North
Yorkshire County Council

Minerals and Waste Development Framework

Statement of Community Involvement

Adopted 2006

This document can be made available in large copy print, audio cassette, braille or languages other than English. If you require the document in one of these formats, please contact:

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A responsive County Council providing excellent and efficient local services

NORTH YORKSHIRE COUNTY COUNCIL

MINERALS & WASTE

DEVELOPMENT FRAMEWORK

STATEMENT OF COMMUNITY INVOLVEMENT

ADOPTED JULY 2006

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SUMMARY

A Statement of Community Involvement (SCI) is central to the new planning system. It aims to encourage involvement from all sections of the community:

- Community Groups
- Interested Parties
- Individuals

It explains how the County Council will involve the above organisations, groups and individuals in preparing our Minerals and Waste Development Framework (MWDF), and in taking decisions on planning applications dealt with by the Council. The document contains five sections:

1. Introduction
2. Those Consultees we intend to involve
3. The Methods of Communication we will use to involve you in the development of planning policy
4. Involvement with Planning Applications
5. Appendices: Glossary, Minimum Statutory Requirements. Locations to View this Document and applicable Regulations

This document can be viewed on our website: www.northyorks.gov.uk and copies can be obtained from the Council by emailing mwdf@northyorks.gov.uk by faxing 01609 532540, by telephoning 01609 780780 or by writing to:

Minerals & Waste Planning

Business and Environmental Services

North Yorkshire County Council

County Hall

Northallerton

North Yorkshire

DL7 8AD

HOW TO GET INVOLVED:

1. Respond to planning consultation exercises

- See Tables 7.2, 7.3, and 7.4 for involvement in the development of planning policies
- See Sections 9-17 for involvement with planning applications

2. Contact us for advice and information

- The contact details given above can be used to get in touch with the Council's planning team.

3. Request to be put on our consultation database

- By responding to a consultation on the development of planning policy, you will automatically be included on our consultation database, unless you indicate you do not wish to be included.
- You can also request to be consulted on planning issues related to specific plans or applications using the contact details given above.

4. Contact your County Councillor

- Contact details for County Councillors are available online at www.northyorks.gov.uk – in the **Council and** Democracy section of the website. Alternatively, you can call County Hall reception on 01609 780780.

5. Access our website for updates

- An increasing amount of information is available online at www.northyorks.gov.uk - in the **Environment** section of the website.

INTRODUCTION

This Statement of Community Involvement (SCI) sets out North Yorkshire County Council (NYCC)'s plans for effective community involvement in minerals and waste planning across the County. NYCC aims to encourage more people to get involved in the process so that decisions may be balanced and take into account the views of the whole community. To ensure a more open planning process, and to involve local people in helping to plan for the future of their communities, it is acknowledged that people need to be actively involved in the early stages of policy preparation and in taking decisions on planning applications.

1.0 Context

1.1 NYCC is the Minerals and Waste Planning Authority for those areas of North Yorkshire outside the City of York and the Yorkshire Dales and North York Moors National Parks.

1.2 NYCC adopted its Minerals Local Plan in 1997 and is expected to adopt its Waste Local Plan shortly. These plans contain policies to guide the development of minerals and waste activity in the county, and to ensure that demand for minerals extraction and waste management can be satisfied whilst protecting the environment and the people of North Yorkshire.

1.3 The Planning and Compulsory Purchase Act 2004 implemented substantial changes to the planning system: Minerals and Waste Planning Authorities are now required to produce a Minerals and Waste Development Framework (MWDF), containing Development Plan Documents (DPDs), which will replace the existing Minerals and Waste Local Plans. This document, the Statement of Community Involvement (SCI), will be part of the MWDF.

1.4 Details of the timetable for development of the documents within the MWDF can be found in the Councils Minerals and Waste Local Development Scheme (LDS), which is available on our website (www.northyorks.gov.uk) or can be requested by contacting the Council.

1.5 The Council must comply with the policies and proposals for community involvement set out in the SCI when preparing DPDs and when dealing with planning applications.

1.6 It is important for you to become involved at an early stage in the preparation of the MWDF as once the document has been finalised, it will provide the local planning policy context for consideration of minerals and waste planning applications and it is therefore very important that our policies take into account the views of as many stakeholders as possible.

1.7 **YOU CAN BECOME INVOLVED** in the following Minerals and Waste DPDs and associated documents:

- **The Waste Core Strategy** document sets out the overall planning strategy for waste management based on the principles of sustainable development. It will contain a number of core policies to deliver the spatial strategy and general development control policies.
- **Waste Site Specific Allocations** document contains detailed allocations for waste related development, and associated policies.
- **Minerals Core Strategy** document sets out the planning strategy for minerals development, taking account of the need to contribute to national, regional and local requirements. It will also include general development control policies.
- **Minerals Site Specific Allocations** document contains detailed allocations for minerals related developments and associated policies.
- **Proposals Maps** contain site information proposing the best location for developments.

- **Supplementary Planning Documents (SPDs)** contain planning guidance on specific issues / areas.
- **Statement of Community Involvement (SCI)** this document.
- **Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA)** are methods used to predict, reduce, report and monitor the potential effects of DPD / SPD will have on sustainability / environmental issues in the geographic area covered by the plan.

2.0 Community Profile

2.1 North Yorkshire is England's largest County, covering an area of 3,200 square miles. Over half a million people live in the county, the principle towns being Harrogate and Scarborough, with the rest being largely rural with a network of market towns and settlements.

2.2 According to the 2001 census (www.northyorks.gov.uk/census2001 and www.statistics.gov.uk/census2001) the population of the County grew to approximately 567,000, partly by indigenous growth and partly by inward migration. North Yorkshire has an older age profile with 23% of people aged over 60 compared with 21% across Yorkshire as a whole (Progress in York and North Yorkshire, 2004). There are 23% of young people aged 16-35 compared to 25% in the region overall (www.ynpu.org.uk/research). This gives the County a higher percentage of older people and a lower percentage of younger people than the average for Yorkshire. The 2001 Census indicated that the majority of population considers itself White (98.9%) and only 0.8% of the population listed themselves as a religion other than Christianity (Factsheet for York and North Yorkshire, 2004, www.lsc.gov.uk). The County is characterised by low-density population with a scattered network of market towns and villages.

2.3 There are seven districts within the county:

- Craven,
- Hambleton,

- Harrogate,
- Richmondshire,
- Ryedale,
- Scarborough, and
- Selby.

2.4 The size of the County, and the particular characteristics of minerals and waste developments, has an impact on the development of suitable approaches to community involvement in planning. Unlike other forms of development, such as housing or general industrial and commercial development, minerals and waste developments are relatively small in number, especially when considered in relation to the size of the County. Given the fundamental influence geology has on the availability of potentially workable mineral reserves, certain areas of the County have traditionally been associated with the mineral extraction industry. Other areas of the county are unlikely to be subject to pressure for extraction of minerals, although they may be subject to effects resulting from the transport of minerals. Waste development, similarly, has tended to be concentrated in certain areas, often associated with the minerals industry, or near to the more urbanised parts of the county. However, the impact of new national, regional and local policies for waste management are likely to lead to a need to develop more waste facilities, in a broad range of locations.

2.5 The Council considers that all residents and other relevant stakeholders should have the opportunity to contribute to the preparation of mineral and waste policies. The approach to involvement set out in this SCI ensures that broadly based consultation will take place. Where more resource intensive consultation or participation methods are proposed, these will be focused on seeking views from groups / communities likely to be particularly affected by particular planning decisions. This is in order to ensure the appropriate targeting of resources, bearing in mind the scale of the area covered by

this document, and the nature of minerals and waste development as outlined above.

