

# Bassetlaw District Local Development Framework

## STATEMENT OF COMMUNITY INVOLVEMENT



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**BASSETLAW**  
DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

Revised  
August 2009



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## 1 Introduction

- 1.1** Bassetlaw's Statement of Community Involvement (SCI) is a requirement under the Planning and Compulsory Purchase Act 2004. It explains the consultation processes that will take place during the development of new planning policies in the Local Development Framework and the determination of planning applications. This is a revision of the initial SCI, adopted by the Council in November 2006, to reflect changes to national planning guidance and the Council's own Local Development Scheme.
- 1.2** The Local Development Framework will replace existing local planning policy documents. Consisting of a suite of Local Developments Documents (see Annex A), it will be developed according to the Local Development Scheme, a statutory document that describes what documents will be produced and the timescales for their production. For a brief explanation of each Local Development Document please see Annex B and C.
- 1.3** The methods of engagement to be used during the development of the SCI, and the techniques proposed within it, accord with the Town and Country Planning (England) Regulations 2004 and guidance within Planning Policy Statement 12: Local Spatial Planning, which states that the SCI should:
- Explain clearly the process and methods for community involvement for different types of local development documents and for the different stages of plan preparation. This needs to include details of how the diverse sections of the community are engaged, in particular those groups which have been underrepresented in previous consultation exercises;
  - Identify which umbrella organisations and community groups need be involved at different stages of the planning process, with special consideration given to those groups not normally involved;
  - Explain the process and appropriate methods for effective community involvement in the determination of planning applications and where appropriate refer to Planning Performance Agreements;
  - Include details of the Local Planning Authority's (LPA) approach to pre-application discussions;
  - Include the LPAs approach to community involvement in planning obligations (S106 agreements);
  - Include information on how the SCI will be monitored, evaluated and scrutinised at the local level;
  - Include details of where community groups can get more information on the planning process, for example, from Planning Aid and other voluntary organisations;
  - Identify how landowner and developer interests will be engaged.

- 1.4** This document also complies with the general duty in the Race Relations Act 2000 to promote race equality and with the Disability Discrimination Act 1995. These place a duty on service providers to ensure all members of the community have equal opportunities for engagement.
- 1.5** The specific benefits of involving a wide range of people and organisations in the planning process include:
- More focus on priorities identified by the community;
  - Influencing the provision of local services;
  - Enhanced sense of contributing to the community;
  - Increased understanding of planning procedures, how policies are developed and their relationship to the development control system;
  - Increased support for policies through a sense of document ownership;
  - Increased efficiency, as conflict is resolved earlier.
- 1.6** Increased consultation and engagement may require a range of different methods in order to reach what are termed 'hard to hear' groups (see paragraph 4.10). Bassetlaw is a predominantly rural district and as such it is critical that outlying areas are fully engaged. Tailored techniques may also be required when engaging with specific social groups, such as the elderly, the young, ethnic minorities and those with young children.
- 1.7** Where appropriate, Bassetlaw District Council will seek assistance with engagement processes from local and national organisations. These organisations will include:
- Planning Aid;
  - Nottinghamshire Rural Community Council;
  - Bassetlaw Voluntary Community Council.
- 1.8** The specific methods of engaging with the community are discussed in Annex D and E.

## 2 The Relevance of Other Plan and Strategies

**2.1** While the communities of Bassetlaw will be engaged directly in the production of planning documents, there are numerous broader plans and strategies, which, during their creation will be subject to extensive public consultation. The information these plans and strategies contain is extremely important and where relevant needs to be taken into account in the production of the relevant planning documents.

### ***The Local Area Agreement***

**2.2** The Nottinghamshire Partnership is the Local Strategic Partnership (LSP) for the whole of the County. Its priorities are delivered through the Local Area Agreement, a three-year action plan which sets detailed targets and assesses progress against key indicators. The Local Development Framework will need to ensure that it contributes to the delivery of this action plan.

### ***The Sustainable Community Strategy***

**2.3** The Government set up Local Strategic Partnerships to encourage key organisations within local authority areas to work together more closely. The Bassetlaw LSP, which is comprised of representatives from the private, public and voluntary/community sectors in the District, meets regularly to look at the way services are provided in the District and how they can be improved. Their aspirations are set out in the Bassetlaw Sustainable Community Strategy, the aims and objectives of which are central to the content of all Local Development Documents, particularly the Core Strategy.

**2.4** The LSP is overseen by a Board and Executive Group, under which sit eight Sub-Groups. All will be involved throughout the Local Development Framework engagement process. This will ensure that all planning policy documents meet the objectives of the Community Strategy. The participation of the Sub-Groups will also provide an invaluable source of relevant expertise and knowledge.

### ***Parish Plans and Village Design Statements***

**2.5** Several parishes within the District have produced, or are in the process of developing, either a Parish Plan or Village Design Statement. These documents can provide valuable information regarding residents' needs and aspirations. Parish Plans cover a wide variety of issues including transportation, education, leisure facilities and the environment. They may have spatial implications, which must be considered.

**2.6** Although Parish Plans have no statutory weight within the planning process their objectives will, where appropriate, be incorporated into relevant planning policy.

### 3 The Local Development Documents Produced by Bassetlaw District Council

- 3.1** Future engagement on the formulation of planning policies will occur according to the timescales laid out in a project plan, known as the Local Development Scheme. This document can be viewed on the Bassetlaw District Council Planning website [www.bassetlaw.gov.uk](http://www.bassetlaw.gov.uk). Alternatively, copies can be requested by contacting the Council.
- 3.2** The timescales for each policy document (Development Plan Document) differ and, consequently, they will undergo engagement at different times between 2009 and 2011.
- 3.3** Bassetlaw District Council will be producing the following documents as part of the Local Development Framework (see Annex B and C for more information on each document's status and content).

**Table 3.1 Development Plan Documents**

Document	Description
<b>Core Strategy</b>	The Core Strategy will be a District-wide document that will set out the spatial vision for Bassetlaw to 2026, along with the strategic policy approaches to be taken in order to achieve this vision. It will also identify strategic development locations for housing and employment.
<b>Site Allocations DPD</b>	This DPD will identify sites to be allocated for housing and employment development, if deemed necessary once key strategic allocations have been identified in the Core Strategy.
<b>Area Action Plan</b>	Area Action Plans will focus solely on one area, which has been identified as being in need of regeneration and/or conservation. The Area Action Plan will build on broad approaches which are to be set out in the Core Strategy, will explain the strategy for steering this change and how it will be implemented.
<b>Proposals Map</b>	The Proposal Maps document is a standalone document that will show how relevant policies affect specific areas of the District. It will be

Document	Description
	updated every time a DPD allocates a site for development or sets out policy with a clearly defined boundary to its application.
<b>Supplementary Planning Documents (SPD)</b>	SPD are used to expand on a higher level policies and to give more detailed descriptions of what is expected of certain policy directions. It is anticipated that the Council will produce SPDs, as deemed necessary, to expand on policies set out in the Core Strategy & Development Management Policies DPD.

