

Environment and Economy Overview and Scrutiny Panel

Agenda
Item:
A.4

Meeting Date: 20th April 2017
 Portfolio: Economy, Enterprise and Housing
 Key Decision: No
 Within Policy and Budget Framework: No
 Public / Private: Public

Title: DRAFT CARLISLE CITY COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT
 Report of: Corporate Director of Economic Development
 Report Number: ED 14.17

Purpose / Summary:

To provide the panel with the opportunity to input into the draft Statement of Community Involvement (SCI) for the Council’s Planning Service.

Recommendations:

To consider and scrutinise the content of the draft SCI with a view to whether it provides a robust and inclusive strategy for engaging with people within the planning application process and the preparation of planning policy documents and report any observations to the Council’s Executive for consideration at their meeting on 5th June.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** The Statement of Community Involvement (SCI) is a statutory document which every local planning authority is required to prepare and maintain under section 18 (1) of the Planning and Compulsory Purchase Act 2004. The SCI sets out how, when and where the Council will consult with the community, local and statutory stakeholders on all matters in the process of planning for the local authority area, both in producing development plan documents and in carrying out its development control function.
- 1.2** The SCI provides interested parties with a comprehensive overview of the work undertaken by the Local Planning Authority and the detailed information regarding the opportunities that are available to engage within the planning process. The document is intended to provide clarity on the various stages that take place in planning document preparation and highlight the key stages for public engagement and the methods of engagement that will be used to consult. It also sets out the role of the development management team and the ways in which they can provide assistance to applicants and interested parties as well as the ways in which planning and other applications will be publicised alongside detail on the decision making process.
- 1.3** Since the requirement to produce a SCI came into force the Council has produced a number of revisions of its Statement of Community Involvement to ensure that it remains relevant and effective in the information that it provides.

2. PROPOSALS

- 2.1** The current SCI has been in place since 2013 and it is considered that a refresh of its content is required. The current document, in respect to the section covering planning policy matters, focussed heavily on the production of the Carlisle District Local Plan 2015-2030, this has however now been adopted (8th November 2016).
- 2.2** In line with the current Local Development Scheme it is now considered necessary to have a revised SCI in place which responds and remains relevant to the next wave of new plans and documents that we are committed to producing to ensure that its content remains relevant in providing guidance on how we will engage with our stakeholders in and production of our current and future work programme. The draft document has also been updated to reflect recent changes in planning legislation and current practices in community engagement including a much wider/greater use of electronic communication including social media.

2.3 The current 2013 Statement of community was produced as a series of three very concise documents providing a general overview of the planning service, a document focussed on development management and a document focussed on planning policy. The draft SCI therefore brings these documents back together into one in order to give a more complete picture of how the service operates.

2.4 Other key changes that have been made are:

- Detail in respect of the Community Infrastructure Levy consultation process
- Greater detail in respect of Neighbourhood Plans
- Refresh of the key stages in the preparation of Development Plan Documents
- Update to the notification procedures for Development Management

2.5 It should be noted that the SCI sets out the minimum level of consultation required by the relevant regulations for all aspects of planning. In respect of development management the notification procedures on page 9 of the document refer to 'publicity normally undertaken' this reflects the fact that there are instances where additional notification takes place in line with best practice.

3. CONSULTATION

3.1 There is no requirement to undertake public consultation on the preparation of a Statement of Community Involvement. Following consideration of the SCI by the Panel the content of the document will also be discussed by the Local Plan Member Working Group before being taken to Executive for approval.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 It is important that the Council's SCI is up to date before embarking on the production of new plans in accordance with the LDS.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The Statement of Community Involvement makes a contribution to the Carlisle Plan priorities by comprehensively setting out the ways in which the Council will seek to engage with all stakeholders on planning matters. Community engagement is an essential part of the planning process enabling interested parties to influence and shape the preparation and review of key planning documents as well as comment

on planning and other development related applications. Planning cuts across all of the Carlisle Plan priorities.

Contact Officer: Helen Jackson

Ext: 7182

**Appendices Draft Carlisle Statement of Community Involvement April 2017
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **None**

Carlisle City Council

**Statement of Community
Involvement**

April 2017

Introduction

This Statement of Community Involvement (SCI) sets out how the Council will engage with the community on planning matters, and the opportunities in which you can get involved in and influence planning outcomes in Carlisle. This includes influencing the preparation and review of key planning documents, including Local Plans, as well as commenting on planning and other development related applications.

