

Erewash Borough Council: Statement of Community Involvement (SCI)

December 2019

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Section 1: Introduction

1. Introduction:

1.1 What is the Statement of Community Involvement?

1.1.1 The Statement of Community Involvement (SCI) sets out how Erewash Borough Council (referred to as ‘the Council’ throughout the remainder of the document) will involve the community in the preparation, alteration and review of local Planning Policy documents and decisions on planning applications.

1.1.2 The purpose of the SCI is to set out who the Council will consult, when consultation will be undertaken and how it will be carried out.

1.1.3 The original Erewash SCI was adopted in March 2007. An updated version of the SCI was published in 2012. Since the most recent update, a number of legislative changes to the planning system have occurred making it necessary to amend the SCI and take these changes into account. It is important the SCI remains legally compliant and fit for purpose by reviewing and updating it at least once every 5 years.

1.1.4 This document has been written in Plain English wherever possible, however, where planning terms have been used, these have been listed in a Glossary (Appendix 7) with a definition.

1.2 Why is an SCI Needed?

1.2.1 The National Planning Policy Framework (NPPF) requires Local Authorities to prepare plans with meaningful engagement

and collaboration with local communities, neighbourhoods and organisations. Any planning document produced for Erewash should contribute to a 'collective vision and a set of agreed priorities for sustainable development of the area', as outlined in the Erewash Core Strategy.

1.2.2 An SCI works to inform the community of how they can get their views and opinions across to the Council.

1.2.3 This SCI should ensure that all consultation activities are carefully planned and carried out to enable useful, productive and effective outcomes which feed directly into the plan-making process.

1.3 What Can People Get Involved In?

1.3.1 **Plan-making (Planning Policy)** – This side of planning sets the policy framework against which decisions on individual applications are made. This includes Development Plan Documents such as the Erewash Core Strategy and relating Supplementary Planning Documents. Consultation is undertaken on draft policies, but not on the evidence base which informs them.

1.3.2 **Planning applications (Development Control/Management)** – Most types of development require a planning application to be submitted and approved. There are systems in place which allow for anyone to view an application and make comments online or via post. Although a decision is normally based on planning policies, comments which are deemed to represent material considerations will also be considered in the decision-making process.

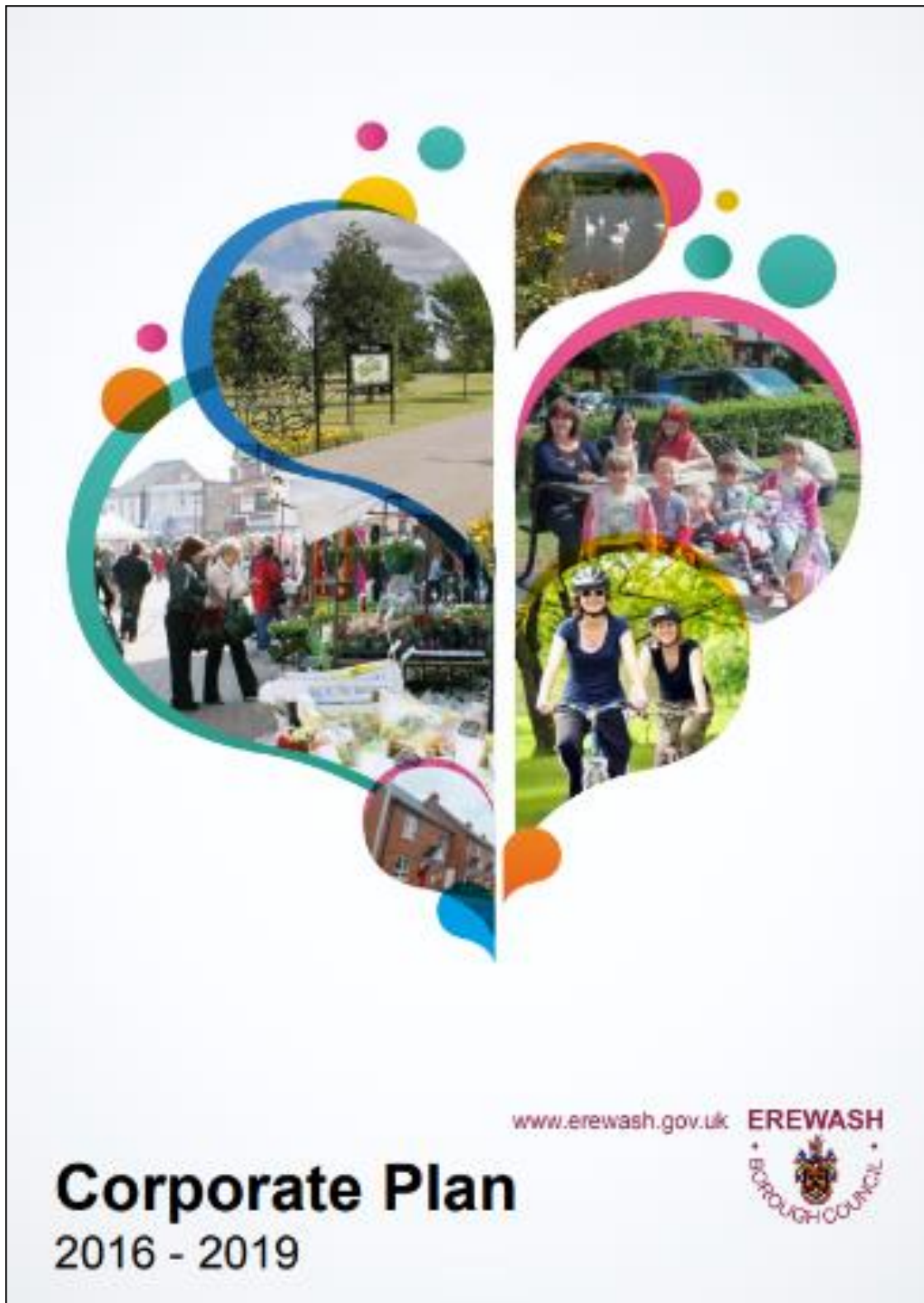
1.4 The Corporate Policy Context:

1.4.1 Corporate policies are an important component of a well-functioning Council. These ensure that a consistent approach is taken to working and tackling Council-wide ambitions, including those relating to community involvement.

1.4.2 The Borough Council is always keen to expand upon the quality of community involvement it carries out. There are several documents already in place which allow stakeholders to have a say in planning the Borough's future. The following documents have been identified as having links to the aims and objectives of the SCI, representing the wider objectives and ambitions across the breadth of the Council.

1. Erewash Corporate Plan 2016-2019:

This provides the focus for the work that the Borough council will deliver over the plan's time period. It aims to ensure that corporate decisions are made in a cohesive way to support the delivery of the visions and aims for the Borough. One corporate priority from the 2016-2019 plan is improved access to services, which aims to keep residents well informed and to communicate with residents in a range of formats relevant to their choice.



2. Sustainable Community Strategy (2014-2024):

The fourth version of the Council's Sustainable Community Strategy has been developed by the Erewash Strategic Partnership (ESP). It aims to act as a platform for tackling issues that matter most to people of the Borough, addressing what local people and businesses have said they want to see

happen in the future. Planning has often been recognised as having an important role to play in delivering the kind of ambitions often seen within the Sustainable Community Strategy.



3. Communications Strategy:

This document makes clear that communications should be effective, open, honest and in a professional manner. It also states that the council will look to adopt new social media channels to help improve resident's access to information and Council services.



