



Shaping Places and Spaces

LOCAL DEVELOPMENT FRAMEWORK FOR CRAVEN DISTRICT OUTSIDE THE YORKSHIRE DALES NATIONAL PARK

Craven District Council

Statement of Community Involvement:

**Adopted By Members
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Glossary of Terms & Abbreviations

Abbreviation	Definition
LDF	Local Development Framework
SCI	Statement of Community Involvement
LDD	Local Development Document
DPD	Development Plan Document
SPD	Supplementary Planning Document
LPA	Local Planning Authority
LDS	Local Development Scheme
SofS	Secretary of State
AMR	Annual Monitoring Report
LSP	Local Strategic Partnership

SECTION ONE: Introduction and Context

1.0 Aim of The SCI

This document has been prepared as part of the new Local Development Framework (LDF) for Craven District outside the Yorkshire Dales National Park. This Statement of Community Involvement (SCI) sets out how the Local Planning Authority will involve the community, i.e., local residents, businesses, land owners, interest groups, statutory agencies and regional and national interest groups in:

- The preparation and revision of all Local Development Framework Documents and;
- consultation relating to development control decisions.

It is considered that in order to ensure a transparent and open planning process, which enjoys the support of the general public and involves local people in planning the future of their communities, people need to be involved in the early stages of LDF preparation and the Development Control process. **The aim of this SCI is to set out how the Council will seek to engage the public in the preparation of LDF documents and throughout the Development Control process.**

The adopted SCI will be part of the LDF for Craven District Outside the Yorkshire Dales National Park. The preparation of LDF documents and consultation on planning applications should be carried out in compliance with the standards set out in the SCI. Any LDF document in preparation or planning applications processed before adoption of the SCI does not need to comply with it but must meet the minimum standards set out within:

- The Town and Country Planning (Local Development) (England) Regulations 2004,
- The Town and Country Planning Act 1990,
- The Planning and Compulsory Purchase Act 2004,
- The General Development Procedure Order 1995 (As Amended),
- The Planning (Listed Buildings and Conservation Area) Act 1995 and
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990.

1.1 Purpose and Potential Benefits of Consultation

The key purpose of consultation is to create dialogue and seek the views of the community and all key interests on the land use development issues affecting their locality.

The potential benefits of involving a wide range of people and organisations in decision-making can be summarised under three headings:

1. **Potential Benefits to the community of the District**
2. **Potential Benefits to the individuals or organisations involved in the consultation;**
3. **Potential Benefits to Craven District Council**

Potential Benefits to the community include:

- A greater public ownership and sense of democracy
- Improved community cohesion and sense of inclusion
- Having local services that are better able to meet needs

Potential Benefits to individuals and organisations include:

- An ability to influence the decision making process
- Better experiences of using services
- More opportunity to work collaboratively
- Greater sense of ownership of local services
- A better understanding of how the Council works.

The potential benefits to the Council include:

- Broader sharing of responsibilities
- More contribution to problem solving
- More opportunity to work collaboratively
- Greater public involvement
- Greater sense of public ownership of, and support for, the Council's activities.

1.2 Craven District Community Profile

Craven District covers an area of 1179 square kilometers. The area of Craven that falls outside the Yorkshire Dales National Park, to which the Local Development Framework relates, is 370 square kilometers. The population of the district is 53,600. The District is mainly rural and includes part of the Yorkshire Dales National Park, which is a separate planning authority.

The District has a dispersed settlement pattern, with a population density of 44 people per square kilometer. The District centre of Craven is Skipton, which is the largest town in both the district and the plan area. Secondary centres include Settle and Glusburn/Cross Hills serving the north and south of the District respectively. Approximately 31% of the population of the plan area lives in the town of Skipton. The remainder of the plan area is characterised by smaller market towns and villages usually adjacent to the main transport routes of the A65 and A59 such as Settle, Ingleton, Hellifield, Glusburn and Sutton-in-Craven, which act as local service centres. The remainder of the plan area is characterised by a dispersed pattern of smaller villages and hamlets reflecting the rural nature of the District, particularly in the north and west of the plan area.

The District, although predominately rural has a diverse economy, with agriculture and quarrying being the traditional mainstay. This diversity incorporates a variety of small to medium sized businesses together with a manufacturing sector. Craven benefits from a relatively stable economy with unemployment below the regional and national levels. However, in spite of its high economic activity rate, Craven is recognised as being at the less prosperous end of North Yorkshire's "two tier economy", with low wage levels, restricted employment opportunities and a lower GDP than the County as a whole.

Craven has an ageing population, which in part is due to the net out migration of young people (16-24 year olds), which is exacerbated by the lack of facilities for young people in rural areas, a lack of local jobs to keep them in the District and a lack of affordable housing which is a key

issue. Craven District benefits from having a well-qualified workforce with high levels of educational attainment, which is a key factor in attracting people to live in the area, with the resulting increasing pressure on house prices.

In terms of ethnic make up, 98.5 % of the resident population originates from the white ethnic group. There is a small but significant ethnic minority population, concentrated mainly within Skipton, which represents 1.5% of the overall population.

Having a dispersed population spread over a wide area raises particular problems in devising the most effective methods of consultation. However, Parish and Town Councils or meetings form an important point of contact for liaising with local communities. In addition, there is an extensive network of voluntary associations within the District.

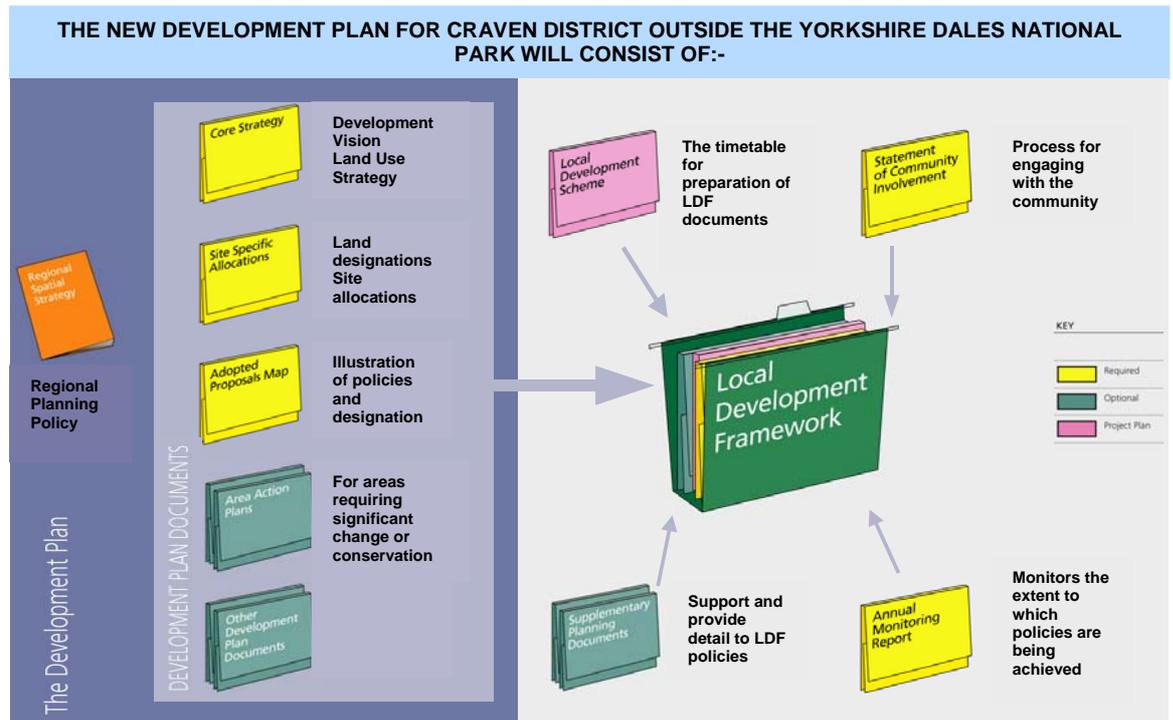
Taking into account the district's community profile the key considerations in devising an effective consultation strategy include the following:

- How to deal with a dispersed rural population;
- Recognising that the market towns and larger service centres act as key meeting points, accessible to most of the population;
- How to consult with small numbers of Black and Minority Ethnic residents;
- How to consult with additional hard to reach groups such as the socially excluded, young people, the elderly, travellers and gypsies, rural isolated communities etc

SECTION TWO: Local Development Framework For Craven District Outside The Yorkshire Dales National Park

2.0 Local Development Frameworks: The New Style Development Plan

As a result of the Planning and Compulsory Purchase Act 2004 the current adopted Craven District (outside the Yorkshire Dales National Park) Local Plan will be replaced over the next few years by a new style development plan: a Local Development Framework, which will contain the following portfolio of documents:



Local Development Documents will set out the spatial strategy for the district outside the Yorkshire Dales National Park for the period up to 2021 and comprise Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) produced on a rolling basis. This spatial planning approach goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes that influence the nature of places and how they function.

