

Folkestone

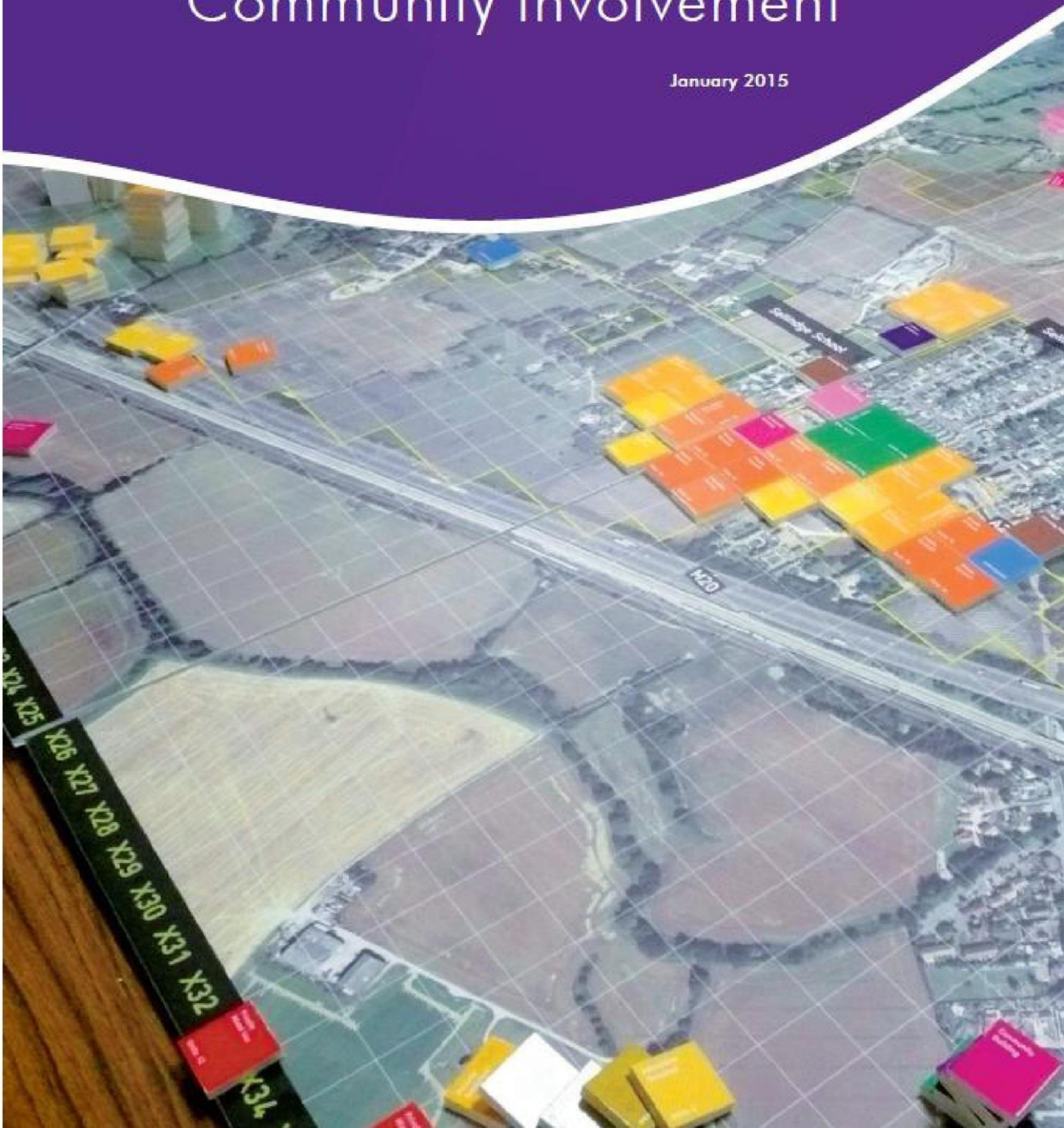
Hythe & Romney Marsh  
Shepway District Council



[www.shepway.gov.uk](http://www.shepway.gov.uk)

# Statement of Community Involvement

January 2015





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## Enquiries about planning

### You can contact us:

- In person at: Shepway District Council by appointment
- By telephone: Planning (Development Management) 01303 853538
- Planning Policy 01303 853000
- Email: [planning@folkestone-hythe.gov.uk](mailto:planning@folkestone-hythe.gov.uk) for Development Management enquiries
- [planning.policy@folkestone-hythe.gov.uk](mailto:planning.policy@folkestone-hythe.gov.uk) for Planning Policy enquiries
- Website: [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

## 1 Introduction

This document explains how Shepway District Council involves the local community in developing planning policy and making planning decisions. It is known as a Statement of Community Involvement (SCI) and is a requirement for all local planning authorities under the Town and Country Planning (Local Planning) (England) Regulations 2012 and Neighbourhood Planning Regulations 2012.

Planning affects everyone in some way – the homes we live in, the places we work, the open spaces we enjoy and the roads we travel on. Therefore, it is important that local people understand the planning process and are given the opportunity to get involved to contribute ideas and influence land use decisions.

Shepway District Council is committed to extending and developing links with the local community in all of its services and continuously assesses how to involve local people and businesses in decision making.

The Council's existing SCI was adopted in 2007. This document is the update to that document. It has been prepared to take into account new legislation and Council policy. The SCI includes information on how and when community involvement will take place and what organisations and individuals will be consulted.

## 2 How you can get involved in planning

There are two main ways to get involved in local planning matters:

1. Responding to public consultation on local development documents – these documents set the policy framework against which development proposals will be assessed; and.
2. Making comments on planning applications – most types of development require a planning application to be submitted and approved.



This document sets out how you can get involved.

### **3 Community Involvement in Context**

#### **National Context**

The system for plan making, procedures for community consultation and examinations in public has changed since the publication of the last SCI in 2007. The National Planning Policy Framework (NPPF) was published in March 2012 and sets out national planning policy which must be taken into account when preparing local planning policy documents and determining planning applications. It replaces most existing Planning Policy Statements and Planning Policy Guidance Notes and favours a single local plan approach.

The Localism Act 2011 has also introduced a number of changes to the planning system, including the removal of regional strategies and the introduction of neighbourhood plans. It will also involve the production of new documents including the Community Infrastructure Levy (CIL) charging schedule.