3.0 Visions and Aims

3.1 Every local authority in England and Wales is required to produce a Community Strategy. The North Yorkshire Strategic Partnership, a group of public, voluntary and business community groups has developed the North Yorkshire Community Strategy. This seeks to promote the social, economic and environmental wellbeing of its area, with the local community in mind. It identifies the particular needs, priorities, aspirations and concerns of the local people and sets out its vision for the future of North Yorkshire.

3.2 The Council will draw upon the values of the Community Strategy in this Statement of Community Involvement and will carry forward its objectives where they relate to minerals and waste development issues. Where practicable, opportunities will be taken to link consultations on minerals and waste policy development with consultation and involvement in the development, monitoring and review of Community Strategies in North Yorkshire.

3.3 **The Community Strategy Vision:**

"North Yorkshire – a place of equal opportunity where all can develop their full potential, participate in a flourishing economy, live and thrive in secure communities, see their high quality environment protected and receive effective support when they need it." This vision helps to underpin the County Council's corporate priorities, which are set out below:

County Council Corporate Priorities:

- Secure a thriving economy.
- Provide everyone with the opportunity to develop to their full potential.
- Help people in need.

- Promote socially inclusive, safe and sustainable communities.
- Take care of our heritage, landscape and environment.
- Ensure access for all, through appropriate transport arrangements and new ways of delivering services.
- Plan for emergencies and cope with their aftermath.

3.4 The Community Strategy and the Council's corporate priorities have been used to develop the following specific Minerals and Waste vision and aims for the Statement of Community Involvement:

SCI Vision:

"The County Council's vision is to ensure that all members of the community are provided with the opportunity to engage actively and equally in the process of preparing the Minerals and Waste Local Development Framework and in any other consultation procedures concerning minerals and waste development."

SCI Aims

- **To promote and raise awareness locally of minerals and waste planning issues**
- **To respond effectively to the differing needs of the community and to actively encourage their involvement**
- **To ensure that information is made accessible to everybody through the use of electronic equipment and other means necessary**
- **To encourage more people from all community groups to become involved in minerals and waste issues affecting their locality**
- **To listen to and consider the views of the local community and stakeholders, in order that decisions are well balanced and take into account the public interest**

4.0 Legislation Influencing the SCI

National Planning policy requires local authorities to have due regard to both the Disability Discrimination Act 1995 and the Race Relations (Amendment) Act 2000 whilst preparing their Local Development Frameworks (our MWDF).

4.1 The Disability Discrimination Act (DDA) 1995

This act is a major piece of legislation aimed at addressing the discrimination that many disabled people face. One of the main areas covered by the Act concerns discrimination in access to goods, services and facilities. This statement addresses the need to provide information in appropriate formats so that documents may be accessed by all members of the community.

4.2 The Race Relations (Amendment) Act 2000

This act makes it unlawful to treat a person less favourably than others covering grounds of race, colour, nationality and national or ethnic origin and require the Council to promote equality of opportunity. The majority of North Yorkshire residents have English as their first language; therefore, documentation related to the MWDF will be produced in English. In order to make the MWDF accessible to all consultees, documents will be made available in different languages on request; this approach complies with the County Council's Community Policy Statement 2001.

5.0 Resources

5.1 The Council recognises the need to balance an effective level of community involvement with the resources available to achieve this. It is important to be realistic about what can be achieved, as this will ensure that people do not become dissatisfied with the minerals and

waste planning process and become reluctant to be involved in the future.

5.2 The process of involving communities will be co-ordinated by staff within the Council's Planning and Countryside Unit. This unit contains a team of professional planners and support staff (the Minerals and Waste Planning team) who fulfil the Councils statutory responsibilities. The team currently comprise of fifteen staff. Four team members have specific roles in the development of policy for minerals and waste and these staff will undertake the majority of community involvement work related to the MWDF. Six members of staff are assigned to the processing of planning applications for minerals and waste development and the County Council's own operational development, and these staff will undertake community involvement activity relating to the determination of planning applications.

5.3 The team budget has been increased recently following receipt of additional funding from Central Government via Planning Delivery Grant. These resources have been used to fund the creation of additional posts to support both minerals and waste policy and planning application processing work, as well as to help develop the Councils capability for electronic service delivery. Where necessary the Council intends to engage external support for community involvement activity, for example, employment of independent facilitators and the Council have budgetary provision for this. County Council premises such as libraries will also provide a physical resource to assist in community involvement.

5.4 Given the size of North Yorkshire, and the highly dispersed distribution of existing and potential Mineral and Waste development, we will develop proposals for community involvement that recognise the constraints under which we operate.

5.5 The Council will keep under review the resources available for community involvement in order to meet commitments within the SCI.

CONSULTEES

This section summarises the range of organisations, groups and individuals the Council will be seeking to involve in the development of the Council's MWDF. Please see the Planning Applications (Sections 9-17) for further information regarding those who will be consulted on planning applications.

6.0 Consultation

6.1 Consultees are people / organizations we seek to involve in the preparation of the Council's MWDF. They can be split into two broad groups:

- Specified Consultation Bodies
- General Consultation Bodies

(Further details in section 6.5 and 6.6)

6.2 The County Council is required to consider consulting a number of specified and general groups and organizations in order to comply with the requirements set out by Central Government. These include: *The Town and Country Planning (Local Development) (England) Regulations 2004*; *The Environmental Effects of Certain Plans and Programmes Regulations 2004*; and *Planning Policy Statement 12: Local Development Frameworks*.

6.3 The Council must decide who to consult on at any particular stage of development of a LDD. The decision whether to consult with a stakeholder will be based on whether the Council determines that the group or organization:

- Has a interest in the issue dealt with by the LDD;
- Has relevant expertise or data related to the LDD;
- Has specific needs that are addressed by issues covered in the LDD;

- Represents all / part of the geographic area covered by issues in the LDD.

6.4 The Council's minerals and waste planning unit will maintain a database identifying consultees who have been involved in the development of the MWDF. The database will indicate which of the consultees have been issued with copies of each of the consultation documents, produced for the MWDF, as well as indicating any comments returned by consultees. Responses to formal consultations undertaken by the Council in relation to the MWDF will be reported back to the Council and such documents will be publicly available.

6.5 Specified Consultation Bodies

6.5.1 These organizations are identified in *The Town and Country Planning (Local Development) (England) Regulations 2004*. They include: regional government; the seven District and Borough Councils in North Yorkshire; adjoining local planning authorities; Parish Councils within and adjoining the area covered by a particular LDD; and a number of other identified organizations including the Regional Development Agency. A full list of consultees is provided at Appendix D of this document.

6.6 General Consultation Bodies

6.6.1 These consultation bodies cover all other types of organizations and groups which may be consulted in relation to the development of the MWDF. They will include, but not be limited to, the following types of groups and organizations:

- Voluntary;
- Minority Ethnic;
- Religious;
- Disability;
- Environment

- Amenity;
- Business & Land Interests;
- Community;
- Relevant people within the County Council, including Members;
- The General Public.

6.6.2 We also envisage the general public playing an essential role in both the preparation of our MWDF and in the determination of planning applications as they often have particular local knowledge and an interest in the local environment and community.

6.7 Other Consultation Issues

6.7.1 The Council acknowledges that some groups of potential consultees will be hard-to-reach. Groups can be hard-to-reach for a variety of reasons and those considered hard-to-reach may vary dependent on the nature of the issue being consulted upon. The Council has identified a number of groups who may be considered hard-to-reach for a variety of reasons. These are:

- Minority ethnic groups,
- People with disabilities,
- The particularly young / old,
- Those living in remote / rural areas,
- Those who work during normal office hours

6.7.2 The Council's Community Strategy indicates that we will make all reasonable efforts to ensure that information is accessible to everyone by making use of the Council's Citizens' Panel.

