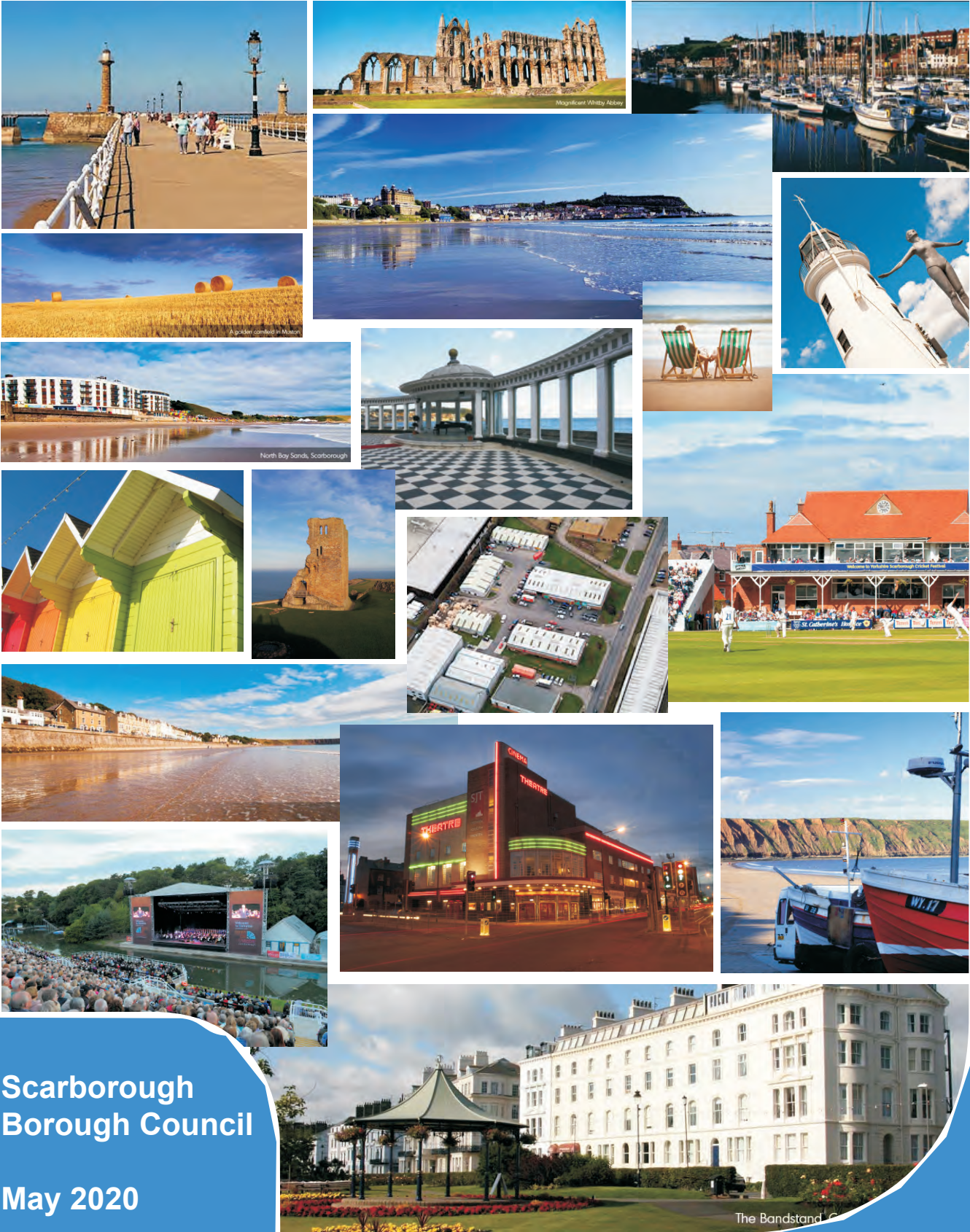


Statement of Community Involvement



A great place to live, work & play



Scarborough
Borough Council

May 2020

Alternative Document Formats

Alternative Document Formats

Alternative Document Formats

Alternative Document Formats

This and other Local Plan documents are or will 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 Forward Planning, Town Hall, Scarborough, YO11 2HG.

Tel: 01723 232480 E-mail: planningpolicy@scarborough.gov.uk

Contents

1 Introduction	6
2 The Statement of Community Involvement	8
The Statement of Community Involvement (SCI)	8
Protecting your Personal Information	9
The Development Plan	10
Purpose and Benefits of Consultation	11
Effective Consultation	11
General Principles of planning consultations	12
Neighbourhood Plans and Development Orders	12
Local Plan Documents and Statement of Community Involvement	13
3 Community Involvement in the Local Plan and Supplementary Planning Documents	16
Consultation on Local Plan Documents and Supplementary Planning Documents	16
Local Plan Documents	16
Supplementary Planning Documents	17
Strategic Environmental Assessment and Sustainability Appraisal	19
Types of Community Involvement	19
Monitoring and Evaluation	22
4 Community Involvement in Development Management	24
Introduction	24
Pre-Application Consultation	24
Consultation on Planning Applications (Post Submission)	26
Planning Appeals	28
Planning and Trees	28
Enforcement	29
Street Naming and Numbering	29
5 Resources	34
Management and Resources	34
Appendix A Glossary and Acronyms	36
Appendix B Additional Information	42
Appendix C Consultation Bodies	46

Contents

Introduction 1

1 Introduction

1 Introduction

1.1 *This update to the Statement of Community Involvement (SCI) is in response to the Covid-19 Pandemic and updated guidance from the Government. Some measures will no longer be able to employed for the current time due to social distancing restrictions. This means that some of the more traditional consultation measures will no be longer appropriate for the foreseeable future. Alternatively some measures such as the use of technology including virtual consultations and meetings and social media will be utilised more heavily during this period. Whilst the Covid-19 Pandemic means that certain practices are essential in the short term, if and when the Pandemic passes we may be able to consider returning to more traditional forms of consultation such as public exhibitions or face to face meetings with particular groups. Such methods are discussed later in this document.*

1.2 The preparation and regular review of the Statement of Community Involvement (SCI) is an essential part of encouraging more meaningful community involvement in the planning system. It was introduced by legislation, through the Planning and Compulsory Purchase Act 2004. More recently the Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2017 which was brought into force on 6 April 2018 formally requires the SCI to be reviewed at least every five years. The Council agrees that it is important to set out how it intends to involve the public in the planning process and seek to learn from previous experience.

1.3 The first Statement of Community Involvement was produced as part of the Local Development Framework (LDF). It was adopted in 2007 and intended to ensure a clear and open planning process; which enjoys the support of the general public and involves local people in planning the future of their communities. A number of updates have taken place since.

1.4 The NPPF stresses the importance of a plan-led system and re-iterates the role of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses to produce a Local Plan that reflects the vision and aspirations of local communities.

The Statement of Community Involvement 2

2 The Statement of Community Involvement

2 The Statement of Community Involvement

The Statement of Community Involvement (SCI)

2.1 This Statement of Community Involvement sets out the Council's proposals for involving the community in the preparation, alteration and continuing review of the Scarborough Borough Local Plan taking into account the current restrictions placed upon all Local Planning Authorities during the Covid-19 pandemic. This document is intended to provide an introductory overview of the planning system, not a comprehensive guide.

2.2 Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process. Community involvement is vitally important to planning. It is also important that the community can be involved from the beginning of the process, identifying issues and debating options from the earliest stages.

