



## POLICY COMMITTEE

**6.30pm on Tuesday 20th March 2018**  
**Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton**

**Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Rose and Welch.**

Substitutes : Conservatives – Councillors Graham, Thompson and Whitaker;  
Independents – Councillors Pighills, Solloway and Shuttleworth; Labour – Councillor Mercer.

## AGENDA

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 6<sup>th</sup> March 2018 (please note that the excluded minute on pink paper should not be disclosed to members of the public at this time).
3. **Public Participation** - In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Craven Local Plan – Revised Craven Statement of Community Involvement (SCI)** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To present the Council’s revised Statement of Community Involvement (SCI) following a period of public consultation between 2<sup>nd</sup> January and 13<sup>th</sup> February 2018.

6. **Representatives on Outside Bodies 2017/18 – Appointment to the East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group** – Report of the Solicitor to the Council. Attached.  
  
Purpose of Report – To appoint a Member to represent the Council on the East Integrated Care Community (ICC) for Morecambe Bay Clinical Commissioning Group (CCG).
7. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.
8. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Committee Administrator  
Tel: 01756 706486, Email: [committees@cravendc.gov.uk](mailto:committees@cravendc.gov.uk)  
12<sup>th</sup> March 2018

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

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- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

**Emergency Evacuation Procedure** - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

## POLICY COMMITTEE

6<sup>th</sup> March 2018

**Present** – The Chairman (Foster) and Councillors Brockbank, Dawson, Graham (substitute for Ireton), Heseltine, Hull, Lis, Madeley, Morrell, Rose, Solloway (substitute for Barrett) and Welch.

**Officers** – Chief Executive, Director of Services, Solicitor to the Council (Monitoring Officer), Chief Finance Officer, Strategic Manager for Planning and Regeneration, Housing and Environmental Services Manager and Committee Administrator.

Apologies for absence were received from Councillors Barrett, Ireton, Jaquin, Myers and Mulligan.

Start: 6.30pm

Finish: 7:50 pm

The minutes of the Committee's meeting held on 6<sup>th</sup> February 2018 were confirmed and signed by the Chairman.

**Exclusion of the Public** - That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minutes POL.921 below on the grounds that it is not in the public interest to disclose the Category 3 (financial or business affairs of any particular Person (including the Council)) exempt information therein.

### Minutes for Report

#### POL.913 ATTRACTING FAMILIES AND YOUNGER PEOPLE TO THE YORKSHIRE DALES

The Strategic Manager for Planning and Regeneration submitted a report informing Members on progress of the initiative to attract and retain more families living in the Yorkshire Dales National Park. In particular, the report sought approval to work with other local authorities and the National Park to discuss with Government, appropriate approaches to achieve that aim.

Subsequent to the report being published, Richmondshire District Council had decided not to support the National Park Authority's proposed initiative voting against joining with the other partner authorities in seeking talks with Government on the options available for increasing Council Tax for second homes within the Park.

With the proposal requiring the support of all partner authorities in order for talks to proceed, the Yorkshire Dales National Park had decided not to proceed with its proposal and therefore, the Chairman requested that the item be withdrawn from this Committee meeting.

In agreeing that attracting and retaining families not only in the Yorkshire Dales National Park but other areas in Craven was very important and required further consideration by this Council in due course, it was

**Resolved** – That, the item be withdrawn from this meeting.

#### POL.914 REVENUE BUDGET MONITORING REPORT – QUARTER 3 2017/18

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council, based on the quarter three review of income and expenditure to the end of December 2017.

The forecasted revenue budget surplus at the end of quarter three was £158k and it was proposed that £129k was transferred to reserves. The general fund balance was £995k and this would assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels as well as the changes in local government funding.

**Resolved** – (1) That, the revenue budget position as at 31<sup>st</sup> December 2017 is noted.

(2) That, £30,610 of savings achieved this quarter and identified as green in Appendix B to the report now submitted is noted and that these savings will be transferred to an earmarked reserve to support the 2018/19 budget and beyond.

(3) That, the Council's Long Term Financial Strategy be amended to take account of the 'green' savings in 2018/19 and beyond where these are not currently allowed for in the budget.

(4) That, the transfer of £129k of the forecasted budget surplus to earmarked reserves as detailed in paragraph 5.5 of the report now submitted is approved.

POL.915

**CAPITAL PROGRAMME MONITORING REPORT –  
QUARTER 3 2017/18**

The Chief Finance Officer submitted a report advising Members of the Council's capital programme, based on the quarter three review of income and expenditure position based on the quarter three review of income and expenditure to the end of December 2017.

The Council approved the 2017/18 capital programme of £2,460k in February 2017. Subsequently, £2,008k of slippage from the 2016/17 was included and adjustments to the programme approved in quarters one and two gave a revised capital programme of £5,121k.

Since quarter two, it had been agreed that Craven would underwrite the Capital Funding to cover the external funding applications for the further redevelopment of Skipton Town Hall and Museum totalling £4.578m. After taking into account the works previously approved the adjusted amount was £3.428m giving a revised total capital programme of £8,549m.

The Chief Finance Officer informed Members that although not formally requested at this stage, a number of projects were likely to be slipped into the 2018/19 programme.

**Resolved** – (1) That, the capital budget position of the 2017/18 capital programme as at the 31<sup>st</sup> December 2017 is noted.

(2) That, the reflection of the supplementary estimate (POL.864) for the further refurbishment of the Skipton Town Hall subject to the HLF funding bid is noted.

(3) That, the 2017/18 capital programme and the proposed funding, including the supplementary estimates/sources of funding for overspent projects is noted.

(4) That, the 2017/18 estimated capital programme slippage position is noted.

POL.916

**PERFORMANCE MONITORING REPORT – QUARTER 3  
2017/18**

The Chief Finance Officer submitted a report presenting the Council's performance and progress made in quarter three, in accordance with arrangements set out in the Council's performance management framework.

Monitoring against the Council Plan showed that good progress had been made on implementing the Council Plan actions. Eleven had been assessed as on target and four

were on amber as some elements of the projects were behind schedule. Data relating to all the six benefits and planning indicators were achieving their target.

**Resolved** – That, the progress and outcomes achieved are noted.

POL.917                    **ONE PUBLIC ESTATE : LAND RELEASE FUND FOR SMALL HOUSING SITES**

The Director of Services submitted a report informing Members of an award of funding from a national programme called the One Public Estate Land Release Fund. The fund provided for land remediation and infrastructure works to release land for small housing development sites.

The Government had announced a £45m land release fund under which local authorities would be allowed to bring forward surplus land that would not otherwise be developed, for housing. The West Yorkshire Combined Authority (WYCA) of which Craven was a member, had submitted an application and four surplus Council owned land sites in Craven had been included in the submission:

- Airedale Avenue, Skipton
- North Parade, Skipton
- Harper Grove, Sutton
- Backgate, Ingleton

The WYCA had been awarded a total grant of £662,125 with Craven's share for the four sites being £493,750. It was noted that the process for releasing the funding had to be established and should it be found that there were onerous terms and conditions required of the Council a further report would be put before the Policy Committee.

**Resolved** – (1) That, the One Public Estate Land Release Fund grant of £493,750 for land remediation and infrastructure works to release land for small housing development sites is accepted.

(2) That, delegated authority is given to the Director of Services in discussion with the Monitoring Officer to accept the terms and conditions of the offer.

POL.918                    **DEVELOPMENT PARTNERSHIP WITH REGISTERED PROVIDERS**

The Director of Services submitted a report advising Members of partnering arrangements with Registered Providers (RPs) for the delivery of affordable housing on mixed tenure sites and to seek approval to extend arrangements for three years from 1<sup>st</sup> April 2018.

The Development Partnership currently comprised twelve housing associations as well as Craven and Harrogate councils. The framework for the delivery of S106 homes between Harrogate Borough Council and RPs had been in place for almost 20 years and more recently Craven District Council had joined bringing consistency of approach and strength in numbers.

Extending the arrangement for a further three years meant robust arrangements would continue for the allocation and development of affordable homes on S106 sites, minimising abortive work by RP partners and the cost to the public purse. Partner contributions had also funded a valuation surveyor post to carry out viability appraisals on behalf of both Craven and Harrogate councils. Craven would not be required to make a cash contribution to that post but would continue to provide office accommodation for the post of Affordable Housing Development Officer to support the partnership.

**Resolved** – (1) That, the existing partnering arrangements for the delivery of affordable housing on mixed tenure sites is noted.

(2) That, an extension of partnering arrangements for three years from 1<sup>st</sup> April 2018 is approved.

POL.919

**REPRESENTATIVES ON OUTSIDE BODIES 2017/18**  
**APPOINTMENT TO THE YORK, NORTH YORKSHIRE AND**  
**EAST RIDING LOCAL ENTERPRISE PARTNERSHIP –**  
**OVERVIEW AND SCRUTINY GROUP**

The Solicitor to the Council submitted a report seeking approval for the appointment of a Member to represent the Council on the York, North Yorkshire and East Riding Local Enterprise Partnership's Overview and Scrutiny Group. Appointments to outside bodies were normally made at the Annual Council Meeting each year but Policy Committee were authorised to make in-year appointments in accordance with Minute COU.187(g)(vi)04-05.

**Resolved** – That, the appointment to the York, North Yorkshire and East Riding Local Enterprise Partnership's Overview and Scrutiny Group goes with the office of Chairman of the Council's Select Committee.