#### **Local Context**

All new or updated documents will be prepared in line with legislation and relevant national policy as stated above. These include, the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011 and the Community Infrastructure Levy Regulations 2010 (as amended).

The Shepway Core Strategy was formally adopted in September 2013 and sets out the long-term vision for the district, along with the spatial objectives and strategic policies to deliver that vision.

The district council is now working toward its Places and Policies Local Plan, which will provide more detailed policies and proposals for the district, and replace those remaining saved policies in the Shepway District Local Plan Review (2006).

The timescales for this document, as well as other documents, such as the CIL charging Schedule are set out in the Local Development Scheme.

The district council also has a duty under the Localism Act 2011 to give authorised groups the power to prepare a Neighbourhood Plan for their area.

### **4 Links to Other Council Strategies:**

Local Planning Policy documentation should be seen within the context of a host of other policies which guide and promote community engagement. This SCI takes these into account and will work with other Council departments to ensure that a consistent approach is taken to consultation, and where appropriate, joint consultations between departments will be considered to share resources. These include:

### **Corporate Plan 2013-18:**

Shepway District Council's Corporate Plan 2013-18 sets out our long-term vision for improving the lives for all those who live and work in the district:

*"Prosperous and ambitious – working for more jobs and homes in an attractive district"*

To achieve this vision, the plan includes involving local people and businesses in shaping council services.

### **Shepway Economic Development Strategy 2014-2019:**

This strategy sets out an ambitious plan of action for building upon the existing economic strengths of the district, such as the excellent communications network, as well as aiming to address areas of underperformance, such as the high levels of worklessness and low skills attainment.

### **Shepway Community Compact 2013:**

This document aims to set out in one place the 'community rights' of Town and Parish Councils, local voluntary and community groups and the general public. It also sets out how people can exercise these rights. In addition, it states a Code of Practice on Consultation and Engagement which aims to provide "meaningful opportunities for local communities to express their views on issues which affect their area".

### **Development Control Service Standards:**

The purpose of these standards is to:

- Give you an understanding of what you can expect to receive from the service.
- Provide an overview of what we try to achieve.
- Let you know how we operate.
- Tell you what our service standard targets are.
- Explain how to complain about unsatisfactory service

These service standards are set out under the following areas – submitting a planning application; notifying the public; making the decision; monitoring development; enforcing planning law and regulations; and complaints.

### **Equality and Diversity Policy 2012-2016:**

The Equality and Diversity Policy confirms the Council's commitment to:

- Remove or minimise disadvantages suffered by people because of their protected characteristics (including age, disability, gender identity, pregnancy and maternity, race, relationship status, religion or belief, sex, sexual orientation, and social and economic status)

- Take steps to meet the needs of people from protected groups where these are different from the needs of others;·
- Encourage people from protected groups to participate in public life or in other activities where they are under-represented

### 5 Our community involvement principles

In making planning decisions, the Council will often need to balance differing views and make judgements in the best interests of all our communities. Getting local opinions will help us make decisions in the most informed way possible. To achieve this, we will apply some general principles to our planning consultations:

#### Involving the public as early as possible

For example:

- Involve individuals, organisations and groups as early as possible in developing planning policy.
- Pre-application involvement in planning applications, so that the applicants for certain types of development are encouraged to consult the public before submitting an application.

#### Transparent planning processes

- Make the purpose of planning consultations clear
- Take account of views received and be honest about the scope of consultations from the start.
- Publish consultation material that is clear, concise and avoids unnecessary jargon

#### Choosing appropriate ways to involve as many people as possible

- Ensure consultations include all parts of the community affected;
- Ensure that consultations use professionally accepted methods and are well managed; these may include active planning exercises, focus groups and “piggy backing” on existing meetings.
- Ensure that the views sought in any consultation are informed;
- Make best endeavours to use all available communications.
- Ensure communications are accessible.

#### Listen and feedback

- Adopt clear processes of consultation that, where possible, produce results that are measurable and can be evaluated objectively;
- Fully acknowledge and consider the results of consultations; and



### Involving the public as early as possible

- Provide accessible feedback on the results of consultations and how they have been used.

## 6 Whom we will consult

The Council is required by legislation to consult certain bodies which it considers may have an interest in or be affected by a document. These bodies include:

- Kent County Council
- Neighbouring councils
- Local Parish and Town Councils
- Utility companies
- Network Rail Infrastructure Ltd
- Local policing body
- Government bodies like the Highways Agency and Natural England.

The Council must also seek to ensure a wide range of other stakeholders and individuals have opportunities to become involved at any stage if they wish or where their input will be useful. These include:

- Organisations that represent specific communities or interests such as the Federation of Small Businesses, Chambers of Commerce, Equality and Human Rights Commission, Sport England and the Police
- Developers, landowners and planning professionals
- Local businesses and the voluntary and community sector
- Others who have expressed an interest in the plan or subject matter
- The general public including members of the Kent Youth Parliament
- Council Elected Members who provide important channels of communication to and act as advocates for their local communities.

The Council maintains a database of people and organisations who want to be kept informed and have responded to consultation documents. This database is used to keep registered individuals, organisations and groups informed on the production of any development plan documents. New consultees can be added to the consultation database at any time, and the Local Planning Authority will work with other departments to ensure that the database is as comprehensive as possible. Anyone who wishes to be added can do so by contacting the planning policy team ([planning.policy@folkestone-hythe.gov.uk](mailto:planning.policy@folkestone-hythe.gov.uk)).