The Government's objectives for changing the plan making system are to:

- Speed up the preparation of development plans
- Ensure that plans are monitored and reviewed, and kept up to date
- Achieve more effective involvement of the community.

The LDF for Craven outside the Yorkshire Dales National Park will contain a series of LDF documents in respect of identified topics and themes. Each LDF document will be accompanied by a Sustainability Appraisal report. A 3-year rolling programme of LDF documents is set out within the Council's first Local Development Scheme (LDS), which has been agreed

with the Government Office for Yorkshire and the Humber. Appendix B sets out the role of each LDF document contained within the Local Development Scheme, whether Sustainability Appraisal Reports are required and estimated dates for adoption of those documents. The LDS will be reviewed, updated and rolled forward annually to reflect progress in LDF document preparation against the scheme.

The Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be prepared taking account of the aim to achieve sustainable patterns of development. As such each Local Development Document will be subject to a Sustainability Appraisal, which will examine the social, environmental and economic effects that may result from the implementation of strategies and policies within each document. This process is undertaken from the outset of the preparation process. The aim is to inform decisions made in respect of Local Development Documents within a context of delivering social, economic and environmental sustainability within the plan area. Consultation on each Sustainability Appraisal Report will be carried out in tandem with each Local Development Document.

2.1 Key Consultation Milestones

The process of LDF document production involves a significant amount of consultation with the community, organisations and interest groups. The consultation milestones associated with both DPD and SPD production are set out at appendices D and E.

2.2 Timetable for Consultation

Appendix A provides an indicative timetable for production of the SCI. The Council's Local Development Scheme however provides a more detailed timetable for consultation for each LDF document. It should be noted however that the timetable set out at appendix A, in relation to preparation of the SCI may be subject to change, for example as a result of the volume of representations received etc.

2.3 Links Between the LDF & Other Local Strategies

CRAVEN DISTRICT COMMUNITY STRATEGY 2003 - 2013

The Local Development Framework will be the spatial expression of the land use related elements of the ten year Community Strategy for Craven District, produced in 2003 and will provide a long-term strategic vision for the plan area.

Links will be forged between consultation processes relating to monitoring and review of the Community Strategy, and the process of consultation set out in this SCI for the LDF. In order to establish clear linkages between these two key strategic documents a consultation strategy has been established, which will create specific links with the Craven Local Strategic Partnership (LSP). Elements of this strategy has been taken forward such as the "Shaping Places and Spaces" Conference, where key interests were invited to identify the fundamental issues that should form the focus of the LDF for the district outside the Yorkshire Dales National Park. These issues will then inform the preparation of alternative options for LDF policies, together with achieving greater integration between the Community Strategy and the LDF. Principally the outcome of this conference will inform the Core Strategy document. It is hoped that this

early stakeholder consultation strategy will contribute to a swifter, more inclusive and participative plan making process.

CRAVEN DISTRICT COMMUNITY ENGAGEMENT STRATEGY 1999

The SCI has been produced in line with the Council's Community Engagement Strategy (1999), which aims *"to support, improve and co-ordinate the way in which Craven District Council involves local people, users, communities, Parish and Town Councils, interest groups and partner agencies by presenting a systematic, strategic approach to community engagement."*

ACCESS TO SERVICES BEST VALUE REVIEW 2003/2004

The SCI has also been produced with reference to the "Access to Services Best Value Review 2003/2004", which has the objective of adopting an agreed improvement plan that will focus on enhancing the customer experience of dealing with Craven District Council and how they access the services provided by both the Council and those of other partners and agencies.

THE CRAVEN COMPACT

The Craven Compact is an agreement between, voluntary and community organisations, local public bodies and members of the Craven Local Strategic Partnership which clearly states the terms of their relationship and the agreed standards they will follow when working together. The Craven Compact has been drawn up in partnership following consultation with the voluntary and community sector and local public bodies.

The Craven Compact will provide a single over arching local coordination framework to develop closer relations between voluntary, community and statutory sectors, which will respond to community expressed aspirations and needs. As such the organisations that have signed up to the Craven Compact will be involved in preparation of Local Development Documents in terms of consultation and participation. The list of these organisations is set out at appendix C.

2.4 Who will be consulted

The Town and Country Planning (Local Development) (England) Regulations 2004 specify that certain statutory consultation bodies must be consulted if the LPA considers that body will be affected by what is proposed within a LDF document. In addition to these statutory consultee bodies the Council will also consult with a number of non-statutory bodies throughout the LDD production process. The statutory consultee bodies and an indication of some non-statutory consultees are listed at appendix C.

The Council maintains a database of statutory and non-statutory bodies and individuals for consultation purposes. This database will be updated on a regular basis. In addition details of additional consultees will be added on request.

2.5 Methods of Consultation

The Council will use a broad range of consultation methods to actively engage as wide a range of organisations and individuals as possible in preparing LDF documents. The range of consultation methods used will

provide opportunities for different levels of participation to be achieved, such as:

- Informing the public – information giving
- Consulting with the public – define needs, perception and priorities, exchange opinions and views.
- Deciding together – accepting people's ideas and choosing the options that have been decided together
- Acting together – establishment/collaboration of short term or long-term partnerships with interested parties to deliver joint decisions.
- Feeding back by the Council to those involved in the LDF process.

To enable this process to be as productive as possible the Council will build on existing consultation systems used within the Planning Services Unit, together with those associated with other Council strategies such as the Community Strategy 2003 and the Community Engagement Strategy 1999. The Council's Area Forum meetings, for example represents an existing medium to be used to engage and participate with the community in relation to production of LDF documents. The early key stakeholder consultation strategy, as set out at 2.3 of this document will form a key consultation method early in the LDF process. It is considered that this approach will make the best use of people's time and involvement.

Appendix F sets out examples of some of the consultation methods to be used throughout LDF document production, an indication of the DPD and SPD stages the methods will be used together with an explanation of the benefits and resource implications associated with each one.

In addition information will be drawn from existing Town and Village Design Statements, Parish Plans and Market Town Health Checks and Action Plans that have been prepared in line with the Countryside Agency's guidance for settlements throughout the plan area. It is recognised that the production of these plans represent a process of identifying issues specifically relating to the plan area.

Appendix G sets out a summary of how and when community involvement will be sought throughout preparation of DPDs and SPDs. Appendix G is based on the statutory requirements for consultation set out within the Town and Country Planning (Local Development) (England) Regulations 2004.

2.6 Consultation with Hard to Reach Groups

Throughout LDF document production a variety of different participation techniques will be used in order to actively engage all sectors of the community. The Council will develop specific consultation approaches for groups within the community that are hard to reach such as young people, the elderly, more rural isolated communities, women and carers, ethnic groups, disabled people, non service users, gypsies and travellers. Examples of the methods of consultation to be used to reach these groups are set out at appendix F.

2.7 Access To Information

Information relating to the discussion of issues and options, drafting of LDF documents and copies of representations will be made widely available through a variety of methods:

- Wherever possible information will be made available in paper and electronic formats. It will also be possible for all documents and information to be viewed via the Council's website at **www.cravencd.gov.uk**
- Copies of all documents will be made available to view at the following locations:
 - Granville Street Council Offices
 - Skipton Town Hall
 - Settle Town Hall
- All information will be available upon request in Braille, languages other than English, in large print and audio format (via the LDF website).
- Where consultation events are carried out within specific locations throughout the plan area, every effort will be made to ensure that each location has disabled access.

2.8 Submission of Representations & Examination

As a result of the Planning and Compulsory Purchase Act 2004 a key aim of the examination of LDF documents is to assess whether each document is sound. As part of this new approach the presumption will be that the LDF document is sound unless it is shown to be otherwise as a result of evidence considered at the examination. This evidence is likely to include representations submitted by consultees; therefore it is important that those making representations on submitted LDF documents make clear how the document fails any test of soundness and if change is sought demonstrate that the document will be sound with the inclusion of the change(s).

The Council encourages representations on LDF documents to be made on a Craven District Council response form. A copy of the response form for the SCI can be found at appendix M of this document. The Council's procedure for handling representations is set out at appendix G.