Planning shapes the places where we live and work. It seeks to ensure that there are homes, jobs, shops, parks and other important facilities available to everyone, including making sure these are as accessible as they can be to all. It also seeks to protect and improve the environment and the character which makes places unique. These are important matters and it is only right that communities and those with an interest in Carlisle should be able to contribute to decisions on these issues.

The preparation of an SCI is a legal requirement reflecting the Government's commitment to increase the ability of local communities to influence planning decisions and future development in their areas. The National Planning Policy Framework (NPPF) states (Para. 69.) that *"local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions"*. This is a notion which the City Council is firmly committed to.

This updated SCI is proposed to replace the previous version which was approved back in 2012. The need to update it reflects that much of the focus of the earlier SCI was on the production of the Carlisle District Local Plan 2015-2030 which was adopted 8 November 2016. Beyond this a further wave of new plans and supporting documents is required and it is important that the SCI responds to and remains relevant with regards to this future work. The update also reflects a series of amendments to relevant local and national policies and legislation.

Planning in Carlisle

Carlisle City Council is the local planning authority responsible for producing Local Plans and other planning documents for the District and for determining planning applications for most forms of development. The one exception to this is planning documents or applications which relate specifically to minerals and waste matters, which are the responsibility of Cumbria County Council as the minerals and waste planning authority.

The main Development Plan Document (DPD) within Carlisle is the Carlisle District Local Plan 2015-2030 which sets out a planning framework for guiding the location and

level of development in the District up to 2030, as well as a number of principles that will shape the way that Carlisle will develop between now and then. Beyond this a further DPD relating to the planned strategic growth of Carlisle South is to be prepared and a number of Supplementary Planning Documents (SPD), which act to elaborate on and support the implementation of Local Plan policies, are to be reviewed and/or introduced. The need for further DPDs and other planning documents may become necessary in the future where the ongoing monitoring of existing policies and guidance identifies that these are not securing their intended objectives.

From a planning application perspective the City Council receives between 1,100-1,200 applications per year, all of which need to be determined in accordance with the process and timescales determined nationally.

The Teams involved in Planning at Carlisle

Development Management

Officers within this team are responsible for assessing planning applications, dealing with enquiries, providing pre-application advice, undertaking enforcement and tree matters. Decisions are guided by the National Planning Policy Framework (NPPF) and policies within the Development Plan which includes the Carlisle District Local Plan 2015-2030 and other DPDs such as the Cumbria Minerals and Waste Local Plan. Other material considerations such as consultation responses from both internal (environmental health, green spaces etc) and external consultees including County Highways, Environment Agency, Historic England, alongside SPDs also form part of the decision making process.

Investment and Policy Team

This team is responsible for the production of Local Plans and DPDs, SPDs, the Community Infrastructure Levy (CIL), conservation matters, providing guidance on Neighbourhood Planning and economic development. The team also monitors development activity and the effectiveness of the policies within the Local Plan and publishes a monitoring report detailing this annually. Consultation on emerging planning documents is undertaken by the team.

Our approach to Community Engagement

The SCI has been informed by the key principles contained in the Corporate Communications and Marketing Strategy (2016¹). These include ensuring consultation will be:

- **Genuine and transparent** - Findings will be used alongside other relevant information to inform decisions, our policies and priorities, and to improve services.
- **Timely, well planned and co-ordinated.**
- **Inclusive and targeted** to ensure that all groups within our local communities may contribute where this is feasible and relevant.
- **High quality consultation** using appropriate, cost effective methods.

Results of consultation and how they informed decisions will be fed back to those involved in the consultation process and will be made available across the council and to partner organisations.

Inclusive Planning – engaging with a wider audience

An important aspect of a SCI is to ensure that all sectors of society are recognised and afforded the opportunity to engage with the planning process. It is therefore important to recognise and understand that engagement with certain members of the community can present more of a challenge, and find ways to overcome this. The Council recognises that networks and organisations connected groups with ‘protected characteristics²’ can be invaluable in facilitating contact, enabling engagement with a much wider and more inclusive audience.

Carlisle City Council is committed to ensuring equality through its service delivery and sets out in the Equality Policy 2016-2019 how this applies to consultation and engagement by stating that *‘We are committed to listening to people’s views and to working with communities to help us make informed decisions. This means talking and listening to everyone in the community, not only those who regularly use our services or actively offer their views.*

We recognise that a targeted approach may be required to engage successfully with some members of local communities, to ensure that their views are properly taken into account. We will engage with representative groups to meet our duties, and we will encourage these groups to work with us to improve our services...’

