

Harrogate Statement of Community Involvement (Revised)



August 2020

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1 Introduction

What is the Statement of Community Involvement?

- 1.1 This document is the Council's Statement of Community Involvement (SCI), which sets out how the Council will engage with the community and key stakeholders on plan-making, policy development and planning applications.
- 1.2 It is important that all sections of the community are provided with the opportunity to take part in the planning process at the earliest opportunity so that decisions can take account of the range of community views and reflect, as far as possible, the concerns and aspirations of the people affected by them.
- 1.3 The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of Local Plan preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation and will help to achieve the Council's guiding principles of successful community involvement:
 - Make information accessible for all
 - Provide everyone with the opportunity to get involved
 - Take into account ideas and comments fairly
 - Provide information and feedback on progress and outcomes
 - Learn from our mistakes
 - Consider alternative consultation methods

The 2020 SCI Update

- 1.4 This update reflects changed circumstances and challenges presented by the coronavirus (COVID-19) pandemic. This is in line with government guidance dated 13 May 2020 which encourages Councils to undertake an immediate review and update policies where necessary so that plan-making can continue.
- 1.5 This update seeks to review the Statement of Community Involvement (SCI) to ensure alternative measures for communication, brought to the forefront through the coronavirus (COVID-19) pandemic, are explored and used, especially where more traditional consultation measures have been unable to go ahead and may be restricted for the foreseeable future; for example face-to-face consultation and viewing physical documents in libraries.
- 1.6 The review seeks to look at alternative means of consultation methods available to the Council to ensure the Council are reaching out to all sections of the community effectively when the next planning documents go out to consultation, especially as social distancing is likely to continue to impact on the more traditional methods of consultation.
- 1.7 Whilst there is no legal requirement to consult on an SCI, the SCI 2014 states that the Council will consult for 6 weeks when drafting an SCI. However, this update to the SCI does not represent a new approach to consultation or change the fundamental principles. Given this, as well as the challenges presented by the coronavirus (COVID-19) pandemic, the Council consider the current SCI needs to be reviewed and updated, rather than re-written and therefore is not consulting on this update.

Links with other Plans and Strategies 2

Plans and Strategies

- 2.1** The contents of this SCI not only take account of national planning policy, but also complement other plans and strategies produced by Harrogate Borough Council. This allows the Council to have a consistent approach to service delivery. This section has been updated to refer to the most relevant plans and guidance set out below.

2018-2024 Corporate Plan

- 2.2** The Council's Corporate Plan comprises of a suite of strategic documents and sets out the Council's ambitions, corporate priorities and values. To view the Plan please visit www.harrogate.gov.uk and search for "Corporate Plan".
- 2.3** In addition, the Council is putting into place plans and strategies to support the District during the coronavirus (COVID-19) pandemic and beyond. For more information please visit www.harrogate.gov.uk/coronavirus

3 Involving the Community in Planning Policy

What Plans and Policies do we make?

The Local Plan

- 3.1 The Council is required to have in place a district-wide Local Plan to shape the future use of land and buildings in the District. The Plan determines amongst other things, how much residential/employment land should be developed and where.
- 3.2 The Town and Country Planning (Local Planning)(England) Regulation 2012 sets out the different stages of plan preparation and the references to regulations below are to these regulations .
- 3.3 The Local Plan was adopted on the 4 March 2020 and will be subject to Plan Review within 5 years of adoption. In addition, the Council is now working towards the New Settlement Development Plan Document (DPD) and Supplementary Planning Documents (SPD) to support the policies in the adopted Local Plan.
- 3.4 A table setting out the stages of the plan making process, which includes DPDs, and what is involved is set out in Appendix A, along with a table setting out the procedures for SPDs. For further advice please visit www.gov.uk/guidance/plan-making

Sustainability Appraisal

- 3.5 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan and Supplementary Planning Document (SPD) process. The purpose of the SA is to assess the social, environmental and economic effects of a plan. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. These documents are prepared in parallel to the Local Plan documents and SPD's and continuously inform and shape their content.
- 3.6 The first stage of the SA is the production of a Scoping Report which will identify the key sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making process and are published for consultation at the same time.
- 3.7 Further information and SA work can be viewed online at www.harrogate.gov.uk/sa