**Minutes for Decision**

POL.920

**REVENUES AND BENEFITS SHARED SERVICE**  
**ARRANGEMENT/PARTNERSHIP WITH BRADFORD**  
**METROPOLITAN DISTRICT COUNCIL**

The Chief Finance Officer submitted a report seeking approval for the Council to enter into a shared service partnership with Bradford Metropolitan District Council (Bradford). In 2015, a decision had been taken to pursue the opportunity for a strategic partnership with a commercial provider and a temporary arrangement was put in place with Bradford to provide management cover and back up resilience whilst the procurement exercise was undertaken.

However, expressions of interest received in February 2016 did not align sufficiently with the Council's aspirations and since that time, Bradford had continued to provide resources for management and team leader roles.

The team at Craven was small and it was now considered sensible to make a decision to either continue under a more formal arrangement or revert back to individual arrangements. In order to increase resilience and provide in-depth technical expertise, the preferred option was to formalise the arrangement under a shared service arrangement for a period of up to five years.

**RECOMMENDED** – (1) That, delegated authority is given to the Chief Executive and Chief Finance Officer in consultation with the Lead Member for Financial Resilience to negotiate a mutually acceptable shared service arrangement with Bradford Metropolitan District Council for the delivery of the revenue and benefits service.

(2) That, a further report is brought back to Members when the details of the arrangements are finalised.

\$POL.921

**SHARED OWNERSHIP HOUSING DEVELOPMENT**

The Director of Services submitted a report seeking approval for the acquisition of land together with a supplementary capital estimate to develop shared ownership housing units.

[A separate excluded full minute has been prepared for this item. It is published (on pink paper) in an Appendix to Members, relevant officers and others who are entitled to all details.]

Chairman

## POLICY COMMITTEE 20<sup>th</sup> March 2018



## CRAVEN LOCAL PLAN – Revised Craven Statement of Community Involvement (SCI)

Report of the Strategic Manager for Planning and Regeneration

Ward(s) affected: All outside the Yorkshire Dales National Park

1. **Purpose of Report** – To present the Council’s revised Statement of Community Involvement (SCI) following a period of public consultation between 2<sup>nd</sup> January and 13<sup>th</sup> February 2018.
2. **Recommendations** – Members are recommended to:
  - 2.1 Adopt the revised Statement of Community Involvement, as now presented at appendix B to this report.

### 3 **Report**

#### **Introduction and Context**

- 2.2 The Council’s Statement of Community Involvement (SCI) sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation of the Craven Local Plan and during the consideration of planning applications that relate to the area of Craven outside the Yorkshire Dales National Park – the plan area.
- 2.3 The first SCI was adopted by Craven District Council on the 28<sup>th</sup> June 2006.
- 2.4 The requirement to prepare a Statement of Community Involvement is set out in the Planning and Compulsory Purchase Act 2004. The Council’s first SCI was prepared under the Town and Country Planning (Local Development) (England) Regulations 2004. These have since been replaced by the following government legislation and guidance:
  - April 2010           The Community Infrastructure Levy Regulations 2010
  - November 2011    Localism Act 2011

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- April 2012 Town & Country Planning (Local Planning) (England) Regulations 2012 & The Neighbourhood Planning (General) Regulations 2012
- March 2012 National Planning Policy Framework
- May 2013 The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013
- March 2014 National Planning Practice Guidance
- April 2015 The Town and Country Planning (Development Management Procedure) (England) Order 2015

In order to comply with these updated legislative requirements there is a need for the adopted SCI to be revised and updated.

- 2.5 At a meeting of Spatial Planning Sub Committee held on 27<sup>th</sup> November 2017, members gave delegated authority to the Strategic Manager (Planning and Regeneration) to prepare a revised SCI and to carry out a period of public consultation. Members of this subcommittee were also informed that following the period of public consultation any comments received will be presented to members of Policy Committee prior to adoption of the revised SCI.
- 2.6 Public consultation on the draft revised SCI was carried out over a 6 week period between 2<sup>nd</sup> January and 13<sup>th</sup> February 2018. A total of 9 comments were received during this period. 3 comments objecting to the SCI, 1 comment in support, 3 general comments and 2 statements that no comments have been made.
- 2.7 The 3 objections can be summarised as follows:
- The SCI should have a specific commitment, with practical measures to find ways to make navigation of the planning process simple, accessible and easy for busy people.
  - The SCI is too general and unconvincing as it shows insufficient commitment.
  - There is no information provided on the level of community consultation that the Council advises is undertaken prior to the submission of a planning application, nor does it identify the Council's own pre-application advice service.

The 3 general comments can be summarised as follows:

- That the North Yorkshire Local Access Forum be moved to a different category within appendix 1 of the SCI which more accurately reflects its statutory role.
- Request that the list of service areas listed for North Yorkshire County Council in appendix 1 of the SCI be updated to reflect the most up to date position. NYCC has also requested that the correct reference to the Joint Minerals and Waste Joint Plan be included and that the relevant saved

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policies of the North Yorkshire Waste Local Plan (2006) are referenced at paragraph 2.5 of the revised SCI.

- A standard comment from the Marine Management Organisation was received stating that a bespoke response would be provided if required, however it should be noted that no such response was received.

2.8 Details of the representations received on the draft revised SCI together with officer analysis and an indication of whether a change is recommended to the revised SCI are set out at appendix A to this report. Where a change is recommended to the revised SCI, these have been added and highlighted in red in the revised draft SCI attached at appendix B. Please note that the revised SCI has also been updated at paragraph 2.29 to reflect the current stage reached in local plan preparation. If members of this committee agree to adopt the revised SCI the adopted version, with the recommended changes incorporated, will be publically available via the planning policy webpages of Craven District Council's website

2.9 The Craven draft Local Plan will be submitted to the Secretary of State for Communities and Local Government Public on the 29<sup>th</sup> March 2018. Following submission the Secretary of State will then appoint an independent Inspector to conduct an Examination in Public. The purpose of the examination is to consider whether the plan complies with the legal requirements, the duty to co-operate and is sound. One of the tests of legal compliance is that the process of community involvement for the Local Plan should be in general accordance with the LPAs Statement of Community Involvement (where one exists). Therefore in order to meet this test there is a requirement for the revised SCI to be adopted prior to submission of the draft Craven Local Plan. Members are therefore asked to consider the content of this report and the recommendation set out at section 2 of the report.

## 2.10 **Implications**

4.1 **Financial and Value for Money (vfm) Implications** – There are no financial implications arising directly from this report, as the revised SCI and public consultation exercise has been prepared and organised in house, by The Planning Policy Team.

4.2 **Legal Implications** – The preparation of the Local Plan is a statutory obligation under the provisions of the Planning and Compulsory Purchase Act 2004. One of the tests of legal compliance is that the process of community involvement for the Local Plan should be in general accordance with the LPAs Statement of Community Involvement. Therefore in order to meet this test there is a requirement for the revised SCI to be adopted prior to submission of the draft Craven Local Plan.

4.3 **Contribution to Corporate Priorities** – Preparation of the local plan is a statutory obligation under the Planning and Compulsory Purchase Act 2004 and is the key

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mechanism for delivering development in the District to meet future community needs and demands. Adoption of the Craven Local Plan will provide a spatial strategy, development policies and land allocations for housing and employment in the area which will directly or indirectly contribute to all the Council's priorities.

4.4 **Risk Management** – Preparation of the local plan is a statutory obligation under the Planning and Compulsory Purchase Act 2004 and is the key mechanism for delivering development in the District to meet future community needs and demands. The local plan will be examined to consider whether the plan complies with the legal requirements, the duty to co-operate and is sound. One of the tests of legal compliance is that the process of community involvement for the Local Plan should be in general accordance with the LPAs Statement of Community Involvement (where one exists). Failure to meet the legal tests of compliance would risk significant delay in the adoption of the local plan.

4.5 **Equality Analysis** – No new policy or procedure is proposed in this report which would give rise to a requirement for an Equality Analysis.

5. **Consultations with Others** – Legal Services, Financial Services

**Access to Information: Background Documents** – The Council's adopted Statement of Community Involvement (2006) can be viewed [here](#).

7. **Author of the Report** – Ruth Parker – Planning Policy Officer, e-mail: [rparker@cravenc.gov.uk](mailto:rparker@cravenc.gov.uk).

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

8. **Appendices** -  
Appendix 1 – Report of Revised Draft SCI Consultation  
Appendix 2 – Revised Statement of Community Consultation

## Appendix 1 - Report of Revised Draft SCI Consultation

Respondent	Nature of Comment	Details of Comment	Officer Analysis	Recommended Outcome to Revised SCI
Resident	Object	<p>The planning process is complex and often involves considerable detail. Craven residents and taxpayers are busy people with many demands on their time. They may be in employment, in voluntary work, or carers. The statement should have a specific commitment, with practical measures, to find ways to make navigation of the planning process simple, accessible and easy for busy people. The draft Statement has no such aspiration, and simply repeats existing practices for public involvement. The statement should acknowledge the Council's duty and intention to find new ways to engage people in a busy, digital world, while also ensuring the digitally excluded are not left behind.</p>	<p>The revised SCI sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation and review of the Craven Local Plan and during consideration of planning applications that relate to the plan area. It has been produced to meet the requirements set out in the Planning and Compulsory Purchase Act 2004 and revised in response to the introduction of government legislation and guidance since the original SCI was adopted in 2006. Section 4 of the revised SCI sets out in detail how the community will be involved in the preparation of the new local plan and other planning policy work, together with an explanation of who will be consulted and how. Section 5 sets out and provides links to existing information on the</p>	No change to SCI

