

Craven District Council



Statement of Community Involvement (SCI) for Planning

**Draft for Public Consultation from Monday 25th
October 2021 to Monday 22nd November 2021**

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2021**

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1.0 INTRODUCTION

- 1.1 The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities can take an active part in the process. This Statement of Community Involvement (SCI) has been prepared to explain how the Council, as the Local Planning Authority (LPA) for the area of Craven that falls outside the Yorkshire Dales National Park (the plan area), will engage individuals, communities, businesses, organisations and stakeholders (collectively known as the community) in the planning process.
- 1.2 In the current 'plan-led system' the planning process is essentially made up of two complementary functions:
1. **Spatial Planning**, is concerned with planning positively for future growth and development through plan making. In preparing, reviewing and updating the Local Plan, and preparing Supplementary Planning Documents and other spatial planning documents, the Council seeks to secure sustainable development for the plan area, within the parameters established by government legislation and national planning policy.
 2. **Development Management**, is concerned with the assessment and determination of applications for planning permission. Planning applications are granted, or refused, in accordance with the Development Plan and other material considerations (see para 5.13 in section 5).
- 1.3 In terms of the Council complying with the Public Sector Equality Duty, this SCI has been subject to Equality Impact Assessment, which includes an initial screening process to determine the relevance of equality to a proposal and the decision whether or not a full EIA would be appropriate or proportionate. The results of screening show that the SCI will not impact on any particular protected group and, more broadly, is consistent with the three aspects of the Public Sector Equality Duty, therefore a full EqIA is not appropriate or proportionate. The EqIA Screening Form will be published alongside the final SCI on the Council's website at:

Craven District Council : Statement of community involvement

- 1.4 In terms of the Council as the Local Planning Authority in meeting its legal obligations under data protection legislation (the UK General Data Protection Regulation, or UK GDPR, and the Data Protection Act 2018, or DPA) and balancing these obligations with the duties and requirements under planning rules and legislation in the context of the everyday work of a planning department, Appendix F of this SCI includes a Privacy Statement which explains how Craven District Council use information in the course of the Council's work as a local planning authority.

2.0 WHAT IS THE STATEMENT OF COMMUNITY INVOLVEMENT ALL ABOUT?

What is the Statement of Community Involvement?

2.1 The Council's Statement of Community Involvement (SCI) sets out how Craven District Council intends to involve the community throughout the preparation of planning documents (including the Local Plan) and during the consideration of planning applications that relate to the plan area.

2.2 Craven District Council's first SCI was adopted in June 2006 and was then revised in 2018. This SCI is a revision of the one adopted by the Council in 2018.

2.3 This document describes the background and context for the SCI, and sets out, in relation to the two functions of spatial planning and development management set out above:

- **what** will be consulted upon,
- **who** will be consulted,
- **when** the Council will consult,
- **how** the Council will consult.

Why is a statement of community involvement required?

2.4 Local planning authorities are required to produce a SCI under Section 18 (Part 1) of the Planning and Compulsory Purchase Act (2004). There is also a requirement for LPAs to update their SCIs at least every five years¹. The review of the SCI adopted in 2018 is necessary to reflect updated planning legislation, guidance and procedures, as outlined below:

- **The Planning and Compulsory Purchase Act 2004**, Section 18 (Part 1), sets the requirement for LPAs to produce a Statement of Community Involvement;

¹ Regulation 10A (1)(b) of The Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended)

- **The Town and County Planning (Local Planning) (England) Regulations 2012** (as amended) set out the minimum requirements for consultation on planning policy documents;
- **The Town and Country Planning (Development Management Procedure) (England) Order 2015** sets out the minimum requirements for consultation on planning applications;
- **The Localism Act 2011**, Section 110 (also: Planning and Compulsory Purchase Act 2004, Section 33A), sets out a 'Duty to Co-operate' between public bodies on planning issues that cross administrative boundaries;
- **The Neighbourhood Planning (General) Regulations 2012** set out the requirements for consultation on Neighbourhood Plans;
- **The Neighbourhood Planning (Referendums) (Amendment) Regulations 2016**;
- **The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017**;
- **The National Planning Policy Framework (NPPF) 2021** sets out the importance of community involvement and multi-agency consultation, and further emphasises the importance of co-operation across local authority boundaries;
- **National Planning Practice Guidance** was first published by the Government in March 2014. It adds further context to the National Planning Policy Framework (NPPF) and sets out requirements for the preparation and review of SCIs.
- **The Community Infrastructure Levy Regulations 2010** (as amended) set out the minimum requirements for consultation on the Community Infrastructure Levy (Note: At present Craven District Council is not considering the adoption of a CIL charge);
- **The Planning (Listed Building and Conservation Areas) Act 1990**, Section 69, sets out the need to periodically review Conservation Area designations in consultation with the community;
- **The Town and Country Planning Act 1990**, Section 199, sets out the need to consult persons and consider representations and objections in relation to Tree Preservation Orders (TPOs).

- 2.5 In addition, preparing a new SCI gives the Council the opportunity to review and improve its approaches to consultation, based on experience and best practice.
- 2.6 This SCI addresses the above legal consultation requirements. Once the SCI is adopted, Craven District Council will need to follow the procedures for consultation and engagement set out in this document.
- 2.7 In August 2020 the Government published a White Paper 'Planning for the Future' for consultation which would, if enacted into legislation as the Government intends, have a very significant effect on the process, content and timetable for preparing local plans. It is likely that this SCI will need to be reviewed and updated following any changes to planning legislation.
- 2.8 In July 2021, the Government announced that local councils in North Yorkshire will be reorganised to form one new authority across the whole of the county. The new authority will exist from April 2023; therefore, it is likely that a new SCI will be prepared for that new authority.

3.0 SPATIAL PLANNING

- 3.1 The Council is responsible for plan making, which sets out how an area will develop over time and provides a guide for future development. This part of the SCI sets out the Council's standards and approach for consulting Craven's community in the preparation of, and revisions to, spatial planning documents, which include the Local Plan, Supplementary Planning Documents (SPDs) and other documents. The SCI explains what, who, when and how the Council will consult when preparing spatial planning documents.
- 3.2 The legal requirements for consultation and community involvement in plan making are set by the Government in legislation including The Planning and Compulsory Purchase Act (2004) (as amended), the Neighbourhood Planning Act (2017) and The Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended). This legislation sets out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. This section of the SCI sets out how the Council will meet these legal requirements.
- 3.3 The Council will also involve the community in the preparation of documents when regulations don't apply and where consultation is not a legal requirement, but is encouraged. For example, consultation on conservation area appraisals and designations. The Council will take a proportionate approach to community involvement having regard to the general approach taken in the Regulations set out in the paragraph above and other guidance provided by relevant organisations and statutory consultees, such as Historic England.

The Development Plan

- 3.4 The development plan is a set of statutory documents which set-out the policies, proposals and site specific allocations that are used to guide the nature and location of development in a particular area.
- 3.5 In Craven, the following documents form the development plan:

- the adopted Craven Local Plan (November 2019) for Craven outside the Yorkshire Dales National Park²;
- Saved policies from the Minerals & Waste Local Plans (prepared by NYCC covering the County of North Yorkshire outside the Yorkshire Dales and North York Moors National Parks and the City of York Council). Note: NYCC are currently preparing a Joint Minerals & Waste Local Plan to replace these saved policies.
- The Gargrave Neighbourhood Plan (Made July 2019)

The above documents can be viewed at:

[Craven District Council : Craven Local Plan](#)

3.6 When assessing planning applications, the Council's Development Management Team will consider whether a planning application conforms with the Development Plan. In accordance with the National Planning Policy Framework (NPPF), plans and decisions should apply a presumption in favour of sustainable development. For decision making, this means that a decision must be taken in accordance with the development plan unless there are material considerations that indicate otherwise. Material planning considerations include national planning policies and any adopted Supplementary Planning Documents (SPD).

What Will Be Consulted Upon: Spatial Planning Documents

The Craven Local Plan

3.7 The adopted [Craven Local Plan and policies](#) map forms part of the statutory development plan and, as stated above, is a primary consideration in decisions on a planning application, unless material considerations indicate otherwise.

3.8 The preparation, review and update of any Local Plan is an iterative process; where on-going informal engagement with the community, together with formal public consultation, help to inform drafts of the document. The final draft is then

² The YDNP is a separate planning authority and is responsible for preparing both a local plan and a minerals and waste local plan for the Craven part of the National Park area.

subject to independent examination by an Inspector appointed by the Secretary of State. The Local Plan can only be adopted by the Council if found to be sound at Examination.