2.3 Scarborough Borough Council (SBC) has long had a commitment to involve the public in the development of services. Our aim is that by involving the whole community in the planning process we can create a strategy for development within the Borough of Scarborough that meets the aspirations of the widest possible range of people, communities, organisations and businesses. Examples of what the community may include are:

- Residents;
- Town and Parish Councils;
- Local, regional and national groups;
- Organisations;
- Businesses;
- Statutory Agencies; and
- Landowners and developers

2.4 A database containing contact details of groups and individuals is continually updated as consultations take place.

2.5 It was necessary to undertake a full review of the people and organisations on this list following the adoption of the Plan in July 2017. All consultees (other than statutory bodies) were asked to provide their explicit consent to be retained on the database and given a set amount of time to respond. Those not responding were removed from the list in the interests of data protection (this is covered in more detail in the following section). This means that the number of consultees on the list has been significantly reduced and will be continually reviewed to ensure personal information is only held for as long as is required unless consent is provided to keep such details longer.

2.6 The consultee database is linked to our online consultation portal and also contains comments and representations made on planning policy consultations (where appropriate these comments may be anonymised on adoption/completion of the document and any subsequent period of challenge). The database is open for any group or individual to register and receive notifications of future Local Plan consultation events and at the height of the Local Plan process contained over 2,000 groups and individuals. Interested parties wishing to be added to the

The Statement of Community Involvement 2

consultation database should email localplan@scarborough.gov.uk or register their own details at scarborough.objective.co.uk/portal. This is covered more in the later section on 'Protecting your Personal Information'.

2.7 The Council is committed to involving as many people as possible in preparing plans and determining planning applications. We are, however, aware that there are parts of the community that are under-represented in the planning process and we are keen to ensure that it is simple for all individuals to become involved, regardless of their circumstances.

2.8 The Government has put specific emphasis on trying to involve 'hard to reach' or 'easy to overlook' groups in planning issues. The Council will ensure that the involvement of these groups is appropriate, but will also be mindful that it must avoid the domination of individual groups, or those represented by those who are more articulate.

2.9 The Council will promote equality and diversity, and not discriminate against anyone who wishes to participate in the planning system.

2.10 The Statement of Community Involvement also sets out the consultation process for all planning applications in the Borough of Scarborough. For applications and Development Plans within the North York Moors National Park, contact the Park Authority for more information.

T: 01439 772700; E: planning@northyorkmoors-npa.gov.uk

Protecting your Personal Information

Data Protection and the General Data Protection Regulation (GDPR)

Local Plans and Policy

2.11 The protection of personal information is paramount to the Borough Council and the involvement of the community in planning must always be balanced against the legislation set down to protect people's personal information.

2.12 On the adoption of the Scarborough Borough Local Plan in 2017 and beyond the statutory period of legal challenge all persons and organisations listed on the consultee database were contacted. They were asked if they wished for their details to be retained on the Local Plan database and for them to be contacted about future Local Plan updates and planning policy.

2.13 A period of six weeks was given to respond after which time the database would be updated as soon as practicably possible. Those persons either requesting to be removed or that did not respond within the allocated period were removed. Once this was actioned a further letter or email was sent to all persons being removed to confirm that this had been carried out.

2.14 For those persons removed from the database and who had previously made comments on the various iterations of the Local Plan and other policy documentation, their comments were anonymised.

2.15 It is proposed to update the information on the consultee database on a regular basis following the same process explained above; most likely following the adoption of an updated Local Plan which under new guidelines should occur at least every 5 years.

2 The Statement of Community Involvement

2.16 Therefore, any person registering to be on the consultee database will only have their details held until such time the document (ie; the Local Plan) being prepared or revised is adopted and the legal challenge period has expired. After that date, consultees who have not requested to remain on the database will be removed, and if required, their comments anonymised. They will be notified as such.

2.17 In instances when the Local Planning Authority retain comments for certain Local Plan documents, such comments may be anonymised as soon as practicable after the adoption of the document to which it relates and any statutory period of legal challenged has passed.

2.18 There are a number of statutory (or specific) consultees as set out in the Town and Country Planning (Local Planning)(England) Regulations 2012. These consultees will not be removed from the database as the production of a Local Plan without their involvement would be viewed as being unsound.

What information is made public (Local Plans and Policy)?

2.19 If you make formal comments on any Local Plan or policy document your comments will be public facing and attributed to your name only. No other personal details will be public facing including addresses, phone numbers or email addresses. Anonymous comments will, however, not be accepted as this makes it impossible for the Local Planning Authority to verify whether a valid objection has been made or whether a single person is potentially skewing responses by submitting multiple objections or supporting comments.

Development Management

2.20 Interaction with the Planning Service is undertaken in accordance with the GDPR. No sensitive personal details will be made public but any comments made will be available to the case officer in full.

The Development Plan

2.21 The Borough Local Plan was adopted on 3rd July 2017 and delivers the spatial plan for the area covering strategic policy, land allocations and more detailed development management policies to promote sustainable development in the Borough of Scarborough.

2.22 The Borough Local Plan and any Neighbourhood Development Plans (Neighbourhood Development Plans are discussed later in this chapter), will comprise the statutory 'Development Plan', which is the basis for all planning decisions.

2.23 The Council also prepares Supplementary Planning Documents (SPDs) to assist applicants in making successful applications or provide clarity in relation to infrastructure delivery. SPDs may take the form of Design Guides, Area Appraisals/Development Briefs or issue based documents which, in each case, supplement policies in the Local Plan. The Government is clear that they should not be used to add unnecessarily to the financial burdens of development.

2.24 The Area Action Plan (AAP) for Whitby Business Park will remain as a separate document. For more detailed information on these documents please contact the Planning Policy Team.

The Statement of Community Involvement 2

2.25 In addition to the Statement of Community Involvement, other documents that the Council is required to maintain are:

- A 'Local Development Scheme' (LDS) that explains the documents the Council will prepare as part of its Local Plan and the timetable for their preparation. The Council's LDS is available on the Council's website at www.scarborough.gov.uk/localplan;
- An 'Authority Monitoring Report', which is prepared at least annually, showing how the Council is performing against targets set out in the Local Plan documents.

2.26 The Council recognise that the planning system involves many technical terms and abbreviations. To help understand what they mean, a glossary of terms is set out in Appendix A.

Purpose and Benefits of Consultation

2.27 Community involvement in planning should be a continuous process which enables the local community to say what sort of place they want to live and work in at a stage when this can make a difference. There are benefits to both the Council and the public in successfully involving a wide range of people and organisations in the decision-making process. They are:

Benefits to the public:

- An ability to influence the decision-making process;
- Greater public ownership and sense of democracy in a transparent and open manner;
- Involvement helps promote community cohesion and sense of inclusion;
- Having local services that are better able to meet local needs and priorities; and
- A better understanding of the planning system and the work of the Council.

Benefits to the Council:

- Increase efficiency of decisions by drawing on local knowledge;
- Minimising unnecessary and costly conflict;
- Greater public involvement leads to increased knowledge about local needs and priorities;
- Broader sharing of responsibilities and opportunity to work collaboratively; and
- Greater sense of public ownership of, and support for, the Council's activities.

Effective Consultation

2.28 In preparing the SCI, the Council has considered the potential barriers to effective community engagement. These may include:

- Lack of time to comment;
- Lack of opportunity to participate;
- Cost of information;
- Lack of interest in the issue;
- Technical 'planner' speak; and

2 The Statement of Community Involvement

- Lack of understanding as to what issues can be dealt with under the planning system;
- Lack of awareness of the consultation process (that it is occurring and how/or how to make comments).