**3.4** Table 3.2 below sets out the consultation processes for the development of each Development Plan Document.

**Table 3.2 The Process of Development Plan Document Creation**

Development Plan Document Stage	Community Involvement
Pre- Production	This stage involves the Council gathering evidence and establishing the relevant planning issues for the area. The Council will seek information from interested organisations and individuals .
Pre- Submission	This is a key stage of plan development and, therefore, wide stakeholder input is important. The Council will consult on an Issues and Options document in the early stages of this process, and will continue to engage with key stakeholders and the public, both formally and informally, throughout the whole pre-submission stage.
Pre- Submission Consultation	This stage involves a formal consultation on a final version of the DPD, when the Council will invite all interested parties to submit representations. The consultation will last at least six weeks.
Submission and Examination	The Council will formally submit the DPD to the Secretary of State for independent Examination. Interested parties can seek to make representations to the Inspector.

**3.5** Once the document has been adopted, it will be available to view at the Council's Offices in Retford and Worksop, at local and mobile libraries and on Bassetlaw's website. It will be accompanied by an adoption statement and sustainability report. To publicise the adoption, adverts will be placed in the local press. Those who requested notification of its adoption will be contacted by email and letter.

### ***Supplementary Planning Documents***

- 3.6** Supplementary Planning Documents (which in due course will support policies within Development Plan Documents) will be produced after the last Development Plan Document has been adopted in 2011. A new Local Development Scheme will be produced to timetable any further policy developments including Supplementary Planning Documents.
- 3.7** Unlike Development Plan Documents, Supplementary Planning Documents will not be submitted to the Secretary of State for examination and consultation is likely to be less extensive than for Development Plan Documents (which will already have established the principle on which the SPD is based). Any consultation will include:
- Displaying drafts at Council offices,
  - Displaying drafts on the Council's website
  - Making copies available at local libraries;
  - Advertising in the local media that consultation is being undertaken;
  - Sending to relevant statutory consultation bodies; and
  - Informing all registered parties on the Council's online consultation database.
- 3.8** The engagement proposals for all Local Development Documents, including Supplementary Planning Documents, are shown in Annex D.

## 4 Engagement on Development Plan Documents

### *Pre-Production*

- 4.1** The engagement methods to be used during formal six-week engagement periods for each (DPD) are explained in this section and discussed in further detail in Annex D.
- 4.2** Outside of the formal consultation periods, the Council will engage in discussion with the community on an informal basis and Officers will be happy to speak with stakeholders on any issues of relevance to the Development Plan Document in question.

### *Publicity*

- 4.3** It is vital that the public are made aware of consultation events and how to respond to them. The Council will, therefore, begin an extensive publicity campaign before each stage of engagement. This campaign will involve:
- Use of the online consultation portal to automatically email consultees on the database (which also allows anyone to comment on documents), with letters sent to those who have already made representations or have enquired about the Local Development Framework but not registered with the portal.
  - Contact with local groups and Parish Councils not registered with the portal.
  - Posters displayed in prominent positions within all Council offices and around town centres.
  - Publication through the local press.
  - Publishing documents and providing information on the Bassetlaw Planning Services website.

### *Engagement: Fit for Purpose*

- 4.4** Each Development Plan Document will require specific engagement techniques depending upon the geographical scope (District wide or site specific), the topic under discussion, the stage of production and the consultees who have requested specific involvement or have been identified as a target group. The Council will strive to ensure that the most effective and efficient methods are used, taking into consideration the resources and time available. A detailed summary of engagement techniques and their strengths and weaknesses is included in Annex E. These will include:
- Exhibitions and local community events.
  - Meetings with local interest groups and Parish, District and County Councillors.
  - Working with Planning Aid to deliver community workshops and events for Parish Councils and schools events.

**4.5** Engagement with the whole community during the development of the Development Plan Documents and Supplementary Planning Documents is a continuing aim of Bassetlaw District Council. In seeking to engage the whole community the Council will give consideration to the consultation techniques that best meet the needs of different target groups. Particular attention will be given to hard to hear groups, such as ethnic minorities, rural communities, the elderly and young people (see paragraph 4.10 – 4.16 and Appendix D).

### ***Relevant Consultation Bodies***

**4.6** Relevant consultation bodies (under part one of the Town and Country Planning Amendments Regulations 2008) and others with whom Bassetlaw District Council will consult during the formulation of Development Plan Documents include:

- Government Office for the East Midlands
- East Midlands Development Agency
- Yorkshire Forward
- Nottinghamshire County Council
- Derbyshire County Council
- Lincolnshire County Council
- East Midlands Regional Assembly
- Doncaster Metropolitan Borough Council
- Rotherham Metropolitan Borough Council
- Bolsover District Council
- West Lindsey District Council
- Newark and Sherwood District Council
- North Lincolnshire Council
- Mansfield District Council
- All Parish Councils within Bassetlaw
- All Parish Councils immediately adjacent to Bassetlaw
- Sheffield City Region
- East Midlands Highways Agency
- Natural England

- Environment Agency
- Nottinghamshire Police
- The Coal Authority
- English Heritage
- The Secretary of State for Transport
- Telecommunications Companies
- Bassetlaw Primary Care Trust
- Electricity Companies
- Gas Companies (Transco)
- Water and Sewerage Service Providers – Seven Trent Water Company, and Anglian Water.

### ***Other Interest Groups***

**4.7** There are numerous local and national interest groups, which under the Planning and Compulsory Purchase Act 2004 are classified as 'General Consultation Bodies'. These groups will be informed of draft publications and encouraged to meet planning officers to discuss their contents. Their involvement is vital, as they will have an interest in, and useful knowledge of, a variety of local planning related issues. The list below illustrates the types of interest groups with whom the Council will seek to engage. The number and diversity of interest groups immense and, therefore, it is not practical to supply an actual list of groups.

- Wildlife/Environment Groups
- Heritage Groups
- Sports Groups
- Development Industry representatives
- Planning Agents
- Countryside Groups
- MP's and MEP's
- Cycling and Rambling Groups
- Local Area Forums
- Civic Societies

- Local Schools and Colleges
- Local Chambers of Trade
- Archaeological Groups
- Transport Groups
- History Groups
- Other interest groups
- Ground Work/ Regeneration Groups
- Housing Associations
- Local Community Groups

**4.8** If members of the public would like to suggest a group to be included on the consultation database, or would like to check whether a specific group is already on the database, please call 01909 533143 or email [futureplans@bassetlaw.gov.uk](mailto:futureplans@bassetlaw.gov.uk).

**4.9** For each stage of formal public consultation any representations must be made in writing, either by letter or by email, and must be submitted to the Council before the end of the advertised six-week period. Minutes from meetings between Planning officers and consultees, made during the consultation period, will also be included. Planning Aid will also be holding consultation events on the Development Plan Document and will provide the Council with a report stating the attendees' opinions and views.

### ***Hard to Hear Groups***

**4.10** It is vital that 'hard to hear' groups are included in the decision-making process. These groups have been identified by Bassetlaw District Council's Customer and Community Engagement Strategy 2005.

**4.11** Through co-operation with the Local Strategic Partnership Sub-Groups, Bassetlaw Voluntary and Community Service (BVCS), Planning Aid and other bodies, Bassetlaw District Council will establish contact with all relevant groups and encourage their involvement.

