



Norfolk County Council

Statement of Community Involvement

Adopted December 2018

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1	Introduction
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- 1.1 In accordance with the Planning and Compulsory Purchase Act 2004, Norfolk County Council must produce and maintain a planning policy framework for minerals and waste development in Norfolk. More detailed information on the planning policy framework is included on the Norfolk County Council website www.norfolk.gov.uk/nmwdf and in the 'Norfolk Minerals and Waste Development Scheme' (NMWDS).
- 1.2 Norfolk's planning policy framework includes a Statement of Community Involvement (SCI) (this document) setting out the standards to be achieved by Norfolk County Council in involving the community in the following:
- Preparation, alteration and continuing review of Norfolk's minerals and waste Local Development Documents. Related information is contained in section 2 of the SCI.
 - Consultations on planning applications determined by the County Council (representing planning applications on minerals and waste and the County Council's own development e.g. relating to schools, libraries, fire stations and non-trunk roads, where planning permission is required). Information on this aspect of the process is contained in section 3 of the SCI.
- 1.3 If you have any queries on this document, please contact the Planning Services Section on telephone number 0344 800 8020 or at the following email address: LDF@norfolk.gov.uk.

Principles for Community Involvement

- 1.4 Our key principles for involving the public include the following:

Accountable

- 1.5 The County Council will ensure that citizens' views are taken into account in relation to decisions, policies and service developments and demonstrate and communicate what has changed as a result of public involvement.
- 1.6 The County Council will publish details of all consultations, including those relating to Norfolk's minerals and waste planning policy documents, on the County Council website: www.norfolk.gov.uk. This website is home to Norfolk County Council's Consultation Finder – a tool that enables citizens to sign-up for future consultations, have their say on current consultations and find out the results of past consultations.

Accessible

- 1.7 The County Council will make sure that public involvement is accessible by doing the following:
- Using plain English in any published documents.
 - Using the right methods of involvement for the right audiences.
 - Making sure any publications follow County Council guidelines (at the time of publication of this SCI shown in "Guidelines for Published Information")
 - Making any Norfolk minerals and waste planning policy document available, on request, in alternative formats such as audio, Braille or a language other than English.
 - Arranging meetings in venues that are easy to get to and at times that are appropriate to the participants.

Inclusive

- 1.8 The County Council recognises that many of the communities that are perceived to be difficult to access are not actually that 'hard-to-reach' and do not consider themselves to be such. It is just that organisations have not put enough effort or resources into seeking their views.
- 1.9 The County Council will be inclusive by:
- Making extra efforts to involve people whose views have been under-represented in the past.
 - Making sure that people are not excluded from public involvement processes through circumstances. This might mean providing crèches or carer support, hearing loop systems, language signers and holding meetings at appropriate times and in appropriate venues.
 - Making sure, in defined circumstances, that participants are not out-of-pocket as a result of taking part in community involvement activities.
- 1.10 In addition, certain Norfolk citizens can be under-represented in any consultation, such as young people and black and minority ethnic residents. Before each stage of consultation an assessment will be made of how such groups are affected and consultation approaches will be tailored accordingly.
- 1.11 The RTPI Planning Aid England service offers assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages people to get involved in the planning system to help shape their own environment.
- 1.12 The contact details for RTPI Planning Aid England are:
Planning Aid England, RTPI, 41 Botolph Lane, LONDON, EC3R 8DL
Tel: 020 7929 8338
Email: advice@planningaid.rtpi.org.uk
www.rtpi.org.uk/planningaid