Community Infrastructure Levy (CIL)

- 3.8 The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. These may include new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres. The rate is charged per square metre. The regulations which apply to the production of CIL are The Community Infrastructure Levy (Amendment) Regulations 2012
- 3.9 Following the examination of the Community Infrastructure Levy Draft Charging Schedule on the 23 October 2019, the Examiner's report dated 19 May 2020 was received by the Council. The charging schedule was approved at Full Council on 8 July 2020 although will not be implemented until 1 October 2020.
- 3.10 Further information on CIL and relevant documents are available to view at www.harrogate.gov.uk/cil

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- 3.11** The amount of money raised through CIL and the projects funded will be monitored and reported annually and the Council will be preparing an Expenditure Strategy which will outline the spending priorities and procedures.

Supplementary Planning Documents (SPD)

- 3.12** SPDs can take the form of Design Briefs, Masterplans, Codes of Practice or other issue-based documents which add detail to policies or proposals in a Local Plan. These documents will also be prepared with the involvement of the community. This will involve a consultation period of at least four weeks. They are not subject to independent examination, but are adopted by agreement of the Cabinet Member. The need for a SPD to be prepared will be has been determined during the Plan process and through monitoring of policies, with guidance prepared where a need has been identified.

Neighbourhood Plans

- 3.13** You can view information on community involvement in the preparation of Neighbourhood Plans in Section 5 of this SCI.

Other Documents

- 3.14** The Harrogate District Infrastructure Delivery Plan and Habitats Regulations Assessment are placed on the website and are consulted on a statutory requirement of the Local Plan, and as part of the Local Plan review. Other evidence base documents will also be placed on the website.
- 3.15** A diagram illustrating the Local Plans relationship to other documents is also available to view in the Appendix.

Duty to Co-operate

- 3.16** Section 110 of the Localism Act sets out the 'duty to co-operate'. It is a requirement for local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches to plan-making.
- 3.17** Harrogate Borough Council will continue to work with neighbouring authorities within North Yorkshire, the Leeds City Region and North Yorkshire County Council as well as organisations and infrastructure providers on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities. An up-to-date list of bodies under the duty to co-operate is set out in The Town and Country Planning (Local Planning)(England) Regulation 2012 (as amended) sets out in Part 2 Regulation 4 www.legislation.gov.uk.

Methods of Engagement

- 3.18** We will ensure all consultations are well advertised. Depending on the consultation stage, we will use the following techniques, as appropriate:
- Advertise and promote consultation on the Council's website.
 - Use the consultation portal to update those registered consult.harrogate.gov.uk/kse/
 - Send emails (or letters if no email address) to relevant parties who have requested to be on our database.
 - Press releases to local news outlets e.g. the Harrogate Advertiser series of newspapers and on social media including @HarrogateBC Twitter feed.
 - Make documents available for inspection at the main Council Offices, relevant main libraries (where practical) and on the website.

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- Consult statutory bodies, Parish / City / Town Council's and key stakeholders.
- Consult with residents groups and other interest groups where identified and we strongly encourage those to register on our database.
- Undertake public exhibitions where practical and beneficial to the consultation being undertaken, and also to explore the use of webinars and online meetings where appropriate.

Consulting on difference stages of different plans - who and how

- 3.19** The Town and Country Planning (Local planning) (England) Regulations 2012 (as amended) set out the governments requirements for consultation throughout the plan making process. The stages and methods of consultation that Harrogate Borough Council will use are set out in Appendix A.
- 3.20** The Council preference is to use the consultation portal or email when notifying people of consultations, as well as receiving comments in an electronic format. This will save cost and time associated with postage. Letters will be issued if required but only when an email address is not available for the consultee. The use of an email address also ensures that the Council can keep the consultee up to date if they are not based in their normal location for whatever reason. We are happy to receive comments by post, although hope that respondents will appreciate the benefits that electronic communication can bring.