**4.12** A program of work will be developed in partnership with Planning Aid to ensure Bassetlaw reaches these hard to hear communities. This will include a series of workshops and community events that will take place throughout the Development Plan Process over the next three years.

**4.13** The list of 'hard to hear' groups in table 4.1 below includes a summary of the proposed techniques that will be used during engagement on future planning policy or planning applications.

**Table 4.1 Engagement Techniques for 'Hard to Hear Groups'**

Hard to Hear Groups	Engagement Techniques
Young People	<ul style="list-style-type: none"> <li>● Workshops held in colleges and schools</li> <li>● Attending public meeting and school events</li> <li>● Council's website</li> <li>● Online portal</li> <li>● Use of new technologies</li> </ul>
Elderly Residents	<ul style="list-style-type: none"> <li>● Meetings</li> <li>● Attending public meetings</li> <li>● Workshops at community halls</li> </ul>
Ethnic Minority Groups	<ul style="list-style-type: none"> <li>● Providing documents in different languages</li> <li>● Providing translators at meetings</li> <li>● Meeting with representatives</li> </ul>
Travelling Communities	<ul style="list-style-type: none"> <li>● Meetings</li> <li>● Workshops</li> <li>● Site visits to talk to travelling communities</li> <li>● Liaising with the NAVO Gypsy and traveller liaison officer</li> </ul>
Small Businesses	<ul style="list-style-type: none"> <li>● Public meetings</li> <li>● Workshops</li> <li>● Website</li> <li>● Online portal</li> </ul>
Rural communities	<ul style="list-style-type: none"> <li>● Public meetings and workshops held in rural areas</li> <li>● Attending Parish Council meetings</li> <li>● Meeting with local interest groups</li> <li>● Liaising with the Council's Rural Officer</li> <li>● Website</li> <li>● Online portal</li> </ul>
Those with disabilities	<ul style="list-style-type: none"> <li>● Workshops</li> <li>● Documents produced in Braille, large print and audio types on request</li> <li>● Attending public meetings</li> <li>● Working with employed representatives</li> </ul>
People with low literacy rates	<ul style="list-style-type: none"> <li>● Workshops</li> <li>● Attending public meetings</li> <li>● Use of picture boards and plain English</li> </ul>

**4.14** Groups can ensure that they will be included during the development of planning policy or the assessment of planning applications by contacting Bassetlaw District Council or by registering with <http://consult.bassetlaw.gov.uk>.

- 4.15** Planning officers will seek to arrange meetings with community groups at times and venues that best suit the requirements of those groups. Formal meetings at village halls and council offices can sometimes deter people from speaking and, therefore, planning officers will visit groups in circumstances wherever they feel most at ease. To reassure groups that their views have been taken into account, notes will be taken and feedback provided on request.
- 4.16** If any community group or individual is finding it difficult to understand any aspect of the planning process, Planning Aid will provide free independent planning advice. The organisation will also help the public to make written representation to submit to the Council. Please contact 0870 850 9802 or [emcw@planningaid.rtpi.org.uk](mailto:emcw@planningaid.rtpi.org.uk) .

### **Members of the Public**

- 4.17** There will be variety of written methods by which members of the public can respond during each six-week engagement periods. These will include:
- Writing or emailing the Council
  - Submitting comments on the online consultation portal
  - Filling in response sheets at public events
  - Face to face meetings with Council Officers
  - Gaining free independent advice from Planning Aid (see Annex F)
- 4.18** All responses that contain a valid address will be acknowledged. If members of the public would like to discuss representations further, meetings can be arranged with planning officers to discuss them. This will encourage and develop confidence in the system and reduce possible misunderstandings.
- 4.19** The addresses for responding to the Council are set out in Annex G.

### **Parish Councils**

- 4.20** Parish councils provide a valuable link between local communities and the District Council. All parish councils, having been informed of the process, will be encouraged to meet planning officers during consultation periods to discuss the issues in question. As with local interest groups, they can choose where these meetings will take place and discuss the programme with officers before the meeting. Notes will be taken and feedback sent to councils, thus maintaining these important linkages and improving confidence in the process.

**4.21** Planning Aid are to undertake a series of training workshops to capacity build and inform the Parish Council's of how the Planning System works and how they can contribute to the Local Development Plan Documents and make well informed decision with regard to Planning Applications. These will take place during 2009 and 2010. These training events are likely to include

- Crash Course in Planning (concentrating mainly on the LDF)
- Development Control
- S106 Agreements

**4.22** These training workshops will be repeated when necessary after 2010.

## 5 Recording Data Feedback

- 5.1** The Council will acknowledge receipt of all written representations, whether received by letter, email or on the consultation portal, where an address is provided. This response will inform consultees that their representation has been received and give information on the next stage of document formulation.
- 5.2** All representations received by Bassetlaw District Council will be held at the Council Offices in Worksop, where they will be available to view by members of the public during office hours. Comment will also be available to view on the Council's consultation portal.
- 5.3** The details of those responding to consultation documents have been, and will continue to be, added to the Local Development Framework consultation database. All those on the database will automatically receive information regarding consultation on planning documents.
- 5.4** If members of the public would like to register themselves they should visit <http://consult.Bassetlaw.gov.uk> or contact the Planning Policy and Conservation Unit, on 01909 533495.
- 5.5** Submission Draft documents and Supplementary Planning Documents, will be supported by a representation statement, which will provide feedback for respondents who have made comment on documents. This statement will include a summary of representations and an accompanying response Bassetlaw District Council, where necessary. This statement will be available to view on Bassetlaw District Council's website, at Council offices, local libraries and via the consultation portal. It will also be provided free of charge on request.
- 5.6** Representations received by Bassetlaw District Council during consultation on the Submission Draft itself will be sent to the Secretary of State, accompanied by a summary of the main issues raised. These representations and the process of public participation will be reviewed by a Planning Inspector (selected by the Secretary of State) during the examination of each Development Plan Document.

## 6 Planning Applications

- 6.1** In addition to the preparation of planning policy, this Statement of Community Involvement also sets out how relevant stakeholders will be engaged during planning application processes. Applicants and those affected by an application (third parties), all have the opportunity to be involved and to express their opinions at various stages.
- 6.2** The Council is responsible for making decisions on a wide range of planning applications, covering issues as diverse as housing, retail, employment, Listed Buildings, buildings in Conservation Areas and Protected Trees. Nottinghamshire County Council is the decision-making authority for applications that concern education facilities, minerals and waste developments, and most highways improvements. If members of the public wish to comment on such applications, they must submit them to the County Council directly.
- 6.3** Below are three protocols, which set out when applicants and third parties can express their views during the application process, how this can be done, and what is expected from them. These protocols do not apply to complex or major applications, which are discussed separately in paragraph 6.7. These protocols state what services the Council will aim to provide. Others will be introduced in due course.

### ***Protocol for Applicants***

#### **Pre-application**

- Applicants will be positively encouraged to view relevant planning policy guidance before making a formal planning application. Documents will be available to view at Council offices and on the Planning Services web pages. They will also be available to purchase for a set fee.
- Householder Questionnaire forms will be available at Planning reception and on the Internet for applicants to complete. These will help officers to assess whether an application is required for the development proposed to a domestic property.
- Pre-application discussions between the Council and the applicants will be actively encouraged.