			<p>Council's website and within the Craven District Planning Guide on how the community will be involved in the planning application process. It is not the aim of the SCI to find new ways to engage the community, instead it aims to set out the existing practices required by government guidance and regulations.</p>	
Resident	Object	<p>The draft Statement of Community Involvement is much too general. Its text is too bland and vague and it has no root in solid action. As an example, para 4.12 says the Council “will seek to engage” hard to reach groups. There is not one word on how exactly this will be done. The statement is therefore unconvincing and shows insufficient commitment. It should at least start “the Council will actively ensure” it reaches these groups, and then list exactly what sort of measures it will take to do this. Note that this is only an example – the entire text needs to be much more concrete.</p>	<p>The revised SCI sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation and review of the Craven Local Plan and during consideration of planning applications that relate to the plan area. It has been produced to meet the requirements set out in the Planning and Compulsory Purchase Act 2004 and revised in response to the introduction of government legislation and guidance since the original SCI was adopted in 2006. The aim of the SCI is to set out the existing practices required by government</p>	<p>Para 4.10 will be amended to read: "Consultation with hard to reach groups is important in engaging with voluntary groups and hard to reach groups across the district. Consultation with these groups will help the Council to ....." The fifth sentence of para 4.11 will be replaced with: "The Council will engage with the following hard to reach groups throughout the planning process:"</p>

			guidance and regulations. It is considered however that the council's commitment to engagement with hard to reach groups can be strengthened.	Para 4.12 to be deleted.
Historic England	No Comment	Thank you for consulting Historic England about the revised Statement of Community Involvement. At this stage we have no comments to make regarding its content.	Comment Noted	No change to SCI
Planning Consultant	Object	<p>This representation is prepared by Pegasus Group in relation to the Consultation on the Revised Statement of Community Involvement for Planning (2018).</p> <p>In considering this document we have regard to the policy and guidance outlined in the National Planning Policy Framework (NPPF) which seeks to encourage early communication between applicants/agents, community stakeholders and the Local Planning Authority prior to the submission of a planning application. The NPPF states at paragraphs 188-189 that:</p> <p>“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. (Para. 188)</p>	Section 5 of the revised SCI refers to the Craven District Council Planning Guide, which explains the different elements of planning, details the development management system including providing an explanation of the different types of planning applications, how they are considered, which advice is available and the consultations and publicity used when considering a planning application. A link is provided to this document, via the Council's website. Pages 11-13 of The Planning Guide sets out how to obtain advice and planning matters either via the on duty officer service or pre application advice on larger development	It is considered that together, the SCI, existing planning guidance available on the Council's website and within the Planning Guide document sets out clearly the pre application advice that is offered by CDC, however in order to provide clarity regarding the existing pre application advice service the council offer the following will be included in para 5.1: "The guide sets out in detail the development management system including explaining the

		<p>Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications. (Para. 189)”</p> <p>The Council’s Revised Statement of Community Involvement (SCI) provides brief detail at Section 5 in relation to ‘community involvement in planning applications’. This section makes direct reference to the guidance produced by the NPPF and yet there is no information provided on the level of community consultation that the Council advises is undertaken prior to the submission of a planning application, nor does it identify the Council’s own Pre-Application Advice service.</p> <p>As a planning consultancy who acts on behalf of applicants on a variety of schemes, pre-application consultation with Council officers is something that we would seek to advocate to our clients where appropriate. It is not considered</p>	<p>proposals.</p>	<p>different types of planning applications, how planning applications are considered, what advice is available, the consultations and publicity use when considering a planning application including the pre application advice service offered by the Council. The guide also recommends, where appropriate, applicants to undertake early consultation with the local community." A link will also be provided to the Council's guidance note titled Obtaining Pre Application Planning Advice.</p>
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		<p>that the SCI as presently drafted encourages the take-up of pre-application services offered by Craven District Council.</p> <p>In respect of pre-application public consultation, other Local Planning Authorities in North Yorkshire set guidelines with regards to methods and provision of pre-application public consultation advised for different types of application; setting out, where appropriate, recommended consultation scope and/or engagement methods such as public events, leafletting, project websites and public notices. Whilst it is acknowledged that the Council cannot require public consultation be undertaken prior to the submission of most applications, it is considered that a greater level of advice could be provided in the SCI, thereby enabling a more consistent and effective approach to pre-application public consultation by applicants.</p> <p>We trust that the above comments will be taken into account in progressing the Craven SCI. Please advise us of further opportunities to comment on emerging policies in the future.</p>		
Environment Agency	No comment	We have no comments to make on the content of the statement of community involvement (SCI).	Comment Noted	No change to SCI
North Yorkshire Local Access Forum	General Comment	The North Yorkshire Local Access Forum has been categorised as a general consultation body “representing the interests of disabled persons in the plan area”. The Forum would suggest that it	Comment noted	After consideration of this comment it is proposed to include the North Yorkshire Access

		<p>would be more appropriate to move the Forum to a different category which more accurately reflects its statutory role, under the Countryside and Rights of Way Act 2000, which is to advise decision making organisations (such as local authorities) about making improvements to public access for outdoor recreation and sustainable travel. See <a href="https://www.gov.uk/guidance/local-access-forums-participate-in-decisions-on-public-access">https://www.gov.uk/guidance/local-access-forums-participate-in-decisions-on-public-access</a> for further details of the statutory role of the Forum.</p> <p>Having reviewed the various sections of General Consultation Bodies, it may be more appropriate to include the Local Access Forum within group f) rather than group d).</p>		<p>Forum within group f) rather than in group d) of the list of General Consultation Bodies included in appendix A of the revised SCI.</p>
North Yorkshire County Council	General Comment	<p>Thank you for consulting North Yorkshire County Council (NYCC) on the Draft Craven District Council Statement of Community Involvement (SCI).</p> <p>The consultation has been reviewed by NYCC Service areas and the following officer comments have been received:</p> <p>Strategic Policy and Economic Growth Team  The main area of interest for NYCC relates to strategic/cross boundary issues. Paragraph 2.23 of the draft SCI relates to the duty to cooperate. It should be noted that in the case of North Yorkshire, which is a 'two-tier area', the district and county authorities are required by National</p>	Comment noted	<p>The list of NYCC service areas relevant to planning matters will be included within the list of specific consultation bodies at appendix A. The suggested amendments and additions will be included at para 2.5.</p>

		<p>Planning Policy Framework to cooperate with each other on relevant issues. NYCC welcomes the opportunity to liaise with Craven District Council under the on-going requirements of the duty to cooperate.</p> <p>We welcome the identification of North Yorkshire County Council as a 'Specified Consultation body' in Appendix 1. However, the list of service areas within the County Council is out of date and it would be helpful to update the list to reflect the most up to date position. The following list identifies County Council Service area which may be relevant to Planning matters (please note this list is not comprehensive):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Business and Environmental Services Directorate-<ul style="list-style-type: none"><li>o Strategic Policy and Economic Growth</li><li>o Planning Services</li><li>o Highways and Transportation (including in its capacity as Local Highways Authority)</li><li>o Heritage Services</li><li>o Waste Management</li><li>o Flood Risk Management</li></ul></li><li><input type="checkbox"/> Children and Young People's Service</li><li><input type="checkbox"/> Health and Adult Services<ul style="list-style-type: none"><li>o Public Health</li><li>o Commissioning</li></ul></li><li><input type="checkbox"/> Central Services<ul style="list-style-type: none"><li>o Property Services</li><li>o Library and Community Services</li></ul></li></ul>		
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		<p>The Strategic Policy and Economic Growth Team will liaise with all relevant service areas in the County Council to coordinate responses to consultations. Therefore, please direct all correspondence, with the exception of that to the Local Highway Authority, in the first instance to Carl Bunnage (Head of Strategic Policy, Economic Growth and Heritage Services) by emailing <a href="mailto:carl.bunnage@northyorks.gov.uk">carl.bunnage@northyorks.gov.uk</a></p> <p>Planning Services</p> <p>In paragraph 2.5, please amend the document to be called the 'Minerals and Waste Joint Plan' rather than the 'Joint Minerals and Waste Local Plan'. In the same paragraph the 'saved' policies of the North Yorkshire Minerals Local Plan (1997) and 'saved' policies of the North Yorkshire Waste Local Plan (2006) should be included as, like the Craven Local Plan, they are still part of the Development Plan.</p> <p>I trust you find these comments helpful and look forward to engaging with you further on Local Plan matters.</p>		
Marine Management Organisation	General Comment	<p>Thank you for including the MMO in your recent consultation submission. The MMO will review your document and respond to you directly should a bespoke response be required. If you do not receive a bespoke response from us within your deadline, please consider the following information as the MMO's formal response.</p>	Comment noted	No change to SCI

