



**East Suffolk House, Riduna Park, Station  
Road, Melton, Woodbridge, IP12 1RT**

# Cabinet

## **Members:**

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and  
Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer  
Services, ICT and Commercial Partnerships)

Councillor Maurice Cook (Resources)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal  
Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure  
and Tourism)

Members are invited to a **Meeting of the Cabinet**  
to be held on **Tuesday, 6 April 2021 at 6:30pm**

This meeting will be conducted remotely, pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting will be facilitated using the Zoom video conferencing system and broadcast via the East Suffolk Council YouTube channel at

<https://youtu.be/pT8zWSJ5S6U>

An Agenda is set out below.

## Part One – Open to the Public

## Pages

### 1 **Apologies for Absence**

To receive apologies for absence, if any.

### 2 **Declarations of Interest**

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3 **Announcements**

To receive any announcements.

### 4 **Minutes**

To confirm as a correct record the Minutes of the Meeting held on 2 March 2021

**1 - 7**

## KEY DECISION

### 5 **Adoption of Statement of Community Involvement ES/0720**

Report of the Cabinet Member with with responsibility for Planning and Coastal Management

**8 - 257**

### 6 **Exempt/Confidential Items**

It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act.

## Part Two – Exempt/Confidential

## Pages

### 7 **Exempt Minutes**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## KEY DECISIONS

### 8 **Lowestoft Post Office - Cultural Regeneration Project**

- Information relating to any individual.
- Information that is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## 9 Garden Waste Service - South of the District

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

### Close



Stephen Baker, Chief Executive

### Filming, Videoing, Photography and Audio Recording at Council Meetings

The Council, members of the public and press may record / film / photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk (in advance), who will instruct that they are not included in any filming.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:

[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)



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**Unconfirmed**



Minutes of a Meeting of the **Cabinet** held via Remote Meeting via Zoom, on **Tuesday, 2 March 2021** at **6:30pm**

**Members of the Cabinet present:**

Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Steve Gallant, Councillor Richard Kerry, Councillor James Mallinder, Councillor Craig Rivett, Councillor Mary Rudd, Councillor Letitia Smith

**Other Members present:**

Councillor Peter Byatt, Councillor Alison Cackett, Councillor Judy Cloke, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Mark Jepson, Councillor Steve Wiles

**Officers present:**

Stephen Baker (Chief Executive), Kerry Blair (Head of Operations), Lewis Boudville (Transport, Infrastructure & Parking Services Manager), Neil Cockshaw (Programmes and Partnerships Manager), Karen Cook (Democratic Services Manager), Mark Fisher (Procurement Manager), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Matt Makin (Democratic Services Officer), Sue Meeken (Labour Political Group Support Officer), Brian Mew (Chief Finance Officer & Section 151 Officer), Agnes Ogundiran (Conservative Political Group Support Officer), Paul Wood (Head of Economic Development & Regeneration)

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**1 Apologies for Absence**

Apologies for absence were received from Councillor Cook and from Councillor Ritchie.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Announcements**

There were no announcements.

**4 Minutes**

**RESOLVED**

That the Minutes of the Meeting held on 2 February 2021 be agreed as a correct record and signed by the Chairman.

## 5 COVID Recovery Business Support Programme

Cabinet received report **ES/0684** by the Deputy Leader and Cabinet Member with responsibility for Economic Development, who reported that the trading restrictions associated with the Covid pandemic had had a dramatic and significant impact on businesses locally, regionally, and nationally. In response, the Government had launched a range of business grant schemes aimed at small and medium sized businesses to mitigate the impacts of reduced trading and enforced closure. Local authorities had been at the forefront of allocating these vital funds to local businesses and East Suffolk Council (ESC) had so far allocated £98.74m to over 6,000 businesses (the figure was an updated figure to that provided within the published report).

In the most recent round of grant schemes the Additional Restrictions Grant (ARG) was launched. The ARG differed from previous grant schemes in that it was profiled over two financial years, to cover the November 2020 and any future lockdowns, and crucially an element of the scheme could also be used for longer-term business support measures. The awarding of direct grants to businesses would remain the priority of the ARG, however modelling indicated a significant balance would be available to develop a business recovery programme.

The report, the Deputy Leader stated, set out a number of proposed business support measures based on direct engagement with businesses and business support providers. The proposed schemes would cover business start-up support, a general business recovery scheme, support for independent retail and a gigabit voucher scheme to enable businesses to access the new ultrafast broadband network in Lowestoft. The aim of this new programme was to support the wider economic recovery in the District during 2021 and complement the existing, long-term, and ambitious economic growth programmes. The proposals in the report were purposely provided at an outline level and if Cabinet supported the proposed approach they would be fully developed, costed and implemented during the Spring and Summer of 2021.

The Leader referred to the level of support received from Government, and he gave thanks for this, stating that it had allowed ESC to pass on that level of support to local businesses.

The Assistant Cabinet Member with responsibility for Economic Development stated that, moving forward, this was about to become one of the biggest challenges within the business world for many years; he referred to the help that ESC was now offering, moving away from survival towards support, and he asked what sort of uptake and interest was being seen in the peer to peer support that was about to commence. Officers responded advising that there were a lot of enquiries, generally, through all business support agencies, and the peer to peer support demand was coming through but, equally, there was also a big increase in enquiries about start-up funding. Across the board, it was confirmed, businesses had been enquiring beyond the grants available, about other support for the longer term. Officers were confident that the measures set out within the report were based on demand and also consultation.

The Leader stated that one of the positive legacies from the pandemic was that ESC's relationships with businesses had become stronger and he welcomed that.

On the proposition of Councillor Rivett, seconded by Councillor Gallant, it was by unanimous vote

## **RESOLVED**

That the outline proposals for the partial use of the unallocated £1.65m of the Additional Restrictions Grant, to provide a package of longer-term business support measures to support economic recovery, post Covid, be approved and delegated authority be given to the Strategic Director, in consultation with the Cabinet Members with responsibility for Economic Development and Resources, to fully develop and implement these measures.

## **6 Parking Services: Recommendations from Scrutiny Committee**

Cabinet received report **ES/0685** by the Cabinet Member with responsibility for Transport, which contained, as an appendix, a report by the Chairman of the Scrutiny Committee. The Cabinet Member with responsibility for Transport reported that at its meeting on 16 November 2020 the Scrutiny Committee received a report to update it on ESC's parking management and Civil Parking Enforcement (CPE). The report (ES/0556) provided information about CPE and car parking charging in the East Suffolk District in response to a request by the Scrutiny Committee from its meeting of 15 October 2020. In requesting the report, the Scrutiny Committee sought to establish whether the introduction of effective CPE to improve on-street parking had been properly consulted upon, whether the impact of a significant increase in charges to residents was considered acceptable and whether, or not, the model for this introduction had perhaps been based on flawed assumptions. Having considered and questioned the report, the Scrutiny Committee wished to submit constructive recommendations to Cabinet.

Unfortunately, the Chairman and the Vice-Chairman of the Scrutiny Committee were unable to attend the meeting. The Leader gave thanks for the report and commented that the recommendations by the Scrutiny Committee had been considered in some detail; he invited questions and / or comments.

The Cabinet Member with responsibility for Housing stated that the Scrutiny Committee had undertaken a very good job in scrutinising the work of Cabinet and he felt that the recommendations were fair and appropriate.

Councillor Cloke referred to paragraph 2.7 of the report, in relation to the cost of the annual tickets for off-street parking spaces and that this would be reviewed as part of the 2022/23 budget setting process; Councillor Cloke commented that, in her view, this was not good enough. Councillor Cloke added that the people who used these tickets, particularly in Bungay, had paid £150 per annum up until now; Councillor Cloke commented that the people who had contacted her did not dispute that an increase was needed, but they did dispute the size of the increase, which they considered to be disproportionate, especially when the residents' permit was £30 per annum. Councillor

Cloke appreciated that off-road was different to roadside, but to a resident "parking was parking". Councillor Cloke concluded that it would have been better to impose an increase gradually rather than all at once and she asked Cabinet to review this charge.

On the proposition of Councillor Brooks, seconded by Councillor Rivett, it was by unanimous vote

#### **RESOLVED**

1. That Cabinet, having noted the discussion of the Scrutiny Committee outlined within its report and within the minutes of its meeting, approves the responses set out within paragraphs 2.1 to 2.10 of this report, as its response to the Scrutiny Committee.
2. That the glossary of terms at Appendix C discussed in paragraph 2.5 not be published on the Council's website and that Corporate ICT policy be sustained.

## **7 Supporting the East Suffolk Visitor Economy**

Cabinet received report **ES/0686** by the Cabinet Member with responsibility for Communities, Leisure and Tourism, who reported that ESC had ensured the continuing growth and success of its visitor economy through its support of The Suffolk Coast (STC) Destination Management Organisation. The DMO had provided brand and destination marketing services, performed well delivering excellent visitor information, website services and growing its membership base, supporting energy projects, consultation responses and other highly effective individual or joint marketing campaigns. It had performed particularly well in addressing local tourism business needs during the Covid and ongoing Covid lockdown pandemic which had affected the tourism sector, not only locally, but also regionally and nationally.

This report, Councillor Smith stated, set out the demand and rationale for reviewing the DMO's funding and operational agreement for the next three years from April 2021 to March 2024.

Councillor Smith reported that the value of the tourism visitor economy to ESC was estimated to be £695m and it supported approximately 11,000 full time jobs, which equated to 15% of the employment of East Suffolk. ESC and its predecessors had provided direct financial support to the DMO annually since 2012 and had had a three year agreement in place since 2015. Currently the financial agreement with the DMO delivered business plan outcomes and supported growth and development to the visitor economy in East Suffolk. ESC also provided officer time to help to deliver and support funding bids, advising on major decisions and overseeing and monitoring performance. The DMO was led by a Board of professional business leaders who all provided their time for free and they were supported by a marketing membership team that it employed directly.

Councillor Smith concluded by stating that destination marketing services were critical in ensuring the continuing development of the successful visitor economy. Whilst there was always room for improvement, Councillor Smith stated, the Suffolk Coast DMO had delivered the services consistently well in East Suffolk and required continuing financial commitment support from ESC.

Officers added that the funding provided by ESC only made up a part of the complete

funding; it also received funding from its members through annual membership fees and it also received money through advertising via its website. Officers also commented that the DMO had been instrumental in supporting ESC's work with the major energy companies.

The Leader stated the importance, in coming out of the pandemic, of promoting what the ESC area had to offer and he commented that the DMO should be held to account for doing all that it could in supporting the re-start of the tourism industry. He also found it heartening that the DMO was at the forefront of negotiating, together with EDF and SPR, around what the impact of those particular projects would be on the local tourism economy and how any risks could be mitigated.

The Cabinet Member with responsibility for Housing highlighted the many East Suffolk attractions and he stated the importance of encouraging people to visit the wonderful area.