¹ www.carlisle.gov.uk/*****

² [Defined within the Equality Act 2010](#)

Under the Equality Act 2010, Carlisle City Council has a duty to advance equality of opportunity and make reasonable adjustments for service provision and information. In addition to our corporate consultation principles we will also endeavour to achieve the following when engaging or consulting with you on any planning related matter, to:

- **Communicate clearly** by writing in plain English and explaining any technical terms that we need to use.
- **Keep the process simple** by making it easy for you to get involved and for you to provide your views through a variety of means taking into consideration time and costs. We will also make use of existing community involvement networks and groups where possible and as appropriate.
- **Be inclusive** by aiming to make appropriate information accessible to as many people as possible. We will do this by:
 - ✓ providing information in a variety of public places
 - ✓ wherever possible by providing information in the most accessible format.
 - ✓ Providing appropriate translation and interpretation for non-English speakers on request.
 - ✓ Providing appropriate options for people with disabilities.
- **Encourage effective involvement** by explaining what we can and cannot take into account and by making sure that we provide you with sufficient time and notice of all the opportunities to get involved.
- **Review and update** the way we publicise our services and using new technology, to reach people not already using them.

Community Involvement in Planning Applications.

The Development Management team is responsible for assessing planning applications for development. They provide advice, determine applications and advise the Council's Development Control Committee on major and other types of applications. All decisions on planning applications must be made in accordance with the development plan and the NPPF unless there are other material considerations, such as site specific matters which relate specifically to a case, which justify a different approach to be taken.

Advice

The Development management team can provide pre application advice to both those considering undertaking a development project. They can provide information in respect of the suitability of a proposal such as conformity with the development plan, appropriateness of design etc, as well as being available to answer questions that you may have in respect of a current planning application. Should you wish to contact a Planning Officer to discuss your proposals you can do this in a number of ways:

- By phone – 01228 817129
- E-mail – eda@carlisle.gov.uk
- In writing – Development Management, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
- In person – At the Civic Centre

Responding to Planning Applications

The publicity procedures that the Council are required to follow in relation to planning applications are laid down in Government Legislation and regulations (see table 1 for details of the publicity methods used for different types of application). Planning applications (once submitted and validated by the Council) including all the supporting documentation can be viewed on the Council's website at: <http://publicaccess.carlisle.gov.uk/online-applications/>, and by appointment at the Civic Centre's Customer Contact Centre during normal office hours. A planning officer is available on Monday and Friday mornings to provide advice on current and proposed applications, however to ensure that an Officer is available to see you when you arrive it is advisable that you make an appointment prior to your visit.

Comments on planning applications must be made in writing within 21 days from the date of our notification letter, press notice or site notice appearing. Please note

comments submitted after this 21 day publicity period has expired may not be considered because a decision may already have been made on the application.

Public Meetings and Exhibitions

Dependent upon the nature and potential impact of a development proposal on the local community, developers may need to carry out their own pre-application public consultation. The validation checklists that accompany applications explain that some major planning applications will need to be accompanied by their own Statement of Community Involvement. These consultations should be carried out at an early stage in the design process to enable community views to be incorporated into the submitted proposal. The form of consultation will need to be tailored to suit the particular circumstances of the site, proposal and locality. To ensure that decisions are made in an independent manner without prejudice and bias, the Council's Planning Officers would not normally participate in these public meetings or exhibitions. As a minimum, the consultation statement submitted with the applications should include:

- Details of residents, businesses and local community groups consulted;
- Method and timing of consultation; and
- Feedback and information on how outcomes were addressed in the development proposal.

Decision making and development control committee

Most minor applications are determined under delegated powers as set out in the scheme of delegations. The Development Control Committee makes decisions on major applications, and in certain other circumstances as detailed in the Council's constitution. These circumstances include where written representations for and/or against a development proposal have been made and speaking rights have been requested in accordance with the rules for speaking at Development Control Committee.

For those applications determined at Committee, a member of the public or their representative will be allowed to speak if they have made a written representation to the planning application **and** registered for the right to speak³ in accordance with the process detailed in the Council's Development Control Committee Public Speaking leaflet.

Development Control Committee Agendas are published on the Council's website eight days in advance of the Development Control Committee meeting, this provides details of the applications to be considered at the committee meeting and includes the Officers

³ Limited to 5 per application

reports and recommendations. The minutes of the meeting are also published on our website.

Notification of Decisions

All applicants/agents and affected Parish Councils are notified of planning decision either by e-mail or letter. Neighbour notification letters state that all Planning Application decision notices are published on the Council's website and advise that affected/interested parties should check there to find out the outcome of any planning application.