Section 2: Community Involvement in Plan-Making (Planning Policy)

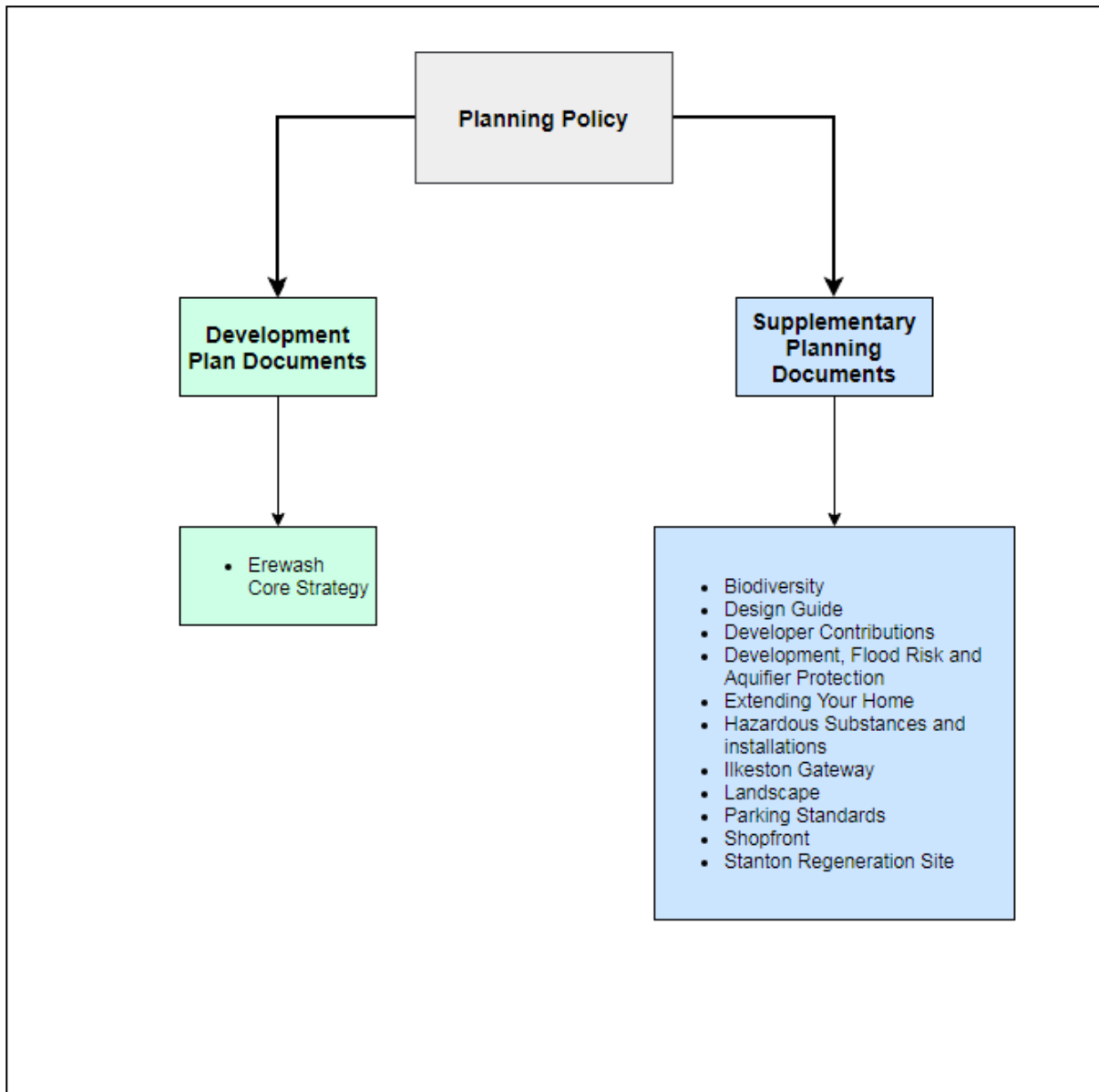
2. Community Involvement in Plan-Making (Planning Policy):

2.1 The Plan-Making System:

2.1.1 The planning system requires local authorities to produce local development documents which collectively set out the spatial strategy for their local area, and provide the basis for which planning applications are determined.

2.1.2 There are two types of document which serve quite different purposes. Development Plan Documents (DPDs) set out planning policies for a local area against which decisions must be made. The Erewash Core Strategy (2014) is an example of a DPD. Supplementary Planning Documents (SPDs) elaborate on these policies and provide further helpful information and detail.

2.1.3 Diagram Showing documents created by the Plan-Making system in Erewash:



[A diagram in the standard print version shows an image of a flowchart with 5 steps. Step 1 is labelled Planning policy and leads to steps 2 and 3. Step 2 is labelled Development Plan Documents and leads to step 2a. Step 2a is labelled Erewash Core Strategy. Step 3 is labelled Supplementary Planning Documents and leads to step 3a. Step 3a contains a list of 11 items as follows. Biodiversity; Design Guide, Developer Contributions, Development, Flood Risk and Aquifier Protection; Extending Your Home; Hazardous Substances and installations; Ilkeston Gateway; Landscape; Parking Standards; Shopfront; Stanton Regeneration Site.]

2.1.4 The Council's Local Development Scheme provides further information regarding the programme of document production that the Council is currently following. It is an evolving schedule and is subject to change, although the last adopted version dates from 2018. This is available to view on the Council's website (www.erewash.gov.uk).

2.2. Preparing Development Plan Documents (DPDs):

2.2.1 The following table summarises the different stages of preparation that the Council will go through to develop a DPD. The 'Reg' column indicates where a stage is associated directly with a particular regulation from the Town and County Planning (Local Planning) (England) Regulations 2012 (as amended).

2.2.2 The Council may implement additional stages; for instance, several stages of consultation could be appropriate due to changing circumstances. This table represents the minimum the Council will undertake, as well as those stages which are statutorily required.

2.2.3 Alongside the development of a DPD, a Sustainability Appraisal (SA) is also required. The requirement to complete an SA came into force as part of the Planning and Compulsory Purchase Act (PCPA) 2004. In addition, the European Directive 2001/42/EC, which came into force in the UK on 21st July 2004, requires that local authorities undertake an 'environmental assessment' of any plans and programs they prepare that are likely to have a significant effect upon the environment. This process is commonly referred to as a Strategic Environment Assessment (SEA). The SA process which will be undertaken as part of the development of any DPD will meet the requirements of an SEA and assess the potential social, economic and environmental impacts caused by its implementation.

Table 1: Stages of DPD Development

Stage: 1 – Establishing the appropriate evidence base and initial development of ideas

Description: The evidence base which informs the development and direction of a DPD must be obtained using up to date information and data – using internal and potentially external sources of expertise where necessary – on a range of social, economic and environmental matters. This will alter depending on the specific subject and purpose of the DPD. Initial ideas about what the main issues that the DPD should address will be considered.

Stage: 2 - Public participation in the preparation of a DPD

Reg.: 18

Description: The work carried out at Stage 1 is used to inform the direction of the DPD. The main issues that the DPD needs to deal with will be identified, as well as available options. At this point, the first stage SA is produced (Scoping).

Stage: 3 – Preparation of DPD

Description: The DPD continues to be developed using the existing evidence base, much like at Stage 1, but at this point findings from any new studies and any representations received at Stage 2 will also be taken into account. The SA will continue to be developed, on the basis of findings from Stage 2. If the Council considers that additional consultation stages are appropriate (before the publication of the DPD), then an interim SA report may be produced to demonstrate its evolution alongside the DPD.

Stage: 4 – Publication of a DPD

Reg.: 19

Description: Before submitting a DPD to the Secretary of State under section 20 of the Act, the Local Planning Authority must make a copy of each proposed submission documents and a

statement of the representations procedure available in accordance with Reg 35.

The Council must ensure that the documents are available for inspection, along with being sent to general consultation bodies invited to make representations under regulation 18. A public consultation will be held for a minimum period of 6 weeks.

The statement of consultation will be developed at this stage.

