Tendring
District Council

Statement of Community Involvement (SCI)

July 2020

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July 2020 Update

This Statement of Community Involvement (SCI) explains how communities and stakeholders can get involved in the preparation of Council Planning documents like the Local Plan and the consideration of individual Planning applications.

Please note that due to the Coronavirus outbreak, the Council may not be able to follow all of the commitments set out in this document. The Council is committed to keeping essential services running, but the way we deliver some services has changed. This is to protect our community and staff from unnecessary travel and social contact, in line with Government advice and guidance. The table below sets out key commitments in this document where the way we provide our service has changed. These changes are temporary although it is unknown how long these changes will apply.

We will continue to monitor the situation and will update this document as required. For further information about how Council services are affected, please visit our website at https://www.tendringdc.gov.uk/coronavirus.

For further information regarding changes that have been introduced to certain publicity requirements in response to the Coronavirus pandemic, please see paragraphs 035 to 052 of Consultation and Pre-decision Matters - Planning Practise Guidance (PPG) which has been updated on 13 May 2020, available from: https://www.gov.uk/guidance/consultation-and-pre-decision-matters.

Paragraph	Existing Commitment	Current Service
2.5 (Local Plan) 3.13 (Development Management) 4.3 (DPDs)	Availability of hard copies of documents, consultation materials and planning applications.	Hard copies of Planning Policy documents will be made available whenever possible in accessible locations. Consultation documents will be deposited at Council offices and libraries throughout the district if they are open at the time of consultation. If public buildings are not open during a period of consultation, officers will seek to provide hard copies on request. Documents will continue to be available on the Council's website. Planning Policy documents can be viewed online at: https://www.tendringdc.gov.uk/planning/local-plans-and-policies. Information on Planning applications can be viewed at: https://www.tendringdc.gov.uk/planning/planning-applications/view-planning-applications-and-comment. Specific enquiries can be made to the Planning Services email address: Planning.Services@tendringdc.gov.uk.

Paragraph	Existing Commitment	Current Service
3.9 and 3.13 (Development Management)	Site Notices and Site Visits.	Following an initial suspension of site visits, officers are now able to undertake some site visits providing social distancing can be maintained, for example visits low-risk outdoor sites accessed from open areas. This approach will continue to be monitored and updated in response to any change in risk level or public health advice. Where appropriate, photographic surveys or video tours of application sites and buildings are being requested from applicants in support of Planning and Listed Building Consent applications. Site notices are posted on a discretionary basis when a proposal is likely to have a wider impact, not just on adjoining neighbours (who will already have been notified of the application in writing).
2.5 (Local Plan) 3.13 (Development Management) 4.3 (DPDs) 7.2 and 7.3 (Hard to Reach Groups)	Public meetings and exhibitions.	We are not currently holding or attending any face-to-face meetings or exhibitions. Where meetings are being held virtually using web-based technology the Council will endeavour to participate where invited, subject to other commitments. Planning Policy documents can still be viewed online at: https://www.tendringdc.gov.uk/planning/local-plans-and-policies. Information on Planning applications can be viewed at: https://www.tendringdc.gov.uk/planning/planning-applications/view-planning-applications-and-comment.

Executive Summary

This Statement of Community Involvement (SCI) explains how communities and stakeholders can get involved in the preparation of Council planning documents like the Local Plan and the consideration of individual planning applications.

Community Involvement in the Local Plan

The Council is in the process of preparing a new Local Plan for the district and this will follow six stages:

Stage 1: Consultation on 'Preferred Options'
Stage 2: Consultation on the 'Proposed Submission Draft'
Stage 3: Examination of the Local Plan by an independent Planning Inspector
Stage 4: Consultation on modifications to the Local Plan (if required by the Inspector)
Stage 5: Receipt of the Inspector's report
Stage 6: Adoption of the Local Plan

The most extensive programme of public engagement will be at stage 1 'preferred options'. The Council will hold exhibitions and send leaflets to residents in communities affected by the most significant development proposals and will undertake more general publicity in other areas. Residents directly affected by these developments will be notified directly either by letter or a site notice. All the relevant Local Plan documents will be made available to view on the Council's website, at Council offices and at libraries. For the stage 2 'proposed submission draft' consultation, all residents that commented on the plan at stage 1 will be invited to make any final comments before the plan is submitted for examination by an Inspector (stage 3). At stages 4 to 6, residents that commented at either stage 1 or 2 will be directly notified about the progress of the Local Plan through the final stages of the process.

Community Involvement on Planning Applications

The Council will encourage developers to engage with communities before they submit planning applications for development so they can take on board residents' views and, where practical, incorporate their ideas or address their concerns by making changes to their initial proposals. For major developments generally involving the development of 10 or more homes or 1,000 or more square metres of commercial floor space, the Council will expect developers to undertake pre-application community engagement, but for other smaller developments it will be encouraged. When the Council receives a planning application, the Council will notify residents and other stakeholders likely to be affected by the proposal.

Community Involvement in Supplementary Planning Documents or Neighbourhood Plans

If the Council produces any Supplementary Planning Documents to explain or provide further detail on policies or development proposals in the Local Plan, they will be published for consultation and the level of community engagement and publicity will vary depending on the subject of the document and the likely level of public interest. For Neighbourhood Plans prepared by Town or Parish Councils or other community groups, those bodies will be expected to undertake community engagement following some of the principles and techniques set out in this document.

1. Introduction

1.1 One of the aims of the national planning system is to strengthen community and stakeholder involvement, encouraging people to participate in the development of their local community. To help achieve this Councils are required to prepare a 'Statement of Community Involvement' (SCI) – a public statement that lets communities and stakeholders know when and how they can be involved in both the preparation of planning policy documents such as the Local Plan and the consideration of applications for planning permission.

1.2 The objectives of the SCI are to:

- make sure the consultation process is understood;
- explain how the Council intends to enhance community involvement in planning;
- ensure that residents and other stakeholders know when and how they can get involved in the production of the Local Plan and other planning documents;
- ensure that residents and other stakeholders know when and how they can get involved in the consideration of planning applications;
- improve the way that we consult and, in particular, make sure that everyone has the opportunity to be included, recognising the different needs of different audiences;
- demonstrate that the Council is able to resource the community involvement proposed;
- show how community involvement with planning will be linked to other community involvement initiatives; and
- explain how the SCI will be monitored and reviewed in the future.

1.3 Throughout the planning process, the Council welcomes comments and suggestions. Residents and other stakeholders can do this through the formal consultation processes which are the subject of this guide. They may also wish to raise matters or discuss ideas with their local ward councillor at any time who can then raise matters directly with the Council or other organisations on their behalf. Town and Parish Councils are a further source of advice and assistance. Details of all the Tendring District Council ward councillors and Town and Parish Councils can be found on the Council's website www.tendringdc.gov.uk.

1.4 Although the Council promotes community involvement in the planning process, it is important to note that because of the range of people, organisations and community interests that changes to the local environment can affect, it will often be difficult to find solutions that will satisfy everyone. The Council also has to take into account available resources and government policies and legislation which apply to all Councils across the country; including the government's policy in the National Planning Policy Framework (NPPF) to boost, significantly, the supply of new housing. Getting involved in the planning process will therefore not always guarantee that your views and ideas will be agreed, but the Council does promise to listen and seriously consider all comments and suggestions that are put forward.