6.7.3 The County Council will make use of the Citizens' Panel, which currently comprises 2090 people, representative of those living within North Yorkshire. A third of the panel is "refreshed" each year with new panel members appointed, thereby avoiding the panel becoming unrepresentative over time as panel members learn more about council

services The whole panel is contacted around four times a year with a questionnaire, which may cover issues across a whole range of Council services. Some members of the Citizens' Panel also take part in focus groups of approximately twelve people, which are set up as needed to discuss specific topics on which the Council wants feedback.

6.7.4 The Minerals and Waste team will make use of the Citizens' Panel to enable us to reach people who we would ordinarily find hard-to-reach. For further information on the Citizens' Panel, including how to join, please see the Council's website (www.northyorks.gov.uk). Alternatively, please contact the Corporate Performance Manager, who is based at County Hall, Northallerton, on 01609 780 780.

6.7.5 Where we hold community based consultation events, we will seek to ensure that these are organised (for example in relation to choice of venue and timing) to encourage participation from as wide a cross-section of the community as possible. This will involved ensuring that venues are accessible to people with disabilities and timing events to ensure that people who work during normal daytime hours are able to attend.

6.7.6 It has not been possible to identify any current opportunities to carry out simultaneous consultation on the MWDF alongside other consultation exercises. However, this will be kept under review and any opportunities for common consultation will be maximised where possible.

6.8 Expectations from Consultation

6.8.1 From experience the County Council recognizes that organizations and individuals are more likely to become involved with the planning system if they consider that a development proposal will affect them directly. However, because of the range of views and interests expressed in consultation responses, it is rarely possible to find development

solutions that completely satisfy everyone. It is important to understand that getting involved in consultation does not guarantee that your views will prevail; however, we undertake to consider the issues you raise, and provide clear explanations as to why decisions have been taken.

6.8.2 During early consultation on the MWDF, consultees were asked to indicate how they would prefer to be consulted. The small number of responses received to the initial consultation exercise may not be representative and do not provide sufficient information on which to base a strategy for consultation. However based on preliminary survey results there would appear to be an overall preference for the provision of paper copies.

MWDF METHODS OF COMMUNICATION

Note: For information related to methods of communication for planning applications, please see Table 10 and associated sections.

The minimum requirements for community involvement are set out in the *Town and Country Planning (Local Development) (England) Regulations 2004*. (These can be found at http://www.opsi.gov.uk/si/si2004/20042204.htm)

The County Council will meet and intends to surpass these minimum requirements in order to involve community groups, organizations and individuals in the preparation and development of the documents within our Minerals and Waste Development Framework.

7.0 Access to Information

7.1 In order to reach all members of the community, information relating to the drafting of MWDF will be made widely available through a variety of methods:

- Information will be made available in paper and electronic formats.
- Copies of all DPDs will be available to view at North Yorkshire County Council libraries and on the North Yorkshire County Council website: www.northyorks.gov.uk. Please see Appendix C for further information.
- DPDs will be available to view at District Council offices and in the Minerals and Waste Planning Unit at County Hall, Northallerton.
- DPDs and information relating to them can be made available in large copy prints, audio cassette, Braille or languages other than English.

7.2 A variety of methods of communication have been considered to understand which methods are most applicable to various stages of LDD production, from information provision methods to full participatory communication methods. Table 7.1 indicates the type of communication methods the Council may use when consulting on an LDD. The precise method of communication used will be dependent on the stage of production and issues dealt with by a particular LDD.

Table 7.1 Assessment of Methods of Communication:

Potential Communication Methods	Strengths	Weaknesses	Does it Inform, Consult or Participate?
Documents available at local Planning Offices and Libraries.	Documents will always be present.	May not be accessible to all, but mobile libraries will be used to counteract this.	I & C
Letters to Statutory and non-Statutory bodies	Specific feedback.	Time limit for responses (for participants).	I & C
Internet (website and emails)	Cheap to distribute. Easily updated and amended.	Limited Access. Information needs to be carefully designed. May not reach all sections of the community.	I & C
Surveys/Questionnaires	Can be targeted to a specific audience. Easy to analyse.	Exclude those with poor language skills. Time-consuming to complete.	C
Local Press	Can be written for specific audiences.	No guarantee would reach target groups.	I
Leaflets	Simplify complex topics.	May be treated as junk mail and not read.	I
Public Exhibitions/Displays	Gives residents some flexibility in deciding when to visit. Encourages feedback and comment. Can reach rural areas.	Attendees may not be representative of wider community. Responses distorted towards information presented. Cannot cover all communities.	I, C & P
One-to-one meetings with Stakeholders	Targeted response.	Time-consuming and slow.	P
Public Meetings	A useful means of creating interest and debate on local issues.	Attendees may not be representative. Large meetings can be inhibiting. Meetings can be hijacked by most vocal.	I & P
Focus groups / Citizens' panel / Facilitated Workshops	Can help identify solutions. Could involve marginalised groups.	Works best with a trained facilitator – expensive. May be inhibiting for some.	C & P

Informing people – We will keep people up to date with the current position at each stage of the process. While the Council will endeavour to keep stakeholders informed and up-to-date regards progress on the MWDF it remains the responsibility of individuals and groups to make representations and become further involved.

Consulting people – We will find out what individuals/groups think about particular approaches that are being taken.

Participation – We want active involvement from individuals/groups in order to further the discussion around a particular issue.

Table 7.2: Where Can I Get Access To Consultation Documents?

Stage of Process	Documents	Answer
Early Stage: • Set context • Consider issues • Develop options (Formal requirements of regulation 25*)	DPD SPD SCI	• They will be available as an electronic copy on the Council's website. • They will be available to view as a paper copy at County Hall, Northallerton. • They can be requested as an electronic or paper copy. • Large print / alternative language documents will be provided on request.
Mid Stage: • Develop preferred options for the document (Formal requirements of regulation 26*)	DPD SCI	• They will be available in as electronic copies on the Council's website. • They will be available to view as a paper copy at County Hall, Northallerton. • They will be available to view as a paper copy at each of the seven District and Borough Council offices within the County. • They will be available to view as a paper copy at libraries across the County. • A Press Notice will appear in local newspapers across the County.
Late Stage: • Submission of document for examination / adoption (Formal requirements of regulations 17 and 28*)	DPD SPD SCI	• They will be available in as electronic copies on the Council's website. • They will be available to view as a hard copy at County Hall, Northallerton. • They will be available to view as a hard copy at each of the seven District and Borough Council offices within the County. • They will be available to view as a hard copy at libraries across the County. • A Press Notice will appear in local newspapers across the County.

* Town and Country Planning (Local Development) (England) Regulations 2004

Table 7.3: I am a Specified Consultee – How can I be Involved?

Stage of Process	Documents	Answer
Early Stage: • Set context • Consider issues • Develop options (Formal requirements of regulation 25)	DPD SPD SCI	• We will send a formal letter informing that the consultation process has begun. This letter will tell you where to view the document or obtain a paper or electronic copy of it. • You can view, print and / or download the document from the Council's website.
Mid Stage: • Develop preferred options for the document (Formal requirements of regulation 26)	DPD SCI	• We will send you a copy of the document (either electronic or paper, depending on the preference indicated to us at the Early Stage of consultation). • You can view, print and / or download the document from the Council's website. • You can view a hard copy of the document at County Hall, at each of the seven District and Borough Council offices within the County and at libraries across the County.
Late Stage: • Submission of document for examination / adoption (Formal requirements of regulations 17 and 28)	DPD SPD SCI	• We will send you a copy of the document (either electronic or paper, depending on the preference indicated to us at the Early Stage of consultation). • You can view, print and / or download the document from the Council's website. • You can view a hard copy of the document at County Hall, at each of the seven District and Borough Council offices within the County and at libraries across the County.