- 3.9 Craven District Council is required to review the policies of the adopted Local Plan by November 2024 (5 years following adoption) with the view to updating policies as necessary following that. Local Government Review will have implications for the programmed review and update of the adopted Craven Local Plan.

Neighbourhood Plans

- 3.10 The Localism Act 2011 introduced the opportunity for communities to produce 'Neighbourhood Plans', which is a community-led framework for guiding the future development, regeneration and conservation of an area. As Craven is fully parished any Neighbourhood Plan must be initiated through the relevant parish or town council.

- 3.11 Neighbourhood Plans can add detail beyond the strategic elements of the District Council's Local Plan. They can contain a vision for the neighbourhood plan area together with planning policies to guide future development and/or the allocation of sites for specific kinds of development. They must be in conformity with national policy as well as the local plan strategic policies adopted by the local authority. Informal engagement and formal consultation forms part of the neighbourhood plan preparation process. If successful at public referendum, a Neighbourhood Plan can be adopted or made and becomes part of the statutory development plan for the area.

- 3.12 Local authorities have a legal requirement to support town and parish council's in preparing Neighbourhood Plans.

- 3.13 Details of current emerging neighbourhood plans that are being prepared in Craven can be found at

[Craven District Council : Neighbourhood plans](#)

Supplementary Planning Documents

3.14 Supplementary Planning Documents (SPDs) offer additional information and guidance on thematic or site specific issues, in order to help with the interpretation and implementation of policies and strategies set out in the adopted Craven Local Plan. They cannot be used to allocate land or introduce new planning policies, they are not subject to independent examination and do not form part of the Development Plan, however they are capable of being a material consideration in planning decisions. In preparing SPDs local planning authorities are required to meet the requirements of The Town and Country (Local Planning) (England) Regulations 2012, which include specific requirements for public participation.

3.15 The Council has currently adopted one SPD on Affordable Housing, which is available to view at [Craven District Council: Craven Local Plan](#) Other SPDS relating to Good Design, Rural Workers' Dwellings, Green Infrastructure and Biodiversity, and Flood Risk and Water Management are currently being produced, in line with the Council's [Local Development Scheme](#).

Sustainability Appraisal

3.16 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process and is subject to specific stages of local plan preparation, including public consultation, set out in table 1 below. A sustainability appraisal is not necessary for the preparation and approval of Supplementary Planning Documents (SPDs). In terms of Neighbourhood Plans the National Planning Policy Guidance (NPPG) (para 026 Reference ID: 11-026-20140306) states that the Planning and Compulsory Purchase Act 2004 does not include a legal requirement for a neighbourhood plan to have a sustainability appraisal, however, a qualifying body must demonstrate how its plan or order will contribute to achieving sustainable development.

3.17 The purpose of the SA is to assess the social, environmental and economic effects of a plan. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. These documents are

prepared in parallel to the Local Plan and Neighbourhood Plans, and continuously inform and shape their content.

- 3.18 The first stage of the SA is the production of a Scoping Report which will identify the key sustainability issues for the area. The scoping report sets out the process by which the policies and proposals in the Local Plan are to be appraised in order to ensure that they contribute to the aims of sustainable development.
- 3.19 Where scoping determines that a full sustainability appraisal is required, the process must take full account of Strategic Environmental Assessment (SEA), which is required by UK law in accordance with the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)). SEA is the recognised method for systematically identifying and evaluating the impacts that a plan is likely to have on the environment. When combined with a full sustainability appraisal it helps to improve policies and ensure that they reflect sustainable development principles.

Strategic Environmental Assessment (SEA) & Habitats Regulations Assessment (HRA)

- 3.20 When preparing Local Plans, Neighbourhood Plans & SPDs, a local planning authority is required to determine, through screening, whether a Strategic Environmental Assessment (SEA) and/or a Habitat Regulations Assessment (HRA) are required, in order to meet the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)) and also the Habitats Directive 92/43/EEC - which is transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. As stated above, the process of SEA is incorporated into the Sustainability Appraisal of a Local Plan and details of public consultation relating to Sustainability Appraisal are provided in Table 1.

Local Development Scheme (LDS)

- 3.21 Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). National Planning Policy Guidance (NPPG) states that it must specify (among other matters) the documents that form part of the development plan for area or will once prepared and adopted. Whilst there is no statutory requirement for the Council to consult the public on the LDS, the NPPG states that it must be made available publicly and kept up-to-date so that the local community and other interested parties can keep track of progress on the preparation of the Local Plan.
- 3.22 Any update to the Council's LDS will be approved through its committee system. The Council's LDS was updated and approved in 2020 and sets the documents that form the development plan for the area of Craven outside the YDNP. It also sets out a programme to produce key spatial planning documents, including SPDs and provides details relating to the Council's SCI, Neighbourhood Plans, monitoring of the adopted Craven Local Plan, Authority Monitoring Report and the Duty To Cooperate. The LDS can be viewed [here](#).

Authority Monitoring Report

- 3.23 The Authority Monitoring Report (AMR) allow the effects of adopted Craven Local Plan policies to be measured and reviews the effectiveness of these policies. It is prepared and published annually and as soon as practicable after the close of the monitoring year on 31st March. The AMR also monitors the progress being made on the preparation of new policy documents, against the timetable set out in the LDS. The AMR is the main mechanism for reviewing the relevance of Local Plan policies and for identifying any changes that may be necessary. As the AMR is factual, there is no requirement to consult, however it is published on the Council's website to inform the public and users of the planning system, to meet statutory requirements. The current and past AMR's can be viewed at:

[Craven District Council : Authority Monitoring Report \(AMR\)](#)

Legal Compliance and Soundness Toolkits & Equality Impact Assessment (EqIA)

3.24 When the draft Craven Local Plan was prepared and submitted to the Secretary of State and to help demonstrate that it is both legally compliant and sound, Craven District Council elected to complete the **Legal Compliance and Soundness Toolkits** prepared by the Planning Advisory Service (PAS), which can be viewed at:

[Legal Compliance and Soundness Toolkit March 2018](#)

3.25 In fulfilling its responsibilities under the Public Sector Equality Duty, the council undertook an equality impact assessment (EqIA) of the Craven Local Plan. This Equality Impact Statement helps in understanding the likely impacts of a proposal on protected groups. This can be viewed at:

[EqIA of the Craven Local Plan](#)

3.26 Where an EqIA is prepared for an updated or new Local Plan or Neighbourhood Plan, it too will be subject to public consultation.

Evidence Base

3.27 The evidence base underpinning new and updated documents that form the development plan and other planning documents is also subject to public scrutiny. All documents prepared or commissioned by the Council will be approved through its committee system. Some documents will also be subject to public consultation either independently, or alongside the relevant plan or SPD. Details of the Local Plan evidence base can be found [here](#).

Who Will Be Consulted: Spatial Planning Documents

3.28 The Town and Country Planning (Local Development) (England) Regulations 2012 set out the requirements for community involvement that LPAs must meet when producing spatial planning documents including Local Plans & SPDs. The Council is required under these Regulations to consult 'specific consultation bodies' and other interest groups/individuals which cover the whole range of voluntary, community, special interest, amenity and business

interests, referred to as 'general consultation bodies'. A list of specific consultees and general consultees can be found in Appendix A. These organisations have subscribed to receive emails relating to spatial planning consultations and the publication of the Council's Planning Focus bulletin.

3.29 Further information relating to some of the different types of consultees is included below:

Council Members

3.30 The Council Members are representatives for the people of the Craven District and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan and other spatial planning documents through the Council's committee system. Councillors are able to advise the Council on the issues important to the area they represent.

Parish/Town Councils

3.31 The views of the Parish/Town Councils are crucial in identifying priorities at the grass roots level. Regular dialogue with Parish/Town Councils enables the District Council to engage with, and seek the views of, large sections of the community. The Parish/ Town Councils will also be asked for their assistance in promoting any consultations.

Voluntary sector and amenity groups

3.32 Consultation with the voluntary and community sector is crucial in reaching community groups. The sector helps to give a voice to the community through specialist knowledge of client groups and allows the Council to develop relationships with those groups.