#### **Applications**

- If required and agreed, further discussions between applicant and the Council regarding the proposed development will take place once an application has been submitted. These discussions may result in the need for a fresh application.

#### **Decisions**

- The majority of applications are determined under powers delegated to the Head of Community Prosperity. If an application raises major issues and the ward councillor requests within 21 days of receipt of the application, or members at the Planning Consultation Group (an advisory body comprising the Chairman, Vice Chairman and

main Opposition Spokesman on Planning Committee plus one other member of the Planning Committee) request it, applications will be decided at a meeting of the Planning Committee.

- Applicants can attend and speak at the Committee's discretion. The procedures for public speaking at Planning Committee are set out in a separate detailed advice note, which is available on the Council's website.

## **Appeals**

- If the applicant wishes to appeal the decision, they must inform the Planning Inspectorate, who will assign an independent inspector to evaluate the application and the Council's decision.
- Information regarding appeals and application forms are available from Bassetlaw District Council Planning Services, on the Bassetlaw District Council website [www.bassetlaw.gov.uk](http://www.bassetlaw.gov.uk) and the Planning Inspectorate website [www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk) .
- Under the new appeal procedures, which changed in April 2009, Householder planning appeals will be dealt with electronically by the Local Authority and the Planning Inspectorate.

## ***Protocol for Third Parties***

### **Pre Application**

- The Council will encourage applicants to engage with third parties before an application is submitted. This will give an opportunity to discuss issues early and therefore to seek to achieve a consensus.

### **Applications**

- Third parties can make representations on planning applications during the decision making process, subject to statutory deadlines.
- Neighbouring properties will be informed of proposed development applications. Notification will also include details of the methods and timescales for responding.
- Notifications will, on certain applications and where possible, be posted in prominent locations near to the proposed development.
- Statutory consultees will be sent copies of applications within their field of expertise.
- A list of all applications will be available to view on the planning website. This will be updated weekly.
- Representations and enquiries may be sent to [planning@bassetlaw.gov.uk](mailto:planning@bassetlaw.gov.uk) .

- The Council will seek additional consultation with regional and national bodies, where appropriate, for major infrastructure projects.
- Third parties can examine applications at Planning Services reception at Queens Buildings in Worksop and on the website.
- Officers will be available to discuss applications with third parties either by phone, letter, email or in face-to-face meetings.

### **Decisions**

- To speak at Planning Committee, third parties must have previously submitted a letter, during the consultation period, either objecting to or supporting the application. They will then be informed where and when Planning Committee will be taking place and the procedures for speaking.
- Decisions including reasons for approval and refusal will be sent to all those who made representations.

### **Appeals**

- Under government legislation, there is no right for third parties to appeal against a decision.
- Although unable to launch an appeal, third parties can, however, make representations at appeals, at hearings, inquiries and on applications called in by the Secretary of State.

## ***Protocol for Bassetlaw District Council Planning Services***

### **Pre-application**

- Links to websites that provide useful supporting information for applicants and third parties will also be made available on Bassetlaw District's website.
- If requested by the applicant, Planning Officers will provide pre-application advice. Meetings may be arranged in order to discuss proposals in person. These will be minuted to avoid possible misunderstandings later. Written enquiries, which should include relevant maps, and where necessary drawings, will be answered within 21 days.

### **Applications**

- Applicants will be informed that their application has been received and about the procedures for its assessment.
- If, in order to come to a decision, more information is required, Officers will inform applicants as soon as possible.

- Applicants will also be informed if new information is likely to affect the decision.
- The Planning Service will update applications on the Council's website every week.

### **Decisions**

- The applicant, third parties and agents who made representations will receive a copy of the decision notice by post.
- Delegated decisions will normally be issued within one working day of the decision being authorised by the Head of Community Prosperity.
- Decisions made by Planning Committee will normally be issued within two working days of the meeting, except where a planning obligation needs to be entered into.
- In order to achieve transparency, reasons for approval as well as refusal will be given.
- Decision notices will be published on the Planning Services pages of the Council's website.

### **Small Scale Major**

The following applications are considered to be 'small scale major':

- All uses where the floor space to be created is 1,000 square metres and up to 9,999 square meters or where the site area is one hectare or less than 2 hectares
- Property developments of 10 - 199 dwellings with a site area of 0.5 hectares or less than 4 hectares.

### **Large Scale Major**

**6.4** The following applications are considered to be 'large scale major'

- Development of 200 or more dwellings
- Where the residential application site has a site area of 4 hectares more
- For all uses (excluding residential) where the floor spaces to be built is 10,000 square metres or more, or where the site area is 2 hectares or more.

- 6.5** In accordance with PPS12: *Creating Strong Safe and Prosperous Communities Through Local Spatial Planning*, Bassetlaw District Council encourages all applicants who propose development that is considered either major or complex to undertake pre-application engagement.
- 6.6** Depending on the scale of the proposed development and the issues involved, pre-application engagement would be recommended and may include some of the following:
- Discussions with Statutory Consultees, neighbours and Parish Councils
  - Public Meetings
  - Exhibitions
  - Workshops
  - Use of websites
- 6.7** Please note that all pre-application engagement activities must be reported in the application.

### **Section 106 Agreements**

- 6.8** Some major planning applications may include planning obligations. Planning obligations are a legally binding agreement between a developer and the Council, which are accepted under section 106 of the Town and Country Planning Act. They are normally referred to as Section 106 Agreements. These can be used to secure (from developers, and other interested parties) financial contributions, physical works or other commitments, actions or measures which will help to ensure developments are sustainable.
- 6.9** Every planning obligation must accord with the Government's guidance and meet the following requirements:
- It must be relevant to planning;
  - It must be necessary to make the proposed development acceptable in planning terms;
  - It must be directly related to the proposed development;
  - It must be fairly and reasonably related in scale and kind to the proposed development;
  - It must be reasonable in all other respects.
- 6.10** An example of a planning obligation is when a residential development is being proposed with no on-site play facilities in an area that lacks or has insufficient play facilities. The developer may be asked to contribute to play facilities within the vicinity of a development, a contribution that would be legally secured through a planning obligation.

- 6.11** The Local Planning Authority will advertise planning applications in accordance with established procedures, inviting comments from the local community. This presents an opportunity for the community to identify any issues that they consider relevant to the proposed development. In determining an application Officers will assess the type of planning obligations that may be appropriate, taking into account the community's views as well as national, regional and local policy. Officers will negotiate with developers to ensure that planning obligations are legally secured, through the completion of an appropriate legal agreement, prior to the approval of any planning permission.
- 6.12** After permission has been granted, the Planning Authority will record the details on the Planning Applications Register and ensure that this is available for public inspection. Legal Agreements, financial contributions received and progress on the spending of contributions will be monitored annually as part of the Annual Monitoring Report so that details of implementation are made available to members of the public.

