

# Agenda Item 6



**Executive**

## **Open Report on behalf of Andy Gutherson, Executive Director - Place**

Report to:	<b>Executive</b>
Date:	<b>03 September 2019</b>
Subject:	<b>Proposed Statement of Community Involvement</b>
Decision Reference:	<b>I018047</b>
Key decision?	<b>Yes</b>

### **Summary:**

The County Council is currently undertaking a statutory review of its existing Statement of Community Involvement (SCI) that was published in 2014 and sets out how the County Council will engage and consult the public and stakeholders with respect to the preparation of minerals and waste planning policy documents, and when determining planning and related applications.

On 18 December 2018 the Executive approved a Draft SCI for public consultation which took place from 21 January 2019 to 4 March 2019. The comments from that consultation exercise have been considered (Appendix A) and, where appropriate, modifications have been put forward (Appendix B) and incorporated into a Proposed SCI (Appendix C).

Subject to the endorsement of the Executive, the full County Council will be recommended to adopt the Proposed SCI. If this recommendation is accepted, the document would then be published on the County Council's website with the supporting documents.

### **Recommendation:**

That the Executive endorse the Proposed Statement of Community Involvement attached to this report as Appendix C and recommend to the full County Council that it is adopted as the final Statement of Community Involvement.

### **Alternatives Considered:**

1. Not to proceed with a recommendation to the full County Council to adopt the Proposed Statement of Community Involvement.

**Reasons for Recommendation:**

The Council is required to review the current SCI by October 2019 and then, if necessary, to update it. It is, however, already considered that the SCI needs to be updated with respect to changes in legislation, to make it more user friendly and to give greater emphasis to the role of social media in publicising planning matters.

Progressing the proposed SCI to adoption will therefore ensure that the County Council is complying with the statutory requirements by having an up to date SCI.

## 1. Background

1. The County Council is required by the Planning and Compulsory Purchase Act 2004 to have a Statement of Community Involvement (SCI) setting out how it will engage and consult the public and stakeholders with respect to:
  - the preparation of minerals and waste policy documents; and
  - the determination of planning applications, including related applications such as applications for listed building consent.
2. The current SCI was last updated in 2014 and, under the provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) ("the 2012 Regulations"), the County Council is required to review the document by October 2019 (five years from the last update).
3. On 18 December 2018, the Executive considered a report by the Chief Executive recommending that the SCI be reviewed and updated slightly early to:
  - take account of changes to legislation;
  - increase the use of social media; and
  - make the document clearer and more "user friendly".
4. The report put forward a Draft Consultation SCI which had been subject to the prior consideration of the Environment and Economy Scrutiny Committee. That Committee had supported the recommendation in the report to proceed with public consultation for a period of six weeks, but passed on the following comments as part of the consideration of the item:
  - The Committee stressed the need to set the correct level of expectation when publicising and notifying the public on planning applications.
  - The Committee supported greater use of both the County Council's social media channels and targeted social media such as Facebook.
  - The Committee highlighted the need to be clear and stressed the need to ensure that social media engagement included clear guidance on where and how to submit comments to the County Council.
  - A member of the Committee queried whether the proposal to issue press notices solely in the Lincolnshire Echo for certain types of application was a token gesture, due to its limited coverage across the County.

Having carefully considered the comments of the E&E Scrutiny Committee, the Executive approved the Draft SCI for public consultation.

Bodies Consulted on the Draft Statement of Community Involvement (January 2019)

5. Whilst there is no statutory requirement for the County Council to consult when reviewing and updating its SCI, it is considered to be good practice to do so in order to enable communities and other stakeholders to have their say on the content of the new SCI. Regard was therefore had to the consultation requirements for Local Plans (as set out in the 2012 Regulations) as a basis for identifying relevant consultees for the Draft SCI. In particular, involvement was sought from all relevant 'specific' and 'general' consultation bodies specified in the regulations.
6. The **Specific Consultation Bodies** consulted on the Draft SCI included (but were not limited to) statutory organisations such as:
  - The Environment Agency
  - Historic England
  - Natural England
  - Highways England
  - Statutory Undertakers and Infrastructure Providers (e.g. National Grid, Anglian Water, Western Power, BT)
  - Clinical Commissioning Groups
  - Greater Lincolnshire Nature Partnership
  - Greater Lincolnshire Local Enterprise Partnership
  - All Parish and District Councils within Lincolnshire [including the Lincolnshire Association of Local Councils], along with all neighbouring County, District and Parish Councils that share a border with Lincolnshire.

The **General Consultation Bodies** that were consulted on the Draft SCI included (but were not limited to):

- Voluntary bodies whose activities benefit Lincolnshire
- Bodies representing the interests of different racial, ethnic or national groups in Lincolnshire
- Bodies representing the interests of different religious groups in Lincolnshire
- Bodies representing the interests of disabled persons in Lincolnshire
- Bodies representing the interests of persons carrying on business in Lincolnshire.

In addition, all Members of the County Council were notified of the consultation. The Draft SCI was published for consultation on 21 January 2019 for a period of six weeks ending on 4 March 2019.

## Results of the Consultation Exercise

7. Details of the responses received during the consultation exercise are detailed in the Consultations Outcome Statement attached as Appendix A, which also includes the officer response to each comment received. A total of 26 respondents made 34 individual comments on the Draft SCI. The respondents included statutory and voluntary bodies, local authorities, parish councils and planning consultants. Of the 26 respondents, 15 were local authorities or parish councils, with two thirds of these organisations located outside of, but adjacent to, the County.
8. About half of all comments received either expressed support or had no specific comments or objection in relation to the Draft SCI. In terms of specific comments it is considered that the main issues raised are:
  - Gainsborough Town Council – would like to see wider use of press notices and social media beyond those specified in the Draft SCI;
  - South Lincolnshire Blind Society – state that the Draft SCI gives little consideration to how the County Council will engage and consult the blind population within the County, but has not made any specific recommendations for its improvement other than incorrectly stating that it contains no statement to say what alternative formats will be available.
  - Leicestershire County Council – recommend the removal of links to web pages because these frequently change thereby removing their usefulness
  - Heighington Parish Council – state that the amount of abbreviations used makes the document difficult to read and request that a glossary is included.
  - Hughes Craven Ltd (a consultancy specialising in minerals) – has raised a number of points on how the County Council will engage with mineral operators and their agents. In particular, concerns are raised over the use of the County Council's website as the preferred method for sharing information and receiving responses because, it is claimed, few mineral operators within the County actively check or are even aware of the website. They do, however, welcome the proposal to circulate letters to relevant parties, suggesting that this should include mineral operators and their agents. To enable this, they suggest that the County Council should establish a contact list of both operators and agents which should be updated on a regular basis.
  - Robert Doughty Consultancy Ltd – has also asked the Council to give a commitment to create and maintain a consultation database of mineral/waste operators and their agents.

## Comments of the Planning and Regulation Committee

9. In addition to the general consultation carried out on the Draft SCI, the Planning and Regulation Committee were asked for their informal comments at their meeting on 4 March 2019. The Committee welcomed progress on the review of the Statement of Community Involvement and was particularly supportive of the proposed use of social media to publicise some applications. They recommended, however, that this should be extended to cover minor applications that affect the setting of a listed building or the character and appearance of a conservation area.
10. The Committee also questioned the proposal to limit press notices to the Lincolnshire Echo, which they advised is not widely available in all parts of the County – particularly in the south. Whilst they acknowledged the limited benefit and high cost of press notices, they considered that limiting notices to one newspaper was a minimal "tick box" approach. They therefore recommended that in those parts of the County where the Lincolnshire Echo is not widely available, other local papers should be used. In this respect the point was made that some people, particularly the elderly, were not on the internet and relied on local papers. In addition, they considered that opportunities should be sought to publicise applications in local free papers.
11. Finally, the view was expressed that neighbour notifications should not be restricted to adjoining properties, but should be distributed more widely.

## Modifications to the Draft Statement of Community Involvement

12. In response to the comments made on the Draft SCI, a number of modifications have been proposed as set out in the Proposed Schedule of Modifications to the Draft Statement of Community Involvement (January 2019) attached as Appendix B. These include the following:
  - Extended use of Social Media – it is proposed to extend the use of social media to publicise planning applications for minor development which affect the setting of a listed building or character and appearance of a Conservation Area (excluding works that only affect the interior of Grade II Listed Buildings) recognising the particular sensitivity of these designations. This should address one of the concerns of the Planning and Regulation Committee and will go some way to addressing the concerns of Gainsborough Town Council.
  - Alternative Languages and Formats – the draft SCI already includes contact details for obtaining the document in alternative languages and formats, but this is located at the back of the document. To make it more prominent, it is proposed to emphasise this information on the contents page of the document in response to the concerns of the South Lincolnshire Blind Society.

- Removal of links to individual web pages – where reference is made to County Council documents, the link will be replaced by reference to the County Council's web site where the document can be accessed. In other cases, it should be straight forward to locate the documents through a search engine such as Google. This should overcome the potential problem of links being changed identified by Leicestershire County Council.
- Inclusion of a List of Abbreviations – to address the concerns of Heighington Parish Council.
- Increased Press Notice coverage – the concerns raised over use of the Lincolnshire Echo is that this paper is not widely available in certain parts of the County. The proposed SCI therefore removes the reference to the Lincolnshire Echo and simply states that for certain types of application a press notice will be placed in a local newspaper. The choice of newspapers will be regularly reviewed, but initially it is proposed to use the Lincolnshire Echo for most of the County where it is readily available, the Skegness Standard in the east, and the Lincolnshire Free Press in the south. This should help to address concerns originally raised by the Environment and Economy Scrutiny Committee and subsequently echoed by the Planning and Regulation Committee.
- Greater clarity that the County Council will use its discretion to contact relevant residents and businesses (including the minerals and waste industry) during Development Plan Document production and a commitment to set up and maintain an "opt-in" consultee list – in response to concerns raised by Hughes Craven Ltd and the Robert Doughty Consultancy Ltd.

Appendix B also includes a number of proposed minor modifications to improve the document's presentation, amend typographical errors and to reflect its status as the proposed final document. These have been incorporated into the Proposed SCI attached as Appendix C.

## **2. Legal Issues:**

### Equality Act 2010

Under section 149 of the Equality Act 2010, the Council must, in the exercise of its functions, have due regard to the need to:

- \* Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- \* Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- \* Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- \* Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- \* Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- \* Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding.

Compliance with the duties in section 149 may involve treating some persons more favourably than others.

The duty cannot be delegated and must be discharged by the decision-maker. To discharge the statutory duty the decision-maker must analyse all the relevant material with the specific statutory obligations in mind. If a risk of adverse impact is identified consideration must be given to measures to avoid that impact as part of the decision making process.

An Equality Impact Assessment has been carried out and attached to this report as Appendix D. No positive or adverse impacts have been identified, subject to the comments below:

The South Lincolnshire Blind Society has expressed concern that the Draft SCI gives little or no consideration of how the County Council will engage and consult with the blind population. The society state that thought as to how this group of people may provide positive and meaningful input should be one of the prime objectives. In particular, they point out that there is no mention in the consultation letter or Draft SCI to say what alternative formats will be available. The society does not, however, put forward any suggestions on how the Council could better engage and consult with the blind population.

In response, it is considered that the Draft SCI does provide a comprehensive suite of measures to maximise community engagement through the mechanisms that are available to the authority. For Development Plan Documents, paragraph 2.8 states that specific organisations targeting under represented and seldom heard groups will be identified with assistance from the Council's Community Engagement Team and utilised during consultation. The "general consultees" notified during DPD production includes bodies that represent the interests of the blind population, such as the South Lincolnshire Blind Society.

For planning applications, consultation and publicity is more targeted and locationally specific. It is considered that the increased use of social media in addition to traditional methods is sufficient to involve all groups and individuals that may be affected by particular proposals.

Section 6 of the Draft SCI provides contact details for all enquiries regarding alternative languages and formats for the information in the document. It is, however, acknowledged that this information would be better placed at the beginning of the document to make it more prominent and to assist individuals utilising "text-to-speech" software. The Proposed SCI has been modified accordingly.

#### Joint Strategic Needs Analysis (JSNA and the Joint Health and Wellbeing Strategy (JHWS)

The Council must have regard to the Joint Strategic Needs Assessment (JSNA) and the Joint Health & Wellbeing Strategy (JHWS) in coming to a decision.

It is considered that the Draft SCI would contribute to the aims of the JSNA and JHWS by improving the consultation/publicity given to planning matters that could affect the environment, thereby increasing the opportunity for representations to be made about the impacts and for remediation to be put in place.

#### Crime and Disorder

Under section 17 of the Crime and Disorder Act 1998, the Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances in its area and re-offending in its area

This obligation has been considered but is not thought to be directly affected by the proposals in this report.

### **3. Conclusion**

As previously stated, only 26 responses were received on the Draft SCI and about half of all the comments either expressed support or had no specific comments or objections. Where specific comments have been made, these have been considered together with the views of the Environment and Economy Scrutiny Committee and the Planning and Regulation Committee and, where appropriate, modifications have been incorporated into a Proposed SCI (Appendix C).

Some stakeholders, such as Gainsborough Town Council, would like the Council to go further in the use of press notices and social media. However, it is considered that the Proposed SCI strikes the right balance between ensuring effective communication without overwhelming the public/stakeholders on issues which are unlikely to affect them, or would entail excessive costs for the Council.

It is considered that the approach set out in the Proposed SCI will promote an open and transparent process in terms of how the County Council will engage and consult the public and stakeholders when producing planning policy documents and determining planning applications.

#### **4. Legal Comments:**

Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires the Council to review its Statement of Community Involvement every 5 years.

Under s23(5) of the Planning and Compulsory Purchase Act 2004, a Statement of Community Involvement must be adopted by resolution of the authority. The final decision to adopt the new Statement is therefore reserved to full Council on the recommendation of the Executive.

The decision is consistent with the Policy Framework and it is within the remit of the Executive to decide whether to recommend the draft document referred to in the Report to the full Council for approval.

#### **5. Resource Comments:**

Accepting the recommendation for the Executive to endorse the Proposed Statement of Community Involvement and recommend its adoption to the full County Council should have no material impact on the budgets of the Council.

### **6. Consultation**

#### **a) Has Local Member Been Consulted?**

n/a

#### **b) Has Executive Councillor Been Consulted?**

Yes

#### **c) Scrutiny Comments**

The Environment and Economy Scrutiny Committee considered this report on 9 July 2019. The Committee supports the adoption of the Statement of Community Involvement.

In its discussion of the item, the Committee focused on the *Methods of Notification and Publicity* (Paragraph 5.8 and Table 3 of the Statement). The Committee recognises the importance of printed press notices for certain types of application [*line 2 of Table 3*], in particular for those residents who cannot access information online.

Whilst two newspapers have been cited in the footnote to Table 3 as alternatives for those parts of the county where the *Lincolnshire Echo* is not available, there might be other newspapers that could be considered for these areas, for example the Boston area. The Committee suggests that other printed newspaper options

might be explored, but notes that the newspapers used for printed press notices will be reviewed regularly.

In addition, the following points were also considered during the discussion:

- Extending relevant consultations beyond the Lincolnshire county boundary would be welcomed and it was noted that previously representations had been received on certain applications from parish councils in adjacent counties.
- Improvements were due to be made to the County Council's website and it was hoped these improvements would make it easier for users to access the pages with planning applications.
- Whilst it was accepted that *County News* was not appropriate for publicising specific planning applications, it was suggested that it could be used generally to publicise the planning pages on the County Council's website.
- It was suggested that the parish councils could be requested to circulate consultations on planning matters or at least draw attention to them on their notice boards.

**d) Have Risks and Impact Analysis been carried out?**

Yes

**e) Risks and Impact Analysis**

Appendix D

**6. Appendices**

These are listed below and attached at the back of the report	
Appendix A	Consultation Outcomes Statement
Appendix B	Proposed Schedule of Modifications
Appendix C	Proposed Statement of Community Involvement
Appendix D	Equality Impact Assessment

**7. Background Papers**

Document title	Where the document can be viewed
The Report to the Executive on 18 December 2018 - Draft Statement of Community Involvement	<a href="http://www.lincolnshire.gov.uk">www.lincolnshire.gov.uk</a>

This report was written by Adrian Winkley, who can be contacted on 01522 554818 or [adrian.winkley@lincolnshire.gov.uk](mailto:adrian.winkley@lincolnshire.gov.uk).



**Lincolnshire County Council  
Draft Statement of Community Involvement (January 2019)**

**CONSULTATION OUTCOMES STATEMENT**

**September 2019**

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Appendix 1: Copy of Consultation Letter and Response Form

Appendix 2: Comments received on the Draft Statement of Community Involvement (January 2019), and the County Council's responses

## **1. Introduction**

- 1.1 Lincolnshire County Council is required to produce a Statement of Community Involvement (SCI) which outlines how the Council will engage and consult the public and stakeholders when producing planning policy documents associated with the Lincolnshire Minerals and Waste Local Plan, and when the public can have their say on the determination of planning applications that the Council deals with.
- 1.2 The requirement to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) also require SCI's to be reviewed every five years.
- 1.3 In Autumn 2018 the Council began work on a new SCI to replace the previous document which was last updated in 2014. A draft of the replacement SCI was published for public consultation in January 2019.
- 1.4 This Consultation Outcomes Statement sets out the responses received during the consultation on the draft replacement SCI and the County Council's response to them.

## **2. Draft Statement of Community Involvement (January 2019)**

- 2.1 A Draft SCI was published by Lincolnshire County Council for a six week period of consultation between 21 January 2019 and 4 March 2019. This was a non-statutory consultation.
- 2.2 As set out in the national Planning Practice Guidance (PPG), there is no requirement for local planning authorities to consult when reviewing and updating their SCI. However, the County Council considered it important to enable communities and other stakeholders to have their say on the content of the new SCI and the proposed methods of engagement and consultation before it was adopted by the authority.
- 2.3 The consultation specifically included the following:
  - Written communication (by e-mail or letter) to 'specific' and 'general' consultation bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012, informing them of the consultation and how to access the associated documentation;
  - Electronic copies of the Draft SCI and its accompanying response form made available to view and download from the County Council's website;

- Publicising the consultation by press release, and through the County Council's social media channels (including six adverts on Facebook).
- 2.4 A copy of the consultation letter and the response form that accompanied the Draft SCI are included in Appendix 1.

### **Responses Received**

- 2.5 A total of 26 respondents made 34 individual comments on the Draft SCI. Respondents included statutory and voluntary bodies, local authorities, parish councils and planning consultants. About half of all comments received either expressed support or had no specific comments or objections in relation to the Draft SCI.
- 2.6 Of the 26 respondents, 15 were local authorities or parish councils, with two thirds of these organisations located outside of (adjacent to) Lincolnshire's boundary. Appendix 2 sets out all of the comments received in relation to the Draft SCI, along with the Council's responses where particular issues or concerns were identified.
- 2.7 In response to the comments received during consultation, the Council made a number of modifications to the Draft SCI. These modifications are incorporated into the final adopted SCI, and are detailed in a separate '**Schedule of Modifications**' document which accompanies the adopted SCI.

### **3. Conclusion**

- 3.1 Although not specifically required by legislation, the County Council has carried out comprehensive consultation and engagement on the replacement SCI prior to its adoption by the authority, in order to ensure the views of stakeholders and local communities have been taken into account. The outcome of this consultation and engagement has informed the contents of the final SCI.

## **Appendix 1**

### **Copy of Consultation Letter and Response Form**

Our Ref: SCI Letter  
Your Ref:

18 January 2019

**Planning Services**  
Lincolnshire County Council  
Lancaster House  
36 Orchard Street  
Lincoln  
LN1 1XX

Tel: (01522) 782070  
Email: mineralsandwaste@lincolnshire.gov.uk

Dear Sir/Madam,

#### **RE: Help us communicate better with you on planning matters**

We're writing to ask for your help.

The County Council is the Mineral and Waste Planning Authority for Lincolnshire. This means we are responsible for preparing policy documents relating to mineral working and waste management, and for determining planning applications relating to those matters. In addition, we also have powers to determine applications for our own development such as new road schemes and improvements to county schools.

When we produce new planning policy documents or determine planning applications, we are required to find out what people think about it. With this in mind, we'd like to know how you think we can better communicate with you on planning decisions which matter to you.

We want to make sure that information is getting to you at the right time, through the right channels, whether that would be through the media, social media, or letters.

In the past, the way we have communicated with people has been set out in our Statement of Community Involvement (SCI). This is a statutory document which is now due for review under the Town and County Planning (Local Planning) (England) Regulations 2012.

We've put together a draft replacement SCI document, which we'd very much welcome your comments on.

It is available via [www.lincolnshire.gov.uk/mineralsandwaste](http://www.lincolnshire.gov.uk/mineralsandwaste)

If you'd like to give us feedback, please complete the response form which is available on our website and send it to [mineralsandwaste@lincolnshire.gov.uk](mailto:mineralsandwaste@lincolnshire.gov.uk) or to the contact details at the top of this letter.

To ensure your comments are taken into account, please have them with us between Monday 21 January and 5pm on Monday 4 March 2019.

Your suggestions will then help improve our processes and ways of working.

Thank you for your help.

Yours faithfully

Minerals and Waste Policy Team Leader



# Lincolnshire County Council

## 'Draft' Statement of Community Involvement (January 2019)

### Response Form

#### PART A

For Office Use Only

Ref No:

Entered by:

Date Received:

<b>Your Details</b>	
Name .....	If you have been appointed by somebody to act as their representative, please provide their details Name .....
Organisation ( <i>if applicable</i> ) .....	Organisation ( <i>if applicable</i> ) .....
Address .....	Address .....
Postcode .....	Postcode .....
E-Mail .....	E-Mail .....

#### Guidance Notes

- Please use this form when making comments on the Draft Statement of Community Involvement.
- Please make sure that you read the Draft Statement of Community Involvement before completing your response. You can find it online at: [www.lincolnshire.gov.uk/mineralsandwaste](http://www.lincolnshire.gov.uk/mineralsandwaste)
- You can download/print more forms via the website: [www.lincolnshire.gov.uk/mineralsandwaste](http://www.lincolnshire.gov.uk/mineralsandwaste)
- Details of where to send completed response forms are included at the bottom of this form. These contact details can also be used to request hard copies of the Draft Statement of Community Involvement and/or response forms.

#### What will happen to my response?

- Your response(s) will be taken into consideration and assigned an individual reference number.
- Comments received may be made available for public viewing, and therefore, no comments can be treated as confidential.
- All comments received and information provided will be processed in accordance with Data Protection Legislation and as set out in the Planning Services Privacy Notice available on the County Council's [website](#).

If you have any further queries regarding this form please contact Planning Services on 01522 782070 or e-mail: [mineralsandwaste@lincolnshire.gov.uk](mailto:mineralsandwaste@lincolnshire.gov.uk)

Signature:	Date:
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## PART B

Please complete Part B for each comment you wish to make (you will need to complete a separate sheet for each comment). You only need to complete Part A once.

1. Which part of the Draft Statement of Community Involvement (January 2019) does your comment relate to?

**Paragraph**

**Table** (specify page no.)

2. Please make your comment below. If you disagree or object to a particular paragraph or approach, please provide suggestions for how to address your concerns:  
*(You can continue your comments on a separate sheet if necessary)*

3. Do you consider that the consultation/publicity measures set out in the Draft Statement of Community Involvement will reach under-represented and seldom heard groups in Lincolnshire, including people with protected characteristics (see paragraph 2.7)? If not, please provide suggestions for how to better involve these groups:

**This consultation is from Monday 21 January 2019 to  
5pm on Monday 4 March 2019\***

Completed forms should be returned to: **Planning Services**, Lincolnshire County Council, Lancaster House, 36 Orchard Street, Lincoln, LN1 1XX

Or emailed to: **mineralsandwaste@lincolnshire.gov.uk**

**\*Please note, only comments received in writing or by e-mail within the consultation period ending at 5pm on Monday 4 March 2019 will be considered.**

## Appendix 2

### Comments received on the Draft Statement of Community Involvement (January 2019), and the County Council's responses

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
1	Regulator of Social Housing		Thank you for your email. However, we do not require you to send these communications to the Regulator of Social Housing.		Noted.
2	Greatford Parish Council		My thanks for this notification, it will be passed on to our PC members, and will be replied to in the near future.		Noted. (No further comments received).
3	Witham Fourth District Internal Drainage Board		Thank you for your enquiry, someone will reply to you as soon as possible.		Noted. (No further comments received).
4	CLH Pipeline System Ltd (Fisher German)		Thank you for your email to CLH Pipeline System Ltd dated 18 January 2019 regarding the above. Please find attached a plan of our client's apparatus. We would ask that you contact us if any works are in the vicinity of the CLH-PS pipeline or alternatively go to <a href="http://www.linerearchbeforeudig.co.uk">www.linerearchbeforeudig.co.uk</a> , our free online enquiry service.		A 'linerearch' exercise is routinely carried out and appropriate consultation undertaken at the planning application stage. Where appropriate, informatives are included with any planning permission granted. It is the responsibility of site developers to contact relevant infrastructure operators with regard to consent and easement requirements relating to any infrastructure affecting sites.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
5	Natural England		<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at:</p> <p><a href="https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals">https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</a>.</p> <p>We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a>. This system enables us to deliver the most efficient and effective service to our customers.</p>		Noted.
Page 811	NATS Safeguarding Office		<p>NATS acknowledges receipt of the consultation regarding the above and the Statement of Community Involvement (SCI) and has no comments to make. Please take this opportunity to check the contact details you have for NATS as per the information below, and note our preference to receive consultation/requests electronically.</p>		Noted.
6	South Lincolnshire Clinical Commissioning Group		<p>Thank you for the information you sent through.  I have reviewed and have no specific comments.  Please continue to keep in touch through our generic mailbox.</p>		Noted.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
8	Gainsborough Town Council	Para. 5.9 / Table p16	Members are concerned at the choices made in terms of notification methods and would like to see wider use of press notices and social media beyond those specified in the table on page 16.	Greater use of social media.	<p>A core aim of the Draft SCI is to improve community engagement through greater use of Social Media.</p> <p>The Draft SCI proposes the use of social media to publicise consultations on planning policy documents and many types of application, including all planning applications except for minor development. Press notices are also proposed for many types of application, including all planning applications except for minor development. Press notices are not required for Planning Policy documents, however the Draft SCI proposes the use of informal press-releases.</p> <p>It is considered that Social Media and Press Notices are not necessary for all types of application, particularly planning applications for minor development and applications for other types of consent/prior approval. However, it is proposed to extend the use of social media to planning applications for minor development which affect the setting of a listed buildings or character and appearance of a Conservation Area – recognising the particular sensitivity of these designations. With these changes in place it is considered that collectively the proposed notification methods set out in the Draft SCI would provide an appropriate balance between maximising community engagement and managing resources effectively.</p>

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
9	South Lincolnshire Blind Society	Para. 1.5	Little or no consideration of how you will engage and consult with the blind population within the County. Thought as to how this group of people may provide positive and meaningful input should be one of the prime objectives. There is no mention within your letter or draft statement to say what alternative formats will be available.		<p>The Draft SCI proposes a comprehensive suite of measures to maximise community engagement through the mechanisms that are available to the authority.</p> <p>For DPD's, paragraph 2.8 notes that specific organisations targeting under represented and seldom heard groups will be identified with assistance from the Council's Community Engagement Team and utilised during consultation. The 'general consultees' notified during DPD production also include bodies that represent the interests of the blind population, such as South Lincolnshire Blind Society.</p> <p>For planning applications, consultation and publicity is more targeted and locationally specific. It is considered that the increased use of social media in addition to traditional methods is sufficient to involve all groups and individuals that may be affected by particular proposals.</p> <p>No suggestions have been put forward to assist the Council to better engage and consult with the blind population within the County beyond the measures specified.</p> <p>Section 6 of the Draft SCI provides contact details for all enquiries regarding alternative languages and formats for the information in the document. It is however acknowledged that this information would be better placed at the beginning of the document, particularly to assist those individuals utilising 'text-to-speech' software. It is proposed to modify the SCI accordingly.</p>
10	Rutland County Council	Whole document	Rutland County Council has no comments to make about the Statement of Community Involvement.	No comment.	Noted.
11	Leicestershire County Council		I have only one point for LCC to consider and that is the use of links to web pages in the document. Though, I support the intent of making the document more useful through these links they frequently change thereby removing their usefulness and, from experience, can cause more work through the need for more frequent updates of the document (probably particularly so if the links are external and outside the control of LCC). But, this is entirely LCC's decision and I have no causes of concern with the content of the draft document.		<p>Noted.</p> <p>The web page links within the Draft SCI will be reviewed and reduced in number if considered appropriate.</p>

<b>ID</b>	<b>Respondent</b>	<b>1) Paragraph / Table</b>	<b>2) Comments</b>	<b>3) Measures reach under represented / Protected Characteristics?</b>	<b>LCC (Officer) Response</b>
12	Collingham Parish Council		The Parish Council acknowledge that this is a positive statement and is fully supported. The inclusion of communities located very close to, but not in the County of Lincolnshire is commended and very much appreciated as the impact of planning decisions on such communities can often be greater than those with the the County.		Noted.
13	Horncastle Town Council	Para. 5.8 / Table p14	Ref Neighbour Notifications: Could LCC please also notify the Town Council if residents of Horncastle have received notifications. Planning Register/Website: Would it be possible to have the facility to set up 'Alerts' for applications where we have an interest & also automatically receive notifications of changes/decisions.		Neighbour notifications will be carried out on a discretionary basis as set out in the Draft SCI. Town/Parish Councils are, and will continue to be notified of planning applications within their administrative areas. Details of neighbours notified are displayed on the Council's planning register/website. Town/Parish Councils will also be notified of decisions in relation to applications they are consulted on.  It is not currently possible to set up automatic alerts in relation to planning applications, however all information is readily available on the council's planning register/website.
14	Brigg Town Council		No Comments.	Yes.	Noted.
15	Historic England		Thank you for the opportunity to engage with the above. I can advise that Historic England supports the reference to our role as a specific consultation body (statutory consultee), and has no other comments to make on the draft document at this time.		Noted.
16	Environment Agency		Thank you for giving us the opportunity to review the Draft Statement of Community Involvement. I can advise that we are satisfied, as a statutory consultee in the planning process, in the manner/mode in which we are consulted by Lincolnshire County Council on planning matters and have no further comments to make.		Noted.
17	West Stockwith Parish Council		West Stockwith Parish Council have authorised me to thank you for the involvement in this consultation and state that they have no major comments to make.		Noted.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
18	Hughes Craven Ltd	Para. 1.5	<p>Whilst it is noted that the County Council's website is the preferred method for sharing information and receiving responses, few of the mineral operators within the County actively check, or are even aware of, the website.</p> <p>The proposal to circulate letters to relevant parties is welcomed and it is suggested that these parties should include both agents and operators that are, or have recently been, active within the County.</p> <p>In order to ensure that information reaches all relevant parties it is suggested that a contact list, including both agents and operators, is established to aid consultations. This should be updated on a regular basis to ensure that information reaches all relevant parties.</p>	<p>The proposed consultation/publicity measures are considered sufficient to adequately reach the above groups.</p>	<p>The Draft SCI proposes a comprehensive suite of methods of publicity, consultation and engagement for planning applications and policy documents to ensure relevant interested parties and the wider public are involved. The proposed measures are considered sufficient.</p> <p>It is considered that, as private commercial enterprises, current and previous mineral operators and their representatives have a responsibility to keep themselves up to date with the Council's website and other means of information distribution in relation to planning matters in which they have an interest.</p> <p>Notwithstanding the above, in addition the Council will establish an 'opt-in' e-mail contact list for any parties that wish to be kept informed of planning policy matters. It will be the responsibility of such interested parties to inform the Council if their details change or if they wish to be removed from this list.</p>
19 Page 815	Hughes Craven Ltd	Para. 2.13 / Table p6	<p>The 'Additional Measures to be Utilised' should include a list of agents and operators that are, or have recently been, active within the County.</p>		<p>This is not considered necessary. The table already identifies that under regulation 18 the Council should invite representations from such 'residents and other persons carrying on business within the area' that it considers appropriate. This would include contacting the mineral and waste industry where considered appropriate.</p> <p>It is proposed to amend paragraph 2.5 and associated bullet points to make it clearer that the Council will use its discretion to contact relevant residents and businesses during DPD production.</p>

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
20	Hughes Craven Ltd	Para. 2.20	Notification of the documents being available for inspection should also be forwarded (by letter or email) to agents and operators that are, or have recently been, active within the County.		Not considered necessary (see above comments). All 'general' and 'specific' consultation bodies that have been previously invited at Regulation 18 stage will be contacted in line with regulations. All information will also be made publicly available on the Council's website. Those that have specifically requested to be notified of submission of a DPD will also be notified, including those added to the proposed 'opt-in' contact list.
21	Hughes Craven Ltd	Para. 2.22	Details of the upcoming hearings should also be forwarded (by letter or email) to agents and operators that are, or have recently been, active within the County.		Not considered necessary. In line with the relevant regulations, only stakeholders that make formal representations on proposed submission DPDs will be individually notified by the council prior to the opening of any public hearings. This would include any agents or operators that made formal representations.  In addition, details of examinations and public hearings will be widely publicised and made available as set out in the Draft SCI, and it will be the responsibility of any other stakeholders and interested parties to familiarise and keep themselves up to date with this information.
22	Hughes Craven Ltd	Para. 2.27	Agents and operators that are, or have recently been, active within the County, should also be consulted on the scope of the SA/SEA at the start of the document preparation.		The Council is only required to consult statutory consultation bodies on the initial 'scope' of the SA/SEA. It is not considered necessary to go beyond this when subsequent SA/SEA reports will be consulted on comprehensively at relevant stages of DPD production, at which point interested parties can make any comments on the SA/SEA process.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
23	Hughes Craven Ltd	Para. 2.3	<p>The recent improvements to the Council's minerals and waste page are welcomed however the provision of up to date information would be helpful.</p> <p>For example, there are still no Monitoring Reports uploaded and therefore agents and operators are unaware of any progress that has been made and/or any areas of concern which may be emerging.</p> <p>More regular updates to the Minerals and Waste Development Scheme would also be welcomed and would help the industry to plan ahead in bringing matters and/or sites forward for consideration.</p> <p>The publication of these up to date reports would allow the industry to provide feedback to the Council on emerging trends/proposed works which, in turn, is likely to be of benefit in the Local Plan Review process.</p>		<p>Comments noted.</p> <p>The Council is in the process of finalising the collation and analysis of data in order to publish the Monitoring Reports relating to the adopted Minerals and Waste Local Plan. These reports will be made available on the website as soon as possible.</p>
24	Hughes Craven Ltd	Para. 2.5	<p>In order to ensure effective consultation with the industry it is suggested that agents and operators that are, or have recently been, active within the County are specifically included in the consultation list.</p> <p>It is suggested that an agent/operator consultation list is established to ensure that all relevant industry contacts are included. Any such list should be updated on a regular basis.</p>		<p>Under regulation 18 the Council should invite representations from such 'residents and other persons carrying on business within the area' that it considers appropriate. This would include contacting the mineral and waste industry where considered appropriate.</p> <p>It is proposed to amend paragraph 2.5 and associated bullet points to make it clearer that the Council will use its discretion to contact relevant residents and businesses during DPD production.</p> <p>In addition the Council will establish an 'opt-in' e-mail contact list for any parties that wish to be kept informed of planning policy matters. It will be the responsibility of such interested parties to inform the Council if their details change or if they wish to be removed from this list.</p>

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
25	Hughes Craven Ltd	Para. 3.3	Agents and operators that are, or have recently been, active within the County should be included in those notified in all minerals/waste SPDs.		<p>Paragraph 3.3 states that the council may choose to specifically notify those individuals, businesses, organisations and groups which it thinks will have a particular interest in a SPD. This would include contacting the mineral and waste industry where considered appropriate.</p> <p>In addition the Council will establish an 'opt-in' e-mail contact list for any parties that wish to be kept informed of planning policy matters. It will be the responsibility of such interested parties to inform the Council if their details change or if they wish to be removed from this list.</p>
26	Hughes Craven Ltd	Para. 4.2	<p>Wherever possible, within their comments and advice to those preparing Neighbourhood Plans, the County Council should encourage contact to be made with any minerals/waste operators within, or adjacent to, the Plan area.</p> <p>This may be of particular relevance if mineral safeguarding issues, or the presence of dormant mineral permissions, should be considered within the Neighbourhood Plan.</p>		<p>The adopted Minerals and Waste Local Plan is part of the statutory development plan, and it is the responsibility of those preparing Neighbourhood Plans to ensure it is given due consideration, and to determine which landowners/operators should be involved in the process. However, in accordance with paragraph 4.2, where resources allow, the Council will endeavour to highlight any minerals and waste safeguarding issues when responding to Neighbourhood Plan consultations. Dormant mineral sites however are not safeguarded in the adopted Minerals and Waste Local Plan.</p>
27	Kirton in Lindsey Town Council		Kirton in Lindsey Town Council would like to thank Lincolnshire Council for seeking its views on this consultation however have no comments to make at this time.		Noted.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
28	Heighington Parish Council		<p>The amount of abbreviations, makes the document difficult to read smoothly, and having to go back and forwards looking for the original definition is time consuming.</p> <p>I would have liked to of seen a glossary of abbreviations as an easy reference, particularly for those not familiar with those terms.</p>	<p>No as the media identified is general, and the proposed challenges etc (2.8) does not detail what will be done only a variety of media. So is difficult to answer.</p>	<p>A list of abbreviations will be included as an appendix to the SCI.</p> <p>The Draft SCI proposes a comprehensive suite of measures to maximise community engagement through the mechanisms that are available to the authority.</p> <p>For DPD's, paragraph 2.8 notes that specific organisations targeting under represented and seldom heard groups will be identified with assistance from the Council's Community Engagement Team and utilised during consultation.</p> <p>For planning applications, consultation and publicity is more targeted and locationally specific. It is considered that the increased use of social media in addition to traditional methods is sufficient to involve all groups and individuals that may be affected by particular proposals.</p> <p>No suggestions have been provided as to how the Council could better reach under-represented groups and people with protected characteristics beyond the measures specified in the Draft SCI.</p>
29	Peterborough City Council		<p>Thank you for consulting Peterborough City Council on your draft Statement of Community Involvement. Having read through the draft document, I can confirm that the Council has no comments to make.</p>		<p>Noted.</p>
30	Central Lincolnshire Local Plan Team	Whole document	<p>The Central Lincolnshire Local Plan Team have no comment to make on the Draft Statement of Community Involvement (January 2019).</p>		<p>Noted.</p>

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
31	Robert Doughty Consultancy Ltd	Para. 2.5	<p>The comments below refer specifically to paragraph 2.5, but the principle can be applied to a number of paragraphs throughout the Draft Statement of Community Involvement (SCI).</p> <p>Paragraph 2.5 lists the type of organisations who will be informed of consultations as part of the Development Planning Document process. We are concerned that mainly statutory consultees will be contacted. It is unclear how, or indeed, if, planning agents and site operators will be involved in the various stages of consultation. Planning agents and operators will be able to offer their experience of operating the plan, together with detailed knowledge of changes to the minerals and waste industries, which should improve the plan policies and reduce the number of objections to a plan and the time taken on examining new policy documents.</p> <p>This practice, like a number of other businesses, has extensive experience operating the Minerals and Waste policies and it would be beneficial for the Minerals Planning Authority to actively engage with applicants, agents and operators when preparing planning policies. The Robert Doughty Consultancy Limited, for instance, has been involved in a number of applications that require to be tested against policies in the Minerals and Waste Local Plan, whether these are minerals and waste proposals, or other proposals that require an assessment under Policy M11. We consider that feedback of our experience will provide great assistance in the drafting of future planning policies.</p> <p>The last bullet point in paragraph 2.5 does refer to 'Businesses considered appropriate' but does not define what appropriate will mean. This may help local businesses understand the role that they may be expected, or asked, to play in the preparation of planning policy. The SCI could include commitment to create and maintain a consultation database of consultees. Agents and operators would then know if they will be consulted and can apply to be included or excluded from the list as appropriate.</p> <p>We ask that if such a database is put in place that the Robert Doughty Consultancy Limited be included as a consultee.</p>	No Comments	<p>Under regulation 18 the Council should invite representations from such 'residents and other persons carrying on business within the area' that it considers appropriate. This would include contacting the mineral and waste industry where considered appropriate.</p> <p>It is proposed to amend paragraph 2.5 and associated bullet points to make it clearer that the Council will use its discretion to contact relevant residents and businesses during DPD production.</p> <p>In addition the Council will establish an 'opt-in' e-mail contact list for any parties that wish to be kept informed of planning policy matters. It will be the responsibility of such interested parties to inform the Council if their details change or if they wish to be removed from this list.</p>
32	Dunham-on-Trent with Ragnall, Darlton and Fledborough Parish Council (LATE)		<p>My apologies for the delay in sending this response and I hope it may still be considered</p> <p>The Parish Council discussed this at their March meeting and were pleased with the content of your proposals, particularly the consideration of Parishes within neighbouring Counties who may be affected by any proposals in Lincolnshire, being involved in the consultations. This is very much appreciated.</p>		Noted.

ID	Respondent	1) Paragraph / Table	2) Comments	3) Measures reach under represented / Protected Characteristics?	LCC (Officer) Response
33	Chair - Dunham-on-Trent with Ragnall, Darlton and Fledborough Parish Council (LATE)		<p>The biggest concern in our parish would be the impact of transportation through two of our parishes - Dunham-on-Trent and Darlton. Dunham is particularly unsuitable for large vehicles because of the bends in the road and because the A57 divides the community whereby residents need to cross from one side to the other and there is no recognised 'safe place' for a crossing. Therefore residents take their chances at any given point to cross the road.</p> <p>There is also the issue of the Toll Bridge. Although infrequent, there are times when the traffic backs up and delays traffic through the village. Our biggest concern is particularly when emergency services are needed and there is great difficulty getting through. Any additional traffic that exasperates this situation is unwelcome.</p> <p>We would welcome any communication regarding transportation issues, and anything else that you know would impact on our parishes.</p> <p>We thank you for the opportunity to comment.</p>		<p>The locationally specific highways issues raised are not directly applicable to this consultation on the Draft SCI. The points raised have however been drawn to the attention of the relevant department within the County Council.</p> <p>Comments have also already been received from this group of Parish Councils expressing support for the document.</p>
34	Cadney Cum Howsham Parish Council (LATE)		<p>I apologise for the late response to this message and I realise that the consultation period has passed. However it is my duty to inform you that Cadney Cum Howsham Parish Council decided to support the commentary of the other parish councils who have been involved in the process and we appreciate your notification of consultation.</p>		<p>Noted.</p>



# **Lincolnshire County Council**

## **Statement of Community Involvement**

**Schedule of Modifications  
to the Draft Statement of Community  
Involvement (January 2019)**

**PROPOSED**

**September 2019**

## ***Lincolnshire County Council Draft Statement of Community Involvement (January 2019)***

### **Schedule of Modifications**

This Schedule sets out Lincolnshire County Council's modifications to the Draft Statement of Community Involvement (January 2019).

The modifications have been made in response to:

- issues that have been identified by the County Council on the Draft Statement of Community Involvement; and
- responses received during public consultation on the Draft Statement of Community Involvement between 21 January 2019 and 4 March 2019.

Modifications are set out in the table below.

#### **Key:**

- New text shown in ***bold, red italics***
- Deleted text shown as struck through

**Table 1: Modifications**

Reference	Document Part / Paragraph	Modification	Reason for Change
Changes made throughout document			
MD1		All references to 'Draft' removed from title page and page headers, and references to 'January 2019' replaced with <b>September 2019</b>	Final document.
Contents Page			
MD2	New item/heading	<b>Appendix 1: List of Abbreviations</b>	To reflect addition of new appendix.
MD3	Insert at end of Section	<b>The information in this document can be provided in another language or format including larger print. For all enquiries please contact the following number: 01522 782070</b>	To make information regarding alternative formats more accessible at the beginning of the document, in response to comments of South Lincolnshire Blind Society.
Chapter 1. Introduction			
MD4	1.3	This SCI will replace <b>s</b> the County Council's previous SCI which was updated in 2014.	Change in tense from consultation draft.
MD5	1.7	All comments submitted to us in response to consultations on Planning Policy documents and Planning Applications will be processed in accordance with the General Data Protection Regulation (GDPR), and as set out in the Planning Services <b>Privacy Notice</b> <b>Privacy Notice available on the County Council's website: www.lincolnshire.gov.uk</b>	Link to individual web page replaced with the County Council's main website address (from which the information can be easily accessed), to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council.
MD6	1.8	The Community Engagement Team is responsible for producing the Council's 'Community Engagement Strategy', the most recent of which covers the period 2018 to 2023 and is available on the County Council's <b>website</b> <b>website</b> .	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.

Reference	Document Part / Paragraph	Modification	Reason for Change
MD7	1.11	<p><b>Consultation on a 'Draft' SCI – How to get involved?</b></p> <p>1.11 This document is a 'Draft' of the new SCI which is being published for public consultation from 21 January 2019 to 04 March 2019 in order to enable communities and other stakeholders to have their say on the content of the document and the proposed methods of engagement and consultation before it is adopted. Response forms, along with details of the deadline for comments, and where to send them, are available alongside this document on our website at <a href="http://www.lincolnshire.gov.uk/mineralsandwaste">www.lincolnshire.gov.uk/mineralsandwaste</a>. All comments received will be carefully considered, and where appropriate any necessary changes will be incorporated into a final SCI which is programmed to be adopted by the County Council later in 2019.</p>	Text from consultation draft superseded and no longer necessary.
Chapter 2. Development Plan Documents (DPDs) – Lincolnshire Minerals and Waste Local Plan			
MD8	2.4 & 2.5	<p>2.4 In line with the requirements of the 2012 Regulations, when producing DPDs <b>to update our Minerals and Waste Local Plan</b>, the Council must legally consult 'Specific' and 'General' consultation bodies who are considered to have an interest in the proposed Plan:-</p> <p>2.5 When updating our Minerals and Waste Local Plan, we will invite the following to be involved in the various stages of consultation:</p> <ul style="list-style-type: none"> <li>• Specific consultation bodies – are statutory consultation groups, specified in the 2012 Regulations, that are often knowledgeable in certain subjects (e.g. the Environment Agency on flooding matters and utilities companies which operate in the County).</li> <li>• General consultation bodies – include a wide range of other groups and organisations such as voluntary bodies, special interest groups (e.g. those that represent the interests of seldom heard groups).</li> </ul> <p><b>2.5 The Council must also consult local residents and businesses within the area (including, for example, the mineral and waste industry) where considered appropriate. We will use discretion to identify the relevant interested parties to consult at different stages of DPD production. We will also contact any interested parties that have specifically 'opted in' to receive e-mail notifications about minerals and waste policy matters.</b></p> <ul style="list-style-type: none"> <li>• Local residents, especially in those areas likely to be affected by the Plan.</li> <li>• Businesses considered appropriate.</li> </ul>	To make it clearer that the Council will use its discretion to contact relevant residents and businesses during DPD production (including the minerals and waste industry), and include reference to an 'opt-in' consultee list, in response to the comments of Hughes Craven Ltd and Robert Doughty Consultancy Ltd.

Reference	Document Part / Paragraph	Modification	Reason for Change
MD9	2.6	In addition to those <i>identified</i> listed above who will be contacted and made aware of consultations, any individual, business or organisation is welcome to participate at any stage of the consultation process.	Clarification.
MD10	Table on page 6 (new table heading)	<b>Table 1: Regulation 18 Consultation</b>	For ease of reference and to improve clarity.
MD11	Table on page 7 (new table heading)	<b>Table 2: Regulation 19 Consultation</b>	For ease of reference and to improve clarity.
<b>Chapter 3. Supplementary Planning Documents (SPDs)</b>			
MD12	3.3	However, the Council may choose to specifically notify those individuals, businesses, organisations and groups which it thinks will have <i>a</i> particular interest in the SPD and invite them to comment.	Correction.
<b>Chapter 5. Planning Applications</b>			
MD13	5.3	Full details of how to submit a planning application, including details of all the information and documents that must be submitted alongside an application are available on <i>the 'Planning Applications' pages of our website</i> : <a href="http://www.lincolnshire.gov.uk">www.lincolnshire.gov.uk</a> .	Link to individual web page replaced with the County Council's main website address (from which the information can be easily accessed), to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council.
MD14	5.7	When a planning application is received we will publish details of the application on our <a href="#">Planning Register</a> <i>Planning Register which can be found on the 'Planning Applications' pages of our website</i> . Specifically we will publish details of the nature of the development; location; details of how comments on the application can be made and the deadline for comments to be submitted. All applications and comments received will be published in accordance with the terms and conditions as set out in the Planning Services <a href="#">Privacy Notice</a> <i>Privacy Notice on our website</i> .	Links to individual web pages removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.
MD15	5.8	We are required to publicise and notify the public on certain types of planning application that we deal with. <a href="#">The Town &amp; Country Planning (Development Management Procedure) (England) Order 2015</a> <i>The Town &amp; Country Planning (Development Management Procedure) (England) Order 2015</i> sets out the minimum standards to be adopted and we use a range of different methods which include site and press notices, neighbour notification letters, our website and social media.	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council.
MD16	Table on page 14 (new table heading)	<b>Table 3: Methods of Notification and Publicity</b>	For ease of reference and to improve clarity.

Reference	Document Part / Paragraph	Modification	Reason for Change
MD17	Table on page 14 (amendment to ' <b>Press Notice</b> '.)	For certain types of application a press notice will also be placed in <del>the Lincolnshire Echo</del> <b>a local newspaper<sup>2</sup></b> . The press notice will advertise the proposed development and give information on how and when people can send comments to us.	To increase Press Notice coverage in response to comments of the Planning and Regulation Committee and Environment and Economy Scrutiny Committee, and to make clear that the newspapers/publications used will be subject to regular review.
MD18	New footnote 2 (in relation to ' <b>Press Notice</b> ' above)	<b><sup>2</sup> Newspapers utilised will be reviewed regularly. At the time of publication of this SCI, this comprised the Lincolnshire Echo, and where this newspaper is not available, either the Lincolnshire Free Press in the south of the county, or the Skegness Standard in the east.</b>	To increase Press Notice coverage in response to comments of the Planning and Regulation Committee and Environment and Economy Scrutiny Committee, and to make clear that the newspapers/publications used will be subject to regular review.
MD19	Table on page 16 (new table heading)	<b>Table 4: Methods of Notification and Publicity Utilised</b>	For ease of reference and to improve clarity.
MD20	Table on page 16 (amend headings for ' <b>publicity/notification method undertaken</b> ')	<b>Press Notice (Lincolnshire Echo)</b>	To reflect above changes in Press Notice coverage.
MD21	New note 3 to table on page 16 (in relation to ' <b>Application for Listed Building Consent</b> ')	<b><sup>3</sup> For works affecting only the interior of Grade II Listed Buildings, details will be placed on our website only.</b>	Correction.
MD22	Existing note 3 to table on page 16	Change existing note 3 to note <b>4</b> .	To accommodate new note 3 (as above).

Reference	Document Part / Paragraph	Modification	Reason for Change
MD23	Table on page 16	For 'Application affecting the setting of a listed building or the character and appearance of a conservation area', amend the 'Social Media (Facebook)' Column from * ('Not required') to ✓ ('Additional method adopted by us').	In response to comments of the Planning and Regulation Committee, Gainsborough Town Council, and for consistency with all other development types that require both press notices and social media publicity.
MD24	5.14	Any individual, business, organisation or group is able to submit comments on any planning application either electronically via <del>the</del> our <a href="#">Planning Register</a> <b>Planning Register on our website</b> or in writing to our Planning Services section.	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.
MD25	5.15	Examples of the planning considerations that we can take into account can be found on <b>the 'Planning Applications' pages of our website</b> .	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.
MD26	5.16	We consult a wide range of groups and organisations on-all planning proposals by e-mail or letter before making a decision, including any <b>the relevant</b> town/parish council/meeting or Neighbourhood Forum. The groups and organisations consulted will vary according to the type and location of the development. The requirements are set out in legislation and are explained in the <a href="#">National Planning Practice Guidance</a> . <b>National Planning Practice Guidance</b> .	Clarification. Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council.
MD27	5.17	The criteria for those applications that are delegated to Planning Officers are <b>set out in</b> listed on <b>the County Council's constitution on</b> our <a href="#">website</a> <b>website</b> .	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.

Reference	Document Part / Paragraph	Modification	Reason for Change														
MD28	5.18	Further details on our Public Speaking arrangements at Committee can be found on <b>the 'Planning Applications' pages of our website</b> .	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.														
MD29	5.19	All decisions are recorded on the Planning Register held by the relevant District/Borough Council. Copies of our decision notices are also published on our <u>Planning Register</u> <b>Planning Register</b> .	Link to individual web page removed to reduce likelihood of broken links/changed webpages as noted by Leicestershire County Council. Information easily accessed from County Council's main website.														
<b>Chapter 6. Further Information and Contact Details</b>																	
MD30	End of section	The information in this document can be provided in another language or format including larger print. For all enquiries please contact the above <b>following</b> number:- <b>01522 782070</b>	Inclusion of contact number within body of text for ease of reference.														
<b>Appendix 1</b>																	
MD31	Addition of new Appendix	<p><b><u>Appendix 1: List of Abbreviations</u></b></p> <table> <tbody> <tr> <td><b>NPPF</b></td><td><b>National Planning Policy Framework</b></td></tr> <tr> <td><b>SCI</b></td><td><b>Statement of Community Involvement</b></td></tr> <tr> <td><b>DPD</b></td><td><b>Development Plan Document</b></td></tr> <tr> <td><b>SPD</b></td><td><b>Supplementary Planning Document</b></td></tr> <tr> <td><b>CSDMP</b></td><td><b>Core Strategy and Development Management Policies</b></td></tr> <tr> <td><b>SLD</b></td><td><b>Site Locations document</b></td></tr> <tr> <td><b>SA/SEA</b></td><td><b>Sustainability Appraisal/Strategic Environmental Assessment</b></td></tr> </tbody> </table>	<b>NPPF</b>	<b>National Planning Policy Framework</b>	<b>SCI</b>	<b>Statement of Community Involvement</b>	<b>DPD</b>	<b>Development Plan Document</b>	<b>SPD</b>	<b>Supplementary Planning Document</b>	<b>CSDMP</b>	<b>Core Strategy and Development Management Policies</b>	<b>SLD</b>	<b>Site Locations document</b>	<b>SA/SEA</b>	<b>Sustainability Appraisal/Strategic Environmental Assessment</b>	For ease of reference in response to the comments of Heighington Parish Council.
<b>NPPF</b>	<b>National Planning Policy Framework</b>																
<b>SCI</b>	<b>Statement of Community Involvement</b>																
<b>DPD</b>	<b>Development Plan Document</b>																
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<b>SA/SEA</b>	<b>Sustainability Appraisal/Strategic Environmental Assessment</b>																



**Lincolnshire County Council  
Statement of Community Involvement**

**September 2019**

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The information in this document can be provided in another language or format including larger print. For all enquiries please contact the following number: 01522 782070

## **1. Introduction**

### **What is the Statement of Community Involvement (SCI)?**

- 1.1 The Statement of Community Involvement (SCI) outlines how we (Lincolnshire County Council) will engage and consult the public and stakeholders when producing planning policy documents associated with the Lincolnshire Minerals and Waste Local Plan, and when the public can have their say on the determination of planning applications that we deal with.
- 1.2 The emphasis on consultation methods will be to promote an open and transparent process where communities and other stakeholders are encouraged to be involved in and have greater ownership of the decisions being made. Although getting involved does not guarantee that we will make changes or decisions that reflect everyone's views, our aim is to ensure that we explain appropriately why we have made particular decisions.
- 1.3 The requirement to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004. This SCI replaces the County Council's previous SCI which was updated in 2014. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) - hereafter referred to as the '2012 Regulations' - require SCI's to be reviewed every five years.
- 1.4 The Localism Act 2011 puts engaging with local communities to shape the places where they want to live, work and play at the heart of the planning system. The National Planning Policy Framework (NPPF) recognises that early, proportionate and effective engagement and collaboration with communities, local organisations, businesses, infrastructure providers and operators, and statutory consultees is essential to provide the framework on which local communities and planning authorities prepare effective local and neighbourhood plans.

### **Consultation and Engagement Methods**

- 1.5 Consultation and engagement methods will be chosen to make them as relevant and effective as possible based on the different stages of the planning process. The County Council's website is our preferred method for both sharing information and receiving responses and will be used as widely as possible. Where this is not possible, letters will be sent to relevant parties informing them of opportunities to participate, and written representations will be welcomed.
- 1.6 We recognise how important it is for interested parties to be kept up to date. We therefore place great emphasis on ensuring our 'Planning' web pages are updated on a regular basis.
- 1.7 All comments submitted to us in response to consultations on planning policy documents and planning applications will be processed in accordance with the General Data Protection Regulation (GDPR), and as set out in the Planning Services Privacy Notice available on the County Council's website: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

## **Community Engagement Strategy, 2018 – 2023**

- 1.8 The County Council's Community Engagement Team is a specialist group who provide support to both staff and communities in the preparation and operation of engagement and consultation exercises, to ensure good quality engagement occurs and to help inform people about what engagement is taking place. The Community Engagement Team is responsible for producing the Council's 'Community Engagement Strategy', the most recent of which covers the period 2018 to 2023 and is available on the County Council's website.
- 1.9 Some of the key aims of the Strategy are as follows:
- to ensure the Council's engagement is effective, inclusive and has genuine influence
  - use clear language wherever the Council informs, consults or involves the community
  - ensure feedback is provided on all consultation and involvement undertaken
  - work with town and parish council's and various organisations to provide support so communities can develop and be actively involved.
- 1.10 Planning Services have worked closely with the Community Engagement Team throughout the preparation of this SCI.

## **2. Development Plan Documents (DPDs) – Lincolnshire Minerals and Waste Local Plan**

- 2.1 Lincolnshire County Council is responsible for the production, monitoring and review of a **Minerals and Waste Local Plan**, comprising one or more 'Development Plan Documents' (DPDs). DPDs form part of the statutory development plan for the County and, under planning law, applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 2.2 At the time of publication of this SCI the Minerals and Waste Local Plan is comprised of two separate DPDs: a Core Strategy and Development Management Policies document (CSDMP), adopted June 2016; and a Site Locations document (SLD), adopted December 2017. The 2012 Regulations require Local Plans to be reviewed at least every five years. This chapter sets out how we will involve the community and stakeholders in the production of DPDs to replace or supplement the existing documents.
- 2.3 A timetable for the Minerals and Waste Local Plan is set out in the County Council's Minerals and Waste Development Scheme which is reviewed regularly and available to the public on our website: [www.lincolnshire.gov.uk/mineralsandwaste](http://www.lincolnshire.gov.uk/mineralsandwaste). Up-to-date information showing the state of the Council's compliance with the timetable set out in the Minerals and Waste Development Scheme is reported in the Authority Monitoring Reports, also available on our website.

### **Who will be involved?**

- 2.4 In line with the requirements of the 2012 Regulations, when producing DPDs to update our Minerals and Waste Local Plan, the Council must legally consult 'Specific' and 'General' consultation bodies who are considered to have an interest in the proposed Plan:
- Specific consultation bodies – are statutory consultation groups, specified in the 2012 Regulations, that are often knowledgeable in certain subjects (e.g. the Environment Agency on flooding matters and utilities companies which operate in the County).
  - General consultation bodies – include a wide range of other groups and organisations such as voluntary bodies, special interest groups (e.g. those that represent the interests of seldom heard groups).
- 2.5 The Council must also consult local residents and businesses within the area (including, for example, the mineral and waste industry) where considered appropriate. We will use discretion to identify the relevant interested parties to consult at different stages of DPD production. We will also contact any interested parties that have specifically 'opted in' to receive e-mail notifications about minerals and waste policy matters.

- 2.6 In addition to those identified above who will be contacted and made aware of consultations, any individual, business or organisation is welcome to participate at any stage of the consultation process. In order to promote greater community participation and to meet the needs of different communities, a variety of methods are likely to be used at various stages of the plan making process.

## **Involve ment of Seldom Heard Groups**

- 2.7 All sections of the community with an interest in a particular area will be engaged. Particular effort will be made to identify and engage underrepresented and seldom heard groups in Lincolnshire, including those with the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. Within a sparsely populated county such as Lincolnshire, it is also important to ensure the involvement of groups including rural communities suffering from isolation.
- 2.8 Challenges encountered by the above groups range from accessibility to venues, language barriers, social differences and types of media being used. Specific organisations aimed at targeting these groups, identified with assistance from the Council's Community Engagement Team, will be utilised for consultation purposes; appropriate locations and a variety of media employed.

## **Duty to Cooperate**

- 2.9 In addition to the specified stakeholders and groups identified above, the Localism Act 2011 introduced the 'Duty to Cooperate', which requires Local Planning Authorities such as Lincolnshire County Council to engage and cooperate on an ongoing basis with neighbouring authorities and other bodies and organisations in relation to strategic and cross-boundary matters. The 2012 Regulations specify a list of Duty to Cooperate bodies that we are required to engage with. In conjunction with the production of DPDs we will produce supporting documents to demonstrate how we have met the Duty to Cooperate. These are likely to take the form of statements of common ground or similar, and will be available alongside all other supporting documents.

## **When and how the community and stakeholders will be involved?**

- 2.10 The key stages of preparation of DPDs are prescribed by the 2012 Regulations. Below is a summary of the stages that interested parties can get involved in, and how we intend to consult them. Where possible and appropriate, we will go beyond the minimum requirements to promote greater community participation.

### ***Preparation of a DPD (Regulation 18)***

- 2.11 During the early stages of evidence gathering and preparation of a DPD, we are required to notify specified bodies or persons of the subject of the document to be prepared, and invite them to make comments about what it should contain.
- 2.12 The number of consultations carried out at Regulation 18 stage is at the discretion of the County Council, and so may vary depending on the nature and complexity of the DPD being prepared. Regulation 18 consultation often comprises two separate stages: an 'Issues and Options' stage to scope out the key themes to be covered; and a further consultation on the 'Preferred Approach' subsequently identified, enabling views to be put forward on a 'Draft' document prior to the next stages of production. For less complex documents, there may only be the need for a single Regulation 18 consultation.
- 2.13 The table below sets out the minimum requirements for community involvement at Regulation 18 stage(s), and those measures we will utilise above and beyond these minimum requirements:

**Table 1: Regulation 18 Consultation**

<b>Minimum Requirements for Regulation 18 Consultation</b>	<b>Additional Measures to be Utilised</b>
To notify (by letter or e-mail) and invite representations from: <ul style="list-style-type: none"><li>• Specific consultation bodies</li><li>• General consultation bodies</li><li>• Residents or other persons carrying on business within the area where appropriate</li></ul> (The Authority will notify all those considered to have an interest, detailing the consultation period and how comments can be made).	Informal Press Release to local newspapers to publicise the consultation.  Use of County Council's Social Media accounts to publicise the consultation.  Make consultation documents and associated information available on the County Council's website, alongside response forms.  Stakeholder meetings (where appropriate).  Public drop-in sessions (where appropriate).

### ***Publication of a DPD (Regulation 19)***

- 2.14 After considering the responses received during the previous stage(s) in relation to the formulation of a 'Draft' document, the next stage is the production of a 'Proposed Submission' or 'Publication Draft' of the DPD being prepared. This will be the 'final' version of the DPD that we propose to submit to the Secretary of State.
- 2.15 Regulation 19 requires the Proposed Submission version of a DPD, along with accompanying 'proposed submission documents', to be published and made available for a period of formal public consultation to allow the local community and interested parties to make representations on the 'soundness' and legal compliance of the proposed final version of the document.

- 2.16 The 'proposed submission documents' that accompany the DPD will include a statement summarising issues raised in responses received during Regulation 18 consultation(s) and how these were taken into account in the final document. Unfortunately, it will not be possible to reply to each individual person or respond to every comment raised, but we will ensure all comments received are carefully considered.
- 2.17 The table below sets out the minimum requirements for community involvement at Regulation 19 stage, and those measures we will utilise above and beyond these minimum requirements:

**Table 2: Regulation 19 Consultation**

Minimum Requirements for Regulation 19 Consultation	Additional Measures to be Utilised
<p>Make a copy of all 'proposed submission documents' and associated information available on the County Council's website, at the County Council's principal office, and other places* considered appropriate.</p> <p>Make a 'statement of representations procedure' available as above, (this will detail how representations can be made and the deadline for comments, which will be a minimum of six weeks following publication).</p> <p>Notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the proposed submission documents are available for inspection and the places and times they can be inspected, and provide the statement of representations procedure.</p>	<p>Informal Press Release to local newspapers to publicise the consultation.</p> <p>Use of County Council's Social Media accounts to publicise the consultation.</p> <p>Stakeholder meetings (where appropriate)</p> <p>Public drop-in sessions (where appropriate)</p> <p>*Copies of all 'proposed submission' documents and the statement of representations procedure will be placed at District/Borough Council main offices.</p>

***Submission of a DPD (Regulation 22)***

- 2.18 Following Regulation 19 consultation, we will submit the DPD to the Secretary of State for independent examination. The DPD will be accompanied by a number of 'submission documents' which will include a statement providing a summary of the main issues raised in any representations at Regulation 19 stage, along with copies of the representations received.
- 2.19 A copy of the 'submission documents' and associated information will be made available on our website. In addition, appropriate submission documents will be made available at the County Council's principal office, and the main offices of District/Borough Councils. A statement highlighting that the above documents are available, and where they can be inspected will also be available at the above locations.
- 2.20 We will notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the submission

documents are available for inspection and the places and times they can be inspected, along with anyone else who has specifically asked to be notified when the DPD is submitted.

#### ***Examination of a DPD (Regulation 24)***

- 2.21 A Planning Inspector will be appointed by the Secretary of State to carry out the independent examination of the DPD. The Planning Inspector will carefully consider any representations made at Regulation 19 stage as part of the examination process.
- 2.22 Details of the Examination will be made available on our website, at the County Council's principal office, and District/Borough Council main offices. Stakeholders that made formal representations at Regulation 19 stage will be individually notified at least six weeks before the opening of any public hearings. Furthermore, we will issue a press release and publicise the details of the upcoming hearings through the County Council's social media channels.
- 2.23 Any interested parties and members of the public can attend and observe the examination hearings, however the right to appear and be heard at examination hearings is generally limited to those persons who have made representations seeking a change to the Plan.
- 2.24 If, during examination, it is determined that modifications are necessary to make the DPD sound, if required by the Inspector, we will carry out additional consultation on the proposed modifications and forward the responses to the Inspector for consideration.

#### ***Adoption of a DPD (Regulation 26)***

- 2.25 To complete the examination process, the Inspector will issue a report setting out whether the DPD is considered to be 'sound'. Upon receipt, we will publish the Inspector's Report on our website and make it available for inspection at the County Council's principal office, and at District/Borough Council main offices. We will notify anyone that requested to be informed of receipt of the Inspector's Report.
- 2.26 If the DPD is found sound and legally compliant and the County Council adopt the document (subject to the incorporation of any modifications recommended by the Inspector), a formal Adoption Statement will be issued and made available alongside the adopted DPD and other supporting documents on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to any person that requested to be notified of the adoption of the DPD. Furthermore, we will issue a press release and publicise the details of the adoption through the County Council's social media channels. Amongst other things, the Adoption Statement will detail any modifications made to the DPD, and will set out a six week period for legal challenge which follows adoption of a DPD.

#### **Sustainability Appraisal / Strategic Environmental Assessment**

- 2.27 Legislation requires a DPD to go through a process of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The purpose of an SA is to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of planning policy documents. The SA incorporates

a Strategic Environmental Assessment (SEA) carried out under the Environmental Assessment of Plans and Programmes Regulations 2004. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

## Council Committees

2.28 Decisions and recommendations on draft policy documents for consultation and recommendations for adoption are made by one or more of the following:

- Environment and Economy Scrutiny Committee
- The Executive.

2.29 The decision to adopt a document is taken by a meeting of the full County Council.

## Equality Impact Analysis

2.30 The County Council is committed to promoting equality. An Equality Impact Analysis will be carried out on all relevant DPDs in order to ensure polices do not discriminate against individuals or groups of people with protected characteristics. It is also a key objective to make certain there is equal opportunity for all members of the community to become involved in any of the various stages of plan production or the planning application process.

### **3. Supplementary Planning Documents (SPDs)**

#### **What is a SPD?**

- 3.1 Supplementary Planning Documents (SPDs) add further detail to the policies set out in Development Plan Documents (DPDs). They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but are not part of the 'development plan' (they are not subject to independent examination and do not carry the same status as DPDs). SPDs should be prepared only where necessary.
- 3.2 Given their role and status, the requirements for community involvement in the production of SPDs are not as broad as those for DPDs. The 2012 Regulations set out the requirements for producing SPDs, which are summarised below.

#### **Who will be consulted on SPDs?**

- 3.3 The County Council may prepare SPDs at any time, but is not obliged to do so. When preparing an SPD, any individual, business, organisation or group is welcome to partake in the public consultation stage(s). However, the Council may choose to specifically notify those individuals, businesses, organisations and groups which it thinks will have a particular interest in the SPD and invite them to comment.

#### **When the Council will consult on SPDs**

- 3.4 The nature and extent of consultation during production of SPDs is at the discretion of the County Council, but is likely to include at least one period of consultation on a 'Draft' document, or informal engagement with relevant stakeholders. Prior to the adoption of an SPD, we are also required to make the SPD available on our website, at the County Council's principal office, and at other places considered appropriate, for a minimum period of four weeks to allow any interested parties to make representations on the document ('other places' will include relevant District/Borough Council main offices). At this stage, the SPD will be accompanied by a 'Consultation Statement' detailing the persons and organisations we consulted when preparing the SPD, a summary of the main issues raised, and how these have been addressed in the SPD. As with DPDs, only comments relating to planning considerations will be taken into account.

#### **How the Council will consult on a SPD**

- 3.5 Consultation methods will be similar to those used for DPDs. When consulting on SPDs the Council will:
  - Make consultation documents and associated information available on our website.
  - Issue consultation letters/emails to parties who we consider will have a particular interest in the SPD, to bring consultations to their attention and inform them of how and when they can make comments.

- Where appropriate, issue a press release to bring the consultation to the attention of the wider public and inform them of how and when they can make comments.
- Where appropriate, utilise social media to publicise consultations.
- Where appropriate, hold public drop-in sessions and/or stakeholder workshops in suitable locations.
- Enable individuals and organisations to submit comments either in writing via post, or electronically via email.

## **Adoption of an SPD**

3.6 As soon as the County Council adopts an SPD, we will produce an Adoption Statement, which will be made available alongside the SPD on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to those that have asked to be informed of the Adoption of the SPD. The Adoption Statement will include details of provisions available for judicial review as set out in the 2012 Regulations (as amended). It will also detail any modifications made to the SPD as a result of representations received. The Adoption of an SPD may also be publicised through the issuing of a press release and through the County Council's social media channels.

## **4. Neighbourhood Plans**

- 4.1 The Localism Act 2011 introduced a new form of community planning entitled Neighbourhood Plans. They allow Parish/Town Councils or Neighbourhood Forums (authorised groups of local individuals in areas with no parishes) to prepare statutory Neighbourhood Development Plans against which planning applications will be assessed. As Neighbourhood Plans and Orders are not prepared by the County Council, this SCI cannot prescribe what methods of community engagement they must follow. However, we will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI.
- 4.2 Whilst the County Council's Planning Services do not have specific duties or resources in relation to Neighbourhood Planning, the Minerals and Waste Local Plan is part of the statutory 'development plan' for the County, and therefore we will endeavour to ensure that Neighbourhood Plans fulfil their duties and give due regard to the Minerals and Waste Local Plan during their preparation. Where resources allow, we will endeavour, on request, to provide comments and advice to Neighbourhood Plans that are located in proximity to existing, proposed and safeguarded minerals and waste sites and areas.

## **5. Planning Applications**

- 5.1 We are responsible for determining planning applications for mineral extraction and associated development, waste management proposals and the Council's own development sites (e.g. schools, libraries, fire stations, highway schemes and waste recycling sites).
- 5.2 All other types of planning application (e.g. housing and commercial development) are dealt with by the relevant District/Borough Council.
- 5.3 Full details of how to submit a planning application, including details of all the information and documents that must be submitted alongside an application are available on the 'Planning Applications' pages of our website: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).
- 5.4 Set out below is how we will handle and process any applications received and how you can comment on them.

### **Pre-application engagement**

- 5.5 Applicants are encouraged to involve the local community when developing their proposals<sup>1</sup>. Such engagement can be beneficial to both the applicant and the community, as it can foster transparency and enable proposals to respond to local needs and desires.
- 5.6 Before applying for planning permission applicants are therefore encouraged to engage with the local community, have due regard to any comments and views received and (where possible) make changes to their proposal before submitting an application. When submitting their application, applicants should provide details of the consultation undertaken and how this has shaped the final proposal.

### **How to find out about a planning application in your area?**

- 5.7 When a planning application is received we will publish details of the application on our Planning Register which can be found on the 'Planning Applications' pages of our website. Specifically we will publish details of the nature of the development; location; details of how comments on the application can be made and the deadline for comments to be submitted. All applications and comments received will be published in accordance with the terms and conditions as set out in the Planning Services Privacy Notice on our website.
- 5.8 We are required to publicise and notify the public on certain types of planning application that we deal with. The Town & Country Planning (Development Management Procedure) (England) Order 2015 sets out the minimum standards to be adopted and we use a range of different methods which include site and press notices,

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<sup>1</sup> At present it is only a legal requirement to undertake pre-application consultation for development involving an installation for the harnessing of wind power for energy production where it involves either the installation of more than 2 turbines or the hub height of any turbine exceeds 15 metres.

neighbour notification letters, our website and social media. These methods build upon the minimum standards set out in legislation and a description of each of these methods is as follows:

**Table 3: Methods of Notification and Publicity**

Site Notices	These will be displayed for most types of planning application and are typically posted on or near to the site (e.g. on fences, gates, lamp posts or free-standing notice boards, etc). If a development covers a large area several site notices may be posted in the locality. The site notice describes the proposed development and gives information on how and when people can send comments to us.
Press Notice	For certain types of application a press notice will also be placed in a local newspaper <sup>2</sup> . The press notice will advertise the proposed development and give information on how and when people can send comments to us.
Neighbour Notifications	Neighbouring residents and properties near to a site will be notified where a proposed development has the potential to impact upon them. Planning Officers have discretion to decide which neighbours to notify and so this may vary depending upon the size, scale and nature of the development. However, anyone can comment on a planning application regardless of whether or not they received a notification and therefore we welcome and encourage anyone that thinks they may be affected by a development to send comments to us.
Planning Register / Website	Most applications will be published on our Planning Register where details of the application are displayed, copies of any plans/drawings and supporting documentation as well as comments received from consultees and the public can also be viewed. Details of how comments on the application can be made and the deadline for comments to be submitted are also given.
Social Media (Facebook)	For certain types of application we will use social media to notify the public that an application has been received. These posts will contain basic information about an application and give a link to where more information can be found, including where and how to send comments to us. Any comments made directly on social media will not be accepted and therefore will not be taken into account. For larger scale or complex applications we may use social media in a more direct way to identify and target interested parties and communities.
Word of mouth	This can be an effective and common way in which information is shared. We recognise this and therefore encourage people that have been notified or that are aware of an application to share this information with their neighbours and communities. We therefore welcome comments from anyone that feels they may be affected by a development or have comments they wish us to take into account. However, anyone proposing to send comments to us should first familiarise themselves with the application and therefore ensure their comments and views are relevant to the proposal and not based or

<sup>2</sup> Newspapers utilised will be reviewed regularly. At the time of publication of this SCI, this comprised the Lincolnshire Echo, and where this newspaper is not available, either the Lincolnshire Free Press in the south of the county, or the Skegness Standard in the east.

formed on the basis of rumour or misinformation.

- 5.9 The table below sets out how different types of planning application we deal with will be publicised and which of the above methods we will use to notify the public and local communities. These standards are a minimum and may be expanded upon depending upon the nature of the development and/or circumstances of the case.

PROPOSED

**Table 4: Methods of Notification and Publicity Utilised**

TYPE OF DEVELOPMENT	PUBLICITY/NOTIFICATION METHOD UNDERTAKEN				
	Press Notice	Site Notice	Neighbour Notification	Our website	Social Media (Facebook)
Application accompanied by an Environmental Statement	✓	✓	✓	✓	✓
Application which is a departure from the Local Plan	✓	✓	✓	✓	✓
Application that affects a public right of way	✓	✓	✓	✓	✓
Major development <sup>1</sup>	✓	✓	✓	✓	✓
Minor development <sup>2</sup>	✗	✓	✓	✓	✗
Application for Listed Building Consent <sup>3</sup>	✓	✓	✓	✓	✓
Application affecting the setting of a listed building or the character and appearance of a conservation area	✓	✓	✓	✓	✓
Prior approval for agricultural development <sup>4</sup>	✗	✓ Site notice posted by applicant	✓	✓	✗
Prior approval for non-microgeneration solar panels on non-domestic properties	✗	✓	✓	✓	✗
Prior notification of demolition of a building <sup>4</sup>	✗	✓ Site notice posted by applicant	✓	✓	✗
Certificate of Lawfulness for Existing Use and Development	✗	✗	✓	✓	✗
Advertisements which require Express Consent	✗	✓	✓	✓	✗
Hazardous Substance Consent	✓ Press notice posted by applicant	✓ Site notice posted by applicant	✓	✓	✓

Method required by legislation	Additional method adopted by us
Either option required by legislation	Not required

- 1 For the County Council a 'major development' is defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and is an application for one of the following:-
  - any development involving the winning or working of minerals or the use of land for mineral working deposits;
  - waste development;
  - development involving a building(s) with a floor space of 1,000 square metres or more;
  - any other development of a site of one hectare or more.
- 2 Minor development is any development falling outside the definition of major development, but does not include applications for non-material amendments or for the discharge of conditions. Such applications are not subject to publicity.
- 3 For works affecting only the interior of Grade II Listed Buildings, details will be placed on our website only.
- 4 Where the County Council has advised that prior approval is required.

5.10 Once a planning application has been validated we will endeavour to determine the application within the following timeframes:

- eight weeks in the case of applications for minor development, applications for hazardous substance consent and advertisements which require express consent and prior approval applications for non-microgeneration solar panels;
- 13 weeks in the case of applications for major development (all waste and mineral applications and some County Council applications);
- 16 weeks for applications that are supported by an Environmental Statement; and
- 28 days for prior notifications relating to proposed demolition of buildings and agricultural development.

5.11 Legislation sets the minimum time to comment depending on the type of application:

- 21 days for a standard application (plus where a bank holiday is included in this time period an extra day per each bank holiday);
- 30 days for an application accompanied by an environmental statement;
- An additional 30 days when we re-consult following receipt of further information to support an environmental statement.

5.12 It is also our practice to re-consult and give a further 14 days on which to respond if significant changes are made to any planning proposals which are under consideration.

5.13 Where neighbours are notified in respect of prior notifications for agricultural buildings and the demolition of buildings the period for response will be reduced to 14 days because of the tighter timescales for dealing with these types of notification.

## **How do I comment on an application?**

- 5.14 Any individual, business, organisation or group is able to submit comments on any planning application either electronically via the Planning Register on our website or in writing to our Planning Services section. All comments and representations must be received in writing by us within the period specified. We will, however, still take into account any late comments received after the specified date if they are received prior to a decision on the application being made. A verbal or anonymous written comment will not be accepted and therefore will not be taken into account.
- 5.15 We can only take comments into account that relate to planning considerations: comments on non planning matters such as the impact of the development on property values, or loss of view for example, cannot be taken into consideration. Examples of the planning considerations that we can take into account can be found on the 'Planning Applications' pages of our website.

## **Who else do we consult?**

- 5.16 We consult a wide range of groups and organisations on planning proposals by e-mail or letter before making a decision, including the relevant town/parish council/meeting or Neighbourhood Forum. The groups and organisations consulted will vary according to the type and location of the development. The requirements are set out in legislation and are explained in National Planning Practice Guidance.

## **How do we make a planning decision?**

- 5.17 For the majority of applications, a decision will be reached by a Planning Officer (known as a delegated decision). The criteria for those applications that are delegated to Planning Officers are set out in the County Council's constitution on our website.
- 5.18 Should a proposal require determination at the Planning and Regulation Committee all those who made comments on the application will be advised of the date the application will be brought to the Committee. Further details on our Public Speaking arrangements at Committee can be found on the 'Planning Applications' pages of our website.

## **How do I find out about a decision?**

- 5.19 We notify all those who made representations on a development either in writing, by email or in some instances via the local press. All decisions are recorded on the Planning Register held by the relevant District/Borough Council. Copies of our decision notices are also published on our Planning Register.

## **6. Further Information and Contact Details**

For any further information, Lincolnshire County Council's Planning Services can be contacted using the following details:

Planning Services  
Lincolnshire County Council  
Lancaster House  
36 Orchard Street  
Lincoln  
LN1 1XX

**Tel:** 01522 782070

**E-Mail:** [mineralsandwaste@lincolnshire.gov.uk](mailto:mineralsandwaste@lincolnshire.gov.uk) (Planning Policy)  
[dev\\_planningsupport@lincolnshire.gov.uk](mailto:dev_planningsupport@lincolnshire.gov.uk) (Planning Applications)

**Website:** [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

The information in this document can be provided in another language or format including larger print. For all enquiries please contact the following number: 01522 782070

## **Appendix 1: List of Abbreviations**

NPPF	National Planning Policy Framework
SCI	Statement of Community Involvement
DPD	Development Plan Document
SPD	Supplementary Planning Document
CSDMP	Core Strategy and Development Management Policies
SLD	Site Locations document
SA/SEA	Sustainability Appraisal/Strategic Environmental Assessment

## Equality Impact Analysis to enable informed decisions

**The purpose of this document is to:-**

- I. help decision makers fulfil their duties under the Equality Act 2010 and
- II. for you to evidence the positive and adverse impacts of the proposed change on people with protected characteristics and ways to mitigate or eliminate any adverse impacts.

### Using this form

This form must be updated and reviewed as your evidence on a proposal for a project/service change/policy/commissioning of a service or decommissioning of a service evolves taking into account any consultation feedback, significant changes to the proposals and data to support impacts of proposed changes. The key findings of the most up to date version of the Equality Impact Analysis must be explained in the report to the decision maker and the Equality Impact Analysis must be attached to the decision making report.

**\*\*Please make sure you read the information below so that you understand what is required under the Equality Act 2010\*\***

### Equality Act 2010

The Equality Act 2010 applies to both our workforce and our customers. Under the Equality Act 2010, decision makers are under a personal duty, to have due (that is proportionate) regard to the need to protect and promote the interests of persons with protected characteristics.

### Protected characteristics

The protected characteristics under the Act are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

### Section 149 of the Equality Act 2010

Section 149 requires a public authority to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by/or under the Act
- Advance equality of opportunity between persons who share relevant protected characteristics and persons who do not share those characteristics
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The purpose of Section 149 is to get decision makers to consider the impact their decisions may or will have on those with protected characteristics and by evidencing the impacts on people with protected characteristics decision makers should be able to demonstrate 'due regard'.

### **Decision makers duty under the Act**

Having had careful regard to the Equality Impact Analysis, and also the consultation responses, decision makers are under a personal duty to have due regard to the need to protect and promote the interests of persons with protected characteristics (see above) and to:-

- (i) consider and analyse how the decision is likely to affect those with protected characteristics, in practical terms,
- (ii) remove any unlawful discrimination, harassment, victimisation and other prohibited conduct,
- (iii) consider whether practical steps should be taken to mitigate or avoid any adverse consequences that the decision is likely to have, for persons with protected characteristics and, indeed, to consider whether the decision should not be taken at all, in the interests of persons with protected characteristics,
- (iv) consider whether steps should be taken to advance equality, foster good relations and generally promote the interests of persons with protected characteristics, either by varying the recommended decision or by taking some other decision.

### **Conducting an Impact Analysis**

The Equality Impact Analysis is a process to identify the impact or likely impact a project, proposed service change, commissioning, decommissioning or policy will have on people with protected characteristics listed above. It should be considered at the beginning of the decision making process.

### **The Lead Officer responsibility**

This is the person writing the report for the decision maker. It is the responsibility of the Lead Officer to make sure that the Equality Impact Analysis is robust and proportionate to the decision being taken.

### **Summary of findings**

You must provide a clear and concise summary of the key findings of this Equality Impact Analysis in the decision making report and attach this Equality Impact Analysis to the report.

## **Impact – definition**

An impact is an intentional or unintentional lasting consequence or significant change to people's lives brought about by an action or series of actions.

### **How much detail to include?**

The Equality Impact Analysis should be proportionate to the impact of proposed change. In deciding this asking simple questions "Who might be affected by this decision?" "Which protected characteristics might be affected?" and "How might they be affected?" will help you consider the extent to which you already have evidence, information and data, and where there are gaps that you will need to explore. Ensure the source and date of any existing data is referenced.

You must consider both obvious and any less obvious impacts. Engaging with people with the protected characteristics will help you to identify less obvious impacts as these groups share their perspectives with you.

A given proposal may have a positive impact on one or more protected characteristics and have an adverse impact on others. You must capture these differences in this form to help decision makers to arrive at a view as to where the balance of advantage or disadvantage lies. If an adverse impact is unavoidable then it must be clearly justified and recorded as such, with an explanation as to why no steps can be taken to avoid the impact. Consequences must be included.

**Proposals for more than one option** If more than one option is being proposed you must ensure that the Equality Impact Analysis covers all options. Depending on the circumstances, it may be more appropriate to complete an Equality Impact Analysis for each option.

**The information you provide in this form must be sufficient to allow the decision maker to fulfil their role as above. You must include the latest version of the Equality Impact Analysis with the report to the decision maker. Please be aware that the information in this form must be able to stand up to legal challenge.**

## Background Information

<b>Title of the policy / project / service being considered</b>	Statement of Community Involvement	<b>Person / people completing analysis</b>	Adrian Winkley Minerals and Waste Policy Team Leader
<b>Service Area</b>	Communities/Planning Services	<b>Lead Officer</b>	Adrian Winkley Minerals and Waste Policy Team Leader
<b>Who is the decision maker?</b>	The Executive will decide on 3 September 2019 whether to endorse the document and recommend its subsequent adoption by the full County Council. The ultimate decision maker will therefore be the full County Council on 13 September 2019	<b>How was the Equality Impact Analysis undertaken?</b>	Desk top exercise
<b>Date of meeting when decision will be made</b>	13/09/2019	<b>Version control</b>	Proposed final version (v1.0)
<b>Is this proposed change to an existing policy/service/project or is it new?</b>	Existing policy/service/project	<b>LCC directly delivered, commissioned, re-commissioned or de-commissioned?</b>	Directly delivered
<b>Describe the proposed change</b>	The SCI has been updated to reflect changes in legislation, to make it more user friendly and to place greater emphasis on the use of social media for publicising planning matters. Where appropriate, the results of a consultation exercise have also been taken into account.		

## Evidencing the impacts

In this section you will explain the difference that proposed changes are likely to make on people with protected characteristics. To help you do this first consider the impacts the proposed changes may have on people without protected characteristics before then considering the impacts the proposed changes may have on people with protected characteristics.

You must evidence here who will benefit and how they will benefit. If there are no benefits that you can identify please state 'No perceived benefit' under the relevant protected characteristic. You can add sub categories under the protected characteristics to make clear the impacts. For example under Age you may have considered the impact on 0-5 year olds or people aged 65 and over, under Race you may have considered Eastern European migrants, under Sex you may have considered specific impacts on men.

### Data to support impacts of proposed changes

When considering the equality impact of a decision it is important to know who the people are that will be affected by any change.

#### Population data and the Joint Strategic Needs Assessment

The Lincolnshire Research Observatory (LRO) holds a range of population data by the protected characteristics. This can help put a decision into context. Visit the LRO website and its population theme page by following this link: <http://www.research-lincs.org.uk> If you cannot find what you are looking for, or need more information, please contact the LRO team. You will also find information about the Joint Strategic Needs Assessment on the LRO website.

#### Workforce profiles

You can obtain information by many of the protected characteristics for the Council's workforce and comparisons with the labour market on the [Council's website](#). As of 1<sup>st</sup> April 2015, managers can obtain workforce profile data by the protected characteristics for their specific areas using Agresso.

### **Positive impacts**

The proposed change may have the following positive impacts on persons with protected characteristics – If no positive impact, please state '*no positive impact*'.

<b>Age</b>	No positive impact
<b>Disability</b>	No positive impact
<b>Gender reassignment</b>	No positive impact
<b>Marriage and civil partnership</b>	No positive impact
<b>Pregnancy and maternity</b>	No positive impact
<b>Race</b>	No positive impact
<b>Religion or belief</b>	No positive impact

Sex	No positive impact
Sexual orientation	No positive impact

If you have identified positive impacts for other groups not specifically covered by the protected characteristics in the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

No groups identified

### **Adverse/negative impacts**

You must evidence how people with protected characteristics will be adversely impacted and any proposed mitigation to reduce or eliminate adverse impacts. An adverse impact causes disadvantage or exclusion. If such an impact is identified please state how, as far as possible, it is justified; eliminated; minimised or counter balanced by other measures.

If there are no adverse impacts that you can identify please state 'No perceived adverse impact' under the relevant protected characteristic.

**Negative impacts of the proposed change and practical steps to mitigate or avoid any adverse consequences on people with protected characteristics are detailed below. If you have not identified any mitigating action to reduce an adverse impact please state '*No mitigating action identified*'.**

<b>Age</b>	No perceived adverse impact
<b>Disability</b>	No perceived adverse impact
<b>Gender reassignment</b>	No perceived adverse impact
<b>Marriage and civil partnership</b>	No perceived adverse impact
<b>Pregnancy and maternity</b>	No perceived adverse impact

Race	No perceived adverse impact
Religion or belief	No perceived adverse impact
Sex	No perceived adverse impact
Sexual orientation	No perceived adverse impact

If you have identified negative impacts for other groups not specifically covered by the protected characteristics under the Equality Act 2010 you can include them here if it will help the decision maker to make an informed decision.

No other groups identified

## Stakeholders

Stake holders are people or groups who may be directly affected (primary stakeholders) and indirectly affected (secondary stakeholders)

You must evidence here who you involved in gathering your evidence about benefits, adverse impacts and practical steps to mitigate or avoid any adverse consequences. You must be confident that any engagement was meaningful. The Community engagement team can help you to do this and you can contact them at [consultation@lincolnshire.gov.uk](mailto:consultation@lincolnshire.gov.uk)

State clearly what (if any) consultation or engagement activity took place by stating who you involved when compiling this EIA under the protected characteristics. Include organisations you invited and organisations who attended, the date(s) they were involved and method of involvement i.e. Equality Impact Analysis workshop/email/telephone conversation/meeting/consultation. State clearly the objectives of the EIA consultation and findings from the EIA consultation under each of the protected characteristics. If you have not covered any of the protected characteristics please state the reasons why they were not consulted/engaged.

## Objective(s) of the EIA consultation/engagement activity

Whilst there is no statutory requirement for the County Council to consult when reviewing and updating its SCI, it is considered to be good practice to do so in order to enable communities and other stakeholders to have their say on the content of the new SCI. Regard was therefore had to the consultation requirements for Local Plans (as set out in the 2012 Regulations) as a basis for identifying relevant consultees for the Draft SCI. In particular, involvement was sought from all relevant 'specific' and 'general' consultation bodies specified in the regulations.

The **Specific Consultation Bodies** consulted on the Draft SCI included (but were not limited to) statutory organisations such as:

- The Environment Agency
- Historic England
- Natural England
- Highways England
- Statutory Undertakers and Infrastructure Providers (e.g. National Grid, Anglian Water, Western Power, BT)
- Clinical Commissioning Groups

- Greater Lincolnshire Nature Partnership
- Greater Lincolnshire Local Enterprise Partnership
- All Parish and District Councils within Lincolnshire [including the Lincolnshire Association of Local Councils], along with all neighbouring County, District and Parish Councils that share a border with Lincolnshire.

The **General Consultation Bodies** that were consulted on the Draft SCI included (but were not limited to):

- Voluntary bodies whose activities benefit Lincolnshire
- Bodies representing the interests of different racial, ethnic or national groups in Lincolnshire
- Bodies representing the interests of different religious groups in Lincolnshire
- Bodies representing the interests of disabled persons in Lincolnshire
- Bodies representing the interests of persons carrying on business in Lincolnshire.

The above included bodies identified by the Community Engagement Team.

Consultation was carried out on the Draft SCI (v0.1) between 21 January 2019 and 4 March 2019. The response form for the consultation included a question asking respondents to identify any perceived impacts on protected characteristics.

Only one representation was received from a body specifically representing people with a protected characteristic. This was from the South Lincolnshire Blind Society that expressed concerns that the draft version of the SCI (v0.1) gives little consideration of how the County Council will engage and consult with the blind population within the County. The Society states that consideration as to how this group of people may provide positive and meaningful input should be one of the prime objectives. It also states that there is no mention within the consultation letter or Draft SCI to say what alternative formats will be available. The Society has not, however, put forward any recommendations to assist the Council to better engage and consult with the blind population within the County.

In response, it is considered that the Draft SCI does propose a comprehensive suite of measures to maximise community engagement through the mechanisms that are available to the authority. For Development Plan Documents (DPD), paragraph 2.8 notes that specific organisations targeting under represented and seldom heard groups will be identified with assistance from the Council's Community Engagement Team and utilised during consultation. In any event, the 'general consultees' notified during DPD production include bodies that represent the interests of the blind population, such as the South Lincolnshire Blind Society.

For planning applications, consultation and publicity is more targeted and locationally specific. It is considered that the increased use of social media in addition to traditional methods is sufficient to involve all groups and individuals that may be affected by particular proposals.

Section 6 of the Draft SCI provides contact details for all enquiries seeking the document in alternative languages and formats. It is however acknowledged that this information would be better placed at the beginning of the document, particularly to assist those individuals utilising 'text-to-speech' software. This information has therefore been relocated to the front of the Proposed SCI (v1.0)

**Who was involved in the EIA consultation/engagement activity? Detail any findings identified by the protected characteristic**

<b>Age</b>	See objectives section
<b>Disability</b>	See objectives section
<b>Gender reassignment</b>	See objectives section
<b>Marriage and civil partnership</b>	See objectives section
<b>Pregnancy and maternity</b>	See objectives section
<b>Race</b>	See objectives section
<b>Religion or belief</b>	See objectives section

<b>Sex</b>	See objectives section
<b>Sexual orientation</b>	See objectives section
<b>Are you confident that everyone who should have been involved in producing this version of the Equality Impact Analysis has been involved in a meaningful way?</b> The purpose is to make sure you have got the perspective of all the protected characteristics.	Yes
<b>Once the changes have been implemented how will you undertake evaluation of the benefits and how effective the actions to reduce adverse impacts have been?</b>	N/A

## Further Details

<b>Are you handling personal data?</b>	<p>No</p> <p>If yes, please give details.</p>
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<b>Actions required</b> Include any actions identified in this analysis for on-going monitoring of impacts.	<b>Action</b>	<b>Lead officer</b>	<b>Timescale</b>
	N/A	N/A	N/A

<b>Version</b>	<b>Description</b>	<b>Created/amended by</b>	<b>Date created/amended</b>	<b>Approved by</b>	<b>Date approved</b>
Proposed Final Version- (v1.0)	Version produced following public consultation on a draft version, which has had regard to the representations made on the draft.	Adrian Winkley	13.06.2019	Neil McBride Head of Planning	14.06.19

**Examples of a Description:**

'Version issued as part of procurement documentation'  
 'Issued following discussion with community groups'  
 'Issued following requirement for a service change; Issued following discussion with supplier'