Stage: 5 – Formal consideration of representations made

Description: At this stage all representations made at Stage 4 are considered against the DPD. The statement of consultation already developed at Stage 4 will also be updated. Those representations made at Stage 4 will be summarised, organised and prioritised appropriately. Any minor issues will be dealt with and associated changes made to the DPD where appropriate (depending on the level of delegated authority). If only minor changes are to be made to the DPD, the Borough Council will move on to Stage 6. If there are any significant issues, these may be re-consulted on. The Borough Council may or may not re-publish the whole plan after re-consultation on the major issues, depending on the circumstances.

Stage: 6 – Submission to the Secretary of State

Reg.: 22

Description: The DPD and all supporting documents (including all representations received at Stage 4) are sent to the Secretary of State to be examined.

Stage: 7 – Independent examination

Reg.: 24

Description: The DPD will be independently examined by a government appointed inspector who will test the 'soundness' of the DPD, alongside all other related documents (including the SA). Those consultees or interested parties or persons who

made representations at Stage 4 may be able to appear in person at the examination – although this is decided by the inspector, and not the Council.

Stage: 8 – Receipt of Inspector’s report and adoption

Reg.: 25 and 26

Description: The inspector will write a report after the examination that will identify what changes, if any, need to be made to the DPD to make it sound. The Council is not obliged to implement proposed changes. However, the Council will need to respond to the report in a way that will not undermine the strength of the DPD going forward. Ultimately, when all changes (if any) have been made in line with inspector recommendations, this version of the DPD will be adopted.

2.2.4 The consultation methods stipulated within the following table are those the Borough Council may use for the purpose of involving the community during the preparation of the DPDs at the various stages outlined above. Those methods that are required by Local Plan regulations are highlighted, the rest can be considered additional, optional methods the Council may undertake where appropriate.

Table 2: Methods of Consultation for the development of DPDs

- **Council Website – information and documents for inspection**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: Optional consultation

Reg 19. Publication stage: Required consultation

Formal consideration of representations: Optional consultation

Reg. 22 – Submission: Required consultation

Reg. 24 – Independent examination: Required consultation

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
Required consultation

- **Documents available for inspection on location**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: Required consultation

Formal consideration of representations: No consultation required

Reg. 22 – Submission: Required consultation

Reg. 24 – Independent examination: Required consultation

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
Required consultation

- **Notification emails to stakeholders**

Evidence Base: No consultation required

Reg. 18- Public participation: Required consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: Required consultation

Formal consideration of representations: No consultation required

Reg. 22 – Submission: Required consultation

Reg. 24 – Independent examination: Required consultation

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
Required consultation

- **Media Releases**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: Optional consultation

Formal consideration of representations: No consultation required

Reg. 22 – Submission: Optional consultation

Reg. 24 – Independent examination: No consultation required

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
Optional consultation

- **Public Exhibitions**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: No consultation required

Formal consideration of representations: No consultation required

Reg. 22 – Submission: No consultation required

Reg. 24 – Independent examination: No consultation required

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
No consultation required

- **Mobile Public Displays**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: No consultation required

Formal consideration of representations: No consultation required

Reg. 22 – Submission: No consultation required

Reg. 24 – Independent examination: No consultation required

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
No consultation required

- **Presentations to stakeholders**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: Optional consultation

Formal consideration of representations: No consultation required

Reg. 22 – Submission: No consultation required

Reg. 24 – Independent examination: No consultation required

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
No consultation required

- **Updates via external council publications**

Evidence Base: No consultation required

Reg. 18- Public participation: Optional consultation

Preparation of DPD: No consultation required

Reg 19. Publication stage: No consultation required

Formal consideration of representations: No consultation required

Reg. 22 – Submission: No consultation required

Reg. 24 – Independent examination: No consultation required

Reg. 25 and 26 – Receipt of inspector’s report and adoption:
No consultation required

2.3 Preparing Supplementary Planning Documents (SPDs):

2.3.1 The development of SPDs follow different regulatory requirements compared to the development of DPDs. Table 3 below outlines the stages that will be undertaken.

2.3.2 The Council may implement additional stages where considered appropriate. This table represents the generally accepted minimum that the Council will undertake in developing an SPD.

Table 3: Stages of SPD Development

Stage: 1 – Evidence base (establishing the appropriate evidence base and initial development of ideas)

Description: The evidence base which informs the development and direction of an SPD must be obtained using up to date information and data – using internal and potentially external sources of expertise where necessary – on a range of social, economic and environmental matters – depending on the specific subject and purpose of the SPD. The evidence

collected here will be used to draft an initial version of the SPD (at Stage 2).

Stage: 2 – Preparation of draft SPD

Description: A draft version of the SPD will be produced, based on the evidence collected at Stage 1.

Stage: 3 – Consultation on draft SPD

Reg.: 12

Description: The draft version of the SPD, produced at Stage 2, will be consulted on for a period of between 4 and 6 weeks with a clear consultation end date. A Statement of Consultation will be produced (in line with Regulation 12 requirements) to appropriately record representations made and aid officers in undertaking stage 4.

Stage: 4 – Formal consideration of representations made

Description: Any representations made at Stage 3 will be considered.

Stage: 5 – Prepare final SPD

Description: After considering representations made, as well as taking into account any updated evidence – any amendments to the draft SPD will be made where appropriate.

Stage: 5 – Adoption

Reg.: 14 Once any amendments are made to the draft SPD, it will be adopted in line with Regulation 14 requirements.

2.3.3 The consultation methods shown within the following table may be used to involve the community during the preparation of any SPDs at the various stages outlined above. Those methods that are required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) are highlighted. The rest can be considered additional methods that the Council may undertake where appropriate.

2.3.4 While a Sustainability Appraisal (SA) is legally required to influence the evolution of policies within a DPD, the production of an SA to guide a SPD's development is not a direct legal requirement in itself.

2.3.5 Despite SA production not being a legal requirement for SPDs, the Council has still previously committed to producing SA's to help clearly demonstrate that supplementary policies guiding new development in Erewash will lead to net sustainability benefits within the Borough.

2.3.6 Guidance within the National Planning Practice Guidance (NPPG) helps to provide clarity and information on when a SA will be legally required. This is largely dependent upon the perceived environmental impact that any plans, policies or programmes contained within an SPD will have on conditions inside Erewash Borough. It will be for the Council to decide whether there is a legal requirement to produce SA, but to better understand this, it will seek the early views of the three statutory consultees (i.e. the Consultation Bodies) – Environment Agency, Historic England and Natural England who can advise on the appropriate scope of an SA.

Table 4: Methods of consultation for the development of SPDs

Council Website

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: Optional consultation

Consultation of Draft SPD: Required consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: Optional consultation

Adoption: Required consultation

Documents available for inspection on location

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: Optional consultation

Consultation of Draft SPD: Required consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: Required consultation

Notification letters/emails to stakeholders

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: Optional consultation

Media releases

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: Optional consultation

Public exhibitions

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: No consultation required

Mobile public displays

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: No consultation required

Presentations to stakeholders

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption:

Updates via external Council publications

Stages of SPD Preparation

Evidence Base: No consultation required

Preparation of Draft SPD: No consultation required

Consultation of Draft SPD: Optional consultation

Formal consideration of representations made: No consultation required

Prepare Final SPD: No consultation required

Adoption: Optional consultation

2.4 The role of Neighbourhood Planning:

2.4.1 The Localism Act 2011 (as amended) offers communities an opportunity to produce a Neighbourhood Plan for their area. Representing a new tier of planning, a Neighbourhood Plan allows residents and businesses to produce more detailed policies than those found in a Local Plan, affording local people an opportunity to play a greater role in shaping the future of their communities. In addition, communities are also able to produce Neighbourhood Development Orders (NDO) which provide consent for certain forms of development within a prescribed area, whilst a Community Right to Build (CRtB) also enables smaller forms of development to occur without a need for the Council to grant permission.