2.9 Reporting Back

Any body or individual who makes representations on preferred options and submitted LDF documents will be included in the Council's consultation database and will automatically be kept informed at all subsequent stages of the process. This database will be useful in terms of tracking the concerns of individuals and groups and any subsequent action taken, in addition to ensuring transparency in analysis of representations. The Council will implement relevant processes for considering and responding to issues and concerns raised during the LDF document production. As part of the Council's commitment to early community involvement within the preparation of LDF documents these processes will include the production of a summary of all comments received, together with the Council's responses and will place significant emphasis on negotiation and discussion with those that have submitted representations. This is to ensure that, if possible, concerns can be dealt with at an early stage in the process. It is hoped that this approach will avoid possible lengthy delays at the examination stage.

On submission of DPDs to the Secretary of State for independent examination all representations will be considered at the examination. At

the Issues and Options, and the Preferred Options Stages of preparation of DPDs and preparation stages of SPDs it should be noted however that whilst all comments will be taken into account by the Local Planning Authority there will be circumstances under which consultation responses may not result in a change to the DPD or SPD. Comments will result in a change being made to the DPD if the authority feels that the suggested change is appropriate, would result in an improvement to the document and would therefore be justified.

A significant feature of the reporting back process is the way in which the Council will report on any changes that have been made to the LDF documents, which have resulted from community involvement undertaken. The Council is required to include within the information submitted with each LDF document to the Secretary of State, a summary of the main issues raised during consultation, together with how the Council has addressed those issues.

It is hoped that this commitment to reporting back will help to build community confidence in the LDF production process.

All LDF documents are available either via the Councils website www.cravendc.gov.uk, from Planning Reception, Granville Street, Skipton, Skipton and Settle Town Halls, by e-mail at ldf@cravendc.gov or from libraries within the district.

SECTION THREE: Development Control

3.0 Introduction

This section of the SCI sets out the current standards of service that you can expect from Craven District Council regarding the planning application process.

Please note that Craven District Council does not undertake the Planning function within the Yorkshire Dales National Park. The general planning inquiries contact number for the National Park is 08701 666333.

The Plan Area of Craven District outside the Yorkshire Dales National Park is split into three Development Control Areas. A map illustrating these areas is set out at appendix H of this document. Contact details of Development Control staff are set out at appendix L of this document.

Proposals for planning permission can be split into three types; minor, major and other planning applications, as defined by the Office of the Deputy Prime Minister. Details of the definition of these application types, the consultation/ publication methods used by the Council in relation to each type and the statutory requirements for publication are set out at appendix I.

The planning application process comprises pre-application, application and post-application stages. The consultation process and methods used throughout the three stages and for the different types of planning application are set out below.

Please note that to accompany the SCI the Department of Environmental and Planning Services has published a series of leaflets, which provides a quick and easy reference guide to specific development control procedures. These leaflets can be obtained either via the Councils website or by contacting the Planning Reception. A comprehensive list of leaflets, published by the Council is provided at appendix J.

3.1 Planning Application Process

3.2 STAGE 1: PRE – APPLICATION

The Council offers a free pre-application service, which provides applicants with useful information and informal guidance on their draft proposals before those proposals are finalised for formal submission. The service may be provided in person by appointment with a planning officer or in writing and may cover such aspects as:

- the planning history of the site (e.g. previous approvals or refusals)
- relevant planning policies (e.g. the Local Development Framework)
- likely consultation requirements (e.g. with the local highway authority)
- any special considerations (e.g. listed buildings or conservation areas)
- the type of application needed (e.g. full, outline or change of use)

- the details required to accompany the application (e.g. drawings, photographs and other illustrative material or supporting information).

Information and informal guidance provided through the pre-application service is intended to be helpful but is offered without prejudice and does not bind the Council in making a decision on any subsequent planning application. The service does not provide any guarantee on the outcome of an application: only the statutory planning application process can determine the acceptability of a proposal. Applicants and their own professional advisors must assess their proposal's chances of success on the basis of information and guidance provided by the Council and by reference to any relevant aspects of saved local plan policies and emerging DPD and SPD policies, in addition to the Regional Spatial Strategy and any other material considerations.

In addition, the Council provides free written advice on whether or not a proposal needs planning permission (or some other type of planning approval such as advertisement consent or listed building consent), including advice on Permitted Development.

3.2.0 ROLE OF THE APPLICANT WITHIN THE PRE-APPLICATION STAGE

The aim of this process is to encourage discussion before formal applications are made, to improve proposals through community involvement and to avoid objections that might otherwise arise at a later stage. For small applications it is likely to be sufficient to meet the statutory requirements laid out in appendix I of the SCI. For the types of proposals set out below the Council encourages applicants to undertake early consultation with the local community.

- Major proposals. That is residential development proposals for more than 10 dwellings or on a site more than 0.5hectare in area, or proposals for commercial/industrial/retail floor space of more than 1000sq m or on a site of more than 1 hectare.
- Proposals that require Environmental Impact Assessment, which are accompanied by an Environmental Statement.
- Proposals that represent a departure from the Development Plan.
- Other proposals that are likely to attract significant community interest.

3.2.1 Suggested Methods of Consultation

Where proposals fall within the categories set out above the consultation approach used has to be tailored to the scale and impact of the proposal, and should be discussed with the Development Control Officer during the pre application stage. Below are a number of consultation methods that the Council suggests using during pre-application consultation with the community:

- Inform local residents including those neighbouring the site of the proposed development, businesses, interest groups or other organisations, informing them about the proposal, stating how further details can be obtained and how to respond.

- Issue a press release on the proposal, with details of who to contact for further information and how to respond.
- Arrange a public event (meeting or display) at the application site/building or at a venue as close as possible to the application site. A public event should set out and explain the proposals, giving an opportunity for public comment and later feedback.

Please note that the Council would expect any publicity or presentational material to concentrate on conveying facts about the proposal and avoid bias.

Applicants should set out clearly within the consultation approach undertaken that the consultation is being carried out by the applicant prior to the submission of a planning application to aid its' preparation. Applicants should also clearly specify within the consultation that should an application be made to the Local Planning Authority, additional representations relating to the proposal could be submitted to the authority during the period of determining the application.

3.2.2 Submission of Pre Application Consultation Approach

The details of the approach used and results of any community consultation are expected to be reported within a statement to the Council as part of the planning application submission process. The Council would expect a Pre-Application Consultation Statement to set out details of the community involvement undertaken including a full account of the following:

- A list of all properties, businesses, interest groups and other organisations contacted.
- A sample copy of the letter/information sent to members of the community, interest groups and other organisations.
- Location, duration and content of any event.
- A summary of all comments received and issues raised.
- A clear indication of which comments have or have not resulted in amendments to the scheme, an explanation of why changes have been made and details of the amendments.
- Any comments made about the community consultation process itself.

The applicant should also retain original copies of all community consultation for inspection by the Council if requested.

3.2.3 Applicants should note that the Council cannot refuse to accept valid applications because it disagrees with the way in which an applicant has consulted the community. Failure by the applicant to consult, however could lead to objections which could result in delays or refusal of planning permission.

3.3 STAGE 2 – APPLICATION

3.3.0 RECEIVING APPLICATIONS

The Council will seek to:

- Acknowledge receipt of valid applications via letter or email within 3 working days and notify you who the planning case officer is. If the

application is incorrectly made i.e. invalid, we will let you know why.

- When applications are valid, we will commence consultations within 3 working days (all consultation and objection letters on the planning application file will be available for public inspection).

3.3.1 PUBLICITY FOR APPLICATIONS

Appendix I sets out a summary of the consultation/publicity methods used by the Council throughout the development control process for all types of applications together with the statutory requirements for the publicity of planning applications. It is clear from comparison that in relation to planning applications the Council carries out a level of publicity that is over and above the statutory requirements.

In addition the Council publishes a list, which includes all the planning applications received by the Council on a weekly basis. This weekly list is available free via the Council's website or as a hard copy which can be viewed at the Planning Reception or purchased for a nominal fee.

3.3.2 COMMENTING ON PLANNING APPLICATIONS

Following publicity of planning applications received by the Council via the methods outlined above, comments can be made to an application in writing via letter or email. Comments should be made within 21 days from the date the consultee is made aware of the application (see appendix I for methods of publicity). Comments received will be taken into account when assessing a planning application. It should be noted however that when comments are considered, those that are material to the planning application may be attributed material weight. However those comments that are not material to the planning application, such as property/land value and protection of private views cannot be attributed significant weight.

3.3.3 AMENDMENTS & NEGOTIATIONS

Where amendments are made to a planning application the Council will seek to:

- Send a copy of significantly amended plans to the relevant Parish Council inviting further comments to be made to the revised application within 14 days.
- Send out a letter or email to neighbours and relevant consultees that amendments have been made to a proposal. This correspondence invites further comments to be made to the revised application within 14 days.