Planning Appeals

If an Appeal is lodged against the Council's decision, notification is sent to all the consultees originally notified of the application, relevant ward members and parish councils along with any other third parties that made representations on the planning application, providing the opportunity⁴ to make representations to the Planning Inspectorate. Appeals can take the form of Written Representations, Informal Hearings and Public Inquiries. Site notices will only be posted in the case of a public inquiry. Appeal decisions are reported to Development Control Committee and are published on our website.

Notification procedures for planning and other applications

Type of Application	Publicity normally undertaken *			Notes
	Site Notices ⁱ	Press Notices ⁱⁱ	Neighbour notification letters ⁱⁱⁱ	
Major Planning Applications ^{iv}	Yes	Yes	Yes	Letters will be sent to any owners/occupiers of properties adjoining the application site where they can be identified. The extent of any wider written notification will depend on the scale of the proposal and will be assessed by the case officer on a case by case basis.
Other Planning Applications ^v	No	No	Yes	See above. Where there are no adjoining owners/occupiers, at least one site notice will be erected.
Listed Building Consent and Conservation Consent	Yes	Yes	Yes	For applications in conservation areas/affecting the setting of a listed building, site and press notices are only required when, in the opinion of the local planning authority the proposed development will affect the

⁴ With the exception of appeals submitted under the householder appeals service however the original representations will be sent to the Planning Inspectorate by the Council.

*In line with good practice – over and above the notification procedures required by legislation.

				character or appearance of the conservation area/the setting of a listed building. Site and press notices are not required if proposed works only affect the interior of a Grade II Listed Building
Certificates of Lawfulness of Existing Use or Development	No	No	Yes	There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.
Certificates of Lawfulness of Proposed Use or Development	No	No	No	There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.
Reserved Matters	See notes	See notes	See Notes	The application will be subject to the publicity appropriate to 'major' or 'other' application as defined for those categories above.
Discharge of Condition	No	No	No	Generally no publicity is undertaken; however it may be carried out if the application related to details that were raised by neighbours at the original application stage.
Affecting Public Right of Way	Yes	Yes	Yes	
Prior Approval – Telecommunications	Yes	No	Yes	In some very specific circumstances, a press notice is required (see part 24, Condition A.3, Paragraph 5(b) and (c) of the town and Country Planning (General Permitted Development) Order 1995 (as amended).
Prior Approval – Demolition	Yes	No	No	Publicity (for information purposes only) is undertaken by the applicant who shall display a site notice on or near the land on which the building to be demolished is sited. It is to be displayed for no less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the Local Planning Authority.
Prior Approval – Agriculture	No	No	No	
Prior Approval – Office to Residential				
Prior Approval – Local Development Order				
Advertisement Consent	Yes	No	No	Generally no publicity is carried out, but where the amenities of neighbours appear to be affected, they will be notified by letter.
Amendments to an undetermined	No	No	No	Where a proposed amendment will have a material impact on a

application				neighbour, or if a neighbour has requested notification of any amendments, they will then be notified by letter requesting comments within 14 days.
Hazardous Substance Consent	Yes	Yes	No	Publicity is undertaken by the applicant. During the 21 day period immediately preceding the application, a notice shall be published in a local newspaper by the applicant, and that a notice is posted on a land for not less than 7 days during that 21 day period in such a way so as to be easily legible without entering onto the land. A copy of the notice shall be submitted with any application.

ⁱ Site notices should be displayed for not less than 21 days on or adjacent to the site.

ⁱⁱ Press notices should be published within a newspaper circulating in the locality in which the land to which the application relates is situated.

ⁱⁱⁱ Neighbour letters allow for representations to be submitted within 21 days.

^{iv} For publicity purposes we define 'Major Planning Applications' as development of 10 or more dwelling houses (or where the development site is 0.5 ha or more and the proposed number of dwelling houses is not known), building of 1,000 sq m or more, development sites of 1ha or more also all applications accompanied by an Environmental Statement. We will also publicise applications for development which would be a departure from the development plan by the same methods as for 'Major Planning Applications'.

^v For publicity purposes we define 'Other Planning Applications' as applications for all other types of development which do not fall within the definition of 'Major Planning Applications'.

Community Engagement in the Preparation of Development Plan Documents

The City Council identifies through their Local Development Scheme (LDS) what planning documents they will be preparing over any given three year period. The LDS details the anticipated timescales for producing these plans including consultation milestones to ensure people know the key likely dates for opportunities to get involved with the Plan making process. The LDS is published on the Council's website and can be viewed [here](#)⁵.