2.4.2 The Council will discharge its duty to provide an appropriate level of support for Neighbourhood planning by using monies received through Government grants for Neighbourhood Plan preparation to contract external support and provide responses on behalf of the Borough Council to Neighbourhood Plan Groups. For information about the Council's role in supporting local communities with neighbourhood planning, please visit the following page of the Council's website: **www.erewash.gov.uk/neighbourhood-planning.html**

2.4.3 Responsibility for the content of Plans rests largely with the Neighbourhood Planning body, although the Council is required to provide statutory support, mainly for the following aspects:

- Publicising a request from a qualifying body (i.e. a Parish Council or Neighbourhood Forum) to designate a Neighbourhood Area;

- Publicising a plan proposal and providing information on where a draft document can be seen and how it can be commented upon; and
- The organisation of the Local Referendum which sees a Neighbourhood Plan voted on by those eligible within the Neighbourhood Area.

2.4.4 The production of Neighbourhood Plans, NDOs and CRtBs are guided by various Parliamentary Acts and a suite of supporting Regulations. The Localism Act 2011 (as amended) puts in place the legal framework for Neighbourhood Plans, NDOs and CRtBs to exist, with this supported by the more recent Neighbourhood Planning Act 2017. A series of regulations, beginning with the Neighbourhood Planning (General) Regulations 2012 help those involved in the production of Plans or Neighbourhood Development Order understand the requirements which must be adhered to in order to achieve procedural compliance.

2.4.5 Any qualifying body (i.e. a Parish Council, a Neighbourhood Forum or a Community Organisation) wishing to pursue the production of a Neighbourhood Plan, NDO or CRtB is encouraged to make contact with the Council in the first instance using the details at **Appendix 3** to discuss their intentions. This will allow the Council to provide advice over the correct steps to take to launch the process.

2.4.6 Independent organisation Locality provide a range of useful information explaining the various aspects of neighbourhood planning and offers an extensive repository of resources which are able to be accessed at:
www.neighbourhoodplanning.org/

2.5 Who the Borough Council will consult:

2.5.1 Local Planning Regulations set out who the Council are legally required to consult when producing a DPD. These are known as **specific consultation bodies**. **General consultation bodies** represent a much broader, often localised, range of social, economic and environmental interests. Lastly, **residents and other persons who carry on business in the local authority's area** represent the final group of stakeholders the Council will typically involve when developing planning policies. A full schedule of specific consultation bodies the Council intends to include within plan-making work is contained at **Appendix 2**. General consultation bodies are constantly open to change; therefore, a non-exhaustive list of principal groups used by the Council to disseminate information is included at **Appendix 4**.

2.5.2 Arrangements for a SPDs production are more flexible than those in place for a DPD. It is left to a council's discretion as to who should be consulted; although it will generally utilise its consultee database to identify appropriate stakeholders when taking into account a SPDs theme and geographic coverage.

2.5.3 The introduction of the 'duty to cooperate' (DtC) by Section 110 the Localism Act 2011 has played a significant role in how DPDs are now produced. The DtC reinforces the importance attached to cross-boundary working over strategic planning matters, with **Paragraphs 24 to 27 of the NPPF** expecting LPAs to work with prescribed bodies (**note 1**) to develop plans. The NPPF stresses the benefits of effective and continuous joint working between LPAs and relevant bodies to ensure positively prepared and justified planning policies, and the Borough Council have demonstrated its commitment to this through its partnership working across the **Nottingham Core Housing Market Area (NCHMA)**.

2.5.4 Groups attended by Officers and local politicians are now well-established to guide plan-making efforts across the NCHMA. The Joint Planning Advisory Board (JPAB) and Greater Nottingham Planning Officers Group provide effective forums allowing spatial planning to be pursued in a proactive manner. Their existence will allow NCHMA councils to respond positively to the new requirement for **Statement(s) of Common Ground (SoCG)** that are tasked with securing continuous engagement with neighbours over work to support strategic plan-making.

2.5.5 The SCI does not represent an exhaustive list of all groups and persons that may be consulted. The transient nature of those wishing to join or leave the Council's consultee database means such an approach would render the SCI out-of-date almost from the point of adoption. Each plan-making exercise requiring consultation will differ, prompting a tailored consideration of how engagement is conducted. The SCI therefore provides guidance on the types of stakeholder the Council intends to consult, with it possible for anyone to have their details added to the Council's database (see **Appendix 3** for contact details).

2.5.6 The General Data Protection Regulations (GDPR) reemphasises the need for organisations to treat personal data with the utmost care. The Council has responded to the GDPR by producing a **privacy notice**, while the Planning Policy section has developed **its own notice** explaining how it will manage the storage of data.

Note 1

Prescribed bodies are those listed at Section 4(1) the 2012 Local Planning Regulations (as amended). See Appendix 2 for more information.

2.6 Extending Planning into Communities:

2.6.1 To support the work of the Borough Council in the plan-making process, it is important that the Council works alongside its partners and utilises existing communication channels to raise awareness and facilitate consultation work. Various groups and organisations within Erewash have played a key role in successful planning as well as in promoting involvement in the process for communities and individuals served by these groups.

2.6.2 **Erewash Voluntary Action CVS Ltd** – The Erewash Voluntary Action CVS works towards achieving a caring and more inclusive society by developing and supporting individual and group voluntary action that responds to community needs and wishes. The Council will consult Erewash Voluntary Action CVS on DPDs and SPDs as a general consultee.

2.6.3 A table containing the groups that Erewash Borough Council is in partnership with can be found at **Appendix 4**. This list is not exhaustive (as groups can be formed for very specific or one off issues) and is subject to changes as groups continue to form and disband over time. As a result, it will be subject to continual monitoring as an appendix to this SCI.

2.6.4 It is important that groups of people who are considered under-represented in local planning are engaged wherever possible. The Council, taking factors of financial and resource constraints into account, will make all reasonable effort to engage in consultation which is fair and accessible to all communities within Erewash. As a result of previous consultation and in conjunction with Derbyshire County Council, the following ‘hard to reach’ groups have been identified:

- The youth community (Under 18’s)
- Ethnic minority groups

- People with disabilities
- The elderly community
- The Traveller community
- The Homeless community
- Charities supporting mental health
- LGBT+ groups

2.6.5 The Equality Act (2010) defines nine ‘protected characteristics’. The Council will endeavour to ensure that a person’s ability to participate in consultation activity is not impaired because of these characteristics. The Council aims to ensure that any relevant further groups that form locally will be identified and added to the list of general consultees. **Appendix 5** lists the groups that currently maintain ties with the Council in relation to consulting ‘hard to reach’ sectors of the community.

2.6.6 The Council has a list of community groups who represent residents with protected characteristics. All groups on this list are general consultees and will be consulted on all DPDs and SPDs. It is expected that a representative of these groups will work to spread the consultation amongst members. A full list of groups representing residents with protected characteristics can be found in Appendix 5.

2.7 Administering the SCI:

2.7.1 How will we resource the SCI?

2.7.2 The Council is committed to undertaking effective consultation, but must correlate this against an ever-challenging budgetary environment. Plan-making responsibilities rest with Planning Policy and the section maintain a number of budgets which resource various aspects of plan-making activities – but mainly document preparation and consultation exercises. With continuing financial pressures likely the emphasis will be on the

Council to ensure all consultation techniques used are appropriate and cost effective.

2.7.3 Achieving effective consultation within current budgets can be carried out by consolidating engagement stages wherever appropriate. The Council, utilising existing forums and liaison groups, will endeavour to maximise rates of participation. Such an approach helps strengthen relationships between the Council and community interests, while also enabling the use of existing communication channels avoiding the need to establish new methods incurring additional financial costs

2.8 Reviewing the SCI:

2.8.1 All planning documents are subject to periodic review to ensure they remain fit-for-purpose. The SCI is no different, and with the coming into force of 2017 Local Planning Regulations, this now requires the Council to complete a review of the document no later than five years beyond the point of the previous SCI's adoption. This will be reflected within the Council's next version of its Local Development Scheme (LDS) (see **2.1.4**) to ensure compliance to Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended). Despite the statutory requirement to review, the performance of the SCI will remain under scrutiny and updated at appropriate time(s) to ensure consultation techniques advised by the document retain their effectiveness. Not only will consultation techniques be subject of review, but this will also include who the Council are engaging with given the changing regulatory context in which consultation takes place within.