General Principles of planning consultations

2.29 To overcome these problems where possible, the Council has devised the following general principles to underpin the way it undertakes community involvement in planning. Where consultations are being undertaken by others, we will expect them to apply these, too.

- Involvement will be open to all regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation;
- We will seek views of interested and affected parties as early as possible;
- We will choose consultation processes by balancing cost and time constraints and community impact;
- Consultation publications will be clear and concise and avoid unnecessary jargon wherever possible, without understating the complexities of any decision; and
- We will inform people who respond to consultations of later stages with which they can engage.

Neighbourhood Plans and Development Orders

2.30 *The Government has issued updated guidance on Neighbourhood Plans in light of the Covid-19 pandemic. This postpones all referendums until at least 6 May 2021 with further details available [here](#)*

2.31 Neighbourhood planning is a key part of the Government's Localism agenda. It aims to give local communities greater power to shape development by taking a more active role in the development of planning policies at a local level. Within the Borough of Scarborough, neighbourhood planning will be led by Parish and Town Councils, with Scarborough Borough Council providing technical assistance and making necessary decisions at key stages.

2.32 Neighbourhood planning can be used for a variety of purposes. For example it can be used to:

- Identify where new homes, shops and industrial uses should be built;
- Have a say on what new buildings look like; and
- Grant planning permission for new development that a community wants.

2.33 Unlike the other Local Plan documents, Neighbourhood Plans (and Neighbourhood Development Orders) are taken forward by communities themselves through Neighbourhood Forums and with the support of the Council. Neighbourhood Plans can establish policies for the development of land in a neighbourhood if the majority of voters in the neighbourhood give approval. These plans must, however, be in conformity with both the strategic policies of the Local Plan documents produced by the Council and national planning policy.

2.34 Consultation procedures for Neighbourhood Plans and Development Orders are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012. Neighbourhood Forums are required to undertake pre-submission consultation themselves as

The Statement of Community Involvement 2

set out in the Regulations. Following submission to the Council, the Council then publishes the plan or order for formal submission consultation. This is then followed by an independent Examination and a referendum of the local neighbourhood.

2.35 Currently, no Neighbourhood Forums have come forward in the Borough of Scarborough. This situation will be reviewed should communities wish to produce Neighbourhood Plans and appropriate support in producing documents and conducting consultation will be provided.

2.36 We are happy to be contacted to discuss any aspect of community involvement in the preparation of Neighbourhood Plans. When the decision is taken to produce a Neighbourhood Plan an officer will be allocated as a point of contact and will attend all early meetings as requested to guide and assist in addition to providing relevant and appropriate evidence as considered necessary. Assistance will continue to be provided throughout the process in terms of planning guidance and attendance at meetings and events as required.

2.37 The Council collate appropriate information and links to assist local people who may be considering activities in this regard. This is available at:
<https://www.scarborough.gov.uk/neighbourhoodplanning>

2.38 For further information contact the Council's Planning Policy Team.

Local Plan Documents and Statement of Community Involvement

2.39 We prepare planning documents containing policies for development and related issues. They must be supported by evidence and generally accord with national policies. Consultation is required at various stages in their preparation. The process of producing each development document involves several stages; it starts with a preparation stage, to seek comments and views on what planning issues are facing the Borough and the choices that have to be made. This can be followed by a non-statutory stage of publishing a draft Plan (or other document). The Local Plan itself will go through a draft publication stage. These early stages will focus on shaping the Plan.

2.40 This is followed by the Publication stage, when the proposed submission of what is considered to be an appropriate strategy for the Borough is presented. This stage focuses more on whether the document is legally sound and meets all regulatory requirements. It is important that those wishing to influence the Local Plan through any future Examination in Public should comment at this stage. Those seeking changes at this point have to present evidence as to why the Local Plan is unsound in its current form. Following this, the documents are submitted to the Secretary of State for an Examination in Public which is carried out by an independent Planning Inspector. The final decision is made by that Inspector, however, interested parties can attend and take part in the discussion at the discretion of the Inspector.

2.41 The Statement of Community Involvement does not have to be consulted upon, however, early consultation took place on the previous iteration of the document in 2018. ***This update is solely to take account of the current issues associated with the Covid-19 pandemic and the implications that it is having now and will have on future consultations. This update has been publicised by means of email, the council's website and social media.***

2 The Statement of Community Involvement

2.42 Likewise the Local Development Scheme, which is the timetable for the production of the Local Plan and other documents, will be publicised on the Councils website as and when it is updated.

Community Involvement in the Local Plan and Supplementary Planning Documents 3

3 Community Involvement in the Local Plan and Supplementary Planning Documents

3 Community Involvement in the Local Plan and Supplementary Planning Documents

Consultation on Local Plan Documents and Supplementary Planning Documents

3.1 The Government requires us to consult “specific consultation bodies” and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as “general consultation bodies”. Appendix C lists the specific consultation bodies and also categorises the general consultation bodies and organisations that the Council has consulted with in the past.

3.2 Please note that the consultee lists in the SCI are not exhaustive and also relate to successor bodies where reorganisation has occurred.

3.3 Local Plan documents and Supplementary Planning Documents are listed separately as SPDs have less stages in their preparation as they add further detail to policies in the Local Plan and are not subject to an Examination in Public. As such, while SPDs do not form part of the Development Plan, they are a ‘material consideration’ when determining planning applications.

3.4 In addition to the general consultation methods set out below, for each stage of engagement the Council will comply with the relevant regulations (currently The Town and Country Planning (Local Planning) (England) Regulations 2012) or any subsequent updates.

Local Plan Documents

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Organisations representing local geographical, economic, social and other communities or other relevant interests;
- Local businesses, voluntary and other organisations;
- Others who have expressed an interest in the subject matter; and
- The community and general public.

How we will consult

- We will contact appropriate organisations and individuals on our database directly;
- We will publicise consultations on the Council's website, utilise social media, posters, displays, engage with existing community groups and events and join with other consultations where practicable;
- We will leave consultation documents on display at locations open to the public like council offices and libraries (**during the Covid-19 pandemic this may not be available as libraries and council offices may not be open to the public for a period of time**);
- When requested we will provide copies of consultation documents to community groups, councils and other statutory organisations;
- We will consider organising or supporting consultation events, such as drop in exhibitions or community based planning meetings (**during the Covid-19 pandemic such events**

Community Involvement in the Local Plan and Supplementary Planning Documents 3

will not be possible, however, such means of engagement will be utilised for consultations as and when restrictions are lifted and the Council are happy that such events are safe for officers and the public alike);

- We will use social media. The Planning Policy Section has a Twitter account which can be followed (@SBCLocalPlan). The wider Local Authority also has a Twitter and Facebook account with a larger base of followers. These will be utilised when appropriate;
- ***We will consider the use of new technologies to deliver consultation in different ways. We will seek to engage with communities and interested groups virtually using software platforms such as MS Teams and Zoom through online exhibitions, Q&A sessions and other meetings. This is particularly relevant during restrictions on social interaction due to Covid-19 but such consultative measures, if successful, will be continue to be utilised in the future.***
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are taken.

When we will consult

- First, we will ask for ideas, views and information from appropriate organisations, individuals and communities in the preliminary states of Plan Making and any review of the Local Plan. This will be through Issues and Options documents with further early involvement taking place if it is decided to publish a Draft Publication;
- We will formally publish the “Proposed Submission” document (or equivalent under any revision to the relevant regulations) for representations once we consider that there has been sufficient community involvement.