2. Community Involvement in the Local Plan

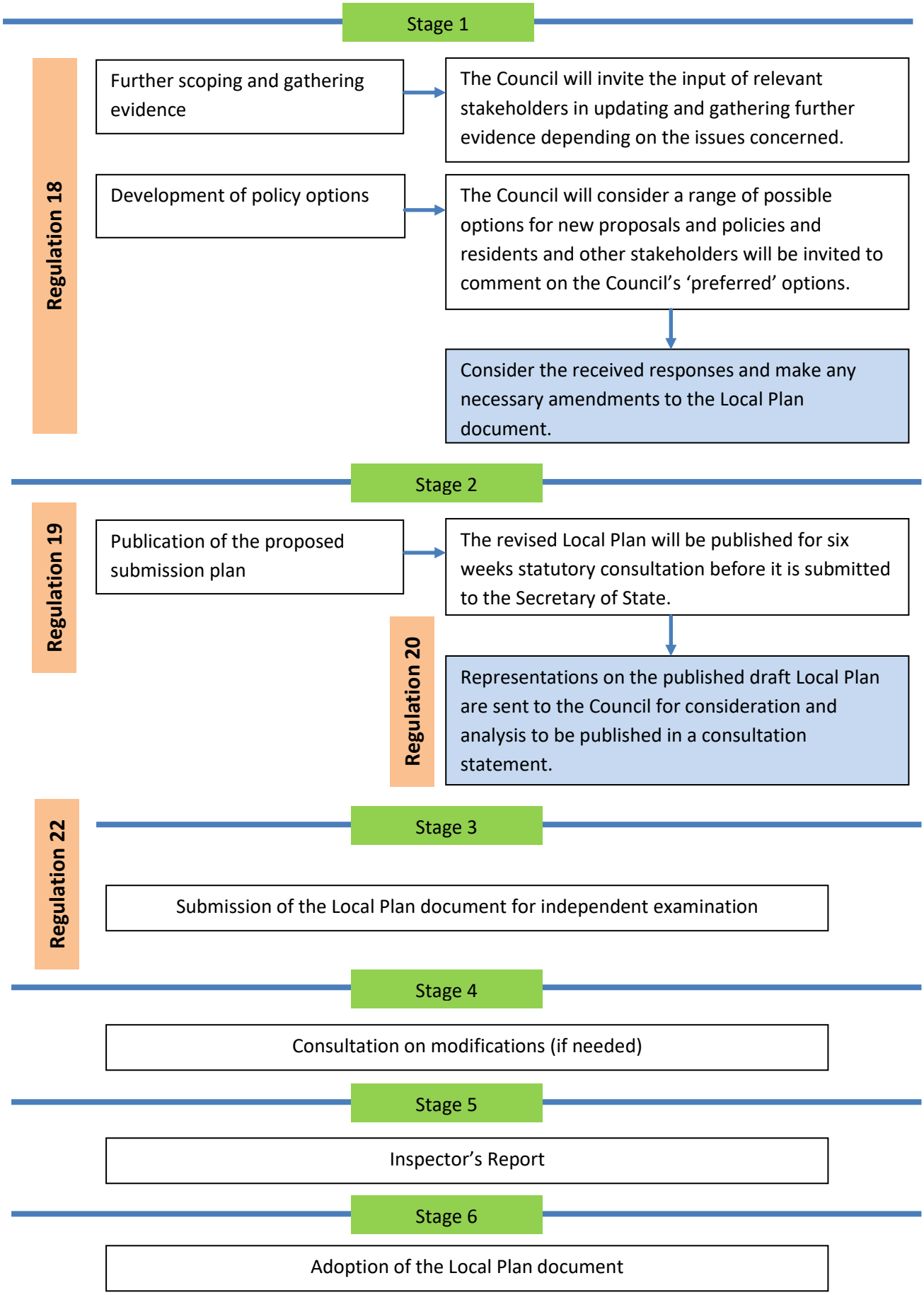
2.1 Between 2009 and early 2014, the Council carried out five public consultation exercises aimed at engaging residents in the process of preparing a new Local Plan for the district. These consultation exercises involved both Council Officers and District Councillors going out into our communities to meet residents face to face, explain the plan making process and gain a better understanding of people's thoughts, ideas and concerns about future development in our communities and the wider district.

2.2 These consultation exercises involved different combinations of touring exhibitions, public meetings, interactive workshop sessions, leaflets being sent to residents' houses, radio advertising, meetings in schools and extensive press coverage. The Council has, over these years, promoted a level of publicity and active engagement far in excess of that required by the government's planning regulations and far more extensive than most local planning authorities in Essex. Despite these efforts, there have been continued accusations from residents that the Council has not done enough to involve them in the process.

2.3 The comments received in response to the last five public consultation exercises and the active engagement with community representatives including all of our District Councillors and Town and Parish Councils demonstrate positive community involvement. These comments helped to shape the Council's policies and proposals contained in the 2012 Draft Local Plan and led to further amendments through the 2014 Focussed Changes. However, from the experience of other local planning authorities across the country it has become clear that the government's priorities for growth, including the need to boost the supply of housing, warrant an objective approach to planning strategy.

2.4 The Council has been advised by the Planning Inspectorate that the Local Plan that was shaped through extensive engagement with Tendring's residents will not survive the examination process if it fails to meet the minimum requirements of national policy and therefore a new version of the plan identifying additional land for development is needed. The new plan will have to include proposals to deliver more homes in the district up to 2031. To meet the objectively assessed need for housing, the Council will need to identify housing sites in locations that may not be popular with all residents, even if they are technically suitable for development and would help to support the economy of the district.

Local Plan preparation process proposed



Proposed communication techniques for the Local Plan process

2.5 The following tables set out the communication techniques that the Council will employ to both notify and engage residents and other stakeholders in the next stages of the Local Plan process from the initial consultation on preferred options through to the final adoption of the document. More details of these stakeholder groups and these communication techniques are set out in Appendices 1 and 2 respectively.

	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the Local Plan: Preferred Options.	Consultation on the Local Plan: Proposed Submission Draft.	Notifications on the submission of the Local Plan for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of the plan.
Members of the public				
Residents directly affected by new strategic development sites (including communities outside of Tendring)	Media and publicity Neighbour notification and/or site notice* Exhibitions Consultation document (available to view online, at Council offices and at libraries) Representation form Interactive website	Media and publicity E-mails/Letters (to residents that responded to the stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)
Residents in communities affected by new strategic development sites (including communities outside of Tendring)	Media and publicity Leaflets to properties in affected communities. Exhibitions Consultation document (available to view online, at Council offices and at libraries) Interactive website	Media and publicity E-mails/Letters (to residents that responded to the stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)
Hard to reach groups (see Chapter 7)	Media and publicity E-mails/Letter to schools and churches Offer to speak to groups of students Interactive website Letters/e-mails to special interest groups Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)

	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the Local Plan: Preferred Options.	Consultation on the Local Plan: Proposed Submission Draft.	Notifications on the submission of the Local Plan for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of the Local Plan.
Other residents	Media and Publicity E-mails/Letters to residents that commented on the 2012 Draft Local Plan and/or 2014 Focussed Changes Interactive website Representation form	Media and Publicity E-mails/Letters to residents that responded to the stage 1 consultation Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)
Technical Stakeholders				
Technical Stakeholders (including government agencies, neighbouring authorities and other technical/statutory consultees)	E-mail/Letters Meetings with relevant bodies. Consultation document (to be viewed online or paper copies provided on request) Workshops/discussion groups	E-mail/Letters Final Consultation Document (to be viewed online or paper copies provided on request)	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters
Business, Landowners and Developers				
Business, Landowners & Developers	E-mails/Letters Meetings with relevant bodies. Consultation document (to be viewed online)	E-mails/Letters Consultation document (to be viewed online)	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters
Community Representatives				
District Councillors	Letters Consultation Document Representation Form	Letters Consultation Document Representation Form	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters

	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the Local Plan: Preferred Options.	Consultation on the Local Plan: Proposed Submission Draft.	Notifications on the submission of the Local Plan for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of the Local Plan.
Town & Parish Councils (including those adjoining Tendring)	Letters Consultation Document Representation Form Meetings with Councils affected by the new strategic allocations. Interactive website Opportunity for Town and Parish Councils to hold their own public meetings or exhibitions with assistance from TDC officers.	Letters Consultation Document Representation Form	Letters Consultation Document Representation Form	E-mails/Letters
Other Community Groups (including voluntary groups, specialist groups, residents' groups and others)	E-mails/Letters to residents that commented on the 2012 Draft Local Plan and/or 2014 Focussed Changes Interactive website Representation form	E-mails/Letters to residents that responded to the stage 1 consultation Representation form	E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	E-mails/Letters (to residents that responded to the stage 2 consultation)

*Neighbour notification and/or site notice - This takes place on a non-statutory and discretionary basis. Neighbours are notified on the basis that, in the opinion of the Planning Officer, they are affected to a material extent by the proposed development. Normally such notifications will be limited to properties which share a common boundary with the proposed development site. However for some strategic development sites which have a greater impact on their locality it may, at the Planning Officer's discretion, be appropriate to notify properties on the opposite side of the road or to provide a site notice.

Community Infrastructure Levy (CIL)

2.6 Community Infrastructure (CIL) is a method by which the Council can secure financial contributions from developers toward the infrastructure needed to support growth. The Council intends to prepare and consult upon an Infrastructure Delivery Plan and CIL Charging Schedule document alongside the Local Plan which will explain how the mechanism will work and how much developers will be charged per square metre of development proposed. It is likely that businesses, landowners and developers will be the main stakeholders that wish to comment on this document as it could have financial implications for their proposals.

Sustainability Appraisal, Strategic Environmental Assessment

2.7 Local Plans and some other planning documents must also be accompanied by a 'Sustainability Appraisal' and 'Strategic Environmental Assessment'. Sustainability Appraisal is a requirement of section 19 of the Planning and Compulsory Purchase Act 2004 and must be undertaken for each stage of the plan-making process to ensure that the plan does everything it can to achieve sustainable development. Many of the requirements for sustainability appraisals happen to overlap with some of the requirements in the Environmental Assessment of Plans and Programmes Regulations 2004, which gives effect to European Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment. It will therefore be a requirement of both UK and European Law to appraise the sustainability and environmental effects of proposals in the Local Plan and other planning documents. Therefore, when Local Plans and other relevant documents are published for consultation, the Council will also publish a joint Sustainability Appraisal and Strategic Environmental Assessment and will invite comments on that document.

3. Community Involvement in Development Management

3.1 The process of determining planning applications for development is called 'Development Management'. The government, through the policy contained in the National Planning Policy Framework (NPPF), expects Councils to work positively with applicants for planning permission to look for solutions rather than problems, always seeking to approve proposals for development, where possible. The involvement of residents and other stakeholders in the Development Management process at an early stage enables the Council to work with applicants to address as many issues as possible before a decision is made. This is particularly important for 'major applications' involving larger developments which have the potential to affect larger numbers of people.

Pre-application

3.2 The Council encourages prospective applicants for planning permission to enter into 'pre-application discussions' with Planning Officers. These discussions are aimed at resolving as many potential issues as possible prior to the submission of a planning application and therefore enable the application to be dealt with more quickly and with a greater level of certainty for the applicant. For a reasonable fee, the Council provides a pre-application service to prospective applicants that includes meetings with Planning Officers, preliminary discussions with relevant stakeholders (such as Essex County Council, Environment Agency, Historic England, and Natural England) and detailed advice, sometimes informed by a site visit.

3.3 The Council also encourages prospective applicants to engage with the community prior to submitting a planning application so that they can take on board residents' views and, where practical, incorporate their ideas or address their concerns by making changes to the initial draft proposals. Early engagement with communities should therefore help to minimise the number of formal objections the Council receives once the planning application has been submitted.

3.4 Different types of development proposal will require different levels of community engagement. Major developments for example tend to generate greater public interest and there are likely to be a greater range of issues that need to be resolved. The Government sets out the following criteria for what constitutes a 'major development':

- Residential developments comprising 10 or more homes;
- A site area of 0.5 hectares or more where the number of homes is unknown;
- Commercial proposals creating more than 1000 square metres of floor space or on sites of 1 hectare or more; or
- A change of use application involving the above.

3.5 For some major development proposals, the Council will expect the prospective applicants to undertake pre-application community engagement and will expect them to provide details of the engagement that has taken place. For other developments, early engagement with the community will be encouraged rather than expected, but depending on the nature of the development proposed, it may be in the applicant's interest to get some early 'buy-in' from the community.

3.6 It is essential that any pre-application community involvement is tailored to the nature and scale of the proposal and that the techniques employed are effective in bringing draft proposals to

the attention of the public, the local Town or Parish Council and other affected parties and provide reasonable opportunities for them to make comments.

3.7 The Council will expect applicants to submit the details and results of their pre-application consultation with an explanation of how residents' views and ideas were taken into account, alongside their planning application, and this information will be referred to as part of the decision making process.

Submission of a planning application

3.8 When the Council receives a planning application there will be a formal consultation period within which residents and other stakeholders will be invited to make comments. The Council will take these comments into account when coming to a decision on whether or not to grant planning permission. If an applicant has carried out effective community engagement at the pre-application stage, the comments received during the formal consultation period should hopefully not raise too many major concerns that have not already been considered and taken into account in developing their proposals.

3.9 The formal consultation period involves notifying and engaging the wider community and individuals likely to be affected by planning applications. However, the need to publicise planning applications and give the community a reasonable opportunity to comment must be balanced by costs and speed of decision making. A number of measures are already established for the publicity of and consultation on planning applications. These include consulting Town and Parish Councils on all planning applications and placing all planning applications on the 'Public Access' section of the Council's website. In addition the Council carries out neighbour notifications and places site notices on application sites.

Revised plans submitted on a planning application

3.10 There is no statutory requirement to publicise or consult the community on revisions to plans submitted as part of a planning application. Where an application is amended through negotiation in a manner which, in the opinion of the case officer, improves the circumstances for neighbours there is generally no need to re-consult them. The exception would be if the changes are sufficiently major that the neighbours might reasonably have expected to be notified, or if the impact on a neighbour has worsened. There are therefore many cases where neighbours are re-notified.

Advertisement Consents

3.11 There is no statutory requirement for publicity and in general the publicity set out in the table overleaf is sufficient. The exceptions are cases which, in the opinion of the case officer, result in a material impact on a residential property. For example, an illuminated sign close to and visible from principal rooms in a residential property.

Design and Access Statements

3.12 Some planning and listed building consent applications, including in Conservation Areas are now required to submit a Design and Access Statement, under section 3 of the Department of Communities and Local Government Circular 01/2006 (Guidance on changes to the Development

Control System) as amended. These Statements must demonstrate the public consultation that has been undertaken in relation to the planning application. In addition, they need to demonstrate that the proposal is well designed in itself and fits in with its setting.

Communication techniques for the Development Management process

3.13 The following table illustrates what the Council already does by way of publicity and formal consultation and the suggested techniques for extending community involvement on some proposals, to be undertaken by the applicant prior to the submission of an application. The normal period allowed for formal consultation is 21 days.