The Local Plan and other Development Plan Documents

Every local authority is required to produce a Local Plan for their area. The Local Plan for Carlisle District is the Carlisle District Local Plan 2015-2030. This document sets out the overarching vision and strategy for guiding development within Carlisle District alongside a suite of Policies which will be used in the determination of planning applications.

In addition to the Carlisle District Local Plan, a Carlisle South masterplan Development Plan Document (DPD) is also being prepared which will provide the framework for a Garden Village – comprising a major mixed use development to the South of the City known as St. Cuthbert's. An Energy from Wind DPD is also planned which will identify, through a local or neighbourhood plan, the areas within their boundaries which are suitable for wind energy development. Alongside the production of DPDs an evidence base of supporting documentation will also be prepared; this includes the preparation of a Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) which will be consulted upon at the same stages as the DPD. The statutory stages involved in the preparation of DPDs and the minimum requirements for consultation are set out in The Town and Country Planning (local planning) (England) Regulations 2012, these stages are summarised in Figure 1.

Following successfully being granted Garden Village Status for the area known as St. Cuthberts (Carlisle South) we are keen to look at innovative ways in which we can engage with the community in drawing up a masterplan for development of the area. Whilst the SCI sets out minimum levels and methods of consultation, due to the overall scale of St. Cuthbert's it is envisaged that a separate consultation strategy will be devised and publicised setting out the various stages we will seek to inform, engage and consult throughout the process.

⁵ <http://www.carlisle.gov.uk/planning-policy/Local-Plan/Statement-Of-Community-Involvement>