Making representations

- 3.21** This section looks at how the Council will inform the community and stakeholders in the wider Local Plan process specifically in relation to the New Settlement DPD, supporting SPDs and Local Plan review, and shows how the Council intend to deal with representations made during consultation.
- 3.22** All consultations carried out by Harrogate Borough Council will have regard to the principles and objectives set out in Chapter One of this SCI.

How will documents and information be made accessible to all?

- **Consultation Portal** The planning policy team manage an interactive consultation portal which enables responses to be made online to consultation documents. This portal is used as a hub for providing information including start and finish dates, links to consultation documents and supporting documents. It also provides the opportunity to register and interest in upcoming consultations. Visit consult.harrogate.gov.uk/kse/ to see current and past consultations and to register for notifications of our next consultation. **Electronic Documents** Consultation documents will be available to read in a number of formats, including large-type and format compatible with screen readers via the planning policy portal.
- **Email and Direct Mail** We will use email as our main method of contact with consultees to raise awareness of consultations and where appropriate provide updates on progress. Where an email address is unavailable contact will be made by letter.
- **Equalities Information** All consultees who register on the consultation portal are asked to complete a short survey about themselves covering aspects such as their age and gender. This information is not a mandatory requirement but where it is provided it helps us to better understand how well we are doing at reaching members of our community.
- **Council's Website** As a first point of contact for the majority of our residents and other customers the Council's website is a key place to display information on a consultation, including start and finish dates, links to consultation documents and details of how to

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respond. Consultation documents will be available to view and download at www.harrogate.gov.uk

- **Meetings** Meeting in person or via web conferencing can be used to progress specific matters that require a target group or groups of interested parties, for example, to discuss a particular issue or site.
- **Press Release** To raise awareness of a consultation and its purpose a press release can be distributed to local news outlets or newsletters as practicable.
- **Social Media** The planning policy team can raise awareness of upcoming consultations on Harrogate Council's Twitter feed @HarrogateBC and continue to post reminders through the consultation. In addition, where appropriate, Twitter and Facebook pages of other Council departments can also be used.
- **Questionnaire** We may carry out questionnaires to target a particular group, for example, school students, or for acquiring comments on specific issues.
- **Workshops** Workshops offer an opportunity to discuss and work collaboratively on specific topics or to provide information or training via a practical exercise. A workshop may be targeted at a particular consultee group, or attended by various bodies concerned with a particular issue. These can be held face-to-face or virtually using software platforms such as Microsoft Teams or Zoom etc.

3.23 This list is not exhaustive and the Council may look to use alternative methods of communication as they come forward to reflect the objectives of the consultation and/or current circumstances.

How can you comment?

- The Planning Policy team manage an interactive consultation portal which enables those registered to view and comment on documents. The portal allows users to register an interest in upcoming consultations consult.harrogate.gov.uk/kse/. We encourage the use of consultation portal.
- Where there is no email contact we will notify those who wish to be kept informed of upcoming consultations by letter and provide a postal address where comments by letter will be received. For consultations where a standard response form is required these will be made available at the Civic Centre and main relevant local libraries where appropriate.

What will happen to your comments?

- Where an email address has been provided: persons making representations will receive acknowledgement of receipt of their comments, if the Council received them within the consultation period.
- When you respond to a Planning Policy consultation your comments will be in the public domain. This helps ensure a transparent planning system.
- Your response and details will be logged on the Council's database, but we will abide by data protection rules.
- The key issues raised by the representations will be summarised and incorporated into a report of consultation. Consultees will be informed of how the Council intends to respond to the key issues raised by the representations and the reason/s for doing so. These will be available to view on the Council's website; to allow for the consideration of comments received this report will be published a little while after the consultation period ends.
- Consultees will be notified of progress, the Council's preference will be to notify via email. You will be able to opt in or out of consultations.
- The Council cannot guarantee that your comment will result in changes to the plan you are commenting on. However, we can guarantee that we will read every comment and

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consider the responses in light of national and local guidance and local circumstances and evidence base.

How long is the Consultation Period?