## 7 How we will consult

Legislation sets out the minimum requirements for public participation when preparing Local Plans and Supplementary Planning Documents. This includes making information available on our website. Where possible and appropriate, the Council will go beyond these requirements to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are likely to be used at various stages of the plan making process. These include, but are not limited to:

- **Direct notifications to appropriate organisations and individuals** – emails or letters (where no email) will be sent to statutory bodies, relevant groups and to those who have requested to be contacted on our consultation database.
- **Website** – progress on our planning documents will be publicised on the Council's website. This will also be the place to download evidence base documents and feedback reports. People will be able to view consultation documents and access response/comment forms.
- **Deposit venues** – during consultation periods, documents will be made available for inspection at Shepway District Council offices, and local libraries (at the discretion of Kent County Council).
- **Social networking sites** – information and consultation events will be advertised via the District Council's Twitter feed.
- **Local Plan News** – short e-newsletters that provide information on the progress of the Local Plan.
- **Local media** – media releases to local newspapers, radio stations and online media may be issued via the Communications Department to promote consultations and latest news.
- **Shepway Today** – where possible, updates will appear in our district newsletter which is distributed to homes across the district.
- **Presentations and forums** – presentations to appropriate groups, organisations and stakeholders will be delivered to target particular people in the community who may be interested in specific issues. For example, when considering issues relevant to children and young people, we will try to involve local schools and colleges as well as work with bodies such as the YMCA.
- **Leaflets and Posters** - these may be distributed to promote consultations and summarise information on consultations. Information may also be circulated to Town & Parish Councils and Residents' Associations for display on community notice boards or in community newsletters.
- **Interactive workshops** – discussions of topics and documents in groups using plans, models and other visual materials. This format may be more appealing to some people than traditional methods of consultation. These may take the form of 'Planning for Real' exercises. Workshops are particularly useful at issues and options stages of consultation and topic-based plans. The Council may use consultants to support this engagement.

- **Exhibitions and road shows** – public displays for local residents to follow progress of LDDs and to give publicity to large scale development proposals and applications. Timing and location of exhibitions must be relevant to the community.
- **Member Workshops** – to keep Members informed and help them disseminate information about the LDD processes to local residents.
- **Council meetings** - where appropriate, we will take our plans to relevant Council meetings for feedback and approval from elected local Members.
- **Surveys and questionnaires** – surveys and questionnaires may be used to canvass views on key issues, options, proposals and documents. Responses can help identify key interests and groups. There is benefit in focusing questions around a number of key topics.

The details behind each consultation initiative will be formulated in partnership with the communications and community engagement departments.

In line with the principles of community involvement, the Council will do its best to ensure that documents are written clearly and concisely and avoid technical language whilst remaining fit for their purpose. Documents can also be made available in different languages and formats (e.g. Braille) on request.

We will choose accessible consultation venues and hold events at convenient times of the day and week. We will also be clear about the aims and scope of engagement so that people understand when they can participate and the rules for doing so. This will help to manage expectations.

## 8 Reaching the ‘seldom heard’

The ‘seldom heard’ are those people least likely to make their views known through public consultation and who often miss out on information because they do not belong to a recognised organisation or group.

Those who fall into the ‘seldom heard’ category could be:

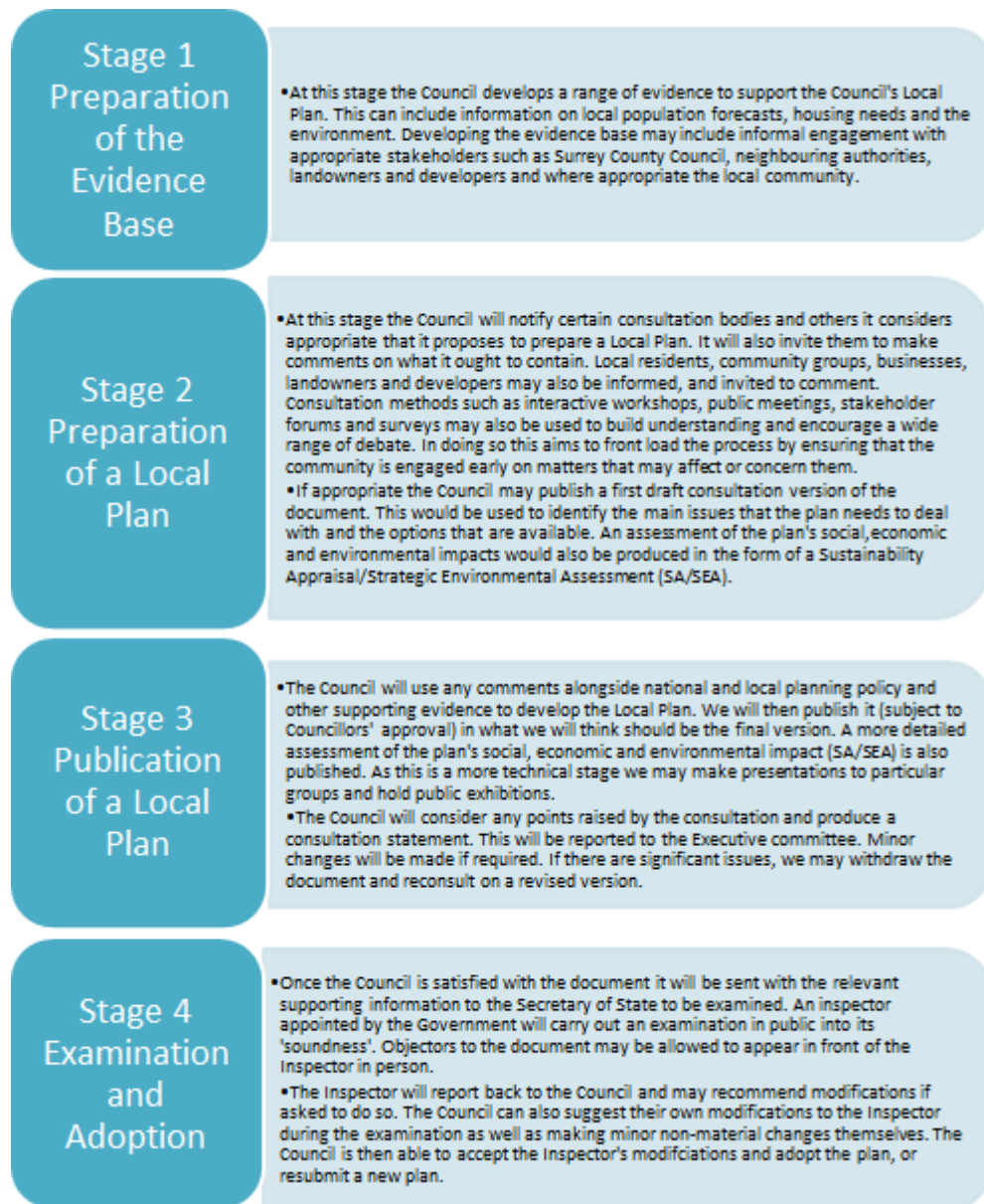
- People of working age who, due to work and family commitments, have very limited periods of free time in which to involve themselves in wider issues (the time-limited)
- People of school age who are too young to belong to recognised consultation organisations
- People of limited mobility, through either age or disability
- People whose first language is not English
- People with sight or hearing impairment
- People without a permanent address including Gypsies and Travellers, and those who through circumstance or life-style choice have no fixed contact address.