Supplementary Planning Documents

3.5 We prepare Supplementary Planning Documents to give more detailed advice than contained in Local Plan documents. Again, they must be supported by appropriate evidence and generally accord with national policies.

3.6 We will carry out at least one stage of consultation before we adopt. A planning inspector is not involved in the approval of these documents.

3.7 Our approach is set out in the following points.

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Other bodies as relevant to the SPD topic area including:
 - Organisations representing local geographical, economic, social and other communities or other relevant interests;
 - Local businesses, voluntary and other organisations;
 - Others who have an interest in the subject matter; and
 - The community and general public.

3 Community Involvement in the Local Plan and Supplementary Planning Documents

How we will consult

- We will contact appropriate organisations and individuals on our database directly;
- We will publicise consultations on the Council's website, utilise social media, posters, displays, engage with existing community groups and events and join with other consultations where practicable;
- We will leave Consultation documents on display at locations open to the public like Council offices and Libraries (**during the Covid-19 pandemic this may not be available as libraries and council offices may not be open to the public for a period of time**);
- If asked we will give copies of consultation documents to community groups, councils and other statutory organisations;
- We will consider organising or supporting other consultation events, such as community based planning meetings (**during the Covid-19 pandemic such events will not be possible, however, such means of engagement will be utilised for consultations as and when restrictions are lifted and the Council are happy that such events are safe for officers and the public alike. Such meetings could be delivered virtually if the community based groups have the technology available**);
- We will use social media. The Forward Planning Section has a Twitter account which can be followed (@SBCLocalPlan). The wider Local Authority also have a Twitter and Facebook account with a larger base of followers. These will be utilised when appropriate;
- **We will consider the use of new technologies to deliver consultation in different ways. We will seek to engage with communities and interested groups virtually using software platforms such as MS Teams and Zoom through online exhibitions, Q&A sessions and other meetings. This is particularly relevant during restrictions on social interaction due to Covid-19 but such consultative measures, if successful, will be continue to be utilised in the future.**
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are taken.

When we will consult

- First, if appropriate, we will ask for ideas, views and information from appropriate organisations, individuals and communities;
- We will then consult on a draft version of the SPD;
- After considering the responses to the draft, we will consider the need for further consultation;
- Once we consider that there has been enough community involvement we will adopt the SPD.

3.8 If the Council is considering the use of other tools such as Article 4 directions (which can limit the operation of permitted development rights in specific identified areas) or Local Development Orders (which can increase the permitted development opportunities in specific areas) similar consultation techniques will be employed within the specific processes applicable to each tool.

Community Involvement in the Local Plan and Supplementary Planning Documents 3

Duty to Co-operate

3.9 The Council also has a duty to cooperate with a number of bodies. The duty requires bodies to engage constructively, actively and on an ongoing basis on strategic matters relevant to the Local Plan, in order to maximise the effectiveness of the Plan. Strategic matters are those that have impacts within and outside of the Borough of Scarborough. The duty to cooperate applies to both Local Plan documents and SPDs. The bodies to which the duty is relevant are listed in Appendix C.

Strategic Environmental Assessment and Sustainability Appraisal

3.10 The Local Plan is subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). These processes ensure that policies in the Local Plan reflect sustainable development principles. This means taking into account the economic, social and environmental effects of any potential policies. The process runs alongside the progress of the Local Plan and is carried out on individual documents that form part of the Local Plan and where necessary on Supplementary Planning Documents.

3.11 Consultation on the SEA/SA will take place alongside consultation on the Local Plan or Supplementary Planning Document preparation, using the methods set out above.

Types of Community Involvement

3.12 By using a range of methods to inform, consult and involve people at the right time, we will enable them to influence the future planning of Scarborough Borough.

3.13 The National Planning Policy Framework promotes early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses when preparing the Local Plan. This will ensure, in so far as possible, that Local Plans reflect a collective vision and a set of agreed priorities for the sustainable development of the area. The benefits of greater community involvement in the plan process are set out in chapter 2.

3.14 The Council recognises that there is no 'one size fits all' approach to community involvement. Different methods of communication are necessary to ensure participation in the planning process. This means that the broadest possible range of interests, including hard to reach groups, should have an opportunity to have their voice heard.

3.15 Based on our existing experience and practice, analysis of the Borough's community and the response to earlier consultations on Development Plan Documents, there is a range of possible methods and types of community involvement that the Council will use in the Local Plan process and for planning applications.

3.16 Since the first SCI was adopted, there have been significant changes in the way people interact with the Council. Access to the internet has increased and there has been a large shift towards online services. The majority of planning applications and responses to consultations on planning policy and planning applications are now received online or by email rather than by post. The Council also makes best use of the scarborough.gov.uk website, including consulting

3 Community Involvement in the Local Plan and Supplementary Planning Documents

using our online interactive portal and displaying information through interactive policies maps where appropriate. We believe that the internet provides quick and efficient opportunities for interested individuals and parties to engage in the planning process.

3.17 The Council recognises that not everyone has access to the internet. While the libraries provide a free way of accessing information and participating in online consultations, documents will also be available in a variety of formats to encourage the widest possible readership. This includes paper, electronic and large print and other formats on request. Paper copies of the consultation documents are available for inspection at local libraries and council offices (***Please note that this may not be the case during the Covid-19 restrictions and we will try wherever possible to provide paper copies when requested during this time***).

Housing Sites

3.18 The consideration of new housing sites is often the most divisive part of the Local Plan process. It is important that local residents and the community are fully aware of proposals for allocating land for housing. This by far and away resulted in the most comments during the preparation of the previous Local Plan and it is important to ensure that such information is easily accessible. To do this we will:

- Keep an updated list of 'sites under consideration' accessed off the main Local Plan webpage (www.scarborough.gov.uk/localplan). This will be updated continually. We will also use twitter to send out updates on this list on a weekly basis after the 'call for sites' (unless no sites are submitted). We will investigate the use of other Social Media platforms to aid in this;
- Place a site notice or multiple notices around any sites submitted for consideration during the consultation on the Draft Local Plan; both those to be dismissed and those under consideration. It will be made clear on the site notice if the site is proposed for dismissal (***the display of notices will only take place if Covid-19 restrictions allow this to be carried out safely and not encourage the local population to break social distancing rules in place***);
- Make plans of all sites available at any consultation event we hold. Events will be advertised on the Council's website, by means of a Press Release, and where possible, by including details of the closest event on any site notices posted around proposed housing sites (***the ability to carry out physical consultation events are subject to Covid-19 restrictions***);
- Any further sites submitted after the publication of the Draft Local Plan will be advertised by means of the Council's website, twitter and a site notice (***see note above on site notice restrictions***) at a time to be determined;
- The Proposed Submission Local Plan will set out the sites proposed for formal allocation. These sites will not be advertised again by means of further site notices and it is important that persons who have made previous comments inspect the Local Plan document, and if appropriate, make any further comments.

How to make your views known

We welcome your views - either by letter or email or via our web portal - at any stage of preparation of the Scarborough Borough Local Plan documents. However, during specific consultation periods we encourage you to submit your views and ideas online, via our interactive

Community Involvement in the Local Plan and Supplementary Planning Documents 3

website, using our Scarborough Borough Plan consultation portal at scarborough.objective.co.uk/portal. We believe this method will save you time and it will allow us to process and consider your comments more quickly.