### **Enforcement**

- 6.13** The Council expects all development to comply with planning legislation and developments should not be carried out until the necessary permissions have been received. The Council also expects developers to comply with the conditions of their planning consents. Where breaches of planning conditions are known, and where developments have been carried out without the necessary consents, the Council has a range of enforcement powers to take action against the relevant parties.
- 6.14** Most breaches of planning consents are brought to the Council's attention by members of the public. The Council encourages the public to come forward and report any suspected breaches of planning consent. All breaches of planning consent will be acknowledge and recorded. The identity of all complainants will remain strictly private and confidential. They will also be informed of the course of action to be taken and the outcome of any investigation.

## 7 Resources

- 7.1** The council considers community and stakeholder involvement to be a priority in the production of a relevant and effective LDF. Successful consultation is, however, expensive, particularly in terms of Officer time.
- 7.2** The engagement and consultation procedures relating to LDF documents will be undertaken by the Planning Policy team. Planning Aid will also carry out consultation events and will provide free independent planning advice to individuals and communities (see Annex F). External facilitators may also be needed. There is, nonetheless, a risk that some of the proposed consultation methods may be reduced if the required resources are not available.
- 7.3** Most documents will be produced and printed in-house, where possible, and it is expected that the Council's website and on-line consultation portal will allow consultation to reach a wider audience, keeping cost to a minimum. Where possible, documents will be sent out electronically, reducing the need to print and post out documents.

### ***Bassetlaw Planning Service***

- 7.4** The Planning Service at Bassetlaw District Council comprises of four units, which together provide for a range of functions. The Planning Policy and Conservation team deals with the preparation of planning policy, including leading on the formulation of the Local Development Framework, as well as being responsible for heritage and conservation work and regeneration projects. The Development Control team deals with planning applications and enforcement matters. The Building Control team deals with applications under the Building Regulations and related matters. An Administration unit supports these three teams.
- 7.5** The Planning Policy and Conservation team employs eight staff. These include an overall manager, five officers leading on the Local Development Framework and other planning policy and monitoring projects, two Conservation Officers dealing mainly with responsibilities for Conservation and Built Heritage (lying outside the remit of the Local Development Framework), and one Officer with a responsibility for trees and landscape issues. As and when required, these resources may be supplemented by other parts of the Planning Service and, potentially, other services within the Council. Good working relationships are already in place between the Planning Service and external parties, such as the Bassetlaw Community Voluntary Service.
- 7.6** The Development Control team receives approximately 1100+ planning applications per annum and 300 enforcement cases. In total the team has nine members of staff, including seven Planning Officers and two enforcement officers. The team offers pre-application advice and meetings with interested parties to discuss 'live' applications. Consultation notifications on planning applications are organised in liaison with the Planning Administration team.

## 8 Monitoring and Review of the Statement of Community Involvement

- 8.1** To ensure the continuing success of the Statement of Community Involvement it is necessary to monitor and review its effectiveness. The Council will review and, where necessary, make revisions to the Statement on an ongoing basis, having regard to any problems or successes experienced in consulting on the Local Development Framework. This means that consultation methods that are not working may be changed, and new and alternative methods and processes may be identified in order to achieve successful community consultation exercises.
- 8.2** It is anticipated that alterations to the Statement will only need to be made if significant changes in relation to the following:
1. The types of groups who should be consulted;
  2. Consultation techniques – new methods identified through best practice guidance;
  3. Response rates to consultations (poor response rates may require a review of the technique);
  4. Legislation
- 8.3** The Annual Monitoring Reports will form the basis for the review of the engagement methods within the Statement of Community Involvement. A revised Statement of Community Involvement will be prepared as and when appropriate.

## 9 Annex A Glossary

### **Sustainable Community Strategy**

This document, written by the Local Strategic Partnership, sets the economic, social and environmental objectives for the District. All policy documents produced by the District council, including all Local Development Documents should accord with it.

### **Developments Plan Documents**

Development Plan Documents are a statutory element of the Local Development Framework and will include the Core Strategy and Site Allocations document. They are subject to extensive community involvement, consultation and independent examination by an Inspector to ensure that the necessary legal requirements for the preparation of the document have been met and that the document is sound.

### **Local Development Documents**

The Development Plan Documents, Statement of Community Involvement, Local Development Scheme and Annual Monitoring Report are all Local Development Documents. Together these documents make up the Local development Framework.

### **Local Development Framework**

The Local Development Framework replaces the previous Local Plan with a 'portfolio' of Local Development Documents; these documents include this Statement of Community Involvement, the Local Development Scheme and the Development Plan Documents.

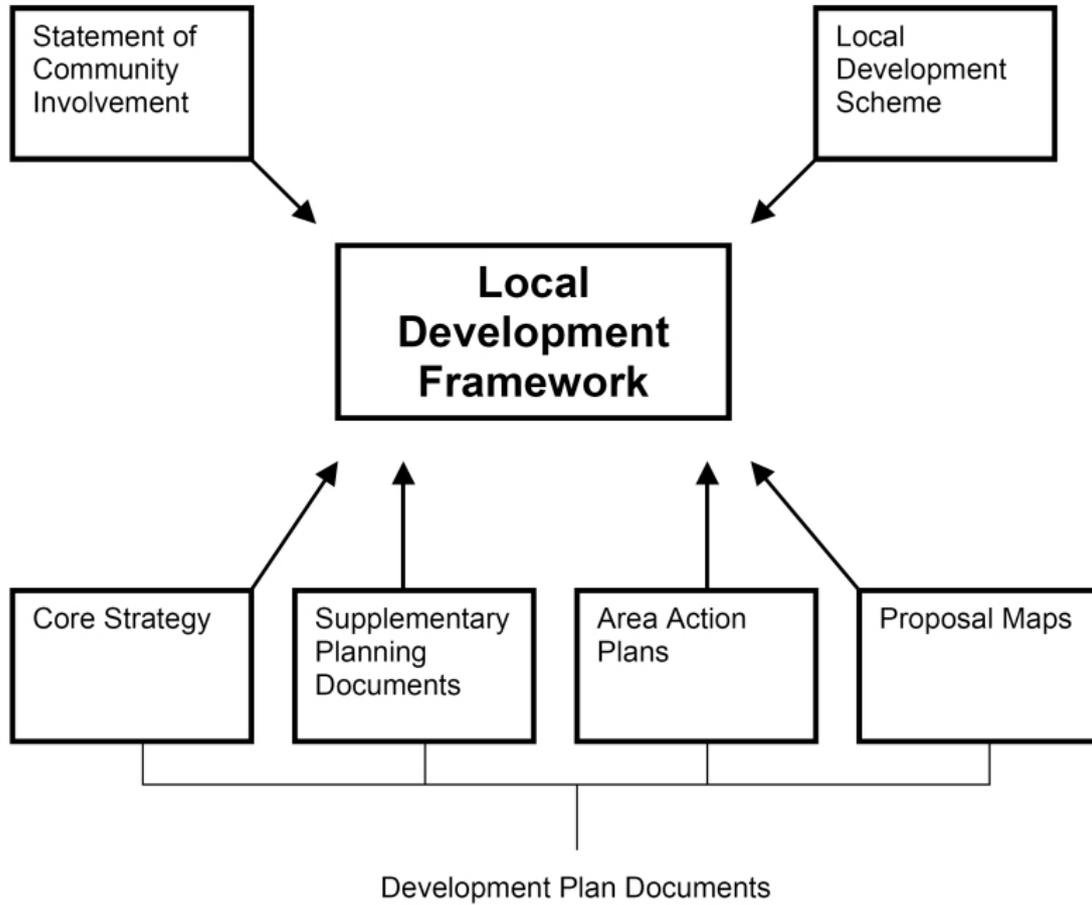
### **Local Development Scheme**

The Local Development Scheme provides information on the documents that make up the new Local Development Framework and explains their purposes. It also sets out the timetable for the publication and monitoring of the different parts of the Local Development Framework and supporting documents.