Neighbour notification and drop-in sessions are often successful in reaching the seldom heard. We also recognise that Town and Parish Councils are key contributors in increasing awareness at a local level, particularly as they have existing communication networks within their areas. In order to assist residents unable to access some services during normal working hours the Council continues to increase the amount of online self service functions ([www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)).

### **9 Consultation on a Local Plan**

The process for preparing a Local Plan, or its full or partial review, will include at least one formal consultation stage before submission to the Secretary of State for independent examination. This is explained further in the diagram below.

The engagement methods for each stage in the preparation of a Local Plan are set out in Appendix 1.

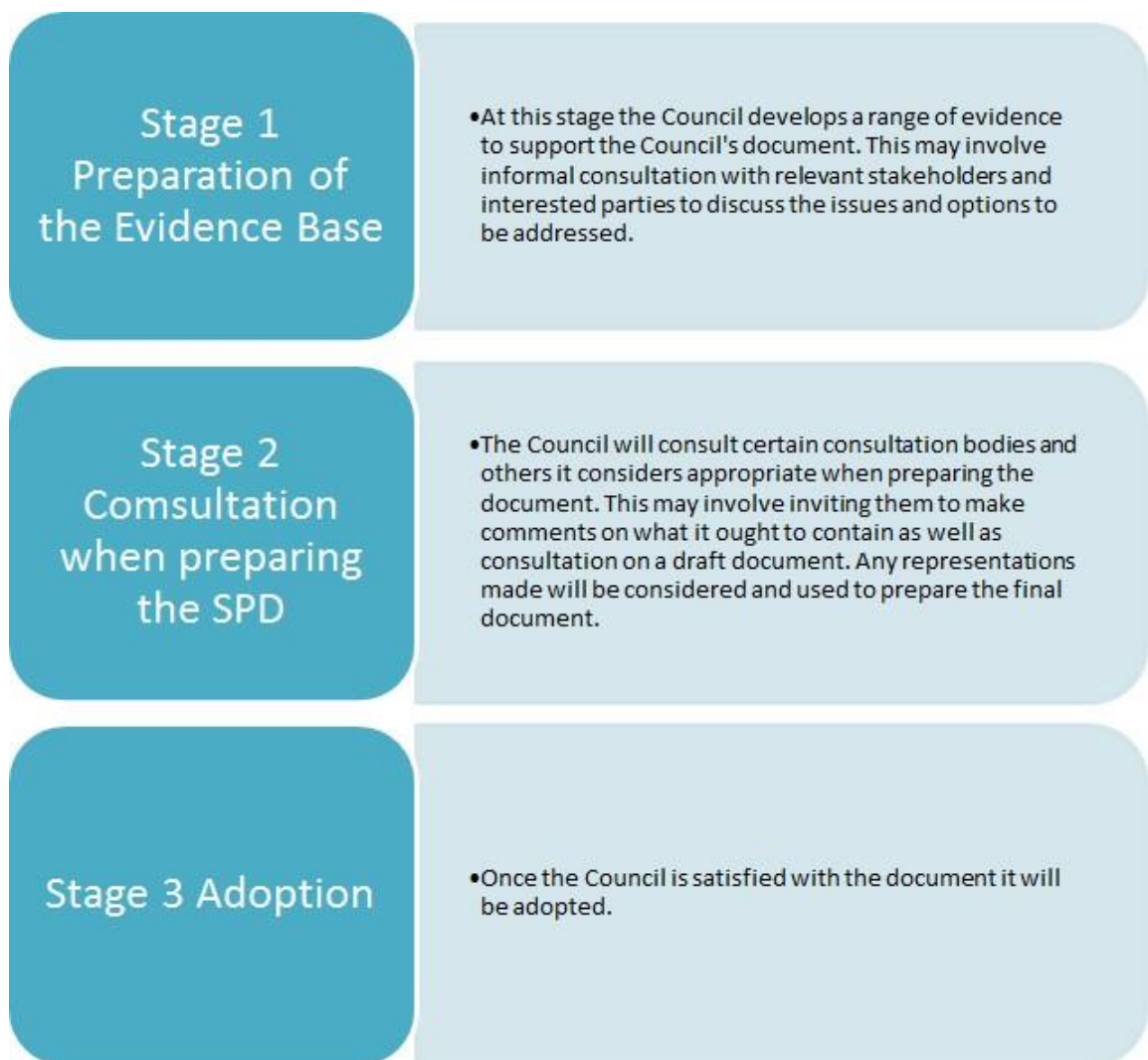


## 10 Sustainability Appraisal/Strategic Environmental Assessment

Legislation requires a Local Development Document (or Local Plan) to go through a process of Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA). This assesses a document's impact on the environment, economy and society and is intended to promote more sustainable development. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