- The Council will make sure that the deadline date and time for each consultation is well publicised.
- For the statutory consultations representations must be received within the six week consultation period (unless length of period is specified as different).
- Comments must be received by the Council no later than 4.30 pm on the last day of the consultation period to allow for responses to be read and reported on in a timely manner. Late responses will be held on file but are unlikely to influence the document.
- At formal stages of publication, late responses will not be considered as duly made.

Community Involvement in Planning Applications 4

Community Involvement in Planning Applications

4.1 The NPPF emphasises the importance of community involvement in the consideration of planning applications. The SCI covers the legal requirements for publicising planning applications and sets out how the authority intends to implement those requirements at a local level. For **major applications** which may give rise to local controversy because they relate to sensitive sites or due to their large scale, a different approach is required, involving wider community involvement at the earliest opportunity possible to ensure residents and other stakeholders are genuinely part of the process. This approach is also recommended for significant, controversial or sensitive applications. The SCI follows the different stages of the planning application process.

Community Involvement before a Planning Application is submitted

4.2 Pre-application discussions with Planning can help to identify development constraints and issues and can identify opportunities or alternative solutions to development problems and are encouraged for all types and scales of development. All applicants should consider the benefits of involving the community in developments which are considered likely to have an impact on the community, even in cases where these may be below thresholds for **major applications** referred to below. There are real benefits to be had including:

- Early availability of good quality information enabling issues and problems to be addressed up front.
- Avoiding possible objections by resolving problems early.
- Avoiding the need to make costly revisions to proposals at an advanced stage.
- Better quality applications which can be processed quickly.
- Overcoming perception that the Council and the developer have already done a deal, by ensuring an inclusive and transparent approach.
- Buildings that are appropriate and meet the needs and aspirations of local communities.

4.3 Early public involvement in major, significant, controversial or sensitive applications will benefit everyone and the Borough Council want to improve the amount, quality and effectiveness of community involvement.

4.4 The Council will expect the applicant to consider all material considerations, including those such as Neighbourhood Plans and Village Design Statements as part of pre-application community involvement. In carrying out consultation with the public, applicants must seek to ensure all interested parties, particularly the community and stakeholders, are made aware of the proposals.

What is a 'major' application?

4.5 The Council will expect potential applicants to undertake community involvement before submitting major applications of the following types:

- Major developments ⁽¹⁾within or adjoining residential areas.
- Major departures from the Development Plan.
- EIA development.
- Applications which require notification to the Secretary of State.
- Other proposals that are likely to attract significant community interest.

¹ Major developments are defined as the follows: For dwellings: where 10 or more are to be constructed (or if number not given, area is more than 0.5ha) For all other uses: where the floorspace will be 1000sq. m (or site is 1 ha or more). Area of site is that directly involved in some aspect of the development. Floorspace is defined as the sum of floor area within the building. Where a major development is subject to a change of use application it should be coded as a major development, not as a change of use.

4 Community Involvement in Planning Applications

- 4.6** It will be the potential applicants responsibility to establish if their planning application will fall within one of the above categories and they should contact Planning for pre-application advice.

Major applications: what are potential applicants expected to do?

- 4.7** Potential applicants will be expected to undertake pre application community involvement that is tailored to reflect the nature and scale of the proposed development. They are strongly encouraged to discuss this with the case officer as part of their pre application discussion with the Planning Division. The proposed arrangements are to be organised, managed and funded by the potential applicant to give the public an opportunity to have their say whilst details of the scheme are being put together. Potential applicants will be expected to do all of the following:

- Carry out publicity with local residents and businesses.
- Arrange a public engagement event close to the application site.
- Contact community representatives.

The following sets out how this could be achieved.

Carry out publicity

- Notify local residents and businesses by letter, newsletter or other means, of the proposed development and state when and where they can find out more.
- Place an advert in the local newspaper, news outlet or on social media detailing the proposed development and stating when and where people can find out more.
- Additional information circulated as a press release or other means.
- The closing date for comments should be set no earlier than 21 days after the close of the public engagement event.
- Publicity material should concentrate on conveying facts about the proposed scheme and avoid bias.