Table 7.4: I am a General Consultee – How can I be Involved?

Stage of Process	Documents	Answer
Early Stage: • Set context • Consider issues • Develop options (Formal requirements of regulation 25)	DPD SPD SCI	• You can view, print and / or download the document from the Council's website. • You can contact us to request to be added into our consultation database and therefore be further involved. • You may be sent a letter if the Council considers that the subject matter is of relevance to you or your organisation / group.
Mid Stage: • Develop preferred options for the document (Formal requirements of regulation 26)	DPD SCI	• If you have requested at the Early Stage of consultation to be involved further: o We will send you a copy of the document (either electronic or paper, depending on the preference indicated to us at the Early Stage of consultation). • If you have not been involved the Early Stage of Consultation you can: o Contact us to request to be added into our consultation database and therefore be further involved. o View, print and / or download the document from the Council's website. o View a hard copy of the document at County Hall, at each of the seven District and Borough Council offices within the County and at libraries across the County.
Late Stage: • Submission of document for examination / adoption (Formal requirements of regulations 17 and 28)	DPD SPD SCI	• If you have requested at the Early or Mid Stage of consultation to be involved further: o We will send you a copy of the document (either electronic or paper, depending on the preference indicated to us at the Early Stage of consultation). • If you have not been involved the Early or Mid Stage of Consultation you can: o Contact us to request to be added into our consultation database and therefore be further involved. o View, print and / or download the document from the Council's website. o View a hard copy of the document at County Hall, at each of the seven District and Borough Council offices within the County and at libraries across the County.

7.3 Further Involvement

The Council recognises that in order to gain the involvement and views of particular groups it will need to undertake other forms of consultee and community involvement. It is anticipated that such further activities will include holding workshops / public meetings / exhibitions, consulting the Council's Citizens' Panel and Local Area Committees, producing leaflets / posters, and holding one-to-one meetings with interested parties. These consultation methods will be utilised where the Council feels such activity will be appropriate and add value to the development of the document being produced. The choice of method will take into account the strengths and weaknesses of the various methods set out in Table 7.1.

7.4 Requirements for examination

All DPDs and the SCI will be independently examined before they are adopted. The Council will publish the date, time, location of the examination, and the name of the person appointed to undertake the examination, on the Council's website (www.northyorks.gov.uk) at least 6 weeks before the start date of the examination. Further to this we will contact consultees, who have made, and not withdrawn, representations on a submission document, with details of the examination and advertise said details in the local press. Any recommendations made regarding the plan, by the independent inspector, will be available for view at County Hall, the seven District and Borough Council Offices and County Libraries as well as on the Council's website.

7.5 Requirements for adoption consultation

When adopting any document produced within the MWDF, we will fully comply with the requirements set out in the *Town and Country Planning Regulations (Local Development) (England) 2004*

Regulations. This will involve making the document and relevant supporting documents available on the Council's website as well as at County Hall, the main offices of the seven District and Borough Council's and County Libraries. The adoption of the document will be advertised in the local press indicating when and where it is available to view.

8.0 Reporting Back

8.1 The comments received by the Council within the consultation period at each key consultation stage will be added into our consultation database and all views will be taken into consideration in the preparation of the MWDF. Where appropriate, changes will be made to documents in the light of responses received. A summary of consultation responses to key consultation stages will also be reported to the Council's Executive, indicating how the responses to the consultation will be taken into account at the next stage of LDD production.

8.2 We will make sure that the Minerals and Waste Planning team are approachable to the public and are able to answer questions and queries in relation to the MWDF and planning applications.

8.3 The Council is required to submit a Statement of Compliance alongside every DPD for public examination. This document will show how each final document has been influenced and amended due to views received.

8.4 With regard to planning applications, the Council will ensure that members of the community affected by particular developments are correctly notified and that significant applications are well publicised. Please see the section on Planning Applications for further information.

8.5 Monitoring and Review of the MWDF and SCI

8.5.1 On adoption of the SCI, the Council is bound by its contents. However, it will be under regular review through the Annual Monitoring Report (AMR).

8.5.2 The Council is required to produce an AMR, which will be made public. It will:

- review the progress of document preparation against the timetable and milestones of the LDS;
- assess the extent to which the policies are being implemented;
- if policies are not being implement explain why and set out steps that will be taken;
- explain why policy is to be amended or replaced;
- identify significant effects of policies and if they are as intended; and
- assess the need for any review of the SCI.

8.5.3 The criteria to be used to assess the need for a review of the SCI are whether it:

- sets out the process of community involvement in the MWDF and planning application process in an accessible way;
- proposes appropriate techniques for community involvement;
- involves the community effectively.

In reviewing the SCI, regard will be had to feedback received from consultations in relation to the MWDF and planning applications.

PLANNING APPLICATIONS

This section looks and how the Council will engage the community in deciding planning applications. There is the potential for involvement at the following stages:

- Pre-Submission
- When the Planning Application is received
- Whilst the Application is being processed and determined

9.0 Summary

9.1 The process of deciding or determining planning applications is known as Development Control (DC). North Yorkshire County Council (NYCC) is the Planning Authority responsible for determining planning applications relating to the following:

- Mineral development
- Waste development
- Planning applications relating to development that the County Council itself proposes to carry out (e.g. road construction and new schools).

9.2 The Council deals with approximately 80 minerals and waste applications and approximately 250 County Council developments per year.

9.3 Opportunities for community involvement in DC may occur at a number of stages in the process. It is not possible to specify in this document the precise nature of consultation and involvement that will take place in any particular case, owing to the wide range of proposals that may come forward and the range of site-specific issues that may apply. However, it is intended that the general approach to community involvement set out in this SCI will apply in all cases.

9.4 The DC process is also subject to statutory and non-statutory targets relating to the speed of decision-making. When involving the community in the process there will therefore always be a need for the Council to strike a balance between allowing a reasonable opportunity for involvement, whilst ensuring that decisions are taken in a timely manner. Case Officers will use their discretion to determine the method and extent of consultation in any particular case, whilst ensuring that statutory requirements for consultation on applications are met. Table 10 summarises the main methods of communication that the Council will use at various stages in the processing of applications.

Table 10: Potential Methods of Communication with regard to Planning Applications:

Stage in Process	Potential Method of Communication
Receipt of application	• Publish weekly list of applications on NYCC website. • Send copy of application to District Council for inclusion on their weekly list of applications. • Send copy of application to Parish Council. • Send copy of application to statutory and other relevant consultees. • Publish notice and / or notify immediate neighbours by letter. • Notify County Council Ward Member.
Processing of application	• Acknowledge receipt of any written representations received, enclosing leaflet entitled called 'Applicants, Objectors & Other Interested Parties Wishing to Address the Planning Committee'. • Re-consult relevant consultees where significant changes have been made, or significant new information has been received.
Determination of Application	• Officers report to committee, including recommendation, published on website, usually 5 days prior to the meeting. • Meeting of the Planning and Regulatory Functions Committee are open to the public. • Applicants, Parish Councils and an objector can present views in person to the Committee.

9.5 Table 10 applies to all applications dealt with by the County Council i.e. Minerals and Waste, County Council Development and Listed Building and Conservation Area Consent.

9.6 More details of the Council's approach to community involvement in the determination of planning applications are set out below. Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 and Regulation 5 of the Planning (Listed Building and Conservation Area) Regulations 1990 setting out the statutory requirements for publicity and consultation are reproduced at Appendices E and F of this document.

10.0 Pre-Application Discussions

10.1 Community involvement before an application is submitted can raise new issues, help allay concerns, may amend the proposals and speed up the planning application process, but may not always be possible due to practical, timescale and financial restraints.