## 11 Consultation on a Supplementary Planning Document

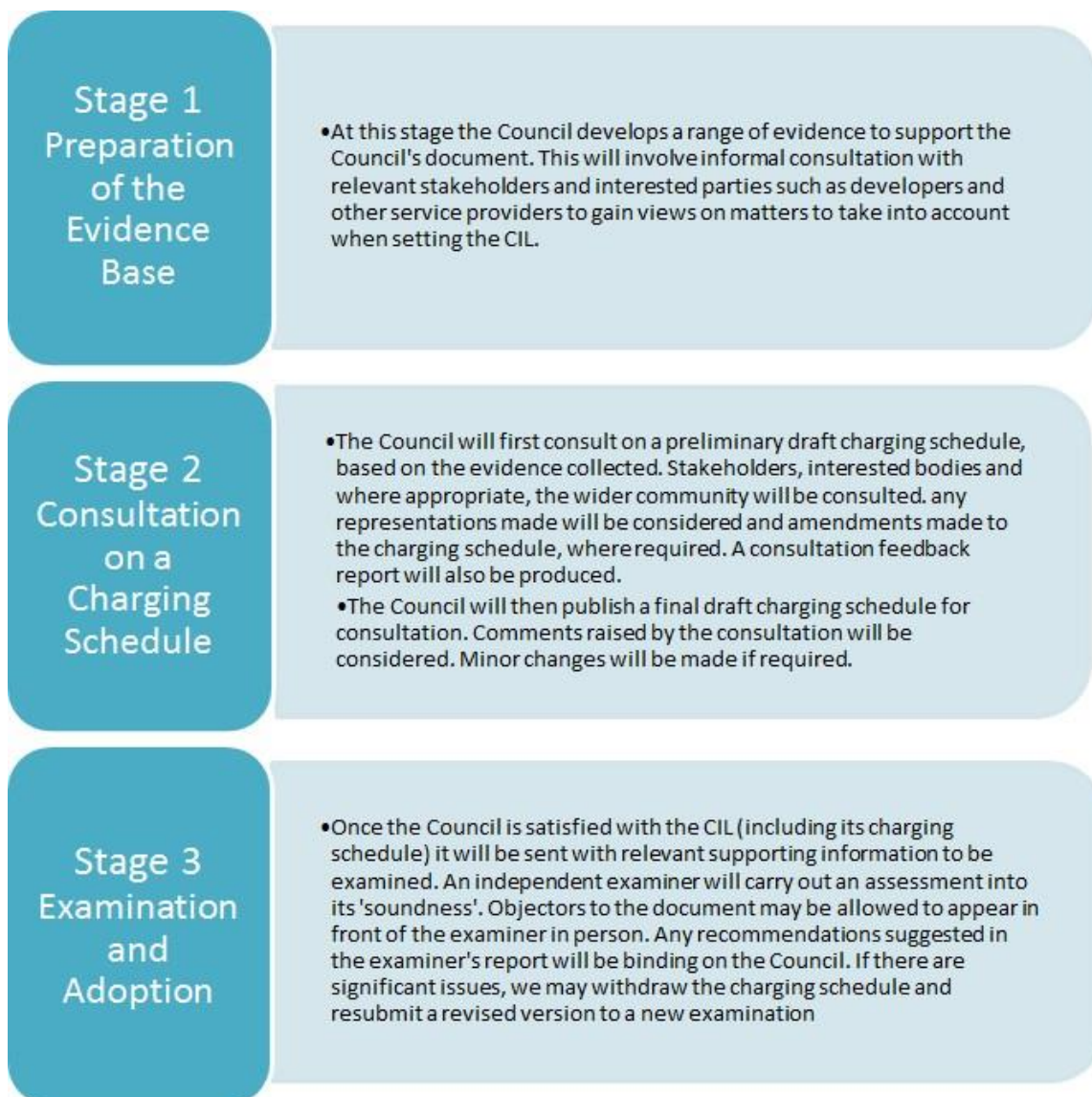
Supplementary Planning Documents (SPD) adds further detail to the policies in a Local Plan. Currently we do not have the production of any SPDs scheduled in our Local Development Scheme but the Council will prepare or revise SPDs where they will help applicants make successful applications or aid infrastructure delivery, and where they will not add unnecessarily to the financial burdens on development. The preparation of a new or revised Supplementary Planning Document involves the stages set out:





## 12 Consultation on a Community Infrastructure Levy (CIL) Charging Schedule

The Community Infrastructure Levy (CIL) is a new charge which will allow the Council to raise funds from new developments in the District. The money collected from the levy will be used to support development by funding infrastructure that the Council, local community and local residents want. For example new road or transport schemes, flood defences and schools. The levy will apply to most buildings. Charges will be based on the size, type and location of new development and be set out in a charging schedule. The preparation of a CIL involves the stages shown below:



## 13 Using the results of consultation and feedback

Representations made during formal consultation periods will be acknowledged, recorded on our consultation database and may be published. We cannot accept confidential, anonymous or late comments. We will also reject any comments that are offensive, obscene, racist or illegal in any other way.

All duly-made responses will be considered and used to inform decisions and/or shape the documents, alongside Government legislation, planning policy and other evidence. Sometimes plans may attract a large number of objections or petitions. These will be taken into account in the same way as other representations.

Comments made at earlier rounds of consultation on a document will not be carried forward. Any outstanding issues must be resubmitted in order to be considered.

When submitting a document for independent examination, the Council is required to submit a statement setting out which bodies and other persons have been consulted, how they have been consulted, the main issues that were raised and how these issues have been addressed.

## 14 Council committees

Council decisions and recommendations on planning policy documents, including consultation documents, the results of formal consultations and documents for adoption are considered by one or more of the following Council meetings:

- Full Council
- Cabinet
- Overview and Scrutiny Committee

The decision to adopt a document is taken by Full Council. All Council committee meetings are open to the public and the agendas and minutes for each are published on our website. In addition, the Council's Overview and Scrutiny Committee, provides for review and challenge of planning policy documents.

## 15 Neighbourhood Plans

Neighbourhood Plans have been introduced by the Localism Act 2011. They allow Town and Parish Councils or Neighbourhood Forums (authorised groups of local individuals in unparished areas) to prepare statutory Neighbourhood Development Plans against which planning applications will be assessed. They cannot promote less development than is set out in the Council's Local Plan, but they can promote more.

In addition, and unlike Council prepared plans, a Neighbourhood Plan must undergo a local referendum prior to being adopted. Once adopted it would form part of the Local Plan. If a community wishes to simplify the process for allowing development, it can also produce a Neighbourhood Development Order or a Community Right to Build Order. These can be instead of, or in conjunction with, a Neighbourhood Plan and can be used to grant planning permission for certain types of development in specified areas. Such orders, however, cannot remove the need for other permissions such as Listed Building or Conservation Area consent. As Neighbourhood Plans and Orders are not prepared by the Council, this SCI cannot prescribe what methods of community engagement they must follow. However, the Council will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI. The Council will also provide technical guidance and support as required by legislation and will offer additional advice where feasible.

### **16 Other planning documents**

The Council may also approve other planning guidance and development briefs for specific sites. These are not statutory but are intended to help people apply adopted policies. These often involve dialogue from relevant stakeholders such as service providers during their preparation. They may be published for public consultation before approval.

