



Statement of Community Involvement

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Community Involvement



1 What is a Statement of Community Involvement

1.1 This Statement of Community Involvement is an important document that will explain who we will consult with, how and when. If you are a member of a group or organisation or the general public with an interest in getting involved in planning decisions, then this document will explain how you can do that.

1.2 This Statement explains how Lancashire County Council will encourage participation in shaping the Lancashire Minerals and Waste Local Plan and its supplementary planning documents, these are jointly prepared with Blackpool Borough Council and Blackburn with Darwen Borough Council (collectively referred to as the Joint Authorities).

1.3 Each of the councils that make up the Joint Authorities will have separate Statement of Community Involvements that will complement each other in the minerals and waste aspects of community involvement.

1.4 The Statement of Community Involvement will seek to:

- offer a simple and clear guideline that enables the community to know when and how it can expect to be consulted;
- provide a point of reference for applicants for planning permission which outlines what is expected of them;
- set the standard for good practice in engaging those with an interest in proposed development.

2 Review of Statement of Community Involvement

2 Review of Statement of Community Involvement

2.1 It is necessary to update the Statement of Community Involvement so that information is in line with new government guidance and regulations, but also to ensure it is up-to-date and remains a useful and effective tool for the Lancashire community and the development industry. The updated document will make it easier for the council to demonstrate that they have followed the correct consultation requirements in progressing the preparation of Local Plans or when inviting comments on planning applications.

2.2 The Statement of Community Involvement is being updated because of the changes to the planning process introduced in the Planning Act 2008 and associated revised regulations, together with the National Planning Policy Framework. It has also been revised to reflect the Localism Act. Together with the changes in regulations several methods of publicity outlined in the Statement of Community Involvement have been replaced and the opportunity has been taken to update these.

3 The Planning System

3.1 Changes to the Planning System

3.1 The Joint Lancashire Minerals and Waste Core Strategy was adopted in 2009. It is a joint plan for Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council. This was adopted under the Planning and Compulsory Purchase Act (2004). The Site Allocation and Development Management Policies document and Policies Map were prepared under Planning and Compulsory Purchase Act (2004) but examined and adopted under Local Planning Regulations (2012).

3.2 The National Planning Policy Framework (NPPF) has introduced changes to national policy and guidance replacing all previous Planning Policy Guidance and Planning Policy Statements. The Minerals and Waste Development Framework has now been replaced by a Local Plan this is a result of the National Planning Policy Framework.

3.3 The Localism Act (2011) introduces the 'duty to co-operate' which requires planning authorities to work with neighbouring authorities and bodies on strategic issues.

3.4 The new duty to co-operate:

- relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council;
- requires that councils set out planning policies to address such issues;
- requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' to develop strategic policies;
- requires councils to consider joint approaches to plan making.

3.2 Plan Area



0 5 10 15
Kilometres

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Unitary Authority Boundaries
Neighbouring Authorities
District Boundaries

3.3 The Local Plan

Local Plan

A Local Plan is a document that sets out a spatial vision and the planning policies for the local authority area. It sets out the policies by which developments will be considered. This is a document that goes through consultation and if found sound by an inspector through a public examination is adopted by the council.

Our Local Plan is a minerals and waste plan containing the vision in respect of minerals and waste and identifies the allocation of sites for quarrying of minerals and waste facilities for the plan area.

The Policies Map illustrates all the policies contained within the Local Plan. It reflects the most up to date minerals and waste planning strategy for the area.

Supplementary Planning Documents

The Joint Authorities can produce supplementary planning documents. These documents are developed to further define and implement policies and strategies contained within the Local Plan, but do not form part of the statutory development plan. However, supplementary planning documents will be an important consideration in determining planning applications. These documents are subject to full community involvement, but are not publicly examined.

Sustainability Appraisal

A Sustainability Appraisal is a mandatory and integral part of the process of preparing the Local Plan and is the means by which the environmental, economic and social effects of proposals will be assessed. The aim of the Sustainability Appraisal is to inform decision makers and others about the environmental, economic and social impacts of plans and policies, how any adverse impacts might be avoided or reduced, or if this is not possible, how they may be moderated.

The initial stage to the Sustainability Appraisal requires the preparation of a Scoping Report setting out the approach to Sustainability Appraisal and the objectives, targets and indicators to be assessed. The Scoping Report is subject to targeted consultation prior to its application. The process culminates in the publication of a Sustainability Appraisal Report, which will set out the likely significant effects of each draft minerals and waste development document and, where appropriate, any amendments required. The Sustainability Appraisal has specific requirements for consultation with the public and stakeholders.

Monitoring Report

The Joint Authorities must prepare a Monitoring Report every year to assess progress in preparing Local Plan, the achievement of its timetable, and report any activity relating to the duty to co-operate and show how the implementation of policies in the Local Plan is progressing. The report will be the main mechanism for reviewing the relevance of Local Plan and for identifying any changes necessary.

