

Statement of Community Involvement

A statement of our policy towards public involvement in the Council's decision-making process for planning policy production and planning application determination: if you are interested in getting involved in planning decisions, then this document will explain how you can do that.

lancashire.gov.uk

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This document describes the Council's policy towards public involvement in the Council's decision-making process for planning policy production and planning applications. However it must be recognised that the nature and the object of consultation must relate to the circumstances which call for it. In interpreting this policy, a mechanistic approach to the requirements of consultation should be avoided; some methods or practices will be appropriate under certain circumstances, but under others will be inappropriate.

The document demonstrates that the County Council is mindful of its responsibilities under the Equality Act 2010 in delivering its planning functions, including its responsibilities under the Act's Public Sector Equality Duty requirement to give "due regard" to the needs of groups with protected characteristics.

Community Involvement in Planning Policy Production

Lancashire County Council (the Council) is responsible for development plan functions within its area in respect of minerals and waste developments. As such it prepares and maintains land use planning policies (contained in a Local Plan) and if necessary guidance (contained in a supplementary planning document) on minerals and waste.

The Council carries out this function jointly with Blackpool Council and Blackburn with Darwen Borough Council (the Joint Authorities). Each of the councils that make up the Joint Authorities will have a separate Statement of Community Involvement. This section relates to operations within the administrative boundary of Lancashire County Council.

Although the Minerals and Waste Local Plan will be produced jointly, each of the authorities will work independently in respect of development management matters.

Stages of Preparation and Consultation

There will always be at least two stages in the production of any planning document. The key stages are described below. Further information on the stages of plan production, and when they can be expected to occur, can be found on the Council's website and in the adopted Local Development Scheme.

Pre-production

This is an on-going process of evidence gathering and monitoring. The County Council will publish a monitoring report, and a local aggregate assessment and local waste assessment.

As part of this we may seek informal discussions with relevant bodies¹ to develop and update our evidence base to ensure that it remains robust.

Production

We will consult all relevant bodies, to inform issues and develop options. During this stage there may be one or more consultations, depending on the subject matter and the requirements of the regulations². If representations are received that raise new issues that have not previously been considered and that result in the need for a significant change in the Local Plan, then there is likely to be a need for a subsequent consultation.

¹ Who constitutes the relevant bodies is likely to vary depending on the nature of the subject matter and the stage of the documents production. They are likely to include relevant government bodies, charities, elected representatives, local authorities, businesses, landowners, interest groups, the public, including hard-to-reach groups, and those in neighbouring authorities or further afield where materially affected. Some of these are prescribed under the regulations.

² Principally the Town and Country Planning (Local Planning) Regulations 2012, and the Environmental Assessment of Plans and Programmes Regulations 2004.

By the end of the production stage the community and all other stakeholders should have had the opportunity to get involved and have their views considered.

Examination

Before the Local Plan can be adopted it must be submitted for independent examination by an inspector appointed by the Secretary of State. The role of the inspector is to carry out an assessment of the soundness³ of the document and to ensure that it satisfies the requirements for its preparation set out in the relevant regulations. If you have submitted comments you may have the opportunity to address the inspector as part of the examination.

If the examination raises issues that result in the need for a significant change in the Local Plan, in particular if it affects its soundness, then there is likely to be a need for a subsequent consultation.

Methods of Notification and Consultation

At each of these stages the Council will notify relevant bodies of consultations, and listen to what they have to say. The following sections describe the principles that the Council will apply in carrying out consultations; though some may not be applicable at each stage, depending on the nature of the consultation.

Seek comments

- Invite comments on consultation documents at a time in the process when they can inform the process.
- Provide sufficient information to describe the subject matter of the consultation.
- Give notice of consultations in advance.
- Clearly describe start and end dates of the consultation period.
- Clearly describe how to submit comments.
- Provide a number of methods for submitting comments.
- Consider the representations received prior to moving on to the next stage.
- Acknowledge representations that have been received electronically.
- Where appropriate hold staffed public exhibitions, particularly if a proposal is locally controversial.
- Where appropriate hold workshops or focus groups.