### **17 Duty to co-operate**

Changes to the planning system require councils and other public bodies to work together on strategic and cross-boundary planning issues. These may include public transport networks or major business, housing or retail developments. This could lead to a development plan document being prepared jointly with other local planning authorities. Subsequent consultation on these would follow the processes described above to ensure all communities are appropriately engaged.

### **18 Availability of adopted documents**

Adopted Local Plans, Supplementary Planning Documents and other documents such as the Local Development Scheme and SCI, will be published on the Council's website. Copies will also be made available for inspection at the Council's Reception Desk. Paper copies will also be available to purchase (in order to recover costs). All consultation documents and supporting materials such as copies of representations, statements and notices will be removed after a document has been adopted (in line with planning regulations).

## 19 Community involvement on planning applications

In 2013, the Council determined about 1300 planning applications ranging from household extensions and fences to major new housing estates and business premises. These decisions shape the nature of the areas where people live, work and spend their leisure time. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning application
- Planning appeals.

Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. Further details are set out on our website under 'Neighbour Notifications'.

## 20 Pre-application stage

The Council encourages developers to consult the community prior to submitting planning applications for larger-scale or potentially contentious development proposals.

Pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help to reduce local opposition, help resolve early design and development problems and ensure that high quality planning applications are received.

The Council expects applicants in most cases to carry out their own pre-application consultation. This should be effective in bringing draft proposals to the attention of the public, the local Town or Parish Council and other affected parties and provide opportunities to make comments. Effective ways of doing this include public exhibitions, workshops and other forums providing specific opportunities for comments to be made.

Planning Officers are available to provide advice on appropriate engagement methods, target audience and venues. The Council will expect the applicant to submit details of pre-application consultation as well as an explanation on how the responses have been taken into account, alongside their planning application. The Council will consider this information prior to making a decision.

The Council offers pre-application advice to potential applicants. General planning advice is offered over the telephone during normal office hours and a duty planner is available by telephone, between 09.00 – 16.00 Monday, Tuesday, Thursday and

Friday and 09.30 - 16.00 Wednesdays by telephoning 01303 853538 or by emailing [planning@folkestone-hythe.gov.uk](mailto:planning@folkestone-hythe.gov.uk). For more detailed advice potential applicants are requested to send drawings and details of the proposed scheme by email or post. There is no charge for this service. Further information on the service offered can be found in the 'Pre application planning advice protocol' on the Council's website.

Details of all planning applications are available to view on the Council's website.

You can use the site to:

- Follow the progress of an application,
- View associated plans and documents,
- Make comments on an application,
- Search a weekly list of applications and decisions,
- View the application report and decision notice,
- See if appeals have been lodged and any decisions made,
- See recent planning history and property details, including maps and constraints, and search enforcement cases.

In line with national requirements, the Council will usually notify neighbours affected by a development proposal by letter or email. Statutory bodies (for example, the Highways Agency and the Environment Agency) are also notified as well as other organisations that may want to comment on the application.

In some cases, and in line with national requirements, site notices are also displayed close to the application site. Notification letters and site notices include details of the planning application, where to view plans, how to make comments and by what date. In most instances residents have 21 days to make written comments. If amended plans are received a further period may be given for additional comments, depending on the nature and extent of the amendments. If a new planning application is required, this will be subject to new public consultation.

A public notice is placed in a local newspaper for major applications, applications which are a departure from the development plan, applications for Listed Building Consent and applications in Conservation Areas, in line with national requirements.

A public meeting may sometimes be held for major applications of significant local interest. These usually involve a presentation of the development proposal by the applicant followed by an opportunity for the public to ask questions and make comments. They are arranged by the Council or applicant once a planning application has been received.

## Statement of Community Involvement

Representations on a planning application will be acknowledged and all responses will be fully considered in the assessment and determination of the application. Anonymous or confidential comments cannot be taken into account. Comments received from local residents and consultees are available to view on the Council's website.

The Council has targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. Before a decision is made, the case officer will prepare a report with a recommendation.

The recommendation will take into account the Council's adopted planning policy documents, central Government planning advice as well as any comments made.

However, the Council can only take into account comments relating to material planning considerations. These include such matters as:

- Overshadowing or loss of light
- Vehicle access and highway safety
- Design and impact within the streetscene
- Impact on residential amenity

The following issues cannot normally be considered in making planning decisions:

- Reduction in property values
- Loss of a private view over land
- Moral objections to a development
- Commercial competition.

The majority of planning applications are determined by officers under delegated powers. A small number of applications are decided by the Council's Development Control Committee (for example, significant or controversial applications). Applications presented to the Committee will be accompanied by a written report and officer recommendation, which will be available to view before the meeting. The Council operates a system of public speaking at these meetings. Please see our website for further information.

Once a planning application has been decided, the full text of the officer report and the decision notice, including conditions where appropriate, are published on the Council's website. The report will always summarise any comments received. Respondents are able to track the progress of an application using the website.

The table below shows how people can be involved in the various stages of the planning application process:



Involvement action	Stage of development
Keeping informed	
Monitor information sources about planning applications such as site notices, press advertisements, search on our website and parish notice boards and newsletters	Pre-application and application
Take opportunities to find out more – attend any exhibitions or meetings offered as part of the applicant’s public involvement programme, or any other local meetings, read summaries of applications (and shortly full applications) and officers’ reports on the Council’s website and at the Town Hall and local libraries	Pre-application and application
Track the application’s progress using the Planning Search on the Council’s website to find out when the consultation closes and when the application is due to be determined.	Application
Check the decision notice issued after the Council has made a decision to know what the outcome is, and what conditions may have been applied	Determination and post-decision
If you live near a site, be aware whether any conditions imposed are being complied with	Determination and post-decision
Making your views known	
Respond directly to consultations such as questionnaires, consultation letters to parishes/ other organisations, direct neighbour notification letters	Pre-application and application
Respond to publicity (site and press notices, the website, parish notice boards and newsletters etc) by giving your views in writing (letter, email or on line) to the contact address provided	Pre-application and application

Involvement action	Stage of development
Feed your views in to Town / Parish Council to help them formulate their responses, or to your local Councillor	Application
Make sure that if you raise objections, these are for valid planning reasons	Application
If you think that conditions imposed with a decision are being ignored, let the planning authority know, so that we can check this.	Post-decision
Attending Development Control Committee	
As an Observer or as a Speaker.	Determination

**Table 21.1**

## 22 Appeals

An appeal may be submitted by the applicant where permission has been refused, or permitted with conditions which the applicant considers to be unacceptable. There is also a right of appeal if the application has not been determined within the appropriate time limit. Third parties do not have the right to appeal decisions. All those who were notified of the original application or submitted comments will be informed if an appeal is made. They also have the opportunity to make further written comments, except in the case of Householder Appeals where the Inspector makes the decision based solely on all the information on the original application file.