Local Development Scheme

The Local Development Scheme is a project plan of the Local Plan and sets out a timetable for its production. The Local Development Scheme is the document that the public can use to find out what the Joint Authorities are proposing to do and when. It will also inform them of the stage at which they can expect to be involved in the planning process.

Statement of Community Involvement

This document sets out how the county council will meet the minimum requirements for community involvement in the preparation of documents for the Minerals and Waste Local Plan. It also sets out the policy for involving the community both in the preparation and revision of these documents and in development management decisions. Each of the councils that make up the Joint Authorities (Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council) will have separate Statement of Community Involvements that will complement each other in the minerals and waste aspects of community involvement.

3.4 Adoption of documents

3.5 Before the Local Plan and Policies Map can be adopted it must be submitted for independent examination by an inspector appointed by the Secretary of State. The role of the inspector is to carry out an independent assessment of the soundness of the document and to ensure that it satisfies the statutory requirements for its preparation.

3.6 The Local Plan will be examined to assess whether the plan has been prepared in accordance with the duty to co-operate, legal and procedural requirements, and whether it is sound.

3.7 The duty to co-operate is a legal requirement of the plan preparation process. It is the first thing that the Inspector will look at. The inspector will need to see sufficient evidence to demonstrate that the duty to co-operate has been undertaken appropriately for the plan being examined.

3.8 The inspector will then examine the document to ensure that it is sound. A straightforward interpretation of the word 'sound' is that it 'shows good judgement' and 'is able to be trusted'.

3.9 To be considered 'sound' a Local Plan should be positively prepared, justified, effective and consistent with national policy.

Positively prepared

- The plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

Justified

- The plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence.
1. Participation of local community
 2. Conduct local research and fact finding
 3. Other reasonable alternatives where practicable should be considered and the most appropriate be selected

Effective

- The plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities.
1. Deliverable – clear objectives specific to the place that can be met
 2. Flexible – can respond to changes in circumstances
 3. Possible to monitor through use of targets and milestones

National Policy

- The plan should enable the delivery of sustainable development in accordance with the policies in the national planning policy framework.
1. The plan should be consistent with national policy
 2. Any departure should be justified

4 Council's approach to community involvement

4.1 Local Authorities prepare Community Strategies, which are developed in conjunction with other public, private and community sector organisations. The Community Strategy promotes the economic, social and environment well-being of an area and contributes to the achievement of sustainable development. A Community Strategy is made up of four key components:

- a long-term vision for the area focusing on the outcomes to be achieved;
- an action plan identifying long and short-term priorities and how these will be dealt with;
- a commitment to implement the action plan and how this will be accomplished;
- arrangements for monitoring the implementation of the action plan, for periodically reviewing the Community Strategy, and for reporting progress to local communities.

4.2 Community Strategies play a key role in informing the preparation of Local Plans. In turn, the Local Plan must assist in delivering the policies in the Community Strategy.

4.3 There are two tiers of Community Strategy in the Joint Area which impact on the Minerals and Waste Local Plan. These are:

- Ambition Lancashire - this was prepared by the Lancashire Partnership, a group formed by partners from the public, voluntary, business and community sectors. The Strategy aims to establish a long-term vision for Lancashire to 2025.
- District Community Strategies - each of Lancashire's twelve district councils, and the two unitary authority areas of Blackpool and Blackburn with Darwen, have produced Community Strategies which identify district-specific issues and objectives.



5 What is subject to consultation

5.1 We will involve the local community in the preparation and development of each of the different documents that we produce.

5.2 Local Plans are examined by an independent inspector. Local Plans therefore have statutory planning weight and are the principal consideration against which planning applications will be determined. Supplementary planning documents do not have statutory weight because they are not tested by an independent inspector. Supplementary planning documents essentially build upon and provide more detailed advice or guidance on the policies in the Local Plan.

5.3 In addition to this document (Statement of Community Involvement) the county council produces the Local Development Scheme which establishes the timetable for the production of the Local Plan.

5.4 The County Council produces a Monitoring Report each year to review actual progress. The Local Plan will be subject to Sustainability Appraisal incorporating Strategic Environmental Assessment throughout the process of preparing the document.

6 Who we will involve

6.1 There are a range of organisations and individuals who may have a role or interest in shaping the future of the county through spatial planning. Government regulations prescribe minimum consultation standards that we must meet, including specific bodies that we must consult. The county council intends to meet and exceed these minimum requirements to effectively involve local communities and encourage active participation in the minerals and waste Local Plan. A list of people we consult is available in Appendix 1.