10.2 The Council will encourage prospective applications for major or sensitive development to carry out pre-submission publicity and consultation with the local community. While the methods to be used will be at the discretion of the applicant, the Council will encourage the use of such methods as public meetings, public exhibitions and presentations, presentations to Parish Councils, leaflet drops and publicity in local media. Applicants are encouraged to take into account any feedback received when finalising their proposals.

10.3 Whilst it is not possible to specify in detail which type of application should be accompanied by pre-submission publicity, the Council would generally expect all applicants for new mineral working and the establishment of significant new waste management facilities to carry out some form of pre-submission publicity and to provide details of publicity undertaken within their application.

11.0 Submission of a Planning Application

11.1.0 General

11.1.1 Following the submission of a valid planning application, consultation will take place with Statutory Consultees as identified in the Town and Country Planning (General Development Procedure) Order 1995 (as amended).Where appropriate the County Council will also identify other relevant, but non-statutory consultees.

11.1.2 A copy of all applications received by the County Council will be made available for public inspection at the County Council Offices and relevant District Council Office during normal office hours.

11.1.3 Members of the public wishing to view an application at County Hall are requested to contact the Minerals and Waste Planning Team in advance of their visit to ensure that a member of staff will be available to deal with their queries. Members of the public wishing to view an application at any of the District Councils are requested to contact the relevant office prior to their visit for the same reasons.

11.1.4 Copies of application documents will not normally be provided direct to the public except in cases where there is genuine difficulty in a member of the public visiting the office. In situations where copies of documents are provided, there may be a reasonable charge for copying.

11.1.5 Members of the public who make representation in writing will normally be sent an acknowledgement. In cases where petitions are received and it is not clear who has co-ordinated the petition, an acknowledgement will be sent to the first signatory only. Where very large volumes of letters are received from the public, it may not be possible to acknowledge them all.

11.2.0 The Wider Community

11.2.1 A weekly list of planning applications received will be published on the NYCC website. Applications to be determined by the Council are also included on lists of applications received by the various District Councils in North Yorkshire. The weekly lists produced by the District Councils are subject to a range of publicity procedures, as each District considers appropriate. The relevant parish council is provided with a copy of any application received and comments are invited. Where major developments are proposed on land adjoining parish boundaries, consideration will be given to consulting adjoining parish councils.

11.2.2 Applications for major development will be advertised in the local press, explaining where full details can be inspected and where comments should be sent. The County Council also advertises in the local press Listed Building or Conservation Area consent applications.[1]

11.2.3 A site notice will be erected at a publicly accessible location on (or as close to as is practicable) to each application site giving details of the application and specifying where a copy can be inspected and where comments can be sent. This will specify a minimum period of 21 days from the date of erection of the notice for submission of any comments.

11.2.4 Where an application is accompanied by an Environmental Impact Assessment, this will be specified in the notice.

11.2.5 County Councillors will be notified by letter of all applications received within their ward.

11.2.6 Officers and Councillors will, so far as practicable, attend Parish Council, Residents Association, or similar meetings, or meet individuals

[1] We commonly place notices in the following papers: the Craven Herald and Pioneer, the Darlington and Stockton Times, the Harrogate Advertiser, the Malton Gazette and Herald, the Scarborough Evening News, the Selby Times and the Yorkshire Evening Press.

or other organisations to provide information and listen to views, particularly where proposals may give rise to substantial impacts or affect a significant number of people.

11.3.0 Individual Consultation

11.3.1 In certain cases, occupiers of neighbouring premises will be notified of applications by individual letter, indicating where the application can be inspected and where comments can be sent.

11.3.2 Circumstances where notification will take place by this means, either instead of, or in addition to erection of a site notice, may include cases where:

- the Case Officer dealing with the application considers that a site notice is unlikely to be an effective means of drawing local occupiers attention to the application;
- a site is in a relatively densely built-up area;
- or where there is only one or a very small number of nearby properties in an otherwise undeveloped area.

11.3.3 In all situations, Case Officers will use their discretion to determine which method of consultation to use and how extensively any direct notification will be. In most cases, direct notification by letter will only be to the occupiers to immediately adjoining property.

11.3.4 Representations on applications can be submitted in writing, by email or via NYCC's website (see pages 1 and 2 of this document for contact details).

11.3.5 The County Council expects to expand its capability for electronic exchange of information on planning applications and more information on this will be provided on our website at the appropriate time.

12.0 During the processing of Planning Applications

12.1.0 Additional Information Received

12.1.1 It is common for further information to be submitted by applicants, and / or for negotiations to take place between the County Council and applicants for planning permission, particularly in respect of major or complex proposals, or those in sensitive locations.

12.1.2 This is likely to result from the need for more information to allow assessment of the application, or be in response to comments and concerns raised by the County Council and the wider community, including consultees.

12.1.3 In some cases, the process of dialogue between applicants and the County Council will lead to amendments to the application being submitted. This process of dialogue is an important part of DC as it can help to improve the quality of both the decision-making process and the proposals themselves. In many cases amendments to applications arising from this process tend to reduce the impact of the development compared with the original submission.

12.1.4 In order to ensure that the speed of decision-making is not unreasonably affected, the Council will generally not carry out further consultation, or publicity, except where:

- amendments are proposed that significantly increase the scale of any off-site impact or significantly change the nature of any off-site impact;
- amendments are made resulting in an increase in the size of the application area, or a significant change in the configuration of the application area;
- additional information is received that is deemed by the Planning Authority to be of significance in assessing the impacts of the proposal, or where;

the original application was accompanied by an Environmental Statement.

12.1.5 The decision on whether to re-consult or re-publicise will be taken by the Case Officer based on the circumstances of each particular case. In these situations as much time as possible will be allowed for consultees and the community to submit further comments. However where necessary, a reduced time for submission of a response may be specified in order to avoid undue delay in determination of the application.

12.2.0 Site Visits

12.2.1 Sometimes, Members of the Planning and Regulatory Functions Committee may decide to visit an application site before taking a decision on the application. If this happens, a representative of the Parish Council will normally be invited in writing to attend the visit and, at the discretion of the Chairperson, may address members.

12.2.2 Site visits are not public meetings of the Committee and are used to help members familiarise themselves with the site and clarify factual matters before taking a decision at a later date.

13.0 When an Application is Decided

13.1.0 Planning Committee (Unresolved Objections)

13.1.1 Major applications and applications where there are unresolved objections are normally decided by the Planning and Regulatory Functions Committee (also known as Planning Committee). Planning Committee documents (including agenda, reports and recommendations) are made available to the public on our website. Copies can also be requested from the relevant case officer, although this may incur a charge.

13.1.2 We provide a leaflet giving details of rights to address Planning Committee, which is called 'Guidelines for applicants, objectors & other interested parties wishing to address the planning and regulatory committee' (available on request). The fundamentals of this leaflet are outlined below. At Planning Committee, you can:

- Ask a public question (written or spoken) to the Committee Chairperson at the start of the meeting;
- Speak for or against. For each application, one objecting and one supporting speaker (usually the applicant), together with a representative of the Parish Council, may speak for up to three minutes each (at the Chairperson's discretion).

13.1.3 Parish Councils and individuals who have written in to make comments on an application will be sent a copy of the above leaflet.

13.1.4 Notification of a request to address Committee should be given to the Council's Committee Services Unit, at least three working days before the meeting to the address below:

Head of Committee Services
County Hall
Northallerton
North Yorkshire
DL7 8AH
Tel: 01609 780780
Fax: 01609 532540
Email: committee@northyorks.gov.uk

13.2.0 No Unresolved Objections

13.2.1 In some cases, applications are determined by the Director of Environmental Services. Applications will only be dealt with in this way where no unresolved objections have been received.

14.0 Making the Results of Decisions Available

14.1 When a planning decision is issued, a copy will be sent to the relevant District and Parish Council and to statutory consultees. The County Council will also write to persons who made representations on the application to advise them of the decision. Planning decisions can be viewed on the NYCC website.