Key stages for the preparation of Planning Documents

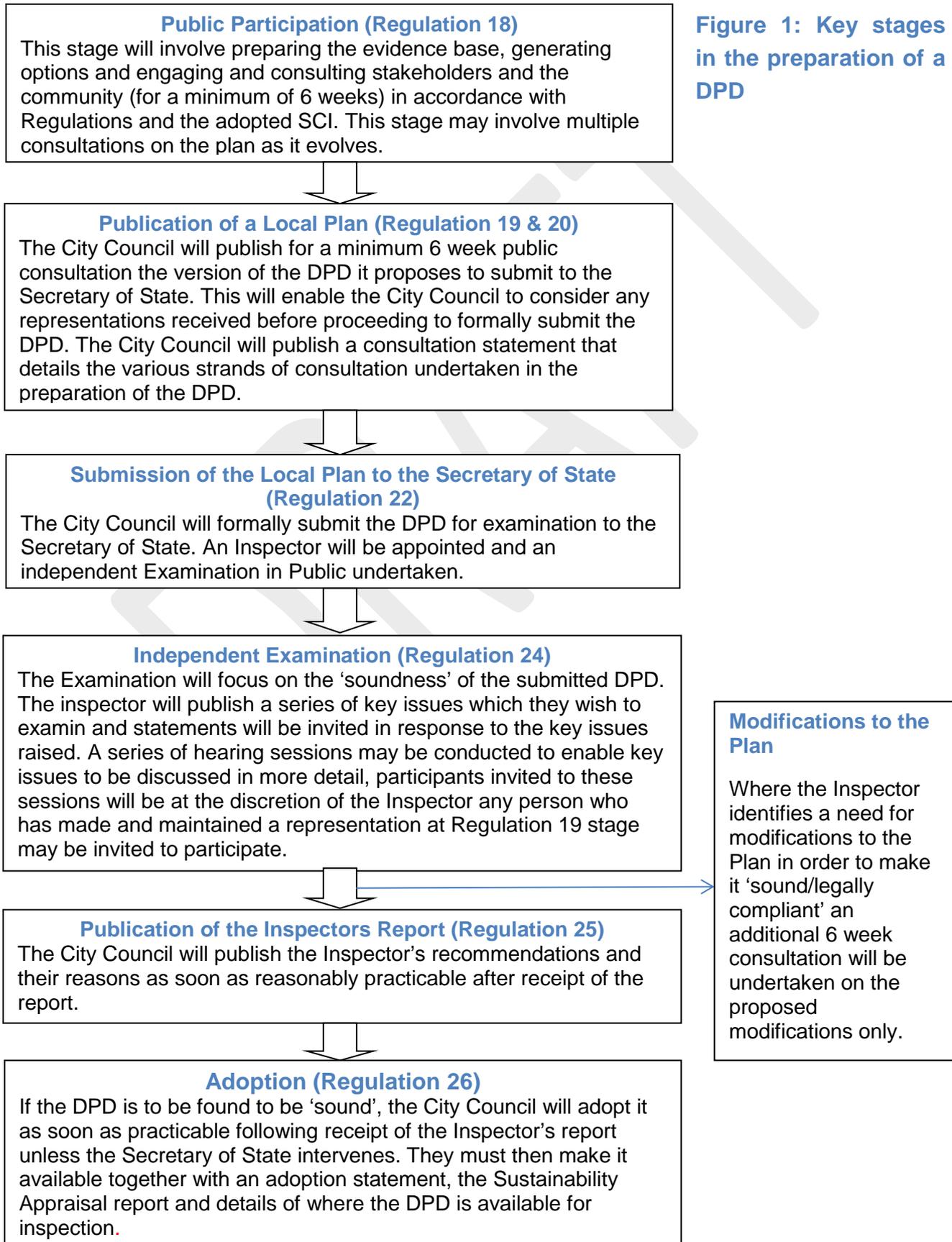


Figure 1: Key stages in the preparation of a DPD

Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are documents which provide more detail and guidance to assist in the implementation of policies within the Local Plan or other DPDs. SPDs do not have the same weight as policies within the Local Plan but are a material consideration when assessing planning applications. The timescales for producing a SPD are shorter than for a DPD as they are not subject to an examination process, however they are still required to undergo public consultation in accordance with the Regulations during their preparation. The process for producing a SPD, including the key stages of public consultation, are set out in Figure 2.

Figure 2: Key Stages in the production of a SPD:

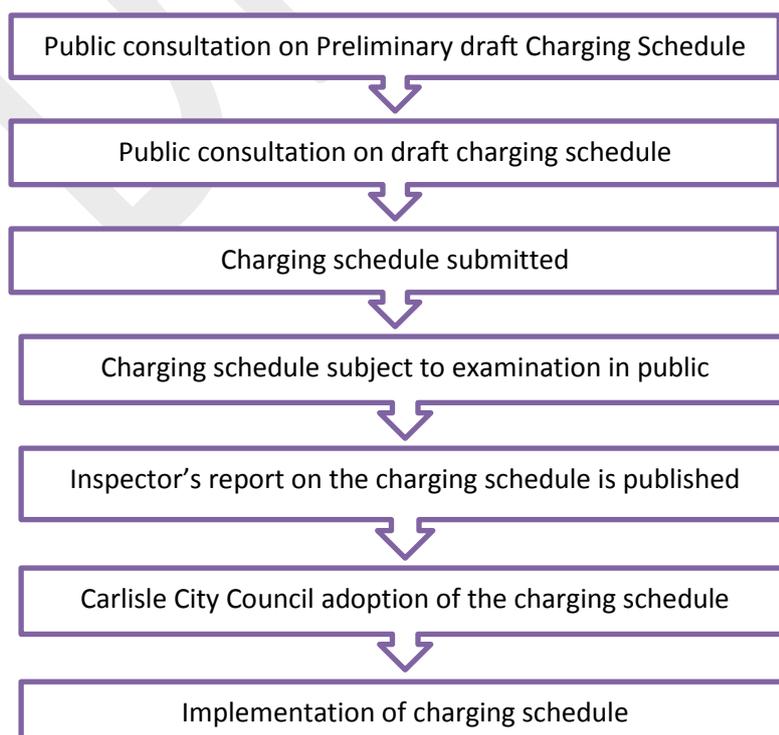
- 1. Evidence gathering** – input may be sought from particular groups/organisations with specific knowledge relating to the subject area of the SPD.
- 2. Draft SPD** – the SPD is prepared and a draft is subject to approval by Committee before being published for a minimum 6 week public consultation. Document is made available on Carlisle City Councils website and at deposit locations for public viewing.
- 3. Finalise SPD** – the representations are gathered and analysed and changes are made to the document where necessary to address the comments made. Where the changes required are so substantial and materially alter focus we would go out to consultation for a further six weeks on the proposed changes to the document.
- 4. Adoption of the SPD** – the document, including changes made in response to representations, progresses through the Council's Committee process for adoption by Full Council.

The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a set non-negotiable charge which local authorities within England and Wales are empowered, but not obliged, to levy on new development within their administrative areas. The Levy is designed to raise funds to contribute towards the delivery of infrastructure such as highways improvements, sustainable transport, education etc. The Infrastructure Delivery Plan (IDP), which sits alongside the Carlisle District Local Plan, identifies the infrastructure required within the District to enable the level of growth envisaged within the Plan to be realised. The CIL consists of two parts, a charging schedule and the Local Section 123 List which identifies appropriate projects (identified through the IDP) that may be supported by the Levy.