Specific consultation bodies

6.2 We must consult specific consultation bodies on the preparation and revision of local plans when the proposed subject matter affects them or could affect them. They include organisations responsible for services, utilities and infrastructure provision and parish councils in and adjacent to the county.

Elected representatives

6.3 Members of parliament and local councillors all have an interest in the development of the county and the views of the communities they serve.

The general public

6.4 This is clearly a broad group and includes people who live in, work in or visit the county. We will use a variety of methods and will endeavour to engage with as wide a range of people as possible.

Businesses

6.5 This includes local, regional, national and international companies who are located in the county or hope to locate to the county or otherwise have business interests here. The timely involvement of businesses is crucial in helping to secure the infrastructure necessary for the delivery of the Local Plan.

Landowners, developers and agents

6.6 Landowners, developers and their agents have a direct interest in future development and have a major role to play in helping to provide the facilities and services the county requires.

Hard to reach groups

6.7 The county council recognises that people have different levels of access to information, or find it harder to get involved with decision making. As a consequence, alternative methods of communication may be required to engage with certain groups. This group includes young people, disabled people, people from minority ethnic groups and older people.

7 When we will involve you

7.1 For each document there are several stages of preparation and consultation:

1. Pre-production

7.2 The first stage in the process is to gather factual evidence. We will undertake surveys and seek informal discussions with relevant bodies to develop and keep up to date our evidence base to ensure that it remains robust.

7.3 Survey and evidence gathering will inform the identification of issues and options for addressing the needs of the area. This may be technical information or it may constitute the views of local people. The requirements of government policy and advice and other relevant plans and strategies will contribute to informing this process. Consultation is likely to be targeted at this stage, with workshops, focus groups or forums possibly contributing early ideas.

2. Production

7.4 Based on the evidence gathered during the pre-production stage, we will carry out consultation exercises with all relevant bodies to inform issues and develop options. During this stage one or more drafts of the document may be produced to act as a prompt for debate to allow you put forward your ideas and participate actively in shaping the emerging plan.

7.5 We will invite comments during a specified time period on any documents produced and consider the representations received prior to moving on to the next stage. By the end of the production stage the community and all other stakeholders should have had the opportunity to get involved and have their views considered.

7.6 Once consultation is completed, responses will be analysed and amendments will be proposed to the document, to seek where possible to resolve concerns raised during the process. These amendments will inform production of the document.

3. Publication

7.7 The supplementary planning document will move to adoption at this stage of the process, it does not go to the Secretary of State. After the production stage and before we submit the Local Plan to the Secretary of State, we will need to produce a 'publication' version.

7.8 At this stage you will have an opportunity to make comments, normally over a six week period but longer if we consider this appropriate. These comments will be directed to the Secretary of State and will relate to the soundness of the document (see section 3.4 on what is the test of soundness). Comments can also be made against, or in support of, the sustainability appraisal.

7.9 The document will be accompanied by a consultation statement, which will report on the consultation and public participation undertaken during pre-production and production stages, those consulted and those providing comments, the main issues raised during these consultations, and how these issues have been addressed in the submitted document.

7.10 If representations are received that raise new issues that have not previously been considered and that result in the need for a significant change in the Local Plan, then the publication stage would need to be repeated prior to the next stage, in the modified draft.

4. Submission

7.11 Following the successful conclusion of the publication stage, we can make small-scale changes to it in response to any representations received. We then submit it to the Secretary of State for examination in public by an independent inspector. This is the submission version of the plan.

7.12 All representations received to the submitted document will be submitted to the inspector, along with a representations statement which will report on this stage of consultation in the same way as the earlier consultation statement.

7.13 The inspector will consider all representations received during the publication stage at the Examination, and objections will be considered in the form of submissions in writing, and either informal hearings, round-table discussions or formal hearing sessions where objectors will have the right to appear.

7.14 Once the inspector has considered these representations the inspector will conclude on these matters and recommend changes to the submitted document. If the changes proposed are main modifications further consultation will be required.

5. Adoption

7.15 The final stage will be for the Joint Authorities to take account of the recommendations in the Inspector's Report, make the necessary amendments, and adopt the document. The adopted document, along with the recommendations of the inspector will be published and publicised at this stage.

8 How we will involve you

Specific consultation methods will be used to obtain feedback at different stages in the process. Methods of engagement with the community will vary depending on the desired output, the issue under consideration and the stage of the planning process that has been reached. If appropriate we will employ a range of consultation methods to ensure effective participation.

The table below outlines:

- The stages at which the community will be consulted for each document to achieve effective participation.
- The documents to which the consultation method will apply.
- The consultation methods of the county council intends to use when preparing the documents in order to effectively involve the community.