2.8.2 In monitoring the Plan, the Council will ask the following questions:

- Have the Council engaged all relevant stakeholders?
- Have the Council engaged stakeholders at timely moment(s)?

- Is the Council aware of new or altered stakeholders throughout plan-making work?

2.8.3 In addition to its own monitoring, the Council recognises the importance of feedback from stakeholders in how its consultation arrangements operate. This could be carried out through the use of feedback forms and other methods of communication. Recognising that engagement requirements alter from time-to-time, the Council will work with stakeholders to make sure its procedures remain valid.

2.9 Reporting back on community involvement:

2.9.1 It is important that information is filtered back to all stakeholders who become involved in the planning system effectively. A key aspect of community engagement is letting people know how their involvement has helped develop important local planning policy.

2.9.2 After any consultation for plan making, the Council will produce a report which will demonstrate how consultation was undertaken and the main issues raised by those who contributed. It may also address how the comments have been taken on board and/or influenced changes to the document in question.

2.9.3 At certain stages of document production the Council is required to produce a Statement of Consultation in line with current regulations. This will be made available for public viewing along with any other Publication/Submission documents in accordance with what Local Planning Regulations require. Scope also exists for the Council's Authorities Monitoring Report (AMR) to include information about the effectiveness of consultation and engagement work undertaking to support plan-making.

2.10 The Use of Social Media:

2.10.1 Social media has grown rapidly in popularity since our last SCI update (2012). Erewash Borough Council's Twitter account now has over 3,000 followers and over 10,000 people 'like' the Council's Facebook page.

2.10.2 Notably, one of our 'hard to reach' groups, the youth, have a 95% smartphone ownership rate in the UK and 99% of 16-24 year olds use social media (**note 2**). Smartphones are a key tool to access social media. With such a large proportion of the population enjoying access to these tools, the Council will look to engage more frequently through these methods – particularly as these do not incur a financial cost.

2.10.3 The Council aims to open avenues for residents to be informed of consultations via social media accounts. Working collaboratively as a Council, we will work towards ensuring planning policy consultations are not only publicised through the traditional methods (including website announcements and emails to the consultation list) but also through approved social media.

Note 2

Erewash Borough Council Communications Strategy

https://www.erewash.gov.uk/media/files/Your_Council/Comms_Strategy.pdf

Section 3: Community Involvement in Development Management

3.1. Community Involvement in Development Management:

3.1.1 The Council receives approximately 600 planning (and associated) applications per year. Consulting the public, statutory and non-statutory bodies and interested parties to a) notify, and b) encourage comment in response to development proposals is a fundamental part of the Council's assessment of applications and assists the decision-making process. Statutory regulations govern the Council's approach to engagement, with the **Town and Country Planning (Development Management Procedure) (England) Order 2015** setting out legal requirements.

3.1.2 Development Management spans three distinct stages. Each is explained below:

3.2 Pre-application stage:

3.2.1 It is widely accepted that discussions with future applicants at an early stage of the development process (i.e. pre-application) are beneficial in generating more certainty to the planning application.

3.2.2 Early dialogue between Council and a future applicant is conducted confidentially, recognising the often sensitive nature of topics discussed. Early dialogue is beneficial in identifying key issues requiring greater focus within a formal submission of application, enabling Council Officers to offer views about the suitability of a proposal. Opportunities to resolve problems right at the outset of the process reduces the likelihood of future objections and also offers the promoter(s) of development the opportunity to embed the advice given by Officers into a formal application, increasing the prospect of a planning permission.

3.2.3 Discussions can take many forms. Whilst a short chat with an Officer may be sufficient to provide clarity over a household extension, a series of meetings involving a range of statutory consultees and internal Council departments may be more

appropriate when considering the merits of a large-scale development proposal.

3.2.4 To increase community 'buy in' and raise awareness, the Council encourages applicant(s)/developer(s) to undertake their own consultation at a pre-application stage. The applicant/developer(s) are not bound to undertake their own consultation, and any consultation is at their own discretion.

3.2.5 Should an applicant/developer choose to carry out consultation, this will vary depending on the scale and nature of the proposal. Using the example of a household extension again, this would typically entail sharing draft plans with immediate neighbours to canvass opinion. Major development however may necessitate wider public consultation which could include holding public meetings, exhibitions or briefings (to Parish Councillors for example) or the drafting of a development brief(s) and use of leaflets. Whilst such events are outside the direct control of the Council, it is advised that any public meetings and exhibitions are hosted at times and locations which maximise attendance. It is expected that developers give prior notification to the Council ahead of any such events.

3.2.7 Where an applicant has undertaken pre-application consultation, the Council recommends the applicant submits a statement which sets out the steps undertaken to involve stakeholders (including the public). This assists the Council in understanding how development proposals have been received within communities.

3.2.8 Where developers approach the Council for pre-application discussions in relation to larger developments, the Council will, where appropriate, adopt a 'development team' approach and include Officers from other Council services as well as any appropriate external bodies in discussions.

3.2.9 All views expressed by Council staff during pre-application discussions are informal and should not be considered binding on any future decision made by the Council.

3.3 Application stage:

3.3.1 Consultation connected with planning applications is required to accord with the Town and Country Planning (Development Management Procedure) (England) Order 2015. For Conservation Areas and Listed Building consent applications, the requirements are set out in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended).

3.3.2 The type and amount of publicity and consultation afforded to applications will be compliant with the legislation and commensurate with the type, size and location of the development proposed.

3.3.3 When applications are registered, individual notification letters will be posted to all occupiers of property/land which immediately abuts the application site (as identified on the submitted plans and drawings). The notification letter will set out a timescale for comments to be submitted (normally 21 days) and how the application can be inspected on the website.

3.3.4 Where the occupier of properties/land is not easily identified from an Ordnance Survey Plan or following a site visit, a site notice will be displayed. Additionally, site notices will be displayed where developments may affect the character of the wider area (for example, front extensions to dwellings), and for all applications proposing development which may affect the character or appearance of a conservation area, affect a listed building or its setting, or a scheduled ancient monument. Applications for 'major' development (see below for definition), for development which could constitute a departure from the

development plan, affect a public right of way and those developments accompanied by an Environmental Impact Assessment (EIA) will also be advertised by means of a site notice. Site notices will be laminated and will be attached to a lamppost or similar structure as close to the application site as possible.

3.3.5 Some planning applications, including those for 'major' development, departures and those affecting conservation areas, listed buildings, and those accompanied by an EIA will also be advertised in the local press. Major developments include those involving ten or more dwellings and office, developments involving over 1,000 sq. metres of floorspace; or where site areas are 1 hectare or over. Developments under these dwelling and floorspace thresholds are categorised as "minor" or "other" developments.

3.3.6 The Council will publish all planning applications received on its website.

3.3.7 The Council will also consult with a wide range of statutory and non-statutory bodies including Parish Councils, the Highway Authority (Derbyshire County Council) and various departments within the Council, including Environmental Health, where relevant.

3.3.8 Other types of applications such as Notification for Telecommunications, works to trees protected by Tree Preservation Orders and advertisement consent are subject to their own regulatory requirements. Further information is available to view on the Planning Portal website.