During the Covid-19 restrictions if you have difficulty providing feedback you can appoint an advocate to respond on your behalf. Officers will also be available to discuss matters by telephone (when available) using the number 01723 232323 and asking to speak to the Planning Policy or Forward Planning Team.

Once your comments have been submitted they will be checked and published to the interactive website where you will be able to view your comments as well as what other people have said. To protect your privacy, all personal information you provide (other than your name) when registering will not be open to public view.

You can also submit your views by email to localplan@scarborough.gov.uk.

Should you not have the opportunity to respond electronically, you can write to us or submit your comments via a paper response form which will be made available for all consultations. Our contact details are set out at the end of this section.

If submitting your comments by letter or email your details will be added to the consultee database and you may receive further correspondence in relation to the production of the Local Plan or other policy document. If you do not wish to receive further updates then you have the option to remove your details from the consultee database.

Access to information

We will make information about the drafting of documents available to the community through a number of methods:

- On the Council's website <http://www.scarborough.gov.uk/localplan> and the Local Plan consultation portal scarborough.objective.co.uk/portal;
- SBC and the Planning Policy team also uses social media sites such as Twitter to post information on what we are doing. To follow us, visit <http://mobile.twitter.com/SBCLocalPlan> or <http://mobile.twitter.com/scarborocouncil> for the Borough Council account. We will make use of the Council's Facebook page when appropriate;
- Copies of all documents will be available at local libraries and council offices (***subject to Covid-19 restrictions***) or can be sent by post if requested (there may be a charge to cover printing and delivery);
- The Planning Policy Team will offer advice and assistance in person, over the telephone, and in letters or e-mails;
- Upon request, we can make the information available in Braille, large print, translated into another language, or put on to audio cassette;

3 Community Involvement in the Local Plan and Supplementary Planning Documents

- We will ensure that venues chosen for consultation events are accessible. We will seek where possible to ensure that events are held at times which maximise the ability for people to find out the information they need and ask the questions they wish to ask. This can include evening and weekend events;
- Interested parties can make an appointment with a Planning Policy Officer at Scarborough Town Hall.

Monitoring and Evaluation

3.19 We will monitor the techniques set out in this document and set out the findings in our Authority Monitoring Report normally published at the end of the calendar year. We will use this information to refine our consultation techniques where necessary.

3.20 The impact of this engagement strategy will be measured by assessing:

- How successfully the community and other stakeholders are able to find information on the Scarborough Borough Local Plan;
- The level of involvement of those who are least likely to be able to access services; and
- Respondents' satisfaction with the Council's overall consultation standards.

3.21 We will review the Statement of Community Involvement at least every five years in accordance with the Regulations.

Further information

For more information please contact:

Scarborough Borough Council
Planning Policy & Conservation Team
Town Hall
St Nicholas Street
Scarborough
YO11 2HG

T: 01723 232480 or 01723 232323

E: localplan@scarborough.gov.uk

W: <http://www.scarborough.gov.uk/localplan>

Community Involvement in Development Management 4

4 Community Involvement in Development Management

4 Community Involvement in Development Management

Introduction

4.1 In addition to setting out how the public will be involved in the policy making process, the SCI must also set out standards for community involvement in the Development Management process.

4.2 The general public usually only become involved in the Development Management process when they submit an application or enquiry or when they may be affected by, or otherwise interested in a proposal. The Development Management Service takes extensive measures, as required by law, to ensure that the public are aware of issues which they may wish to comment upon. This section outlines the processes for involving the community in Development Management issues. In addition to the community, many other organisations, stakeholders and interested parties also comment upon planning proposals and this is also addressed.

4.3 Scarborough Borough Council deal with the majority of planning applications for this area, however, there are a number of types of applications which the County Council have responsibility for determining. These include applications relating to waste and minerals, applications for development on County Council owned land or property (for example schools) and development relating to highways development and improvements. Scarborough Borough Council are consulted on these but are not the determining body.

4.4 *Please note: In response to the Covid-19 situation, the Government has issued amended guidance and legislation to facilitate the use of social media to publicise planning applications. Consequently the Council may implement new arrangements for advertising applications that differ from those normally deployed for a temporary period.*

Pre-Application Consultation

4.5 The level of pre-application consultation depends upon the nature of the proposal. The Planning Service has to respect the rights of potential applicants and undertakes pre-application negotiations in a confidential manner. As such, little pre-application consultation has taken place beyond statutory or technical consultees, unless:

- the site was one where a Development Brief had been prepared, or
- the Developer had taken the decision to discuss the proposal with Town/Parish Councils, nearby residents, interested parties, etc, prior to the submission of a formal application.

4.6 The Planning Service does however, value community involvement in planning applications and considers that on major, complex or potentially contentious proposals it would be beneficial for developers to seek to involve the community prior to the submission of a planning application, in order for important issues to be identified at an early stage. The National Planning Policy Framework (NPPF) supports front loading and considers that early engagement has the significant potential to improve the efficiency and effectiveness of the planning system. Whilst a developer cannot be compelled to carry out pre-application engagement, the Local Planning Authority will continue to encourage its take-up.

Community Involvement in Development Management 4

4.7 Additionally, developers who propose a small extension to their property or a minor development, will still be encouraged to discuss the proposal with adjoining property owners at an early stage.

Who would be consulted on Pre-Applications

4.8 The Council will encourage developers of larger, complex or contentious schemes to involve local communities, interest groups, and local businesses prior to the submission of a planning application. This will be achieved through developers being encouraged to undertake all or a mix of the following methods of information gathering appropriate to the site or proposal:

- hold public exhibitions;
- hold public meetings;
- consider use of surgeries to focus on particular issues;
- hold workshops to gather ideas and information;
- use websites to publicise schemes; and
- use the media to publicise schemes.

4.9 The dialogue at these community events should be between the community and the developer. This does not affect the general pre-application process between the Council and the developer, where officers will provide confidential guidance and advice on development proposals.

4.10 In certain circumstances, the Council may have already prepared a Development Brief relating to potential major developments. During the course of preparing such briefs, consultations will be carried out with relevant statutory consultees, other relevant bodies and neighbours. Whilst not directly related to a specific proposal, this does allow the public and other interested parties to comment on the principles of the development, prior to the submission of a formal scheme.

4.11 Additionally, Planning Officers encourage developers to discuss major proposals with relevant Town or Parish Councils at an early stage to address potential problems and issues, and to seek input where the provision of community based facilities is involved. Prior to the submission of a formal application, a developer can also make a presentation to members of the Planning and Development Committee. Members can ask questions about a scheme but will not express any opinion.

4.12 If there are other preferred ways of involving the community in the consideration of applications at the pre-application stage, then suggestions are welcomed.

Additional Services on Pre-Applications

4.13 Guidance on pre-application enquiries can be found on the Council's website at:

4 Community Involvement in Development Management

<https://www.scarborough.gov.uk/node/621>

Consultation on Planning Applications (Post Submission)

4.14 The Development Management section have a requirement to consult on planning applications and the table below - 'Statutory Requirements for Publicity for Applications' - sets out these requirements.