		<p>Kind regards,</p> <p>The Marine Management Organisation</p> <p>Response to your consultation</p> <p>The Marine Management Organisation (MMO) is a non-departmental public body responsible for the management of England's marine area on behalf of the UK government. The MMO's delivery functions are; marine planning, marine licensing, wildlife licensing and enforcement, marine protected area management, marine emergencies, fisheries management and issuing European grants.</p> <p>Marine Licensing</p> <p>Activities taking place below the mean high water mark may require a marine licence in accordance with the Marine and Coastal Access Act (MCAA) 2009. Such activities include the construction, alteration or improvement of any works, dredging, or a deposit or removal of a substance or object below the mean high water springs mark or in any tidal river to the extent of the tidal influence. You can also apply to the MMO for consent under the Electricity Act 1989 (as amended) for offshore generating stations between 1 and 100 megawatts in England and</p>		
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		<p>parts of Wales. The MMO is also the authority responsible for processing and determining harbour orders in England, and for some ports in Wales, and for granting consent under various local Acts and orders regarding harbours. A wildlife licence is also required for activities that that would affect a UK or European protected marine species.</p> <p>Marine Planning</p> <p>As the marine planning authority for England the MMO is responsible for preparing marine plans for English inshore and offshore waters. At its landward extent, a marine plan will apply up to the mean high water springs mark, which includes the tidal extent of any rivers. As marine plan boundaries extend up to the level of the mean high water spring tides mark, there will be an overlap with terrestrial plans which generally extend to the mean low water springs mark. Marine plans will inform and guide decision makers on development in marine and coastal areas. On 2 April 2014 the East Inshore and Offshore marine plans were published, becoming a material consideration for public authorities with decision making functions. The East Inshore and East Offshore Marine Plans cover the coast and seas from Flamborough Head to Felixstowe. For further information on how to apply the East Inshore and Offshore Plans please visit our</p>		
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		<p>Marine Information System. The MMO is currently in the process of developing marine plans for the South Inshore and Offshore Plan Areas and has a requirement to develop plans for the remaining 7 marine plan areas by 2021. Planning documents for areas with a coastal influence may wish to make reference to the MMO's licensing requirements and any relevant marine plans to ensure that necessary regulations are adhered to. For marine and coastal areas where a marine plan is not currently in place, we advise local authorities to refer to the Marine Policy Statement for guidance on any planning activity that includes a section of coastline or tidal river. All public authorities taking authorisation or enforcement decisions that affect or might affect the UK marine area must do so in accordance with the Marine and Coastal Access Act and the UK Marine Policy Statement unless relevant considerations indicate otherwise. Local authorities may also wish to refer to our online guidance and the Planning Advisory Service soundness self-assessment checklist. Minerals and waste plans and local aggregate assessments</p> <p>If you are consulting on a mineral/waste plan or local aggregate assessment, the MMO recommend reference to marine aggregates is included and reference to be made to the</p>		
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		<p>documents below:</p> <ul style="list-style-type: none"> <li>• The Marine Policy Statement (MPS), section 3.5 which highlights the importance of marine aggregates and its supply to England's (and the UK) construction industry.</li> <li>• The National Planning Policy Framework (NPPF) which sets out policies for national (England) construction minerals supply.</li> <li>• The Managed Aggregate Supply System (MASS) which includes specific references to the role of marine aggregates in the wider portfolio of supply.</li> <li>• The National and regional guidelines for aggregates provision in England 2005-2020 predict likely aggregate demand over this period including marine supply.</li> </ul> <p>The NPPF informed MASS guidance requires local mineral planning authorities to prepare Local Aggregate Assessments, these assessments have to consider the opportunities and constraints of all mineral supplies into their planning regions – including marine. This means that even land-locked counties, may have to consider the role that marine sourced supplies (delivered by rail or river) play – particularly where land based resources are becoming increasingly constrained.</p>		
Natural England	Support	Thank you for your consultation on the above dated 21 December 2017 which was received by Natural England on 21 December 2017.	Comment noted	No change to SCI

	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: <a href="https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals">https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</a>.</p> <p>We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a>. This system enables us to deliver the most efficient and effective service to our customers.</p>		
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**Craven District Council**



**Statement of Community  
Involvement (SCI) for  
Planning**

**Presentation to Policy Committee 20th March  
2018 Revised Draft**

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# STATEMENT OF COMMUNITY INVOLVEMENT

## 1 Introduction

- 1.1 In light of reforms to the planning system through the enactment of the Localism Act (2011), the Town and Country Planning Regulations 2012 and publication of the National Planning Policy Framework the Council has undertaken a review of its approach to community involvement in town and country planning.
- 1.2 In the current 'plan-led system' the planning process is essentially made up of two complimentary functions:
1. **Planning Policy**, is concerned with planning positively for future growth and development. In preparing the Local Plan, the Council are seeking 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.

### What is the Statement of Community Involvement?

- 1.3 This document is the Council's Statement of Community Involvement (SCI), which sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation and review of the Craven Local Plan and during the consideration of planning applications that relate to the area of Craven outside the Yorkshire Dales National Park – the plan area. Craven District Council's first SCI was adopted in June 2006. This SCI is a revision of the one adopted in 2006.

## 2 The Planning System

- 2.1 The requirement to produce a (SCI) is included in the Planning and Compulsory Purchase Act 2004. This review is necessary to address the changes to the planning system that have occurred in response to the introduction of the following government legislation and guidance:
- April 2010                      Community Infrastructure Levy Regulations 2010
  - November 2011                Localism Act 2011
  - April 2012                        Town & Country Planning (Local Planning) (England) Regulations 2012  
The Neighbourhood Planning (General) Regulations 2012
  - March 2012                        National Planning Policy Framework
  - May 2013                         Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013
  - March 2014                        National Planning Practice Guidance
  - April 2015                         Town and Country Planning (Development Management Procedure) (England) Order 2015
- 2.2 This SCI update reflects these legislative and policy changes and seeks to:

- make clear when and how stakeholders<sup>1</sup> can expect to be asked to participate in the preparation of new planning policy;
- establish what is expected of applicants before they apply for planning permission; and
- set the standard for good practice in community engagement for those with an interest in future growth and development in Craven.

2.3 This update of the SCI takes on board these new legislative requirements and provides the Council with a valuable opportunity to reflect ‘best practice’ and build on the experience gained since the adoption of the first SCI in 2006. Furthermore, the emergence of social media channels such as Facebook and Twitter have opened up new avenues for publicity, which also need to be reflected in the SCI.

## The Development Plan

2.4 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.

2.5 In Craven, the following existing and emerging development plan documents (DPDs) are relevant:

- Saved policies from the Craven (Outside the Yorkshire Dales National Park) Local Plan (adopted 1999);
- **Saved policies from the North Yorkshire Minerals & Waste Local Plan (1997) and the North Yorkshire Waste Local Plan (2006)**
- the emerging Craven Local Plan for Craven outside the Yorkshire Dales National Park<sup>2</sup>;
- the ~~Joint~~ Minerals and Waste Local **Joint** Plan (which sets out a strategy for minerals and waste planning in North Yorkshire outside YDNP and is prepared by North Yorkshire County Council (NYCC), the City of York Council (CYC) and the North York Moors National Park Authority (NYMNPAA)) Submission version Nov 2017 and;
- emerging Neighbourhood Plans and any that may be produced in the future.

2.6 When assessing planning applications, the Council’s Development Management Team will consider whether a planning application conforms with the Development Plan. National planning policies are also a material consideration.

### The Craven Local Plan

2.7 Once adopted, the emerging Craven Local Plan and policies map will form part of the statutory development plan and, therefore be a primary consideration in decisions on a planning application, unless material considerations indicate otherwise.

2.8 The preparation of any Local Plan is an iterative process; where on-going informal engagement with key stakeholders, together with formal public consultation, help to inform early drafts of the document. The final draft is then subject to independent examination by an Inspector appointed by the Secretary of State. A DPD can only be adopted by the Council if found to be sound at Examination.

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<sup>1</sup> Stakeholders are individuals, organisations or businesses with an interest in the planning of the area.

<sup>2</sup> 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.

- 2.9 Craven District Council is committed to preparing a new Local Plan for the district. Until this is adopted by the Council planning decisions on non-waste and mineral matters in the plan area will be guided by a mixture of saved policies from the Craven (Outside the Yorkshire Dales National Park) Local Plan (adopted 1999) and the National Planning Policy Framework (NPPF).
- 2.10 The Publication Craven Local Plan will be published on 2<sup>nd</sup> January 2018 and representations are invited to be made on it between 2<sup>nd</sup> January and 13<sup>th</sup> February 2018. Following the representation period the plan will be submitted to the Secretary of State for Communities and Local Government, who will appoint an independent Inspector to conduct an examination in public of the local plan. The Council intends to submit the plan for examination by the 31<sup>st</sup> March 2018.

### **Supplementary Planning Documents**

- 2.11 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 new Craven Local Plan. They cannot be used to allocate land or introduce new planning policies.
- 2.12 Although SPDs go through public consultation procedures and sustainability appraisal, they are not subject to independent examination and do not form part of the Development Plan. However, the information contained in an SPD may be an important consideration in the determination of an application for planning permission.

### **Neighbourhood Plans**

- 2.13 The Localism Act 2011 makes provision for communities to prepare their own Neighbourhood Development Plans which can add detail beyond the strategic elements of the District Council's Local Plan. These plans can set planning policies to guide future development in their area. They must be in conformity with national policy as well as the strategic policies adopted by the local authority. They are community led and can be written by Town or Parish Councils or where there is no Town or Parish Council a 'neighbourhood Forum' must be formed to lead and coordinate the plan making process.
- 2.14 As Craven is fully parished any Neighbourhood Plan must be initiated through the relevant parish or town council.
- 2.15 Whilst the Neighbourhood Plan will be written by the community, Craven District Council, as the Local Planning Authority (LPA) has the following role to play:
- In order to produce a plan for a neighbourhood area, the Parish or Town Council or neighbourhood forum must apply to the LPA to become a designated Neighbourhood Area. There will then be a 6 week consultation period on the proposal;
  - Once the Neighbourhood Area is approved, the LPA advertises this area on its website and as a press notice. The LPA is then legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan;
  - The LPA is responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process. It is also responsible for publicising the submitted plan for not less than 6 weeks and arranging for the independent examination;

- If the Neighbourhood Plan is found to be satisfactory during the examination, with modifications if necessary, Craven District Council will organise and pay for a public referendum.
- If more than 50% of those voting in the referendum vote yes to the Neighbourhood Plan being adopted it can be adopted by the local planning authority and become part of the development plan for Craven.