### **Supplementary Planning Documents**

SPDs are used to expand on higher level policies and to give more detailed descriptions of what is expected of certain policy directions. They are not subject to an independent examination. Supplementary Planning Documents must, however, accord with the standards of consultation as laid out in the Statement of Community Involvement.

## 10 Annex B Local Development Plan Document Diagram



## 11 Annex C Local Development Plan Document

### Local Development Documents

Document	Functions
<b>Statement of Community Involvement</b>	<ul style="list-style-type: none"> <li>Will clearly identify who will be consulted, how, when and on what Local Development Documents. It is a procedural document and does not contain planning policies.</li> <li>If engagement does not occur according to the Statement of Community Involvement, subsequent policies could be rejected during examination.</li> </ul>
<b>Local Development Scheme</b>	<ul style="list-style-type: none"> <li>The Scheme sets out what documents will be produced and the time scales for their production. It is a procedural document and does not contain planning policy.</li> </ul>
<b>Core Strategy</b>	<ul style="list-style-type: none"> <li>A District-wide planning document, this will contain a development vision and broad strategic planning objectives for the future of Bassetlaw. All subsequent planning policies must comply with it.</li> </ul>
<b>Area Action Plans</b>	<ul style="list-style-type: none"> <li>Focus upon a specific location that is in need of conservation or regeneration, or that is likely to be a focus for significant change. The Area Action Plan will set out the means for directing and implementing this change</li> </ul>
<b>Proposals Maps</b>	<ul style="list-style-type: none"> <li>The Proposals Map is a standalone document that will show how relevant policies affect specific areas of the District. It will be updated every time a DPD allocates a site for development or sets out policy with a clearly defined boundary to its application.</li> </ul>
<b>Supplementary Planning Documents</b>	<ul style="list-style-type: none"> <li>Sets out supplementary detail to assist in the interpretation and implementation of policies within Development Plan Documents. For example, Housing Design, Planning Contributions or Renewable Energy.</li> </ul>
<b>Sustainability Appraisal</b>	<ul style="list-style-type: none"> <li>Will examine the likely social, economic and environmental effects of new policies and proposals to ensure sustainable development and the creation of sustainable communities.</li> </ul>

Document	Functions
<b>Annual Monitoring Report</b>	<ul style="list-style-type: none"><li>Published in December annually, this report will monitor the success of planning policies in meeting the objectives of the Core Strategy and other Development Plan Documents as appropriate. It will identify any policy changes needed.</li></ul>

## 12 Annex D Engagement Techniques

Local Development Documents	Relevant Consultees	Local Groups	Hard to Hear Groups	General Public	Parish Councils
<b>Statement of Community Involvement</b>	<ul style="list-style-type: none"> <li>Copies distributed if requested</li> <li>Written representation</li> <li>Online consultation portal</li> <li>Informed by email</li> <li>Available on the Council's website</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email or letter</li> <li>BVCS Website</li> <li>Council's website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email or letter</li> <li>Available in different formats and languages</li> <li>BVCS Website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Online consultation portal</li> <li>Council's website</li> <li>Informed by email or letter</li> <li>Copies available to view in the Council offices</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Online consultation portal</li> <li>Council's website</li> <li>Copies distributed if requested</li> </ul>
<b>Core Strategy</b>	<ul style="list-style-type: none"> <li>Copies distributed if requested</li> <li>Written representation</li> </ul>	<ul style="list-style-type: none"> <li>BVCS Website</li> <li>Meetings and presentations</li> <li>Informed by email or letter</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter or email</li> <li>Available in different formats and languages</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter or email</li> <li>Posters</li> <li>Press release within local newspapers</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Informed by email and letter</li> <li>Meetings with Parish Council's</li> </ul>

Local Development Documents	Relevant Consultees	Local Groups	Hard to Hear Groups	General Public	Parish Councils
	<ul style="list-style-type: none"> <li>• Informed by email or letter</li> <li>• Online Consultation Portal</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Aid Workshops</li> <li>• Free advice available from Planning Aid</li> <li>• Copies distributed if requested</li> <li>• Councils website</li> </ul>	<ul style="list-style-type: none"> <li>• BVCS Websites</li> <li>• Meetings and Presentations</li> <li>• Planning Aid Workshops</li> <li>• Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Available on the Council's website</li> <li>• Copies on display at Council Offices and Libraries</li> <li>• Meetings (if requested)</li> <li>• Local news paper releases</li> <li>• Exhibition</li> <li>• News paper inserts</li> <li>• Free advice available from Planning Aid</li> <li>• Insert or articles in Parish news letters</li> <li>• Article in Bassetlaw news</li> </ul>	<ul style="list-style-type: none"> <li>• Copies available if requested</li> <li>• Planning Parish news</li> </ul>
<b>Proposal Maps</b>	<ul style="list-style-type: none"> <li>• Copies distributed on request</li> </ul>	<ul style="list-style-type: none"> <li>• BVCS Website</li> <li>• Informed by email or letter</li> </ul>	<ul style="list-style-type: none"> <li>• BVCS Website</li> <li>• Informed by email or letter</li> </ul>	<ul style="list-style-type: none"> <li>• Informed by letter or email</li> <li>• Posters</li> </ul>	<ul style="list-style-type: none"> <li>• Informed by email and letter</li> <li>• Copies available if requested</li> </ul>

Local Development Documents	Relevant Consultees	Local Groups	Hard to Hear Groups	General Public	Parish Councils
	<ul style="list-style-type: none"> <li>Available on the Council's website</li> <li>Available on the online consultation portal</li> <li>Informed by email</li> </ul>	<ul style="list-style-type: none"> <li>Free advice available from Planning Aid Councils website</li> </ul>	<ul style="list-style-type: none"> <li>Available in different formats and languages</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Available on the Council's website</li> <li>Copies on display at Council offices and Libraries</li> <li>Free advice available from Planning Aid</li> <li>Insert or articles in Parish news letters</li> <li>Article in Bassetlaw news</li> </ul>	<ul style="list-style-type: none"> <li>Council's website</li> <li>Online consultation portal</li> <li>Planning Parish news</li> </ul>
<b>Area Action Plans</b>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available on requested Council's website</li> <li>Online Consultation portal</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available on requested Council's website</li> <li>Planning Aid Workshops</li> <li>BCVS website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available if requested</li> <li>Council's website</li> <li>Planning Aid Workshops</li> <li>BCVS website</li> <li>Available in different formats and languages</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available if requested</li> <li>Available on the Council's website</li> <li>Online consultation portal</li> <li>Workshops</li> <li>Meeting on request</li> <li>Local news paper releases</li> <li>Posters</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available if requested</li> <li>Council's website</li> <li>Online Consultation portal</li> <li>Meetings with the relevant parish council's</li> <li>Planning Parish news letter</li> </ul>