15.0 Appeals

15.1 Only applicants have the right of appeal; there are no rights enabling third parties to appeal against a planning decision. When an appeal is received, those involved at the planning application stage are notified in writing about the appeal and are informed how to make their views known.

15.2 Where persons and organisations have already made comments in writing at the planning application stage, a copy of the letter will automatically be sent to the Planning Inspectorate unless the originator of the letter specifically requests otherwise.

15.3 For informal hearings and public inquiries, a site notice will also be erected to publicise the date, time and location of the hearing or inquiry.

15.4 Guides to taking part in a planning appeal are available from the County Council or from the Planning Inspectorate website at www.planning-inspectorate.gov.uk

16.0 Monitoring and Compliance

16.1 Minerals and waste developments may be active for many years once planning permission has been developed. Many planning permissions have a number of conditions attached to them that limit and control how certain aspects of the development may be carried out.

16.2 The Community is encouraged to draw the Council's attention to any concerns about how a site is being operated. Contact can be made in writing, by telephone or via email.

16.3 The Council aims to investigate complaints within three working days and respond to the complainant as soon as possible thereafter. Complaints are treated confidentially and therefore no community consultation takes place.

16.4 Some major quarries and waste management facilities have established liaison and consultation groups including representatives from the local community, the site operator and the local authorities. Their aim is to improve the exchange of views and information and to help resolution of issues and concerns. The Council will continue to encourage site operators to put such arrangements in place where justified by the scale of the development.

17.0 Access to Advice and Assistance on the Planning Process

17.1.0 Elected Members

17.1.1 Councillors play an essential role in preparing the MWDF. They approve County Council policies and are elected to represent the best interests of their community. They also decide the more significant or controversial planning applications.

17.1.2 People affected by planning decisions and proposals will often seek the support of their local Councillor in order to try to influence decision-making. Lobbying is a normal procedure and very much part of the political process.

17.1.3 However, Councillors are guided by a Code of Conduct to ensure that they do not prejudice decision-making, and to ensure that they act in the wider public interest. The Council has adopted a Planning Code of Practice, which can be viewed on the NYCC website. For further information, please see the Planning Applications section.

17.1.4 Councillors help the local community with planning issues, ensuring that all views are taken into account. There are a number of elected member bodies who may be involved at different stages:

- The full Council, who are responsible for agreeing major policies submitted to Government for examination, and for confirming adoption of policies.
- The Executive, who have responsibility for approving County Council policies
- The Planning and Regulatory Functions Committee, who take decisions on planning applications and act as a consultees on planning policy formulation
- Area Committees, who have a key role in considering local issues

17.1.5 The seven area committees broadly represent the seven districts within North Yorkshire; they will be consulted throughout the key stages of the preparation of the MWDF because they will be able to advise on the issues important to their locality.

17.2 Planning Aid

17.2.1 Yorkshire Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant.

17.2.2 Planning Aid is a vital part of the planning system because it enables local communities, particularly those with limited resources, to participate effectively in planning matters. The County Council will promote the use of this service to the people of North Yorkshire so that they may be provided with a better service. Planning Aid can be contacted via the following addresses:

website: www.planningaid.rtpi.org.uk
Email: info@planningaid.org.uk
Postal: Unit 419, The Custard Factory, Gibb Street, Birmingham, B9 4AA
Telephone: 0121 693 1201

17.3 The Planning Portal

17.3.1 The Planning Portal is a website created by The Planning Inspectorate that offers a wide range of services and guidance on the planning system. It is easily accessible and explains how the planning system works in a way that can be easily understood by members of the public with no prior experience of the planning system.

17.3.2 The Council will aim to promote the use of this website through minerals and waste consultations and significant development control applications. Creating a better understanding of the planning process can improve service delivery and help to speed up consultation.

Website: www.planningportal.gov.uk

APPENDICES

Appendix A - Glossary

Annual Monitoring Report (AMR) - Statutory document produced annually to monitor if the Council is meeting its LDS timetable and the success or otherwise of its policies. For further information, please see the Context section in the Introduction. For further information, please see the Reporting Back section of the MWDF Methods of Communication section of this document.

Area of Outstanding Natural Beauty (AONB) – "The primary purpose of an AONB is to preserve and enhance natural beauty. The National Parks and Access to the Countryside Act 1949 provided the legal basis for designation of nationally important landscapes and resulted in the creation of the National Parks and AONBs" (www.aonb.org.uk). A North Yorkshire example is Nidderdale AONB situated on the eastern edge of the Pennines.

Campaign to Protect Rural England (CPRE) – A national charity with local branches devoted to protecting and enhancing rural England. It encourages the sustainable use of land and other natural resources in town and country.

Council / County Council – For the purposes of this document, this will refer to NYCC unless otherwise stated.

County Councillors / Ward Members / Elected Members - Local authorities consist of elected County Councillors, who are voted for in a way broadly similar to that for elections of Members of Parliament for central government. To stand for election, candidates must either be registered as an elector or have some other close connection within the electoral ward of their candidature, such as their principal place of employment.

Department for Environment, Food and Rural Affairs (DEFRA) –"DEFRA works for the essentials of life - water, food, air, land, people, animals and plants" (www.defra.gov.uk).

Development Control (DC) – The process of determining, or deciding, Planning Applications. For further information, please see the Planning Applications section.

Development Plan Documents (DPDs) – The main DPDs that make up the LDF. For NYCC they will be the Waste Core Strategy, Waste Site Specific

Allocations, Minerals Core Strategy and Proposals map. For further information, please see the Context section in the Introduction.

Development Plan Documents (DPDs) - Documents forming part of the Local Development Framework. They can be either a DPD (the main documents) or a SPD (additional documents). For further information, please see the Context section in the Introduction.

Local Development Framework (LDF) - Comprises a portfolio of Development Plan Documents, which will provide the framework for delivering the spatial planning strategy for the area. Our MWDF is one of these LDFs. For further information, please see the Context section in the Introduction.

Local Development Scheme (LDS) - Sets out the programme for the preparation of the DPDs. For further information, please see the Context section in the Introduction.

Local Strategic Partnership (LSP) – Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. It is responsible for preparing the Community Strategy.

Minerals and Waste Development Framework (MWDF) – A minerals and waste LDF framework within which the DPDs, DPDs and SPDs sit to form a cohesive Minerals and Waste Policy for North Yorkshire.

National Park – "Areas designated as such to conserve and enhance the natural beauty, wildlife and cultural heritage of the area; and to promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public" (www.yorkshiredales.org.uk). The National Park Authority is responsible for these areas, two of which can be found in North Yorkshire: The North York Moors National Park and the Yorkshire Dales National Parks.

North Yorkshire County Council (NYCC) – The local authority that has the responsibility for the county of North Yorkshire. For planning purposes, this does not include the areas within the county boundary of The City of York Council and the North York Moors and Yorkshire Dales National Parks.

The Department for Communities and Local Government (DCLG) The central government department with a remit to promote community cohesion and equality, as well as responsibility for housing, urban regeneration,

planning and local government. This department was formally known as the Office of the Deputy Prime Minister (ODPM) prior to 5 May 2006.

Planning Aid - Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to afford to pay for the full costs of such advice. Planning Aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively.

Planning Portal - A website created by The Planning Inspectorate that offers a wide range of services and guidance on the planning system. It is easily accessible and explains how the planning system works in a way that can be easily understood by members of the public with no prior experience of the planning process.

Planning and Regulatory Functions Committee - Also known as (the) Planning Committee, or simply (the) Committee. This is where decisions regarding planning policy and planning applications are taken.