Efficient

- 1.13 The County Council will coordinate and link public involvement activities, where appropriate, to help avoid duplication of effort, time and resources.
- 1.14 Norfolk's minerals and waste planning policy documents do not exist in a vacuum; they link with other major strategies, in particular Norfolk County Council's 'Caring for Our County: A Vision for Norfolk in 2021'. Under the banner of 'Norfolk Futures' the Council Strategy 2018-2021 seeks to deliver sustainable and affordable services for the people of Norfolk who need them most.
- 1.15 The council has identified the following ambitions for the county across all its activities
- Building communities we can be proud of
 - Installing infrastructure first
 - Building new homes to help young people get on the housing ladder
 - Developing the skills of our people through training and apprenticeships
 - Nurturing our growing digital economy
 - Making the most of our heritage, culture and environment
- 1.16 Norfolk's minerals and waste planning policies will have a role in delivering parts of the County Council Strategy, especially in relation to the themes of "Building communities we can be proud of" "Building new homes to help young people get on the housing ladder" and "Making the most of our heritage, culture and environment".

Neighbourhood Plans

- 1.17 Minerals and waste planning matters are outside the remit of Neighbourhood Plans. The first point of contact for those communities interested in preparing a neighbourhood plan is the local planning authority. In Norfolk this means the district or borough council.

Review of the SCI

- 1.18 Minor changes to the approach to community involvement shown in the adopted SCI, for instance additional helpful information on the approaches to community involvement, will not trigger a formal review of the SCI. Any minor changes will be shown in a 'live' and amended version of the SCI on the County Council's website. This 'live' SCI will show the current position with respect to community involvement as opposed to the approach it was considered should be followed at the time the SCI was adopted. The County Council's website will show both the adopted and 'live' versions of the SCIs and make the different functions of the two documents very clear.
- 1.19 The County Council will check the effectiveness of the consultation methods set out in this SCI. The effectiveness of any consultation methods used will be reported in the Annual Monitoring Report. If it is considered that the approaches to community involvement shown in the SCI are clearly failing and need fundamental revision then the SCI will be reviewed in an attempt to rectify the situation.

Resources

- 1.20 The SCI will be funded from budget within the County Council.
- 1.21 Community involvement on most planning applications will be dealt with by relevant case officers supported by administration staff and senior management as appropriate. For more significant and controversial planning applications where use of some of the more involved techniques outlined in section 3 of this SCI are appropriate, additional resources and skills may be needed and this is provided for via a contingency allowance.

2	Community involvement: Emerging minerals and waste local development documents
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Introduction

- 2.1 Section 2 of the SCI includes information on community involvement on emerging minerals and waste local development documents.
- 2.2 The existing adopted Norfolk Minerals and Waste Local Plan consists of three documents which cover the period to the end of 2026:
- 2.3 The Norfolk Core Strategy and Minerals and Waste Development Management Policies Development Plan Document (DPD) (the 'Core Strategy') was adopted by Norfolk County Council in 2011. It contains a vision, strategic objectives and policies to be used in the determination of planning applications for minerals extraction and associated development and waste management facilities in Norfolk.
- 2.4 The Norfolk Minerals Site Specific Allocations DPD and the Norfolk Waste Site Specific Allocations DPD were adopted in 2013. The Minerals Site Specific Allocations DPD was subsequently amended by the adoption of the Single Issue Silica Sand Review in December 2017.
- 2.5 The Norfolk Minerals Site Specific Allocations DPD (including the Silica Sand Review) allocated one specific sites for carstone extraction, 26 specific sites for sand and gravel extraction, two specific sites for silica sand extraction and four areas of search for future silica sand extraction. Ten of the sites allocated for sand and gravel extraction have subsequently received planning permission.
- 2.6 The Norfolk Waste Site Specific Allocations DPD allocated 29 sites for waste management facilities. However, only one of the allocated sites has been granted planning permission since the adoption of the Waste SSA, whilst a number of unallocated sites have been approved.
- 2.7 These adopted minerals and waste planning policy documents are accompanied by a Policies Map which illustrates geographically the application of the policies contained in the adopted planning policy documents.

Draft local development documents subject to community involvement shown in this SCI

The Minerals and Waste Local Plan Review (M&WLPR)

- 2.8 As the Core Strategy was adopted over five years ago, a joint review of the three adopted DPDs is being carried out to ensure that the policies within them remain up-to-date, to extend the Plan period to the end of 2036 and to consolidate them into one Norfolk Minerals and Waste Local Plan (M&WLP).