3.3.9 Planning applications, including submitted plans, drawings and any supporting information provided by the applicant, will be available to view on the Council website (at

<https://myservice.erewash.gov.uk/Planning/lg/GFPlanningWelcome.page>)

3.3.10 Development Management operate a 'Duty Planner' service which allows all stakeholders the opportunity to speak directly, either in person or over the phone, with a Council Officer. Between 8.30am and 1.00pm Monday to Friday, anyone is able to call or visit the reception area of Long Eaton Town Hall to discuss any aspects of planning. The Duty Planner can be contacted between the above hours by phoning (0115) 9072244 ext. 3391 and prior appointments are not required should you wish to visit in person.

3.3.12 Interested parties can comment on a planning application by providing their comments in writing within the period specified (normally 21 days). Comments can be submitted by email or letter, using the contact details provided at **Appendix 3**. There may be scope to utilise web-based software and digital media in the future. Comments will be acknowledged and if specific queries are raised, the Case Officer will contact the sender to offer further guidance, where appropriate and within resource constraints. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

3.3.13 As a result of the above, Development Management handle a sizeable amount of information associated with planning applications – some of which is personal and sensitive in nature. To demonstrate how such data is kept in a manner compliant with the General Data Protection Regulations, Development Management have created a privacy notice which can be accessed **here**:

3.3.14 It is sometimes the case that applications are amended or supplemented with additional information during the 8 week (minor/other applications), 13 week (major applications) or 16

week (EIA applications) periods the Council has to determine an application. Where amendments or additional information materially alter what is proposed, the Council will undertake a further consultation and notification exercise, commensurate with the type and size of amendments/information submitted. The amended proposals/additional information will be placed on the Council's website. Those consulted/notified on amendments will normally be given 14 days to submit any further observations to the Council.

3.3.15 For applications where powers of decision making are not delegated to officers (in accordance with the Council's Scheme of Delegation, Part 8 of its Constitution), decisions are made by Councillors through the Planning Committee. In such cases, Officers will prepare a Committee Report to outline the proposal and any issues raised and comments received (including objections) and make a recommendation to the Committee whether to approve or refuse the application.

3.3.16 Any of the Council's 47 elected members has the ability to 'call-in' a planning application. Should this option be exercised, the application will be heard at, and determined by the Planning Committee.

3.3.17 The Council operates a system of public speaking at Planning Committees. People who have written in support or to object to a planning application will be offered the opportunity to speak for up to five minutes at the meeting at which the application is considered should their request meet the arrangements detailed in a Public Speaking Protocol. This is available to read **here**:

3.3.18 Planning committees are held every four weeks, alternating between Long Eaton and Ilkeston Town Hall's.

3.4 Post-application stage:

3.4.1 After a planning application is determined, everyone making representations will be able to see the outcome on the Council's website. Delegated Officer Reports and Committee Reports relating to applications submitted from January 1st 2018 are displayed on the Council's website, along with a decision notice.

3.4.2 Any applicant who disagrees with the Council's decision has a right to appeal this. Appeals are considered by the Planning Inspectorate (PINS).

3.4.3 Those originally notified, plus any additional individuals who made written representations in response to the application, will be notified of any appeal and whether they can make further representations to PINS (depending on the appeal process).

3.4.4 Where legislation allows, anyone wishing to make additional representations as part of an appeal will need to do so within the statutory period set by PINS.

3.4.5 Where applicants wish to alter aspects of their development after the grant of planning permission, statutory procedures exist allowing for applicants to apply for non-material or minor material amendments to their approved schemes. Minor Material Amendments are subject to their own regulations which dictate the necessary publicity and consultation. No consultation is undertaken in respect of non-material amendments.

3.5 Planning enforcement:

3.5.1 Investigations are undertaken in response to alleged breaches of planning law and typically stem from the

unauthorised use of land or developments approved by the Council not being implemented as per the agreed scheme. Most cases arise following referral from members of the public, and wherever possible, a complainant(s) details will be kept confidential. No public consultation takes place on enforcement. Some enforcement cases will result in the submission of a planning application, and where this occurs, consultation and publicity is undertaken in accordance with normal consultation procedure already outlined.

3.6 Consultation summary:

3.6.1 Each application is treated on an individual basis. Although minimum statutory requirements are in place for consultation, the type and scale of a planning proposal will determine which methods set out in **Appendix 6** are used. Whilst scope exists for the additional publicising of applications, the need to conform to statutory time periods for determining applications should be given full consideration.

Appendix 1:

Locations where documents will be made available for inspection.

All documents will be made available for inspection on the Council's website - **<https://erewash.gov.uk/index.php/for-you/planning-policy.html>**

The geographical scope of the document in question, will determine where hard copies of consultation material are located.

Opening times of the following venues are correct as of November 2018

Ilkeston Town Hall:

Council Offices, Wharncliffe Road, Ilkeston, Derbyshire. DE7 5RP

Long Eaton Town Hall:

Council Offices, Derby Road, Long Eaton, Derbyshire. NG10 1HU

Main switchboard enquiries (with answerphone facility for out of hours): **0115 907 2244**

Borrowash Library:

9am-5pm – Monday

9am-7pm – Wednesday and Friday

9am-1pm – Saturday

Ilkeston Library:

9am-5pm – Monday, Wednesday and Friday

9am-7pm – Tuesday and Thursday

9am-4pm – Saturday

Long Eaton Library:

9am-5pm – Monday and Tuesday

9am-7pm – Wednesday, Thursday and Friday

9am-4pm – Saturday

Sandiacre Library:

9.30am-5pm – Monday, Tuesday, Thursday and Friday

9.30-2pm – Wednesday

9.30am-1pm – Saturday

Mobile Library

The Mobile Library is operated by Derbyshire County Council. The Borough Council will use the Library to advertise draft DPDs and SPDs to the communities served by the service. For

up-to-date locations and dates for the Mobile Library, please visit:

<https://www.derbyshire.gov.uk/site-elements/documents/pdf/leisure/libraries/services/mobile-libraries/southern-mobile-library-routes-between-22-october-2018-to-18-january-2019.pdf>

Due to the geography of the Borough, the closest libraries to the west of the Borough are located in neighbouring authorities (Allestree Library, Duffield Library and Spondon Library). If any planning policy issues arise in areas to the west of Erewash, we will contact local organisations based directly either side of the Borough boundary to make them aware of consultation opportunities.

Appendix 2:

Specific consultee bodies:

Such bodies are statutory stakeholders in the planning system – e.g. the Environment Agency, Historic England and Natural England (see list further on in this Appendix).

General consultation bodies:

Such bodies include groups and organisations active within Erewash. Regulations define this group of consultees into the following sectors:

- a. Voluntary bodies whose activities benefit any part of Erewash;
- b. Bodies who represent the interests of different racial, ethnic or national groups;
- c. Bodies representing the interests of different religious groups;
- d. Bodies representing the interests of different disabled persons in Erewash; and

e. Bodies representing the interests of Erewash's business community.

Residents and other persons:

These include persons carrying on business in Erewash from which the Council considers it appropriate to invite representations. This regulatory provision means the Council can invite anyone it considers would be interested in a document even if they form no part of its consultation database and isn't listed as a Specific or General Consultation Body.

Those on the Planning Policy database:

This contains anyone who has previously indicated to the Council a desire to stay updated on local planning developments. As already mentioned, the content of those on the database is open to much alteration and as part of preparing for the introduction of the GDPR, the database was overhauled to ensure compliance with the new data protection regulations. To help focus on certain groups and organisations, it may look at the feasibility of grouping stakeholders together in line with any particular interests disclosed to the Council.

Analysis of stakeholders has helped the Council to identify the following key groups:

- Adjoining councils (District/Borough, Parish and County);
- Business, retail and private sector interests;
- Community and the voluntary sector;
- Councillors (Borough, Parish and County);
- Developers, agents and landowners;
- Frequent customers and users of the planning service;
- General public;
- Hard to reach groups;
- Local media outlets;
- Local education authority;

- Other service providers; and
- Regulatory organisations

A list of specific, general and other consultees can be found below. The Council will endeavour to keep the list as up to date as possible despite regular additions and withdrawals.