Arrange a public engagement event

- Arrange at least one event at a time and place which allows a wide section of the public to attend, this could be a face-to-face event or a virtual event.
- Staff the event and include display material detailing the proposals for the site, how comments will be dealt with and an explanation of what will happen next. Ensure there is opportunity for interaction where this is held as a virtual event.
- Presentation material and any questionnaires for the public should avoid bias.
- The event should be held on the application site/building or at a venue as close as possible to the application site, where this is a virtual event information on how to visit or login should be widely publicised.

Contact community representatives

- Contact should be made with all community groups and special interest groups who may have a specific interest in the particular proposal.
- All Borough and County Councillors whose ward includes or adjoins the potential application site and any parish council whose parish includes or adjoins the site must also be informed. Details of Ward Members and Parish Councils can be viewed at www.harrogate.gov.uk
- The Council's code of conduct prevents Borough Councillors from expressing any views on proposals at this stage as they must remain impartial until any application is formally presented to them at Planning Committee.

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When submitting the application

- 4.8** The subsequent planning application should be accompanied by a statement setting out the community involvement undertaken including:
- A list of residents, properties and businesses contacted by letter.
 - A list of interest groups or other organisations contacted.
 - Location and duration of any event.
 - Summary of all comments received and issues raised.
 - A clear indication of which comments have resulted in amendments to the scheme and what those changes are and which comments have not and why not.
 - Any criticism by groups or individuals about the public engagement process.
- 4.9** The applicant should also retain all community involvement responses for inspection by the local planning authority if requested.

Failure to comply with these guidelines

- 4.10** The Council cannot refuse to accept a planning application just because the applicant hasn't done enough pre-application community involvement. However where this does occur the Planning Committee will be made aware of the degree of community involvement.
- 4.11** When major applications are submitted without undertaking the necessary community involvement, and substantive and material planning objections are received, the Council will normally move directly to determination of the application within target timescales.

Community Involvement when a Planning Application is submitted

- 4.12** The Government has set the Council minimum standards for publicising planning applications. Set out below is the Council's strategy for fulfilling its statutory obligations and for involving a wide range of individuals, groups and other stakeholders in the determination of planning applications.
- 4.13** No system for publicising planning applications can be fool proof, however extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The system described below aims to balance these conflicting interests.
- 4.14** North Yorkshire County Council is responsible for processing certain types of planning applications. Any proposals for minerals or waste development affecting Harrogate District will require the County Council to consult with Harrogate Borough Council. The details of how the community will be consulted will be dealt with by the County Council in its SCI.
- 4.15** The present system for consulting with statutory and non-statutory consultees is for an email to be sent to them with a link to the scanned application asking for comments within 21 days. Many consultees now email their response to us. All applications are scanned and available on the website.
- 4.16** The weekly list of planning applications received is published on the Borough Council's website www.harrogate.gov.uk/planning and distributed to Parish, City and Town Council's and a number of interest groups.
- 4.17** Each application is publicised by posting a notice on or near the site and applications requiring Environmental Impact Assessment or relating to major developments and listed buildings etc. are also publicised by press notice in the Harrogate Advertiser group of newspapers. A period of 21 days is given to respond.