Nature of development	Pre-application Stage Suggested community engagement techniques that could be used by the applicant prior to the submission of an application	Application Stage Communication techniques that the Council will use to publicise the formal consultation on planning applications
Developments requiring Environmental Statement. Developments that do not accord with the provisions of the Development Plan. Major developments including: (a) the mining, and working of minerals or the use of land for mineral-working deposits; (b) waste development; (c) the provision of dwelling houses where- (i) the number of dwelling houses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i); (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or (e) development carried out on a site having an area of 1 hectare or more.	Exhibition (minimum of one day with an agreed pre-publicity advertisement); Meetings; Drop in centre with applicant available for questions and answers (minimum of one day with an agreed pre-publicity advertisement); Meetings with Town or Parish Councils; Widespread local publicity (minimum for advertisement in the local newspaper at least one week in advance of exhibition/event); and/or Leaflets or letters to neighbours. The chosen method(s) should be agreed with the Council in advance.	Newspaper advertisement Site Notice Neighbour notification*
All other developments requiring planning permission.	At applicant's discretion.	Site Notice Neighbour notification*
Developments that affect a right of way	At applicant's discretion.	Newspaper advertisement Site Notice Neighbour notification*

Nature of development	Pre-application Stage	Application Stage
Lawful Development Certificate, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Certificates of Appropriate Alternative Development, Hazardous Substances Consent, Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways and County Matters	At applicant's discretion.	None
Prior notifications for telecommunications	At applicant's discretion.	Site Notice and Newspaper advert only if Article 8 applies e.g. affects a public right of way or development exceed 1 hectare
Listed Building Consent Application	At applicant's discretion.	Newspaper advertisement Site Notice (unless works are wholly internal on a Grade II listed building). Neighbour notification*
Development affecting the setting of a listed building Development affecting the character or appearance of a conservation area Conservation Area Consent	At applicant's discretion.	Newspaper advertisement Site Notice Neighbour notification*

*Neighbour notification- This takes place on a non-statutory and discretionary basis. Neighbours are notified on the basis that, in the opinion of the Planning Officer, they are affected to a material extent by the development. Normally such notifications will be limited to properties which share a common boundary with an application site. However for larger scale developments which have a greater impact on their locality it may, at the Planning Officer's discretion, be appropriate to notify properties on the opposite side of the road or to provide a site notice.

3.14 In addition to the publicity for formal consultation outlined above, the Council publishes weekly lists of applications on its website www.tendringdc.gov.uk and provides the list to:

- Amenity societies;
- Local newspapers;
- Local radio; and
- Town and Parish Councils.

Appeals

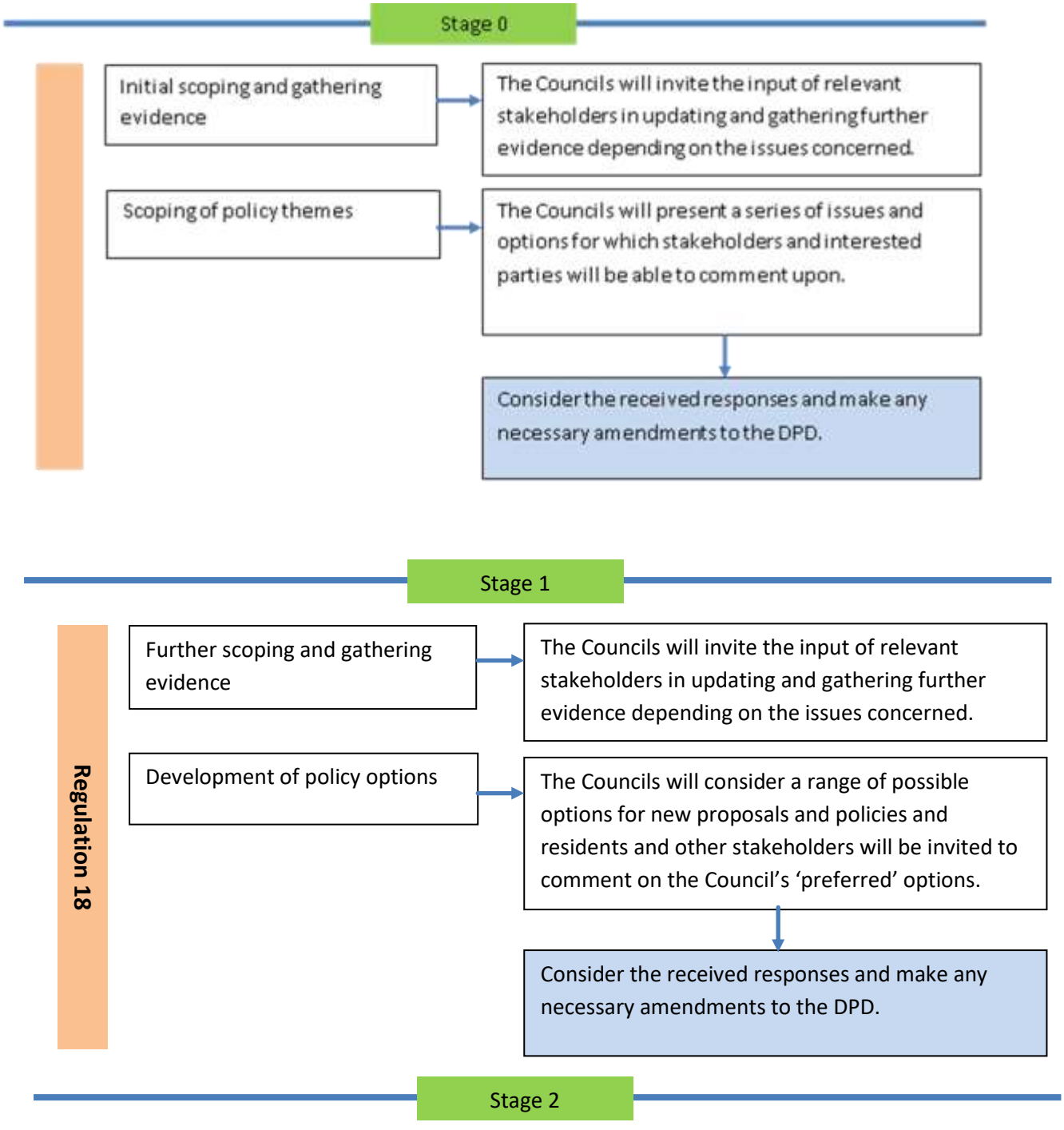
3.15 When an appeal is made against the decision of the Council to refuse an application or apply conditions to a development or the failure of the Council to determine an application within the statutory time period without the applicant's agreement to an extension of time, all previous correspondence is forward on to the Planning Inspectorate. Letters/e-mails are sent to all those people who had previously been consulted or had commented on the application, advising them of the appeal and relevant Town or Parish Councils and District Ward Councillors are also notified.