3.3.4 COUNCIL'S SCHEME OF DELEGATION

90% applications will be decided by the Head of Planning and Building Control under the Council's Scheme of Delegation. If valid planning objections have been received and the decision is to approve the application, the Chairman of the Planning Committee and the relevant ward representatives will be given seven days notice of the decision with an explanation of how the objections have been taken into account. They can then decide whether or not they would like the application to be considered by the Council's Planning Committee.

The remaining 10% of applications are referred to the Council's Planning Committee for a decision. Where applications are to be considered by the Planning Committee the applicant or agent, any interested parties, relevant town or parish councils and meetings, and objectors or supporters will be informed. The Committee may decide to visit the site before making a decision. The applicant and the relevant Town or Parish Council/meeting will be advised if this route is chosen.

Town and Parish Meetings/Councils will be notified of all planning applications submitted within their parish, whether they are dealt with under the Council's Scheme of Delegation or referred to the Council's Planning Committee. This notification procedure ensures that copies of plans are sent to Town and Parish Councils and Meetings.

3.3.5 THE PLANNING COMMITTEE

All applications which are to be decided by the Committee are included in the Plans List. The Plans List is a public document, which is available as a hard copy or free in electronic format via the Internet. It is also sent to the Local Press.

Applicants (via their agents where applicable), objectors, supporters and Town and Parish Councils/Meetings will be notified of their rights to be heard by the Planning Committee by letter.

3.4 STAGE 3 – POST APPLICATION

3.4.0 MAKING DECISIONS

The Council will seek to:

- Advise the applicant or agent of the Committee date, if the application is to be considered by the Planning Committee and details of the Public Participation Scheme.
- Notify the applicant within 5 working days once a decision has been made.
- Advise you how to appeal to the Planning Inspectorate if you are not happy with the Council's decision.

3.4.1 INFORMING THE COMMUNITY OF PLANNING DECISIONS

Whether a planning application has been decided under the Council's Scheme of Delegation or by the Planning Committee, the Council will inform the following groups of the decision in the format set out below:

The agent or applicant	Decision notice
Individuals that have made written comments	Letter informing of decision
Parish & Town Councils	Copy of decision notice
County Council, Environment Agency, Yorkshire Water, United Utilities	Decision report (containing copies of decision notices)
Other consultees originally consulted	Copy of decision notice
Internal Council Departments: Building Control Local Land Charges	Copy of decision notice

Decision notices set out either a summary of the reasons for approval or reasons for refusal and are placed on the public file for the application. Decision reports are available to view via the Council's website at www.cravenc.gov.uk. A copy of the Officer Report is also placed in the public file for the application.

The Council will notify ward members of refusals dealt with under the scheme of delegation via letter or email.

In addition to informing the groups set out above of the decision, improvements are planned to the Council's website, which will enable officer reports to be viewed for planning applications.

3.4.2 APPEALS

Most appeals are made because the local planning authority has refused planning permission. An appeal is made to the Secretary of State and in most cases is judged by Planning Inspectors employed by the Planning Inspectorate.

Only the applicant has a legal right to appeal against the Local Planning Authorities decision. Any person who has an interest in an application can make their views known and be informed of the outcome of the appeal. An appeal must be made within six months of the local planning authorities decision notice.

Although the Planning Inspectorate is responsible for judging an appeal the Council will seek to:

- Acknowledge receipt of the appeal from the Planning Inspectorate with the agent or applicant.
- Inform all those notified during the application process e.g., neighbours etc that an appeal has been lodged.
- Inform consultees whether the appeal will be a written, hearing or inquiry procedure.
- Send to the Planning Inspector a copy of all comments made by consultees, together with comments made by neighbours and interested parties as part of the original planning application.
- Inform consultees that any additional comments should be sent directly to the Planning Inspectorate.

3.4.3 ENFORCEMENT

Public acceptance of the development control process is quickly undermined if unauthorised development, which is unacceptable on planning merits, is allowed to proceed without any apparent attempt by the Council to intervene before serious harm to amenity results from it. Unauthorised Development may include development carried out without the necessary planning permission or contrary to the terms of the planning permission granted.

Craven District Council, as the local planning authority has a general discretion to take enforcement action when they regard it as appropriate to do so. In considering any enforcement action, the decisive issue for the local planning authority is whether the breach of planning control would unacceptably affect public amenity or the existing use of land and

buildings meriting protection in the public interest. It should be noted however that where development has taken place in breach of planning control, negotiations may be undertaken where these will help to meet overall service objectives.

Where the Council is investigating a reported breach of planning control or carrying out enforcement action it will keep the complainant informed of progress with the investigation together with the owner of the site where enforcement action may be taken.

Authority to pursue enforcement action is delegated to the Head of Planning and Building Control; however where an enforcement item is being considered by the Planning Committee the following people will be entitled to address the Committee:

- Any third party affected by the unauthorised development/breach of planning control
- The Parish Council/Meeting
- The person who has carried out the unauthorised development or breach of planning control.

Details of the Council's policy on enforcement are set out in the "Enforcement of Planning Control" leaflet available from the Planning Reception or via the Council's website.

SECTION FOUR

4.0 Resources

Consultation during the LDF production and development control process is a continuous, rather than a finite process, and resources need to be planned on this basis. As such a flexible approach to resource allocation is needed over several years. This SCI will be implemented, monitored and reviewed by the Planning and Building Control Service. In addition staff resources from other Council departments may be drawn upon to help carryout specific consultation e.g., where consultation can be carried out jointly relating to the Craven Community Strategy and the LDF. External resources may also need to be drawn upon, specifically relating to LDF production, for example in order to consult with hard to reach groups. Details of the internal resources, which are available for the production of LDDs are set out below:

- Director of Planning & Environmental Services
- Head of Planning & Building Control
- Planning Services Manager (Policy)
- Planning Officer (Policy)
- Planning Assistant (Permanent)
- Planning Assistant (Fixed Term Contract)
- Planning Assistant (0.57fte)
- GIS and Technical Officer
- Strategic Housing Manager
- Partnership Policy and Performance Officer
- Corporate Performance Manager
- PR and Communications Officer

The budget for implementing all consultation processes set out within this SCI, including those requiring external resources will be drawn from the Council's reserve for LDF preparation.

4.1 Monitoring & Review of the SCI

The SCI will be kept under review and revised where necessary by following the same procedures as for the preparation of this first SCI. Review of the SCI will be based around the effectiveness of the consultation deployed at the various stages of LDD production. Revision of the SCI will only be required, however when significant changes have occurred in the types of groups that the Council wishes to engage, or different techniques for engagement are to be employed. The effectiveness of the SCI will be monitored through the Annual Monitoring Report. Any changes, which will also take account of emerging best practice and Government Requirements, will also be highlighted in the Council's Annual Monitoring Report.

SECTION FIVE: The SCI Process

5.0 Preparation of the SCI

Preparation of the SCI is a mandatory requirement under the Planning & Compulsory Purchase Act 2004. In line with The Act the SCI must undergo the following three 6-week statutory consultation processes:

- Pre submission Consultation & Pre Submission Public Participation on the draft SCI
- Consultation on SCI submitted to Secretary of State

Appendix A sets out the SCI process, including the stages and timetable for consultation.

Consultation and public participation of the Preliminary Draft SCI was carried out in April 2005. This was followed by consultation and public participation on the Draft SCI in September/October 2005. The Submission Version Draft SCI was submitted to Secretary of State for consideration in November 2005, at which time a formal statutory 6-week consultation period took place. Comments received in relation to all three of these consultation periods have been taken into account.

5.1 Independent Examination

The SCI was submitted to the Secretary of State for independent examination in November 2005. As part of that submission process the Local Planning Authority published a notice and invited representations over a statutory 6-week consultation period. All representations together with a summary of the main issues raised in those representations were sent to the Secretary of State. In addition copies of the representations received were published on the Council's website and were made available to view at Council Offices.