Hard to reach groups

3.33 The general consultation bodies listed at appendix A lists include some hard to reach groups the Council will consult with to help to promote and develop partnership working and ensure that the views of these groups are taken into

consideration in the preparation of spatial planning documents. In order to ensure all relevant hard to reach groups are included in consultations, additional hard to reach groups can be added to this list at any time.

Professional/Commercial sector

3.34 Other groups such as local organisations, agents, developers and businesses usually have specialist knowledge of technical and industry issues and priorities and their participation in the planning process allows the Council to make better informed decisions.

The Duty To Cooperate

3.35 The Localism Act 2011 requires LPAs to engage with neighbouring authorities and other statutory bodies to consider joint approaches to plan-making. This 'Duty to Cooperate' is reiterated in para 24 of the NPPF (2021), which states *"Local planning authorities and county councils (in two-tier areas) are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries"*. A strategic matter is defined as being the sustainable development or use of land that would have a significant impact on at least two local planning areas, or on a planning matter that falls within the remit of the county council.

3.36 Craven District Council is committed to fulfilling this Duty and, as a matter of practice, works closely with neighbouring authorities and other partner organisations and stakeholders. Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 lists the prescribed bodies the Council are required to work with under the Duty to Co-operate. Those bodies relevant to Craven are listed at Appendix B.

3.37 The Council prepared a [Duty To Cooperate Statement](#) in March 2018, which was submitted with the draft Craven Local Plan in March 2018 prior to examination of the local plan and sets out how neighbouring authorities, prescribed bodies, infrastructure providers and other interested parties engaged with the Council during preparation of the Craven Local Plan (2012-2032, adopted Nov 2019).

When The Council Will Consult: Spatial Planning Documents

3.38 Table 1 below sets out the key informal and formal opportunities for the community to be involved in the preparation of the Craven Local Plan. This is the minimum required by the regulations³, although the Council can carry out additional consultations if there is a need to.

Table 1:

The Local Plan		
Preparation Stage	What is Involved?	Type of Community Involvement
Stage 1 Development of evidence base	Background research and evidence gathering to inform the emerging plan.	Informal engagement
Stage 2 Preparation of Local Plan (Regulation 18)	The Council will inform the community that the Local Plan is being produced and ask for views on the scope of the plan, options and finally preferred options. This stage in the plan making process is likely to require a number of methods of consultation, including a six-week period of consultation on a preferred option draft local plan when representations will be invited. A Sustainability Appraisal Scoping Report will be prepared and consultation will be carried out with The Environment Agency, Natural England, English Heritage.	Formal consultation – submit representations
Stage 3 Publication of the Local Plan (Regulation 19 & 20)	After taking into account the representations received on the (Regulation 18) preferred options draft plan, the Publication Draft Plan is formally published for a six-week period to allow representations to be made (to be considered during the	Formal consultation – submit representations

³ Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

	<p>Independent Examination). Consultees are asked to complete a standard representation form and to indicate whether or not in their view the plan is legally compliant and 'sound' and to give their reasons. Via this form the Council will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p> <p>A Sustainability Appraisal Report will also be prepared, published & consulted on alongside the Publication Local Plan.</p>	
<p>Stage 4 Submission to the Secretary of State (Regulation 22)</p>	<p>The draft local plan will be submitted to the Secretary of State for examination together with the submission Policies Map (if appropriate), A Sustainability Appraisal Report and Consultation Statement detailing the main issues raised in the representations received in stages 2& 3 above and how the issues raised in stage 2 have been addressed. Copies of any representations made at stage 3 and any other relevant supporting documents will also be submitted.</p> <p>The Council will notify those persons who have requested to be notified that the Submission documents are available for inspection</p>	
<p>Stage 5 Independent examination (Regulation 24)</p>	<p>An examination is held by an independent Inspector. The Inspector will assess the soundness of the Local Plan.</p>	<p>Formal – attendance at Examination</p>

	<p>Any consultee who made a representation at stage 3 (Regulation 19 & 20) and indicated that they wish to attend the examination and speak at the public hearings will be informed of the date, time, venue and format of the hearings and be entitled to be heard at the examination. Any main modifications the Inspector considers necessary to make the plan sound would be subject to sustainability appraisal and consultation.</p>	
<p>Stage 6 Publication of the Inspector's report (Regulation 25)</p>	<p>The Local Authority publish the Inspector's recommendations and give notice to all persons who requested to be notified that the recommendations are available.</p>	
<p>Stage 7 Adoption (Regulation 26)</p>	<p>If the Inspector finds the Local Plan sound, the Council will proceed to adopt the Local Plan. This may include modifications to the submission draft recommended by the Inspector, which will be published by the Council. The LPA publish the adopted Local Plan, the Adoption Statement, the Sustainability Report and informs those who have been asked to be notified of its adoption.</p>	

3.39 Table 2 below sets out the key informal and formal opportunities for the community to be involved in the preparation of Neighbourhood Plans. This is the minimum required by the regulations⁴.

⁴ The Neighbourhood Planning (General) Regulations 2012 (as amended)

Table 2:

Neighbourhood Plans		
Preparation Stage	What is Involved?	Type of Community Involvement
Stage 1 Neighbourhood Area Designation	An application for neighbourhood area designation will be publicised by the local planning authority (LPA) for six weeks (unless the area to which the application relates is the whole of the area of a parish council and is wholly within the area of one local planning authority, in which case the Council does not have a choice other than to approve the area).	Formal consultation – submit comments on the proposed neighbourhood area designation
Stage 2 Preparing a Draft Neighbourhood Plan	The qualifying body (Town or Parish Council) gathers baseline information, engages and consults those living and working in the neighbourhood area, and starts to prepare the draft neighbourhood plan. Screening for SEA is required at an early stage in neighbourhood plan preparation to ascertain whether they are likely to trigger any EU directives (see para 3.20). The Screening Report will be published for comment.	Informal engagement – submit comments on the draft Neighbourhood Plan
Stage 3 Pre-Submission (Regulation 14)	The qualifying body publicises the draft plan for a minimum of six weeks to bring it to the attention of people who live and work or carry on business in the neighbourhood area. The qualifying body consults “Consultation Bodies”, adjoining parish councils, voluntary bodies, racial, ethnic or national groups, religious	Formal consultation - submit representations

	<p>groups, persons carrying on business in the area and interests of disabled persons.</p> <p>A draft neighbourhood plan is sent to the LPA for comment.</p>	
<p>Stage 4 Publicising the Submission Neighbourhood Plan (Regulation 16)</p>	<p>The qualifying body formally submits the neighbourhood plan to the LPA, along with the Consultation Statement, Equality Impact Assessment and Basic Conditions Statement, which includes, amongst other things, details of the SEA process (see para 3.20).</p> <p>The LPA publicises the neighbourhood plan for a minimum period of six weeks. The LPA notifies consultation bodies and everyone who made representations as referred to in the consultation statement about this formal period of consultation.</p>	<p>Formal consultation - submit representations</p>
<p>Stage 5 Submission of Plan proposals to Examination (Regulation 17)</p>	<p>The LPA will send the draft neighbourhood plan proposal together with the supporting documents listed at stage 4 above and copy of representations received at stage 4 (Reg 16) to the Examiner.</p> <p>The LPA publicises the Examiners report on the website as soon as practicable after it is received.</p> <p>The Examiner's report will form a view on whether the neighbourhood plan meets the basic conditions. This may include modifications. If the Council propose to make a decision which differs from that recommended by the examiner, the Council will</p>	<p>Formal consultation - submit representations if necessary</p>

	notify relevant parties including those who were previously consulted and invite representations for a period of six weeks.	
Stage 6 Decision on a Plan Proposal (Regulation 19)	The LPA will publicise on their website their decision to make the neighbourhood development plan. The publication should include the decision and reasons for making that decision and details of where the decision can be inspected. A copy of the decision will be sent to the Qualifying Body and any person who asked to be notified.	
Stage 7 Publicising a Neighbourhood Development Plan “Made Plan” (Regulation 20)	The LPA publicises the decision that a neighbourhood plan has been made, publishes the made Neighbourhood Development Plan, details where the plan can be inspected and notify all persons who asked to be notified.	
Stage 8 Referendum	The Council is responsible for organising the Referendum. The Council must publish an information statement and notice of the referendum and declare the results.	Referendum - vote
Stage 9 Adoption	If more than 50% of those voting in a referendum are in favour, then the plan must be made/adopted by the local planning authority within 8 weeks of the Referendum. Once made, the neighbourhood plan becomes part of the statutory development plan for the area.	