- 2.9 The M&WLP will include a vision and strategic objectives for waste management and minerals development for the Plan period to 2036. The M&WLP will include a forecast of the quantities of waste to be planned for, a spatial strategy for new waste management facilities, and a policy detailing the land uses considered to be potentially suitable for waste management facilities. It will also include criteria based policies for the determination of planning applications for the following types of waste management facilities: inert waste recycling, waste transfer and treatment, composting, anaerobic digestion, household waste recycling centres, residual waste treatment, landfill and water recycling centres. Specific policies will also cover the design of waste management facilities, landfill mining and safeguarding waste management facilities and water recycling centres.
- 2.10 The M&WLP will contain a forecast of the quantities of minerals to be planned for and a spatial strategy for minerals development. Policies relevant to the determination of applications for minerals development will cover the following topics: borrow pits for highway schemes, agricultural reservoirs, protection of core river valleys, cumulative impacts and phasing of workings, progressing working and restoration, aftercare, concrete batching and asphalt plants, energy minerals, safeguarding mineral resources, safeguarding mineral sites and safeguarding infrastructure.
- 2.11 The M&WLP will also include policies relevant to both minerals and waste management development covering the following issues: the presumption in favour of sustainable development, development management criteria, transport, climate change mitigation and adaptation, The Brecks and agricultural soils.
- 2.12 The M&WLP will also allocate specific sites and areas for mineral extraction in Norfolk during the Plan period.
- 2.13 As the content of Norfolk's minerals and waste planning policy framework may change over time, please visit our website www.norfolk.gov.uk/nmwdf for the latest version.

Consultation stages on emerging development plan documents

- 2.14 At the very least, the community will be consulted on draft development plan documents at the following stages:

1. The Plan Preparation stage

This stage of the process will contain two rounds of public consultation referred to as the "Initial Consultation" and the "Preferred Options". In both rounds members of the public, along with statutory consultees, will be invited to comment over a six week period on a draft version of the Minerals and Waste Local Plan. The County Council will use the feedback from the "Initial Consultation" to inform its "Preferred Options". This will include clear reasons for selecting the preferred options, together with a summary of the alternatives that were considered. Both rounds of consultation will include a Sustainability Appraisal Report and a Habitats Regulations Assessment.

2. The Pre-Submission stage

The County Council will use feedback from consultation on the plan preparation stages to produce a Pre-Submission version of the development plan document (together with a final copy of the Sustainability Appraisal Report and Habitats Regulations Assessment Report). The Pre-Submission version of the DPD (and supporting documents) will be published to enable representations to be made on the 'soundness' and legal compliance of the document. The County Council will publicise the fact that representations on the Pre-Submission version of the DPD can be made over a defined period of at least 6 weeks.

At the end of the representations period, representations will be shown on the County Council's website. Representations will be considered by the County Council and sent, along with the Pre-Submission version of the DPD, supporting documents (such as Sustainability Appraisal and Habitats Regulations Assessment) and summaries of the main issues raised during both the plan preparation stages and the Pre-Submission representations period, to the Secretary of State, for consideration by an independent Planning Inspector in an examination of the DPD.

- 2.15 Following independent examination, the Secretary of State produces a report containing comments the County Council is required to reflect in a finally adopted Development Plan Document.

Methods of community involvement on emerging development plan documents

- 2.16 The tables below set out the community involvement methods to be used when consulting on Norfolk's emerging minerals and waste development plan documents. Table 1 refers to community involvement methods at the plan preparation stage and table 2 refers to community involvement methods at the Pre-Submission publication Stage. Further information on each of these community involvement methods is shown below the tables.

Table 1: Community involvement methods at the plan preparation stage				
Community Involvement method on draft local development documents		Method will be used = √	Community involved in the method:	
			General public	A
		Method may be used = ?	Those shown in Appendix 1	B
			Specific groups/individuals	C
			Hard to reach groups	D
1	Available for inspection	√	A	
2	Written consultation	√	B, C	
3	Internet	√	A	
4	Mass media	√	A	
5	One to one meetings	?	A (and possibly certain of those in B, C and D, if necessary by arrangement)	
6	Public exhibitions	?		
7	Public meetings	?		
8	Public questions at Committee	√		

Table 2: Community involvement methods at the Pre-Submission publication stage				
Community Involvement method on draft local development documents		Method will be used = √	Community involved in the method:	
			General public	A
		Method may be used = ?	Those shown in Appendix 1	B
			Specific groups/individuals	C
			Hard to reach groups	D
1	Available for inspection	√	A	
2	Written consultation	√	B, C	
3	Internet	√	A	
4	Mass media	√	A	
5	One to one meetings	?	A (and possibly certain of those in B, C and D, if necessary by arrangement)	
6	Public exhibitions	?		
7	Public meetings	?		
8	Public questions at Committee	√		

1. Available for inspection

The County Council will make draft local development documents available for inspection at County Hall in Norwich and at the main office of each of the eight local planning authorities in Norfolk.

2. Written consultation

The County Council will contact the list of consultees shown in Appendix 1, to provide information about consultation arrangements on Norfolk's draft minerals and waste local development documents, allowing them at least six weeks to comment.

3. Internet

The County Council will make Norfolk's draft minerals and waste local development documents, available for inspection on the County Council's website and will enable consultation responses to be made via a consultation website. Future use of the internet for community involvement purposes will at the very least accord with any related Government requirements.

4. Mass media

The County Council will arrange for statutory notices to be placed in local newspapers at the Pre-Submission stage. At key stages the County Council will issue press/radio releases.

5. One to one meetings with people and/or organisations

Where appropriate (and by arrangement), County Council staff will meet with organisations or individuals to discuss particular issues.

6. Public exhibitions/displays

Where appropriate, the County Council will hold public exhibitions.

7. Public meetings

Where appropriate, the County Council will hold public meetings as a means of allowing people to debate issues raised by a particular draft minerals and waste local development document.

8. Asking public questions at Committee

The protocol applicable to asking public questions at the committee most likely to consider draft minerals and waste local development documents (Environment, Development and Transport Committee) at the time of publication of this SCI is shown in Appendix 2. The most up-to-date position on asking public questions at committees is shown on the County Council's website: www.norfolk.gov.uk.

How comments on emerging local development documents will be taken into account

- 2.17 Comments received during the key consultation stages shown under paragraph 2.3 will be considered by the County Council and will in some cases result in changes to the contents of draft local development documents. Reports on the results of community involvement will be made available on the County Council's website, at County Hall in Norwich and at the main office of each of the eight local planning authorities in Norfolk.

List of consultees to be sent copies of draft local development documents

- 2.18 Appendix 1 lists the consultees on Norfolk's draft minerals and waste local development documents.

Area Action Plans

- 2.19 Currently, the County Council has not identified any areas for which an area action plan would be suitable. If work on the Minerals and Waste Local Plan Review identifies a need for an area action plan or plans then details would be included in an amended 'Norfolk Minerals and Waste Development Scheme'. Area action plans are development plan documents and any of the methods of community involvement set out in this section of the SCI are applicable.

Supplementary Planning Documents

- 2.20 Currently, the County Council has no plans to produce any supplementary planning documents to provide further guidance on issues or policies in a Development Plan Document. Community involvement on any supplementary planning documents will at the very least seek to ensure that the level of community involvement required by Government Regulations takes place. In most cases a supplementary planning document will not require a sustainability appraisal. If the County Council decides to produce a Supplementary Planning Document, the County Council will use, or consider using, the community involvement methods shown in table 1 and consult those shown in Appendix 1. A supplementary planning document must be adopted by council resolution.

Retention of information submitted to the County Council in response to emerging Plans

- 2.21 The information you provide to Norfolk County Council in response to a consultation, or a formal representations period, on a draft plan will be used in order to inform our plan. We will also use the information to contact you about any subsequent consultation or formal representations period on the plan. We will therefore continue to hold the information until the plan has been adopted and the 6 week time period for a legal challenge to the plan has expired. Based on the current timescale for the Minerals and Waste Local Plan Review this will be the Autumn of 2020. In the event of a legal challenge we will hold the information until the completion of the legal process.

3 Community involvement: Planning applications

Introduction

- 3.1 Section 3 of the SCI includes information on community involvement on planning applications determined by the County Council.

Types of planning application determined by the County Council

- 3.2 At the time of publication of this SCI, the County Council determines two types of planning application:
- Planning applications for the County Council's own developments e.g. schools, libraries, fire stations and non-trunk roads.
 - Planning applications for minerals or waste development in the County.

Methods of community involvement on planning applications

Summary of all methods of community involvement on planning applications

- 3.3 The County Council will involve host communities on planning applications it determines in accordance with the duties placed on it by planning legislation. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. Community involvement proposed includes:

1. Access to information

Making planning applications, including any supporting documentation, available for inspection, tracking and comment at local authority offices and electronically on the County Council's website: www.norfolk.gov.uk. Future use of the internet for community involvement purposes will at the very least accord with any related Government requirements.

2. Availability of officers

Planning officers are often available, without an appointment, to discuss matters relating to planning applications. However, to ensure that you are able to speak to the relevant case officer it is recommended that you book up to 3 working days ahead.

3. Consulting

District, parish and neighbouring councils (where relevant), the local member and relevant bodies in the authority's area (see fuller list of consultees in Appendix 3) will be notified of relevant planning applications by email.

4. Media

Inviting comments on planning applications through advertising in relevant newspapers, where statutorily required (see Appendix 4).

5. Notifying neighbours

Our standard approach for notifying neighbours and residents in the vicinity of the site that a planning application has been submitted, and inviting comments (see Appendix 4) is by a site notice (see section 12 below). At the officer's discretion we may also write to occupiers of immediate adjoining residential and commercial properties, informing them that a planning application has been submitted where the officer considers it necessary. The statutory time periods for responses to be received are within 21 days of the date of the notification letter on planning applications, and within 14 days in relation to subsequent minor amendments to a planning application. However, responses received after this time period will still be taken into account until a decision is made on the planning application.

6. Public and One-to-one meetings

Upon request, officers from the County Council will attend one public meeting in relation to a planning application. At a meeting officers will be able to advise the public on how to effectively engage within the planning process and facilitate discussion on issues surrounding the application. Officers will not, normally, attend meetings at the request of private individuals or organisations.

7. Pre-application discussions

Norfolk County Council invites prospective applicants to consult with the County Council during the early stages of formulating a development proposal before a planning application is submitted. Such consultations can be on a confidential basis where requested by an applicant, for example where commercial confidentiality must be preserved, at least initially.

For larger developments, once a proposal has reached the stage where a planning application is likely to be submitted, the County Council expects developers to engage with the public, for instance by holding local exhibitions. Where a planning application is for new development at an existing site (e.g. an extension), it is expected that draft proposals will be brought to a liaison meeting.

Benefits of pre-application discussions can include:

- Increased likelihood that submitted planning applications will address relevant planning issues.
- Reduced time taken by the County Council in determining planning applications.
- Increased chances of planning applications being approved.
- Improved understanding of what is proposed thereby enabling people to respond more easily and quickly to consultations.
- Allowing local concerns and expertise to influence aspects of a proposal.

8. Public exhibitions/displays

For major planning applications, the County Council will encourage developers to hold public exhibitions (preferably combined with community consultation at a pre-application stage). In accordance with Norfolk County Council's 'Adopted Local List of Validation Requirements', all major applications (developments that create over 1,000m² of floor space or where development is carried out on a site of over 1ha) will need to be submitted with their own Statement of Community Involvement, explaining how the views of the local community have been taken into account in the formulation of development proposals.

9. Public Inquiries

Site notices will be placed at the site to which the planning application relates and a press notice placed in the local newspaper(s) to publicise the date, time and location of the Public Inquiry.

10. Public speaking at committee

The most up-to-date position on public speaking at committees is shown on the County Council's website (at the time of publication of this SCI the position was as set out in Appendix 5).

11. Site Notice

A site notice will be placed at sites to which any planning application relates in order to inform people of the proposal and provide details on how to view the planning application (see Appendix 4).

Community involvement where planning applications are determined by the County Council

- 3.4 Most decisions as to whether or not to grant planning permission will be made by officers, under delegated powers given by the County Council. This allows members to focus on the most complex and contentious proposals. Decisions will be made by the planning committee in the following circumstances:
- Applications where a specified number of objections (currently three or more) have been received on material planning grounds, or where an objection has been received from a statutory consultee
 - Applications accompanied by an Environmental Impact Assessment Statement
 - Any decision that does not accord with the development plan.

The Scheme of Delegated Powers to Officers (Non-Executive Functions) is contained in Part 6.2 of the County Council's Constitution, which can be viewed on the Council's website at www.norfolk.gov.uk. The Planning (Regulatory) Committee meets approximately once a month at County Hall and details of the protocol for public speaking at this Committee are outlined in Appendix 5.

Community involvement where planning applications are determined by the Secretary of State following a Planning Appeal

- 3.5 All those persons or organisations who sent in comments, along with parish/town councils and local interest groups will be sent notification of Planning Appeals. The original comments will be copied and forwarded to the Planning Inspectorate.

Community involvement after a planning application is determined

- 3.6 The outcome of decisions on planning applications (in the form of a Decision Notice), whether made by officers under delegated powers or by committee, will be sent (via post or email) to all those who comment on the proposal i.e. those that contact the County Council with objections or support. Any other person wishing to view a copy of the Decision Notice will be able to do so by contacting the Council. The decision notices for applications determined since September 2011 can be viewed on the County Council's website: www.norfolk.gov.uk.

Retention of information submitted to the County Council in response to a consultation on a planning application

- 3.7 The information you provide to Norfolk County Council in response to a consultation on a planning application will be used in order to determine the application. It may also be used to determine an appeal or complaint lodged in relation to the application. We will therefore continue to hold the information until the time period for lodging an appeal or complaint via the local government ombudsman has expired; and in the event of an appeal or complaint being lodged, until the completion of that process. This means we cannot be exact on the period of time we will hold your information, but typically this will be 12 months from the date the planning decision is issued. Our current practice is to remove data from our records on specific dates in the year allocated for that task. This means that your information will be removed from our records on the date allocated following the expiry of the appeal/complaints process. We only use information supplied in relation to a consultation on an application for determining that application, this means that if you make a comment on an application you will not be directly notified of any future proposals on or in the immediate vicinity of the site, as was our previous practise.

Appendix 1

Consultees on Norfolk's minerals and waste Development Plan Documents

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Specific consultation bodies

The Coal Authority
The Environment Agency
Historic England
East of England Local Government Association
Natural England
The Secretary of State for Transport
Parish and town councils in Norfolk
District and borough councils in Norfolk
County, district, borough, town and parish councils adjoining Norfolk
Broads Authority
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Homes and Communities Agency
Norfolk Police Authority

General Consultation Bodies

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area.
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area;
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

Other Consultation Bodies

Campaign to Protect Rural England
Civil Aviation Authority
Country Land and Business Association
Countryside projects
Defence Infrastructure Organisation
Environmental Services Association
Equality and Human Rights Commission
Friends of the Earth
Greenpeace
Health and Safety Executive
Highways England

Minerals and waste operators
Minerals and waste trade associations
Mineral Products Association
National Farmers Union
National Trust
Network Rail
Norfolk Coast Partnership
Norfolk Association of Local Councils
Norfolk Farming and Wildlife Advisory Group
Norfolk County Council Historic Environment Service
Norfolk Rural Community Council
Norfolk Wildlife Trust
Norfolk's Clinical Commissioning Groups
Norwich International Airport
Abellio Greater Anglia
Planning agents who work for the minerals and waste industry
The Ramblers
Royal Society for the Protection of Birds
Visit East Anglia
Visit Norfolk

Duty to Cooperate bodies

(as specified in the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011))

Environment Agency
Natural England
Local Nature Partnerships
Mayor of London (where applicable)
Civil Aviation Authority
Homes and Communities Agency
Clinical Commissioning Groups
The NHS Commissioning Board
Historic England
The Office of Rail Regulation
Highways Agency
Transport for London (where applicable)
Integrated Transport Authorities
Highway Authorities
Local Enterprise Partnerships
Marine Management Organisation
Local Planning Authorities

Appendix 2

Norfolk County Council's procedure for asking public questions at Committee – applicable to consideration of draft local development documents

For the up-to-date protocol on public speaking at committees please refer to the County Council's website: www.norfolk.gov.uk. The protocol for public speaking at Environment, Transport and Development Committee meetings as at the time of publication of this SCI is reproduced below.

Anyone who is a resident in Norfolk, a non-domestic ratepayer in Norfolk, or who pays Council Tax in Norfolk may ask a question through the Chairman about a matter for which the Committee or the Council has a responsibility for or that particularly affects Norfolk.

Public questions may be asked at Environment, Development and Transport Committee; one of the specific functions of EDT Committee is Planning and Development Strategy and Management.

The Head of Democratic Services may reject a question if it:

- a. Is not a matter for which the Council has a responsibility or particularly affects the County
- b. Is defamatory, frivolous or offensive or has been the subject of a similar question in the last 6 months or the same one already submitted under this provision
- c. Requires the disclosure of confidential or exempt information (as defined in the Council's Access to Information Procedure Rules)

Notice

A question may only be put if either:

- i. At least 2 working days' notice of the question is given in writing to the Head of Democratic Services; e.g. by 5pm on the Wednesday preceding a Service Committee meeting on Monday; or
- ii. The question relates to urgent matters and it has the consent of the Chairman to whom the question is to be put, and the content of the question is given to the Head of Democratic Services by 9.30am on the day of the meeting

Number and length of questions

The number of questions which can be asked will be limited to 1 question per person plus a supplementary.

No more than 1 question plus a supplementary may be asked on behalf of any organisation.

You may only ask 1 question and 1 supplementary question in any 6 month period

Questions are subject to a maximum word limit of 110 words. Questions that are in excess of 110 words will be disqualified.

A supplementary question may be asked without notice and should be brief (fewer than 75 words and take less than 20 seconds to ask). It should relate directly to the original

question or reply. The Chairman may reject any supplementary questions s/he does not consider compliant with this requirement.

The total time for public questions is 15 minutes.

Questions will be put in the order in which they are received.

Responses

The Chairman shall exercise their discretion as to the response given to the question and any supplementary questions.

If the person asking the question has indicated they will attend, responses to questions will be made available in the Committee Room in writing before the start of the meeting and copies of the questions and answers will be available to all in attendance.

If the person asking the question indicates they will not be attending the Committee, a written response will simply be sent.

The responses to questions will not be read out at the meeting.

The Chairman may give an oral response to a supplementary question or may require another Member or Officer to answer it. If an oral answer cannot be conveniently given, a written response will be sent to the questioner within 7 days of the meeting.

If the person who has given notice of the question is not present at the meeting or if any questions remain unanswered within the 15 minutes allowed for questions, a written response will be sent within 7 working days of the meeting.

Appendix 3

Consultees on planning applications

Community involvement will include notification of the district and parish councils, local members, and County Councillors and any relevant statutory bodies or consultees which could include one or more of the following:

Civil Aviation Authority
Country Land and Business Association
Countryside projects
Defence Infrastructure Organisation
Department for Environment, Food and Rural Affairs
Visit East of England
Environment Agency
Equality and Human Rights Commission
Friends of the Earth
Forest Enterprise (England)
Greenpeace
Health and Safety Executive
Highways England
Historic Buildings and Monuments Commission for England (Historic England)
Minerals and waste operators
Minerals and waste trade associations
National Farmers Union
National Trust
Natural England
Network Rail
Norfolk Wildlife Trust
Norfolk's Clinical Commissioning Groups
Planning agents who work for the minerals and waste industry
The Ramblers
Relevant electricity and gas companies
Relevant sewerage and water undertakers
Relevant telecommunications companies
Royal Society for the Protection of Birds
Secretary of State for Transport
Sport England

Appendix 4

Publicity on planning applications

The County Council will comply with the statutory publicity requirements, which vary according to the type of development/planning application:

Type of development	Publicity		
	Advertisement in local newspaper/s	Site Notice	Neighbour Notification ¹
All minerals and waste planning applications	✓	✓	✓
Major planning applications for development by the County Council	✓	✓	✓
Other (not major) planning applications for development by the County Council		✓	✓

It should be noted that it is the responsibility of the applicant to post the site notice(s) for applications for prior approval.

¹ At the discretion of Officers.

Appendix 5

Norfolk County Council's protocol for public speaking at Planning (Regulatory) Committee in relation to planning applications

For the up-to-date protocol on public speaking at committees please refer to the County Council's website: www.norfolk.gov.uk. The protocol for public speaking at Planning (Regulatory) Committee meetings as at the time of publication of this SCI is reproduced below.

At meetings of Norfolk County Council's Planning (Regulatory) Committee, the public are able to speak before decisions are made on planning applications.

Who can speak at meetings?

Anybody who wishes to object to, or support, a planning application which will be decided by Norfolk County Council's Planning (Regulatory) Committee. These meetings are usually held in one of our committee rooms at County Hall.

How do I state my point of view?

You must give written notice that you intend to speak about an item to the Head of Democratic Services 48 hours before the Committee meets, together with a short note of the points to be raised, if not previously done.

How long can I speak for – and when will I be called?

At the start of the meeting, the Committee Chair will ask members of the public if they wish to speak, and if so, to what items.

A total of 15 minutes of public speaking on each item is provided for, but in exceptional circumstances this may be amended at the discretion of the Chair of the Committee.

Objectors to the application will speak first, followed by District, Parish or Town Council representatives, and those from any other public body, and then the finally the applicant/agent or any supporters of the application.

Five minutes will be allowed for each group. Therefore, if you are one of a group of objectors or supporters, it would be extremely helpful if you could nominate one person to speak on your behalf.

It may be possible to change the order of the agenda in cases that have aroused particular public interest.

Will a decision be made at the meeting?

Most applications will be discussed and a decision made at the meeting, but occasionally the Committee may defer a decision, to allow time to visit the site, or to get further information.

Note that some applications of a non-controversial nature may not be reported to the Committee.

Glossary

(Note: terms in *italics* are explained elsewhere in the glossary)

Annual monitoring report - assesses the implementation of the *Local Development Scheme* and the extent to which policies in *Local Development Documents* are being successfully implemented.

Development plan – statutory documents described in the Planning and Compulsory Purchase Act 2004 (as amended) that set out the planning policies and proposals for the development and use of an area. Decisions on planning applications must conform to the development plan unless material considerations indicate otherwise.

Development plan documents – set out the spatial planning policies and proposals for an area. DPDs are also referred to as local plans.

Local development document - the collective term for *Development Plan Documents*, *Supplementary Planning Documents* and the Statement of Community Involvement.

Local development scheme – describes the *Local Development Documents* which the authority intends to prepare and the timetable for their preparation.

Supplementary planning documents - provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the *Development Plan* and are not subject to independent examination. However, they are subject to *Sustainability Appraisal*.

Sustainability appraisal - An evaluation process for assessing the environmental, social, economic and other sustainability effects of plans and programmes. This is a statutory requirement.