2.16 During the preparation of a Neighbourhood Plan, the community has an opportunity to comment on the appropriateness of the area that the Neighbourhood Plan will cover by responding to public consultation of the Neighbourhood Plan. The methods and list of stakeholders included in this Statement of Community Involvement will be useful in assisting communities in carrying out their consultations.

## Supporting Documents

### **Sustainability Appraisal & Appropriate Assessment**

- 2.17 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan, Neighbourhood Plan and Supplementary Planning Document (SPD) process and is subject to the stages of plan making, including public consultation, set out in table 4.2 below. 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, Neighbourhood Plans and SPDs, and continuously inform and shape their content.
- 2.18 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.
- 2.19 Where scoping determines that a full sustainability appraisal is required, the process must take full account of the EU Directive on Strategic Environmental Assessment (SEA), which is required by European and UK law. 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.
- 2.20 Regulation 61 of the Conservation of Habitats and Species Regulations 2010 (as amended) requires an Appropriate Assessment to be carried out for any plan or project which, either alone or in combination with other plans or projects, is likely to have a significant effect on the nature conservation objectives of a European Site. The Habitats Regulations Assessment Scoping Report, which is consulted upon with Natural England, helps to determine if such an assessment is required.

### **Duty to Cooperate**

- 2.21 The need to engage with neighbouring authorities on issues that cross boundaries has been an important aspect of planning and plan making for some considerable time, and was previously considered and embodied in the preparation of a number of high level planning policy documents such as the former Regional Spatial Strategy for Yorkshire and the Humber and the former North Yorkshire County Structure Plan.

- 2.22 Section 109 of the Localism Act 2011 gave Government the powers to revoke the eight regional strategies in England, and section 110 introduced the Duty to Cooperate (the duty), with the specific requirements set out in paragraphs 178 - 181 of the National Planning Policy Framework (NPPF).
- 2.23 The duty requires local planning authorities, such as Craven District Council, to engage constructively, actively and on an on-going basis with neighbouring local planning authorities, county councils, prescribed and other bodies on strategic cross boundary matters in the preparation of local planning documents.
- 2.24 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. The NPPF provides further clarity at paragraph 178. The paragraph states that *“public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities set out in paragraph 156.”*
- 2.25 Part 2 of the Town and Country Planning (England) (Regulations) 2012 defines the prescribed bodies (in addition to surrounding planning authorities and other bodies) where the Council is required to engage as part of the Duty to Cooperate. These are defined as:
- the Environment Agency;
  - the Historic Buildings and Monuments Commission for England (known as Historic England);
  - Natural England;
  - the Mayor of London;
  - the Civil Aviation Authority;
  - the Homes and Communities Agency;
  - each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - the Office of Rail Regulation;
  - Transport for London;
  - each Integrated Transport Authority;
  - each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
  - the Marine Management Organisation
- 2.26 Not all prescribed bodies are applicable to Craven, and the Duty to Cooperate statement provides further clarity on the extent of cooperation on cross boundary matters.

### **Consultation Statement**

- 2.27 The requirement to publish a Consultation Statement is a reflection of the Government's desire to strengthen both stakeholder and community involvement in the planning process.
- 2.28 The Regulations require a Consultation Statement to be produced to accompany any DPD (including Local Plans) submitted to the Secretary of State (Regulation 22) in order to demonstrate;

- which bodies and persons were invited to make representations under Regulations 18 and 19 (Regulation 12 for a Supplementary Planning Document);
- how these bodies and persons were invited to make such representations;
- a summary of the main issues raised by those representations; and
- how those main issues have been addressed in the document.

2.29 To provide transparency throughout the plan making process, Craven District Council has chosen to publish policy response papers following each round of local plan public consultation and make these available for inspection. These papers set out a summary of the main issues raised by representations and how those main issues have been addressed. The Council has prepared a Consultation Statement, which ~~will be~~ **was** published with the Publication Draft Local Plan, **then updated to reflect representations received on the Publication Draft Local Plan** and submitted in line with Regulation 22 of Town & Country Planning (Local Planning) (England) Regulations 2012. Consultation statements will be published for future Neighbourhood Plans and Local Plan Reviews.

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

2.30 A Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). It is a three-year project plan covering the preparation of new Local Plan documents and providing a summary of those that have already been adopted. It has three main purposes:

- To inform interested parties about the development plan documents (DPDs) that will make up the new Craven Local Plan and any supplementary planning documents (SPDs) that will provide further detailed guidance on the policies within them.
- To set out the timescales the public can expect for the preparation and review of these DPDs and SPDs.
- To establish and reflect council priorities, enabling a work programme to be set for the preparation of these planning documents.

2.31 The LDS also demonstrates how the Council's planning policies address a particular place or issue, and the current status of these policies. It must be made available publically 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.

2.32 The Council's most recent Local Development Scheme or local plan timetable was approved by the Council's Policy Committee on the 7<sup>th</sup> December 2017. This can be viewed [here](#). This sets out what local plan documents are to be prepared and when. Once adopted, these new local plan documents will replace the current local plan, which was adopted in 1999. The Local Plan is the key component of the development plan; however other DPDs may be prepared in the future, as needed. If additional DPDs are programmed the Council's Local Development Scheme will be reviewed and updated.

### **Authority's Monitoring Report**

2.33 The aim of the AMR is to give the authority a better understanding of the important social, economic and environmental factors influencing the District, and allow the effects of policies in the Development Plan to be measured. The Annual Monitoring Report (AMR) reviews the

effectiveness of the Saved Policies from the 1999 Craven District Council Local Plan and is prepared and published as soon as practicable after the close of the monitoring year on 31st March. As with the Local Plan, the AMR covers the area of the Craven District that falls outside of the Yorkshire Dales National Park. The AMR also monitors the progress being made on the preparation of new policy documents, against the timetable set out in the LDS, and records the usage and effectiveness of existing planning policies.

- 2.34 Once the new Craven Local Plan is adopted the AMR will review the effectiveness of these adopted policies, which will replace the saved policies from the 1999 Local Plan.
- 2.35 The AMR is the main mechanism for reviewing the relevance of Local Plan policies and for identifying any changes that may be necessary.

### Other Supporting Documents

- 2.36 To help demonstrate that a submitted DPD is both legally compliant and sound, Craven District Council has also elected to complete the **Legal Compliance and Soundness Toolkits** prepared by the Planning Advisory Service (PAS).
- 2.37 The purpose of this **Equality Impact Assessment (EqIA)** is to systematically analyse the likely impact of the Craven Local Plan Policies on different groups of people in the community and how the needs of such groups have been taken into account in relation to the development of policies.

- 2.38 The Equality Act 2010 requires the Council to work towards

- eliminating unlawful discrimination, harassment and victimisation or any conduct prohibited by the Act
- advancing equality of opportunity and
- fostering good relations

with respect to the following 'protected characteristics'

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

- 2.39 This Equality Impact Statement helps in understanding the likely impacts of a proposal on protected groups. If a proposal is likely to have a negative effect on some people, the assessment may reveal ways in which the effect can be reduced or removed.
- 2.40 2.41 Where an EqIA has been prepared, it too will be subject to public consultation alongside the corresponding DPD or SPD.
- 2.42 The **evidence base** underpinning new planning policy 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 DPD or SPD. Details of the Local Plan evidence base can be found [here](#).

## Community Infrastructure Levy (CIL)

- 2.43 The Community Infrastructure Levy (CIL) is a new charge that local planning authorities in England and Wales can apply to new developments in their area to fund a wide range of infrastructure that is needed as a result of development. The system is intended to be more transparent than its predecessor in that it gives councils the freedom to set their own priorities for what the money raised should be spent on and provides developers with certainty about how much money they will be expected to contribute.
- 2.44 Under the Community Infrastructure Levy (Amendment) Regulations 2014, councils can elect to introduce a CIL Charging Schedule to help deliver the infrastructure necessary to support development in the area. The charges are set by the local council, based on the size and type of the new development. CIL will not pay for all infrastructure requirements, but will make a significant contribution. Core funding from central government will still be the primary source of funding for infrastructure.
- 2.45 Local communities receiving new development can be rewarded through the direct allocation of a proportion of levy funds collected in their area – 15% or 25% depending on whether a Neighbourhood Plan is in place.
- 2.46 At present Craven District Council do not plan to adopt a CIL charge until the emerging draft Craven Local Plan is adopted.

## 3 Links with other Plans and Strategies

- 3.1 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. 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 2017-2020

- 3.2 The Council has agreed its vision and priorities for the financial years 2017 to 2020. The Council's vision is:

*'For Craven to be an increasingly prosperous place with strong, vibrant communities that celebrate their unique rural and urban settings, and where all residents enjoy a good quality of life.'*

- 3.3 The Council's priorities for 2017-2020 are:

#### **ENTERPRISING CRAVEN – facilitating economic growth across Craven**

##### **What we will do:**

- Enable the provision of 214 homes per year across Craven to meet the needs of our current and future communities
- Stimulate business growth
- Improve the economic vitality of Craven's market towns and villages

## RESILIENT COMMUNITIES – creating sustainable communities across Craven

### What we will do:

- Enable active communities and improve quality of life
- Create greener communities

## FINANCIAL SUSTAINABILITY – ensuring a self-sustainable Council

### What we will do:

- Eliminate the reliance on Government Revenue Support Grant by 2020.

## North Yorkshire Community Plan

3.4 The North Yorkshire community plan 2014-17 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 21 May 2014 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").