Notification of consultation

Notification will be through a combination of direct and indirect methods.

Direct notification:

• Seek to identify and contact by email or letter organisations or bodies relevant to the subject matter of the consultation⁴. This may include any neighbours adjacent to or considered to be materially affected by a site specific allocation.

³ A definition of soundness can be found in the National Planning Policy Framework ⁴ Who we notify directly is likely to vary depending on the subject matter of the consultation and the stage of the documents production.

• Contact by email or letter all consultees that have asked to be kept informed of minerals and waste documents by requesting to be added to the consultation database.

Indirect notification:

- Publish a notice on the Council's website with details of the consultation.
- Produce a notice to be displayed at the deposit points described in Appendix A with details of the consultation, to assist in raising awareness in the general public.
- Produce a notice with details of the consultation to be sent to parish councils, for them to consider whether to display on the parish notice board, to assist in raising awareness in the general public.
- Publish a press release, after direct notifications have been sent out, to assist in raising awareness in the general public.
- Publish an up to date production programme for any minerals or waste planning documents in production in the Local Development Scheme, with a description of any delays or updates on the Council's website, so individuals and businesses will have the opportunity to determine at which stage they should participate in policy production.

Maintain database of interested persons

- We will maintain a database of people who wish to be notified of minerals and waste planning policy matters.
- Contact preferences will be recorded (letter/email)
- Consultation documents will include a reference to the database, where individuals and organizations will be invited to register on the database to receive future notifications.
- Persons or organisations who would like to be involved in the preparation of minerals and waste documents may request to be placed on this database by the Council at LMWF@lancashire.gov.uk or by sending their details to address below:

Planning and Environment Lancashire County Council County Hall Pitt Street Preston PR1 0LD

Transparent process

- Produce an outcomes report summarising the comments received during a consultation, and describing how they have been addressed by the drafting process.
- Produce documents using easy to understand language, especially summary information.
- Maintain a central webpage, acting as a directory, with links to past stages.
- Include a timeline setting out past and future stages of production within consultation documents.
- Produce a newsletter, for circulation to consultees registered on the database, summarising the future and past programme of minerals and waste

documents, so individuals and businesses will have the opportunity to determine at which stage they should participate in policy production.

Accessible process

- Provide different methods of viewing consultation documents, including paper copies at deposit points throughout the County (more information on deposit points is provided in Appendix A), and online.
- Provide different means of commenting on consultation documents, including post, email and online.
- Be mindful of document size (including digital file size) when producing consultation material.
- Provide contact details on consultation documents to enable consultees to resolve any queries raised by the consultation documents.
- Produce documents using a readable font, size and colour.
- Maps, charts or drawings to be accompanied by descriptive text or described fully in accompanying text.
- Hold staffed public exhibitions at accessible locations, at accessible times, close to populations affected; using a greeter where possible to identify the specific needs of individual consultees.

Community Involvement in Planning Applications

Lancashire County Council (the Council) is responsible for development management functions within its area in respect of 'county matters'. County matters may be defined as:

- Minerals development including the winning and working of minerals and the carrying out of mineral exploration activities;
- Waste development, including development designed to be used principally for treating and storing waste, the sorting, processing or recycling of waste, the disposal of refuse/waste materials, the use of waste for generating renewable energy;

In addition the County Council also has development management powers for any development it proposes to carry out itself or in conjunction with another party. This can include applications for school extensions, the provision of new schools, development associated with social services, libraries and museums, the construction of new highways or other transport infrastructure, the erection of visitor and interpretation centres in country parks and improvements to the public rights of way network across Lancashire.