Table containing the county council's commitment and how it will be delivered

County Council's commitment to effective community consultation	The documents this commitment applies to	Techniques the County Council will use to inform the community (as appropriate)	Additional Techniques the County Council may use to inform the community (as appropriate)
Announce in advance when a draft document is going to be published. Where it can be viewed and when comments can be submitted.	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Supplementary Planning Documents •Sustainability Appraisal 	<ul style="list-style-type: none"> •Direct email or letter to statutory consultees •Notice on our website www.lancashire.gov.uk/lmwf 	
Make documents available to view on our website, in paper form and available in locations across the plan area	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Supplementary Planning Documents •Sustainability Appraisal 	<ul style="list-style-type: none"> •Available on website in downloadable form •Make paper copies of the documents available to interested parties •Make paper copies available to view at county and district planning offices and other strategic locations in the plan 	

Ask for community's view's on minerals and waste (pre-production stage)	<ul style="list-style-type: none"> •Local Plan •Supplementary Planning Documents •Sustainability Appraisal 	<ul style="list-style-type: none"> •Consultation information on our website •Stakeholder meetings / focus groups to be held for invited consultees 	
Offer advice and assistance to groups who would normally have difficulty understanding the minerals and waste documents or have little experience of the planning system	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Sustainability Appraisal 	<ul style="list-style-type: none"> •Arrange orientation events for people of the hard to reach groups (as required) •Make documents available in a wide range of formats 	
Arrange and publicise key consultation events to discuss minerals and waste documents with the wider community (as required)	<ul style="list-style-type: none"> •Supplementary Planning Documents •Local Plan •Sustainability Appraisal 	<p>We will inform the community of forthcoming consultation events by:</p> <ul style="list-style-type: none"> •Notifying directly those who raised a specific interest •Notices/leaflets in libraries and deposit points throughout the plan area 	<p>At consultation events:</p> <ul style="list-style-type: none"> •Ensure venues are accessible and have adequate facilities for disabled people and older people •Hold events at different times of the day •Ensure that events are staffed
Give notice of the formal opportunities given to make comments on or challenge a minerals and waste document	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Supplementary Planning Documents •Sustainability Appraisal 	<ul style="list-style-type: none"> •Publish notice on our website indicating where documents can be viewed and how, when and where comments should be sent •Forms made available on website with a facility to be completed online 	<p>Where a minerals and waste document proposes significant land-use change or development, distribute letters to neighbouring residents / businesses most likely to be affected</p>

<p>Publish minerals and waste outcome reports that contain feedback to responses made by the community to earlier consultation</p>	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Supplementary Planning Documents 	<p>To keep community fully informed in post-consultation stages we will:</p> <ul style="list-style-type: none"> •Notify availability of report by email or post those who sent in comments directly •Send copies of the report to relevant statutory consultees •Publish report on our website •Make printed copies available 	
<p>Give notice of the arrangements and timing of events associated with the public examination of minerals and waste documents</p>	<ul style="list-style-type: none"> •Local Plan 	<ul style="list-style-type: none"> •Place notices in libraries, county and district planning offices and deposit points throughout the plan area •Notify directly those who raised a specific interest 	
<p>Give notice of the County Council's adoption (with the joint authorities) of the minerals and waste documents</p>	<ul style="list-style-type: none"> •Statement of Community Involvement •Local Plan •Supplementary Planning Documents 	<ul style="list-style-type: none"> •We will make copies of the minerals and waste document available at county and district planning offices and other strategic locations in the plan area and on our website •A notice will be sent to those consultees who asked to be notified 	

Planning Applications



9 Community involvement in planning applications

9.1 Although the Minerals and Waste Local Plan will be a joint production of Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council, each of the authorities will work independently in respect of development management matters.

9.2 The county council, is responsible for development management functions within its area in respect of 'county matters'. Planning applications on county matters are predominantly concerned with minerals extraction and waste management developments, and may be defined as:

- The minerals development including the winning and working of minerals and the carrying out of testing of deposits;
- Waste development, including development designed to be used in principally for treating and storing waste, the sorting/processing of waste, the transferring or transporting of minerals/waste, the disposal of refuse/waste materials;
- Operations and uses in addition to the purposes above, including development relating to access to highways.

9.3 Lancashire County Council must obtain planning permission for any development it purposes to carry out. This can include applications for school extensions, the provision of new schools, development associated with social services, libraries and museums, the laying out of new highways, the erection of visitor and interpretation centres in country parks and improvements to the public rights of way network across Lancashire.

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

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

Planning Applications

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

9.6 The county council has an adopted Charter for the Development Management Service, this sets out the current practice on publicity and notification, including standards to be expected by users of the service, progress and targets. It also provides a code of practice for publicity of planning applications, which goes beyond legal requirements. There are certain statutory requirements for consultation on planning applications, with exact requirements depending on the scale and nature of the development proposed, these requirements are set out in the Charter (available on Development Management group webpage through www.lancashire.gov.uk). Consultation and notification procedures currently employed by the council are outlined below:

9 Community involvement in planning applications

Display of notices at the proposed site and in the local press: The county council must advertise all planning applications relating to minerals and waste developments by notice at the site, and also by advertising in the local press. These notices contain details of where and when the application can be viewed, and how to make and submit comments.