3.5 The plan will focus the partnership's efforts on three key priorities. These are:

- **Facilitate the development of key housing and employment sites across North Yorkshire by delivering necessary infrastructure investments through partnership**
- **Supporting and enabling North Yorkshire communities to have greater capacity to shape and deliver the services they need and to enhance their resilience in a changing world**
- **Reduce health inequalities across North Yorkshire.**

## Craven District Council Community Engagement

3.6 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.

3.7 Craven District Council has adopted the [North Yorkshire Partnerships Joint Working Principles for Engaging Communities \[207kb\]](#) as an in house standard that applies to all engagement and consultation activities carried out by the Council.

3.8 The Council has a Community Engagement Toolkit which sets out how to consult and engage with the wider community. The [Consultation and Community Engagement](#) section of the council's website sets out the Council's approach to engagement.

3.9 The Council will have regard to this guidance in the delivery of the SCI.

## The North Yorkshire Compact

3.10 The North Yorkshire Compact is a written agreement between the voluntary and community Sector and the public sector detailing how they will work together for the benefit of communities. It plays a vital role in defining the relationship and improving the partnership between public sector organisations and voluntary, community and social enterprise organisations. Craven District Council is a signatory to the North Yorkshire Compact.

## North Yorkshire Joint Health and Wellbeing Strategy 2015-2020

3.11 The North Yorkshire Health and Wellbeing Board is made up of partner organisations from across North Yorkshire. This strategy is a shared agreement between each organisation on the board with and for people of all ages living in North Yorkshire. The first health and wellbeing strategy was produced in 2013. The updated strategy for 2015-2030 reflects progress that has been made and provides an opportunity to restate the strategy's commitment to improving health and wellbeing as well as setting out the ambition to ensure that people in all communities across North Yorkshire have equal opportunities to live full and active lives from children to later years through the five themes of: Connected Communities; Start Well; Live Well; Age Well and Dying well. Once adopted, the policies within the draft Craven Local Plan contribute to meeting the outcomes of this strategy.

## 4 Involving the Community in Planning Policy

4.1 Table 4.1 below shows the different stages of plan preparation and how the Council intend to involve the community throughout the process. This is the minimum required by the regulations<sup>3</sup>, although the Council can carry out additional consultations if there is a need to.

Table 4.1

Stage of the Plan Making Process	What is Involved?
<b>Stage 1</b> Development of evidence base	Preparing evidence base documents to support the production of the Local Plan and other supplementary guidance.
<b>Stage 2</b> Public participation in the preparation of Local Plan (Regulation 18)	The Council will inform stakeholders and the public that the Local Plan is being produced and ask for views on the scope of the plan, options and preferred options. This stage in the plan making process is likely to require a number of methods of consultation, including a one or more 6 week consultation periods on the draft Local Plan.
<b>Stage 3</b> Preparation of Local Plan	The evidence base and representations from stages 1 and 2 assist in the production of the Publication Draft Plan.

<sup>3</sup> Town and Country Planning (Local Planning)(England) Regulations 2012

<p><b>Stage 4</b> Publication of the Local Plan (Regulation 19)</p>	<p>The Publication Draft Plan is published and representations are invited to be made on it over a 6 week period. 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 ..</p>
<p><b>Stage 5</b> Submission to the Secretary of State (Regulation 22)</p>	<p>After the end of the representations period , the Council will summarise the main issues arising from the representations and the Council will submit the representations made at stage 4 together with the Local Plan to the Secretary of State for Examination.</p>
<p><b>Stage 6</b> Independent examination (Regulation 24)</p>	<p>The Plan is examined by an Independent Inspector taking into consideration the key issues raised by representations received at stage 4. This may involve public hearings.</p>
<p><b>Stage 7</b> Receipt of Inspector's report and adoption (Regulation 25 and 26)</p>	<p>If the Inspector finds the Plan sound, the Council can then adopt the Plan.</p>

4.2 Different consultation methods may be more suitable at different stages of the plan making process and will depend on the type of document being consulted upon at the time.

### **Methods of consultation and engagement**

4.3 The Council will ensure all consultations are well advertised. Depending on the consultation stage, we will use the following techniques, as appropriate:

- Advertise and promote consultations on the Council's website.
- Send emails (or letters if no email address) to relevant parties who have registered on the Councils local plan consultation database.
- Place a press notice in the Craven Herald and other local newspapers as appropriate.
- Make documents available for inspection at the main Council Offices, libraries and on the council's website
- Consult statutory bodies, Parish/Town councils and key stakeholders
- Undertake public exhibitions/public drop in events/public meetings as appropriate
- The use of Twitter & Facebook during consultation periods.

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

4.4 The Town and Country Planning (Local Development) (England) Regulations 2012 set out the requirements for community involvement that all Local Planning Authorities (LPA) must meet when producing Local Plans. These regulations also specify a number of organisations that the Council must consult if it is considered they will be affected.

4.5 The Regulations 2012 specify that certain specific consultation bodies must be consulted if the LPA considers that body will be affected by what is proposed within a Local Development Plan. In addition to these specific consultation bodies the Council will also consult with a number of general consultation bodies and residents and other persons carrying out business in the LPA area throughout the Local Development Plan production process. A list of specific consultees and general consultees can be found in Appendix A of this SCI.

4.6 Some of the different types of consultees are shown below:

### Council Members

4.7 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. Councillors are able to advise the Council on the issues important to the area they represent.

### Parish/Town Councils

4.8 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

4.9 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. Paragraph 3.10 above provide details about the North Yorkshire Compact, which is a written agreement between the voluntary and community Sector and the public sector detailing how they will work together for the benefit of communities.

### Hard to reach groups

4.10 **Consultation with hard to reach groups is important in reaching** ~~As part of the general consultee list, Government guidance suggests that the Council should consult with~~ voluntary groups and hard to reach groups across the District. **This Consultation with these groups** will help the Council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan.

4.11 **The Council will seek to engage with the following hard to reach groups throughout the planning the planning process:** ~~are considered by the Council as hard to reach groups:~~

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly
- People with learning difficulties
- Rural residents
- Non service users
- Women carers

- Gypsy, Travellers & Showpeople

4.12 ~~The Council will seek to engage with these groups throughout the planning process.~~

## Professional/Commercial sector

4.13 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.

### Consulting on different stages of different plans – who and how?

4.14 The stages and methods of consultation that Craven District Council will use, as set out The Town and Country Planning (Local planning) (England) Regulations 2012 (The Regulations 2012), are set out in Table 4.2 below.

4.15 The Council 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.

4.16 The Council maintains a database of specific and general bodies and individuals for consultation purposes, using Mailchimp. Appendix A provides a list of organisations invited to make representations on the draft Craven Local Plan (Regulation 18 & 19). These organisations are included in the council’s consultation database. The [Planning Policy News](#) web page on the Council’s website provides a form for any additional individuals and organisations to subscribe to the Local Development Plan consultation database. 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 the Local Development Plan and be informed of the dates of any future Local Development Plan consultation events.

Table 4.2

Document	Stage of Production	Length of Consultation	Who and how?
Sustainability Appraisal Scoping Report	Before plans are progressed (Regulation 12)	6 weeks	The Council must consult the Environment Agency, Natural England, English Heritage. The Council will write to these consultees (email where possible) directing them to the Scoping Report which will be on the Council’s website.
Local Plan and Sustainability Appraisal	Preparation (Regulation 18)	6 weeks or variable times to suit the particular type of consultation	The preparation of the Local Plan can involve one or more periods of community engagement and public consultation. Consultation methods will be wide ranging dependent upon the type of engagement and consultation. Methods of consultation include notifying those organisations and individuals registered on the local plan consultation database, the issuing of a press notice, promoting the use of the website; make documents (including response forms) available on the website and in council offices/libraries. Consultation methods may include summary

			<p>leaflets/newspapers and public exhibitions. The Council will also consult all the specific and general consultation bodies and invite them to make representations.</p> <p>Twitter and Facebook will also be used during Local Plan consultations</p>
	Publication (Regulation 19)	6 weeks	<p>At this stage , the Council will notify those on the local plan consultation database of the Publication Plan and how representations can be made (through the Statement of Representations Procedure), issue a press notice, promote the use of the website; make documents (including representation forms) available on the website and in council offices/libraries. The representation form is a standard form that requires information that the Inspector will need at Examination. 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. Twitter and Facebook will also be used publicise the Publication draft Local Plan (Reg 19).</p>
	Submission (Regulation 22)	N/A	<p>At Submission stage, the Council will notify those persons who have requested to be notified that the Submission documents are available for inspection on the Council's website and at appropriate public venues and that they have been submitted to the Secretary of State for independent examination. A notice will also be placed in the local press.</p>
	Examination (Regulation 24)	N/A	<p>Any consultee who made a representation and indicated that they wish to attend the Examination in Public and speak at the public hearings will be informed of the date, time, venue and format of the hearings.</p> <p>The Council will advertise the date, time, venue and format of the Examination on our website, at council offices/libraries and in a press notice.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding.</p> <p>On receipt of the Inspector's Report, the Council will place it on the website and at council offices/libraries and contact those who asked to be kept informed.</p>
	Adoption (Regulation 26)	N/A	<p>The Council will publish, advertise and make available any modifications to the submission draft Craven Local Plan and the adopted DPD on the website and at council offices/libraries. Interested parties will also be informed of adoption preferably by email.</p>
Supplementary Planning Document	Draft SPD (Regulation 12)	4 weeks	<p>The Council will notify interested parties, place documents on the website and at council offices/libraries and a press release will be issued where appropriate.</p>