For appeals decided by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry. The Inspectorate will consider the evidence and make a decision on the proposal. The Inspector's decision is binding on the Council, although it can be challenged on a point of law in the High Court.

## 23 Enforcement

The Council's role in enforcing planning regulations is set out on the Council's website in the adopted Planning Enforcement Protocol. People with concerns regarding breaches of Planning Control should complete the online Planning Enforcement Complaint Form, email [planning@folkestone-hythe.gov.uk](mailto:planning@folkestone-hythe.gov.uk) or telephone 01303 853538.

## 24 Stakeholder forums

The Council holds regular forums with agents and town and parish councils to help inform and improve the consultation and engagement process on planning applications, appeals and enforcement.

## 25 Notification/publicity on receipt of valid planning applications

The table below provides information on how the district council notifies and publicises on receipt of valid planning applications:

Type of planning application	Statutory requirements	What Shepway will do
General planning applications	<ul style="list-style-type: none"> <li>By serving notice on any adjoining owner or occupier, or</li> <li>By site notice displayed in at least one place on or near the land to which the application relates Site notices/newspaper publicity where required</li> <li>Consult with Statutory Consultees</li> </ul>	<ul style="list-style-type: none"> <li>Neighbour notification, and/or a site notice</li> <li>Weekly list</li> <li>Newspaper advert where required</li> <li>Pre-application discussions – Applicants are encouraged to approach neighbouring residents to discuss their proposals.</li> <li>Applications encouraged to achieve ‘good design’ as promoted by Kent Design</li> </ul>
Major applications (for residential development 10 or more dwellings or 0.5 hectares or more; for all other development where creating 1000 m <sup>2</sup> or more floorspace or 1.0 hectares or more)	<ul style="list-style-type: none"> <li>By serving notice on any adjoining owner or occupier, or</li> <li>By site notice displayed in at least one place on or near the land to which the application relates By newspaper advertisement</li> <li>Consult with Statutory Consultees</li> </ul>	<ul style="list-style-type: none"> <li>Site notice</li> <li>Neighbour notification</li> <li>Newspaper advert</li> <li>Weekly list</li> <li>Bespoke arrangements for larger or particularly sensitive proposals</li> <li>Pre- application discussions – applicants encouraged to approach Local Parish Councils and local community to publicise proposals and invite their comments.</li> </ul>

Type of planning application	Statutory requirements	What Shepway will do
		<ul style="list-style-type: none"> <li>Encourage applicants to submit statement of consultation.</li> <li>Applications are encouraged to achieve 'good design' as promoted by Kent Design.</li> </ul>
Listed Building Applications / Conservation Area Consent	<ul style="list-style-type: none"> <li>By site notice displayed in at least one place on or near the land to which the application relates Newspaper advertisement</li> <li>Consult with Statutory Consultees</li> </ul>	<ul style="list-style-type: none"> <li>Neighbour notification</li> <li>Site notice</li> <li>Newspaper advert</li> <li>Weekly list</li> </ul>

**Table 25.1**

## 26 Monitoring and review

This SCI is flexible to allow for appropriate changes in our approach to community involvement in order to reflect changes in policy, to make improvements and the use of additional, new or different approaches to consultation.

The SCI will be monitored regularly. If it becomes out of date it will be reviewed.

## 27 Further information and advice on planning

### The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

Email: [support@planningportal.gsi.gov.uk](mailto:support@planningportal.gsi.gov.uk)

**Department for Communities and Local Government (DCLG)**

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: [www.gov.uk/dclg](http://www.gov.uk/dclg)

Email: [contactus@communities.gsi.gov.uk](mailto:contactus@communities.gsi.gov.uk)

Postal Address: Eland House, Bressenden Place, London SW1E 5DU

Telephone Number: 030 3444 0000

### **Planning Aid England (PAE)**

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: [www.rtpi.org.uk/planning-aid](http://www.rtpi.org.uk/planning-aid)

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 0330 123 9244

### **The Planning Inspectorate**

The Planning Inspectorate processes planning appeals and holds examinations into planning policy documents and the Community Infrastructure Levy (CIL).

Website: [www.planningportal.gov.uk/planning/planninginspectorate](http://www.planningportal.gov.uk/planning/planninginspectorate)

Email: [enquiries@pins.gsi.gov.uk](mailto:enquiries@pins.gsi.gov.uk)

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

## **28 Glossary**

**Community Infrastructure Levy (CIL)** – A payment that is made to the Council by developers when development commences. The payment is used to fund infrastructure that is needed to serve development in the area. This can include new transport schemes, community facilities, schools and green spaces.

**Core Strategy** – This is a plan which sets out the long-term spatial vision for the district, along with the spatial objectives and strategic policies to deliver that vision.

**Development Plan Document (DPD)** - Spatial planning documents that together with the Minerals and Waste Plans will form the development plan for Shepway District. They are subject to Independent Examination before adoption.

**Local Development Document (LDD)** - The collective term for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI).

**Local Development Framework (LDF)**– The collection of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) setting out the overall planning strategy, policies and proposals for the district. New planning legislation in 2012 requires authorities to prepare a single ‘Local Plan’ to replace Development Plan Documents. However, until adopted documents are reviewed, the Council shall continue to refer to them as DPDs and SPDs.

**Local Development Scheme (LDS)** - A project plan and timetable for the preparation of the Local Development Framework or Local Plan. It can be updated and amended as necessary by the Council.

**Localism Act** – The Localism Act has devolved greater powers to local government and neighbourhoods and given local communities more rights and powers over decisions about housing. It also includes reforms to make the planning system more democratic and more effective.

**Local Plan** – The collection of development plan documents setting out the overall planning strategy, policies and proposals for SDC.