Daily updated electronic list of new applications and decisions taken: A list of current planning applications may be accessed through the county council's Development Management group webpage.

Copies of proposals and other plans available for inspection during working hours: A copy of all planning applications is available for people to view at the county council's office during normal office hours. A planning officer will also be available during office hours to explain the proposals, if required.

Neighbour notification: The council may notify, where appropriate those owners and occupiers that are adjacent to a proposal, or may be materially affected by it.

Consultation with other groups: The bodies and organisations the council is required to consult are set out in planning legislation and regulations. At a local level, the council must always consult the district and parish council within whose administrative site the development is proposed. In addition, contact is made with any interest groups, together with any other relevant groups who may have a specific interest in a particular proposal.

Elected Members: All county councillors whose ward includes the application site and any district, town or parish council whose area includes or adjoins the site are informed.

Right to speak at Committee: Anyone can comment on a planning application. All comments are summarised and distributed to committee members at the meeting where they will make a decision on the application. People who make comments are sent an acknowledgement and information relating to the opportunity to speak before the Development Management Committee. Those who wish to speak at committee will need to give at least three working days' notice. Further details on this process can be found on the Development Management group webpage.

9.1 Pre-application Discussions and Early Community Consultation

Pre-application

9.7 Lancashire County Council will encourage applicants to engage in pre-application discussions with planning officers. The focus of these meetings is to provide the applicant with guidance relating to the information required for proper consideration of the application. It is an opportunity where key issues and policies that the applicants' proposals should take into account, may be identified.

9.8 The Development Management group actively engage in pre-application discussions with every applicant or agent who requests them. At the time of discussion, the applicant and a planning officer discuss the proposals in full, and consider both the extent of consultation required and other details relating to the application. Throughout the discussion, advice given will be as accurate and

objective as possible, but will also be informal and will reflect the individual case officer's interpretation of planning policy and highway guidance. Advice given cannot be interpreted as being indicative of the outcome of the application.

9.9 Applicants can also write to the council ask for advice, and a response will normally be made within 10 working days of receipt. However, this may take longer if advice from other bodies is sought. Where a screening opinion is required (a determination of whether or not a development should be subject to an Environmental Impact Assessment), this is provided in accordance with the time periods set out in regulations. ⁽¹⁾

9.10 Proposals that are likely to have significant effects upon the environment may require a formal Environmental Impact Assessment (EIA) before the county council make a decision. The need for an EIA will be discussed in the pre-application meeting, along with the need for a scoping opinion. At this time, the applicant will be made aware that the county council may take 16 weeks to deal with the planning applications accompanied by an Environment Statement.

Early Community Consultation

9.11 During the pre-application meeting with the planning officers, the consultation requirements for the application will be discussed. If an application is viewed to be potentially contentious, wider scale public consultation may be necessary before the planning application is submitted. The purpose of such consultation would be to allow the developer to explain their initial ideas and to obtain the views of the local community and stakeholders.

9.12 It is thought that such an approach benefits all involved by allowing accurate information to be presented to the community. In addition, by making provision for amendments early in the process, the applicant may avoid the inconvenience of having to make substantial amendments to an application at an advanced stage of the process.

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

- circulating leaflets to residents that outline draft proposals.
- arranging meetings or exhibitions with community and other local interest groups.
- requesting feedback within a specified time-scale (allowing changes to be made to documents before plans are finalised).

9 Community involvement in planning applications

Public Meetings and Exhibitions

9.14 For larger scale or controversial proposals, the council suggests that the applicant hold a public meeting or exhibition. When arranging these events, the applicant may wish to consider the following:

Publicity: This could be in form of letters to householders or an advert/press release in the local press giving adequate notice.

Venue - Location: It would be beneficial if the event were held on the application site/building, or at a venue as close as possible to the application site.

Venue - Accessibility: To allow as wide a sector of the community to attend as possible, venues should be fully accessible, alternatively, reasonable adjustments could be made to permit access for people with disabilities.

Timing of Event: Events could take place at a time that enable a wide cross section of the public to attend, including weekends and evenings.

Presentation Material: Should be clear and easily understandable.

Consultation Statement

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

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

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

Development Management Committee

9.17 The Development Management Committee decides on planning applications. The committee is comprised of 15 councillors and meets every six weeks at County Hall in Preston.

9.18 The people who can usually speak at meetings are:

- anyone objecting to the planning application.
- a representative from the parish/town council.
- anyone in favour of the proposal (usually the applicant).