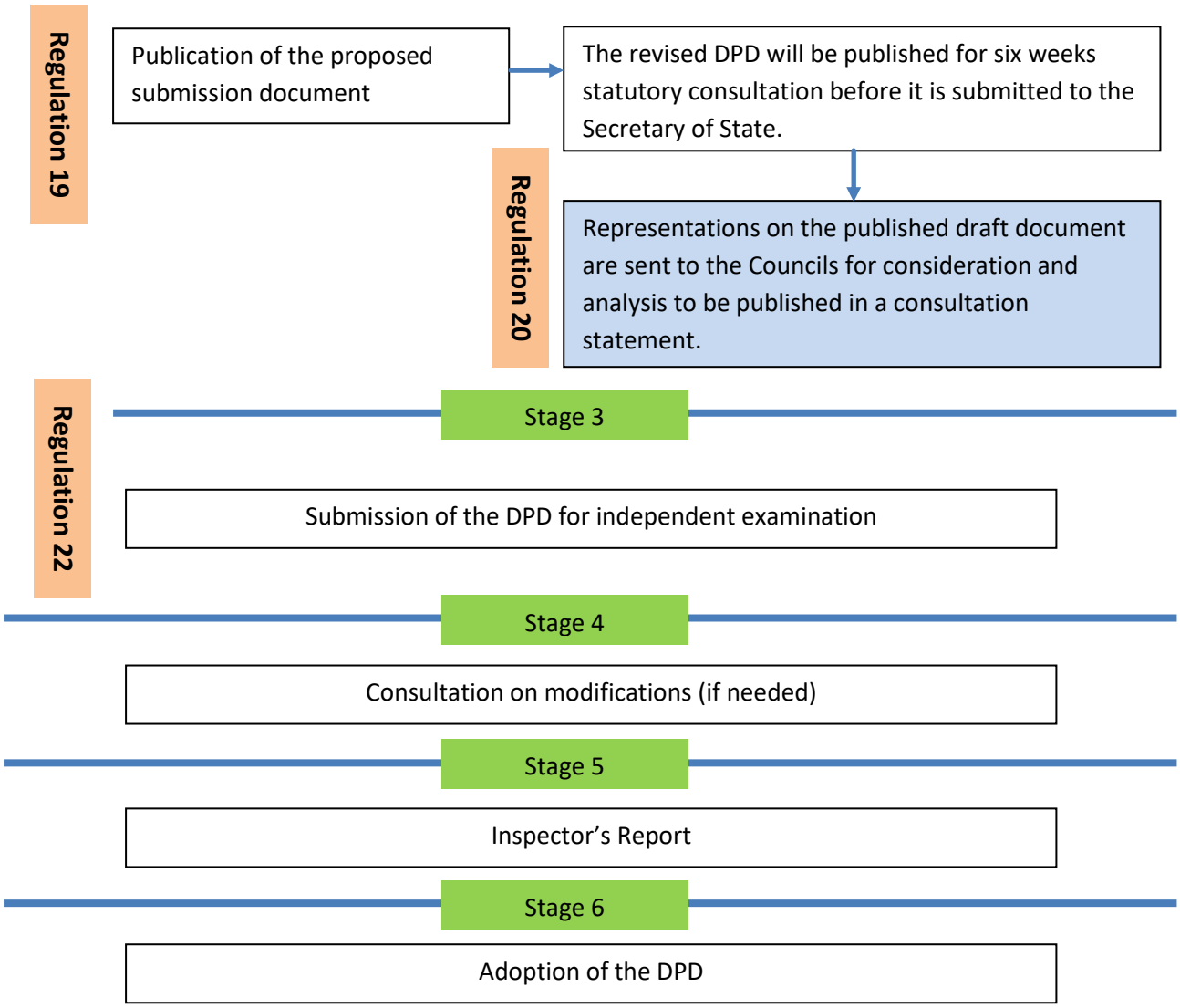
4. Community Involvement in DPDs

4.1 As part of the North Essex Garden Communities Section of the Local Plan, a site specific policy has been drafted. This policy (SP8) 'Tendring/Colchester Borders Garden Community' sets out a strategic policy framework to guide the delivery of this broad area.

4.2 Policy SP8 contains, amongst other things a requirement to prepare a DPD specific to the broad location. The way in which the community and other parties will be consulted through the preparation and adoption process of this DPD is set out below. Moreover, if the Council intends to prepare further DPDs in the future, the below consultation methods will also be used.

Development Plan Document preparation process proposed





Proposed communication techniques for the Development Plan Document process

4.3 The following tables set out the communication techniques that the Council will employ to both notify and engage residents and other stakeholders in the next stages of the DPD process from the initial consultation on preferred options through to the final adoption of the document.

	Stage 0	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the DPD Issues and Options	Consultation on the DPD: Preferred Options.	Consultation on the DPD: Proposed Submission Draft.	Notifications on the submission of the DPD for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of DPDs.
	Members of the public				
Residents directly affected by new strategic	Media and publicity Neighbour notification and/or site notice*	Media and publicity Neighbour notification and/or site notice*	Media and publicity E-mails/Letters (to residents that responded to the	Media and publicity E-mails/Letters (to residents	Media and publicity E-mails/Letters (to residents that responded to the

development sites (including communities outside of Tendring)	Exhibitions Consultation document (available to view online, at Council offices and at libraries) Representation form Interactive website	Exhibitions Consultation document (available to view online, at Council offices and at libraries) Representation form Interactive website	stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	stage 2 consultation)
Residents in communities affected by new strategic development sites (including communities outside of Tendring)	Media and publicity E-mails/Letters (to residents on the Local Plan database Exhibitions Consultation document (available to view online, at Council offices and at libraries) Interactive website	Media and publicity E-mails/Letters (to residents that responded to the stage 0 consultation Exhibitions Consultation document (available to view online, at Council offices and at libraries) Interactive website	Media and publicity E-mails/Letters (to residents that responded to the stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)
Hard to reach groups (see Chapter 7)	Media and publicity E-mails/Letter to schools and churches Offer to speak to groups of students Interactive website Letters/e-mails to special interest groups Representation form	Media and publicity E-mails/Letter to schools and churches Offer to speak to groups of students Interactive website Letters/e-mails to special interest groups Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 1 consultation) Final consultation document (available to view online, at Council offices and at libraries) Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)

	Stage 0	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the DPD Issues and Options	Consultation on the DPD: Preferred Options.	Consultation on the DPD: Proposed Submission Draft.	Notifications on the submission of the DPD for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of the DPD.
Other residents	Media and publicity E-mails/Letters (to residents on the Local Plan database Interactive website Representation form	Media and Publicity E-mails/Letters (to residents that responded to the stage 0 consultation Interactive website Representation form	Media and Publicity E-mails/Letters to residents that responded to the stage 1 consultation Representation form	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	Media and publicity E-mails/Letters (to residents that responded to the stage 2 consultation)
	Technical Stakeholders				
Technical Stakeholders (including government agencies, neighbouring authorities and other technical/statutory consultees)	E-mail/Letters Meetings with relevant bodies. Consultation document (to be viewed online or paper copies provided on request) Workshops/discussion groups	E-mail/Letters Meetings with relevant bodies. Consultation document (to be viewed online or paper copies provided on request) Workshops/discussion groups	E-mail/Letters Final Consultation Document (to be viewed online or paper copies provided on request)	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters
	Business, Landowners and Developers				
Business, Landowners & Developers	E-mails/Letters Meetings with relevant bodies. Consultation document (to be viewed online)	E-mails/Letters Meetings with relevant bodies. Consultation document (to be viewed online)	E-mails/Letters Consultation document (to be viewed online)	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters
	Community Representatives				
District Councillors	Letters Consultation Document Representation Form	Letters Consultation Document Representation Form	Letters Consultation Document Representation Form	E-mails/Letters Focussed changes document (if needed)	E-mails/Letters