4 Community Involvement in Planning Applications

- 4.18** Site notices will be displayed for householder planning applications. The period for response will be 21 days. When considering a planning application the Council will undertake a range of statutory and non-statutory consultations and give a period of 21 days for observations to be made. The current list of consultees and the criteria for consultation is set out in the Consultation Manual which can be viewed on the Council's website www.harrogate.gov.uk/planning
- 4.19** All applications and plans are available to view on the Council's website at www.harrogate.gov.uk/planning
- 4.20** Parish, City and Town Council's are set emails with links to applications and plans within their area and they have 21 days in which to respond.
- 4.21** In considering major planning applications with significant cross-boundary issues, the Council will consult with all appropriate adjoining authorities.
- 4.22** All responses from consultees and interested parties will be posted on the website as in turn will be the Decision Notice for the application. Legislation requires that any correspondence received in response to an application has to be available for inspection and cannot be treated as confidential. However in line with Data Protection some information may be redacted.
- 4.23** Negotiation and amendment may occur on planning applications during the course of an application. However these will only involve minor alterations to any plan. If a lot of alteration is required to make a proposal acceptable then the current Council practice is that the application will be taken directly for determination as a refusal unless the applicant chooses to withdraw it. Any further application when received would undergo fresh publicity in the normal manner.
- 4.24** Re-notifying representors of minor alterations to an application can significantly delay its consideration. On the whole most alterations to applications are normally made to seek a better quality development or are made to overcome representors' concerns or as a result of observations made by consultees. Essentially the question of re-notification of representors is at the discretion of the case officer. However, bearing in mind the pressure to determine applications speedily we may reduce the time for a response to 10 days. No hard or fast rules are possible and any re-notification is therefore at the Case Officer's discretion within the above framework and the requirement to meet target timescales for the determination of applications set by Government.
- 4.25** A report is produced with a recommendation which considers the proposals put forward in the planning application in light of the Development Plan and other material considerations.
- 4.26** The majority of decisions taken by the council on planning applications are undertaken by officers in line with the Council's Scheme of Delegation www.harrogate.gov.uk
- 4.27** If an application is to go before the Council's Planning Committee then all registered interested parties will be notified of the time and date of the committee to which the application will be reported.
- 4.28** This notification also provides details of the opportunity for interested parties - representatives of the parish council, objectors and the applicant/supporters - who have pre-registered with the council to address the committee for a maximum of 3 minutes and thereafter answer councillors' questions. The Planning Committee agenda is available to view five days prior to the meeting on the Council's website.
- 4.29** Decision Notices are available to view on the Council's website.

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Community Involvement after the decision has been made on a Planning Application

- 4.30** After a decision has been made whether this be under officer delegated powers or at committee, the following actions are carried out:
- An email or letter is sent to all representors informing them of the decision, with the reasons for refusal and conditions of approval, as appropriate.
 - A copy of the Council's official Decision Notice is sent to the Parish Council.
 - The list of delegated decisions is included within the Committee Agenda, and can be accessed on the website.
- 4.31** If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. Only applicants have the right to appeal. There are no third party rights of appeal.
- 4.32** The appeal is made to the Secretary of State and is handled on his behalf by the Planning Inspectorate. All those people who made written representations on the original planning application and neighbouring residents will be advised by email or letter that an appeal has been received. Standard notifications are also sent to Council members and Parish Councils. There is no need to resubmit previous representations sent in on the planning application as all this information is copied by the Council and sent to the Planning Inspectorate.
- 4.33** The Council's letter will provide information on how to make views known either in writing if the appeal is to be dealt with by the written method or in person at an informal hearing or public inquiry. The community can have an important role in the appeal process as it is often their views that reinforce the Council's decision to refuse planning permission or impose specific conditions.

How do we involve the community in Enforcement issues?

- 4.34** The Council encourages the community to report cases where they feel that permission has not been given or work is not proceeding in accordance with the approval given. All reports are treated confidentially. If the subsequent action results in a planning application being submitted then this will be publicised in the normal manner.

5 Neighbourhood Planning

What is Neighbourhood Planning?

- 5.1** The Localism Act 2011 makes provision for communities to prepare their own Neighbourhood Development Plans which can add detail beyond the strategic elements of the Borough Council's Local Plans. These plans can set planning policies to guide future development in their area. They must be in conformity with national Policy as well as the strategic policies adopted by the local Authority. They are community led and can be written by Town or Parish Councils or where there is no Town or Parish Council by a specially created Neighbourhood Forum.

The role of Harrogate Borough Council as a Local Planning Authority

- 5.2** Whilst the Neighbourhood Plan (and Neighbourhood Development Orders) will be written by the community, the Local Planning Authority (LPA) still has a role to play:
- In order to produce a plan for a neighbourhood area, the Parish or Town Council must apply to the LPA to become a designated Neighbourhood Area. There will then be a 6 week consultation period on the proposal;
 - Once the Neighbourhood Area is approved, the LPA advertises this area on its website and as a press notice. The LPA is then legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan;
 - The LPA is responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process. It is also responsible for publicising the proposed plan and arranging for the independent examination and referendum to take place; and
 - If the Neighbourhood Plan is found to be satisfactory, the LPA will arrange for the referendum to take place. The Government have advised that due to the coronavirus (COVID-19) pandemic the dates for a Neighbourhood Plan referendums may be affected.
 - If more than 50% of those voting in the community vote yes to the Neighbourhood Plan being adopted, the LPA will then use the plan in determining planning applications.