3.40 Table 3 below sets out the key informal and formal opportunities for the community to be involved in the preparation of Supplementary Planning Documents (SPDs). This is the minimum required by the regulations⁵.

Table 3:

Supplementary Planning Documents (SPDs)		
Preparation Stage	What is Involved?	Type of Community Involvement
<p>Stage 1 Public participation on the draft SPD (Regulation 12)</p>	<p>The Council will inform the community that the SPD is being produced and ask for views on the draft SPD by organising a period of public participation over a four-week period to allow comments to be submitted to the Council.</p> <p>Screening reports are prepared and published to determine whether the SPD should be subject to a SEA and/or HRA Appropriate Assessment or further assessment (see para 3.20). The Council will publish these Screening Reports for comment.</p>	<p>Informal consultation – submit comments</p>
<p>Stage 2 Invite representations on the Draft SPD (Regulation 13)</p>	<p>The Council will prepare and publish a Consultation Statement detailing the main issues raised in the comments received in stage 1 above and how those issues have been addressed in the draft SPD.</p> <p>The Council will formally consult on the draft SPD for a four-week period to allow representations to be made and publish the Consultation Statement.</p> <p>The Council will ask those who respond if they wish to be kept</p>	<p>Formal consultation – submit representations</p>

⁵ Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

	informed when the SPD is adopted.	
Stage 3 Adoption (Regulation 14)	The Council adopts the SPD, makes the adopted SPD and Adoption Statement available and informs those who have been asked to be notified of its adoption.	

How The Council Will Consult: Spatial Planning Documents

Keeping the community informed

3.41 Throughout the process of preparing spatial planning documents, from the earliest stages through to adoption, the community will be kept informed of progress as follows:

- [The Local Development Scheme](#)
- [Authority Monitoring Report](#)
- [The Spatial Planning webpages of the Council's website](#)
- [Reports to Craven Spatial Planning Sub Committee](#)

3.42 Interested parties can subscribe to receive emails relating to spatial planning consultations and Planning Focus, the spatial planning bulletins via the [subscriptions webpage](#) of the Council's website. The Council encourages individuals and organisations to self-register and explains the implications of registering or not registering. Those on the database will be kept updated on the progress of preparing spatial planning documents, including the Local Development Plan & Supplementary Planning Documents (SPDs) and be informed of the dates of any future consultation events in relation to these documents.

Methods the council will use to inform, consult and engage

3.43 In respect of the stages of Local Plan, Neighbourhood Plan and SPD preparation set out in tables 1, 2 & 3 above and in line with the appropriate Regulations the Council will use the following methods to inform, consult and

engage, as appropriate. The methods used will be proportionate to the nature of the spatial planning document being prepared.

3.44 Information: The Council will provide information on what the Council is doing, what stage it is at in the preparation of the documents, where documents can be inspected, and how the community can get involved via:

- Notices on the council's website, and advertising through other methods such as social media, news releases, Council publications or press adverts.
- Email (using MailChimp) and letter correspondence with 'specific consultation bodies', appropriate 'general consultation bodies' and other relevant stakeholders (see Appendix A), including those who have subscribed to receive consultations and/or Planning Focus round-ups by email.

3.45 Consultation & Participation: This will take place informally and formally during the stages set out in tables 1- 3 above relating to the preparation of spatial planning documents, providing the community an opportunity to comment and submit representations on draft documents via:

- Email consultations (using MailChimp) with 'specific and general consultation bodies', other relevant stakeholders and those who have subscribed to receive consultations and/or Planning Focus round-ups by email.
- Making consultation documents available to view on the Council's website, at Council offices and libraries. At times of Government restrictions due to Covid-19 resulting in either the fully or partial closure of the Council's principal office and libraries, documents will be available on the website.
- Public exhibitions/public drop in events/public meetings as appropriate.

3.46 The Council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. This will save cost and time associated with postage. Letters will be issued if required but only when an email address is not available for the consultee. We are happy to receive

comments by post, although hope that respondents will appreciate the benefits that electronic communication can bring.

3.47 All documents and information will be made available in alternative formats on request; such as large print paper, and in different languages.

Submitting Comments & How They Feed into Decisions

3.48 How can you comment?

- Consultation response forms will be available to download or print off from the Council's website, or provided in hard copy on request without charge.
- Responses can be submitted in electronic format via email, using the pre-prepared comments forms in Word to download and complete.
- Comments can also be submitted to the Council in writing;
- Individuals, bodies and organisations can subscribe to receive consultations and/or Planning Focus round-ups by email via the [Subscriptions](#) web page on the Council's website.
- Comments must be received by the Council no later than 5pm on the last day of the consultation period to allow for responses to be read and reported on in a timely manner. Late responses will be held on file but may not influence the document.

3.49 What will happen to your comments?

- Persons making representations will receive acknowledgement of receipt of their comments preferably via email but also via letter if appropriate, if the Council received them within the consultation period.
- The acknowledgement email or letter will include an invitation to subscribe to receive consultations and/or Planning Focus round-ups by email via the [Subscriptions](#) web page on the Council's website.
- Responses and details will be logged on the Council's database relating to the specific consultation. The Council will abide by data protection laws.
- The key issues raised by representations will be summarised and incorporated into a Consultation Statement and published at the appropriate time, as referred to in Tables 1 & 3 above. In terms of the early

stages of local plan preparation, it may be appropriate, prior to the preparation of Consultation Statements, for the Council to prepare response papers, which will include the Council's response to comments made, an indication as to whether there is likely to be a change made to the next version of the draft local plan, and if a change is proposed, the details of the change. These response papers will be available to view on the Council's website; to allow for the consideration of comments received these papers will be published a little while after the consultation period ends.

3.50 How will comments feed into decisions?

3.51 The information and comments the Council obtains through participation and consultation with the community will be used to inform the Council's decisions and shape any documents produced. The Council cannot guarantee that each comment will result in changes to the document being prepared. However, the Council can guarantee that every comment will be read and that the responses will be considered in light of national and local guidance, local circumstances and evidence base.

3.52 It is the responsibility of the spatial planning team to prepare spatial planning documents, undertake consultation, consider the comments and make recommendations to the Craven's Spatial Planning Subcommittee and Policy Committee as appropriate and then implement Members' decisions. The recommendations will clearly explain the reasoning for the recommendation taking into account the views of the community. Full Council also has a role to play in the preparation and formal adoption of spatial planning documents, such as the Local Plan and SPDs.

4.0 LINKS WITH OTHER PLANS AND STRATEGIES

4.1 The contents of this SCI not only take account of national planning policy but also complement other plans and strategies produced by Craven District Council, North Yorkshire County Council and other bodies. This allows the Council to have a consistent approach to service delivery. The most relevant plans and guidance are set out below.

Craven District Council Plan 2020 and beyond

4.2 The Council has agreed its vision and priorities for 2020 and beyond. The Council's vision is:

'For Craven to be a prosperous place with strong and vibrant communities, where all residents enjoy a good quality of life.'

4.3 The Council's priorities for 2020 and beyond are:

Carbon Neutral Craven

- Facilitating economic growth in a low carbon Craven

Supporting the wellbeing of our communities

- Developing vibrant, connected and healthy communities

Attracting and retaining younger people

- Creating a district that attracts people of working age to live and work

Financial sustainability

- Ensuring a self-sustainable Council

North Yorkshire Council Plan

4.4 The North Yorkshire Council Plan 2021-25 sets out some key priorities for how to help make North Yorkshire a thriving county which adapts to a changing world and remains a special place for everyone to live, work and visit. The plan was formally approved by North Yorkshire County Council on 17th February 2021 and has been taken forward by a partnership comprising [Local](#)

[Government North Yorkshire and York](#) ("LGNYY") and the [Chief Executives' Group - North Yorkshire and York](#) ("the CEO Group").

4.5 The plan will focus the partnership's efforts on the following key priorities over the next four years:

- Support the county's most rural communities.
- Reduce the causes and impacts of climate change, now and for future generations.
- Promote and facilitate social action and volunteering within North Yorkshire communities.
- Support new and existing community provision of services through our Stronger Communities programme.
- Work with partners to make North Yorkshire healthier and happier.
- Deliver a modern communications network.
- Work to achieve a more equal North Yorkshire and supporting and celebrating our diverse communities.
- Devolution.
- COVID-19 and recovery.