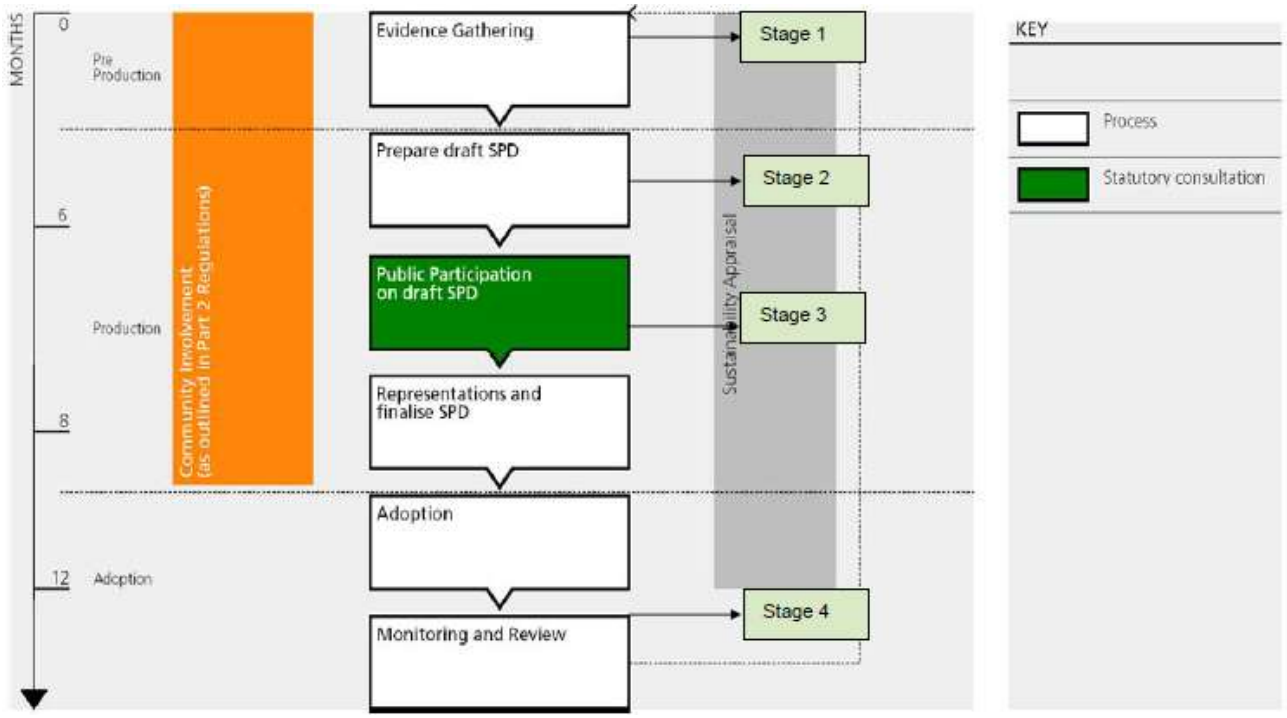
	Stage 0	Stage 1	Stage 2	Stage 3	Stages 4-6
Stakeholder Group	Consultation on the DPD Issues and Options	Consultation on the DPD: Preferred Options.	Consultation on the DPD: Proposed Submission Draft.	Notifications on the submission of the DPD for Examination by a Planning Inspector.	Communications about the process of examination and notification about the adoption of the DPD.
Town & Parish Councils (including those adjoining Tendring)	Letters Consultation Document Representation Form Meetings with Councils affected by the new strategic allocations. Interactive website Opportunity for Town and Parish Councils to hold their own public meetings or exhibitions with assistance from TDC officers.	Letters Consultation Document Representation Form Meetings with Councils affected by the new strategic allocations. Interactive website Opportunity for Town and Parish Councils to hold their own public meetings or exhibitions with assistance from TDC officers.	Letters Consultation Document Representation Form	Letters Consultation Document Representation Form	E-mails/Letters
Other Community Groups (including voluntary groups, specialist groups, residents' groups and others)	E-mails/Letters (to residents on the Local Plan database Interactive website Representation form	E-mails/Letters (to residents that responded to the Stage 0 consultation Interactive website Representation form	E-mails/Letters to residents that responded to the stage 1 consultation Representation form	E-mails/Letters (to residents that responded to the stage 2 consultation) Focussed changes document – if needed (available to view online, at Council offices and at libraries)	E-mails/Letters (to residents that responded to the stage 2 consultation)

*Neighbour notification and/or site notice - This takes place on a non-statutory and discretionary basis. Neighbours are notified on the basis that, in the opinion of the Planning Officer, they are affected to a material extent by the proposed development. Normally such notifications will be limited to properties which share a common boundary with the proposed development site. However for some strategic development sites which have a greater impact on their locality it may, at the Planning Officer's discretion, be appropriate to notify properties on the opposite side of the road or to provide a site notice.

5. Community Involvement in SPDs

5.1 Supplementary Planning Documents (SPDs) are designed to explain or provide further detail on the implementation of policies or site allocations in a Local Plan document. They can include design guides, development briefs, master plans and documents providing guidance on particular issues and the Council will refer to them when making decisions on planning applications or dealing with planning appeals.

5.2 The diagram below sets out the process that the Council is required to undertake when preparing an SPD. Sustainability Appraisal is no longer a requirement for all SPDs and will only be carried out when appropriate. The evidence gathering and preparation stages should include up-front engagement with the community where this would be possible and beneficial.



5.3 Unlike the Local Plan, SPDs do not need to be examined by a Planning Inspector but they do need to be subject of community involvement. The comments submitted by residents and other stakeholders will be taken into account when preparing the final version of the SPD for adoption and a report of the comments received will be published on the Council's website alongside the adopted SPD.

5.4 A full description of the various community involvement methods that the Council might use can be found in Appendix 2 to this document.

Consultation on the Statement of Community Involvement

5.5 The Statement of Community Involvement (SCI) (the document you are reading) needs to be the subject of engagement with the community in its own right. This will operate in a similar way to consultations on Supplementary Planning Documents explained above.

6. Community Involvement in Neighbourhood Plans

6.1 The concept of Neighbourhood Plans was introduced through the Localism Act 2011 and allows designated groups of local people (typically a Town or Parish Council) to prepare a development plan for their area against which planning applications will be judged. Neighbourhood Plans need to be in conformity with the policies in the Local Plan for the district or otherwise promote higher levels of development which, for some villages, could help to sustain local shops and services, provide affordable homes for local people or help deliver new community facilities.

6.2 If a community wishes to simplify the process for allowing development, it can also produce a 'Neighbourhood Development Order' (areas where specified development is permitted without the need to apply for planning permission) or a 'Community Right to Build Order' (permission for small scale community-led schemes). These can be instead of, or in conjunction with, a neighbourhood plan and would result in effectively granting planning permission for certain types of development in certain areas, subject to meeting specified criteria. These orders cannot however remove the need for other permissions such as Listed Building or Conservation Area consent.

6.3 Neighbourhood Plan Areas, Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders are not prepared by the District Council, therefore the SCI (this document) cannot prescribe what methods of community consultation Town and Parish Councils or other community groups should follow. The Council will expect these documents to meet the requirements set out in the latest planning legislation and to follow, wherever possible, the general principles and techniques set out in the SCI - these requirements may include consultation with statutory stakeholders. At certain stages throughout the process, the Council will publish these Plans in accordance with The Neighbourhood Planning (General) Regulations 2012 (as amended). The Council will also provide technical guidance and support as required by legislation and will offer additional advice where feasible.

7. Hard to Reach Groups

7.1 Some people in the community have less chance than others to get involved in the planning process, so are under-represented. It is important to broaden the opportunities to enable these "hard to reach" groups to be involved, including, for example, young people, the elderly, homeless, people with disabilities, temporary residents and ethnic minorities.

7.2 The Council will design more inclusive participation exercises and, in some cases go out to such groups (e.g. through attending or contacting schools, care homes, supermarkets, post offices and local shops), rather than expect them to "come to us" (e.g. Council Offices or village halls). We will aim to ensure activities are adapted to suit needs.

7.3 The table below illustrates some of the most common barriers and possible solutions for engaging with some of the hard to reach groups in the community. Comments relating to this point in the questionnaire responses have also been reflected in the table. Consideration will be given to directly engaging with key groups in the community with particular needs, such as people with disabilities to ensure that they have adequate opportunities to participate.