Planning applications to carry out development in respect of county matter development or its own development must be submitted to, and are determined by the Council unless otherwise directed by the Secretary of State. The main policy frameworks for determining applications are:

- The Lancashire Minerals and Waste Core Strategy
- The Lancashire Minerals and Waste Site Allocation and Development Management Policies
- District Local Plans
- Neighbourhood Plans
- National Planning Policy Framework

This section sets out the principles for community involvement for planning applications that will be determined by the Council. These will form the basis of guidance for applicants with regard to community engagement and consultation, and will be in addition to existing consultation and publicity practises employed by the Council once a valid planning application is received.

Pre-application

The Council encourages applicants to engage in pre-application discussions with planning officers. The focus of these discussions is to provide the applicant with guidance relating to the information required for proper consideration of the application, the relevant policies, and comments on the design and likely acceptability of the proposals. It is when key issues and policies that the applicants' proposals should take into account are identified.

The Development Management group actively engages in pre-application discussions with every applicant or agent who requests them. At the time of discussion, the applicant and a planning officer discuss the proposals in full, and consider both the extent of consultation required and other details relating to the application. Throughout the discussion, advice given will be as accurate and objective as possible, but will also be informal and will reflect the individual case officer's interpretation of planning policy. Advice given cannot be interpreted as being indicative of the outcome of the application. A charge for the advice will be made in relation to County matter proposals in accordance with a charging policy depending on the type of advice sought.

Proposals that are likely to have significant effects upon the environment may require an Environmental Impact Assessment (EIA) before the Council makes a decision. The need for an EIA will be discussed in the pre-application advice and if necessary the applicant advised to apply for a formal EIA screening opinion , along with the need for a scoping opinion if EIA will be required. Where a screening opinion is requested (a determination of whether or not a development should be subject to an Environmental Impact Assessment), this is provided in accordance with the time periods set out in regulations⁵.

At this time, the applicant will be made aware that the Council may take 16 weeks to deal with planning applications accompanied by an Environment Statement (13 weeks for a 'major' application without an EIA).

Early Community Consultation

During any pre-application meeting with the planning officers, the consultation requirements for the application will be discussed. If an application is considered to be potentially contentious, wider scale public consultation by the developer may be recommended before the planning application is submitted. The purpose of such consultation would be to allow the developer to explain their initial ideas and to obtain the views of the local community and stakeholders and to allow the proposals to be amended to address any comments received.

There are several ways that an applicant could further involve the community including:

- Circulating leaflets to residents that outline draft proposals.
- Arranging meetings or exhibitions with community and other local interest groups.

Such an approach brings benefits to all those involved by allowing accurate information to be presented to the community. In addition, by making provision for amendments early in the process, the applicant may avoid the inconvenience of having to make substantial amendments to an application after it is submitted.

The Council cannot refuse to validate a planning application purely on the basis that the applicant has failed to carry out pre-application community engagement.

⁵ Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Public Meetings and Exhibitions

For larger scale or controversial proposals, the Council may recommend that the applicant holds public meetings or exhibitions. When arranging these events, the applicant may wish to consider the following:

- Publicity: This could be in form of letters to householders or an advert/press release in the local press giving adequate notice, posters in the locale and prior notification to the Parish and any local interest groups.
- Venue Location: It would be beneficial if the event were held on the application site/building, or at a venue as close as possible to the application site.
- Venue Accessibility: To allow as wide a sector of the community to attend as possible, venues should be fully accessible. Alternatively, reasonable adjustments to be more inclusive of the needs of people with disabilities should be made,or provide transport.
- Timing of Event: Events should take place at a time that enable a wide cross section of the public to attend, including weekends and evenings.
- Presentation Material: Should be clear and easily understandable and in a choice of formats hard copies or disc. Web sites where information can be accessed would be useful.
- Communication: provision of a quiet area to discuss issues with representatives, induction loops or infra-red facilities for those hard of hearing, and consideration of the needs of specific local communities, including the deaf community and those with English as a second language.