The Charging Schedule is informed by a viability assessment and is subject to (along with other aspects of the CIL) stakeholder involvement, formal consultation and public examination prior to adoption by the Council. The process of preparing and adopting CIL is guided by The Community Infrastructure Levy Regulations 2010 (As amended).

CIL Preparation Process



The Government is currently considering the future of CIL which will likely result in significant reform of the way in which development will contribute towards the provision of infrastructure. The detail of the changes to the system is currently expected as part of the Governments Autumn Statement in November 2017 this section will therefore be updated once further information/direction in respect of CIL is known.

Engagement

How to Get Involved

The term 'stakeholders' is used widely in the context of consultation. It has a broad definition but refers generally to any person or organisation that has an interest in the subject of the document being produced. This term may be used in the context of consultations and may be focused on particular key stakeholders/groups or more widely used to refer to all interested persons.

There are a number of key stages at which you can get involved in helping to shape the documents being prepared; these are required by planning legislation to ensure the process is as open and transparent as possible. For Local Plans/DPDs where an examination in public will take place it is essential that a formal representation has been made within the prescribed consultation period(s) in order to have an opportunity to speak at the examination hearing sessions.

In accordance with the Regulations consultation on draft Local Plans/DPDs will be no shorter than 6 weeks and for SPDs consultation will be no shorter than 4 weeks. We will try and avoid carrying out consultations during holiday periods such as Christmas or Bank Holidays, however where this is unavoidable this will be taken into account and the time period may be extended as appropriate to allow time to respond.

How we will engage with you

Website

The internet is a popular and effective way of communicating as information can be more widely accessed and documents can be downloaded. There are dedicated planning pages which we will ensure are kept up to date and provide opportunities for online consultation.

Emails and letters

Alongside a number of statutory consultees who we are required to consult we maintain an extensive stakeholder database which includes contact details of any individuals, businesses and organisations who have expressed an interest in being kept informed in the progress and production of planning documents that we produce. This can be tailored to limit contact to notification of specific documents only or to being kept informed of all planning consultations that take place. The database can be added to or details can be removed at any time at your request.

If you would like to be notified personally of any consultation on a planning document then please let us know and we will add you or your organisation to our database. Our preferred method of consultation is via email as it is more cost effective and better for the environment, however we recognise that this method is not suitable or appropriate for everyone therefore letters will be sent where requested.

Social Media

The use of social media such as Facebook and Twitter are now widely accepted as a means of communicating rapidly to a wide range and number of people. This can be particularly effective in communicating with young people or those who are time limited. We will therefore utilise this means of communication to notify people of updates on consultations, events and the status of documents.

Public Displays

Public displays can be an effective way of increasing awareness of documents which are subject to public consultation. We will therefore endeavour to use public displays where we consider they will add value. This can be particularly useful where there is a visual element to what is being consulted upon. In most cases the displays will be unmanned and situated in an appropriate, easily accessible location.

Press Releases and statutory notices

Using the newspaper as a method of consultation provides a means of ensuring that we communicate information as widely as possible and in some instances it is a statutory requirement to provide notification via this means. We do however recognise that this is less personal and will in most instances use this in combination with other ways of communicating with you.

Local Libraries

Consultation documents will be made available in printed and online format will be available to view at Carlisle Central Library, as well as Brampton and Longtown, for up to date details on location and opening hours of the libraries visit www.cumbria.gov.uk/libraries.

Customer Contact Centre

Printed copies of all consultation documents will be available to view at Carlisle City Council' Customer Contact Centre, please view the Council's website for up to date details opening hours.

Workshops/meetings

The decision may be made to hold workshops or meetings. These will generally involve specific groups where it is considered that a more detailed and focussed discussion is necessary. Where these are felt to be relevant individuals will be invited to attend.

How can you respond?

Consultation Response Form

Consultation response forms with guidance notes will be provided for all consultations on DPDs and SPDs. These will be available to download from the Council's website or can be obtained in the District's libraries and at the Council's Customer Contact Centre.

Stakeholder workshops

Workshops can be an effective means of engaging with specific groups and these will be arranged where appropriate, with participants being invited to attend.

Public Meeting Requests

In certain instances, where for example, a particular community is affected, it may be considered appropriate to conduct a public meeting to enable a more in depth discussion to take place. The Council are open to requests for these to be undertaken

where it is considered to be beneficial. Existing groups such as Parish meetings can provide opportunities to engage with communities more directly.

How we will respond to you

We undertake to acknowledge all representations received within 10 working days of a consultation closing. Where stakeholder workshops have been undertaken, a summary of the feedback following the event will be made available, where requested, for attendees.

Following public consultation reports detailing the consultation outcomes will be made available to view on our web site.

Community-Led Planning Documents

Neighbourhood Planning

The Localism Act 2011 introduced Neighbourhood Planning in England. It provides communities (led by one of three types of organisation known as qualifying bodies⁶) with the right to draw up a Neighbourhood Development Plan/Neighbourhood Development Order for their area. This allows communities to have a greater say in how the area in which they live or work develops identifying what is important to them, enabling them to allocate land for development and establishing policies which are locally to specific to their area. However these Plans/Orders must be in conformity with national planning policy and the strategy and policies contained within the Local Plan. On adoption of a Neighbourhood Development Plan/Order these documents sit alongside the Local Plan.

Whilst the Neighbourhood Planning process is community led, the local planning authority has a duty to provide advice, assistance and support to qualifying bodies, hold an examination into the Plan, make arrangements for a referendum, and ultimately adopt the Neighbourhood Plan/Development Order as part of its own Development Plan. It is also the role of the Local Authority to agree/designate the geographical neighbourhood development plan/order area and 'make' the Plan or order (bring it into force) as part of the development plan, following a successful referendum. The Investment and Policy Team will work closely with communities to support them in the production of Neighbourhood Plans.

⁶ A parish or town council; a neighbourhood forum; a community organisation

Consultation on a Neighbourhood Development Plan/Order is determined by the group producing the Plan/Order, however they must comply with the Neighbourhood Planning (General) Regulations 2012.

Overview of Stages in the preparation of a Neighbourhood Development Plan

Stage	Opportunity to get involved and who leads on the consultation
Receipt of application for NDP (Reg 6 & 9)	<p>The council shall consult for not less than 6 weeks, as soon as possible after receipt of a complete application.</p> <p>We will publish the applications on the website and bring the applications to the attention of people who live, work or carry on business in the area to which the application relates.</p>
Publishing Designation of Neighbourhood Area and Neighbourhood Forum (Reg 7 & 10)	<p>If the Council approves the application, we will publicise the decision on the website and in such a manner to bring the designations to the attention of people who live, work or carry on business in the area to which the application relates.</p> <p>If refusing an area or forum application. The Council will publish :</p> <ul style="list-style-type: none"> - a decision statement setting out the reasons for refusal - details of where the decision may be inspected
Publicity by the Parish Council/ Neighbourhood Forum (NF) of a Neighbourhood Development Plan prior to submitting to the Council (Reg 14)	<p>The Parish Council/Neighbourhood Forum leads on this stage.</p> <p>Before submitting a Neighbourhood Development Plan to the Council, the Parish Council/Neighbourhood Forum should :</p> <ul style="list-style-type: none"> · consult for a minimum of 6 weeks. · ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates. · Send a copy of the NDP to the LPA <p>The Parish Council/ NF can determine how to consult at this stage but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.</p>
Following submission to the Council of the Neighbourhood Development Plan (NDP)	<p>The Council will</p> <ul style="list-style-type: none"> · Consult for a minimum of 6 weeks · publish the NDP on its website

(Reg 16)	<ul style="list-style-type: none"> · bring the NDP to the attention of people who live, work or carry on business in the area to which the plan relates. -consult the consultation bodies referred to in the Parish Council's/Neighbourhood Forum's Consultation Statement.
Publicising the Examiner's report (1990 Act schedule 4B para12 (11 & 12) Regulations 18 &19)	<p>As soon as possible after considering the examiners recommendations and deciding to take forward a NDP the Council must publish on the website and in such a manner to bring the report to the attention of people who live, work or carry on business in the area:</p> <ul style="list-style-type: none"> – the examiner's report. – its decisions and reasons in response to the examiner's report in a 'decision statement'. <p>The Council will send a copy to the Parish Council/ Neighbourhood Forum and anyone who asked to be notified of the decision.</p>
Referendum on the NDP	It is the Council's responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.
Publishing the NDP *subject to more than 50% people voting in favour of the NDP (Reg 20)	As soon as possible - after a successful referendum* -the Council should publish the NDP and an adoption statement and notify any person that has asked to be notified that it has been made.

Further information on Neighbourhood Planning and Neighbourhood Development Orders in Carlisle can be found at : www.carlisle.gov.uk/planning-policy/Neighbourhood-and-Rural-Planning