Local Development Documents	Relevant Consultees	Local Groups	Hard to Hear Groups	General Public	Parish Councils
				<ul style="list-style-type: none"> <li>Articles in Parish news letters</li> <li>Article in Bassetlaw news</li> </ul>	
<b>Sustainability Appraisal</b>	<ul style="list-style-type: none"> <li>Copies distributed on request</li> <li>Written Representation</li> <li>Online consultation portal</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter</li> <li>BVCS Website</li> <li>Meetings and Presentations</li> <li>Online consultation portal</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter or email</li> <li>Available in different formats and languages</li> <li>BVCS Website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email or letter</li> <li>Posters</li> <li>Press release within local newspapers</li> <li>Council website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available if requested</li> <li>Available on the Council's website</li> <li>Available on the Online consultation portal</li> <li>Planning Parish news letter</li> </ul>
<b>Supplementary Planning Documents</b>	<ul style="list-style-type: none"> <li>Copies distributed on request</li> <li>Written Representation</li> <li>Online consultation portal</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter</li> <li>BVCS Website</li> <li>Meetings and Presentations</li> <li>Online consultation portal</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter or email</li> <li>Available in different formats and languages</li> <li>BVCS Website</li> <li>Free advice available from Planning Aid</li> </ul>	<ul style="list-style-type: none"> <li>Online consultation portal informed by letter</li> <li>Posters</li> <li>Press release within local newspapers and radio</li> <li>Council website</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email and letter</li> <li>Copies available if requested</li> <li>Available on the Council's website</li> <li>Online consultation portal</li> <li>Planning Parish news letter</li> </ul>

Local Development Documents	Relevant Consultees	Local Groups	Hard to Hear Groups	General Public	Parish Councils
<b>Planning Documents Produced without Community Consultation</b>					
<b>Local Development Scheme</b>	<ul style="list-style-type: none"> <li>Copies distributed on request</li> <li>Government Office for the East Midlands</li> <li>Copies available on the website</li> <li>Copies available online consultation database</li> </ul>	<ul style="list-style-type: none"> <li>Informed by letter or email</li> <li>BCVS website</li> <li>Council Website</li> </ul>	<ul style="list-style-type: none"> <li>BCVS website</li> <li>Council Website</li> <li>Available in different formats</li> </ul>	<ul style="list-style-type: none"> <li>Online consultation portal</li> <li>Informed by email or letter</li> <li>Available on the website</li> </ul>	<ul style="list-style-type: none"> <li>Online consultation portal</li> <li>Informed by email or letter</li> <li>Available on the website</li> <li>Copies distributed on request</li> <li>Planning Parish news</li> </ul>
<b>Annual Monitoring Report</b>	<ul style="list-style-type: none"> <li>Copies distributed on request</li> <li>Government Office for the East Midlands</li> <li>Copies available on the website</li> <li>Online consultation database</li> </ul>	<ul style="list-style-type: none"> <li>Link from the BCVS website to Councils website</li> <li>Council Website</li> <li>Online consultation portal</li> </ul>	<ul style="list-style-type: none"> <li>Link from the BCVS website to Councils website</li> <li>Council Website</li> <li>Online consultation portal</li> <li>Available in different formats</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email or letter</li> <li>Online consultation portal</li> <li>Informed by email or letter</li> <li>Available on the website</li> </ul>	<ul style="list-style-type: none"> <li>Informed by email or letter</li> <li>Online consultation portal</li> <li>Informed by email or letter</li> <li>Available on the website</li> </ul>

### 13 Annex E Engagement Techniques Strengths and Weaknesses

Engagement Method	Description	Strength	Weakness
<b>Public Exhibitions/ Community days</b>	Exhibitions held at Council Offices, town and rural centre locations, public events and supermarkets on policies and planning applications	<ul style="list-style-type: none"> <li>High profile events, where members of the public can voice their opinions.</li> <li>Distribute information to a wide variety of social groups.</li> </ul>	<ul style="list-style-type: none"> <li>Choice of venue and timing is critical</li> <li>Can be expensive and time consuming</li> </ul>
<b>Distribution of Documents on request</b>	Distribution to consultees that request a document	<ul style="list-style-type: none"> <li>Can be distributed by post</li> <li>Targeted consultation</li> </ul>	<ul style="list-style-type: none"> <li>Expensive</li> <li>No guarantee the information has been understood</li> <li>Language and format may limit accessibility for minority groups and those with certain disabilities</li> </ul>
<b>Use of Media</b>	Press releases (newspapers and radio), parish newsletters, Bassetlaw News	<ul style="list-style-type: none"> <li>Can reach a wide audience</li> </ul>	<ul style="list-style-type: none"> <li>Limited to those who receive publication or listen</li> <li>Possible lack of control over content</li> </ul>
<b>Letters</b>	Letters sent to previous consultees and members of the public on the online database without email address.	<ul style="list-style-type: none"> <li>Keeps previous consultees on the database up to date</li> <li>Easy to distribute by post</li> </ul>	<ul style="list-style-type: none"> <li>Excludes those not signed up to the database</li> <li>People move and change jobs</li> </ul>

Engagement Method	Description	Strength	Weakness
<b>Email</b>	<p>Emails sent to those on the online consultation database</p>	<ul style="list-style-type: none"> <li>Keeps consultees on the database up to date</li> <li>Minimal cost</li> <li>Email responses can be submitted quickly</li> </ul>	<ul style="list-style-type: none"> <li>Excludes those not signed up to the database</li> <li>Relies on people regularly checking email accounts</li> </ul>
<b>Leaflets, Posters and E-flyers (sent by email)</b>	<ul style="list-style-type: none"> <li>Produced in large quantities</li> <li>Displayed in Council offices and libraries</li> <li>Can be handed out at events or exhibitions</li> <li>Can be sent by email to consultees on the online portal</li> </ul>	<ul style="list-style-type: none"> <li>Can inform a wide range of stakeholder about future events</li> </ul>	<ul style="list-style-type: none"> <li>Format and language may exclude ethnic minority groups</li> </ul>
<b>Newspaper inserts</b>	<p>Provides concise information on planning applications, policies and their development.</p>	<ul style="list-style-type: none"> <li>Distributed widely throughout the District</li> </ul>	<ul style="list-style-type: none"> <li>There is no guarantee that it will be read.</li> <li>Language and format may limit accessibility for minority groups and those with visual impairments</li> </ul>
<b>Use of the website</b>	<p>All documents will be available on the Bassetlaw District Council's website.</p>	<ul style="list-style-type: none"> <li>Can be accessed at all times</li> <li>Can be regularly updated</li> </ul>	<ul style="list-style-type: none"> <li>Excludes those without the Internet</li> </ul>