Consultation Statement

Applicants are encouraged to submit a consultation statement with their planning application, which sets out the community engagement already undertaken, including:

- The scale of the notification, including a list of properties and businesses contacted; List of interest/community groups or other organisation contacted;
- Location and duration of any events held;
- Summary of all the comments received and issues raised;
- A clear indication of how the proposal has been amended to address any comments and a justification why any comments have not resulted in amendments to the proposal;
- Any comments by groups or individuals about the public engagement process.

The applicant should retain all consultation responses as a record of the measures they have undertaken to ensure effective community involvement. The information gathered may be included in the officer's report when the application is submitted for determination.

Any information that is submitted containing the results of any community consultation must have regard to the General Data Protection Regulations and the need to maintain the privacy of any individual who has responded to a consultation.

Planning Applications

There are certain statutory requirements for consultation on planning applications which are set out in the General Development Procedure Order 2015. The requirements depend on the scale and nature of the development proposed. Consultation and notification procedures currently employed by the Council are outlined below:

- For major applications, the proposals will be publicised by displaying notices at the proposed site and also a notice in the local press: These notices contain details of how the application can be viewed, and how to make and submit comments and the time period within which to do so. The County Council will also write to neighbouring properties and occupiers.
- For minor applications, the publicity will be by way of a site notice and letters to neighbouring properties and occupiers.
- The extent of the neighbour notification is a matter of planning judgement for the County Council and will depend upon the nature of the proposal and its likely impacts.
- Consultation with other groups: The bodies and organisations the Council is required to consult are set out in planning legislation and regulations. At a local level, the Council must always consult the district and parish council within whose administrative boundary the development is proposed. In addition, contact is made with any interest groups.
- Elected Members: All county councillors whose division includes the application site are informed.

Accessing Planning Application information:

- The primary route for accessing planning applications and associated information is through the County Council's Development Management webpage. <u>https://planningregister.lancashire.gov.uk/</u> This includes an electronic register of new applications, updates on current applications and decisions taken.
- Anyone that does not have internet access is encouraged to contact the case
 officer where other arrangements can be discussed to explain the application
 and its likely impacts. Local libraries may also have a computer which is
 available for use by members of public and where planning application details
 can be accessed.
- Any representations received are summarised in the officer report on the application which is either presented to the Committee for determination or determined by a Chief Officer in accordance with the county council's scheme of delegation.

The scheme of delegation for determining planning applications applies in the following circumstances:-

- Where there are no objections from any consultee or following the publicity process
- Where the application is not accompanied by an Environmental Impact Assessment
- Where no County Councillor has requested that the application comes before the Development Control Committee

• Where the Chief Officer is not responsible for the functions of the applicant and local planning authority where a conflict of interest would arise.

If any of the above applies, the planning application must be determined by the County Council's Development Control Committee. Any application that is recommended for refusal must also be determined by the Development Control Committee

Development Control Committee

The Development Control Committee determines planning applications. The committee is comprised of 12 councillors and meets approximately every six weeks at County Hall in Preston.

The people who can usually speak at meetings are:

- Anyone objecting to the planning application.
- Anyone in favour of the proposal (usually the applicant).

Persons wishing to speak are limited to 15 in favour and 15 in objection. Further information in relation to speaking at the Development Control Committee can be viewed via the following link:

https://www.lancashire.gov.uk/council/planning/have-your-say-about-a-planningapplication/protocol-for-speaking-at-the-development-control-committee/

Each person will be limited to three minutes.