Statement of Community Involvement (SCI) – This document, which is one of the DPDs. It sets out how and when the community can get involved in the preparation of DPDs; our vision and strategy for community involvement and how this links to other initiatives such as the community strategy; and how the results will feed into DPD preparation.

Supplementary Planning Documents (SPDs) – Minor policy guidance documents to supplement the policies and proposals in DPDs. They will not form part of the development plan or be subject to independent examination. They were formally known as Supplementary Planning Guidance (SPG). For further information, please see the Context section in the Introduction.

Appendix B - Minimum Statutory Requirements

Following guidance from the Department for Communities and Local Government (DCLG), an effective SCI should fulfil nine criteria (*Community Involvement in Planning: The Government's Objectives, ODPM, 2004*)

1. Show that the LPA is meeting legal requirements (as set out below).
2. Set out the LPA's overall vision and strategy for community involvement, and how this links with other community involvement initiatives.
3. Identify the range of local community groups who need to be involved.
4. Show that the LPA understands how best these communities can be involved in a timely and accessible way, and has identified suitable techniques to use.
5. Be clear about the different stages of involvement and shows that these will be done in ways that work for the different stages and for the particular communities.
6. Show that the LPA can resource and manage the process effectively. This should include a clear understanding of the roles of members and officers in the process.
7. Show how the results are to be fed into preparation of Development Plan Documents and Supplementary Planning Documents.
8. Set out how the LPA will learn from the experience and improve arrangements.
9. Set out the LPA's policy for consultation on planning applications.

Legal Requirements:

• Informal pre-submission consultation.

• Formal pre-submission participation with the bodies specified (including District Councils, neighbouring County Councils and the Environment Agency) and with the bodies that the authority considers appropriate.

• Once submitted to the Secretary of State (SoS) the LPA must make a copy Development Plan Document available for public inspection and send a copy to the specified bodies.

• Consultation on supplementary planning documents is a formal requirement before they can be adopted although there will be no independent examination. They should be subject to rigorous procedures of community involvement. Supplementary planning documents should be subject to public participation. Authorities must consult with the bodies that are appropriate to the document in question.

Appendix C – Locations to view this document within North Yorkshire

Craven District

Council Offices:

- Craven District Council, Town Hall, Skipton, BD23 1AH. Tel: 01729 700600
- Craven District Council, Settle Town Hall, Settle, BD24 9EL. Tel: 01729 824111

Libraries and Information Centres:

- Bentham Library Main Street, High Bentham, Lancaster, LA2 7JU. Tel: 015242 61388
- Crosshills Library, Main Street, Crosshills, Keighley, BD20 8TQ. Tel: 01535 632411
- Embsay Library, The Institute, Main Street, Embsay-with-Eastby, Skipton, BD23 6RE. Tel: 01756 700367
- Gargrave Library, Gargrave village hall, West street, Gargrave, Skipton, BD23 3RD. Tel: 01756 748350
- Grassington Library, 57 Main Street, Grassington, Skipton, BD23 5AA. Tel:01756 753050
- Ingleton Library, Main Street, Ingleton, Carnforth, Lancaster, LA6 3HG. Tel: 01524 241758
- Settle Library, 4 High Street, Settle, BD24 9EX. Tel: 01729 823456
- Skipton Library, High Street, Skipton, BD23 1JX. Tel: 01756 792926

Hambleton District

Council Offices:

- Hambleton District Council, Civic Centre, Stone Cross, Northallerton, DL6 2UU. Tel: 0845 1211 555

Libraries and Information Centres:

- Bedale Library, Bedale Hall. Bedale, DL8 1AA. Tel: 01677 422053
- Easingwold Library, Market Place, Easingwold, York, YO6 3AN. Tel: 01347 821706
- Great Ayton Library, 105b High Street, Great Ayton, Middlesbrough, TS9 6NB. Tel: 01642 723268
- Northallerton Library, 1 Thirsk Road, Northallerton, DL6 1PT. Tel: 01609 767832
- Stokesley Library, Manor House, Manor Close, Stokesley, Middlesbrough, TS9 5AG. Tel: 01642 711592
- Thirsk Library, Finkle Street, Thirsk, YO7 1DA. Tel: 01845 522268

Harrogate Borough

Council Offices:

- Harrogate Borough Council, Council Offices, Crescent Gardens, Harrogate, HG1 2SG. Tel: 01423 500600

Libraries and Information Centres:

- Bilton Library, Bilton Lane, Harrogate, HG1 3DT. Tel: 01423 563609
- Boroughbridge Library, 17 St James Square, Boroughbridge, YO5 9AR. Tel: 01423 322649
- Harrogate Library, Victoria Avenue, Harrogate, HG1 1EG. Tel: 01423 720300
- Knaresborough Library, Market Place, Knaresborough, HG5 8AG. Tel: 01423 863054
- Masham Library, Midland Bank, 13 Park Square, Masham, HG4 4HN. Tel: 01765 689723
- Pateley Bridge Library, 28 High Street, Pateley Bridge, Harrogate, HG3 5JU. Tel: 01423 711516
- Ripon Library, The Arcade, Ripon, HG4 1AG. Tel: 01765 604799
- Starbeck Library, The Avenue, Starbeck, Harrogate, HG1 4QB. Tel: 01423 885450

Richmondshire District

Council Offices:

- Richmondshire District Council, Swale House, Frenchgate, DL10 4JE. Tel: 01748 829100

Libraries and Information Centres:

- Catterick Garrison Library, Gough Road, Catterick Garrison, DL9 3EL. Tel: 01748 833543
- Colburn Library, The Broadway, Colburn, Catterick Garrison, Catterick. DL9 4RF. Tel: 01748 832614
- Hawes Library, The Neukin Market Place, Hawes, DL8 3RA. Tel: 01969 667613
- Leyburn Library, Thornborough Hall, Leyburn, DL8 5AB. Tel: 07969 623127
- Richmond Library, Queen's Road Richmond, DL10 4AE. Tel: 01748 823120

Ryedale District

Council Offices:

- Ryedale District Council, Ryedale House, Malton, YO17 7HH. Tel: 01653 600666

Libraries and Information Centres:

- Helmsley Library, Alfred Agar Library, Court House, Helmsley, York, YO62 5BL. Tel: 01439 770619
- Kirkbymoorside Library, Literary Institute, Kirkbymoorside, York, YO6 6AZ. Tel: 01751 431098

- Malton Library, St. Michael Street, Malton, YO17 0LJ. Tel: 01653 692714
- Norton Library, Commercial Centre, Norton , Malton, YO17 9ES, Tel: 01653 692960
- Pickering

Scarborough Borough

Council Offices:

- Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG. Tel: 01723 232323

Libraries and Information Centres:

- Ayton Library, 3 Pickering Road, West Ayton, Scarborough, YO13 9JE. Tel: 01723 863052
- Eastfield Library, High Street, Scarborough, YO11 3LL. Tel: 01756 700367
- Scalby Library, 450 Scalby Road, ewby, Scarborough, YO12 6EE. Tel: 01723 365671
- Scarborough Library, Vernon Road, Scarborough, YO11 2NN. Tel: 01723 383400
- Sleights Library, The Institute, 53 Coach Road, Sleights, Whitby, YO22 5BT. Tel: 01947 810666
- Whitby Library, Windsor Terrace, Whitby, YO2 1ET. Tel: 01947 602554
- Filey Library, Station Avenue, Filey, YO14 9AE. Tel: 01723 512328
- Hunmanby Library, 34 Stonegate, Hunmanby, Filey, YO14 0NS. Tel: 01723 890703

Selby District

Council Offices:

- Selby District Council, Portholme Road, Selby, YO8 4SB. Tel: 01757 705101

Libraries and Information Centres:

- Selby Library, 52 Micklegate, Selby, YO8 4EQ. Tel: 01757 702 020
- Barlby Library, Howden Rd, Barlby, Selby, YO8 5JE. Tel: 01757 705458
- Sherburn-In-Elmet Library, Finkle Hill, Sherburn-In-Elmet, West Yorkshire LS25 6AE. Tel: 01977 682306
- Tadcaster Library, Station Road, Tadcaster, LS24 9JG. Tel: 01937 832518

Appendix D – Statutory Requirements for Consultation – List of Consultees

SPECIFIC CONSULTATION BODIES

The following bodies are specific consultation bodies and will be consulted where the County Council thinks that the proposed subject matter of the DPD affects each body, in accordance with the Planning and Compulsory Purchase Act and The Town and Country Planning (Local Development) (England) Regulations, 2004 Regulations:

- Yorkshire and Humber Regional Assembly;
- A relevant authority any part of whose area is in or adjoins the area of the local planning authority (including Local Authorities, Town and Parish Councils);
- The Countryside Agency;
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- English Nature;
- The Strategic Rail Authority;
- The Regional Development Agency's who are in / adjoins the Council's minerals and waste planning authority area (Yorkshire Forward, One North East, North West Development Agency);
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003, <u>and</u> who owns or controls electronic communications apparatus situated in any part of the Council's minerals and waste planning authority area; and
- Any of the bodies from the following list who are exercising functions in any part of the Council's minerals and waste planning authority area:
    - Strategic Health Authority;
    - Any person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989

- Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- Sewage undertaker; and Water undertaker.

GOVERNMENT DEPARTMENTS

The Council will also consult the Government Office of Yorkshire and the Humber*. In addition, the Council may consult the following Government Departments / agencies, where those departments or agencies have substantial interests in the areas covered by the Council's minerals and waste Development Plan Documents.*

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

GENERAL CONSULTATION BODIES

The Council will consult those organisations / groups, which represent the following general consultatation bodies, as considered appropriate to each minerals / waste local development document:

- Voluntary bodies some or all of whose activities benefit any part of the Council's minerals / waste planning authority area;
- Bodies which represent the interests of different racial, ethnic or national groups in the Council's minerals / waste planning authority area;

- Bodies which represent the interests of different religious groups in the Council's minerals / waste planning authority area;
- Bodies which represent the interests of disabled persons in the Council's minerals / waste planning authority area; and
- Bodies which represent the interests of persons carrying on business in the Council's minerals / waste planning authority area.

OTHER CONSULTEES

The Council will also consider the need to consult the following, as considered appropriate to the minerals / waste local development document being consulted upon. This list is not exhaustive. Organisations, groups, individuals and any other party, who wish to be informed / consulted regarding the Council's Minerals and Waste Development Framework can request to be contacted as outlined in the main text. Where this is the case there information will be maintained on the Council's minerals and waste development framework consultation database.

- Age Concern;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Coal Authority;
- Commission for Architecture and the Built Environment;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Diocesan Board of Finance;

- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Environmental groups at national, regional and local level, including:
    - Council for the Protection of Rural England;
    - Friends of the Earth;
    - Royal Society for the Protection of Birds; and
    - Wildlife Trusts;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Housing Corporation;
- Learning and Skills Councils;
- Local Agenda 21 including:
    - Civic Societies;
    - Community Groups;
    - Local Transport Authorities;
    - Local Transport Operators; and
    - Local Race Equality Councils and other local equality groups;
- National Playing Fields Association;
- Network Rail;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Quarry Products Association;
- Rail Companies and the Rail Freight Group;

- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association
- Sport England;
- The House Builders Federation;
- The National Grid Company;
- Traveller Law Reform Coalition;
- Women's National Commission; and
- Yorkshire and humber Regional and Aggregate Working Party (YHRAWP).

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Appendix E – Statutory Requirements for Consultation – Article 8 Town and Country Planning (General Development Procedure) Order 1995 (Article 8)

PUBLICITY FOR APPLICATIONS FOR PLANNING PERMISSION

8 - (1) An application for planning permission shall be publicised by the local planning authority to which the application is made in the manner prescribed by this article.

(2) In the case of an application for planning permission for development which -

(a) is the subject of an E.A. Schedule 1 or E.A. Schedule 2 application accompanied by an environmental statement;

(b) does not accord with the provisions of the development plan in force in the area in which the land to which the application relates is situated; or

(c) would affect a right of way to which Part III of the Wildlife and Countryside Act 1981[9] (public rights of way) applies,

the application shall be publicised in the manner specified in paragraph (3).

(3) An application falling within paragraph (2) ("a paragraph (2) application") shall be publicised by giving requisite notice -

(a) by site display in at least one place on or near the land to which the application relates for not less than 21 days, and

(b) by local advertisement.

(4) In the case of an application for planning permission, which is, not a paragraph (2) application, if the development proposed is major development the application shall be publicised by giving requisite notice -

(a) (i) by site display in at least one place on or near the land to which the application relates for not less than 21 days, or

(ii) by serving the notice on any adjoining owner or occupier,

and

(b) by local advertisement.

(5) In a case to which neither paragraph (2) nor paragraph (4) applies, the application shall be publicised by giving requisite notice -

(a) by site display in at least one place on or near the land to which the application relates for not less than 21 days, or

(b) by serving the notice on any adjoining owner or occupier.

(6) Where the notice is, without any fault or intention of the local planning authority, removed, obscured or defaced before the period of 21 days referred to in paragraph (3)(a), (4)(a)(i) or (5)(a) has elapsed, the authority shall be treated as having complied with the requirements of the relevant paragraph if they have taken reasonable steps for protection of the notice and, if need be, its replacement.

(7) In this article -

"adjoining owner or occupier" means any owner or occupier of any land adjoining the land to which the application relates;

"E.A. Schedule 1 application" and "E.A. Schedule 2 application" have the same meanings as "Schedule 1 application" and "Schedule 2 application" respectively in regulation 2 of the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988[10] (interpretation);

"major development" means development involving any one or more of the following -

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where -

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more;

"requisite notice" means notice in the appropriate form set out in Schedule 3 to this Order or in a form substantially to the like effect;

"waste development" means any operational development designed to be used wholly or mainly for the purpose of, or a material change of use to, treating, storing, processing or disposing of refuse or waste materials.

Appendix F – Statutory Requirements for Consultation – Regulation 5 Planning (Listed Buildings and Conservation Areas) Regulations 1990 (Regulation 5)

ADVERTISEMENT OF APPLICATIONS

5.- (1) Subject to paragraph (3), where an application under regulation 3 or 4 is made to a local planning authority in respect of any building the authority shall –

(a) publish in a local newspaper in the locality in which the building is situated a notice indicating the nature of the works which are the subject of the application and naming a place within the locality where a copy of the application, and of all plans and other documents submitted with it, will be open to inspection by the public during the period of 21 days starting with the date of publication of the notice; and

(b) for not less than 7 days display on or near the said building a notice containing the same particulars as are required to be contained in the notice to be published in accordance with sub-paragraph (a).

(2) Subject to paragraph (3), an application under regulation 3 or 4 shall not be determined by the local planning authority before both of the following periods have elapsed, namely –

(a) the period of 21 days referred to in sub-paragraph (a) of paragraph (1) above; and

(b) the period of 21 days beginning with the date on which the notice is required by sub-paragraph (b) of said paragraph 1 was first displayed;

and in determining the application the authority shall take into account any representations relating to the application that are received by them before both of those periods have elapsed.

(3) Paragraphs (1) and (2) shall not apply to any application for -

(a) listed building consent to carry out works affecting only the interior of a building which when last notified to the authority by the

Secretary of State as a building of architectural or historical interest was classified as a Grade II (unstarred) listed building; or

(b) the variation or discharge of conditions attached to a listed building consent in respect of the interior of such a Grade II (unstarred) listed building.