Craven District Council Community Engagement

4.6 The duty to ensure that people have greater opportunities to have their say and to embed a culture of engagement and empowerment in our public services is set out in the Local Government and Public Involvement in Health Act 2007.

4.7 Craven District Council has adopted the [North Yorkshire Partnerships Joint Working Principles for Engaging Communities](#) as an in house standard that applies to all engagement and consultation activities carried out by the Council. The [Consultation and Community Engagement](#) section of the council's website sets out the Council's approach to engagement. The Council will have regard to this standard in the delivery of the SCI.

5. COMMUNITY INVOLVEMENT AND DEVELOPMENT MANAGEMENT

5.1 For many people, the most visible impact of the planning system is the regulation of development through planning applications. Applications are normally determined in accordance with the policies and proposals of the statutory development plan for the area. At present this comprises Craven Local Plan (2012-2032, adopted Nov 2019) and Gargrave Neighbourhood Plan, which can be viewed at <https://www.cravencdc.gov.uk/planning/craven-local-plan/> Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying such reasons. Community involvement can also help shape proposals so that they are more acceptable and appropriate.

5.2 There are four main stages in the Development Management Process:

- Pre-application
- Planning applications
- Appeals
- Enforcement

The following provides an overview of the Council's publicity and consultation arrangements for these four elements of Development Management.

Pre-application Stage

5.3 The Council welcomes and encourages discussion with applicants and developers before planning applications are submitted. Receiving considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. Applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest.

5.4 There is no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes. Paragraphs 39 to 46 of

the NPPF (2021) states that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement.

Planning Application Stage

5.5 There are a number of different types of application depending on the specific type of consent sought and the main types are listed below:

Table 4: Planning Application Types

Application Type	Description	
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.	Applications can be submitted as: <ul style="list-style-type: none"> • Outline • Reserved Matters • Full • Section 73
Minor	Smaller applications, which do not fall into the category of 'Other Applications' for example residential developments of 1-9 dwellings or a site less than 0.5 hectares.	
Other	There are many different other applications which include: <ul style="list-style-type: none"> • householder applications • change of use • work to Listed Buildings • works to trees that are the subject of protection order or in a Conservation Area • advertisements • certificates of Lawfulness 	Prior notification / approval applications follow a different procedure to that of other planning applications, as the case officer is required to give comments on the proposal, rather than to make a formal decision.

	<ul style="list-style-type: none"> • minor amendments • discharge of conditions • Prior Notifications. 	
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For most types of application, the broad approach to community involvement is the same as set out in Appendix C.

What will be consulted on, and when & how the Council will consult?

- 5.6 All planning applications are checked to ensure that necessary plans and details are provided to enable the application to be determined. Once an application has been validated, neighbours (those occupying properties that adjoin the site) are notified by letter. Consultees are also notified (as relevant depending on the nature of the application). All applications are placed on the Council's website for public view. Full details of the way in which the Council notify the local community are set out in Appendices C and D.
- 5.7 Certain types of development require submission of planning applications or notifications to be submitted to the Council for determination. The consideration of a planning application follows a regulatory process, and Regulations require certain types of consultation to take place; and certain bodies to be consulted. Permission in principle (PIP) consent is an alternative way of obtaining planning permission for smaller housing led development. The PIP consent route has two stages:
1. The permission in principle stage establishes whether a site is suitable in principle
 2. The 'technical details consent' (TDC) stage is when the detailed development proposals are assessed. Granting technical details consent has the effect of granting planning permission.
- 5.8 The minimum requirements for publicising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. We comply with the minimum requirement in all cases and many cases we exceed this to ensure that our communities are as involved as possible. Appendix C sets out the minimum

publicity requirements set out in the Order together with details of the additional publicity undertaken by the Council.

- 5.9 Irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter, site notice and press advertisement explain where the planning application can be viewed. The statutory register containing the application details is available electronically either via the Public Access system or at the Council's Skipton office in Belle Vue Square.

Who we will consult?

- 5.10 The Town and Country Planning (Development Management Procedure) (England) Order 2015 specifies the stages at which statutory consultation will take place on planning applications and notifications. The Regulations set out that certain statutory bodies must be consulted, depending on the type of application and/or constraints that affect the site. We will notify such bodies either by sending them the weekly list, an email or consultation letter.
- 5.11 Schedule 1, paragraph 8, of the Town and Country Planning Act 1990, states that there is only a statutory requirement for local planning authorities to notify Town and Parish Councils of planning applications received if the Town or Parish Council has requested that it be notified. Craven District Council goes further than the regulations by sending the weekly lists of applications received, decisions made, and appeals received to all Town and Parish Councils.
- 5.12 The publicity and consultation requirements mean that we need to allow the period of time stated in any notification, consultation or notice (site and press) for the receipt of responses. This means that in some instances we will not have received those responses until about a month after the council registered an application and this will be longer in some cases.

How is a planning application determined?

5.13 It is a requirement of planning law that we make all planning decisions in accordance with the provisions of the development plan unless material considerations indicate otherwise. Material considerations can include:

- Representations of objections and support
- Advice from external specialists such as Natural England or Historic England
- Government guidance
- Comments from town and parish council
- Any other material consideration

5.14 The case officer assesses the planning applications taking into account the planning policies that apply to the proposal, other material considerations and their judgement of the impact it will have. This will be based upon the site visit, the responses from people (such as neighbours) who have commented on the proposal and the responses received from organisations consulted on the application.

5.15 The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application depending on the degree of change. Under no circumstances should an applicant amend an application following a consultation response they have read online without first contacting the case officer.

5.16 Where the Council receives significant amendments to a current planning application, that it can accept, it will re-publicise the application making it clear in any communication and publicity the nature of all amendments that have been proposed.

5.17 The determination of most applications is delegated to Council officers, but some applications are decided by the Planning Committee, this is accordance with the Council's Constitution which is available online by searching 'Constitution.' As part of the planning application process, comments from both statutory bodies and the local community are taken into account, and are set out in the officer's report considering the application. In cases where applications are to be considered by the Planning Committee, those who have already made written comments on the application can request to address the Committee at the relevant meeting (see Appendix E).

5.18 Once the decision is issued on planning applications the decision notice, plans and officer report are available to view online, but letters of representation will be removed one year after decision date. A weekly list of decision is circulated to ward councillors, local Councils, the local press and libraries.

Discharge of conditions attached to planning permissions

5.20 The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, natural green space and green infrastructure and highway matters. The Council will seek to deal with such applications within eight weeks from the date of receipt. Submissions made for approval of details pursuant to conditions attached to a permission are not subject to publicity.

Post-decision amendments

5.21 These are only accepted if the amendment is very minor and are considered on a case by case basis. In cases where small revisions are accepted these will not be the subject of publicity.

Appeals

5.22 Applicants have the right to appeal against the refusal of a planning permission. There is no third-party right of appeal (i.e. for those who objected to a planning application). The Council publishes a weekly list of appeals it has received, and will notify parties who commented on the planning application explaining how

they may make comments to the Planning Inspectorate. Information relating to the appeal will also be available to view on the Council's Online Planning Register.

Enforcement

5.23 If members of the local community draw possible breaches of planning to the attention of the Council these will be investigated in accordance with enforcement policy adopted by the Council in 2015. Further information is available on our website: <https://www.cravendc.gov.uk/planning/planning-enforcement/planning-enforcement-how-it-works/>

6. FURTHER INFORMATION AND ADVICE

Independent advice is available from the following sources:

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 and appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Department of Housing, Communities and Local Government (DHCLG)

The DHCLG 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 systems.