How the community is involved in the process

- 5.3** Firstly, the community has an opportunity to comment on the appropriateness of the area that the Neighbourhood Initiative will cover by responding to the formal Neighbourhood Area consultation. Once a draft Neighbourhood Plan has been prepared a formal round of public consultation is required within the community. This should last for at least 6 weeks. The methods and list of stakeholders included in this Statement of Community Involvement will be useful in assisting communities in carrying out their consultations. Depending on the scale of the Neighbourhood Plan or the complexity of issues, it may be useful if a separate Statement of Community Involvement was prepared. This can be a succinct document, tailored to the local community, setting out who will be consulted, where and when consultation will take place and how the comments made on the Neighbourhood Plan will be dealt with.
- 5.4** Depending on the responses from this consultation stage, if the plan progresses, the next step is for it to be examined by an Independent Inspector. The Inspector will issue a report that will recommend either that the draft Neighbourhood Plan should precede to a referendum or that it should proceed to a referendum subject to certain amendments or that the draft Neighbourhood Plan should not proceed.

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- 5.5** Assuming that the Inspector recommends that the draft Neighbourhood Plan can proceed then Harrogate Borough Council will organise and pay for the referendum. Anybody registered to vote in the area covered by the Neighbourhood Plan will be entitled to vote. A simple majority of votes (over 50% of those voting) in favour of the Neighbourhood Plan is sufficient for it to succeed.

6 Monitoring and Review

- 6.1 The SCI will be monitored and reviewed through the Authority's Monitoring Report, which will identify any necessary changes resulting from consultation with the community and stakeholders, joint working experiences and unforeseen changes in circumstances or opportunities.

Contact Details 7

7.1 For more information on the SCI, or about planning documents or planning applications in Harrogate District please contact use using the details below.

	Planning Policy	Development Management
Telephone	01423 500600	
Write	Harrogate Borough Council, PO Box 787, Harrogate, HG1 9RW	
Website	www.harrogate.gov.uk/planning	
Email	planningpolicy@harrogate.gov.uk	customerservices@harrogate.gov.uk

Table 7.1 Contact Details

8 Appendix

Stages of Plan Making Process	What is Involved?
<p>STAGE 1</p> <p>Development of evidence base</p>	<p>Carrying out background research which will inform the Development Plan Document.</p>
<p>STAGE 2</p> <p>Public participation in the preparation of the Development Planning Document (DPD) or review of Local Plan. (Regulation 18 of Town and Country Planning (Local Planning (England) Regulations 2012 (as amended))</p>	<p>The Council will inform stakeholders and the public that the DPD is being produced (including that the Local Plan is being reviewed) and ask for views.</p> <p>This stage in the plan making process is likely to require a number of methods of consultation, including a 6 week consultation period.</p>
<p>STAGE 3</p> <p>Preparation of DPD or review of Local Plan</p>	<p>The evidence base and representations from Stages 1 and 2 assist in the production of the Development Plan Document.</p>
<p>STAGE 4</p> <p>Publication of DPD or review of Local Plan (Regulation 19)</p>	<p>The draft DPD is made available for stakeholders and public to comment on over a 6 week period. This is a formal stage of consultation leading up to consideration of the plan by the Secretary of State. Consultees are asked to respond to indicate whether or not the plan is considered 'sound' and why?</p>
<p>STAGE 5</p> <p>Formal consideration of objections</p>	<p>The Council considers representations made at Stage 4.</p>
<p>STAGE 6</p> <p>Submission to Secretary of State (Regulation 22)</p>	<p>After consideration of the representation received at Stage 4, the Council will submit the DPD to the Secretary of State for Examination.</p>
<p>STAGE 7</p> <p>Independent examination (Regulation 24)</p>	<p>The DPD is examined by an Independent Inspector taking into consideration the key issues raised by the responses received at Stage 4. This may involve Public Hearings, which may be held face-to-face or on a virtual platform.</p>
<p>STAGE 8</p> <p>Receipt of Inspectors report and adoption (Regulation 25 and 26)</p>	<p>If the Inspector finds the Plan sound the Council can then adopt the DPD.</p>