Nature of Development	Publicity Required and Consultation Timescale ⁽¹⁾				Statutory Provisions
	Display on LPA Website	Press Notice	Site Notice or Neighbour Consultation	Site Notice Only	
Application accompanied by Environmental Statement	YES	YES	YES	NO	Article 15, Part 3 of the Development Management Procedure Order 2015 & Environmental Impact Assessment Regulations 2017
Proposal departs from Development Plan	YES	YES	NO	YES	Article 15, Part 3 of the Development Management Procedure Order 2015
Development affecting a Public Right of Way	YES	YES	NO	YES	Article 15, Part 3 of the Development Management Procedure Order 2015
Major Development	YES	YES	YES	NO	Article 15, Part 3 of the Development Management Procedure Order 2015
Minor Development	YES	NO	YES	NO	Article 15, Part 3 of the Development Management Procedure Order 2015
Technical Details Consent (not PRoW, Departure or Major)	YES	NO	NO	YES	Article 15, Part 3 of the Development Management Procedure Order 2015
Development affecting the setting of a listed building ⁽²⁾	YES	YES	YES	NO	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990
Development affecting the character or appearance of a Conservation Area ⁽³⁾	YES	YES	YES	NO	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990

1. Site notices and press notices in relation to EIA development have a response period of 30 days. Site notices in relation to all other development types have a response period of 21 days. Press notices for all other development types have a response period of 14 days. When a consultation period extends over a Bank Holiday the period for response will be extended by the requisite number of Bank Holidays. This does not apply to applications subject to an Environmental Impact Assessment.
2. Any application for a Grade II (unstarred) listed building affecting only the interior does not need to be advertised by site or press notice.
3. To ensure adequate consultation is carried out, where development is considered to not affect the character or appearance of a conservation area it will still be subject to the normal consultation requirements as set out under minor developments.

4.15 The following paragraphs provide more information on how the statutory requirements are met and what, in addition to this, is carried out.

Community Involvement in Development Management 4

(a) List of Registered Applications

4.16 Details of registered planning applications are published on the Council's website: <http://www.scarborough.gov.uk/planning>.

(b) Neighbour Notification

4.17 The Council displays appropriately located site notices on or near the site. The number of site notices posted is discretionary and depends on the size of the site and surrounding land uses. Where appropriate multiple notices will be displayed in order to inform interested persons about an application. The site notices are coloured orange in order to draw attention to them and distinguish them from other statutory notices. When there is a requirement to advertise an amendment to a planning permission these are advertised with white site notices so they can be distinguished from previous or recent notices which may still be in situ.

4.18 All interested parties can view proposals/plans on the Council's website and at convenient locations within Scarborough (Town Hall) and Whitby (Job Centre). Where an individual is unable to view the plans due to disability or age, he/she should contact Planning Services to see what alternative arrangements can be made. In addition, further information about any planning application can be obtained by contacting planning.services@scarborough.gov.uk or the Planning Support Team.

4.19 Generally a statutory period of 21 days is allowed for the submission of comments (extensions are incorporated for Bank Holidays) from the date of posting the site notice or publication of the newspaper advertisement (whichever is the later), however, representations received after the deadline date may be considered at the discretion of the Local Planning Authority and if there is sufficient time prior to the determination of the application. Comments received are publicised on the Council's website if accompanied with a name and address; they are not individually acknowledged. EIA applications have a longer period of 30 days for consultation.

4.20 In addition to the statutory requirement for notices within the local press, the Council also publicises press notices where it is considered that an application may cause wider public interest than the immediate neighbourhood, due to the scale or nature of the development or site proposed. To further publicise the proposal, site notices are placed at one or more locations in the surrounding area of the proposed development.

(c) Statutory and Other Consultees

4.21 All statutory consultees will receive notification of relevant applications along with other organisations or bodies which can have a valuable input into the decision making process. Consideration of responses outside of the statutory consultation period will be at the discretion of the Local Planning Authority.

(d) Amendments and Alterations

4.22 Many applications are amended during the planning process following concerns from Officers, objectors or often the developer may wish to suggest an amendment. There is no statutory requirement to publicise on revisions to planning applications and this will not be done

4 Community Involvement in Development Management

as a matter of course. Publicity for significant revisions which may raise new issues and affect neighbours may be publicised at the discretion of the LPA. Where amendments are publicised the colour of the notice will be white to distinguish it from the original site notice.

(e) Committee Reports

4.23 Committee Reports are made available to the public on the Council's website five clear working days before Committee.

(f) Public Speaking

4.24 In some circumstances, planning applications have to be considered by the Planning and Development Committee. In these cases, the public are able to speak and express their concerns or support to Members of the Committee. Site notices refer to the public speaking scheme which can be found on the Council's website at <http://www.scarborough.gov.uk/publicspeaking>.

(g) Post Decision

4.25 Decision notices are available to view on the Council's website: <http://planning.scarborough.gov.uk/online-applications/>.

(h) Conservation Areas/Listed Buildings

4.26 In addition to the statutory measures explained above, relating to press and site notices, the Council on certain Listed Building applications are required to consult with Historic England and a number of Amenity Societies.

Planning Appeals

4.27 On receipt of a valid appeal, the Council write to all parties who were consulted during the application stage along with any other persons or parties who have submitted comments and inform them of their right to make further representations to the Planning Inspectorate. All information from interested parties submitted, at the time of the application, is forwarded to the Planning Inspectorate.

4.28 For hearings and inquiries, the Council may put up a site notice(s) close to the land/property in question to publicise the details (date/time/location) of the hearing or inquiry.

4.29 There are no third party rights of appeal and only the applicant has the ability to appeal a decision.

Planning and Trees

(a) Making Tree Preservation Orders

Community Involvement in Development Management 4

4.30 When a Tree Preservation Order (TPO) has been made, the Council will proceed with a consultation exercise. In addition to writing to the statutory consultees, the landowner and all properties which are considered to be directly affected⁽¹⁾ by the tree will be notified and given the opportunity to comment.

(b) Dealing with Applications to carry out works to Trees

4.31 Tree Preservation Orders - When an application is made to carry out works to a tree covered by a TPO, the Council will place the information on the Tree Register (the list is available on the Council's website).

4.32 Where the authority is responsible for determining an application it makes to itself it must publicise the application by displaying a site notice on or near to the site for a period of 21 days. In such cases a period of 21 days is allowed for the submission of comments.

4.33 Conservation Area Trees - There is no general consultation on works to trees within Conservation Areas, however, if it is decided to place a TPO on the tree, refer to paragraph (a) 'Making Tree Preservation Orders'.

Enforcement

4.34 The Council has an Enforcement Strategy which can be accessed on the Council's website at <http://www.scarborough.gov.uk/Enforcement>. The public are able to write in and raise concerns if they consider a breach of planning control has arisen. Following investigations, this can result in the submission of planning applications to regularise breaches. When this is the case, the community can become more involved as all planning applications (see paragraph 'Consulting on Planning Applications').

4.35 Out of respect for confidentiality of the parties involved, enforcement cases are only publicised on the enforcement register where the formal action is undertaken. Once an investigation is completed the complainant will be notified of the outcome.

Street Naming and Numbering

Street Naming and Numbering

4.36 Scarborough Borough Council has the legal responsibility to ensure that streets are named and properties numbered. The Authority therefore has the power to approve or reject property and street addresses that are submitted by developers or other parties.

4.37 The address of a property is a very important issue. The appropriate naming of streets, and naming and numbering of buildings is essential for:

- visitors to find where they want to go
- delivery of post by the Royal Mail and courier services

¹ Directly affected means, for example, by overhanging branches not that it is purely within their field of vision.

4 Community Involvement in Development Management

- fast responses to emergencies by ambulance, police, and fire services
- record keeping e.g. index to the National Land and Property Gazetteer, legal transactions, taxation and planning permissions.