Website: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

Planning Aid England

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-advice/about-planning-aid-england/contact-pae/>

7. CONTACT DETAILS

For more information on this Statement of Community Involvement (SCI), please contact us using the details below:

	Spatial Planning	Development Management
Telephone	01756 706472	01756 706470
Email	spatialplanning@cravendc.gov.uk	planning@cravendc.gov.uk
Website	www.cravendc.gov.uk/planning	
Address	Craven District Council, 1 Belle Vue Mills, Broughton Road, Skipton, North Yorkshire, BD23 1FJ	

Appendix A

List of Specific and General Consultation Bodies the Council will consult with during the preparation of spatial planning documents including the local plan, as required by the Town and Country Planning (Local Planning)

SPECIFIC CONSULTATION BODIES
The Coal Authority
Environment Agency
Marine Management Organisation
Historic England
Natural England
Network Rail
Highways England
Home and Communities Agency
<p>Relevant authorities any part of whose area is in or adjoins the local planning authority's area:</p> <p><u>Local Planning Authorities</u> Yorkshire Dales National Park Bradford Metropolitan District Council Pendle District Council Ribble Valley District Council South Lakeland District Council Harrogate District Council Lancaster City Council</p> <p><u>County Councils</u></p> <p>North Yorkshire County Council (please note this list is not comprehensive): Business and Environmental Services Directorate o Strategic Policy and Economic Growth o Planning Services o Highways and Transportation (including in its capacity as Local Highways Authority) o Heritage Services o Waste Management o Flood Risk Management</p> <p>Children and Young People's Services</p> <p>Health and Adult Services o Public Health o Commissioning</p> <p>Central Services o Property Services o Library and Community Services</p>

Lancashire County Council (please note this list is not comprehensive):
Strategic Planning and Transport Section
Forest of Bowland AONB

Other regional Authorities:

West Yorks Combined Authority
Leeds City Region LEP
Local Enterprise Partnership, York, North Yorkshire and East Riding (LEP)
Lancashire Local Enterprise Partnership (LEP)

Parish & Town Councils

Austwick Parish Council (split by the Yorkshire Dales National Park (YDNP) boundary)
Bank Newton Parish Meeting
Bentham Town Council
Bolton Abbey Parish Council (split by the YDNP boundary)
Bradley Parish Council
Burton-in-Lonsdale Parish Council
Carleton Parish Council
Clapham-cum-Newby Parish Council (split by the YDNP boundary)
Coniston Cold Parish Council
Cowling Parish Council
Draughton Parish Council
Elslack Parish Meeting
Embsay-with-Eastby Parish Council (split by the YDNP boundary)
Farnhill Parish Council
Gargrave Parish Council (split by the YDNP boundary)
Giggleswick Parish Council (split by the YDNP boundary)
Glusburn and Cross Hills Parish Council
Halton East Parish Meeting (split by the YDNP boundary)
Hellifield Parish Council (split by the YDNP boundary)
Kildwick Parish Meeting
Ingleton Parish Council (split by the YDNP boundary)
Langcliffe Parish Council (split by the YDNP boundary)
Lawkland Parish Meeting (split by the YDNP boundary)
Long Preston Parish Council (split by the YDNP boundary)
Lothersdale Parish Council
Martons Both Parish Meeting
Otterburn Parish Meeting (split by the YDNP boundary)
Rathmell Parish Meeting
Ribble Banks Parish Council
Settle Town Council (split by the YDNP boundary)
Skipton Town Council
Stirton with Thorlby Parish Meeting (split by the YDNP boundary)
Sutton-in-Craven Parish Council
Thornton-in-Craven Parish Council
Thornton in Lonsdale Parish Council

Parish Councils Adjoining the Craven LPA area

Within the Yorkshire Dales National Park:

Airton Parish Meeting
Eshton Parish Meeting
Beamsley Parish Meeting

Within Bradford Metropolitan District Council:

Addingham Parish Council
Keighley Town Council
Silsden Town Council
Steeton & Eastburn Parish Council

Within Lancaster City Council:

Cantsfield Parish Meeting
Ireby & Leck Parish Council
Tatham Parish Council
Wennington Parish Council

Within Ribble Valley Borough Council:

Gisburn Parish Council
Newsholme & Paythorne Parish Council
Horton Parish Council
Slaidburn & Easington Parish Council

Within Pendle Borough Council:

Barnoldswick Town Council
Bracewell & Brogden Parish Council
Earby Town Council
Kelbrook & Sough Parish Council
Laneshaw Bridge Parish Council

Local Police body

North Yorkshire Police
Office of Police and Crime Commissioner, North Yorkshire

Electronic Communications bodies:

Vodafone and O2
EE
Three

Primary Care Trusts:

Airedale, Wharfedale and Craven Clinical Commissioning Group
Cumbria Clinical Commissioning Group

Electricity & Gas Companies:

Npower Renewables Limited
Npower Yorkshire
CE Electric UK
National Grid
Northern Gas Networks

Sewerage and Water Undertakers:

United Utilities
Yorkshire Water Services Ltd
Airedale Drainage Board

GENERAL CONSULTATION BODIES

The list below includes, in underlined text, the different groups of bodies that the Council is required to consult with as set out in the Regulations. The list includes bodies that the Council consult with that fall into each of these groups. Please note that this is not an exhaustive list and does not include the substantial list of bodies that the Council consults with that represents land/property and developer interests. Additional general consultation bodies can be added to this list at any time.

Voluntary Bodies in the plan area, including

Aire Rivers Trust
Brackenber Lane and Station Road interest group
Bradley Neighbourhood Plan Working Group
BRE
CPRE Craven
Craven Group Ramblers
Friends of the Settle-Carlisle Line
Leeds-Lancaster-Morecambe Community Rail Partnership
North Yorkshire Bat Group
Friends of Craven Landscape
Save Our Craven Countryside
Skipton and East Lancs Rail Action Partnership (SELRAP)
Settle Social Club
Skipton Town Juniors Football Club

Bodies representing different racial, Ethnic or national groups in the plan area, including:

The Gypsy Council

Bodies representing different religious groups in the plan area, including:

Parish of St Andrew, Kildwick

Bodies representing the interests of disabled persons in the plan area, including:

Airedale, Wharfedale and Craven Clinical Commissioning Group
Cumbria Clinical Commissioning Group

Bodies representing persons carrying on business in the plan area, including:

Rotary Club of Settle
Settle District Chamber of Trade
Vibrant Settle Community Partnership
Bodies with Land/property and developer interests (not listed here)

Other bodies within the plan area, including:

Rural Interests

Forestry Commission
Ribble Rivers Trust
RSPB
Settle Hydro

Woodland Trust
Yorkshire Gardens Trust
Yorkshire Wildlife Trust
York and North Yorkshire Local Nature Partnership

Education & learning

Free Schools Capital Education and Skills Funding Agency Department for Education
Hartley Educational Foundation
Witherslack Group Ltd

Housing Associations

Foundation Housing
Muir Group Housing Association
Yorkshire Housing

Transport Bodies

Northern Rail Limited
Office of the Rail regulator
Royal Naval Association

Conservation Groups

North Craven Heritage Trust
Skipton Civic Society
York Georgian Society

Government Departments

Sport England
Civil Aviation Authority
Health and Safety Executive
Ministry of Defence

Outdoor Recreation & Sustainable Travel

North Yorkshire Local Access Forum

Craven District Council

Strategic Housing
Environmental Health
Sports Development
Communications, Partnership & Engagement
Economic Development

Other

The Green Party

Interested parties, including individuals, can subscribe to receive emails relating to spatial planning consultations and Planning Focus, the spatial planning bulletins via the subscriptions webpage of the Council's website. At the time of preparing this Statement of Community Involvement, 788 bodies and individuals have subscribed to receive consultations and/or Planning Focus round-ups by email. This figure includes 30 Craven District Councillors whose details are available [here](#)

Please note that this subscription service is a live online system which provides individuals with an on-going opportunity to register, therefore the number of individuals registered will change over time.

Please also note that neither names nor other identifying particulars of those who submit representations will be published by the Council as these persons were not advised that their information would be disclosed as part of the consultation process. This approach is consistent with the requirements of the Data Protection Act.

Appendix B

List of prescribed bodies, relevant to Craven, the Council are required to work with under the Duty to Co-operate.

- the Environment Agency;
- Historic England;
- Natural England;
- the Civil Aviation Authority;
- the Homes and Communities Agency;
- The following Primary Care Trusts/clinical commissioning groups: Airedale, Wharfedale and Craven, and Morecambe Bay Clinical Commissioning Groups
- the Office of Rail Regulation;
- each Integrated Transport Authority
- North Yorkshire County Council as the Local Highway Authority
- The following Local Enterprise Partnerships: Leeds City Region Local Economic Partnership (LEP) and Metro York and North Yorkshire Local Economic Partnership.

Note: The 2012 Regulations also include Transport for London, the Mayor of London and the Marine Management Organisation in the list of Duty to Co-Operate bodies, however these are not relevant to Craven.