9.19 Each person will be limited to **four minutes**. If you have written down what you want to say, you can give a copy of this to the councillors.

9.20 Once the committee has determined a planning application, a decision notice will be issued within three working days from the date of the committee resolution. Details of planning applications and decisions are available on the county councils dedicated webpages at www.lancashire.gov.uk/planningregister

Using the Guidelines

9.21 The council cannot refuse to accept a planning application purely on the basis that the applicant has failed to carry out enough pre-application community engagement. However, where this does occur, it could delay consideration of the application, as unresolved material planning objections may need to be referred to an applicant.



10 Monitoring and Managing the process

Review and Improvement

10.1 We recognise that community engagement should evolve and develop, and should take into account changes in circumstances. Like Local Plans and supplementary planning documents, once the Statement of Community Involvement has been formally adopted it will be subject to regular review.

10.2 Monitoring of procedures outlined in this Statement of Community Involvement will be continual. As the success of engagement techniques is monitored, results will be incorporated into the Statement of Community Involvement.

Resources

10.3 There are considerable staffing implications for implementing the Local Plan process. Although the preparation of the Minerals and Waste Local Plan is a joint process between Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council, preparatory work will fall upon Lancashire County Council. With the county council being reimbursed by the two unitary authorities as appropriate. The actions set out in this document will be implemented by officers of Lancashire County Council's Planning Policy and Development Management groups.

Appendices



11 Appendix 1: List of Consultees

Specific Consultees

11.1 The county council has a statutory requirement to consult certain bodies. The specific consultees for the minerals and waste documents are:

- Relevant authorities whose area is in or adjoins the plan area
- All parish councils in the plan area and those that adjoin the plan area boundary
- The Environment Agency
- The Coal Authority
- Highways Agency
- Natural England
- English Heritage
- The Strategic Rail Authority
- The Marine Management Organisation
- The Homes and Community Agency
- Clinical Commissioning Groups
- NHS England
- Telecommunication operators in the plan area
- Electricity and gas providers in the plan area
- Sewerage and water providers for the plan area

General Consultees

11.2 The county council will consult with a wide range of consultees at appropriate stages in the development and implementation of the minerals and waste documents. The following types of organisations will be contacted where policies and proposals are relevant to their interests:

Statutory and Development Management consultees

Businesses, consultants and developers, including those representing the minerals and waste industry

Community organisations and interested members of the public, including:

- Colleges, youth groups
- Ethnic minority groups
- Disability groups
- LGBT groups
- Older people's groups
- Lancashire County Council Members
- Religious groups
- Local residents' association

- Other local authorities
- National and regional conservation/preservation groups
- Other national/regional organisations
- Local conservation, preservations and amenity groups
- Other local organisations
- Public transport operators

Duty to Co-operate Consultees

11.3 The county council will consult with these consultees listed below when appropriate to ensure it meets its duty to co-operate.

- Local Planning Authority
- Minerals and Waste Planning Authority
- The Environment Agency
- English Heritage
- Natural England
- The Civil Aviation Authority
- The Homes and Community Agency
- Clinical Commissioning Groups
- The Office of Rail Regulation
- Integrated Transport Authority
- Highway Authority
- The Marine Management Organisation

11.4 The county council has developed a database to store details of consultees involved in the minerals and waste documents, and manage the consultation process. Persons or organisations who would like to be involved in the preparation of minerals and waste documents may request to be placed on this database by emailing Strategy and Policy group at LMWF@lancashire.gov.uk or by sending their details to address below:

Strategy and Policy Group

Lancashire County Council

County Hall

Pitt Street

Preston

PR1 0LD

12 Appendix 2: List of Deposit Points

Accrington	Hyndburn Borough Council	Reception	Scaitcliffe House	Ormerod Street
	Accrington Library	St James Street		
	Clayton-le-Moors Library	Pickup Street	Clayton-le-Moors	
	Oswaldtwistle Library	Union Road	Oswaldtwistle	
Bacup	Bacup Library	St James Square		
Barnoldswick	Earby Library	Coronation Hall	Cemetery Road	Earby
Burnley	Burnley Borough Council	Town Hall	Manchester Road	
	Burnley Borough Council	County Information Centre	The Bus Station	Croft Street
	Briercliffe Library	Jubilee Street	Briercliffe	
	Burnley Campus Library	Barden Lane		
	Burnley Library	Grimshaw Street		
	Coal Clough Library	Coal Clough Lane		
	Padiham Library	Town Hall	Burnley Road	Padiham
	Pike Hill Library	Langwyth Road	Pike Hill	
	Read Library	Whalley Road	Read	
	Rosegrove Library	Lowerhouse Lane	Rosegrove	
	Wheatley Lane Library	Wheatley Close	Fence	
Carnforth	Bolton-le-Sands Library	Main Road	Bolton-le-Sands	
	Carnforth Library	Lancaster Road		
	Silverdale Library	Emesgate Lane	Silverdale	
Chorley	Chorley Borough Council	Civic Offices	Union Street	
	Adlington Library	Railway Road	Adlington	
	Chorley Library	Union Street		