**National Planning Policy Framework (NPPF)** – A document setting out the Government’s national planning requirements, policies and objectives. It replaces much of the national advice previously contained within Planning Policy Statements, Planning Policy Guidance and Circulars. The NPPF is a material consideration in the preparation of LDDs and when considering planning applications.

**Neighbourhood Plan** – There is a duty under the Localism Act 2011 which gives authorised groups the power to prepare a development plan for their area. This plan could include general planning policies and allocations of land for new development.

**Planning Inspectorate** – Is an organisation which processes planning appeals and holds examinations into DPDs or Local Plans and the Community Infrastructure Levy (CIL).

**Stakeholder**- Is a person, group, company, association, etc. with an interest in, or potentially affected by, planning decisions in the District.

**Statement of Community Involvement (SCI)** – Is the Council’s policy for involving the community in the development of the LDF or Local Plan, and when considering planning applications. It includes who should be involved and the methods to be used.



**Supplementary Planning Document (SPD)** – A LDD which expands policies set out in a DPD or provides additional detail. They are not subject to independent examination.

**Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA)** – Is a systematic and iterative appraisal process incorporating the requirements of the European Directive on Strategic Environmental Assessment. The purpose of the Sustainability Appraisal is to appraise the economic, environmental and social effects of the strategies in a LDD from the outset of the preparation process.

A fuller glossary of common planning terms and phases can be found on the National Planning Portal at <http://www.planningportal.gov.uk/general/glossaryandlinks/glossary>

## Appendix 1: Engagement methods for each stage in the preparation of a Local Plan

Pre-Publication stage
<p>Inspection copies at specified locations</p> <p>Direct communication with Specific and General Consultees* including appropriate residents/businesses</p> <p>Publish documents/consultation response forms on our website</p> <p>Response forms available in hard copy and electronically</p> <p>Publication of newsletters, leaflets, flyers as appropriate</p> <p>Media release/news item on our website</p> <p>Area Forums/workshops (optional)</p> <p>Parish/ward meetings (optional)</p>
Publication Stage (Regs 19-20 of 2012 Regulations)
<p>Inspection copies at specified locations</p> <p>Direct communication with Specific and General Consultees including appropriate residents /businesses and including copies of/links to each of the published proposed submission documents</p>
<b>Table 1.2</b>

### **Pre-Publication stage**

and a statement of the representation procedure on the tests of soundness of the documents

Publish on our website

Response forms

Publication of Newsletters and/or Flyers when required

Media Release/news item on our website

Area Forums/workshops (where required)

Parish/ward meetings (where required)

### **Formal Submission Stage (Reg 22)**

Inspection copies of submission documents described in Regulation 22.1 of the 2012 Regulations at specified locations

Direct Communication with those Specific and General consultees and appropriate residents /businesses invited to make representations at previous stages, advising where and when the inspection Submission documents might be viewed. Also confirmation that the documents have been submitted to those who have requested notification of submission.

Publish on our website

### **EiP (Hearing) & Post-Submission Stage (Regs 24-26)**

#### **Examination in Public (EiP) / Hearing: (Reg 24)**

#### **At least six weeks before the hearing:**

Copy of the public notice in compliance with Reg 24 at specified locations

Notify any person who has made a representation (Reg 20) and has not withdrawn that representation of the date, time and place of the hearing plus the name of the Planning Inspector appointed

Publish the public notice on our website

### **Publication of Inspector's recommendations: (Reg 25)**

<p><b>Pre-Publication stage</b></p> <p><b>As soon as reasonably practicable after receipt of the Inspector's report:</b></p> <p>Inspection copy of report and recommendations or a direction from the Secretary of State (Reg 29) available to view at specified locations</p> <p>Give notice to those registered to receive notification</p> <p>Publish recommendations/reasons on our website</p> <p>Media release/news item on our website</p>
<p><b>Adoption of the Local Plan Document: (Reg 26)</b></p> <p><b>As soon as reasonably practicable after adoption</b></p> <p>Inspection copies of Adopted Plan, accompanying documents and adoption statement available to view at County and District offices and in Public Libraries, main document only in hard copy.</p> <p>Send adoption statement to those registered to receive notification</p> <p>Send Local Plan Document + adoption statement to Secretary of State</p> <p>Publish Adopted Plan, accompanying documents and adoption statement on SDC Website</p> <p>Media release and news item on our website</p>

**Table 1.1**

\*The 2012 Regulations (Reg 18) require us to consult appropriate specific and general consultation bodies. A list of these is included as Appendix 2.

## **Appendix 2: Consultees on the Local Development Documents**

The 2012 Regulations (Reg 18) require us to consult:

1. Such of the specific bodies as we consider may have an interest in the subject of the proposed document;

2. Such of the general consultation bodies as we consider appropriate and
3. Such residents or other persons carrying on business in the area from which we consider it appropriate to invite representations.

### Specific Consultation Bodies

A relevant authority any part of whose area is in or adjoins Shepway, namely:

Kent County Council

Kent District or Borough Councils

Parish and Town Councils

Neighbouring County Councils

Neighbouring Unitary Authorities

Neighbouring London Boroughs

Neighbouring Districts or Boroughs

Neighbouring Parish/Town Councils

Police Authorities

The Coal Authority

The Environment Agency

English Heritage

Natural England

Network Rail Infrastructure Limited (company number 2904587)

The Highways Agency

Any person to whom the electronic communication code applies (under section 106(3)(a) of the Communications Act 2003)

Any person who owns or controls electronic communications apparatus in Shepway

Any of the following exercising functions in Shepway:

### Specific Consultation Bodies

A Primary Care Trust establishes under section 18 of the NHS Act 2006 or continued in existence by virtue of that section;

A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;

A person to whom a licence has been granted under section 7(2) of the Gas Act 1986;

Sewerage undertakers and

Water undertakers

The Homes and Communities agency

### General Consultees

Voluntary bodies some or all of whose activities benefit any part of Shepway

Bodies which represent the interests of different racial, ethnic or national groups in Shepway

Bodies which represent the interests of different religious groups in Shepway

Bodies which represent the interests of disabled persons in Shepway

Bodies which represent the interests of persons carrying on business in Shepway

# Folkestone

Hythe & Romney Marsh  
Shepway District Council



[www.shepway.gov.uk](http://www.shepway.gov.uk)

## **Shepway District Council**

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