			The Council will ask those who respond if they wish to be kept informed when the SPD is adopted.
	Adoption (Regulation 14)	N/A	As well as informing the interested parties of adoption (preferably by email), the Council will place a notice in the local press, and place information at council offices /libraries.
Statement of Community Involvement	Draft SCI	Minimum of 4 weeks	Whilst there is no requirement to consult, Craven District Council will consult on any future amendments to the SCI for a minimum of 4 weeks. Those registered on the Council's local plan consultation database will be notified. Documents will be placed on the Council's website and printed documents at council offices/libraries. A press release will be issued where appropriate.
	Adoption	N/A	The Council will place the adopted SCI on the council website.
Community Infrastructure Levy*	Preliminary Draft Charging Schedule Regulation 15	6 weeks	Send a copy of the preliminary draft to each of the consultation bodies and invite those bodies to make representations as well as inviting representations from other interested parties. Make the documentation available on the Council website and appropriate public venues.
	Draft Charging Schedule (Regulation 16)	6 weeks	At this stage of the consultation, the Council will notify those on the local plan consultation database including the specific and general consultees. The Council will promote the use of the website; make documents (including response forms) available on the website and in council offices/libraries. A notice will be placed in the local press.
	Advertising statement of modifications (if required) (Regulation 19 (4))	N/A	If the Council make any significant changes to the Draft Charging Schedule, these changes must be advertised. The Council will notify those on our consultation database who have made representations, place electronic documents on our website and printed documents at council offices/libraries.
	Submission (Regulation 19 (3))		Make a copy of relevant documents available for inspection at Council Offices/libraries and on the website. Notify those that requested notification of the submission to the Inspector.
	Examination (Regulation 21)		At least two weeks before the Examination, publish details of the Examination and Inspector on the website and in the local press and notify all those that made representations to the draft charging schedule. On receipt of the Inspector's Report, the Council will place it on the website and at council offices/libraries and contact those who asked to be kept informed.
	Approval and publication (Regulation 25)	N/A	Publish charging schedule and make available for inspection at libraries/council offices and publish on website. Notify all those who requested notification and publish press notice. Send a copy to each of the

			relevant consenting authorities.
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\* Refer to the Community Infrastructure Levy Regulations 2010 (as amended)

## Making representations

4.17 This section looks at how the Council will inform the community and stakeholders in the Local Plan process and shows how the Council intend to deal with representations made during consultation.

### How will documents and information be made accessible to all?

- Information will be made available electronically on the website or, on request, in paper format (for the cost of printing and distribution).
- Consultation documents will be made available at the main council offices; and at local libraries across the plan area.
- All documents and information will be made available in alternative formats on request; such as large print paper (for a reasonable charge), and in different languages.
- Newspaper articles, press releases, Twitter & Facebook posts will keep people informed of key information including consultations.

### How can you comment?

- Comments can be submitted to the Council in writing; 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 also be submitted in electronic format via email, using the pre-prepared comments forms in Word to download and complete.
- Contact details can be registered on the Council's local plan database via the [Planning Policy News](#) web page on the Council's website.

### What will happen to your comments?

- Persons making representations will receive acknowledgement of receipt of their comments via email or letter, if the Council received them within the consultation period.
- The acknowledgement letter or email will include an invitation to register your contact details on the local plan consultation database via the [Planning Policy News](#) web page on the Council's website.
- Your response and details will be logged on the Council's database. The Council will abide by data protection rules.
- The key issues raised by the representations will be summarised and incorporated into a response paper. Response papers will be prepared for each draft local plan policy and include the Council's response to the comment 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.

- The Council cannot guarantee that your comment will result in changes to the plan you are commenting on. However, we can guarantee that we will read every comment and consider the responses in light of national and local guidance and local circumstances and evidence base.

## How long is the Consultation Period?

- The Council will make sure that the deadline date and time for each consultation is well publicised.
- For the statutory consultations, representations must be received within a minimum six week consultation period.
- 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.
- At the formal stages of publication of a Local Plan, late responses will not be considered as duly made.

## 5. Community Involvement in Planning Applications

- 5.1 The NPPF emphasises the importance of community involvement in the consideration of planning applications. The Council has produced the Craven District Council Planning Guide, which explains the different elements of planning including development management/control, planning policy, enforcement, heritage landscape and environment, and trees and hedges. The guide sets out in detail the development management system including explaining the different types of planning applications, how planning applications are considered, what advice is available, the consultations and publicity used when considering a planning application, **including the pre application advice service offered by the Council. The guide also recommends, where appropriate, applicants to undertake early consultation with the local community.** This document can be viewed via the following link <http://www.planningguide.co.uk/craven/> The Council's website also contains details of how planning applications are considered, including publicity and consultations used by the Council during this process. This information can be viewed [here](#). **The Council has also published a guidance note 'Obtaining Pre-Application Planning Advice', which provides details on the pre-application advice service available, how to obtain pre-application advice and guidance on when a charge will be made for using this service.**
- 5.2 Appendix B sets out the different methods of community involvement that the Council will use when considering different types of planning application.

## 6. Contact Details

6.1 For more information on the Craven District SCI, please contact us using the details below:

	Planning Policy	Development Management
Telephone	01756 706472	01756 706470
Email	ldf@cravenc.gov.uk	planning@cravenc.gov.uk
Website	<a href="http://www.cravenc.gov.uk/planning">www.cravenc.gov.uk/planning</a>	
Address	Craven District Council, 1 Belle Vue Mills, Broughton Road, Skipton, North Yorkshire, BD23 1FJ	

Telephone: 01756 706472 (Planning)

Email: [localplan@cravenc.gov.uk](mailto:localplan@cravenc.gov.uk)

Appendix A: List of organisations invited to make representations on the draft Craven Local Plan (Regulation 18 & 19)

This appendix groups the consultees in categories in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012

<b>SPECIFIC CONSULTATION BODIES</b>
The Coal Authority
Environment Agency
Marine Management Organisation
Historic England
Natural England
Network Rail
Highways England
Home and Communities Agency
Relevant authorities any part of whose area is in or adjoins the local planning authority's area:
<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):</p> <ul style="list-style-type: none"> <li>Business and Environmental Services Directorate             <ul style="list-style-type: none"> <li>o Strategic Policy and Economic Growth</li> <li>o Planning Services</li> <li>o Highways and Transportation (including in its capacity as Local Highways Authority)</li> <li>o Heritage Services</li> <li>o Waste Management</li> <li>o Flood Risk Management</li> </ul> </li> <li>Children and Young People's Services</li> <li>Health and Adult Services             <ul style="list-style-type: none"> <li>o Public Health</li> <li>o Commissioning</li> </ul> </li> <li>Central Services             <ul style="list-style-type: none"> <li>o Property Services</li> <li>o Library and Community Services</li> </ul> </li> </ul>

~~Property Management~~  
~~Asset Management~~  
~~Highways~~  
~~Policy and Development Unit~~  
~~Heritage Unit~~  
~~Regional and Strategic Policy Unit~~  
~~Environmental Services Directorate~~  
~~Education~~

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

a) Voluntary Bodies in the plan area

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

GENERAL CONSULTATION BODIES

b) Bodies representing different racial, Ethnic or national groups in the plan area

The Gypsy Council

GENERAL CONSULTATION BODIES

c) Bodies representing different religious groups in the plan area

Parish of St Andrew, Kildwick

GENERAL CONSULTATION BODIES

d) Bodies representing the interests of disabled persons in the plan area

~~North Yorkshire Local Access Forum~~

Airedale, Wharfedale and Craven Clinical Commissioning Group

Cumbria Clinical Commissioning Group

GENERAL CONSULTATION BODIES

e) Bodies representing persons carrying on business in the plan area

Rotary Club of Settle

Settle District Chamber of Trade

Vibrant Settle Community Partnership

Land/property and developer interests

Alison Roland Town Planners Ltd

AJH Associates

Arrowsmith Associates

Barratt David Wilson Homes

Barton Willmore

Belvoir Letting and Estate Agents

Bentley Holdings Limited

Bilfinger GVA

Bowan Riley Architects

Britannia Developments

Brown and Whittaker Limited  
Candelisa Housing Development  
Carter Jonas LLP  
CBRE  
Chatsworth Settlement Trustees (Bolton Abbey Estate)  
Cranbourne Properties Ltd  
Craven Design Partnership  
D H Design North West Ltd  
Dacre Son & Hartley  
Dale Eddison  
David Hill  
District Valuers Service  
DLP Planning  
DPDS Consulting Group  
Edawrdson Associates  
Energiekontor UK Ltd  
England Lyle Good  
Fisher Hopper  
Fitzgerald Planning & Design  
Fusion Building Consultancy  
Gary Sorsby, Architect  
George F White LLP  
Giggleswick School  
Glusburn Holdings Ltd  
Graham Farmer Chartered Architect  
GSC Grays  
Halton Homes  
Hanson Marston Mellor, Architects  
Harrison Boothman  
Hayfield Robinson  
HBF  
Henry Boot Developments Ltd  
Heritage Planning Design  
Historic Buildings Consultant  
Hunters Estate Agents  
I D Planning  
Indigo Planning  
J R Hopper  
James Pye and Son  
Janet Dixon Town Planners Ltd  
Jay Everett Addison Planning  
JOHN FLETCHER RIBA  
Johnson Mowat  
JWPC Chartered Town Planners  
Ken Robinson, Architect  
KeyLand Developments Ltd.  
Lambert Smith Hampton  
Landscape Architect  
Lark Architects  
Leith Planning Ltd  
Lovell Homes