4.38 It is also important that property names and numbers are appropriate and are clearly displayed so that the public and service providers can quickly and easily locate a property and its entrance.

4.39 The Council also liaises with various organisations including (but not exclusively) the Royal Mail, Emergency Services and The Land Registry to keep them informed of any new or amended addresses in the Borough. This alerts these organisations to update their records. It is important to follow this process to ensure that the Royal Mail database includes the new addresses before any new properties are occupied. This minimizes the risk of problems that can occur if the address is not recognised by organisations such as utility companies, couriers and other agencies. The overall objective when undertaking naming and numbering processes is to allocate unique and logical addresses whilst complying with the recommendations and guidelines

4.40 Applications for Street and Property Naming and Numbering Services are made by individuals or developers building or converting houses, commercial or industrial properties, and can be made in hard copy, submitted by email or online via the Council's website. Details of fees are available on our webpages or by request.

4.41 Once an application has been received the Council check the proposals against our guidelines and liaise with the applicant in order to ensure that the proposals satisfy our conventions. Consultations are then sent to internal consultees, the Royal Mail Address Development Centre, Parish or Town Councils where appropriate. In the case of Scarborough Town consultations will be sent to relevant Ward Councillors.

4.42 Where there is an impact on the wider community, for example in the case of numbering an existing street or the addition of a name to a property in multiple ownership, consultation with ratepayers and owner/occupiers is undertaken. In some circumstances the naming of streets or buildings has to be considered by the Planning and Development Committee. In these cases the public are able to speak and express their views.

4.43 A Naming and Numbering Policy document is being prepared and when ready will be available on the Council's website.

Community Involvement in Development Management 4

Further advice from the Planning Department

4.44 Development Management staff at the Council are happy to be contacted to give guidance on whether your proposal would benefit from a community involvement exercise and how it may be achieved. The Planning Service also has many leaflets and documents which provide advice and guidance on the planning process. For further information on what information is available please contact the Development Management Team or visit the Council's website.

Scarborough Borough Council
Development Management
Town Hall
St Nicholas Street
Scarborough
YO11 2HG

T: 01723 384314
E: planning.services@scarborough.gov.uk
W: <http://www.scarborough.gov.uk/planning>

For planning advice on areas of the Borough that are situated in the National Park the following contact details should be used:

North York Moors National Park

Planning Administration Officer
The Old Vicarage
Bondgate
Helmsley
York
YO62 5BP

T: 01439 772700
E: planning@northyorkmoors-npa.gov.uk
W: <http://www.northyorkmoors.org.uk>

4 Community Involvement in Development Management

Resources 5

5 Resources

5 Resources

Management and Resources

5.1 Production and review of the Local Plan is a continuous process and as such there needs to be careful planning of the resources required to meet the milestones set out in the Local Development Scheme. The planned methods of community involvement proposed in this document are aimed at balancing the need to ensure effective community involvement with the prudent use of the Council's resources.

5.2 The Council's Planning Policy Team is responsible for producing the Scarborough Borough Local Plan. Development Management deal with planning applications and enforcement matters. Staff from within the Regeneration & Economic Development department, as well as from other Council departments will assist as required. Consultant professionals will occasionally assist Council Officers where necessary. We will endeavour to coordinate consultation activities to ensure the efficient use of resources.

5.3 The results of community involvement and resulting key planning policy decisions will usually be considered and approved by the Council's Cabinet and Full Council. Each individual consultation exercise will be tailored to ensure effective consultation in light of available staff and financial resources at that time.

Review

5.4 Once adopted, the Statement of Community Involvement is intended to be reviewed within five years. Within this five year period, the need to review the document will be assessed on a rolling basis. This will ensure it remains appropriate and effective in involving the community in both significant planning applications and the development plan process. Should there be any significant unforeseen changes which make an earlier review necessary, they will be considered at the earliest opportunity.

Glossary and Acronyms [A](#)

A Glossary and Acronyms

Appendix A Glossary and Acronyms

List of acronyms and technical terms used in this report and/or related to the planning functions that the Local Planning Authority are involved in.

Authority Monitoring Report (AMR)	A document which is prepared at least annually, that shows how the Council is performing against local indicators, and targets set out in the Local Plan documents.
Area Action Plan (AAP)	An Area Action Plan is focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy allows local authorities to set charges which developers must pay when bringing forward new development in order to contribute to the delivery of infrastructure to support development.
Consultation	Consultation is a process between the Council and its customers. Consultation asks people to express views by responding to communications in whatever form (electronic, face-to-face, telephone, postal).
Development Brief	A Development Brief is a site specific document which provides planning guidance for a particular geographical area identified by the Council for potential development.
Development Management (DM)	The section of the Planning Service within Scarborough Borough Council that deals with planning applications. The Development Management Service is responsible for giving advice on proposals for new development, providing advice on whether or not a proposal constitutes development requiring planning permission and determining planning applications.
Development Plan	The term given to the collection of documents that are used to determine planning applications. The Borough Local Plan and other Local Plan documents will comprise the Statutory Development Plan.
Development Plan Document (DPD)	A document which formed part of the Local Plan (formerly LDF), and which sets out the planning policy framework against which planning applications are assessed.
Engagement	Two way process aimed to empower communities by providing them with opportunities to have a voice about what they want in terms of service delivery for their community and local area, and providing them with mechanisms to help them to solve local problems.
Environmental Statement	An Environmental Statement aims to provide environmental information to the public and other interested parties regarding the environmental impact of proposed developments.

Glossary and Acronyms A

Forward Planning (FP)	The section of the Planning Service within Scarborough Borough Council that produces the Scarborough Borough Local Plan and other planning policy related documents.
Householder Development	Householder developments are defined as those within the curtilage of a dwellinghouse which require an application for planning permission and are not a change of use. Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes.
Large-scale Major Development (Major Development) (Development) Proposal)	For dwellings, a large-scale major development is one where the number of residential units to be constructed is 200 or more. Where the number of residential units to be constructed is not given in the application a site area of 4 hectares or more should be used as the definition of a large-scale major development. For all other uses a large-scale major development is one where the floor space to be built is 10,000 square metres or more, or where the site area is 2 hectares or more.
Localism Act (2011)	The act aims to shift power from central government back to individuals, communities and councils. It contains provisions intended to simplify and clarify the planning system, including the abolition of regional strategies, a duty to cooperate (for neighbouring local authorities over planning issues), neighbourhood planning and the community right to build.
Local Development Scheme (LDS)	The LDS explains the documents the Council will prepare as part of its Local Plan and the timetable for their preparation.
Local Plan	Part of the Development Plan used to make decisions on Planning Applications. It sets out how sustainable development will take place within the Borough of Scarborough. Neighbourhood Plans must be in conformity with the Local Plan.
Minor Development	For dwellings, minor development is one where the number of dwellings to be constructed is between 1 and 9 inclusive. Where the number of dwellings to be constructed is not given in the application, a site area of less than 0.5 hectares should be used as the definition of a minor development. For all other uses, a minor development is one where the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare.
Monitoring and Review	Periodic assessment of progress towards targets, aims and objectives. It may involve the alteration of policies, plans and strategies to meet with changed circumstances.