Specific and General Consultation Bodies:

Specific Consultation Bodies:

Erewash Parish Councils (PC):

- Breaston PC
- Breadsall PC
- Dale Abbey PC
- Draycott PC
- Little Eaton PC
- Morley PC
- Ockbrook and Borrowash PC
- Risleigh PC
- Sandiacre PC
- Sawley PC
- Stanley and Stanley Common PC
- Stanton-by-Dale PC
- West Hallam PC

Adjoining and covered Local and County Councils:

- Amber Valley BC
- Broxtowe BC
- Derby City Council
- Derbyshire County Council
- Leicestershire County Council
- Rushcliffe BC

- South Derbyshire DC
- North West Leicestershire DC
- Nottinghamshire County Council

Parish and Town Councils adjacent to Erewash Borough:

Amber Valley area:

- Aldercar and Langley Mill PC
- Duffield PC
- Holbrook PC
- Horsley PC
- Mapperley PC
- Shipley PC
- Smalley PC

Broxtowe area:

- Awsworth PC
- Cossall PC
- Greasley PC
- Stapleford Town Council
- Trowell PC

North West Leicestershire area:

- Castle Donington PC
- Lockington and Hemmington PC

Rushcliffe area:

- Barton-in-Fabis PC
- Thrumpton PC

South Derbyshire area:

- Aston-on-Trent PC
- Elvaston PC
- Shardlow and Great Wilne PC

Other Specific Consultation Bodies:

- The Coal Authority
- Environment Agency
- Highways England
- Homes England
- Historic England
- Severn Trent (i.e. a sewerage undertaker)
- Severn Trent Water (i.e. a water undertaker)
- Western Power
- Natural England
- Network Rail
- East Midlands Airport
- Marine Management Organisation (**note 3**)
- Derby, Derbyshire and Nottingham, Nottinghamshire (D2N2) - Local Enterprise Partnership
- Local Nature Partnership (Lowland Derbyshire and Nottinghamshire LNP)
- NHS Erewash Clinical Commissioner Group (CCG)
- Any Neighbourhood Forums designated under Section 61F(3) of the 1990 Town and Country Planning Act (as amended)
- Those to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003 – **a full list is held by Ofcom.**
- There is also a requirement to consult prescribed bodies to comply with Section 33A of the Town and Country Planning Act 1990 (as amended). These are listed at **Section 4(1) the 2012 Local Planning Regulations (as amended)**

Note 3

While a requirement of the Regulations, it is unlikely Erewash BC will need to consult with this body due to the Borough's location relative to the coast.

Appendix 3:

Contact details for the Borough Council's Planning Department

Planning (Policy and Development), Erewash Borough Council:

- Email - planningpolicy@erewash.gov.uk
- Telephone - 0115 907 22 44

Development Management, Erewash Borough Council:

- Email - planningpolicy@erewash.gov.uk
- Telephone - 0115 907 22 44

Appendix 4:

Principal groups Erewash Borough Council is in partnership with:

- **Group/partner:** Erewash Council for Voluntary Services (CVS)
Description: The CVS provides help and advice to local community and voluntary groups. The Council will continue to work in conjunction with the CVS to ensure that as many voluntary groups as possible are given the opportunity to be involved in plan making. The Council will utilise the links, contacts and connections that the CVS has forged with the voluntary sector to establish whether such bodies wish to be involved in plan making.
- **Group/partner:** Erewash Local Strategic Partnership (LSP)
Description: The Erewash LSP is a diverse partnership

made up of those representing Erewash's key private, public, community and voluntary organisations. This includes the Council, Derbyshire County NHS, the Police, the Fire and Rescue Service, Derbyshire County Council, Three Valleys Housing, Jobcentre Plus and Derbyshire Learning and Skills Council. There are 27 local Erewash partners in total. The main role of the LSP is to help shape, implement and review the Borough's Community Strategy (the aims and objectives of the Strategy can be found at section 'e' of this statement). Plan making in Erewash is a key element to delivering the Strategy's agreed objectives. The website for the LSP contains more detailed information (**note 4**).

- **Group/partner:** Parish Councils

Description: Parish Councils within the Borough are considered as key stakeholders and through their involvement with Community Forums and consultation on planning applications, provide the Council with direct channels of communication which will continue to be utilised. As specific consultation bodies, all Parish Councils within Erewash are automatically involved with any consultation the Council undertakes related to plan making. In addition to their statutory involvement, most Parish Councils have so far had representatives meet with the Borough Councils Communications and Consultation team and have agreed to support distributing the Council's consultation activity within their communities as appropriate. This includes promoting any consultation on their notice boards, newsletters and on their websites. Details of each of the Parish Councils within the Borough can be found on the Council's website (**note 5**).

- **Group/partner:** Town Centre Interest Groups

Description: There are a number of town centre interest groups in operation within Erewash. The most notable of these is the Long Eaton Chamber of Trade. Town centre groups focusing on issues within Ilkeston's Town Centre

exist, but these are currently in a process of transition, so bespoke consultation will be carried out with each groups representatives. With the Council being committed to the ongoing viability and vitality of Town Centres within Erewash, it is vital that the Council's involvement with existing groups continues and the Council takes opportunities to embrace new relationships with emerging any groups.

- **Group/partner:** Elderly Residents in Erewash
Description: Erewash has two active 50+ forums – the **Ilkeston 50+ Forum** and **Long Eaton 50+ Forum** – both co-ordinated by Derbyshire County Council. The Council is actively engaged with both. The forums give people over the age of 50 an opportunity to put across their opinions on everyday issues such as crime, transport, health and leisure. Views given at a Borough level are fed into County and Regional Forums within the network of Older People's Advisory Forums – the Derbyshire Forum meets quarterly and information on its work is available at their website . As a group considered 'hard to reach', these avenues for engagement are critically important for the elderly in Erewash and will continue to ensure that the elderly remain successfully engaged in planning matters successfully.

Notes

4 <http://www.erewashcouncil.com/lsp/>

5

<http://www2.erewash.gov.uk/moderngov/mgListCommittees.aspx?PC=1&bcr=1>

Appendix 5:

List of consultees representing interests of those with protected characteristics:

- Group: Youth Forum
Protected Characteristic: Age
Web contact: <https://www.erewash.gov.uk/consultations/erewash-youth-forum.html>
- Group: Umbrella
Protected Characteristic: Age
Web contact: <https://umbrella.uk.net/>
- Group: 50+ Forum (Ilkeston and Long Eaton)
Protected Characteristic: Age
Web contact: <https://www.derbyshire.gov.uk/community/50-plus-forum/50-forums.aspx>
- Group: Age UK Derby and Derbyshire – Erewash
Protected Characteristic: Age
Web contact: <https://www.ageuk.org.uk/derbyandderbyshire/>
- Group: Borrowbrook Home Link
Protected Characteristic: Age
Web contact: <http://borrowbrook.co.uk/>
- Group: Indian Community Association – Long Eaton
Protected Characteristic: Ethnicity
Web contact: <https://www.communitydirectoryderbyshire.org.uk/view/1416/indian-community-association-long-eaton>
- Group: Derbyshire Chinese Welfare Association
Protected Characteristic: Ethnicity
Web contact: <https://dcwassociation.weebly.com/>