Once the committee has determined a planning application, a decision notice will normally be issued within three working days from the date of the committee resolution. Details of planning applications and decisions are available on the Council's dedicated webpages at <u>www.lancashire.gov.uk/planningregister</u>

Appendix A - List of Deposit Points

For details of opening times or specific enquiries about your local library the Lancashire Library Service can be contacted on **0300 123 6703**

Settlement	Facility	Contact Number
Accrington	Accrington Library	
	St James Street	
	BB5 1NQ	
	Hyndburn Council Offices	01254 388111
	Scaitcliffe House	
	Ormerod Street	
	BB5 0PF	
Adlington	Adlington Library	
	Railway Road	
	PR6 9RG	
Ansdell	Ansdell Library	
	59 Commonside	
	Ansdell	
	FY8 4DJ	
Bacup	Bacup Library	
	St James	
	Square	
	OL13 9AH	
	Rossendale BC One Stop Shop	01706 217777
	The Business Centre	
	Futures Park	
	Васир	
	OL13 0BB	
Bamber Bridge	Bamber Bridge Library	
	Station Road	
	PR5 6LA	

Barnoldswick	Barnoldswick Library	
	Fernlea Ave	
	BB18 5DW	
Barrowford	Barrowford Library	
	Ann Street	
	BB9 8QH	
Bolton-le-Sands	Bolton-le-Sands Library	
	Main Road	
	LA5 8DN	
Brierfield	Brierfield Library	
	Colne Road	
	BB9 5HW	
Burnley	Burnley Council Offices	01282 425011
	Town Hall	
	Manchester Road	
	BB11 9SA	
	Burnley Library	
	Grimshaw Street	
	BB11 2BD	
	Burnley Campus Library	
	Barden Lane	
	BB10 1JD	
	Coal Clough Library	
	Coal Clough Lane	
	BB11 4NW	
Burscough	Burscough Library	
	Mill Lane	
	L40 5TJ	
Carnforth	Carnforth Library	
	Lancaster Road	
	LA5 9DZ	

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Chorley	Chorley Council Civic Offices	01257 515151
	Union Street	
	PR7 1AL	
	Clayton Green Library	
	Clayton Green Business Park	
	Library Road	
	PR6 7EN	
	Chorley Library	
	Union Street	
	PR7 1EB	
	Coppull Library	
	Spendmore Lane	
	PR7 5DF	
Cleveleys	Cleveleys Library	
	Rossall Road, Thornton-Cleveleys,	
	FY5 1EE	
Clitheroe	Ribble Valley BC Council offices	01200 425111
	Church walk	
	BB7 2RA	
	Clitheroe Library	
	Church Street	
	BB7 2DG	
Colne	Colne Town Hall	01282 661224
	Albert Road	
	BB8 0AQ	
	Colne Library	
	High Street Earls	
	CO6 2PA	
Earby	Earby Community Centre	
	New Road	
	BB18 6XA	

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Eccleston	The Carrington Centre
	The Green
	PR7 5TE
Euxton	Euxton Library
	St Marys Gate
	PR7 6AH
Fence	Library and Village Hall
	Wheatley Close
	BB12 9QH
Fleetwood	Fleetwood Library
	North Albert Street
	FY7 6AJ
Freckleton	Freckleton Library
	Preston Old Road
	PR4 1PB
Fulwood	Fulwood Library
	294 Garstang Road
	Preston
	PR2 9RX
	Sharoe Green Library
	8 Sharoe Green Lane
	PR2 8ED
Garstang	Garstang Library
	Windsor Road
	PR3 1ED
Great Harwood	Great Harwood Library
	Queen Street
	BB6 7AL
Halton	Halton Library
	Penny Stone Road
	LA2 6QE
Haslington	Haslington Library
	Deardengate

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	BB4 5QL	
Heysham	Heysham Library	
	396-398 Heysham Road	
	LA3 2BJ	
Ingol	Ingol Library	
	Ventnor Place, off Tag Lane	
	PR2 3YX	
Kirkham	Kirkham Library	
	Station Road	
	PR4 2HD	
Knott End-on-Sea	Knott End Library	
	26 Lancaster Rd	
	FY6 0AU	
Lancaster	Lancaster Council Customer Service	01524 582000
	Centre	
	Town Hall, Dalton Square	
	LA1 1PJ	
	Lancaster Library	
	Market Square	
	LA1 1HY	
Leyland	South Ribble Borough Council	01772 421491
	Civic Centre	
	West Paddock	
	PR25 1DH	
	Leyland Library	
	Lancastergate	
	PR25 2EX	
Longridge	Longridge Library	
	Berry Lane	
	PR3 3JA	