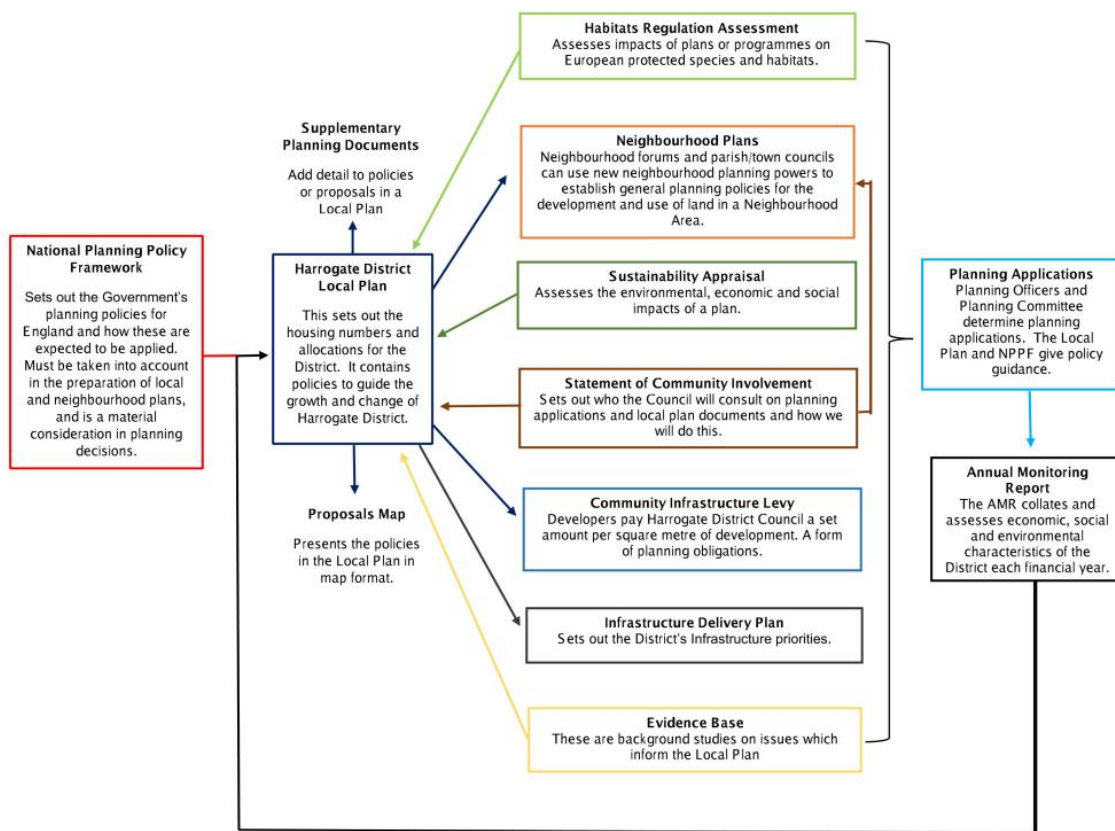
Table 8.1 Stages of the Planning Process

Stages of Supplementary Planning Documents (SPD)	What is Involved?
Draft SPD (Regulation 12 of Town and Country Planning (Local Planning (England) Regulations 2012 (as amended))	We will notify interested parties, place documents on the website. We will ask those who respond if they wish to be kept informed when the SPD is adopted.
Adoption (Regulation 14)	As well as informing interested parties of adoption, we will place the adopted SPD on the council website.

Table 8.2 Stages of the Supplementary Planning Document Process

8.1 The Local Plan - Relationship to Other Documents.

This diagram illustrates which documents, policies and studies are taken into account in the development of the Local Plan. It shows how the Local Plan provides guidance to assist in the preparation of other documents and how all elements work together to help determine planning applications.



Picture 8.1