	Clayton Green Library	Clayton Green Business Park	Clayton-le-Woods	
	Coppull Library	Spendmore Lane	Coppull	
	Eccleston Library	The Green	Eccleston	
	Euxton Library	St Mary's Gate	Euxton	
Clitheroe	Ribble Valley Borough Council	Council Offices	Church Walk	
	Chatburn Library	Sawley Road	Chatburn	
	Clitheroe Library	Church Street		
	Whalley Library	Abbey Road	Whalley	
Colne	Pendle Borough Council	Colne Town Hall	Albert Road	
	Barnoldswick Library	Fern Lea Avenue	Barnoldswick	
	Colne Library	Market Square		
	Trawden Library	Church Street	Trawden	
Fleetwood	Chatsworth Library	Chatsworth Avenue		
	Fleetwood Library	North Albert Street		
Heysham	Heysham Library	Council Offices	Heysham Road	
Lancaster	Lancaster City Council	Customer Service Centre	Town Hall	Dalton Square
	Halton Library	Penny Stone Lane	Halton	
	Lancaster City Library	Market Square		
Leyland	South Ribble Borough Council	Civic Centre	West Paddock	
Lytham	Lytham Library	Clifton Street	Lytham St Annes	
	Ansdell Library	Commonside	Ansdell	
Morecambe	Morecambe Library	Central Drive		
	Lancaster City Council	Morecambe Town Hall	Marine Road	

	Lancaster City Council	County Information Centre	Station Buildings	Central Promenade
Nelson	Pendle Borough Council	County Information Centre	The Bus Station	Broadway
	Barrowford Library	Ann Street	Barrowford	
	Brierfield Library	Colne Road	Brierfield	
	Nelson Library	Market Square		
Ormskirk	Lancashire County Council	County Information Centre	The Bus Station	Moor Street
	Burscough Library	Mill Lane	Burscough	
	Ormskirk Library	Burscough Street		
Padiham	Burnley Borough Council	Padiham Town Hall	Burnley Road	
Poulton-le-Fylde	Knott End Library	Lancaster Road	Knott End on Sea	
	Wyre Borough Council	Civic Centre	Breck Road	
Preston	Preston City Council	County Information Centre	The Bus Station	Lancaster Road
	Bamber Bridge Library	Station Road	Bamber Bridge	
	Freckleton Library	Preston Old Road	Freckleton	
	Fulwood Library	Garstang Road	Fulwood	
	Garstang Library	Windsor Road	Garstang	
	Harris Library	Market Square		
	Ingol Library	Ventnor Place	Off Tag Lane	Ingol
	Kingsfold Library	Hawsbury Drive	Penwortham	
	Kirkham Library	Station Road	Kirkham	
	Lancashire County Council	County Hall	Pitt Street	Preston
	Leyland Library	Lancaster Gate	Leyland	

	Longridge Library	Berry Lane	Longridge	
	Longton Library	Liverpool Road	Longton	
	Lostock Hall Library	Watkin Lane	Lostock Hall	
	Penwortham Library	Liverpool Road	Penwortham	
	Ribbleton Library	Ribbleton Hall Drive	Ribbleton	
	Savick Library	West Park Avenue	Savick	
	Sharoe Green Library	Sharoe Green Lane	Fulwood	
	Tarleton Library	Mark Square	Tarleton	
Rawtenstall	Rossendale Borough Council	Reception	Town Hall	Lord Street
	Rossendale Borough Council	County Information Centre	Kay Street	
	Rawtenstall Library	Queens Square	Haslington Road	
Rochdale	Rossendale Borough Council	Council Offices	Market Street	Whitworth
	Whitworth Library	Lloyd Street	Whitworth	
	Whitworth Town Council	Council Offices	Civic Hall (The Riverside)	Market Street
Rossendale	Crawshawbooth	Adelaide Street	Crawshawbooth	
	Haslington Library	Deardengate	Haslington	
Skelmersdale	Skelmersdale Library	Southway		
	Upholland Library	Hall Green	Upholland	
St Annes	Fylde Borough Council	The Public Offices	Clifton Drive South	
	St Annes Library	Clifton Drive South		
Thornton	Anchorsholme Library	Luton Road		
Wigan	Parbold Library	The Common	Parbold	

13 Appendix 3: Links to key documents

13.1 The preparation of this Statement of Community Involvement has been informed by a number of regulatory and guidance documents. Details of these documents, and key links to access them, can be found below.