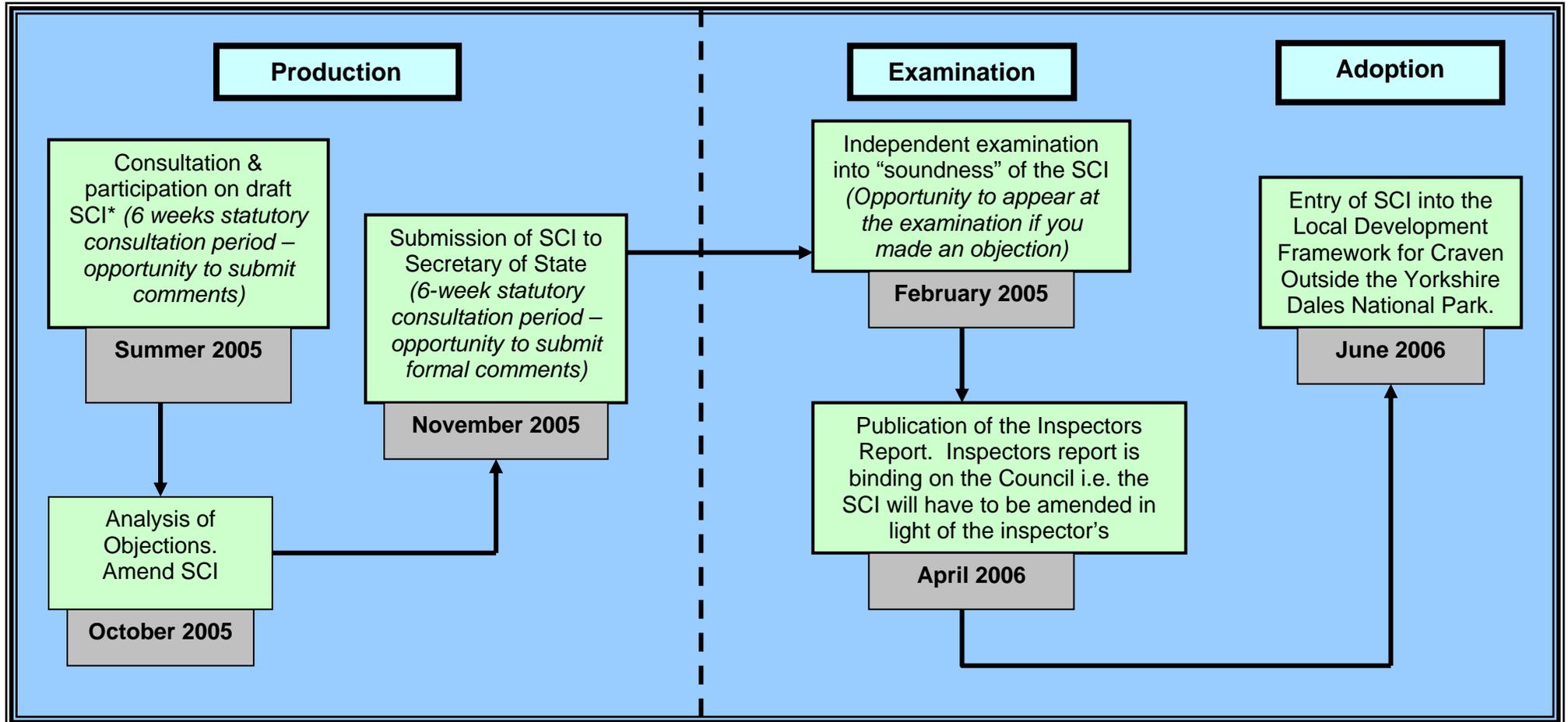
A total of 25 representations were received during the statutory consultation period following submission. Due to the number and nature of the representations received, the examination was dealt with by written representations as opposed to a more formal hearing process. Independent examination of the SCI was carried out during April 2006.

5.2 Adoption of the SCI

Following receipt of a binding report by the Planning Inspectorate in April 2006, the SCI has now been adopted. Review of the adopted SCI will be ongoing.

Appendices to the Statement of Community Involvement

Appendix A: Statement of Community Involvement Process



*Consultation & Participation on the draft SCI includes two discrete sub stages:

- Consultation on the Preliminary Draft SCI
- Public participation on the Draft SCI

Appendix B: Summary of LDF Documents to be Prepared As set out within the Council's Agreed Local Development Scheme 2004 -2007

Local Development Document	Role of LDD	Sustainability Appraisal Reports	Estimated Date of Adoption
Statement of Community Involvement	The Council's agreed approach covering engagement with the community and all other interested parties in relation to the plan-making process	No	June 2006
Core Strategy (DPD)	A strategic document that will set out the vision and overall land use strategy for the LDF area for the period up to 2021	Yes	Sept 2007
Proposals Map	An Ordnance Survey based map that spatially illustrates policies and proposals	No	Nov 2008
Allocations Development Plan Document (DPD)	The document will set out land designations including some development allocations for the period up to 2021	Yes	Nov 2008
Affordable Housing Supplementary Planning Document (SPD)	To review and update the mechanisms available to the Council in respect of securing affordable housing as part of larger development proposals	Yes	June 2006
Planning Obligations SPD	To review and update the mechanisms available to the Council in respect of agreeing planning obligations as part of larger development proposals.	Yes	Dec 2007

NOTE: For the latest version of our Local Development Scheme please visit the Council's website at: www.cravenc.gov.uk

Appendix C: List of Consultee Bodies

Statutory Consultees (as set out within The Town and Country Planning (Local Development) (England) Regulations 2004)

- Bradford Metropolitan District Council
- BT Newsites
- English Heritage, Yorkshire Region
- English Nature, North & East Yorkshire Team
- Government Office for Yorkshire and Humberside
- Harrogate District Council
- Lancashire County Council
- Lancaster District Council
- Mobile Operators Association
- National Grid Transco
- Network Rail, Yorkshire
- North Yorkshire County Council
- Npower Yorkshire
- Pendle District Council
- Ribble Valley District Council
- South Lakeland District Council
- The Countryside Agency
- The Craven & Harrogate Primary Care Trust
- The Environment Agency
- The Highways Agency
- Transco
- United Utilities
- Yorkshire & Humber Assembly
- Yorkshire Dales National Park Authority
- Yorkshire Forward
- Yorkshire Water Services Ltd
- Town and Parish Councils and Meetings within and adjoining Craven District outside the Yorkshire Dales National Park

Non-Statutory Consultees

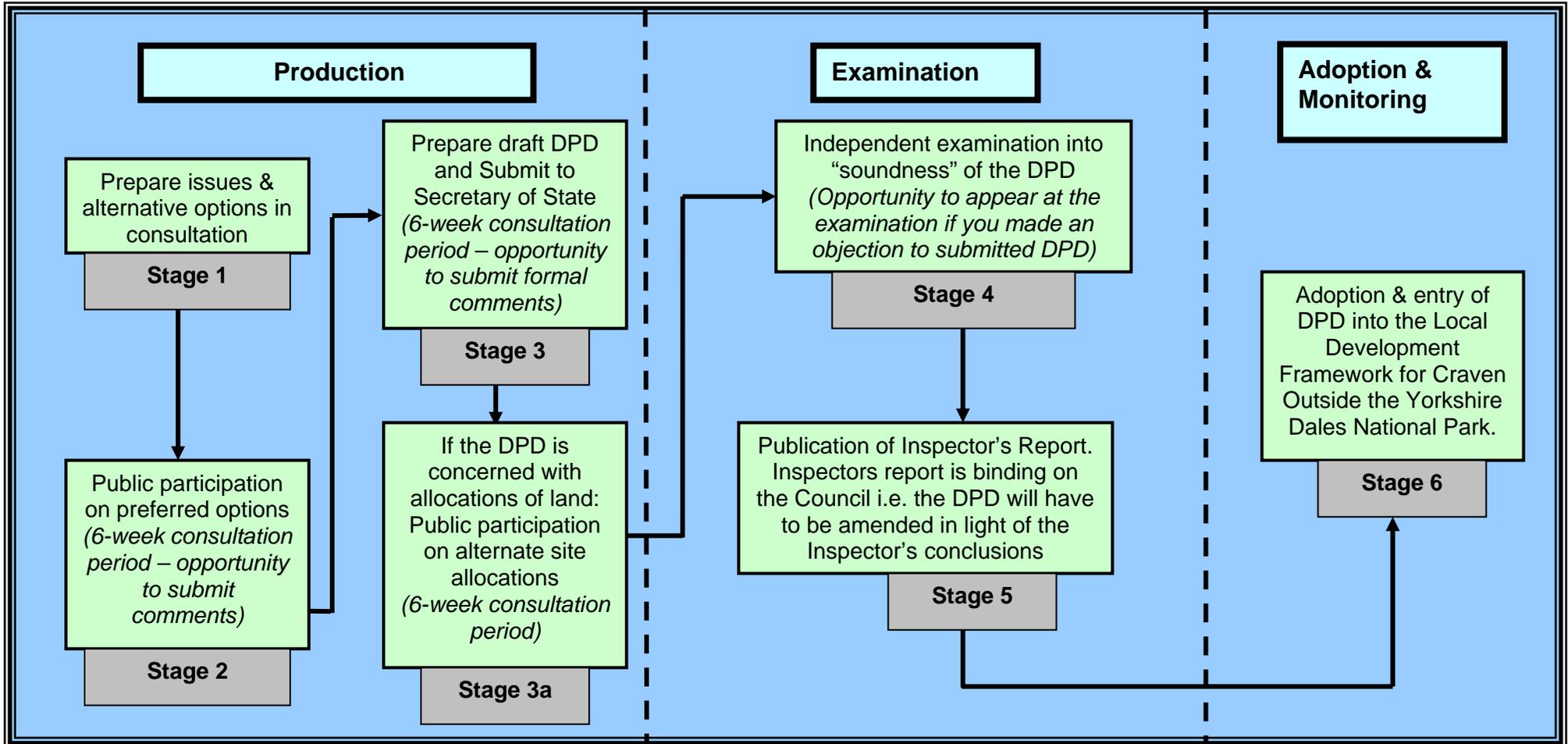
The following is an indication of some of the non-statutory consultees that the Council would consult with throughout production of LDF documents. Please note that the following list has not been placed in any order of priority.