- Group: CamTAD (Southern Derbyshire)
Protected Characteristic: Disability
Web contact: [**https://camtadderby.wordpress.com/**](https://camtadderby.wordpress.com/)
- Group: Sight Support Derbyshire
Protected Characteristic: Disability
Web contact: [**https://sightsupportderbyshire.org.uk/**](https://sightsupportderbyshire.org.uk/)
- Group: Communication Unlimited
Protected Characteristic: Disability
Web contact: [**https://www.communitydirectoryderbyshire.org.uk/view/423/communication-unlimited**](https://www.communitydirectoryderbyshire.org.uk/view/423/communication-unlimited)
- Group: Touchwood
Protected Characteristic: Disability
Web contact: [**https://touchwoodcentre.org.uk/**](https://touchwoodcentre.org.uk/)
- Group: Leonard Cheshire
Protected Characteristic: Disability South Derbyshire
Community Support Service Disability
Web contact: [**https://www.leonardcheshire.org/support-and-information/disability-care-and-support/activity-and-skills-groups/derbyshire-communit-0**](https://www.leonardcheshire.org/support-and-information/disability-care-and-support/activity-and-skills-groups/derbyshire-communit-0)
- Group: Derbyshire Autism Service
Protected Characteristic: Disability
Web contact: [**https://www.derbyshireautismservices.org/**](https://www.derbyshireautismservices.org/)
- Group: Derby City and South Derbyshire Mental Health Carers Forum
Protected Characteristic: Disability
Web contact: [**https://www.carersinderbyshire.org.uk/derby-city-south-derbyshire-mental-health-carers-forum**](https://www.carersinderbyshire.org.uk/derby-city-south-derbyshire-mental-health-carers-forum)

- Group: Relate Derby and Southern Derbyshire
Protected Characteristic: Marriage and Civil Partnership
Web contact: [**https://www.relatederby.org.uk/**](https://www.relatederby.org.uk/)
- Group: Children's Centre
Protected Characteristic: Pregnancy and Maternity
Web contact: [**https://www.derbyshire.gov.uk/education/early-years-childcare/childrens-centres/erewash/childrens-centres-in-erewash.aspx**](https://www.derbyshire.gov.uk/education/early-years-childcare/childrens-centres/erewash/childrens-centres-in-erewash.aspx)
- Group: Cradles Breastfeeding Group
Protected Characteristic: Pregnancy and Maternity
Web contact: [**http://www.cradles.org.uk/**](http://www.cradles.org.uk/)
- Group: Derbyshire LGBT+ Ltd
Protected Characteristic: Sexuality
Web contact: [**https://www.derbyshirelgbt.org.uk/**](https://www.derbyshirelgbt.org.uk/)
- Group: Notts LGBT+ Network
Protected Characteristic: Sexuality
Web contact: [**http://www.nottslgbt.com/**](http://www.nottslgbt.com/)
- Group: Action 4 Cotmanhay
Protected Characteristic: Social and Economic Deprivation
Web contact: [**https://www.communitydirectoryderbyshire.org.uk/view/858/action-4-cotmanhay**](https://www.communitydirectoryderbyshire.org.uk/view/858/action-4-cotmanhay)
- Group: Alzheimer's Society Derbyshire
Protected Characteristic: Dementia
Web contact: [**https://www.alzheimers.org.uk/get-involved/events-and-fundraising/local-area-fundraising/east-midlands-area**](https://www.alzheimers.org.uk/get-involved/events-and-fundraising/local-area-fundraising/east-midlands-area)

Appendix 6:

Methods of consultation in Development Management:

Major applications/departures

- Publish on website: Always.
- Publish in weekly list (published on website) : Always.
- Erection of on-site notice: Always.
- Letters sent to occupiers of property/ land which abuts application site: Always.
- Occupiers of property/ land wider afield notified: As appropriate (for example if a particularly large development with strategic implications).
- Advert in local press: Always.
- Consult with statutory and non-statutory bodies: Always - as appropriate.
- Press release: As appropriate.
- Planning Officer available to discuss application over telephone: The duty planner system enables phone conversations to occur between 8.30am and 1.00pm Mon – Fri.
- Planning Officer available to discuss application in person: The duty planner system enables ‘in person’ visits to occur at Long Eaton Town Hall reception between 8.30am and 1.00pm Mon – Fri.
- Additional forms of consultation/publicity: As appropriate (resource constrained and dependent on nature and scale of development and timescales).
- Comments accepted in writing or email: Always.
- Comments taken into account in decisions made, and reported on: Always.
- Decisions made by planning committee: In accordance with Scheme of Delegation.

Minor/Other applications

- Publish on website: Always.
- Publish in weekly list (published on website) : Always.
- Erection of on-site notice: As necessary (where, for example, the character of a wider area is affected and for applications where the development may affect the character of a conservation area).
- Letters sent to occupiers of property/ land which abuts application site: Always.
- Occupiers of property/ land wider afield notified: -
- Advert in local press: Always As appropriate (for example those affecting conservation areas and listed buildings)
- Consult with statutory and non-statutory bodies: Always - as appropriate.
- Press release: -
- Planning Officer available to discuss application over telephone: The duty planner system enables phone conversations to occur between 8.30am and 1.00pm Mon – Fri.
- Planning Officer available to discuss application in person: The duty planner system enables ‘in person’ visits to occur at Long Eaton Town Hall reception between 8.30am and 1.00pm Mon – Fri.
- Additional forms of consultation/publicity: Unlikely – but if appropriate (resource constrained and dependent on nature of minor development).
- Comments accepted in writing or email: Always.
- Comments taken into account in decisions made, and reported on: Always.
- Decisions made by planning committee: In accordance with Scheme of Delegation.

Appendix 7:

Glossary of terms used

Statement of Community Involvement

Abbreviation: SCI

Definition: A document required by law which is produced by local authorities to explain to the public how they can get involved in the production of local development documents.

National Planning Policy Framework

Abbreviation: NPPF

Definition: Originally published in 2012, with updates in 2018 and 2019, the NPPF provides policy for all national planning issues such as housing, the economy, the Green Belt and the historic environment.

National Planning Practice Guidance

Abbreviation: NPPG

Definition: The NPPG is a web based resource which brings together planning guidance on various topics into one place.

Development Plan Documents

Abbreviation: DPDs

Definition: Planning Policy documents which make up the Borough Council's Local Plan and Core Strategy. They help to guide development within a local authority by setting out detailed planning policies, which officers use to make decisions on planning applications.

Supplementary Planning Documents

Abbreviation: SPDs

Definition: SPDs add further detail to the policies outlined in the Local Plan/Core Strategy. They can be used to provide further guidance for development on specific sites or for particular issues, such as design.

Environmental Impact Assessment

Abbreviation: EIA

Definition: The process of evaluating the likely environmental impacts of a proposed project or development. An EIA takes into account both positive and negative socio-economic, cultural and health impacts.

Planning Inspectorate

Abbreviation: PINS

Definition: An executive agency of the Ministry of Housing, Communities and Local Government with responsibility to make decisions and provide recommendations and advice on planning related issues.

Sustainability Appraisal

Abbreviation: SA

Definition: A systematic process carried out during the preparation of a Local Plan. The SA considers the environmental, social and economic impacts of the Local Plan and identifies mitigation methods for any potential negative impacts. The SA contributes towards the achievement of sustainable development.

Joint Planning Advisory Board

Abbreviation: JPAB

Definition: A cross Council group which meets quarterly to discuss local issues.

Nottinghamshire Core Housing Market Area

Abbreviation: NCHMA

Definition: Erewash sits within the Nottinghamshire Core Housing Market Area. This is a partnership across local Councils whose residents travel to and from the same economic centre -in our case, Nottingham.

Neighbourhood Development Order

Abbreviation: NDO

Can be used to grant outline or full planning permission for specific development which complies with the order.

Community Right to Build

Abbreviation: CRtB

Definition: A type of Neighbourhood Development Order; the CRtB allows local communities to propose small-scale, site-specific, community-led developments. It came into force on April 6th 2012.

Local Development Scheme

Abbreviation: LDS

Definition: The LDS is the production timetable that outlines what documents will be produced and when.

Authorities Monitoring Report

Abbreviation: AMR

The purpose of the AMR is to report progress on the Local Plan against the timetable and milestones set out in the Local Development Scheme (LDS), and to assess the extent to which planning policies are being implemented.