In addition to the prescribed bodies listed above, Craven District Council engages with the following neighbouring local planning authorities, as part of the duty to cooperate:

- Yorkshire Dales National Park Authority
- Bradford Metropolitan District Council
- Harrogate Borough Council
- Pendle Council
- Ribble Valley Council
- Lancaster Council
- Lancashire County Council
- North Yorkshire County Council (as education authority and as minerals and waste authority)

Publicising Planning and related Applications

We will publicise applications through the following:

1. Site notices

Site notices are printed by the Council. They are sent to the agent/applicant with a letter requesting them to display the notice on the site for the relevant time period and to return the provided slip. Alternatively, an email can be provided with an image attached showing the notice in situ and date of display clearly visible. If an agent/applicant fails to display the site notice, the Case Officer assesses whether:

- To post a notice and delay the determination of the application, or
- The legislative requirements have been satisfied and the application can be considered and determined.
- Unless otherwise stated all site notices shall be displayed for 21 days.

2. Press Notices

Advertisements in the local newspaper are placed in the Craven Herald and Pioneer and the period for representations to be submitted will be 21 days unless otherwise stated.

3. Neighbour notification

Details of how the Council will notify neighbours of a planning application are set out in Appendix D.

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Major Development: Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more. Other development: 1000m ² floor space or 1.0 hectares	Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)	Yes	Yes	Yes
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes
Application that is a departure from the Local Plan	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Application which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	Newspaper advertisement (14 days) and Site notice (21 days)	Yes	Yes	Yes
Minor Development Residential development involving less than 10 homes. Other development: floor space is less than 1000m ²	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	Yes	No
Change of use applications	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	No	Yes
Householder developments	Site Notice (21 days) Or Neighbour notification (21 days)	Yes	Yes	No
Development affecting the setting of a listed building	Press Advert Site Notice	Yes	Yes	Yes
Listed Building consent for works affecting the exterior of the building	Newspaper advertisement (21 days) and Site notice (7 days)	Yes	Yes	Yes
Development affecting the character of a conservation area.	Newspaper advertisement (21 days) and Site notice (7 days)	Yes	Yes	Yes
Applications to discharge conditions	None	No	No	No
Permission in Principle Applications				
PIP application	This is made public for 14 days	Yes (14 days only)	Yes (14 days only)	No

Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Technical details application	This is made public for not less than 21 days for a site notice and 14 days for an online notice during which interested parties can make representations	Yes	Yes	No
Prior Approval Applications				
Prior Notification of Larger Home Extensions	Neighbour notification (21 days)	No	Yes	Yes
Prior Notification of Demolition of a building	Site Notice must be posted by applicant (21 days from date of notification)	No	No	No
Prior Notification of Changes of Use	Site Notice or Neighbour Notification	Yes	No	No
Prior Approval of Agricultural or forestry development (Agricultural/Forestry)	None (If prior approval of details is required applicant must post site notice for 21 days)	No	No	No
Prior Approval for change of use (Class C, J, M, MA, N, O, P, PA, Q, R, S, T)	Site Notice (21 days) or neighbour notification	Yes	Yes	No
Prior Notification for Telecommunication Equipment	Where development is not in accordance with the development plan or would affect a public right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies: Site notice (21 days) and Advertisement in local newspaper.	Yes	Yes	Yes
	On sites of 1 hectare or more: Advertisement in local newspaper and Site notice or neighbour notification.	No	No	Yes
	All other development not covered above: Site notice or neighbour notification.	No	No	Yes
Advertisement Applications	None	No	No	No

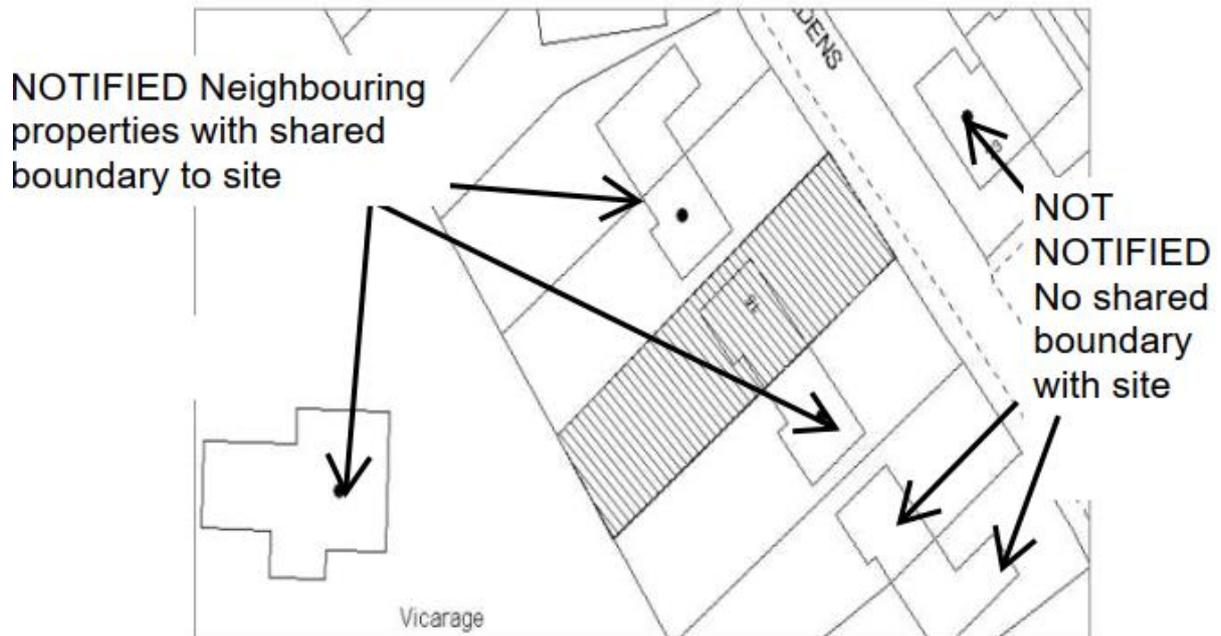
Type of Development	Statutory Publicity Requirement	How we will publicise applications All 21 days unless otherwise stated		
		Site Notice	Newspaper advertisement	Neighbour Notification Letter
Applications for Works to Trees Protected by a Tree Preservation Order	Site Notice (21 days) - Where the Council considers that local people might be affected, or that there is likely to be a good deal of public interest - Obligatory in any case where the Council is the applicant	Yes, where appropriate	No	No
Notice of works to trees in conservation areas	None	Yes, where appropriate	No	No
Certificates of Lawfulness for Existing Use and Development	None	No	Yes	At case officer's discretion
Certificates of Lawfulness for Proposed Use and Development	None	No	No	No

Additional notifications

Any request for additional notification of an application is considered by the Case Officer, however a notification does not need to have been received in order for a member of the public or any other party to make comment, and this would always be stressed when any request is received.

How we will notify neighbours

Once a planning application has been registered, we will notify by letter all properties with a common boundary to the site, including to the rear, as is shown in the example below. Where an application is in respect of works to trees protected by a Tree Preservation Order or are within a Conservation Area we will notify properties immediately opposite as well as those adjacent to the site.



Exceptions

We do not notify neighbours where the applications are for Certificates of Lawfulness for a Proposed Use or Development, Non-Material Amendments following a grant of planning permission, and Prior Notifications for Demolition of a building and erection of agricultural buildings.

Additional properties may be notified as the planning case officers will check on their site visit that appropriate neighbour notification have been carried out.

In addition to notifying by letter properties with a common boundary we will display a site notice at or near the application site.

Wider neighbour notification/consultation

Wider neighbour notification will be undertaken where the development proposed is considered to have the potential for wider impacts, such as a major development leading to significant traffic increases or the proposed development being widely visible and potentially visually obtrusive.

Example of Neighbour Notification Letter

Dear Sir/Madam

Notification of Receipt of a Planning Application

I am writing to inform you of the above planning application recently submitted to this Council which relates to a site close to your address.

The application documents can be viewed on the planning pages of the Council's web site <https://www.cravendc.gov.uk/> through the page 'view planning applications'.

Alternatively, you can view the application documents electronically at the Council's Skipton office (see address above) between 9.00 am and 5.30pm Monday to Thursday and between 9.00 am and 4.30pm Fridays.