- General Public - including planning service users and non users
- Beneficiaries of the Planning Service i.e. those who benefit from services without direct involvement.
- Key interests including:
 - Agencies who work in partnership to provide services locally e.g., North Yorkshire Police
 - Airedale Drainage Board
 - British Waterways
 - Community groups e.g., locally based groups run by own members
 - Forest of Bowland AONB Advisory Committee
 - Local Planning Agents & developers
 - Ward Members
 - Partnerships e.g., Local Strategic Partnership
 - Local Access Forums
 - Schools

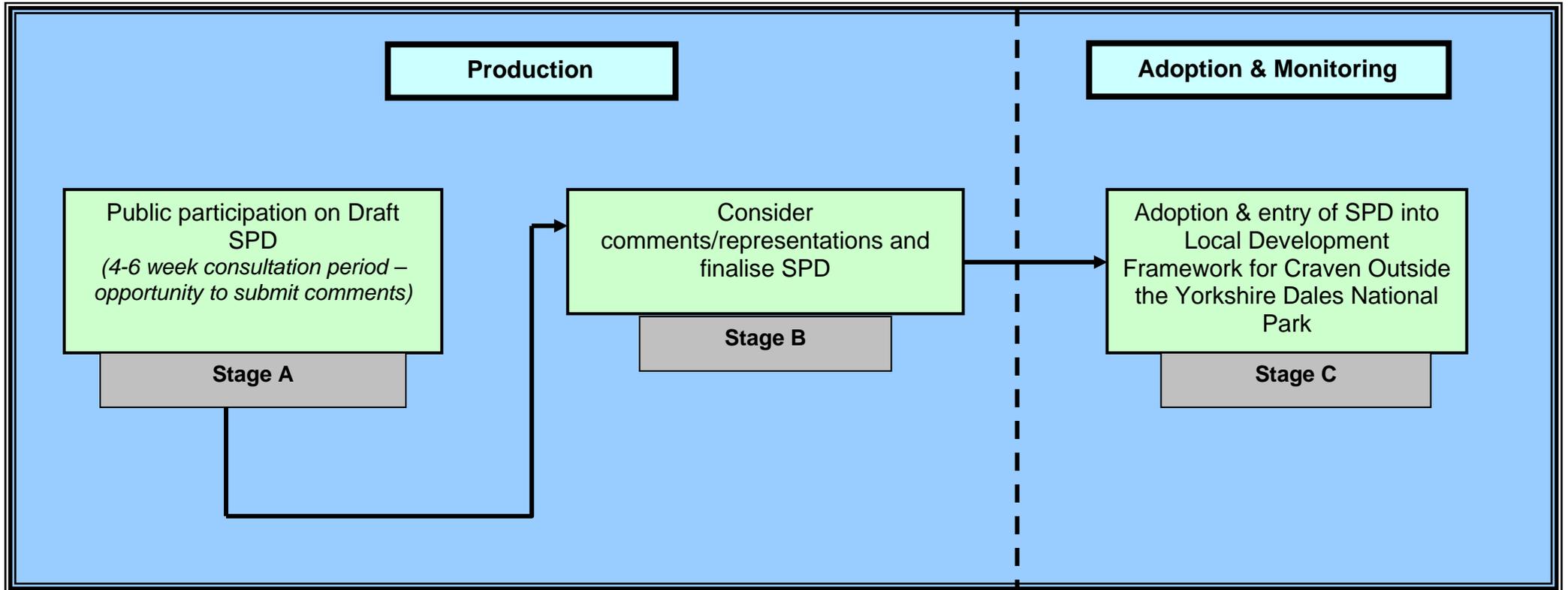
- Voluntary groups e.g., Civic Societies
- English Partnerships
- Fire and Rescue Service
- Learning and Skills Council
- Skipton and Settle Civic Societies
- Policies Architectural Liaison Officers
- Post Office Property Holdings
- Housing Builders Federation
- British Wind Energy Association
- Ramblers' Association
- Development Planning Partnership

- Bodies representing the interests of:
 - Different racial, ethnic or national bodies in the area e.g., Local Race Equality Councils
 - Different religious groups e.g., Churches Together In Skipton
 - Local businesses e.g., Local Chambers of Trade
 - People with disabilities e.g., SCAD, Disability Rights Commission, Disabled Persons Transport Advisory Committee
 - Rural communities e.g., through the local branch of the National Farmers Union, Country Landowner Association and Council For The Protection of Rural England (CPRE), Ramblers Association
 - Environmental Groups e.g., Friends of the Earth, RSPB, Yorkshire Wildlife Trust and other local environmental groups
 - The elderly population e.g., Age Concern, Help The Aged
 - Other hard to reach groups such as young people, women and carers, non-services users, gypsies and travellers.
 - Housing issues e.g., Housing Corporation, Regional Housing Board
 - Transport Issues e.g., Freight Transport Association, Local Transport Authorities and Operators, Road Haulage Associations, Network Rail, Passenger Transport Authorities and Executives, Rail companies
 - Sport Issues e.g., National Playing Fields Association, Sport England, Regional Sports Board.
 - The Heritage Sector e.g., CABE, Ancient Monuments Society etc
 - Craven Compact: Signatories for the Craven Compact include:
 - Craven Local Strategic Partnership
 - Craven Voluntary Action
 - South Craven Community Action
 - Bentham Development Trust
 - Ingleton Parish Regeneration Association
 - Craven Domestic Violence Services
 - Craven Organisation for Drugs and Alcohol
 - Yorkshire Rural Community Council
 - Craven Voluntary Sector Network Forum
 - Craven District Council
 - Craven, Harrogate and Rural District Primary Care Trust
 - Craven Crime Reduction Partnership
 - Craven Citizens Advice Bureau
 - Craven College
 - Craven Housing
 - North Yorkshire County Council
 - North Yorkshire Police Authority
 - Skipton Building Society
 - Yorkshire Dales National Park Authority
 - Pioneer Projects Ltd

Appendix D: Development Plan Document Production – Consultation Process



Appendix E: Supplementary Planning Document Consultation Process



Appendix F Consultation Methods to be Used in LDD Production, Associated Benefits and Resource Implications

Consultation Methods	Plan Stage (Appendices D & E)	Benefits To Consultation Method	Resource Implications
Key Stakeholder Conference: Community Strategy & LDF	Core Strategy: Stage 1	Involvement of key stakeholders within the identification of issues and options. Method of establishing links with the Council's LSP. To identify local issues. To share & gather information. To achieve local ownership. To develop consensus. To increase awareness of planning issues across the plan area.	Internal: Planning and Economic & Community Development External: Government Office for Yorkshire & The Humber
Formal written consultation on issues papers, DPD & SPD documents.	DPD All Stages SPD All Stages	Responses can help to identify key interests and groups. Letters can be written to get specific feedback on particular policies.	Internal: production and distribution of letters and/or documents.
Distribution of DPD & SPD documents to Council Offices and district libraries	DPD Stages 2, 3, 3a, 4 & 6 SPD Stages A & C	Accessibility of consultation documents to consultees who do not have access to the internet. Give detailed information.	Internal: Production, copying and distribution of documents.
Public consultation events including: Key stakeholder meetings (one to one or group) Open Public meetings – different times of the day (Area Forums & Parish/Town Council Meetings) Workshops Public exhibitions	DPD Stages 2 & 3 SPD Stage A	Open, transparent and inclusive way for people to engage in LDF documents production and in identifying key issues. Minutes of public meetings published. Good medium for disseminating information and allowing communities to air their views. Arena to discuss issues relevant to the area, especially appropriate for area based policies. Can encourage feedback and comments, especially in rural areas. Useful method of getting a targeted response. Allows for hard to reach groups to be included in the LDF process	Internal: likely to be resource intensive as public consultation events may need to be held over a number of days and varying times to ensure all sections of the community have the opportunity to attend. Require significant involvement of staff.