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Longton	Longton Library
	Liverpool Old Road
	PR4 5HA
Lostock Hall	Lostock Hall Library
	Watkin Lane
	PR5 5TU
Lytham	Lytham Assembly Rooms
	Dicconson Terrace
	Lytham St Annes
	FY8 5JY
Mellor	Mellor Library
	St Mary's Gardens
	BB2 7JW
Morecambe	Morecambe Town Hall
	Marine Road
	LA4 5AF
	Morecambe Library
	Central Drive
	LA4 5DL
Nelson	Nelson Library
	Market Sq.
	BB9 7PU
Ormskirk	Ormskirk Library
	Burscough St
	L39 2EN
Oswaldtwistle	Oswaldtwistle Library
	Union Road
	BB5 3HS
Padiham	Padiham Library
	Town Hall
	Burnley Road
	BB12 8BS
	RR15 9R2

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Parbold	Parbold Library	
	The Common	
	WN8 7EA	
Penwortham	Town Hall	01282 682705
	Burnley Road	
	BB12 8BS	
Penwortham	Kingsfold Library	
	Hawksbury Drive	
	PR1 9EJ	
Pike Hill	Pike Hill Library	
	Langwyth Road	
	BB10 3JX	
Poulton-le-Fylde	Wyre Borough Council	01253 891000
	Civic Centre	
	Breck Road	
	FY6 7PU	
	Poulton Library	
	Blackpool Old Road,	
	FY6 7DH	
Preston	Lancashire County Council offices	0845 0530000
	County Hall	
	Pitt Street	
	PR1 8XJ	
	Preston City Council Offices	01772 906900
	Town Hall	
	Lancaster Road	
	PR1 2RL	
	Harris Library	
	Market Square	
	PR1 2PP	
Rawtenstall	Rawtenstall Library	
	Queen's Square	
	BB4 6QU	

Ribbleton Library	
Ribbleton Hall Drive	
PR2 6EE	
Rishton Library	
High Street	
BB1 4LA	
Council Offices	01253 658 658
292 Clifton Drive South	
FY8 1LH	
St Annes Library	
254 Clifton Drive South	
FY8 1NR	
Savick Library	
West Park Avenue	
PR2 1UH	
Silverdale Library	
Emesgate Lane	
LA5 ORA	
Skelmersdale Library	
Southway	
WN8 6NL	
Tarleton Library	
Mark Square	
PR4 6TU	
Thornton Library	
Victoria Road East	
FY5 3SZ	
Trawden Community Library	
Church Street	
-	PR2 6EERishton LibraryHigh StreetBB1 4LACouncil Offices292 Clifton Drive SouthFY8 1LHSt Annes Library254 Clifton Drive SouthFY8 1NRSavick LibraryWest Park AvenuePR2 1UHSilverdale LibraryEmesgate LaneLA5 0RASkelmersdale LibrarySouthwayWN8 6NLTarleton LibraryMark SquarePR4 6TUThornton LibraryVictoria Road EastFY5 3SZ

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Abbey Road		
BB7 9RS		
Whitworth Library		
Lloyd Street		
OL12 8AA		
Whitworth Town Council Offices	01706 852018	
Civic Hall (The Riverside)		
Market Street		
OL12 8DP		
imes or specific enquiries about your local lib	rary the	
Lancashire Library Service can be contacted on 0300 123 6703		
	Lloyd Street OL12 8AA Whitworth Town Council Offices Civic Hall (The Riverside) Market Street OL12 8DP	