A Glossary and Acronyms

National Planning Policy Framework (NPPF)	The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable Councils can produce their own distinctive Local and Neighbourhood Plans, which reflect the needs and priorities of their communities.
Neighbourhood Development Order (Development Order)	A Neighbourhood Development Order enables the community to grant planning permission for the development it wishes to see.
Neighbourhood Development Plan (Neighbourhood Plan)	Town and Parish Councils can shape and direct sustainable development in their area by creating a vision and planning policies for the use and development of land in a neighbourhood. A Neighbourhood Plan forms part of the Development Plan for an area and must be in conformity with the strategic elements of the Local Plan.
Parish and Town Councils	The Borough of Scarborough has 39 Parish and Town Councils. They help to deliver decision-making to communities, using their local knowledge and commitment to help improve and resolve local issues.
Planning Inspectorate (PINS)	The Planning Inspectorate for England and Wales is an executive agency of the Ministry of Housing, Communities and Local Government of the United Kingdom Government. It is responsible for determining final outcomes of planning and enforcement appeals and public examination of local development plans.
Small-scale Major Development	For dwellings, a small-scale major development is one where the number of residential units to be constructed is between 10 and 199 (inclusive). Where the number of dwellings to be constructed is not given in the application a site area of 0.5 hectare and less than 4 hectares should be used as the definition of a small-scale major development. For all other uses a small-scale major development is one where the floor space to be built is 1,000 square metres and up to 9,999 square metres or where the site area is 1 hectare and less than 2 hectares.
Statement of Community Involvement (SCI)	The SCI sets out the standards which authorities will achieve when they involve local communities in the preparation of Local Plan documents and in Development Management decisions.
Strategic Environmental Assessment (SEA)	An assessment of the environmental effects of a plan or programme. It is required by European Union Directive 2001/42/EC.
Supplementary Planning Document (SPD)	Elaborates on policies or proposals in the Local Plan and gives additional guidance.
Sustainability Appraisal (SA)	Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.

Glossary and Acronyms A

The Cabinet	The Cabinet, either collectively or individually, may make decisions within the policy and budget framework set by the full Council. All decisions are made on the basis of reports containing advice from the Council's officers.
The Full Council	The Council is currently composed of 50 Councillors (Members). Councillors decide the Council's overall policies and set the annual budget.
Town and Country Planning (Local Plans) Regulations (England) 2012 (Regulations)	The regulations that set out the process by which the Local Plan and SPDs must be prepared.

A Glossary and Acronyms

Additional Information B

B Additional Information

Appendix B Additional Information

Useful Websites

Scarborough Borough Council - Local Plan:

www.scarborough.gov.uk/localplan

Scarborough Borough Council - Development Management:

www.scarborough.gov.uk/planning

Ministry for Housing, Communities and Local Government:

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

Planning Aid:

www.rtpi.org.uk/planning-aid/

The Planning Inspectorate:

www.planningportal.gov.uk/planning/planninginspectorate/

The Planning Portal:

www.planningportal.gov.uk

Local Government Ombudsman:

www.lgo.org.uk

Useful Addresses

The Planning Inspectorate
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PNT

The Royal Town Planning Institute
41 Botolph Lane
London
EC3R 8DL

Additional Information B

Scarborough Borough Council: Customer Service Centres

Scarborough Customer First Centre
Town Hall
St Nicholas Street
Scarborough
North Yorkshire
YO11 2HG

8.30am - 5.00pm - Monday, Tuesday, Thursday & Friday
9.30am - 5.00pm - Wednesday

Filey Library
Station Avenue
Filey
North Yorkshire
YO14 9AE

10.00am - 5.00pm - Monday & Wednesday

Job Centre Plus Office
6 Bobbies Bank
Whitby
YO21 1QZ

8.30am - 5.00pm - Monday to Friday

Telephone

Call any of our offices on 01723 232323.

Email

Our main customer email address is customer.first@scarborough.gov.uk

Opening times are subject to change. Please check the opening times using the contact details above before visiting.

B Additional Information

Consultation Bodies C

C Consultation Bodies

Appendix C Consultation Bodies

Specific Consultation Bodies

Please note, this list is not exhaustive and includes successor bodies where re-organisations occur. Where the Council does not consider a Specific Consultee will have an interest in the subject of the Plan they may not be consulted⁽²⁾.

- The Coal Authority
- The Environment Agency
- English Heritage
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Relevant Authorities:
 - North Yorkshire County Council
 - Ryedale District Council
 - North York Moors National Park
 - East Riding of Yorkshire Council
 - Hambleton District Council
 - Redcar and Cleveland Council
 - All Parish Councils in the Borough and those in adjoining districts which have a common boundary with the Borough
- Natural England
- Historic Buildings and Monuments Commission for England
- Strategic Rail Authority
- Highways Agency
- Relevant Telecommunications companies
- Strategic Health Authority
- Utility companies
- Sewage and Water undertakers

General Consultation Bodies

The full list of general consultees is constantly being updated and comprehensive updates occur during consultation exercises with the community. The following list categorises these consultees by type. A full list can be viewed at the Council Offices or, alternatively, if you wish to be added or check that you or your organisation are included, please contact the Forward Planning Team by e-mail at forwardplanning@scarborough.gov.uk or by telephone on 01723 232480.

- Voluntary bodies whose activities benefit any part of the Borough

2 Town and Country Planning (Local Plans) (England) Regulations 2012 18(2)(a) states that the Local Planning Authority should inform the 'specific consultation bodies the local planning authority consider may have an interest in the subject of the proposed local plan.'

Consultation Bodies C

- Bodies representing racial, ethnic or national groups
- Bodies representing religious groups
- Bodies representing disabled persons
- Bodies representing the interests of those carrying out business in the Borough
- Bodies representing young people
- Bodies representing elderly people

Other Consultation Bodies/Persons

Includes other national, regional and local bodies such as:

- Associated British Ports
- Age UK
- 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 the Yorkshire and East Yorkshire branches of the Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Civic Societies
- Community Groups
- Council for the Protection of Rural England
- Crown Estate Office
- Disabled Persons Transport Advisory Committee
- Equality and Human Rights Commission
- Fields in Trust
- Forestry Commission
- Freight Transport Association
- Friends of the Earth
- Gypsy Council
- Health and Safety Executive
- Fire and Rescue Services
- Internal Drainage Boards
- Local Transport Authorities
- Local Transport Operators
- National Farmers' Union
- Police Architectural Liaison Officers/Crime Prevention Design Advisors
- Post Office Property Holdings (Royal Mail Group)
- Quarry Products Association
- Rail Companies and the Rail Freight Group
- Regeneration/Renaissance Partnerships
- Road Haulage Association

C Consultation Bodies

- Royal Society for the Protection of Birds
- Sport England
- The Home Builders Federation
- Traveller Law Reform Coalition
- Wildlife Trusts
- Women's National Commission
- Woodland Trust
- York Diocesan Board of Finance
- Yorkshire and the Humber TUC

Duty to Cooperate Bodies

- Environment Agency
- English Heritage
- Natural England
- Mayor of London (if appropriate)
- Civil Aviation Authority
- Homes and Communities Agency
- NHS England (North Yorkshire and Humber area team)
- Clinical Commissioning Groups
- Office of the Rail Regulator
- Highways Agency
- Transport for London
- Integrated Transport Authorities
- Highway Authorities
- Marine Management Organisation
- Local Enterprise Partnerships
- Local Nature Partnerships



Scarborough Borough Council
Planning Services
Town Hall
St Nicholas Street
Scarborough
North Yorkshire
Yo11 2HG

T: 01723 232480

E: localplan@scarborough.gov.uk

W: www.scarborough.gov.uk/localplan

Follow us on Twitter @SBCLocalPlan