Consultation Methods	Plan Stage (Appendices D & E)	Benefits To Consultation Method	Resource Implications
Council's internet site to: Publish consultation documents, representations, Inspectors report and adopted LDDs.	DPD Stages 2,3, 3a, 5 & 6 SPD Stages A, B & C	Increase accessibility to all consultees. Easily updated and amended Provide an arena for comments/representations to be submitted. Allows for hard to reach groups to be included in the LDF process	Internal: uploading documents to the internet and monitoring comments/representations submitted via the internet.
Use of the Council's intranet to publish consultation documents, representations, Inspectors report and adopted LDDs.	DPD All Stages SPD All Stages	Effective method of carrying out internal consultation with departments and groups.	Internal: uploading documents to the internet and monitoring comments/representations submitted via the intranet by internal departments/groups.
Use of local press & the Council's newspaper "Your Council"	DPD Stages 2, 3, 3a, 4 & 6 SPD Stages A & B	Can be used to: Advertise statutory consultation periods and details/dates relating to these periods Advertise public consultation events Raise the profile of the LDF through carrying stories relating to proposal/process etc. Effective method of consulting with a wide range of individuals and groups. Press releases and advertisements can explain documents and processes in plain language. Allows for hard to reach groups to be included in the LDF process	Internal: Informing local press of key consultation milestones and progress. Links with the Public Relations Officer regarding production.
Leaflets	DPD Stages 2,3,4 & 6 SPD Stages A & B	Provide a useful summary of new system and consultation timetables, preferred options, publicise an outline of proposed documents and inform the public about further opportunities to get involved. Explain processes in plain English. Allows for hard to reach groups to be included in the	Internal: Production and distribution of leaflets to residents, organisations, Council Offices, Parish Council's etc.

		LDF process	
Consultation Methods	Plan Stages (Appendices D & E)	Benefits To Consultation Method	Resource Implications
Member Involvement: Spatial Planning Sub Committee Performance & Resources Committee Full Council General Member involvement	DPD All Stages SPD All Stages	<u>Spatial Planning Sub Committee:</u> To act as an initial reference point to provide feedback and input into emerging documents in between key decision stages <u>Performance & Resources Committee:</u> Have decision-making powers in terms of approving all draft LDF documents. <u>Full Council:</u> Resolution required for each LDF document prior to submission and adoption. <u>General Member involvement:</u> Ensure all Members have the opportunity to submit comments/views.	Internal: Production of committee reports, summarise representations, organise presentations if/when required.

Appendix G: How & When Community Involvement Will Be Sought

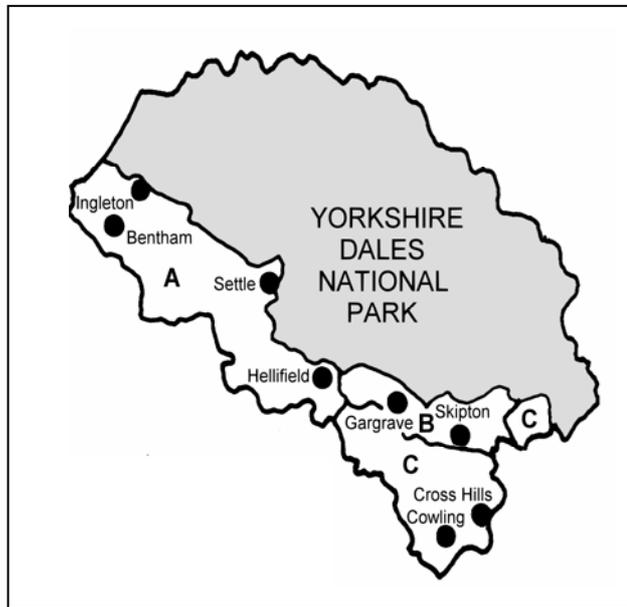
Preparation of Development Plan Documents (DPD)		
DPD Stage	How we will Consult (PARTICIPATE)	Why we will do it
Stage 1 – Prepare issues and alternative options in consultation	<ul style="list-style-type: none"> • Key Stakeholder Conference: Community Strategy & LDF • Post conference programme including follow on consultation with focus groups. • CDC to set out issues and alternative options within issues papers and distribute to consultees/make aware of existence. Issues papers informed by outcome of conference for Core Strategy. • Publish summary of issues raised and how they have been addressed. 	<ul style="list-style-type: none"> • To find out what people want • To share and gather information • To identify local issues • To increase awareness of planning issues across the plan area • To provide the scope for face to face discussions with professional planners • To achieve local ownership • To develop consensus
Stage 2 – Public participation on preferred options (6 week consultation period)	<ul style="list-style-type: none"> • Notify/distribute preferred options document by post or email to all consultees on LDF database. • Organise key stakeholder & one to one meetings where appropriate. • Publish preferred options document on the Council’s website and make hard copies available at Council Offices and district libraries. • Advertise publication via local press, and through a press release. • Exhibitions etc • Publish summary of issues raised and how they have been addressed. 	<ul style="list-style-type: none"> • To keep everybody informed and up to date about the documents being prepared, and providing an opportunity to have a say. • To improve awareness of new documents amongst those most affected. • To enable anyone to see for themselves what the Council is proposing. • To comply with regulations.
Stage 3 – Submission of DPD to Secretary of State (6 week consultation period)	<ul style="list-style-type: none"> • Distribute submitted DPD by post or email to all statutory consultees. • Notify relevant non-statutory consultees and those persons who requested to be notified of the submission via post or email. 	<ul style="list-style-type: none"> • To keep everybody informed and up to date about the documents being prepared, and providing an opportunity to have a say. • To give you the opportunity to state

	<ul style="list-style-type: none"> • Publish submitted DPD on the Council’s website and make hard copies available at Council Offices and district libraries. • Advertise publication via local press, and through a press release. • Publish a statement setting out a summary of the main issues raised in consultation. The Council’s response and how those issues have been addressed within the DPD. • Following receipt of representations on the DPD the Council will make a copy available at Council Offices, at district libraries & on the Council’s website, and send copies to the Secretary of the State. 	<p>whether you support or object to specific policies and proposals.</p> <ul style="list-style-type: none"> • To ensure transparency in relation to representations made. • To comply with regulations.
<p>Stage 3a – If the DPD is concerned with the allocation of sites, public participation on alternate site allocations (6 week consultation period)</p>	<ul style="list-style-type: none"> • Distribute submitted alternate sites by post or email to all statutory consultees. • Notify relevant non-statutory consultees and those persons who requested to be notified of the submission via post or email. • Publish submitted alternate sites on the Council’s website and make hard copies available at Council Offices and district libraries. • Advertise 6 week consultation period via local press, and through a press release. • Publish a statement setting out a summary of the main issues raised in consultation. The Council’s response and how those issues have been addressed within the DPD. • Following receipt of representations on the alternate sites the Council will make a copy available at Council Offices, at district libraries & on the Council’s website, and send copies to the Secretary of the State. 	<ul style="list-style-type: none"> • In addition to what is set out above (Stage 3), to ensure we are providing opportunity for consultation of any alternative sites that are put forward.
<p>Stage 4 – Examination into</p>	<ul style="list-style-type: none"> • Publish the time & place at which the examination is to 	<ul style="list-style-type: none"> • In order that everyone who has the

<p>the “Soundness” of the DPD</p>	<p>be held together with the name of the person appointed to carry out the examination on:</p> <ul style="list-style-type: none"> ○ The Council’s website ○ Local Press <ul style="list-style-type: none"> ● Notify directly those who have outstanding objections on the submitted DPD. 	<p>right to be heard at the Public Examination is made aware of the arrangement.</p> <ul style="list-style-type: none"> ● In order that all interested parties are made aware of when and where it will take place. ● To comply with regulations
<p>Stage 5 – Publication of the Inspectors binding report</p>	<ul style="list-style-type: none"> ● Make the Inspectors recommendations and reasons for those recommendations available for inspection at Council Offices, at district libraries and on the Council’s website. ● Inform those who have requested to be notified of the publication of the Inspector’s report. 	<ul style="list-style-type: none"> ● To inform the community of the outcome of the examination.
<p>Stage 6 – Adoption of the DPD & entry into the Local development Framework</p>	<ul style="list-style-type: none"> ● Make the adopted DPD & associated documents available at Council Offices, at district libraries and on the Council’s website. ● Place an advert and press release in the local press giving details of the document and stating where it can be seen. ● Send copies of the adoption statement to any person who has asked to be notified of the adopted DPD. ● Send the adopted DPD and adoption statement to the Secretary of State. 	<ul style="list-style-type: none"> ● To ensure that all those with an interest in the document know about the Council’s intentions and are aware of their right of appeal to the High Court.
<p>Preparation of Supplementary Planning Documents (SPD)</p>		
<p>DPD Stage</p>	<p>How we will Consult (PARTICIPATE)</p>	<p>Why we will do it</p>
<p>Stage A – Public participation on draft SPD (4-6 weeks consultation period)</p>	<ul style="list-style-type: none"> ● Notify/distribute draft SPD & associated documents by post or email to consultees on LDF database. ● Publish draft SPD & associated documents on the Council’s website and make hard copies available at Council offices and at district libraries. 	<ul style="list-style-type: none"> ● To keep everybody informed and up to date about the documents being prepared, and providing an opportunity to have a say. ● To improve awareness of new