M.W. & R.F. Brewster & Sons Ltd  
Malsis School  
Mark Newby Yew Tree Associates  
Mason Gillibrand Architects  
McConnell Homes  
Merritt and Fryers Ltd  
Allison Macrae Architects  
Planet Architecture  
NHS Property Services  
NLP Planning  
Nuttall Yarwood & Partners  
O'Neill Associates  
Patchwork Properties Limited  
Paul Elmer, Architect  
PB Planning Ltd  
Peacock & Smith  
Pegasus Group  
Persimmon Homes  
Pete Gleave (ID Planning)  
Peter Harrison Architects  
Phil Ward and Associates  
Planning Division  
Planning Potential  
Procter Property  
R N Wooler and Co Limited  
rg+p Ltd.  
Richard Turner and Son  
Riverside Design Studio Architects  
Roger Beck, Chartered Planning Consultant  
Trustees of the Tempest Estate  
Roger Tiffany Ltd  
Rural Solutions Ltd  
Russell Armer Ltd  
Signet Planning  
Skipton Properties Ltd  
Space Partnerships Ltd  
Spawforths  
SSA Planning  
Stanton Mortimer Ltd  
Stephen Craven Building Design Ltd  
Steven Abbott Associates LLP  
Stratus Environmental Limited  
Sunderland Peacock  
Tesni  
Tetlow King Planning  
The Planning Bureau Ltd  
Trevor Hobday Associates  
Turley Associates  
Walker Singleton (Property Management) Ltd  
Walton & Co  
Watson Batty, Architects

WBW Surveyors  
Wharfedale Homes  
White Young Green  
Wilman and Lodge  
Windle Beech Winthrop

Other businesses

Altitude 501 Limited  
Au2MateUK (Arla Foods)  
Broadwood Caravans  
Capella Home & Gift - Settle  
CH2M (engineering)  
Chinthurst Guest House  
Chrysalis Arts  
Craven Cattle Marts Ltd  
Craven Herald  
Deloitte LLP  
DevPlan  
Enterprise Inns  
F Green and Son Limited  
Fairhurst  
Farmplus Constructions Ltd  
Fusion Online Ltd (Dev Plan monitoring)  
Gateway to Health  
INSO  
J D Mounsey  
J N Bentley Ltd  
Knights Professional Services Ltd  
Knights Solicitors LLP  
Linda Dickinson Ltd  
Lister and Son  
Mallerstang Limited  
Offtree Ltd  
P Waddington and Co Limited  
R A Medical Services Ltd  
Renewable UK  
Reward Manufacturing Co Ltd  
SABIC UK Petrochemicals  
Sanderson Associates (Consulting Engineers) Ltd  
Sutton Court RA  
The Co-operative Group  
The Falcon Hotel  
Theatre Trust  
Willis of Skipton  
YDS

**GENERAL CONSULTATION BODIES**

f) Other bodies within the plan area

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

At the time of preparing this Consultation Statement, 427 individuals are registered on the local plan database, however neither their names nor other identifying particulars will be published 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.

This figure includes 30 Craven District Councillors whose details are available [here](#)

Please note that the consultation database 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.

## Appendix B: Methods of Community Involvement in Planning Application

Code	Application Type	Weekly list	Written details on website	Site Notice by LPA	Site Notice by Applicant	Press Notice	Neighbour Notification	Parish/ Town Council notification	View plans on website	Period for written representations	Opportunity to speak if a Committee decision
ADV	Application to display advertisements	✓	✓	✓	x	x	x	✓	✓	21 days	✓
AGRRES	Prior approval notification – agricultural building to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
CCC	Confirmation of compliance of conditions	x	x	x	x	x	x	x	x	x	x
CND	Approval of details reserved by condition	x	✓	x	x	x	x	x	✓	x	✓
COU	Application for planning permission for a change of use	✓	✓	✓	x	✓ (if external changes)	✓	✓	✓	21 days	✓
CPE	Application for Certificate of Lawfulness of existing development	✓	✓	✓	x	x	x	✓	✓	21 days	Delegated to Head of Planning
CPL	Application for Certificate of Lawfulness of proposed development	x	✓	x	x	x	x	x	✓	x	Delegated to Head of Planning
DEM	Prior notification for demolition	✓	✓	x	✓	x	x	x	✓	21 days	x
FUL	Application for full planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓

HAZ	Hazardous substance Application	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
HH	Householder Application for full planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓
HRN	Hedgerow Removal Notice	✓	✓	x	x	x	x	✓	✓	21 days	Delegated to Head of Planning
LBC	Application for Listed Building Consent	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
LHSHLD	Prior approval notification for larger home extension	✓	✓	✓	x	x	✓	x	✓	23 days	x
MMA	Minor material amendment	✓	✓	✓	x	x	x	✓	✓	21 days	✓
NMA	Non material amendment	x	✓	x	x	x	x	x	✓	x	x
NYCC	Application on which NYCC will make decision	✓	✓	by NYCC	x	by NYCC	by NYCC	by NYCC	✓	to NYCC	x
OFFRES	Prior approval notification – office to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
OTHERS	Prior approval notification – others	✓	✓	✓	x	x	✓	x	✓	21 days	✓
OUT	Application for outline planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓
PNAG	Prior notification agricultural and forestry	✓	✓	x	x	x	x	x	✓	x	x
PNREN	Prior notification renewable energy	✓	✓	✓	x	x	x	✓	✓	21 days	✓
PNT	Prior notification telecommunications development	✓	✓	✓	x	x	x	✓	✓	21 days	✓

PROW	Application to divert or stop-up-a Public Right of Way	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
RG3	Application by CDC for its own development	✓	✓	✓	x	x	x	✓	✓	21 days	✓
RG4	Application by HBC or NYCC for development by others	✓	✓	✓	x	x	x	✓	✓	21 days	✓
REM	Reserved Matters	✓	✓	✓	x	x	x	✓	✓	21 days	✓
RETRES	Prior approval notification – retail to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
S106	Application to modify/discharge a Section 106 Agreement	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
SCHNUR	Prior approval notification – various uses (Class S of GDPO)	✓	✓	✓	x	x	✓	x	✓	21 days	✓
SDCRES	Prior approval notification – storage or distribution	✓	✓	✓	x	x	✓	x	✓	21 days	✓
TCA	Notification of tree works in a Conservation Area	✓	✓	x	x	x	x	✓	✓	21 days	Delegated to Officer
TPO	Application for Tree Preservation Order	✓	✓	✓	x	x	x	✓	✓	21 days	✓
VAR	Application to delete or vary condition	✓	✓	✓	x	x	x	✓	✓	21 days	✓

## POLICY COMMITTEE 20<sup>th</sup> March 2018



## Representatives on Outside Bodies 2017/18: Appointment to the East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group

Wards Affected: All

Report of the Solicitor to the Council

1. **Purpose of Report** - To appoint a Member to represent the Council on the East Integrated Care Community (ICC) for Morecambe Bay Clinical Commissioning Group (CCG).
2. **Recommendations** – Members are asked to:
  - 2.1 Agree that the appointment to the East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group is a Ward based appointment (Bentham and Ingleton and Clapham Wards).
  - 2.2 That, Councillor Brockbank, Member for Bentham, is appointed to serve on the East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group until Annual Council 2018.
3. **Report**
  - 3.1 As Members will be aware, the Council appoints or nominates representatives to serve on a variety of outside bodies. These vary from bodies set up by this Council to organisations responsible for matters allied to services and to local, regional and national bodies.
  - 3.2 An invitation has been received from the Morecambe Bay Clinical Commissioning Group for Craven District Council to appoint a representative to serve on the East Integrated Community Care Team. Twelve ICCs across South Cumbria and North Lancashire have been formed around GP Practice populations have been developed in response to the changing needs of the population, including a growing elderly population with increasingly complex health needs. The ICCs help bring together local health and care organisations. The focus of ICCs is to ensure that local people are supported to improve their own health and wellbeing and that, when people are ill or need support, they receive the best possible joined up care.
  - 3.3 The East ICC has no statutory basis and is effectively a coalition that works on a consensus basis with no formal voting structure. Meetings take place monthly and are held in Sedburgh and occasionally Kendal.

- 3.4 The Wards in the Craven District covered by the Morecambe Bay CCG are Ingleton and Clapham and Bentham.
- 3.5 Appointments of representatives of the Council to outside bodies are normally made at the Annual Council Meeting each year following recommendations from the Selection Committee. At any other time of the year, the Policy Committee makes decisions on those appointments, in doing so the Committee needs to take account of the requirement that appointments are made in accordance with the relevant category as agreed by Council at Minute COU.187(g)(vi)04-05; those categories being

- *Ward-Based Appointments to be made (unless otherwise agreed) from the Members representing the Wards indicated;*
- *Appointments to go with Office of Leader / Deputy Leader / other office; and*
- *Overall Appointments to which Political Proportionality is to be applied*

4. **Implications**

- 4.1 **Financial Implications** – Attendance at outside bodies is considered to be part of Elected Members' duties. Travelling and subsistence expenses can be claimed under the Council's Members' Allowances Scheme.
- 4.2 **Legal Implications** – These are set out in the body of the report.
- 4.3 **Contribution to Corporate Priorities** – None directly associated with this report, although the work of Clinical Commissioning Groups supports the delivery of corporate priorities.
- 4.4 **Risk Management** – Not applicable.
- 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – None.
6. **Access to Information** – None.
7. **Author of Report** – Vicky Davies, Democratic Services – 01756 706486. E-mail: [vdavies@cravenc.gov.uk](mailto:vdavies@cravenc.gov.uk)
8. **Appendices** - None