pm, tel: **0870 850 9808** or e-mail [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk). In addition the organisation also provides a Community Planning service which helps groups and individuals to understand the planning system and influence what happens in their neighbourhood, town or city. Key elements of the programme include:

- Training events and presentations, such as a 'Planning Crash Course'
- Advice and assistance on contributing to local development plans

The service is targeted at disadvantaged communities, and at groups which represent or work with people who need support and guidance in order to get involved with the planning system, for example young people, people with disabilities, or ethnic minority communities. Planning Aid aims to raise awareness about the planning system within such communities and thus enable groups and individuals to engage more effectively with local authorities and the development plan process.

**Selby District Council will publicise Yorkshire Planning Aid's services at its public access points, and will work in partnership with the organisation to increase local community involvement in the preparation of the Council's development plans and policies.**

## Appendix 6

### CONTACT DETAILS

#### Council Offices

##### Selby

The main Selby District Council Offices are currently situated at:

**The Civic Centre  
Portholme Road  
Selby  
North Yorkshire  
YO8 4SB**

Tel – **01757 705101**

e-mail – [info@selby.gov.uk](mailto:info@selby.gov.uk)

Website – [www.selby.gov.uk](http://www.selby.gov.uk)

**Opening hours** – Mon, Tues & Thurs 8.30am to 5.00pm, Wed 10.00am to 5.00pm, and Friday, 8.30 to 4.00pm

- Satellite area offices are also situated in Tadcaster and Sherburn in Elmet.
- ‘**Access Selby**’ – a customer contact centre – is due to open in Market Cross, Selby in 2008. When this happens, all counter services from the Civic Centre will transfer there.

#### Department contact details

##### Planning Policy

Tel – **01757 292063**

e-mail – [ldf@selby.gov.uk](mailto:ldf@selby.gov.uk) or [planningpolicy@selby.gov.uk](mailto:planningpolicy@selby.gov.uk)

##### Development Control

Tel - Northern Team - **01757 292066**  
Tel - Southern Team – **01757 292291**

e-mail - [planning&EDUadmin@selby.gov.uk](mailto:planning&EDUadmin@selby.gov.uk)

## **Enforcement Team**

Tel - Compliance Clerk – **01757 292034**

e-mail – [rhowden@selby.gov.uk](mailto:rhowden@selby.gov.uk)

## **Planning Administration**

Tel – Admin – **01757 292323**

e-mail – [planning&EDUadmin@selby.gov.uk](mailto:planning&EDUadmin@selby.gov.uk)

## **Building Control**

The Building Control Department at Selby District Council is part of the North Yorkshire Building Control Partnership.

**Suite 2, Coxwold House  
Easingwold Business Park  
Easingwold  
York  
YO61 3FB**

Tel – **01347 822703**

e-mail – [buildingcontrol@ryedale.gov.uk](mailto:buildingcontrol@ryedale.gov.uk)

**Opening hours** – Mon to Thurs 8.30am to 5.00pm, and Friday 8.30am to 4.30pm.

## **Tadcaster Office**

**Selby District Council Tadcaster Office  
5 Westgate  
Tadcaster  
Nr Leeds**

Tel – **01937 832181**

**Opening hours** – Mon to Thurs 9.00am to 4.30pm, and Friday 9.00am to 4.00pm

- A Development Control Officer attends at this office on Monday afternoons.
- Applications made for the Parishes below are available to view at this office

Acaster Selby	Appleton Roebuck	Barkston Ash	Bilbrough	Bolton Percy
Catterton	Colton	Grimston	Healaugh	Kirkby Wharfe
Lead	Newton Kyme cum Toulson	Oxton	Saxton cum Scarthingwell	Steeton
Stutton with Hazelwood	Tadcaster	Towton	Ulleskelf	

## **Sherburn Office**

**Selby District Council Community Office**  
**Sherburn Library**  
**Finkle Hill**  
**Sherburn In Elmet**  
**Nr Leeds**

Tel – **01977 685406**

**Opening hours** – Mon 9.30am to 7.30pm, Tue 9.30 to 5.30pm, Wed closed, Thurs and Fri 9.30 to 7.30pm, Sat 9.30 to 1.00pm and Sun closed.

- A Development Control Officer attends at this office on Tuesday afternoons.
- Applications made for the Parishes below are available to view at this office

Burton Salmon	Church Fenton	Fairburn	Hillam	Huddleston with Newthorpe
Little Fenton	Monk Fryston	Sherburn	South Milford	

## **Libraries**

### **Selby Library, 52 Micklegate**

**Opening Times** – Mon 9.30am to 7.30pm, Tues to Thurs 9.30am to 5.30pm, Fri 10.00 to 7.30, Sat 9.30 to 4.30pm, and Sun 11.00am to 4.00pm.

### **Tadcaster Library, Station Road**

**Opening Times** – Mon 1.30pm to 7.0pm, Tues 1.30pm to 5.00pm, Wed closed, Thurs and Fri 9.00am to 1.00pm, Sat 9.00am to 12.00pm and Sun closed.



### **Sherburn in Elmet Library, Finkle Hill**

**Opening Times** – Mon 9.30am to 7.30pm, Tues 9.30am to 5.30pm, Wed closed, Thurs and Fri 9.30am to 7.30pm, Sat 9.30am to 1.00pm and Sun closed.

### **Barlby Library, Howden Road**

**Opening Times** – Mon and Thurs closed, Tues and Fri 2.00pm to 5.00pm and 5.30pm to 7.30pm, Wed 2pm to 5.00pm, Sat 9.30am to 12 noon.

### **Mobile Libraries**

Contact Sherburn Library for stopping times.

## Appendix 7

### Glossary Of Terms

AMR	Annual Monitoring Report	A report on the progress of preparing the Local Development Framework and the extent to which objectives and policies are being achieved.
DCLG		Department of Communities and Local Government
DPD	Development Plan Document	A Local Development Document, which forms part of the statutory development plan, including the Core Strategy, Proposals Map and Area Action Plans.
LDD	Local Development Document	The various individual documents (DPD, SCI and SPD) in the LDF.
LDF	Local Development Framework	The portfolio of Local Development Documents and the LDS and AMR.
LDS	Local Development Scheme	A three-year project plan setting out the Council's programme for the preparation of Local Development Documents.
PPG	Planning Policy Guidance	Guidance notes produced by the Government on national planning matters (being replaced by PPSs).
PPS	Planning Policy Statement	Statements of National Planning Policy issued by the Government (to replace PPGs).
RSS	Regional Spatial Strategy	The broad development strategy for the region prepared by the Regional Assembly and forming part of the statutory development plan.
SA	Sustainability Appraisal	Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.
SCI	Statement of Community Involvement	Document setting out how and when stakeholders and other interested parties will be consulted and involved in the preparation of the LDF.

SEA	Strategic Environmental Assessment	An assessment of the environmental effects of a plan or programme required by EU Directive 2001/42/EC.
SPD	Supplementary Planning Document	A Local Development Document, which elaborates on policies or proposals in DPDs and gives additional guidance. Includes development briefs and village design statements (to replace SPG).
SPG	Supplementary Planning Guidance	Provides guidance or development briefs to supplement policies and proposals in a Local Plan. Supplementary Planning Guidance cannot be “saved” but can still be relevant if related to a policy or proposal in a “saved” plan. (SPG is being replaced by SPDs).