	<ul style="list-style-type: none"> • Advertise publication via local press and through a press release. 	<p>documents amongst those most affected.</p> <ul style="list-style-type: none"> • To enable anyone to see for themselves what the Council is proposing. • To comply with regulations.
<p>Stage B – Consider representations & finalise SPD</p>	<ul style="list-style-type: none"> • Prepare a statement setting out the names of persons consulted, how they were consulted and a summary of the main issues raised and how those issues have been addressed. • The Council will not adopt an SPD until all representations have been considered. 	<ul style="list-style-type: none"> • To ensure transparency in relation to representations made. • To provide an opportunity for all representations to be considered by the Council prior to adoption.
<p>Stage C – Adoption & entry of SPD into the Local development Framework</p>	<ul style="list-style-type: none"> • Publish the adopted SPD & associated documents at Council offices, at district libraries and on the Council’s website. • Send copies of the adoption statement to any person who has asked to be notified of the adopted SPD. 	<ul style="list-style-type: none"> • To ensure that all those with an interest in the document know about the Council’s intentions and are aware of their right of appeal to the High Court.

Appendix H: Craven District Outside the Yorkshire Dales National Park: Development Control Areas



KEY:

- Area A: North Craven Development Control Area
- Area B: Skipton Development Control Area
- Area C: South Craven Development Control Area

Appendix I: Consultation Methods Used Within Craven: The Development Control Process

	Major Application *	Minor Application **	Application accompanied by Environmental Statement	Proposal departs from development plan	Development that would in the opinion of the Local Planning Authority affect a public right of way	Development that would in the opinion of the Local Planning Authority affect the setting of a listed building	Development that would in the opinion of the Local Planning Authority affect the character & appearance of a conservation area
Pre Application Stage:							
Pre application discussions	✓	✓	✓	✓	✓	✓	✓
Encourage consultation with the community by developer or applicant***	✓		✓	✓			
Application Stage:							
Formal written and email consultation to statutory and non statutory consultees (21 days consultation period)	✓	✓	✓	✓	✓	✓	✓
Notify Town and Parish Councils (21 days consultation period)	✓	✓	✓	✓	✓	✓	✓
Notify immediate adjoining neighbours to application site (21 days consultation period)	✓	✓	✓	✓	✓	✓	✓
Site Notice (21 days consultation period)	✓	✓	✓	✓	✓	✓	✓
Advertisement in local newspaper (21 days consultation period)	✓		✓	✓	✓	✓	✓
Meetings/negotiations/Advice	✓	✓	✓	✓	✓	✓	✓

	Major Application *	Minor Application **	Application accompanied by Environmental Statement	Proposal departs from development plan	Development that would in the opinion of the Local Planning Authority affect a public right of way	Development that would in the opinion of the Local Planning Authority affect the setting of a listed building	Development that would in the opinion of the Local Planning Authority affect the character & appearance of a conservation area
Post Application Stage:							
Meetings/negotiations/ Advice where appropriate	✓	✓	✓	✓	✓	✓	✓
Formal written and email consultation/information	✓	✓	✓	✓	✓	✓	✓

*Definition of Major Applications: Proposals for more than 10 dwellings or on a site more than 0.5 hectares in area. Proposals for commercial/industrial/retail floor space of more than 1000sqm or on-site of more than 1 hectare and all other major developments.

Definition of a **minor application is development which does not meet the criteria for major development nor the definitions of Change of Use or Householder Development
 Definition of **other** applications is development that relates to Change of Use, Householder Development, Listed Building and Conservation Area Consents and Advertisements

*** It may be appropriate however for community consultation to be carried out by the developer or applicant in relation to other types of development proposals.

Statutory Requirements: Publicity for Planning Applications

Type of Application	Publicity Required & Consultation Timescale
Application accompanied by Environmental Statement	Advertisement in local newspaper (14 days) (and where applicable publication of the notice on website (no time period defined))
Proposal departs from Development Plan	And
Development affecting public right of way	Site notice (21 days)
Major development *	Advertisement in local newspaper (14 days) (and where applicable publication of the notice on website (no time period defined)) And Either site notice (21 days) or neighbour notification (21 days)
Minor development	Site notice (21 days) Or Neighbour notification (21 days)
Development affecting the setting of a listed building** (which would include Listed Building consent applications relating to a Grade I or II* Listed Building or for demolition or partial demolition of a Grade II Listed Building)	The statutory requirements for publicity relating to development affecting the setting of a listed building and development affecting the character or appearance of a conservation area involves advertisement in a local newspaper (advertising the fact that the application can be inspected for a period of 21 days) and a site notice (displayed for a minimum of 7 days.) Notify English Heritage of proposals for development** affecting setting of listed building.
Development affecting the character or appearance of a conservation area***	The statutory requirements for publicity relating to development affecting the setting of a listed building and development affecting the character or appearance of a conservation area involves advertisement in a local newspaper (advertising the fact that the application can be inspected for a period of 21 days) and a site notice (displayed for a minimum of 7 days.) Notify English Heritage of proposals for development*** affecting character & appearance of conservation area.
Applications for scheduled monument consent	Notify English Heritage of proposals relating to Scheduled monument consent.
In the case of a planning application potentially affecting a SSSI or in a SSSI consultation area****	Notify consultees by letter giving them 21 days, or for English Nature 28 days, in which to comment.

Source: Review of Publicity Requirements for Planning Applications ODPM June 2004

* Definition of Major Applications: Proposals for more than 10 dwellings or on a site more than 0.5 hectares in area. Proposals for commercial/industrial/retail floor space of more than 1000sqm or on site of more than 1 hectare.

**Development which in the opinion of the local planning authority affects the setting of a grade I or II* listed building.

*** Development which in the opinion of the local planning authority affects the character and appearance of a conservation area and which involves:

- The erection of a new building, the extension of an existing building or the material change of use of any building where the area of land in respect of which the application is made is more than 1,000 sq m.
- The construction of any building more than 20 m in height above ground level.

Source: Circular 01/01; Arrangements For Handling Heritage Applications (2001)

**** In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

Appendix J: List of Leaflets Relating to Development Control Procedures Produced by the Department of Environmental and Planning Services.

Access To Planning Information

Addressing The Planning Committee

Bats & Nesting Birds

Buying a Tree With a House in The Garden

Commenting on Planning Applications

Conservation Areas

Listed Buildings

Development Control Service Charter

Enforcement of Planning Control

Guidance Notes For Members

Parish Council Booklet

OS Mapping Request Leaflet

Scheme of Delegation Leaflet

Site Visits

Town & Country Planning Functions

Tree Preservation Order Leaflet

Tree Care Leaflet

Trees Yes Please Leaflet

Where We Are Leaflet

All leaflets are available either via the Council's website or from the planning reception, Granville Street Office.

Appendix K: Criteria for Testing The Soundness of the Statement of Community Involvement

At the examination, in assessing whether the Council's Statement of Community Involvement is sound, an assessment was made to determine whether the:

- Local planning authority has complied with the minimum requirements for consultation as set out in The Town and Country Planning (Local Development) (England) Regulations, 2004.
- Local planning authority's strategy for community involvement links with other community initiatives e.g., the Community Strategy.
- SCI identifies in general terms which local community groups and other bodies will be consulted.
- SCI identified how the community and other bodies can be involved in a timely and accessible manner.
- Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of LDDs.
- Resources are available to manage community involvement effectively.
- SCI shows how the results of community involvement will be fed into the preparation of DPDs and SPDs.
- Authority has mechanisms for reviewing the SCI
- SCI clearly describes the planning authority's policy for consultation on planning applications.

Appendix L: Contact Details

If you have any queries relating to any aspect of land use planning for Craven District (Outside the Yorkshire Dales National Park) please do not hesitate to contact the Council's Planning Service.

Call into our offices at:

Council Offices
Craven District Council
Granville Street
Skipton
North Yorkshire
BD23 1PS

Opening Hours:

Monday to Thursday 0845 – 1715
Friday 0845 – 1645

Telephone us:

Planning Reception

01756 706470

Director of Planning & Environmental Services

Colin Walker

01756 706440

Head of Planning & Building Control

Sian Watson

01756 706450

Planning Policy and Conservation

Matthew Collins: Planning Services Manager (Policy) 01756 706462

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