Should you have any comments on this application they should be submitted either online through our web site, by e mailing us at planning@cravendc.gov.uk or by writing to me at the address given above. On the reverse of this letter are examples of what is and isn't taken into account by the Council when a planning application is decided. Please include in any communication the application ref. no. and site address appearing above as well as your own name and full address as we do not accept anonymous communications. Your comments should be with us within 21 days* of the date of this letter as we cannot guarantee that representations received after that date will be considered when a decision is made on the application.

We do not acknowledge comments received but we will usually display them online within three working days of receipt. In placing comments online, they will be publicly available so we remove personal telephone numbers, email addresses and signatures.

Once the application has had a decision any comments you have submitted will remain publicly accessible online for a period of 1 year from the date of that decision. We do not notify people of the decision reached; this will however be available online.

In the event that the decision on this application is required to be made by the Council's Planning Committee all persons who have commented will be notified by post of the date of the meeting and arrangements for public speaking.

If you are not the owner of the property to which this letter has been sent, please can you pass it on to the owner or inform them of its contents as they may wish to comment on the application.

Yours faithfully

*** 14 days in the case of an application for Permission in Principle (PIP)**

Each notification letter includes the following guidance note:

Guidance for commenting on a Planning Application

To give you some guidance as to what are relevant planning considerations in deciding planning applications, the following are examples of what the Council can and cannot take into account.

You may comment on or object to a planning application for reasons such as:

- The proposal being in conflict with either the local or national planning policies
- Traffic generation, highway safety and parking
- Overshadowing, overlooking and loss of privacy
- Disturbance through noise, dust, fumes or other loss of amenities
- Out of character with its surroundings, including street scene and landscape
- Harm to the setting of a listed building or character of a conservation area

The following are NOT considerations that normally are not taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motives, character or personal circumstances
- Potential difficulties in property maintenance
- Disturbance caused by construction work
- Matters covered by other legislation, including restrictive covenants on land
- Issues relating to land ownership/property boundaries
- Moral or religious issues

Representations may not be accepted in the following circumstances:

- Where the communications contain sensitive personal details about any individual, including the person making the representation, we may not be able to accept letters that go into personal details (this would include comments about an applicant's motives, character or personal circumstances)
- Communications which we consider to contain defamatory or offensive comment will neither be published nor taken into account when a decision on an application is reached.

Public Speaking at the Planning Committee

Who can address the Committee?

- Applicants (via their agents where applicable), objectors and parish council/meetings will be notified of their rights to be heard by the Planning Committee by standard letter or email (where an email address has been provided) sent at the same time as the Committee Agenda is published.
- A member of the public may speak only if they have:
 - written to the Council, at least 10 days before the meeting about the matter in question; and
 - Registered with the Council that they wish to speak by noon three working days before the date of the meeting.
- Where more than one member of the public seeks to register with the Council to speak on a matter then it will be the first person who does so who has the right. Unless the first registered speaker gives up that right, no other member of the public may speak on the matter.
- A Parish or Town Council representative may only speak where the Council has written to the Council, at least 10 days before the meeting on the matter in question and has registered to speak by noon three working days before the date of the meeting.
- Where the matter under consideration is an application for planning permission the applicant or their representative may only speak in reply to a public speaker or a Parish or Town Council and provided that they have also registered to speak by noon two working days before the meeting.

When in the meeting can the public speak?

- The Committee will normally consider applications in the order in which they appear on the agenda. A planning officer introduces the application, outlining the scheme and reporting any late information that has been received.
- The Chairman will then invite the registered objector to speak on the matter for up to 5 minutes.

- If a Parish or Town Council has registered to speak on the matter their representative will be invited to speak for up to 5 minutes.
- Where the matter under consideration relates to a planning application and an objector or Parish/Town Council has spoken, the Chairman will invite the applicant or their representative to speak for up to 5 minutes provided they have previously indicated their wish to do so
- After each person has spoken members of the Committee may then ask for clarification of any points raised. Speakers cannot ask questions of Councillors, officers or other speakers.

Rules for Public Participation in the Committee meeting

- No person may speak for more than 5 minutes
- A registered speaker wishing to circulate additional information e.g. photographs or use of visual aids at the meeting will be required to submit any such late information to the case officer in advance of the meeting i.e. noon on the last working day preceding the meeting date. The circulation of handouts, photographs or props at the meeting by a speaker will not be permitted.
- Members of the public may not speak on items that are confidential or exempt from publication under legislation. Members of the public may not participate in the Councillors' debate.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example, if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a person from speaking or continuing to speak.
- Where the matters raised by a person or Parish Council/Meeting representative addressing the committee are clearly not capable of being taken into account as planning considerations, the Chairman shall have the discretion to intervene and if necessary, disqualify that person from speaking further.

Privacy Notice – Statement of Community Involvement

Who we are

This privacy notice explains how Craven District Council use information in the course of our work as a local planning authority. This work includes:

- Making decisions and providing advice on planning applications
- Making planning policies and local plans
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy contact our Data Protection Officer, Julie Ferguson at dataprotectionofficer@cravendc.gov.uk

How we get your information

Section five of the SCI provides details of how the Council receive your information in relation to planning applications. This happens in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it through the Planning Portal.

We also receive comments, representations, allegations and questions via email, letter, and online through the Public Access portal.

Section three of the SCI provides details of how the Council receive your information relating to spatial planning work. We receive and process personal data when undertaking a wide range of work, including work associated with local plan preparation, review and update, call for sites, consulting on draft policies, plans and local plan evidence base, preparing for local plan examination and consulting on other types of spatial planning documents e.g. Supplementary Planning Documents.

What we do with your information

To allow us to make decisions on applications and in relation to spatial planning work, individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of circumstances individuals will provide us with 'special category data' in support of their application (e.g. evidence of medical history).

We use the information provided to us to make decisions about the use of land in the public interest. The lawful basis for this is known as a '[public task](#)' and is why we do not need your explicit consent for your information to be used.

For some information provided to us, we are legally obliged to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the 'land search'.

How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

We make details of planning applications we receive available online so that other people can contribute their comments. Please note:

- We do publish the name of the person applying for planning permission along with the address
- We do publish comments received on planning applications by members of the public.
- We do publish comments received on planning applications by town and parish councils / amenity groups / statutory consultees

Any comments submitted will remain publicly accessible online for a period of 1 year from the date of that decision.

We send some planning applications to our statutory consultees for their advice on safety, infrastructure and other matters. We will sometimes need to share the information we have with other parts of the council – for example, to establish how long a building has been used as a dwelling.

In circumstances where a planning application is appealed, we are required to share data from a planning application with the Planning Inspectorate, which includes any comments made by statutory consultees and members of the public. We also share information with the Planning Inspectorate when they examine our local plan. This includes the names of site promoters and people submitting representations on the plan.

In terms of Spatial Planning work, paragraph 3.49 of the SCI sets out what will happen to your comments. We do not publish personal information of individuals, for example signatures and contact details etc.

Redaction ('blinking things out')

We operate a policy where we routinely redact the following details before making forms, documents and comments available online:

- Personal contact details for the applicant, e.g. telephone numbers, email addresses
- Signatures
- Special Category Data – e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information to a planning application which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can – ideally in advance of submitting the application. The best way to contact us about this issue is emailing us at planning@craven.gov.uk .

Retention ('how long we keep your information for')

We process many different types of information according to the Council's retention policy. Below is a guide as to how long the Council retains key planning information:

- Statutory registers (e.g. planning decisions, approved plans): retain permanently
- Information relating to preparation and consultation of the Craven Local Plan: retain permanently (transfer to archive when necessary)
- Representations, letters, general correspondence relating to planning applications: 15 years with potential for them to be archived after this period.

Some supporting documents relating to major or otherwise significant developments may not be destroyed but instead removed from public registers.

Your Data Protection Rights

Under data protection law, your rights include:

Your right of access – You have the right to access the personal data we hold about you.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate or incomplete.

Your right to erasure – In certain circumstances, you have the right to ask us to erase your personal information.

Your right to restriction of processing – In certain circumstances, you have the right to ask us to restrict the processing of your personal information.

Your right to object to processing – In certain circumstances, you have the right to object to the processing of your personal information.

Complaints and problems

Making decisions on planning matters is a public task and you do not have the right to withdraw consent for your data to be processed. However, if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed, please ask us by contacting

dataprotectionofficer@cravendc.gov.uk

If you need to make a complaint specifically about the way we have processed your data, you should in the first instance use the Council's complaints policy.

Please contact the Council's Data Protection Officer via email at

dataprotectionofficer@cravenc.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk