

Norfolk County Council

Norfolk Minerals and Waste Development Framework

Statement of Community Involvement

April 2012 update



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Price: Free



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1 Introduction

- 1.1 In accordance with the Planning and Compulsory Purchase Act 2004, Norfolk County Council is producing a new planning policy framework for minerals and waste development in Norfolk called the 'Norfolk Minerals and Waste Development Framework' (NMWDF). The NMWDF will replace minerals and waste planning policy as contained in the, Norfolk Minerals Local Plan (2004) and Norfolk Waste Local Plan (2000). More detailed information on the planning policy framework is included on the Norfolk County Council website www.norfolk.gov.uk/nmwdf and in most detail in a NMWDF document called the 'Norfolk Minerals and Waste Development Scheme' (NMWDS).
- 1.2 The NMWDF includes production of a Statement of Community Involvement (SCI) setting out the standards to be achieved by Norfolk County Council in involving the community in the following:
- Preparation, alteration and continuing review of key documents in the NMWDF. Related information is contained in section 2 of the SCI.
 - Consultations on planning applications determined by the County Council (representing planning applications on minerals and waste and the County Council's own development e.g. relating to schools and new highway works, where planning permission is required). Information on this aspect of the process is contained in section 3 of the SCI.
- 1.3 If you have any queries on this document, please contact the Planning Services Section on telephone number 0344 800 8020 or at the following email address: LDF@norfolk.gov.uk.

Principles for Community Involvement

- 1.4 This SCI is closely linked and consistent with Norfolk County Council's 'Accessibility Matters - Public Involvement' guidelines, which set out County Council principles on public involvement (viewable at www.norfolk.gov.uk). Key principles include the following:

Accountable

- 1.5 The County Council will ensure that citizens' views are taken into account in relation to decisions, policies and service developments and demonstrate and communicate what has changed as a result of public involvement.
- 1.6 The County Council will publish details of all consultations, including those relating to the NMWDF on the County Council website: www.norfolk.gov.uk. This website is home to Norfolk Consultation Finder – a tool that enables citizens to sign-up for future consultations, have their say on current consultations and find out the results of past consultations.

Accessible

- 1.7 The County Council will make sure that public involvement is accessible by doing the following:
- Using plain English in any published documents.
 - Using the right methods of involvement for the right audiences.
 - Making sure any publications follow County Council guidelines (at the time of publication of this SCI shown in 'Accessibility Matters – Norfolk Guidelines on making information accessible')
 - Making any NMWDF document available, on request, in alternative formats such as audio, Braille or a language other than English.
 - Arranging meetings in venues that are easy to get to and at times that are appropriate to the participants.

Inclusive

- 1.8 The County Council's 'Accessibility Matters - Public Involvement' guidelines include reference to 'Hard to Reach Groups'. These would include groups or communities which may need help to become involved, or be members of minority ethnic communities, or are perceived by agencies to be difficult to access. The County Council recognises that many of these communities are not actually that 'hard-to-reach' and do not consider themselves to be such. It is just that organisations have not put enough effort or resources into seeking their views.
- 1.9 The County Council will be inclusive by:
- Making extra efforts to involve people whose views have been under-represented in the past.
 - Making sure that people are not excluded from public involvement processes through circumstances. This might mean providing crèches or carer support, hearing loop systems, language signers and holding meetings at appropriate times and in appropriate venues.
 - Making sure, in defined circumstances, that participants are not out-of-pocket as a result of taking part in community involvement activities.
- 1.10 In addition, certain Norfolk citizens can be under-represented in any consultation, such as young people and black and minority ethnic residents. Before each stage of consultation an assessment will be made of how such groups are affected and consultation approaches will be tailored accordingly.

- 1.11 The RTPI East of England Planning Aid Service offers assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages people to get involved in the planning system to help shape their own environment.
- 1.12 The contact details for RTPI East of England Planning Aid Service are:
38 Cambridge Place, Cambridge, CB2 1NS
Tel: 01223 350 850
Email: eeadmin@planningaid.rtpi.org.uk
www.rtpi.org.uk/planningaid

Efficient

- 1.13 The County Council will coordinate and link public involvement activities, where appropriate, to help avoid duplication of effort, time and resources.
- 1.14 The NMWDF does not exist in a vacuum as it links with other major strategies, in particular with 'Norfolk Ambition'. 'Norfolk Ambition' is the Community Strategy for Norfolk, developed by the Norfolk County Strategic Partnership, a multi-agency group representing the County's diverse private, public, voluntary and community sectors.
- 1.15 'Norfolk Ambition' promotes a long-term vision based on the following nine themes that reflect the aspirations of local people:
- Inclusive and diverse
 - Healthy and well
 - Safe
 - Knowledgeable and skilled
 - Active and engaged
 - Environmentally responsible
 - Creative
 - Economically thriving
 - Accessible and well-housed
- 1.16 The NMWDF will have a role in delivering parts of the Community Strategy, especially in relation to the themes of 'environmentally responsible' and 'economically thriving'. This SCI will contribute to 'active and engaged'.

The Compact in Norfolk

- 1.17 The Compact is the agreement between the government and the voluntary and community sector which outlines a way of working that improves their relationship for mutual advantage and community gain. At the local level this will improve the way in which the statutory, voluntary and community sectors in Norfolk consult each other on policy developments, leading to the planning and delivery of better services.
- 1.18 Norfolk County Council is signed up to the local Compact in Norfolk and will make sure that its principles are followed in the NMWDF community involvement process.
- 1.19 As at the time of publication of this SCI, details of The Compact as revised in 2011 can be found on the Voluntary Norfolk website:
http://www.voluntarynorfolk.org.uk/norfolk_compact.

Review of the SCI

- 1.20 Minor changes to the approach to community involvement shown in the adopted SCI, for instance additional helpful information on the approaches to community involvement, will not trigger a review of the SCI. Any minor changes will be shown in a 'live' and amended version of the SCI on the County Council's website. This 'live' SCI will show the current position with respect to community involvement as opposed to the approach it was considered should be followed at the time the SCI was adopted. The County Council's website will show both the adopted and 'live' versions of the SCIs and make the different functions of the two documents very clear.
- 1.21 The County Council will check the effectiveness of the consultation methods set out in this SCI. This will be done in a variety of ways and could include sample feedback on consultations and seeking audience feedback on any 'live' public consultation events. The effectiveness of any consultation methods used will be reported in the Annual Monitoring Report. If it is considered that the approaches to community involvement shown in the SCI are clearly failing and need fundamental revision then the SCI will be reviewed in an attempt to rectify the situation.

Resources

- 1.22 The SCI will be funded from budget within the County Council. Additional funding has been provided for:
- the publication, printing and circulation of the DPDs at each consultation stage and at Pre-Submission;
 - managing the consultation responses and representations received; and
 - one additional Planning Officer for the duration of the NMWDF project, which is scheduled for completion in 2013.
- 1.23 Community involvement on most planning applications will be dealt with by relevant case officers supported by administration staff and senior management as appropriate. For more significant and controversial planning applications where use of some of the more involved techniques outlined in section 3 of this SCI are appropriate, additional resources and skills may be needed and this is provided for via a contingency allowance.

2	Community involvement: NMWDF draft local development documents
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Introduction

- 2.1 Section 2 of the SCI includes information on community involvement on NMWDF draft local development documents.

Draft local development documents subject to community involvement shown in this SCI

- 2.2 Currently the County Council plans to produce the three Development Plan Documents (DPDs) shown below - any changes to this situation will be referred to in changes to the NMWDS. The DPDs, covering the whole of Norfolk, will look forward to the year 2026 and replace the Norfolk Minerals Local Plan (2004) and Norfolk Waste Local Plan (2000).
- 2.3 All three DPDs and any Supplementary Planning Documents (SPDs) produced by the County Council are required to be subject to Sustainability Appraisal in order to ensure that the content of the documents take account of the need to foster sustainable development objectives. In addition, the documents will be subject to a 'Habitats Regulations Assessment' so as to ensure that their implementation will not result in unacceptable impacts on sites of European importance for nature conservation, namely Special Areas of Conservation, Special Protection Areas (concerned with conservation of wild birds) and Ramsar sites (concerned with wetland conservation). Both sustainability appraisal and Habitats Regulations Assessment will take account of a previously prepared scoping report that sets out the scope and level of detail for these assessments. The three DPDs are as follows:

1. Core Strategy and Minerals and Waste Development Management Policies DPD

This will set out the strategic vision for mineral extraction and waste management facilities. The Core Strategy will be in general conformity with the Regional Spatial Strategy. The Core Strategy is a key document with which all other Development Plan Documents in the NMWDF are required to be in conformity. The document will contain measurable objectives (to enable successful monitoring to be done).

2. Minerals Site Specific Allocations DPD

The Minerals Site Specific Allocations DPD will identify sites that are considered suitable, in principle, for future mineral extraction development (known as site specific allocations). The minerals site specific allocations will be those sites where a proven mineral resource is shown to be present. In addition to identifying mineral site specific allocations, if necessary, this DPD will identify 'areas of search' for minerals representing areas of land where the relevant landowner has indicated a willingness, in principle, for mineral extraction to take place but where no mineral resources have yet been proven to exist.

3. Waste Site Specific Allocations DPD

The Waste Site Specific Allocations DPD will identify sites that are considered suitable, in principle, for future waste management facilities.

- 2.4 As the content of the NMWDF may change over time please visit our website www.norfolk.gov.uk/nmwdf for the latest version of the framework.

Consultation stages on draft development plan documents

- 2.5 At the very least, the community will be consulted on draft development plan documents at the following stages:

1. The Public Participation (Issues and Options) stage

This will set out the main issues that a draft development plan document will address and the options that are considered to be appropriate in relation to each issue, together with a clear explanation of the basis for each of the issues and options selected. Consultees will be invited to comment over at least a 6 week period and to suggest any other issues and options that they consider are appropriate. For DPDs, sustainability appraisal and Habitats Regulations Assessment will be undertaken at this stage.

The County Council will use feedback from consultation at the first Issues and Options stage to produce a draft local development document containing preferred options. This will include clear reasons for selecting the preferred options, together with a summary of the alternatives that were considered. For DPDs, both a sustainability appraisal report and 'Habitats Regulations Assessment' will be undertaken at this stage. Consultation will take place on these documents over at least a 6 week period.

2. The Pre-Submission stage

The County Council will use feedback from consultation on the Issues and Options stages to produce a Pre-Submission version of the development plan document (together with a final copy of the Sustainability Appraisal Report and Habitats Regulations Assessment Report). The Pre-Submission version of the DPD (and supporting documents) will be published to enable representations to be made on the 'soundness' and legal compliance of the document. The County Council will publicise the fact that representations on the Pre-Submission version of the DPD can be made over a defined period of at least 6 weeks.

At the end of the representations period, representations will be shown on the County Council's website. Representations will be considered by the County Council and sent, along with the Pre-Submission version of the DPD, supporting documents and summaries of the main issues raised during both the public participation stages and the Pre-Submission representations period, to the Secretary of State, for consideration by an independent Planning Inspector in an Examination of the DPD.

2.6 Following independent Examination the Secretary of State produces a report containing comments the County Council is required to reflect in a finally adopted Development Plan Document.

Methods of community involvement on draft development plan documents

2.7 The tables below set out the community involvement methods to be used when consulting on draft development plan documents forming part of the NMWDF. Table 1 refers to community involvement methods at the Issues and Options stage and table 2 refers to community involvement methods at the Pre-Submission Stage. Further information on each of these community involvement methods is shown below the tables.

Table 1: Community involvement methods at the Issues and Options stage				
Community Involvement method on draft local development documents		Method will be used = √	Community involved in the method:	
			General public	A
		Method may be used = ?	Those shown in Appendix 1	B
			Specific groups/individuals	C
			Hard to reach groups	D
1	Available for inspection	√	A	
2	Written consultation	√	B, C	
3	Internet	√	A	
4	Mass media	√	A	
5	One to one meetings	?	A (and possibly certain of those in B, C and D, if necessary by arrangement)	
6	Public exhibitions	?		
7	Public meetings	?		
8	Public questions at Committee	√		
9	Focus groups	?		
10	Pre-existing panels and forums	?		

Table 2: Community involvement methods at the Pre-Submission stage				
Community Involvement method on draft local development documents		Method will be used = √	Community involved in the method:	
			General public	A
		Method may be used = ?	Those shown in Appendix 1	B
			Specific groups/individuals	C
			Hard to reach groups	D
1	Available for inspection	√	A	
2	Written consultation	√	B, C	
3	Internet	√	A	
4	Mass media	√	A	
5	One to one meetings	?	A (and possibly certain of those in B, C and D, if necessary by arrangement)	
6	Public exhibitions	?		
7	Public meetings	?		
8	Public questions at Committee	√		
9	Focus groups	?		
10	Pre-existing panels and forums	?		

1. Available for inspection

The County Council will make draft local development documents available for inspection at local authority offices, public libraries and at Council Information Centres (currently at Downham Market, Fakenham, King's Lynn, Norwich (Broadland District Council), and Diss). Further information on these Council Information Centres is included on the County Council's website: www.norfolk.gov.uk.

2. Written consultation

The County Council will send copies of draft local development documents forming part of the NMWDF and information about consultation arrangements to the list of consultees shown in Appendix 1 allowing them at least 6 weeks to comment.

3. Internet

The County Council will make draft local development documents forming part of the NMWDF available for inspection on the County Council's website, including comment forms for printing and return by post. Future use of the internet for community involvement purposes will at the very least accord with any related Government requirements.

4. Mass media

The County Council will arrange for statutory notices to be placed in local newspapers at the Pre-Submission stage. At key stages the County Council will issue press/radio releases and hold press/radio briefings.

5. One to one meetings with people and/or organisations

Where appropriate (and by arrangement), County Council staff will meet with organisations or individuals to discuss particular issues.

6. Public exhibitions/displays/stalls

Where appropriate, the County Council will hold public exhibitions.

7. Public meetings

Where appropriate, the County Council will hold public meetings as a means of allowing people to debate issues raised by a particular draft local development document forming part of the NMWDF.

8. Asking public questions at Committee

Draft local development documents forming part of the NMWDF may be considered by more than one committee of the County Council. The protocol applicable to asking public questions at the committee most likely to consider these documents (Cabinet) at the time of publication of this SCI is shown in Appendix 2. The most up-to-date position on asking public questions at committees is shown on the County Council's website: www.norfolk.gov.uk.

9. Focus groups

Where appropriate, the County Council will hold meetings or workshops with selected groups of participants with particular characteristics, or with citizen panels composed of randomly selected participants.

10. Pre-existing panels and forums

Where appropriate, the County Council will make use of pre-existing panels and forums for discussing draft local development documents forming part of the NMWDF.

How comments on draft local development documents will be taken into account

- 2.8 Comments received during the key consultation stages shown under paragraph 2.3 will be considered by the County Council and will in some cases result in changes to the contents of draft local development documents. Reports on the results of community involvement will be made available on the County Council's website, at the County Council's offices and at the offices of the seven district councils in Norfolk and at libraries throughout Norfolk.

List of consultees to be sent copies of draft local development documents

- 2.9 Appendix 1 lists the consultees on draft local development documents forming part of the NMWDF.

Area Action Plans

- 2.10 Currently, the County Council has not identified any areas for which an area action plan would be suitable. If work on the Core Strategy or either of the two site specific allocations documents identified a need for an area action plan or plans then details would be included in an amended 'Norfolk Minerals and Waste Development Scheme'. Area action plans are development plan documents and any of the methods of community involvement set out in this section of the SCI are applicable. The nature of area action plans would make public meetings and local focus groups and workshops particularly appropriate.

Supplementary Planning Documents

- 2.11 Currently, the County Council has no plans to produce any supplementary planning documents that could be produced to provide guidance on issues or policies in a Development Plan Document. Community involvement on any supplementary planning documents will at the very least seek to ensure that the level of community involvement required by Government Regulations takes place. In most cases a supplementary planning document will not require a sustainability appraisal. If the County Council decides to produce a Supplementary Planning Document, the County Council will use, or consider using, the community involvement methods shown in table 1 and consult those shown in Appendix 1. A supplementary planning document must be adopted by council resolution.

3	Community involvement: Planning applications
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Introduction

- 3.1 Section 3 of the SCI includes information on community involvement on planning applications determined by the County Council.

Types of planning application determined by the County Council

- 3.2 At the time of publication of this SCI, the County Council determines two types of planning application:
- Planning applications for the County Council's own developments e.g. schools and non-trunk roads.
 - Planning applications for minerals or waste development in the County.

Methods of community involvement on planning applications

Summary of all methods of community involvement on planning applications

- 3.3 The County Council proposes to involve the community on planning applications it determines to a greater extent than is required by planning legislation. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. Community involvement proposed includes:

1. Access to information

Making planning applications available for inspection, tracking and comment at local authority offices and electronically at Council Information Centres and on the Council's website, www.norfolk.gov.uk. Council Information Centres are currently at Downham Market, Fakenham, King's Lynn, Norwich (Broadland District Council), and Diss. Further information on these Council Information Centres is included on the County Council's website: www.norfolk.gov.uk. Future use of the internet for community involvement purposes will at the very least accord with any related Government requirements.

2. Availability of officers

Planning officers are often available, without an appointment, to discuss matters relating to planning applications.

3. Consulting

Copies of planning applications will be sent to district, parish and neighbouring councils (where relevant), the local member and relevant bodies in the authority's area (see fuller list of consultees in Appendix 3).

4. Media

Inviting comments on planning applications through advertising in relevant newspapers, where statutorily required (see Appendix 4).

5. Notifying neighbours

Notifying neighbours and residents in the vicinity of the site in writing to inform them that a planning application has been submitted, and inviting comments (see Appendix 4). Notification will be sent to occupiers of neighbouring residential and commercial properties, or properties that Norfolk County Council considers may be affected. The statutory time periods for responses to be received are within 21 days of the date of the notification letter on planning applications, and within 14 days in relation to subsequent minor amendments to a planning application. However, responses received after this time period will still be taken into account until a decision is made on the planning application. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. No re-advertisement will normally take place on minor amendments.

6. One-to-one meetings

Where appropriate (and by arrangement), the County Council will meet with organisations or individuals to discuss particular issues.

7. Pre-application discussions

Norfolk County Council invites prospective applicants to consult with the County Council during the early stages of formulating a development proposal before a planning application is submitted. Such consultations can be on a confidential basis where requested by an applicant, for example where commercial confidentiality must be preserved, at least initially.

For larger developments, once a proposal has reached the stage where a planning application is likely to be submitted, the County Council expects developers to engage with the public, for instance by holding local exhibitions. Where a planning application is for new development at an existing site (e.g. an extension), it is expected that draft proposals will be brought to a liaison meeting.

Benefits of pre-application discussions can include:

- Increased likelihood that submitted planning applications will address relevant planning issues.
- Reduced time taken by the County Council in determining planning applications.
- Increased chances of planning applications being approved.
- Improved understanding of what is proposed thereby enabling people to respond more easily and quickly to consultations.
- Allowing local concerns and expertise to influence aspects of a proposal.

8. Public exhibitions/displays/stalls

For major planning applications, the County Council will encourage developers to hold public exhibitions (preferably combined with community consultation at a pre-application stage). In accordance with Norfolk County Council's 'Adopted Local List of Validation Requirements', all major applications (developments that create over 1,000m² of floor space or where development is carried out on a site of over 1ha) will need to be submitted with their own Statement of Community Involvement, explaining how the views of the local community have been taken into account in the formulation of development proposals.

9. Public Inquiries

Site notices will be placed at the site to which the planning application relates and a press notice placed in the local newspaper(s) to publicise the date, time and location of the Public Inquiry.

10. Public meetings

In some instances County Council officers will attend public meetings as a means of enabling people to discuss issues surrounding a particular planning application.

11. Public speaking at committee

The most up-to-date position on public speaking at committees is shown on the County Council's website (at the time of publication of this SCI the position was as set out in Appendix 5).

12. Site Notice

A site notice will be placed at sites to which any planning application relates in order to inform people of the proposal and provide details on how to view the planning application (see Appendix 4).

Community involvement where planning applications are determined by the County Council

- 3.4 Most decisions as to whether or not to grant planning permission will be made by officers, under delegated powers given by the County Council. Applications where five or more objections have been received on material planning grounds, or where an objection has been received from a statutory consultee will be taken to the Planning (Regulatory) Committee for determination. In addition all applications accompanied by an Environmental Impact Assessment Statement and applications made by the Department of Environment, Transport and Development will also be taken to Planning Regulatory Committee for determination. The Scheme of Delegated Powers to Officers (Non-Executive Functions) is contained in Appendix 7 of the County Council's Constitution, which can be viewed on the Council's website at www.norfolk.gov.uk. The Planning (Regulatory) Committee meets approximately once a month at County Hall and details of the protocol for public speaking at this Committee are outlined in Appendix 5.

Community involvement where planning applications are determined by the Secretary of State following a Planning Appeal

- 3.5 All those persons or organisations who sent in comments, along with parish/town councils and local interest groups will be sent notification of Planning Appeals. The original comments will be copied and forwarded to the Planning Inspectorate.

Community involvement after a planning application is determined

- 3.6 The outcome of decisions on planning applications (in the form of a Decision Notice), whether made by officers under delegated powers or by committee, will be sent (via post or email) to all those who comment on the proposal i.e. those that contact the County Council with objections or support. Any other person wishing to view a copy of the Decision Notice will be able to do so by contacting the Council. The decision notices for applications determined since September 2011 can be viewed on the County Council's website: www.norfolk.gov.uk.

Appendix 1

Consultees on NMWDF Development Plan Documents

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

Specific consultation bodies

The Coal Authority
The Environment Agency
English Heritage
East of England Development Agency
East of England Local Government Association
Natural England
The Secretary of State for Transport
Parish and town councils in Norfolk
District and borough councils in Norfolk
County, district, borough, town and parish councils adjoining Norfolk
Broads Authority
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Homes and Communities Agency
Norfolk Police Authority

General Consultation Bodies

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area.
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area;
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

Other Consultation Bodies

Campaign to Protect Rural England
Civil Aviation Authority
Country Land and Business Association
Countryside projects
Defence Infrastructure Organisation
Visit East of England
Environmental Services Association
Equality and Human Rights Commission
Friends of the Earth
Greenpeace
Health and Safety Executive
Highways Agency
English Heritage

Minerals and waste operators
Minerals and waste trade associations
National Farmers Union
National Trust
Network Rail
Norfolk Coast Partnership
Norfolk Association of Local Councils
Farm Conservation Limited (formerly Norfolk Farming and Wildlife Advisory Group)
Norfolk County Council Historic Environment Service
Norfolk Rural Community Council
Visit Norfolk
Norfolk Wildlife Trust
Norfolk Primary Care Trust
Great Yarmouth and Waveney Primary Care Trust
Norwich International Airport
Abellio Greater Anglia
Planning agents who work for the minerals and waste industry
The Ramblers
Mineral Products Association
Royal Society for the Protection of Birds

Appendix 2

Norfolk County Council's procedure for asking public questions at Cabinet – applicable to consideration of draft local development documents

A person resident in Norfolk, or who is a non-domestic ratepayer in Norfolk, or who pays Council Tax in Norfolk, may attend meetings of the Cabinet and, by giving two working days notice, e.g. by 5.00 pm on the Wednesday preceding a Cabinet meeting on Monday, may ask any question on any matter in respect of Cabinet's delegated powers.

The number of questions which may be asked at a meeting will be limited to two per person (or one plus a supplementary). A person who asks two substantive questions will not be entitled to ask any supplementaries. Substantive questions are subject to a maximum word limit of 110 words. Substantive questions submitted that are in excess of 110 words will be disqualified. Responses to the substantive questions will be given to the questioners in writing before the start of the meeting and copies of the questions and responses will be available to all in attendance. The responses to substantive questions will not be read out at the meeting. A questioner who asks only one substantive question will be entitled to ask a supplementary question and, if they do so, a response to it will be given orally by the Chairman. Supplementary questions are subject to a limit of 75 words. If a response to a supplementary question cannot conveniently be given orally, a written answer will be sent to the questioner within 7 working days of the meeting.

Public Question Time will be limited to 15 minutes in total. If the questioner is not present at the meeting or if any questions remain unanswered within that timescale, a written response will be sent to the questioner within 7 working days of the meeting.

Appendix 3

Consultees on planning applications

Community involvement will include notification of the district and parish councils, local members, and County Councillors and any relevant statutory bodies or consultees which could include one or more of the following:

Civil Aviation Authority
Country Land and Business Association
Countryside projects
Defence Infrastructure Organisation
Department for Environment, Food and Rural Affairs
Department for Trade and Industry
Visit East of England
Environment Agency
Equality and Human Rights Commission
Friends of the Earth
Forest Enterprise
Greenpeace
Health and Safety Executive
Highways Agency
Historic Buildings and Monuments Commission for England (English Heritage)
Minerals and waste operators
Minerals and waste trade associations
National Farmers Union
National Trust
Natural England
Network Rail
Norfolk Wildlife Trust
Norfolk Primary Care Trust
Great Yarmouth and Waveney Primary Care Trust
Planning agents who work for the minerals and waste industry
The Ramblers
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Royal Society for the Protection of Birds
Secretary of State for Transport

Appendix 4**Publicity on planning applications**

The County Council will comply with the statutory publicity requirements, which vary according to the type of development/planning application:

Type of development	Publicity required		
	Advertisement in local newspaper/s	Neighbour Notification	Site Notice
All minerals and waste planning applications	✓	✓	✓
Major planning applications for development by the County Council	✓	✓	✓
Other (not major) planning applications for development by the County Council		✓	✓

It should be noted that it is the responsibility of the applicant to post the site notice(s) for applications for prior approval.

Appendix 5

Norfolk County Council's protocol for public speaking at Planning (Regulatory) Committee in relation to planning applications

The County Council's Planning (Regulatory) Committee meetings are usually held monthly and take place in one of the committee rooms at County Hall. For the up-to-date protocol on public speaking at committees please refer to the County Council's website: www.norfolk.gov.uk. The protocol for public speaking at Planning (Regulatory) Committee meetings as at the time of publication of this SCI is reproduced below.

Any body who wishes to object to or support a planning application which will be decided by the Committee may speak before decisions are made on planning applications.

Any person wishing to speak must give written notice to Democratic Services at least 48 hours before the Committee meets together with a short note of the points to be raised.

At the start of the meeting, the Chair will ask members of the public to indicate if they wish to speak and, if so, on what items and whether they are in support of or in opposition to the planning application. Consideration can be given to changing the order of the agenda items if this is helpful in cases of exceptional public interest.

On each report where the public or local members wish to speak, the order will be as follows:

- Officer presentation of the report;
- Objectors to the application;
- Statutory Consultees, District & Parish/Town Councils;
- The applicant or agent;
- The Local Member.

Each group will be allocated five minutes and should if possible nominate one person to speak on their behalf. If this is not possible or there are members of each group both objecting and in support of the planning application, the time allocated will be at the discretion of the Chair. The Chair may in complex cases extend the time allocated for speaking.

Members of the Committee may seek clarification after each speaker through the Chair and can seek guidance from officers. This is NOT a debating session.

Speakers will not be allowed to question other speakers, officers or members.

Officers will be given an opportunity to comment on any points raised if necessary.

Public speaking then ends and members proceed to debate the recommendation.

Members resolve on the recommendation.

Glossary

(Note: terms in *italics* are explained elsewhere in the glossary)

Allocations - identified sites for specific or mixed uses or development to be contained in *Development Plan Documents*.

Annual monitoring report - part of the *Local Development Framework*. The Annual Monitoring Report will assess the implementation of the *Local Development Scheme* and the extent to which policies in *Local Development Documents* are being successfully implemented.

Core strategy - sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The core strategy is a *Development Plan Document*.

Development plan - consists of the relevant *Regional Spatial Strategy* (pending its abolition) and the *Development Plan Documents* contained within the *Local Development Framework*.

Development plan documents - spatial planning documents within a *Local Development Framework* that are subject to independent examination. Together with regional policies set out in a *Regional Spatial Strategy* they form the *Development Plan*.

Local development document - the collective term for *Development Plan Documents*, *Supplementary Planning Documents* and the *Statement of Community Involvement*.

Local development framework - the name for the portfolio of *Local Development Documents*, including the *Annual Monitoring Reports* and the *Local Development Scheme*.

Local development scheme - sets out the programme for preparing *Local Development Documents*.

Norfolk Minerals and Waste Development Framework - the *Local Development Framework* applying to minerals and waste development in Norfolk.

Norfolk Minerals and Waste Development Scheme - the *Local Development Scheme* applying to the *Norfolk Minerals and Waste Development Framework*.

Proposals map - the adopted proposals map illustrates on a base map all spatial policies contained in *Development Plan Documents*, together with any saved policies

Regional spatial strategy - sets out the regional planning policies in relation to the development and use of land and forms part of the development plan for local planning authorities (pending its abolition).

Statement of community involvement - A document that sets out a Local Planning Authority's intended consultation strategy for different elements of the planning process. This is a requirement brought in by the Planning and Compulsory Purchase Act 2004.

Strategic environmental assessment - An evaluation process for assessing the environmental impacts of plans and programmes. This is a statutory requirement, and is incorporated into Sustainability Appraisal.

Supplementary planning documents - provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the *Development Plan* and are not subject to independent examination. However, they are subject to *Sustainability Appraisal*.

Sustainability appraisal - An evaluation process for assessing the environmental, social, economic and other sustainability effects of plans a programmes. This is a statutory requirement.

Sustainable development - The most widely-used definition is "Development which meets the needs of the present without compromising the ability of future generations to meet their own needs".