Engagement Method	Description	Strength	Weakness
		<ul style="list-style-type: none"> <li>Minimise costs</li> <li>Attracts young people</li> </ul>	<ul style="list-style-type: none"> <li>No guarantee information has been understood</li> <li>Format may limit accessibility to ethnic minority groups</li> </ul>
<b>Use of the online portal</b>	All documents will be available at any time for viewing and/or comment.	<ul style="list-style-type: none"> <li>Can be accessed at all times</li> <li>Can be regularly updated</li> <li>Minimise costs</li> <li>Attracts young people</li> <li>Automatically email's consultees signed up to the database informing them of consultation.</li> <li>Allows for quick responses</li> </ul>	<ul style="list-style-type: none"> <li>Excludes those without the Internet</li> <li>No guarantee information has been understood</li> <li>Format may limit accessibility to ethnic minority groups</li> </ul>
<b>Public Meetings/Presentations</b>	Open invitations to discuss planning policies and planning applications.	<ul style="list-style-type: none"> <li>Permits interaction between groups and council offices</li> <li>A large audience can be involved at one time.</li> </ul>	<ul style="list-style-type: none"> <li>Can be dominated by the vocal minority</li> <li>Difficult to control debates</li> <li>Those without English as their first language or have hearing or speech impairment may be excluded</li> </ul>

Engagement Method	Description	Strength	Weakness
<b>Planning Aid</b>	<p>Free independent advice provided through the help line.</p> <p>Workshops held by planning aid to inform groups of consultation events and capacity builds.</p>	<ul style="list-style-type: none"> <li>Helps to build the communities understanding</li> <li>The advice is free and independent</li> <li>Those with difficulties in reading and write will be help to submit comments</li> <li>A large audience can be involved at one time.</li> <li>Allows immediate feedback</li> </ul>	<ul style="list-style-type: none"> <li>Workshops can be time and resource intensive and can be dominated by the vocal minority</li> </ul>
<b>Meetings (individuals/groups)</b>	<p>These meeting are arranged to discuss specific issues of policy and applications.</p>	<ul style="list-style-type: none"> <li>Allows in depth discussion of issues</li> <li>Allow immediate feedback</li> <li>Location can be arranged to suit stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>Unless meetings are held out of office hours this excludes most people</li> <li>Time consuming considering the number of people involved.</li> </ul>
<b>Methods of Responding</b>			
<b>Written Representations</b>	<p>Formal responses should be sent to Planning Services</p>	<ul style="list-style-type: none"> <li>Can be posted</li> </ul>	<ul style="list-style-type: none"> <li>No set format</li> </ul>

Engagement Method	Description	Strength	Weakness
<b>Email</b>	Email address futureplans@bassetlaw.gov.uk	<ul style="list-style-type: none"> <li>Can be sent at any time</li> </ul>	<ul style="list-style-type: none"> <li>Time consuming as the letter will have to be typed up and logged to the online portal</li> <li>May exclude those whose first language is not English</li> </ul>
<b>Response Forms</b>	Can be provided at events and exhibitions	<ul style="list-style-type: none"> <li>Provides a set format</li> <li>Can be quick and easy</li> <li>Can provide quantitative and qualitative</li> </ul>	<ul style="list-style-type: none"> <li>Many residents do not have internet access</li> <li>No set format</li> <li>May exclude those whose first language is not English</li> <li>Not all residents are computer literate</li> </ul>
<b>Online consultation portal</b>	Consultees can track and keep records through their logon. Web address	<ul style="list-style-type: none"> <li>Can be sent at any time</li> <li>Quick</li> </ul>	<ul style="list-style-type: none"> <li>Time consuming to process data once received</li> <li>Depending on their design can be restrictive</li> <li>Not all residents are computer literate</li> <li>May exclude those whose first language is not English</li> </ul>

Engagement Method	Description	Strength	Weakness
	<p><a href="http://consult.bassetlaw.gov.uk">http://consult.bassetlaw.gov.uk</a></p>	<ul style="list-style-type: none"> <li>• Easy to track comments and run reports</li> <li>• A set format</li> <li>• Can provide quantitative and qualitative</li> </ul>	
<b>Planning Aid</b>	<p>Gives groups and individual support in making representations</p>	<ul style="list-style-type: none"> <li>• Independence of organisation can help generate trust</li> </ul>	<ul style="list-style-type: none"> <li>• A popular resource, so not always available to Councils.</li> </ul>

## 14 Annex F Planning Aid

Planning Aid provides free, independent professional town planning advice and support to communities and individuals who cannot afford to pay planning consultancy fees. It complements the work of local planning authorities, but is wholly independent of them.

Planning Aid offers two main services:

- Free and independent planning advice from a qualified planner;
- Community Planning activities (training, information and facilitation for groups about how planning may be affecting their community)

For free Planning advice please call 0870 850 9802 or email [emppss@planningaid.rtpi.org.uk](mailto:emppss@planningaid.rtpi.org.uk)

## 15 Annex G Contact Details

If you would like to make a representation in respect of any emerging planning policy or discuss the engagement procedures set out in this document, please telephone (01909) 533495 between 8:30am and 5:00pm weekdays and ask for:

Richard Schofield- Planning Policy & Conservation Manager

Alternatively you may write to:

Planning Services

Bassetlaw District Council

Queen's Buildings

Potter Street

Worksop

Nottinghamshire

S80 2AH

Or email: [future.plans@bassetlaw.gov.uk](mailto:future.plans@bassetlaw.gov.uk)

If you Need any help communicating with us or understanding any of the documents, we can arrange for a copy of this document in large print or for a language line interpreter to help you.

Mandarin 如果您在与我们沟通或理解我们的任何文件时需要帮助，我们可安排“语言热线”（Language Line 公司）的口译人员或笔译人员来帮助您。请拨打这个电话 - 01909 535151 - 与我们联系，说明您使用的语言和电话号码。

Urdu اگر آپ کو ہمارے ساتھ بات کرنے میں یا ہماری فراہم کردہ کسی دستاویز کو سمجھنے میں مدد کی ضرورت ہو تو ہم آپ کی مدد کے لئے لینگویج لائن کے ایک انٹرپرائز (مترجم) یا ترجمہ کرنے والے کا اہتمام کر سکتے ہیں۔ 01909 535151 پر رابطہ کر کے اپنی زبان اور اپنا ٹیلیفون نمبر بتائیں۔

Punjabi ਜੇ ਤੁਹਾਨੂੰ ਸਾਡੇ ਨਾਲ ਗੱਲਬਾਤ ਕਰਨ ਜਾਂ ਸਾਡੇ ਕਿਸੇ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮਦਦ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਦੇ ਲਈ ਅਸੀਂ ਇਕ ਲੈਂਗਵੇਜ਼ ਲਾਈਨ ਇੰਟਰਪ੍ਰੈਟਰ (ਦੁਬਾਸੀਏ) ਜਾਂ ਟ੍ਰਾਂਸਲੇਟਰ (ਅਨੁਵਾਦਕ) ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ - 01909 535151 - ਉੱਪਰ ਸੰਪਰਕ ਕਰੋ ਅਤੇ ਆਪਣੀ ਭਾਸ਼ਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਦੱਸੋ।

Polish **Jeśli potrzebujesz pomocy w komunikowaniu się z nami lub w zrozumieniu naszych dokumentów, możemy do pomocy udostępnić tłumacza Language Line. Proszę się z nami skontaktować pod numerem telefonu – 01909 533427 podając język rozmowy i numer telefonu.**