Common Barriers to Community Involvement	Possible Solutions
Difficulties with written information Language problems, literacy problems, learning disability	• face to face surveys • telephone surveys • alternative formats e.g. large print • avoid jargon or complex language • produce simplified leaflets in layman's terms
Intimidated by Approach Communication/literacy problems, hostile attitude towards staff, hostility, lack of confidence	• face to face surveys • consider using representatives already known and trusted • think carefully about language chosen • explain process and reassure objectives and listen • provide feedback with reasons
Can't access the meeting venue Transport difficulties, no child care available, timing difficult, physically inaccessible	• plan meetings in accessible locations (public transport and adequate parking) • hold meetings at various times to suit range of needs • consider taking event to specific target groups on their premises e.g. care home/ school • consider providing childcare • check venue meets Disability Discrimination Act requirements • consider providing transport and or offer expenses
Lack of Time or resources Working, families, lone parents, inadequate funding if voluntary group	• go directly to respondents • keep activities simple and limit time-(People are generally busy)
Information rarely reaches some areas Remote locations, individual care homes, school children, information format inappropriate	• make use of contact through parish newsletters and village notice boards • link publicity shots with free newspapers • internet consultation as well as other alternatives • keep information simple and succinct- produce summary leaflet of each document at each stage • join up with local events where appropriate

8. Monitoring and Reviewing the SCI

8.1 The SCI provides flexibility to allow for appropriate changes to made to the Council's approach to community involvement. Any comments received on the quality or effectiveness of consultation and communication techniques will be considered and used to inform future practice. If significant changes are required to meet new circumstances or changes in legislation, a review of the SCI will be undertaken.

Appendix 1: Stakeholder Groups

Technical Stakeholders

Duty to Co-operate

The Localism Act 2011 places a duty on public bodies to co-operate on any strategic matter relating to Local Plans and other planning documents. A strategic matter is defined as an issue that would have a significant impact on at least two planning areas, or a county matter in a two tier area. Tendring District Council is required to co-operate with appropriate authorities as listed to below to ensure the activities related to planning are effective:

The duty to co-operate applies to:

Environment Agency
Historic England
Natural England
Mayor of London
Civil Aviation Authority
Homes and Communities Agency (HCA)
Primary Care Trusts (or equivalent local NHS health bodies)
Office of Rail Regulation
Transport for London
Integrated Transport Authority
Highways Authority
Highways Agency
Marine Management Organisation (MMO)
Local Enterprise Partnership (LEP)
Essex County Council

The duty to co-operate is most likely to apply to authorities that adjoin the Tendring District, although there may be some strategic matters where co-operation with authorities in the wider area may also be necessary. For Tendring, the adjoining authorities are:

Babergh District Council
Colchester Borough Council
Suffolk County Council

Due to the strategic nature of the Section 1 Local Plan, it is also appropriate to involve the following authorities:

Braintree District Council
Uttlesford District Council

Sustainability Appraisal Consultation Organisations

The following organisations should be consulted on Sustainability Appraisals under the Environmental Assessment of Plans and Programmes Regulations 2004:

Environment Agency
Historic England
Natural England

Specific Consultation Bodies

When preparing Local Plans and other planning documents, the Council is required to consult such of the 'specific consultation bodies' as it considers may have an interest in the subject of the document. The specific consultation bodies are set out in the regulations as:

Environment Agency
Historic England
Marine Management Organisation (MMO)
Natural England
Network Rail
Highways Agency
Telecommunications operators
Primary Care Trusts (or equivalent local NHS health bodies)
Electricity and gas companies
Sewerage and water companies
Homes and Communities Agency (HCA)
Coal Authority

General Consultation Bodies

When preparing plans, the Council is required to consult any 'general consultation bodies' it considers appropriate. The general consultation bodies are set out in the regulations as:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- bodies which represent the interests of different religious groups in the local planning authority's area;
- bodies which represent the interests of disabled persons in the local planning authority's area;
- bodies which represent the interests of persons carrying out business in the local planning authority's area.

The Council maintains a consultation database that includes all of these types of general consultation body.

Businesses, Landowners and Developers

Businesses

Businesses already located in the district will often have an interest in the Local Plan and other planning documents and will generally want to ensure that planning policies are sufficiently flexible to enable them to expand, change or relocate in response to changing economic circumstances. Businesses outside of the district may want to locate to Tendring and may have an interest, for example, in the Council's policies on employment land and town centres. The Council keeps a database of businesses that have indicated an interest in the Local Plan process in the past and will consult them as and when new documents are published.

Landowners

In the majority of cases, a landowner's interest in the Local Plan will be financial and to see whether or not their land is or can be allocated for development. Landowners will often, but not always, employ the services of a planning consultant or land agent to make representations on their behalf, either in support or objection to the plan.

For the majority of sites allocated for development in the Local Plan, the Council will have already been in communication with the landowners or their consultant/agent to ascertain whether or not they would be willing to release the land for development and will have worked with them to identify any initial problems or to draw up proposals in more detail. For sites not allocated for development in the Local Plan, the landowners will often make representations in objection.

The Council keeps a database of landowners that have indicated an interest in the Local Plan process in the past and will consult them as and when new documents are published.

Developers

A number of national and local developers operate in the Tendring District. Developers tend to take a keen interest in the proposals in the Local Plan, looking for opportunities to buy land where development will be permitted. They also take an interest in the policies in the Local Plan mainly to ensure that they are based on robust evidence and are sufficiently flexible to take into account issues of economic viability.

The Council keeps a database of developers that have indicated an interest in the Local Plan process in the past and will consult them as and when new documents are published.

Community Representatives

District Councillors

The elected Members of Tendring District Council have an important role in shaping and approving the content of the Local Plan and other planning documents. For Development Management, they play a role in determining some planning applications through the Planning Committee.

They also play an important role in helping to communicate the messages of the Local Plan to residents in their ward and communicating local concerns back to the Council's Planning Officers. The Councillors are all provided with copies of the planning documents as they are produced and

are consulted individually on the documents, providing an opportunity to express views of local people.

Parish and Town Councils

Tendring has 27 Town and Parish Councils who play a very important role in representing their communities and who play an active role in helping to shape the content of the Local Plan. Over the last few years, the Council has invested considerable time in meeting with Town and Parish Councils to understand some of the planning issues affecting their areas and to talk through some of the possible developments that could take place.

As well as being a key consultee, Town and Parish Councils are very good at communicating the messages of the Local Plan to their residents and communicating back any concerns to Planning Officers. Some have organised specific public meetings and exhibitions for their residents and invited Planning Officers to come along to answer questions. Town and Parish Councils are also recognised as being important in the community consultation process on planning applications.

Tendring's 27 Town and Parish Councils are:

Alresford Parish Council
Ardleigh Parish Council
Beaumont Parish Council
Bradfield Parish Council
Brightlingsea Town Council
Elmstead Parish Council
Frating Parish Council
Frinton and Walton Town Council
Great Bentley Parish Council
Great Bromley Parish Council
Great Oakley Parish Council
Harwich Town Council
Lawford Parish Council
Little Bentley Parish Council
Little Bromley Parish Council
Little Clacton Parish Council
Little Oakley Parish Council
Manningtree Town Council
Mistley Parish Council
Ramsey and Parkeston Parish Council
St Osyth Parish Council
Tendring Parish Council
Thorpe-le-Soken Parish Council
Thorrington Parish Council
Weeley Parish Council
Wix Parish Council
Wrabness Parish Council

The following adjoining Town and Parish Councils are also consulted on the Local Plan and other relevant planning proposals:

Dedham Parish Council
Langham Parish Council
Wivenhoe Town Council

Other Community Groups

There are various other community groups operating in the district including Residents' Associations and local campaign groups. The Council keeps a database of groups that have indicated an interest in the Local Plan process in the past and will consult them as and when new documents are published.