13.2 Visit www.legislation.gov.uk to view:

- The Planning and Compulsory Purchase Act 2004
- Town and Country Planning (Local Planning) (England) Regulations 2012
- Localism Act 2011

13.3 Visit <http://planningguidance.planningportal.gov.uk/> to view:

- National Planning Policy Framework
- National Planning Practice Guidance

Other Links

13.4 For further information relating to the Joint Lancashire Minerals and Waste Local Plan, please visit www.lancashire.gov.uk/mwdf

13.5 For information in relation to Blackburn with Darwen Borough Council, please visit www.blackburn.gov.uk

13.6 For information in relation to Blackpool Borough Council, please visit www.blackpool.gov.uk

13.7 To contact Lancashire County Council's Development Management group, please email devcon@lancashire.gov.uk

14 Appendix 4: Glossary

Adopted Policies Map	This map illustrates all the policies contained in Local Plan. It will always reflect the up-to-date minerals and waste planning strategy for the area.
Community Strategy	A strategy prepared by local authorities to help deliver local community aspirations under the Local Government Act 2000.
Core Strategy	Sets out the long-term spatial vision for local planning authority area, the spatial objectives, and outlines the strategic policies required to deliver that vision in respect of minerals and waste. This is a document that goes through consultation and if found sound by an inspector through a public examination and is adopted by the council.
Department for Communities and Local Government	The Government department with responsibility for housing, planning, local government, regeneration and economic growth, social inclusion, neighbourhood renewal and the fire and rescue service.
Environmental Impact Assessment and Environmental Statement	Applicants for certain types of development are required to submit an 'environmental statement' accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.
Joint Authorities	Refers to the Joint Working of Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council.
Lancashire Minerals and Waste Local Plan	A local plan is a document that sets planning policies in a local authority area. It sets out the policies by which any developments will be considered. This is a document that goes through consultation and if found sound by an inspector through a public examination and is adopted by the council.
Life in Lancashire	Lancashire's citizens' panel. Each year an extensive range of research is conducted using the panel to help understand the issues that are important to the people of Lancashire. This research is then used to assist the development of policies and services that meet the needs of local people and improve their quality of life.
Local Development Scheme	Document setting out documents the Joint Authorities intend to produce and the programme for production.
Local Strategic Partnership	Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. Local Strategic Partnerships are responsible for preparing Community Strategies.
Localism Act	An Act to make provision about the functions and procedures of local and certain other authorities; to make provision about local government finance; to make provision about town and country planning, the Community Infrastructure Levy and the authorisation of nationally significant infrastructure projects; to make provision about social and

	other housing; to make provision about regeneration in London; and for connected purposes.
Minerals and Waste Development Plan Documents	Documents which form the statutory plan. This document sets out the policies by which any developments will be considered. This is a document that goes through consultation and if found sound by an inspector through a public examination can be adopted by the councils.
National Planning Policy Framework (NPPF)	This sets out the Government's priorities for planning in England.
Planning Aid	Voluntary service provided by planners of free and independent professional advice on planning to individuals or groups unable to afford to pay for the full costs of such advice. Planning Aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively.
Public consultation	A process through which the public is informed about proposals fashioned by a planning authority or developer and invited to submit comments on them.
Representations	This is general comments or responses to a consultation which support or object to proposals.
Screening Opinion	Prospective applicants can apply to the County Council before submitting any application for planning permission for a determination of whether or not a development should be subject to an Environmental Impact Assessment (EIA). This is called a screening opinion. The County Council will then provide an opinion to the developer as to whether the application should be accompanied by an Environmental Statement.
Stakeholder	Person or organisation with an interest because they will be affected or may have some influence.
Statement of Community Involvement	Document that sets out the County Council's policy for involving the public and other stakeholders in the preparation and revision of the Minerals and Waste Local Plan and other documents.
Statutory Regulations	The Town and Country Planning (Local Planning)(England) Regulations 2012
Strategic Environmental Assessment	A formal process which analysis and evaluates the environmental effects of a plan or programme (carried out in conjunction with Sustainability Appraisal).
Supplementary Planning Document	Planning guidance related to a policy contained in Local Plan.

Sustainability Appraisal	A formal process which analyses and evaluates the environmental, social and economic impacts of a plan or programme.
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15 Appendix 5: Planning Aid

15.1 Planning Aid (www.rtpi.org.uk/planning-aid/) is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters. It is a voluntary service offering free, independent and professional advice and support on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. It also helps town planners to develop their skills and experience.

15.2 There are over 750 Planning Aid (England) volunteers in England, the majority of whom are chartered members of the RTPi. Where communities and residents prefer to seek independent advice on minerals and waste matters, we will recommend that they contact Planning Aid. The service can be reached via advice@planningaid.rtpi.org.uk or by calling 0330 123 9244.