Members of the Public

Directly affected residents

Residents directly affected by development proposals tend to raise concerns about the potential impacts of development on their property and their neighbourhood. Initially these residents might make very negative comments with a view to stopping the development altogether but with their local knowledge, some of the comments they make can lead to very positive improvements to development proposals either through the Local Plan process or Development Management process.

Where appropriate, directly affected residents will be notified directly either through a 'neighbour notification (a letter to their house) or by putting up a site notice near to the site. Neighbours are notified on the basis that, in the opinion of the Planning Officer, they are affected to a material extent by the proposed development. Normally such notifications will be limited to properties which share a common boundary with the proposed development site. However for some strategic development sites which have a greater impact on their locality it may, at the Planning Officer's discretion, be appropriate to notify properties on the opposite side of the road or to provide a site notice.

Residents of an affected community

In preparing a new version of the Local Plan to identify land to deliver approximately 11,000 new over 15 years, the Council will be considering a number of options for strategic development sites. Due to the scale of these developments, they are likely to be of interest to whole communities and not just adjoining neighbours. On confirmation of which options will be included in the Local Plan: Preferred Options draft, Planning Officers will determine which communities will be notified of the proposals, possibly through a leaflet to all homes within those communities.

Hard to reach groups

Some people in the community have less chance than others to get involved in the planning process, so are under-represented. It is important to broaden the opportunities to enable these "hard to reach" groups to be involved, including, for example, young people, the elderly, homeless, people with disabilities, temporary residents and ethnic minorities. See Chapter 6 for more information.

Other residents

Other residents in the district not directly affected by development proposals can obtain information about either the Local Plan or planning applications on the Council's website www.tendringdc.gov.uk and there will be publicity through the media aimed at notifying as many people as possible about the latest developments.

Appendix 2: Communication Techniques

Technique	When suitable	Advantages	Disadvantages	Resources
Letters	• all stages to inform and promote • all stakeholders and consultees • obtain information by request • inform proposed activities • provide feedback on responses	• can send letters/etc. with a reply slip • dual purpose e.g. send out consultation documents at same time • can be managed internally easily • existing database allows for speedy process • effective with good administrative back up	• can dominate office resources as often large job diverts from other tasks • ensure database constantly up to date otherwise errors occur	• limited impact- peaks and troughs • officer/ administrative staff time • printing stationery costs
Reply slips leaflets and surveys	• all stages to inform and promote • all stakeholders and consultees • obtain information by request • seek views and aspirations • publicity of events and activities	• can send letters/etc with a reply slip • dual purpose e.g. send out consultation documents at same time • can be managed internally easily • existing database allows for speedy process • effective with good administrative back up	• can dominate office resources as often large job diverts from other tasks • ensure database constantly up to date otherwise errors occur • to achieve good return need to pre-pay envelopes/return slips	• limited impact- peaks and troughs • officer/ administrative staff time • printing stationery costs • pre-paid envelopes costs • uncertain of response rate
Leaflets	• can be at all stages to provide a summary • can go to all consultees but of most use to general public and local community groups	• summarise/simplify complex issues • appeal to wide audience with non-planning background • can have a wide circulation to reach out to many groups in the community	• important not to over simplify and miss key points • careful not to create information overload	• printing and stationery costs • consider distribution costs (post/e-mail) • wider distribution e.g. through newspapers and local magazines
Consultation Document	• will be used for consulting on draft technical documents and to comply with statutory legislation • obtain views and reactions to proposals in a more formal context	• give people something to consider and react to • can be produced and distributed in various formats • enable people to make an informed response	• can be daunting and difficult to read • may not be suited to all groups in community • can be over technical and open to mis-interpretation	• costs of printing and distribution • costs of making documents available in a variety of formats

Technique	When suitable	Advantages	Disadvantages	Resources
		• can be made available in various accessible locations throughout the district	• less opportunity for two-way participation as reacting rather than putting forward ideas	
Media and publicity	• press releases and newspaper articles and briefings for radio/TV • suitable at the key stages to inform and promote activities	• quickly reach large and varied audience • good way of advertising events • usually written in accessible language catering for most readers • can use free paper – Tendring Matters	• do not have full editorial control of articles • no control or idea of how many people actually read and consider information • groups of community who may not read or buy a paper or listen to other forms of media	• newspaper articles can be expensive • alternative media events costly
Public exhibitions (unstaffed) could be combined with drop centre / surgeries	• useful to supplement other forms of consultation • inform and explain issues at various stages • could include specific staff time for drop in centre or surgery	• good publicity in accessible locations • inform about other more participative opportunities for involvement • visual aids can be a good way to get across complex matters • located in places where people are visiting anyway (visitor attraction/libraries schools etc)	• not interactive • not necessarily representative of community as a whole • no direct contact for questions etc would need to be supplemented by other events/activities	• good exhibitions costly to produce (although once prepared can be used repeatedly) • cost to advertising exhibitions
Public exhibitions (staffed)	• useful to supplement other forms of consultation • inform and explain issues at various stages	• good publicity in accessible locations • inform about other more participative opportunities for involvement • visual aids can be a good way to get across complex matters • exhibitions can be held at times and in locations suited to target groups • staff on hand to explain and answer questions	• not interactive • not necessarily representative of community as a whole • no direct contact for questions etc, would need to be supplemented by other events/activities • can be difficult encouraging people in community to attend particularly some of the hard to reach groups (would need to consider this in planning venues	• good exhibitions costly to produce (although once prepared can be used repeatedly) • cost to advertising exhibitions • staff resources significant to effectively cover wide coverage of exhibitions • hiring venues costs

Technique	When suitable	Advantages	Disadvantages	Resources
			and times)	
Presentations to specific groups	• early stage participation particularly useful • qualitative information can be obtained from key audiences	• can be good qualitative participation • explains complex issues face to face • opportunities for questions and answers • useful to inform those with less time to absorb documentation	• can be emotive • need to ensure not to give any impression of exclusion • need to be structured to be clear of aims and objectives	• cost of hiring venues • advertising and publicity/ invitations
Surveys	• most useful for evidence gathering at early stages for all documents • consider postal telephone and electronic surveys	• good quantitative evidence • seek opinions and aspirations of wide range of audiences • may obtain evidence otherwise not available	• time consuming • response rate can be poor • need to consider all formats to enhance response rates	• high staff resources • cost could include pre-paid envelopes
Public meetings	• to address key concerns that may have been raised by public • inform and explain issues and process	• seen to be listening • providing opportunity for people to come together and express opinions • well managed meetings can be good source of information and feedback	• can be very emotive and difficult to manage • often attract only those people who have an axe to grind • must be well structured and objective • can be intimidating for some people so they are reluctant to speak	• low cost other than venue hire • advertising and publicity costs • material to be prepared to get most out of meeting
Interactive website	• can be used throughout process for all stages including formal consultation opportunities	• quick and effective for many people particularly organisations • cover wide geographical areas • may reach groups who don't like to respond to other conventional methods, not comfortable with face to face contact or have time limitations • less paper work and can help with speed of analysis	• large numbers of people still do not have access or understanding of technology • web site should not be used as an alternative but as an addition • lack of opportunity to build up rapport and develop discussions from feedback (personal contact removed may also be a disadvantage)	• cost effective • software and programming to set up