The Cabinet Member with responsibility for the Environment agreed with the comments made and referred to the wonderful biodiversity and it being a credit to East Suffolk for its nurturing and preserving of the ecology.

Councillor Jepson commented on DMO membership and suggested that perhaps now was the time to try and attract more people onto its website, even at a reduced rate, he suggested that this may encourage more people to promote what they had to offer within the District. Officers commented that they had been discussing this with DMO Board and those discussions were ongoing.

Councillor Byatt, prior to asking a question, registered Councillor Deacon's apologies for not being available to present the Scrutiny report; Councillor Byatt explained that this was due to technical reasons which were beyond Councillor Deacon's control.

Councillor Byatt referred to the recommendation within the report, in particular the cost of £55,000; he then referred to paragraph 4.2 of the report and costs in respect of advertising revenue; Councillor Byatt asked if the revenue cost was in addition to the £55,000. Officers confirmed that this was income that the DMO was seeking to earn as part of its sustainability for its overall viability.

Councillor Byatt referred to the Board of professional people giving up their time, and welcomed this; Councillor Byatt asked that given East Suffolk was the gateway to the Broads, would the Broads Authority be involved. Officers confirmed that the DMO did approach organisations on a regular basis that met the commitments and the approach of the DMO; as such, there was always an opportunity for the Broads Authority if it wished to take it.

In response to a further question from Councillor Byatt regarding disabled access to beaches, and the importance of this, the Leader confirmed the aspiration of ESC to improve access in respect of disability to all assets.

On the proposition of Councillor Smith, seconded by Councillor Rivett, it was by unanimous vote

## **RESOLVED**

1. That it be approved that East Suffolk Council enters into a further three-year agreement with The Suffolk Coast Limited Destination Management Organisation to provide destination marketing and brand management services across the District at a cost of £55,000 per annum making a total commitment of £165,000 over the life of the agreement.
2. That authority be delegated to the Head of Economic Development and Regeneration, in consultation with the Cabinet Member with responsibility for Communities, Leisure and Tourism, to review the agreement should section 106 tourism mitigation funding, linked to major energy projects, become available during the lifetime of this agreement.

## **8 Exempt/Confidential Items**

The Leader of the Council reported that in exceptional circumstances, the Council may, by law, exclude members of the public from all, or part of, an executive decision making meeting. The Council should, unless there were urgent circumstances, give notice of its intention to do so via the Forward Plan, which was updated and published on its website 28 clear days prior to the meeting. There were various reasons that the Council, on occasions, had to do this and examples were because a report contained information relating to an individual, information relating to the financial or business affairs of a particular person, or information relating to any consultations or negotiations.

Tonight, the Leader reported, the Cabinet would be considering one substantive exempt matter which was outlined in agenda item 10 on the published agenda: Contract for Green Waste in the South of the District, which asked Cabinet to give delegated authority to the Head of Operations, in consultation with the Cabinet Member with responsibility for the Environment, to carry out negotiations for the provision of a contract in respect of garden waste. This would allow continuity of the processing operation.

On the proposition of Councillor Gallant, seconded by Councillor Rivett, it was by unanimous vote

## **RESOLVED**

That, under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

## **9 Exempt Minutes**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **10 Contract for Green Waste in the South of the District**

- Information relating to the financial or business affairs of any particular person

(including the authority holding that information).

The meeting concluded at 7:20pm

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Chairman



## CABINET

Tuesday, 06 April 2021

<b>Subject</b>	Adoption of Statement of Community Involvement
<b>Report of</b>	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
<b>Supporting Officer</b>	Ben Wright Planner (Planning Policy and Delivery) <a href="mailto:Ben.Wright@eastsoffolk.gov.uk">Ben.Wright@eastsoffolk.gov.uk</a> 01502 523082  Laura Mundy Principal Planner (Planning Policy and Delivery) <a href="mailto:Laura.Mundy@eastsoffolk.gov.uk">Laura.Mundy@eastsoffolk.gov.uk</a> 01394 444556

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to adopt a new Statement of Community Involvement which is required by Section 18 of the Planning and Compulsory Purchase Act of 2004, as amended. The Statement of Community Involvement is a document that sets out the measures and actions East Suffolk Council will take to consult and engage with the community during the preparation of planning policy documents and when determining planning applications.

### **Options:**

Adoption of the new Statement of Community Involvement. This will mean the Council will have an up-to-date Statement of Community Involvement that covers the entire East Suffolk area (excluding the Broads Authority area). The other option is to not adopt the new Statement of Community Involvement and continue to use the existing Statements of Community Involvement. These are considered out of date and do not meet some of the requirements that have been introduced in recent regulatory changes.

### **Recommendation/s:**

1. That the Statement of Community Involvement (Appendix A) be adopted.
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Statement of Community Involvement prior to it being published.

## Corporate Impact Assessment

### **Governance:**

No Impacts.

### **ESC policies and strategies that directly apply to the proposal:**

The Statement of Community Involvement supports the preparation and revision of planning policy documents, i.e. Local Plans, Neighbourhood Plans and planning guidance, and the determination of planning applications and similar consents.

### **Environmental:**

No Impacts.

### **Equalities and Diversity:**

The Statement of Community Involvement outlines measures and actions that the Council will undertake to ensure that as many people can be involved in the planning process regardless of their characteristics or status. The Statement of Community Involvement has been subject to an Equality Impact Assessment Screening Opinion before going out to public consultation, as is standard practice for all planning policy documents, which concluded no differential negative impacts on those with protected characteristics. The Statement of Community Involvement has also been subject to Equality Impact Analysis (ref: EQIA305993440) which concluded no differential negative impacts on those with protected characteristics.

**Financial:**

The production and adoption of the Statement of Community Involvement is covered by the existing budget of the Planning Policy and Delivery Team.

**Human Resources:**

No Impacts.

**ICT:**

No Impacts.

**Legal:**

The Statement of Community Involvement is required by Section 18 of the Planning and Compulsory Purchase Act of 2004, as amended. Section 18 states that local planning authorities need to explain how they will engage local communities and other interested parties in the production of planning policy documents and the planning application process. Section 18 (3) of the Act 2004 confirms that the Statement of Community Involvement is a Local Development Document. As such, the adoption of this document fulfils the requirement of Regulation 26 of the Local Government (Boundary Changes) Regulations 2018 that the new council must adopt a Local Development Document to apply to the whole of its area (i.e. the area of the Council's planning responsibilities, given that the Broads Authority is the planning authority for its area and prepares its own planning documents including the Statement of Community Involvement) within five years of the reorganisation date which was 1<sup>st</sup> April 2019.

**Risk:**

There are no risks envisaged in relation to the implementation of the recommendations.

**External Consultees:**

Although not required by legislation, the Statement of Community Involvement was subject to full public consultation. The list of consultees, respondents and their comments can be found in the Consultation Statement which is attached to this report.

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>The Statement of Community Involvement sets out the consultation and engagement processes and methods that the Council will follow when preparing planning policy documents and when determining planning applications. The processes and methods have been designed to be accessible to as many members of the community as possible and highlight the importance of digital engagement. The Statement of Community Involvement also sets out how the Council will support the delivery of Neighbourhood Plans and provides information on other bodies who can assist communities with planning issues.</p>			

## Background and Justification for Recommendation

1 Background facts	
1.1	The Statement of Community Involvement sets out how East Suffolk Council will consult and engage with the community during the preparation of Local Plans and other planning policy documents, and in the determination of planning applications and other consents, along with the Council's responsibilities in the determination of planning appeals. The Statement of Community Involvement also outlines how the Council will engage with Neighbourhood Planning groups.
1.2	The former Suffolk Coastal and Waveney District Councils both had separate, but aligned, Statements of Community Involvement adopted in September 2014. Following the creation of the new East Suffolk Council, and up to date Local Plan coverage for the whole area, it is now the right time to prepare a single new Statement of Community Involvement for East Suffolk (excluding the area covered by the Broads Authority who have their own planning powers).
1.3	There have also been changes in legislation that need to be reflected in an up-to-date Statement of Community Involvement. The Town and Country Planning (Amendment) Regulations 2017 require the Statement of Community Involvement to be reviewed every five years. The Town and Country Planning (Local Authority Consultations etc.) (England) Order 2018 states that planning application consultations need to be extended by one day for each bank or public holiday which occurs during the consultation period. The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 made changes to how Councils should prepare a Community Infrastructure Levy Charging Schedule, including removing the need for a preliminary draft consultation. The Neighbourhood Planning Act 2017 requires the Statement of Community Involvement to outline policies on the advice and assistance the Council will provide to communities preparing Neighbourhood Plans.
1.4	The preparation of the Statement of Community Involvement was overseen by the Local Plan Working Group. All the planning service teams collaborated in the preparation of the document.
1.5	The Statement of Community Involvement has been informed by public consultation. A seven-week public consultation took place between 19 <sup>th</sup> October and the 7 <sup>th</sup> December 2020.
1.6	Comments were invited on the Draft Statement of Community Involvement. This was accompanied by a questionnaire which gave members of the public further opportunity to provide their thoughts and ideas. The Draft Statement of Community Involvement and questionnaire were available to complete online via the Council's website. Paper copies of the questionnaire were also available on request.
1.7	In total, 97 individuals and organisations responded to the consultation through both the questionnaire and commenting directly on the draft Statement of Community Involvement. In total, 267 comments were received. The main issues raised through the consultation were: <ul style="list-style-type: none"> <li>Overall, it was said that consultations are accessible to most people and the use of the various methods of engagement by the Council is good.</li> </ul>

	<ul style="list-style-type: none"> <li>• More references should be made regarding the use of press releases throughout the Statement of Community Involvement.</li> <li>• Members of the public raised that they did not feel they received significant feedback from their comments.</li> <li>• Concerns were raised over the increased use of digital technology for consultation which may not be accessible to the whole community equally.</li> <li>• Equally, some members of the public believed that the Council could go further with its use of digital platforms and social media.</li> <li>• Some confusion over some of the processes that are used by the planning service, such as how it is determined which applications are heard at planning committee.</li> </ul>
1.8	<p>Changes have been made to address many of the comments received, including:</p> <ul style="list-style-type: none"> <li>• More references to the use of press releases throughout the Statement of Community Involvement.</li> <li>• Increased publicity for Consultation Statements, which set down how comments have been considered.</li> <li>• Links to the East Suffolk Constitution have been added to provide details on some of the processes used by the planning service, such as the Referral process for planning applications.</li> <li>• Highlighted the use of both physical and virtual events.</li> </ul>
1.9	<p>Some additional changes were made as the Statement of Community Involvement was being revised which did not directly relate to specific comments made during the consultation. These changes were not considered to be significant and clarified the existing position of the Council. These changes were:</p> <ul style="list-style-type: none"> <li>• Highlighted that we do not just share information during formal consultations but will provide updates on documents and work where this is appropriate.</li> <li>• A statement has been added to outline that we will normally not accept late representations.</li> </ul>
1.10	The final Statement of Community Involvement is appended to this report (Appendix A).
1.11	Further details of the consultation undertaken are contained in the Consultation Statement which is appended to this report (Appendix B).

## 2 Current position

2.1	East Suffolk Council is currently covered by two Statements of Community Involvement, which cover the former Waveney and Suffolk Coastal Districts. These were both adopted in 2014.
2.2	The Town and Country Planning (Amendment) Regulations 2017 requires the Statement of Community Involvement to be reviewed every five years. Therefore, the current Statements of Community Involvement are considered out of date.
2.3	With the creation of East Suffolk Council, it is considered more appropriate to now have a single Statement of Community Involvement.
2.4	The current Statements of Community Involvement do not meet the requirements of recent changes in the planning legislation. The current Statements of Community Involvement also do not provide the flexibility needed to respond to

	exceptional circumstances, such as the recent national restrictions associated with Covid-19.
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### 3 How to address current situation

3.1	The new Statement of Community Involvement has been prepared to cover the entire East Suffolk area. The new Statement of Community Involvement meets the legislative requirements associated with the production of planning policy documents and the determination of planning applications. The new Statement of Community Involvement includes flexibility to respond to exceptional circumstances (paragraphs 1.9 – 1.14) and therefore the Council would no longer need to suspend the Statement of Community Involvement in these circumstances.
3.2	To meet the legislation requirements, the new Statement of Community Involvement should be adopted.

### 4 Reason/s for recommendation

4.1	To ensure that the Council has an up-to-date Statement of Community Involvement which reflects the latest legislation and covers the entire East Suffolk Council area over which the Council has planning jurisdiction.
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## Appendices

#### Appendices:

<b>Appendix A</b>	Statement of Community Involvement
<b>Appendix B</b>	Statement of Community Involvement – Consultation Statement
<b>Appendix C</b>	Equality Impact Assessment Screening Opinion

#### Background reference papers:

Date	Type	Available From
February 2021	Equality Impact Analysis (EQIA305993440)	Available on Request
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September 2014	Suffolk Coastal District Council Statement of Community Involvement	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/SCDC-Statement-of-Community-Involvement.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/SCDC-Statement-of-Community-Involvement.pdf</a>

# Statement of Community Involvement

How to get involved in local planning



February 2021

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# 1. Introduction

- 1.1 East Suffolk Council aims to achieve high quality outcomes and developments from future growth in the East Suffolk area. Early, effective and meaningful engagement with the community, the developers and other stakeholders will help achieve this in a timely, efficient and effective way.

## What is the Statement of Community Involvement?

- 1.2 This document sets out how East Suffolk Council will consult and engage with the community during the preparation of Local Plans and other planning policy documents, and in the determination of planning applications and other consents, along with the Council's responsibilities in the determination of planning appeals. The document also outlines how we will engage with Neighbourhood Planning groups as they develop Neighbourhood Plans. This document does not cover planning documents or applications that are solely within the Broads Authority area. The Broads Authority has responsibility for planning matters within the Broads.
- 1.3 The planning system shapes the areas where people live, work and visit. The Council is committed to involving as many people as possible in planning. By setting out a clear process of public engagement, local communities, stakeholders and other individuals and organisations will be able to contribute more to shaping their local environments. This document, therefore, is essential in setting out how people can be involved in the planning system.
- 1.4 The Statement of Community Involvement is required by section 18 of the Planning and Compulsory Purchase Act of 2004. These regulations state that local planning authorities need to explain how they will engage local communities and other interested parties in the production of planning policy documents and the planning application process.
- 1.5 The Council appreciates that different members of the community will access information in different ways and we will endeavour to make the most effective use of the methods of engagement that are available. Planning legislation sets out a number of statutory requirements with respect to consultation on planning policy documents and planning applications. This document sets out how we will meet these requirements. The document also sets out additional activities that, where possible,

practical and effective, we will consider undertaking in order to involve as many people in the planning system as possible, in a meaningful way.

## Why do we need a new Statement of Community Involvement?

- 1.6 The current Statements of Community Involvement, for the former Suffolk Coastal and Waveney Districts (excluding the Broads Authority area) were adopted in September 2014. Several recent events have necessitated the creation of a new Statement of Community Involvement.
- 1.7 East Suffolk Council is a new district Authority which, from April 2019, delivers services for the residents, businesses and communities previously served by Suffolk Coastal and Waveney District Councils. The former Councils had been working in partnership since 2008, however both had separate Statements of Community Involvement. With the creation of the new East Suffolk Council, it was the right time to create a single new Statement of Community Involvement for the whole East Suffolk area.
- 1.8 There have also been changes in the regulations that need to be reflected in an up-to-date Statement of Community Involvement. The Town and Country Planning (Amendment) Regulations 2017 requires the Statement of Community Involvement to be reviewed every five years. The Town and Country Planning (Local Authority Consultations etc.) (England) Order 2018 states that planning application consultations need to be extended by one day for each bank or public holiday which occurs during the consultation period. The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 made changes to how Councils should prepare a Community Infrastructure Levy Charging Schedule, including removing the need for a preliminary draft consultation. The Neighbourhood Planning Act 2017 requires the Statement of Community Involvement to outline policies on the advice and assistance the Council will provide to communities preparing Neighbourhood Plans.

## Responding to Exceptional Circumstances and Changes to the Planning System

- 1.9 The Statement of Community Involvement has been prepared to outline the actions that the Council will take assuming that the current local and national situation is normal. There may be times where taking some of these actions is not possible – the COVID-19 crisis and the imposition of ‘lockdowns’, for example. Whilst in the case of

COVID-19 the Government brought forward legislative changes to relax certain local authority consultation requirements and enable rapid updates to Statements of Community Involvement (in July 2020), it is important that this new Statement of Community Involvement has flexibility to cater for further lockdowns or similar situations without needing to be revised. During these situations East Suffolk Council must consider how consultations and documents can remain accessible while acknowledging that some of the actions usually taken during consultations may not be possible (consultation events held in-person, for example).

- 1.10 The Council appreciates that some methods of engagement are extremely valuable to members of the community and may, in some cases, be the only way individuals engage with the planning system. Whenever there are events or situations which mean the Council is unable to perform or undertake any 'normal' actions and activities outlined in this document, the Council will always clearly state in publicity material what has changed, why this has happened and what is being done to mitigate this, as appropriate.
- 1.11 Similarly, there may be situations and events where national regulations are temporarily or even permanently changed. The Council will always follow any changes in regulations and will outline what is being done to respond to these changes in publicity material.
- 1.12 The recent outbreak of COVID-19 is an example of when Councils have had to modify and evolve the way they engage with the community when new requirements (such as social distancing) are introduced. This has meant the Council has been unable to use certain consultation methods such as providing physical copies of documents at Customer Service Centres and local libraries and holding public exhibitions and workshops. Alternative measures have included providing physical copies of documents by post where this is practical and holding virtual consultation meetings.
- 1.13 The Council will always ensure that any consultations and documents are accessible to as many people as possible whilst also ensuring that the measures used to do this are safe. To do this, the Council will continue to take advantage of new technologies and methods as they become available.
- 1.14 The Government recently released a white paper entitled *Planning for the Future* (August 2020) which outlines a number of proposed changes to the planning system. This includes an overhaul of how Local Plans are likely to be produced and increased

use of digital platforms for engagement. Depending on how and when these proposed changes progress, it may be necessary to conduct an early review of the Statement of Community Involvement.

## 2. Approach to Engagement

- 2.1 The East Suffolk Council Strategic Plan 2020-2024 states that the Council will support our communities to enhance the places where they live and work. One way to do this is to work with the local community in the development of planning documents and the determination of planning applications.
- 2.2 The Council aims to give everyone the chance to have their say on emerging planning policy documents and planning applications where these apply to them. Local residents and stakeholders can provide unique and valuable knowledge about their areas which will enhance the development of planning policies, and identify issues relevant to the consideration of planning applications.
- 2.3 When we involve you in preparing planning policy documents, or consult you on a planning application we will:
- ✓ **Ensure each process is clearly outlined and easily understood**
  - ✓ **Communicate clearly the purpose of all consultations**
  - ✓ **Use appropriate and cost-effective methods, including utilising the Council's website**
  - ✓ **Share information to ensure consultations are accessible to as many people as possible**
  - ✓ **Be clear about the results of all consultations and planning applications to show that all views have been considered**
- 2.4 Government regulations require that certain groups are consulted at key stages in the preparation of planning policy documents and the determination of planning applications. These are known as 'specific/statutory consultation bodies'. The Council is also required to invite comments from other 'general consultation bodies' where it considers this to be appropriate. Appendix 1 is a list of the existing organisations we contact at key consultation stages.
- 2.5 The Localism Act 2011 sets out a 'Duty to Co-operate' to ensure that organisations work together on strategic issues that are greater than local in scale. The organisations involved in this include local planning authorities, county councils and other public organisations. East Suffolk Council already works closely with these bodies and will continue to, using both formal and informal structures, to meet this duty. This includes working with Babergh and Mid Suffolk District Councils, Ipswich Borough Council and Suffolk County Council through the Ipswich Strategic Planning Area Board (a Board

covering cross boundary strategic matters including for the former Suffolk Coastal area of East Suffolk). A list of organisations that we will work with can be found in Appendix 1.

- 2.6 The Council engages with certain stakeholders on a more informal basis outside formal consultations to provide information and seek feedback on planning issues relevant to the District. Town and Parish Councils are key consultees and their role has increased since the introduction of Neighbourhood Planning. A Parish Forum is held, usually twice a year, to provide a platform for parish and town councillors to engage with the Council on planning issues. East Suffolk also has an established Developer Forum. The Developer Forum provides the opportunity for regular communication between East Suffolk Council and local developers and planning agents.
- 2.7 Another aim of the East Suffolk Strategic Plan is to deliver digital transformation to make the services we deliver as efficient and accessible as possible. Online communication, including social media, are becoming more relevant to our processes and we will endeavour to make the best use of the increasing opportunities that technology provides. This could include targeted social media campaigns focussing on issues relevant to groups within the community. This will allow us to reach wider audiences and make the best use of Council resources, and hopefully help residents and communities to respond in a more engaged and knowledgeable manner.
- 2.8 The Council appreciates that “online” forms of engagement may not be as easily accessible to some members of the community as others. That is why the Council will use a variety of methods to engage with the community during the development of planning documents and when determining planning applications. This will include using non-digital methods to ensure as many groups can participate and engage as possible.

## Equality

- 2.9 The Equalities Act of 2010 requires public organisations to eliminate unlawful discrimination and advance equality of opportunity for all (called the Public Sector Equalities Duty). Efforts should be made to involve a variety of groups regardless of race, religion, age, disability, gender and sexual orientation or any other ‘protected’ characteristic. By including those groups who may not normally find it easy to get involved in planning, the Council may be able to identify issues that may not otherwise be identified.

- 2.10 We will conduct Equality Impact Assessments on appropriate documents (such as the Local Plan) to ensure that any potential adverse impacts on any particular groups are identified and – where practicable - mitigated.

## Data Protection

- 2.11 The General Data Protection Regulations of 2018 require anyone who collects personal data to only use this data for appropriate and agreed purposes, and to only keep the information for the necessary time period required. The six 'key principles' of the General Data Protection Regulations have been incorporated into East Suffolk Council's Constitution. The Data Protection Act 2018 applies the new standards of the General Data Protection Regulations as well as additional standards for types of data not covered by these regulations.
- 2.12 The Council maintains a Local Plan and Related Documents Mailing List containing the contact details of people who have requested to be kept informed of the preparation of new planning policy documents. The Town and Country Planning Regulations of 2012 require representations made on planning policy documents to be made publicly available. We will publish representations made in relation to planning policy documents and planning applications with the name of the representor. We will not publish personal information such as email addresses, in accordance with the principles of the General Data Protection Regulations.
- 2.13 If you wish to join the Local Plan and Related Documents Mailing List please register at: <https://eastsuffolk.inconsult.uk/consult.ti/system/register>
- 2.14 If you do not have access to the internet and would like to join the Local Plan and Related Documents Mailing List, please call 01394 444557 or 01502 523029

## 3. The Planning Service

- 3.1 The Town and Country Planning system involves making decisions about the future of our homes, towns, villages and countryside. It is vital to balance the need to develop areas of the district (for new housing, for example), whilst recognising the need to protect and safeguard key environmental and social assets. Even where development is considered to be appropriate, mitigating negative impacts – and taking the chance to deliver improvements, where possible – is a vital part of the planning process.
- 3.2 Development across the district is controlled by local and national policies. The Local Plan can include strategic and site-specific policies relating to issues such as housing targets and land allocations. The local level policies need to be consistent with national policies as shown below:

### National Planning Policy Framework

Produced by **central government**. This document sets out the government's planning policies and how these should be applied. It also provides a framework within which local planning policies should be developed.

### Local Plan

Produced by **the Council**. This document sets out local policies to determine where and how growth should be delivered across East Suffolk. It includes strategic policies that cover the whole district, as well as more localised non-strategic policies. The Local Plan is part of the development plan for the District, alongside any 'made' (adopted) Neighbourhood Plans.

### Neighbourhood Plans

Produced by **Parish and Town Councils**. These documents help determine the nature of development in the areas where they apply. They must be in general conformity with the strategic policies of the Local Plan. 'Made' Neighbourhood Plans form part of the development plan for the District alongside the Local Plan.

### Supplementary Planning Documents

Produced primarily by **the Council**. These documents do not form part of the development plan but do provide guidance on the application of local policies.

- 3.3 This current system of Local Plans was largely put in place by the Planning and Compulsory Purchase Act 2004, and amended by reforms set out in the Localism Act

2011 (amongst other legislation). The National Planning Policy Framework (first published in 2012, and most recently updated in 2019) is the suite of national planning policies. For decision making purposes Local Plan documents, and any 'made' Neighbourhood Plans, may be referred to (in aggregate) as 'the development plan' for a particular area.

- 3.4 The Planning Practice Guidance provides further context to the National Planning Policy Framework and sets out good practice processes for various parts of the planning regime.
- 3.5 Community engagement is necessary to ensure that planning policies and decisions on planning applications are effective and reflect the needs of the local area.
- 3.6 The Planning Policy and Delivery Team (including the Major Sites and Infrastructure Team), Development Management Team, and elected Councillors have specific roles and responsibilities within the Council's Planning Service. It is important to recognise these different roles and responsibilities and avoid misinterpretation that one form of engagement may automatically satisfy another. The preparation of Local Plans, Supplementary Planning Documents, Community Infrastructure Levy Charging Schedules, Neighbourhood Plans and the determination of planning applications all have different consultation processes that must be followed and will involve different parts of the Planning Service.

## 4. The Role of the Council

### Planning Policy and Delivery

4.1 The Planning Policy and Delivery Team is responsible for the production of local planning policy documents, including the Local Plan. They will take the lead on producing the studies and evidence base to support the documents (which may include commissioning specialist companies to undertake some of the work), as well as the final documents themselves. They will also organise and lead the consultations on draft documents, consider the representations submitted during these consultations and propose any subsequent modifications.

4.2 The documents the Planning Policy and Delivery Team produce include:

- Local Plans - The Local Plan documents (alongside Neighbourhood Plans) that form part of the statutory development plan for the East Suffolk area and set out the strategy and policies that guide development in the area (excluding the Broads Authority area). Planning applications for development must be in conformity with the Local Plan unless material considerations indicate otherwise.
- Evidence Base – The evidence base is a key component of the Local Plan and comprises a number of studies, reports and assessments. These all provide evidence to support the Local Plan strategies and policies. This evidence needs to be robust and up to date as emphasised in the National Planning Policy Framework.
- Supplementary Planning Documents – Supplementary Planning Documents provide further advice on how policies in the Local Plan should be implemented. This could include a development brief for a particular site to determine where components such as housing and employment development should be located. It could also include practical guidance on the interpretation of a Local Plan policy and how it should be implemented. It is not mandatory to produce SPDs, but the Council already has some adopted and is preparing others.
- Community Infrastructure Levy Charging Schedule – Community Infrastructure Levy is a charge that local authorities can choose to have for their area. The money collected is used to fund infrastructure that will support new development. The Charging Schedule outlines the rates that will be charged to each type of

development, such as housing and retail. The Council has two Charging Schedules in place, one for each of the former districts of Suffolk Coastal and Waveney.

- Local Development Orders – Local Development Orders grant planning permission for certain types of developments within a specified area. They streamline the planning process by removing the need to apply for planning permission for development covered by the order. It is not mandatory to have any LDOs and the Council does not currently have any.

4.3 Neighbourhood Plans and Neighbourhood Development Orders are prepared by Parish or Town Councils with the community. They become part of the statutory development plan for the East Suffolk area once they are ‘made’ (adopted) by the Council.

- Neighbourhood Plans – Neighbourhood Plans form (alongside the Local Plan) the statutory development plan for East Suffolk and are used to determine planning applications in the areas where they apply. They provide the opportunity for local communities to develop policies to determine the nature of development in their areas.
- The Council will provide support and advice to groups preparing Neighbourhood Plans when appropriate and has a role to play at statutory stages in the process. Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan.
- Neighbourhood Development Orders – Neighbourhood Development Orders have the same effect as Local Development Orders and can grant planning permission for specific types of development for a specific site or type of development in the neighbourhood area. As with Neighbourhood Plans the Council will provide support and advice when appropriate and has a role to play at statutory stages in the process. A Community Right to Build Order is a form of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site. These are prepared by constituted community groups rather than a Parish or Town Council.

- 4.4 In preparing planning policy documents it is also necessary to determine the extent to which they will achieve sustainable development and if there are likely to be any significant impacts on the environment. Local Plans must therefore be subject to a Sustainability Appraisal which assesses the potential economic, social and environmental impacts of the policies and proposals. This is undertaken to enhance the positive effects of proposals whilst, at the same time, ensure that any potentially adverse impacts are minimised. Sustainability Appraisals are prepared alongside the Local Plan and subject to consultation at the same time. Other documents, such as Supplementary Planning Documents and Neighbourhood Plans, may also be subject to Strategic Environmental Assessment where significant environmental impacts may occur.
- 4.5 Some planning policy documents, including the Local Plan, are also subject to a Habitats Regulations Assessment. This will determine whether or not the document is likely to have any significant adverse effects on internationally important nature conservation sites and, if so, suggest ways in which the impacts could be mitigated. Neighbourhood Plans must also go through a Habitats Regulations Assessment Screening to determine if a Habitats Regulations Assessment is needed.

## Development Management

- 4.6 The legal starting point for decisions on planning applications is set out in Section 38 (6) of the Planning and Compulsory Purchase Act 2004. Decisions must be made against relevant policies in the Local Plan (and, if it exists, the Neighbourhood Plan) unless material considerations indicate otherwise (of which the National Planning Policy Framework may be such a consideration). Appendix 2 lists some material and non-material considerations, although this list is not exhaustive and not all considerations will necessarily be material in all cases.
- 4.7 Development Management Officers are responsible for assessing all planning applications for development as well as consents, notifications and appeals. The Council is also a consultee on Nationally Significant Infrastructure Projects. The vast majority of planning applications are determined through delegated authority to managers. Schemes that are departures from an East Suffolk Local Plan, or where the Council has an interest in the land involved or is the applicant, and schemes that have been through the referral process, may go to Planning Committee, where Development Management Officers will prepare a written report and a recommendation as to whether the application should be approved or refused.

- 4.8 The Design and Conservation Officers are part of the Development Management Team and are responsible for the protection and management of historic assets within the East Suffolk area, such as listed buildings. Listed Building Consent is a special form of control to protect listed buildings from inappropriate alteration or demolition. The Development Management Team also includes Arboriculture and Landscape Officers and an Ecologist who comment and advise on landscape and ecological issues including tree applications.
- 4.9 Most kinds of development require planning permission; however, there are a number of circumstances where certain types of development are automatically permitted; these are described in The Town and Country Planning (General Permitted Development) Order 2015 (as amended). Some permitted development rights are subject to a 'prior approval' process which may involve neighbour consultations. Further information on permitted development rights can be found on the [Planning Practice Guidance](#) website.

#### **Pre-application Consultation**

- 4.10 The Development Management team also provide a pre-application planning advice service for all planning applications. The Planning Practice Guidance states that pre-application discussions have significant potential to improve the efficiency and effectiveness of the planning application process. The Council encourages applicants to participate in pre-application discussions with planning officers, even if the development in question has been allocated within the Local Plan. This means that potential issues can be considered at an early stage and could speed up the process of considering a later application. Pre-application advice is confidential and is not made available to the public. More information on the Council's pre-application service can be found on the Council's website.

## **Major Sites and Infrastructure Team**

- 4.11 The Major Sites and Infrastructure Team operates in a similar manner to the Development Management team, in considering the largest planning applications and the longer-term pre-application engagement on large allocations. Due to the complexity of sites dealt with by this team, a bespoke approach to the timescale may be agreed with the applicant through the use of [Planning Performance Agreements](#).

4.12 This team also has responsibility for the collection and making recommendations on the spending of Community Infrastructure Levy and the processing and monitoring of Section 106 agreements. These dual functions of the team enable major housing and employment growth to be planned alongside site-specific and cumulative infrastructure needs across the district.

## Councillors

4.13 Elected East Suffolk councillors have key roles to play in the planning process.

4.14 Councillors participate in committees and working groups to help determine the direction of the planning policies and strategies that the Council should pursue. Councillors work with Planning Officers to review the options for the District throughout the development of policy documents and determine the best options that should be presented in draft documents. Councillors also take formal decisions on documents through Cabinet and/or Full Council meetings.

4.15 Councillors have a responsibility to monitor services provided to ensure that they are delivered in the most efficient and effective way.

4.16 Appendix A of Part 4 of the [Council's Constitution](#) contains the Suffolk Local Code of Conduct, to which all elected East Suffolk councillors must agree to on securing a term of office. It includes a *Code of Good Practice/Guidance for Members - Planning and Rights of Way*. The Code covers, amongst other elements:

- The role and responsibilities of members of the relevant Planning Committee
- The role and responsibilities of all members in relation to the Council's consideration of planning applications
- The role of the Planning Referral Panel (in determining whether certain applications should be considered by the relevant Planning Committee)
- The role of officers in the planning process
- Councillor discussions with applicants (for planning permission)
- Consultation and lobbying (of councillors) by applicants, residents etc in connection with planning applications
- The procedure for councillors undertaking site visits (for applications to be considered by the relevant Planning Committee)

- 4.17 There are situations where a planning application needs to be taken to the Referral Panel. This tends to be when the 'minded to' decision of the Planning Officer is contrary to the comments received from a Town or Parish Council, the Ward Member for the area or from a statutory consultee such as Suffolk County Council, the Environment Agency or Highways England. The Referral Panel is a consultative panel consisting of the Chairman and Vice-Chairman of each planning committee and is convened by the Head of Planning and Coastal Management. The Referral Panel discusses whether the planning application in question needs to be referred to planning committee or if the decision should be delegated to the Head of Planning and Coastal Management.
- 4.18 The Referral Panel process is outlined in the [East Suffolk Constitution](#).
- 4.19 Planning Committees make decisions on individual planning applications which have been designated to be determined by planning committee. East Suffolk has three Planning Committees. The North and South Planning Committees cover their respective parts of the District and meet on a monthly basis to determine planning applications. The Strategic Planning Committee (made up of members from the other two planning committees and the Portfolio Holder for Planning and Coastal Management) meets at least four times a year and determine the more strategic planning applications that can affect the entire District and advise on the response to Nationally Significant Infrastructure Projects that are determined nationally. The Strategic Planning Committee also considers reports on other planning matters such as the performance of the Planning and Coastal Management Service and the Authority Monitoring Report, which includes progress on the preparation of Local Plan documents and their implementation and delivery.

## 5. Getting Involved in the Preparation of Planning Policy Documents

- 5.1 Each type of planning policy document has different statutory stages and timescales as set out in the relevant legislation and/or regulations. The following sections outline these stages, the methods we will use at each stage and where you can have your say on these documents. The key regulations for preparing Local Plans and Supplementary Planning Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The key regulations for preparing a Community Infrastructure Levy Charging Schedule are set out in The Community Infrastructure Levy Regulations 2010 (as amended). The regulations for Neighbourhood Plans are set out in the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 5.2 We will always meet the requirements set out in the relevant regulations as a minimum and publicise a planning policy document for at least the statutory time period specified in the regulations. However, there may be situations where the regulations are temporarily or permanently changed in response to particular circumstances. The Council will clearly state in publicity material what has changed, why this has happened and what is being done to mitigate this. There may also be situations where extensions to the statutory time period are considered appropriate. This could include where the consultation overlaps with Christmas, Easter or August (Summer) Holidays.
- 5.3 The Council seeks to ensure that consultations are held in a way that is fair to all parties. Therefore, late representations will not normally be accepted.

### The Methods the Council can use

- 5.4 The Council appreciates that different people and groups/organisations have different opportunities, experiences and interests which determine how they wish to engage with the planning process. It is important to ensure that this is recognised to ensure everyone has an equal and fair chance to participate. The Council will endeavour to use a variety of consultation methods and techniques to help people participate in public consultations.
- 5.5 However, it is not always possible or appropriate to undertake consultations using all methods available. This could be due to time or resource constraints. We will always

carry out consultations and engagement appropriate to the nature and scale of the topic.

- 5.6 The Council has a variety of methods at its disposal to make consultations accessible. This includes taking advantage of new technologies and digital infrastructure to make documents more accessible. The Council will continue to explore these options as more become available and practical for use in consultations.
- 5.7 The Council acknowledges that digital methods of communication may not reach some people and groups/organisations. Therefore, the Council will also take advantage of other methods such as workshops, letters and press releases, where these are appropriate. However, it should be noted that the actual publication of press releases is not always within the control of the Council and they may not always be reported in the media. Despite this, the Council will continue to make use of them.
- 5.8 The use of these various methods will not be limited to just formal public consultation stages. The various methods will also be used to notify the public about the progress of the various documents. This could include the early, more informal preparation stages for documents including the use of workshops and questionnaires to establish the scope and aims of a document.
- 5.9 It is also acknowledged that engagement with the community should not end after public consultation. Feedback on comments received, including the changes to be made to the document are valuable in demonstrating the influence a consultation has in shaping the content of the document. One way this feedback is provided is through the production of a Consultation Statement. These are produced for most planning policy documents and include the comments made, an analysis of the feedback in a level of detail appropriate to the document, and how the comments have influenced the document.
- 5.10 Comments received on Local Plan, Supplementary Planning Document, Community Infrastructure Levy Charging Schedule and Neighbourhood Plan public consultations, which the Council are responsible for, will be published on the Council's website. The Council will not however publish any comments until after the end of a consultation and comments will only be published once they have all been reviewed.
- 5.11 The Council will use as many of these methods as is practical and appropriate for a given consultation.

**Council's Website**

The Council's website is where the Council will publish documents and set out details of consultations that people are able to access. The website is continuously reviewed to be kept up to date. The Council's website also allows the Council to utilise the latest systems and programmes to provide more platform for engagement. This can include interactive maps and documents that could be commented on, as well as consultation databases that will collate all comments received for a given document.

**Public exhibitions**

Public exhibitions allow Council officers to directly engage with members of the community. The Council will always ensure that exhibitions are in accessible locations when these take place. There is also now the opportunity to explore the use of 'virtual' exhibitions that will help the Council engage with the community.

**Press and Radio**

Local media can be extremely effective at communicating with large sections of the local community. The Council will use the platforms of local media that are available and appropriate. This could include press releases, newspaper notices and even radio advertisements. However, it should be noted that the Council does not have control over when news outlets report on any material that the Council has released, such as a press release, as this is at the discretion of the outlet.

**Social Media**

Social media platforms are some of the most used platforms for the distribution of information to the public. Platforms such as Twitter, Facebook and Instagram can be extremely effective at reaching members of the community who may have engaged little with the planning system before. The Council will look to use these platforms to publicise consultation and engagement events and

**Workshops**

Workshops provide an opportunity for focussed discussion on issues and concerns that the community have in relation to a document that the Council is producing. Similar to public exhibitions, there is also now often the opportunity to do workshops virtually to gain the input and views from as many members of the community as possible.

**Emails, Letters and Questionnaires**

Emails, letters and questionnaires are effective methods at directly engaging with individuals and groups. The Council will make use of the Local Plan Mailing List to inform those wish to be informed of consultations.

**Direct Contact**

There may be some situations where members of the public wish to talk directly to Council officers. Email addresses and telephone numbers will be provided where this is considered appropriate.

## How will the Council involve you in the preparation of the Local Plan?

### 1. Prepare/update a Local Development Scheme

5.12 The Local Development Scheme provides a programme for the preparation of documents that will form part of the development plan for the District, including setting out a timetable for the production of Local Plans, and providing information on preparation of Neighbourhood Plans as suggested by the Planning Practice Guidance. The Local Development Scheme will be kept up to date, however the frequency will depend on the work being undertaken and if there are significant changes to the timescales. This will allow communities and interested parties to keep track of progress on the development plan.

What the Council is required to do by legislation:

- Prepare and maintain a Local Development Scheme and publish the document on the **Council's website**.
- Revise the Local Development Scheme when it is considered necessary to do so, including updating the document and timeline on the **Council's website**.

What the Council will also do at this stage:

- **Notify** Town and Parish Councils and neighbouring authorities when the Local Development Scheme is published.

### 2. Evidence Gathering and Early Production (Regulation 18)

5.13 Early engagement with key stakeholders, such as infrastructure providers, through the undertaking of initial survey work and preparation of the evidence base is used to help inform understanding of the baseline, issues and needs, as appropriate. The information gathered informs the identification of issues and options, which will inform the identification of policy and site allocation options. We may consult on issues and options and/or publish a Draft Local Plan for consultation during this stage, as deemed appropriate. At this stage we may also produce a draft Sustainability Appraisal

Report which assesses the potential effects the Local Plan will have on the economy, the environment and society.

What the Council is required to do by legislation:

- Engage with and invite comments from specific and general consultation bodies, residents and businesses on the **Local Plan and related documents mailing list** on what the Local Plan ought to contain.
- Where a draft Local Plan including a draft Sustainability Appraisal report is produced, we are required to invite consultation bodies and public consultees to express their opinions on the documents and to make documents available for public inspection (which will normally be at the **Council's Customer Service Centres**).

What the Council will also do at this stage:

- We will add information about the Local Plan preparation to the **Council's website** and **social media** sites.
- We will make use of **online documents and tools**, as appropriate.
- We will hold **workshops/exhibitions** (physical and/or virtual), where appropriate, to help determine issues to be considered for inclusion in the plan.
- Issue a **Press Release** to local media, where this would be appropriate.

Consultation on draft Local Plans:

- As appropriate, we will publish draft Local Plan documents, along with any supporting documents for consultation for a minimum of six weeks. This may include a draft Sustainability Appraisal and draft Habitats Regulations Assessment.
- Draft documents and consultation information would be published on the **Council's website** and **social media** sites.
- We will also **notify** specific and general consultation bodies and other organisations and individuals on the **Local Plan and related documents mailing list** about any draft Local Plan documents and invite comments.
- We will issue a **Press Release** to local media.
- Physical copies of the Local Plan, Policies Maps and Sustainability Appraisal may also be made available to **local libraries** where appropriate.

### 3. Publication of the Local Plan (Regulation 19)

5.14 Comments received during the previous (Regulation 18) stage will be considered in progressing the Local Plan and will be summarised and documented in a Consultation Statement. The Local Plan will be finalised and published to receive comments. Comments (referred to at this stage as ‘representations’) at this stage can only be sought on ‘soundness’ and legal compliance. Soundness refers to whether a plan has been positively prepared; whether the plan is justified; whether the plan is effective; and whether it is consistent with national planning policy. At this stage we will also consult on the final Sustainability Appraisal Report.

What the Council is required to do by legislation:

- Publish the Local Plan and supporting documents for a minimum of six weeks.
- Publish the Local Plan and supporting documents on the **Council’s website** alongside details of where the documents can be inspected and the procedure for making representations.
- **Notify** and invite representations from the specific and general consultation bodies and individuals and organisations on the **Local Plan and related documents mailing list**.
- Make clear that there is a right for anyone making representations on the Local Plan to request to be heard by the Inspector during the Examination. Those who are invited to be heard is at the Inspector’s discretion.
- Make physical copies of the Local Plan, Policies Maps, Sustainability Appraisal and Consultation Statement available for public inspection (at **Council Customer Service Centres**).

What the Council will also do at this stage:

- Hold **exhibitions** (physical and/or virtual) where considered appropriate.
- Issue a **press release** to local media.
- Add information on the **Council’s social media** sites.
- Physical copies of the Local Plan and Policies Maps will be made available to **local libraries** where appropriate.

#### 4. Submission (Regulation 22)

5.15 The Local Plan, including all supporting documents, evidence base and the representations received from the Publication stage (including a consultation statement), are submitted to the Secretary of State. An independent Planning Inspector is appointed to examine the Local Plan.

What the Council is required to do by legislation:

- Prepare and publish a statement setting out the comments received during the preparation of the Local Plan and how these were taken into account, and the representations received during the Local Plan publication and a summary of the issues raised ('the Consultation Statement').
- Submit to the Secretary of State the Local Plan, Sustainability Appraisal Report, Policies Maps, the supporting evidence, the representations received during publication of the Plan, and the Consultation Statement.
- Publish the Local Plan and submission documents on the **Council's website**.
- **Notify** specific and general consultation bodies and respondents from the publication stage **who requested to be notified of submission**.
- Make physical copies of the Local Plan, Policies Maps, Sustainability Appraisal and Consultation Statement available for public inspection (at **Council Customer Service Centres**).

What the Council will also do at this stage:

- Issue a **press release** to local media.
- Add information on the **Council's social media** sites.
- Physical copies of the Local Plan and Policies Maps will be made available to **local libraries** where appropriate.

#### 5. Examination (Regulation 24)

5.16 The Local Plan, the supporting documents and the representations received are examined by the Planning Inspector.

##### Public hearings:

5.17 We will make arrangements for public hearings to take place as considered necessary by the Planning Inspector. Any member of the public can attend the hearing sessions to watch from a public gallery. However, only those that responded during the

Publication consultation and indicated they wished to participate at the hearings can be given the opportunity to speak at the hearings. Those invited to participate in the hearings is at the Inspector's discretion. Any engagement with the Planning Inspector will take place through the appointed Programme Officer for the examination, who works to the Inspector and acts as the point of contact for all correspondence with the Inspector for all participants and the Council.

What the Council is required to do by legislation:

- Publish the date, time, venue and format of the hearings on the **Council's website** at least six weeks before the opening of public hearings.
- Anyone who made a representation and **indicated that they wish to attend the Examination** in public and speak at the public hearings will be informed of the date, time, venue and format of the hearings at least six weeks before the opening of public hearings.

What the Council will also do at this stage:

- Issue a **press release** to local media.
- Add information on the Council's **social media** sites.

**Main Modifications:**

**5.18** Following the completion of the public hearings, the Planning Inspector will determine if any Main Modifications to the Local Plan are necessary. If Main Modifications are considered likely to be necessary, these will be subject to public consultation before the Planning Inspector's Report is published. Any public consultation will only cover the proposed Main Modifications and any policy map changes, along with any proposed Additional Modifications (those not related to soundness) and will reflect the scope and duration of the consultation held at Regulation 19.

## 5. Publication of Inspector's Recommendations (Regulation 25)

5.19 The Planning Inspector will send their Report on the Local Plan, including any Main Modifications they deem to be necessary for the Local Plan to be sound, to the Council.

What the Council is required to do by legislation:

- Publish the Inspector's Report on the **Council's website**.
- Make physical copies of the Inspectors Report available for public inspection (at **Council Customer Service Centres**).
- **Notify respondents who requested to be notified about the availability of Inspector's Report.**

What the Council will also do at this stage:

- Issue a **press release** to local media.
- Add information on the Council's **social media** sites.

## 6. Adoption of the Local Plan by Full Council (Regulation 26)

5.20 Following consideration of the Inspector's Report, where this concludes that the Plan is 'sound', the Council may then adopt the Local Plan, including any Main Modifications the Planning Inspector has concluded are necessary.

What the Council is required to do by legislation:

- Publish the Local Plan and all supporting documents available on the **Council website**.
- Make physical copies of the Local Plan available for public inspection (at **Council Customer Service Centres**). Copies of the Adoption Statement, Sustainability Appraisal report and Sustainability Appraisal Adoption Statement will also be made available.
- Send the adoption statement to respondents at the publication stage **who requested to be notified of the adoption** and to the Secretary of State.

What the Council will also do at this stage:

- Add adoption information on **Council's social media** sites.
- Issue a **press release** to local media.
- Physical copies of the Local Plan and Policies Maps will be made available to **local libraries**, where appropriate. Copies of the Adoption Statement, Sustainability Appraisal report and Sustainability Appraisal Adoption Statement will also be available, where appropriate.

## How will the Council involve you in the preparation of Supplementary Planning Documents?

### 1. Pre-production / evidence gathering

5.21 The topic and scope of the Supplementary Planning Document will be researched. The evidence from this research will be used to form a baseline of the existing situation, which will determine the level of detail the document will need and the potential information it will contain.

What the Council is required to do by legislation:

- Consultation is required to be undertaken during the preparation of a Supplementary Planning Document before it can be adopted.

What the Council will also do at this stage:

- Where necessary and appropriate, **preliminary consultations** will be carried out to engage relevant stakeholders and the public in determining the level of detail to be included in the document and to identify key issues that need to be addressed. If early consultations are conducted, information will be added to the **Council's website** and **social media** sites and **exhibitions and workshops** (physical and/or virtual) will be arranged as appropriate. A **Press Release** will also be issued to local media where this is appropriate.

## 2. Draft Supplementary Planning Document (Regulation 12)

5.22 The draft Supplementary Planning Document is prepared following the initial evidence gathering stage. The draft document will then be made available for comment.

What the Council is required to do by legislation:

- Publish the draft Supplementary Planning Document for consultation for a minimum of four weeks.
- Publish the consultation document, Consultation Statement, and any supporting documents on the **Council's website** along with the date by which comments must be made and how these can be submitted.
- Make physical copies of the draft Supplementary Planning Document and Consultation Statement available for public inspection (at **Council Customer Service Centres**).

Following the end of the consultation, prepare a statement setting out the number of comments received on the draft Supplementary Planning Document, a summary of the issues raised and how the comments have been taken into account ('the Consultation Statement').

What the Council will also do at this stage:

- **Notify** consultation bodies, individuals and organisations on the **Local Plan and related documents mailing list**.
- Issue a **press release** to local media where appropriate.
- Add consultation information to **Council's social media** sites.
- Copies of the Draft Supplementary Planning Document and Consultation Statement will be made available to **local libraries based on the area where the document will apply**, where this is appropriate.

### 3. Adoption of the Supplementary Planning Document (Regulation 14)

5.23 The Council will consider the representations received through the consultations and make any amendments necessary before adopting the Supplementary Planning Document.

What the Council is required to do by legislation:

- Publish the Supplementary Planning Document, Consultation Statement and Adoption Statement on the **Council website**.
- Send the Adoption Statement to respondents who have requested to be notified of the adoption of the Supplementary Planning Document.
- Make physical copies of the Supplementary Planning Document and Adoption Statement available for public inspection (at **Council Customer Service Centres**).

What the Council will also do at this stage:

- Publicise the adoption on the **Council's social media** sites.
- Issue a **press release** to local media where appropriate.
- Physical copies of the Supplementary Planning Document will be made available to **local libraries** where appropriate.

## How will the Council involve you in the preparation of the Community Infrastructure Levy Charging Schedule?

### 1. Evidence Base Stage

5.24 The Council will prepare evidence on infrastructure needs across East Suffolk. We will also assess the development viability across the area. This evidence will be used to establish the rates that will be charged for development in different areas of East Suffolk. There are no specific requirements for this stage set out in legislation, although the Planning Practice Guidance says that the evidence base should be developed in collaboration with neighbouring/overlapping authorities and other stakeholders.

What the Council is required to do by legislation:

- No specific requirements in legislation.

What the Council will also do at this stage:

- The Council may make use of **workshops** with Parish and Town Councils and the Developers' Forum if it is considered there are clear benefits to do so.

## 2. Public Consultation on Draft Charging Schedule (Regulations 16 and 17)

5.25 A Draft Charging Schedule is published. The Draft Charging Schedule sets out the Council's proposed rates of Community Infrastructure Levy (in £ per m<sup>2</sup>).

What the Council is required to do by legislation:

- Publish the Draft Charging Schedule for an appropriate period of consultation.
- Publish the Draft Charging Schedule and supporting documents and evidence on the **Council's website**, alongside the procedure for making representations and where the documents can be inspected.
- Send the Draft Charging Schedule and the representations procedure to "consultation bodies", which include Parish and Town Councils, adjoining local authorities and Suffolk County Council, and businesses and voluntary bodies operating in East Suffolk.
- Make clear that there is a right for anyone making representations to the Draft Charging Schedule to request to be heard by the Examiner.
- Make copies of the Draft Charging Schedule and relevant evidence available for inspection (at **Council Customer Service Centres**).
- Issue an **advertising notice** to local media.

What the Council will also do at this stage:

- **Notify** consultation bodies, individuals and organisations on the **Local Plan and related documents mailing list** of the consultation.
- Add consultation information on the **Council's social media** sites.
- Copies of the Draft Charging Schedule and relevant evidence will be made available to **local libraries**.

### 3. Submission of Draft Charging Schedule for independent examination (Regulation 19)

5.26 Following the public consultation on the Draft Charging Schedule, the Council will submit the Draft Charging Schedule to an independent Examiner for examination.

What the Council is required to do by legislation:

- **Prior to submission**, if any modifications have been made to the draft Charging Schedule, the statement of modifications should be published on the website and a copy of the statement be sent to those invited to make representations on the Draft Charging Schedule.
- Prepare and publish a statement setting out the number of representations received on the draft Charging Schedule, a summary of the issues raised and how the representations have been taken into account ('the Consultation Statement').
- Submit to the Examiner the Draft Charging Schedule, the supporting evidence, the Consultation Statement and (if any modifications have been made to the draft Charging Schedule) a statement of the modifications made.
- As soon as practicable after submission, publish the Draft Charging Schedule, Statement of Consultation, (if prepared) a Statement of Modifications and (if practicable) copies of representations made and relevant evidence on the **Council's website**.
- As soon as practicable after submission, make available the Draft Charging Schedule, Statement of Consultation, a Statement of Modifications (if prepared), copies of representations made and relevant evidence at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.

What the Council will also do at this stage:

- Add information on the **Council's social media** sites.

#### 4. Independent examination of Draft Charging Schedule (Regulations 20 and 21)

5.27 The Independent Examiner will examine the Draft Charging Schedule. The examination will normally take the form of written representations; however, the Council will arrange public hearings where a representor has formally requested that they be heard by the Examiner and/or the Examiner decides that a Hearing session(s) is/are appropriate.

What the Council is required to do by legislation:

- Publish the date, time and venue of any Hearing sessions on the **Council's website**, alongside the Examiner's name.
- Anyone who made a representation on the Draft Charging Schedule must be informed of the date, time and venue of the Hearing at least four weeks before the commencement of the Hearing, alongside anyone who has made a request to be heard.
- Anyone who wishes to be heard in relation to modifications to the Draft Charging Schedule must inform the Council of this request by four weeks after the Draft Charging Schedule was submitted for examination (beginning with the day on which the draft Charging Schedule has been submitted). The Council must inform anyone requesting to be heard the date, time and venue of the Hearings at least two weeks before the opening of the Hearings.

What the Council will also do at this stage:

- Add information on the **Council's social media** sites.
- Issue a **press release** to local media where appropriate.

## 5. Publication of the Examiner's Recommendations

5.28 The Examiner must submit their recommendations (and reasons for those recommendations) to the Council at the close of the examination.

What the Council is required to do by legislation:

- Publish the Examiner's recommendations and reasons the **Council's website** as soon as practicable after the day on which it receives the recommendations and reasons.
- Make available the recommendations and reasons at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.
- Give notice to those persons who requested to be notified of the publication of the examiner's recommendations and reasons that they have been published.

What the Council will also do at this stage:

- Add information on the **Council's social media** sites.
- Issue a **press release** to local media where appropriate.

## 6. Adoption of Charging Schedule by Full Council (Regulations 23 and 25)

5.29 The Council will consider the Examiner's recommendations and adopt the final Charging Schedule by a resolution of Full Council. If adopted, there are then several other necessary steps (outlined below).

What the Council is required to do by legislation:

- As soon as practicable after formally approving/adopting the Charging Schedule, the Council must:
  - Publish it on the **Council's website**.
  - Publish a report setting out how the Charging Schedule as approved remedies any non-compliance identified by the Examiner.
  - Give notice to those persons who requested to be notified of the approval of the Charging Schedule that it has been approved.
  - Make available the Charging Schedule at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.
  - Issue an **advertising notice** to local media.

What the Council will also do at this stage :

- Add adoption information to **Council's social media** sites.

## Housing Land Supply

5.30 Each year, the Council produces a statement outlining its position with respect to the aim of having at least a five-year supply of deliverable land for housing. A Statement of Housing Land Supply is produced to show the supply of deliverable development sites (including those with planning permission, those with a resolution to grant permission subject to Section 106 agreement and those which are allocated in Local Plans and Neighbourhood Plans) sufficient to provide five years' worth of housing according to the housing requirement set out in the adopted Local Plan, or the housing need calculated under the standard methodology where the Local Plan is over 5 years old.

5.31 To show that the sites are deliverable, as defined in the National Planning Policy Framework (further guidance is set out in the Planning Practice Guidance), clear evidence needs to be provided to demonstrate that housing will be delivered on the sites. This can include information such as anticipated start dates and build out rates. To do this, the Council needs to engage with a variety of stakeholders who impact on site deliverability.

5.32 These stakeholders could include:

- Developers
- Land promoters
- Landowners
- Other government authorities
- Infrastructure providers

5.33 The Council will contact the relevant stakeholder(s) for relevant sites to request information to inform the production or review of the Statement of Housing Land Supply.

5.34 This information will support an analysis of site circumstances, past completions, permissions and annual on-site monitoring checks to determine how sites are progressing in terms of completions and dwellings that are under construction or have yet to be started. This analysis will then be used to calculate the Housing Land Supply.

5.35 The Housing Land Supply Statement will be published on the Council's website.

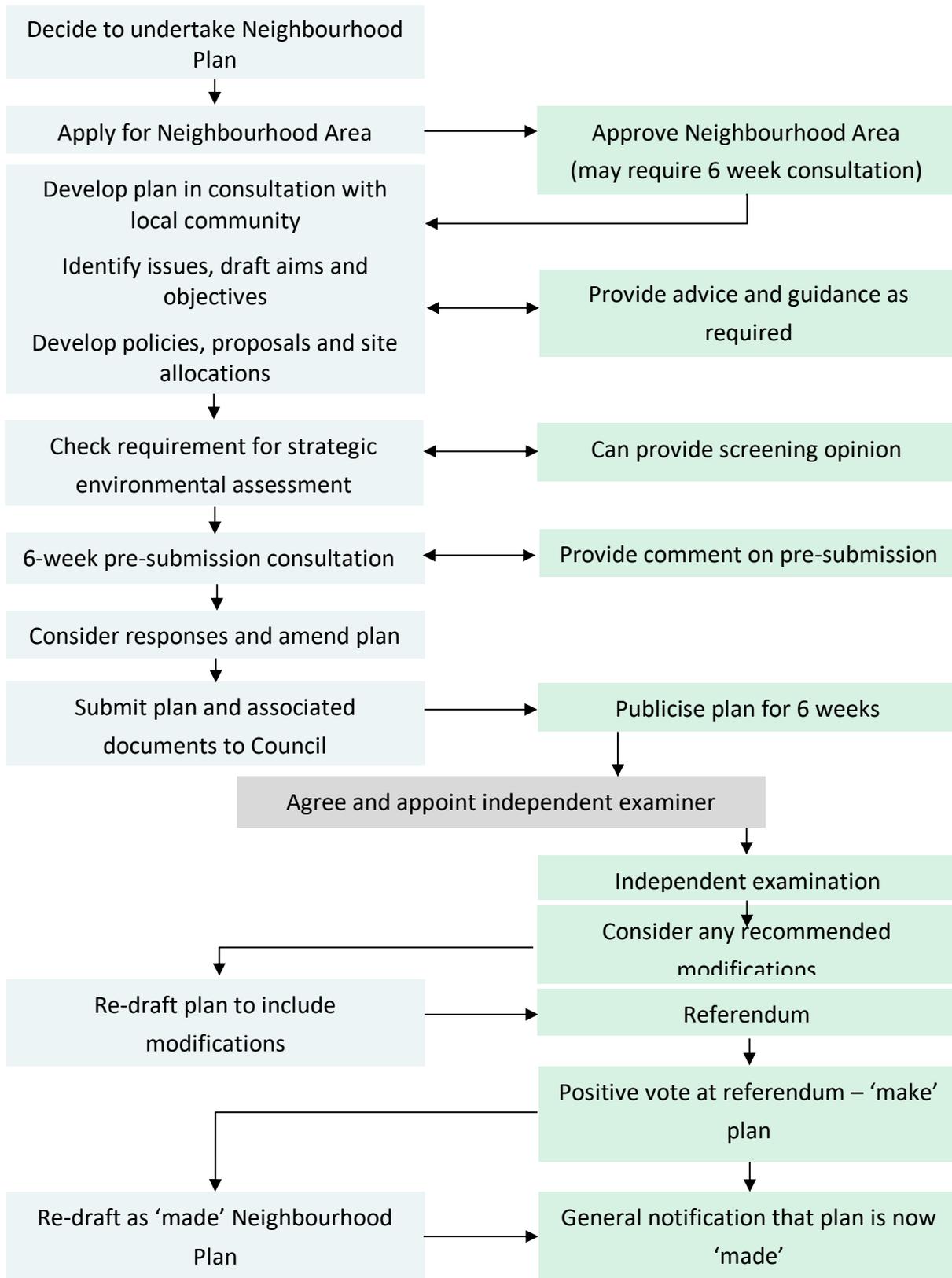
## How will the Council involve you in Neighbourhood Planning?

- 5.36 Parish and Town Councils are responsible for preparing Neighbourhood Plans and Neighbourhood Development Orders. However, they must work with other members of the community who are interested in, or affected by, the proposals in the Neighbourhood Plan or Neighbourhood Development Order. Engagement with the local community must be continuous throughout the process.
- 5.37 Any community organisation can develop a Community Right to Build Order, provided they meet the conditions set out in [paragraph 3 of Schedule 4C to the Town and Country Planning Act 1990 \(as amended\)](#) and in [regulation 13 of the Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#)). A Community Right to Build Order is a form of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site.
- 5.38 The Council has a duty to provide advice and technical assistance to communities that are working on producing Neighbourhood Plans. Planning Practice Guidance states that a local planning authority must give advice or assistance to neighbourhood planning groups as they consider appropriate for facilitating the making of a neighbourhood plan. This does not include financial assistance; however, the Communities Team can provide advice on funding options. The Council also undertakes specific roles at certain stages in the development of the Neighbourhood Plan, including arranging the examination and referendum.
- 5.39 To support neighbourhood planning groups, including those producing Neighbourhood Development Orders, the Council will generally:
- Provide initial advice, often through an inception meeting, on the suitability of a Neighbourhood Plan for the area in question and the potential scope of such a plan.
  - Provide ongoing advice and support throughout the preparation of the Neighbourhood Plan. This includes advice on the relevant legislation, timetabling and conformity with national and local strategic planning policies.
  - Provide some practical assistance where practicable, such as data for mapping.
  - Provide examples of best practice.
  - Provide contacts for consultees where this is necessary.
- 5.40 The Council website includes information on our wider duty to support neighbourhood plans: <http://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/>

- 5.41 Whilst responsibility for the Neighbourhood Plan lies with the Parish or Town Council, Planning Practice Guidance notes that the Parish and Town Councils should work with other members of the community who are interested in, or affected by, the Neighbourhood Plan proposals to allow them to play an active role in preparing the neighbourhood plan.
- 5.42 The Broads Authority is the local planning authority for areas within East Suffolk falling within The Broads; therefore, Parish and Town Councils may need to consult with the Broads Authority if the contents of the Neighbourhood Plan fall within their responsibility. The Council will also consult with the Broads Authority during the formal stages of the process.
- 5.43 The flowchart below outlines the typical process for creating a Neighbourhood Plan, identifying the roles for the Town or Parish Council and East Suffolk Council.

Town/Parish Council Role

East Suffolk Council Role



5.44 The Council's roles during the development of a Neighbourhood Plan are outlined below.

## 1. Application for Neighbourhood Area (Regulations 5 and 6)

5.45 Before the Neighbourhood Plan can be drafted a Town or Parish Council will have to apply for a Neighbourhood Area Designation, which determines the area where the Neighbourhood Plan will apply to. In some cases, such as when the area goes beyond a single parish boundary, the application will require consultation.

What the Council is required to do by legislation:

- Publish the Neighbourhood Area Designation application for a minimum of six weeks if consultation is required.
- Publish the application on the **Council's website**.

What the Council will also do at this stage when consultation is required:

- Notify neighbouring Parish and Town Councils, neighbouring Local Planning Authorities when the designation adjoins their areas, local Ward and County Councillors, specific consultation bodies and internal East Suffolk services.
- Issue a **press release** to local media where appropriate.
- Publish information on the **Council's social media** sites.

## 2. Publicise Neighbourhood Area Decision (Regulation 7)

5.46 Publicise the designation of a new Neighbourhood Planning Area.

What the Council is required to do by legislation:

- Publish the Neighbourhood Area Decision on the **Council's website**.

What the Council will also do at this stage:

- Send **notification of decision** to neighbouring Parish and Town Councils, neighbouring Local Planning Authorities when the designation adjoins their areas, local Ward and County Councillors, specific consultation bodies and internal East Suffolk services.
- Issue a **press release** to local media, where appropriate.
- Publish the Neighbourhood Planning Area on the **Council's social media** sites.

### 3. Draft Neighbourhood Plan and Pre-Submission Consultation (Regulation 14)

5.47 The Town or Parish Council will carry out work to develop the Neighbourhood Plan once the Neighbourhood Planning Area Designation has been approved. The Town or Parish Council will be responsible for all public engagement during the drafting of the Neighbourhood Plan; however, East Suffolk Council will provide guidance and support throughout the development of the Neighbourhood Plan. This could include assisting with the drafting of policies. We will respond to the Pre-Submission Consultation, which the Town or Parish Council will also be responsible for conducting.

### 4. Submission of Neighbourhood Plan (Regulations 15 and 16)

5.48 Following consideration of the comments received during the pre-submission consultation the Town or Parish Council may make changes to the Neighbourhood Plan. The Town or Parish Council will submit:

- their final draft Neighbourhood Plan,
- Consultation Statement outlining the public consultation process they used while developing the Neighbourhood Plan,
- Basic Conditions Statement and;
- any other supporting documentation to the Council.

What the Council is required to do by legislation:

- Publish the Neighbourhood Plan for a minimum of six weeks.
- Publish all documents on the **Council's website** along with details of where the Neighbourhood Plan can be inspected, the procedure of how to make comments and the date when these comments need to be submitted.
- Make clear that there is a right for anyone making comments on the Neighbourhood Plan to request be notified of the Council's decision to 'make' (adopt) the Neighbourhood Plan.
- Notify consultation bodies listed in the Consultation Statement to inform them that the Neighbourhood Plan has been received.

What the Council will also do at this stage:

- Publish information on the **Council's social media** sites.
- Issue a **press release** to local media where appropriate.
- Make physical copies of the Neighbourhood Plan available for inspection at a **Council Customer Service Centre/Centres** nearby to the Neighbourhood Area where appropriate. Copies will also be made available at a nearby **library/libraries** where appropriate.

## 5. Examination (Regulation 17)

5.49 After the completion of the Submission Consultation, the Council will arrange the Examination of the Neighbourhood Plan, including appointing an independent Examiner in consultation with the Town or Parish Council. The Neighbourhood Plan and the comments received are then examined by the Examiner.

What the Council is required to do by legislation:

- Submit to the Examiner the Neighbourhood Plan, supporting documents, Consultation Statement, Basic Conditions Statement and copies of the representations received during the Submission consultation.
- Notify anyone who made a representation and indicated that they wish to attend a hearing (if public hearings take place) and speak at the hearings will be informed of the date, time, venue and format of the hearings.

What the Council will also do at this stage:

- Issue a **press release** to local media where appropriate.
- Add information on the **Council's social media** sites.

## 6. Publication of Examiner's Recommendations

5.50 The Examiner will then provide their report outlining their recommendations for the Neighbourhood Plan, including any modifications they consider to be necessary and whether the Neighbourhood Plan should be taken to Referendum.

What the Council is required to do by legislation:

- Publish the Examiner's Report on the **Council's website**.

What the Council will also do at this stage:

- Issue a **press release** to local media where appropriate.
- Add information on the **Council's social media** sites.

## 7. Referendum (Regulation 18)

5.51 The Council will then come to a decision on what action to take in response to the Examiner's recommendations and whether or not to take the Neighbourhood Plan to Referendum. Where the Neighbourhood Plan goes to a Referendum, the Council will administer the Referendum and everyone in the neighbourhood area who is registered to vote will have the opportunity to vote.

What the Council is required to do by legislation:

- Publish the Council's decision on whether to take the Neighbourhood Plan to referendum (the 'Decision Statement') on the **Council's website**.
- Send a copy of the Council Decision Statement to the Town or Parish Council responsible for the Neighbourhood Plan and anyone who requested to be notified of the decision.
- Make physical copies of the Decision Statement available for inspection at a **Council Customer Service Centre/Centres** nearby the Neighbourhood Area where appropriate.

What the Council will also do at this stage:

- Publish information on the Referendum on the **Council's website** and **social media** sites.
- Issue a **press release** to local media where appropriate.
- Make physical copies of the Neighbourhood Plan available for inspection at a **Council Customer Service Centre/Centres** nearby to the Neighbourhood Area where appropriate. Copies will also be made available at a **library/libraries** nearby to the Neighbourhood Area where appropriate.

## 8. Adoption (Regulations 19 and 20)

5.52 Following a successful Referendum result (more than 50% of the votes are cast in favour of approving the Neighbourhood Plan), the Council will 'make' (adopt) the Neighbourhood Plan.

What the Council is required to do by legislation:

- Publish the Decision Statement and the Neighbourhood Plan on the **Council's website**.
- Notify consultees who wished to be kept informed about the adoption of the Neighbourhood Plan.
- Make physical copies of the Neighbourhood Plan and Decision Statement available for inspection at the **Council Customer Service Centres** where appropriate. Copies will also be made available to a **local library/libraries** nearby to the Neighbourhood Area where appropriate.

What the Council will also do at this stage:

- Issue a **press release** to local media where appropriate.
- Add information on the **Council's social media** sites.

## 6. Getting Involved in the Planning Application Process

- 6.1 Anyone can comment on all planning applications that the Council consults on. The Council aims to encourage people to engage with the planning process as greater feedback leads to better understanding of local issues. There are some types of applications and notifications that the Council publishes but does not consult on: these include Discharge of Conditions (in most cases), non-material amendments (in most cases), screening requests and certain prior notifications applications.
- 6.2 When making planning decisions Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that regard is to be had to the development plan and that the determination shall be made in accordance with the plan unless material considerations indicate otherwise. In the case of East Suffolk, this relates to the adopted Local Plans and any relevant Neighbourhood Plan, if there is one for the area. The decision should also be made in accordance with the National Planning Policy Framework unless there are material considerations to indicate otherwise.
- 6.3 The planning application process is outlined below.

### 1. Pre-Application

- 6.4 The Council recommends that applicants enter pre-application engagement with officers as it makes the planning process more efficient. Further Information on pre-application advice can be found on the Council's website:  
<http://www.eastsuffolk.gov.uk/planning/planning-applications/pre-application-planning-advice/>
- 6.5 Paragraphs 39-42 of the National Planning Policy Framework (2019) and National Planning Practice Guidance states that pre-application discussions and consultation have significant potential to improve the efficiency and effectiveness of the planning application system. Pre-application engagement help provide parties with an understanding of the policies and material considerations that would be relevant and can help resolve issues earlier in the process. We encourage applicants to send clear plans and supporting information to the Council as early as possible so Planning Officers can give detailed feedback.

- 6.6 Whilst pre-application consultation with the Council itself will normally be confidential, there can be advantages to engaging in some public pre-application consultation for (especially) larger and/or more significant proposals and the Council encourages this.
- 6.7 Pre-application consultation is mandatory for wind turbine proposals that involve 2 or more turbines or any turbines with a hub height of 15m or more.
- 6.8 In the interest of timely determination of applications and in order to ensure that well considered development proposals are submitted, a decision on planning applications will generally be reached based on the original submission when a prior formal pre-application opinion has not been provided. This approach is consistent with the National Planning Policy Framework.

What the Council will do:

- The Council will encourage applicants to enter pre-application discussions with officers.
- We will encourage applicants to undertake pre-application consultation with the community when this is considered beneficial.

## 2. Planning Application

- 6.9 The Council will accept or decline to register the application based on national and local validation criteria and payment of the relevant planning fee.

## 3. Publication of Planning Application

- 6.10 The Council will publish all applications on the 'Public Access' planning application system on the Council's website and they will remain available for future reference.
- 6.11 The application will be published for 15 working days to accommodate situations when a planning application consultation takes place over a period that contains a bank or public holiday as required by The Town and Country Planning (Local Authority Consultations etc.) (England) Order 2018. The deadline for responses will also be displayed on the 'Public Access' system. In the case of applications which are accompanied by an Environmental Statement, this period is required to cover 20 working days.

6.12 Written, emailed or online comments through the 'Public Access' system can be sent to the Council during the 15/20 working days of the public consultation period. Comments must relate to material considerations. A list of examples of material considerations are outlined in Appendix 2.

What the Council will do:

- The plans will be published on the Council's 'Public Access' planning application system.
- Relevant Town/Parish Councils are notified.
- **Site notices** will be displayed in areas close to the site in a safe location that is publicly accessible (when required).
- Neighbours which share a physical boundary with the site will be notified.
- Statutory and non-statutory consultees will be invited to make comments.
- A **press advert** may be made for certain applications, such as any application that affects a public right of way, falls within a Conservation Area, affects a listed building, where the application is accompanied by an Environmental Statement or involves a departure from the Development Plan.

#### 4. Officer Report

6.13 The case officer prepares a report on the application and provides a recommendation. If the 'minded to' decision of the Planning Officer is contrary to the comments received from a Town or Parish Council, the Ward Member for the area in question or from a statutory consultee within the prescribed consultation period, the application will be referred to the Referral Panel, who will then decide if the application will go to Planning Committee for determination. The referral reports and outcome of the meeting listing the decision will be made publicly accessible.

#### 5. Decision

6.14 The decision will be made by planning officers in most cases via delegated powers afforded to the Head of Planning and Coastal Management. Decisions will be made by Planning Committee if the planning application has been referred by the Referral Panel, the application is a departure from the Local Plan with a positive recommendation or the applicant or landowner is East Suffolk Council itself or a Member or Officer (or close relative of) of the Council. If the application is considered at Planning Committee certain interested parties can be allowed to speak if they register an interest to do so in advance of the meeting. The permitted parties include a

representative of the Town or Parish Council or Parish Meeting, the applicant or representative of the applicant, one objector and the relevant ward members. Further information on the Planning Committee and the right to speak can be found on the Council's website: <http://www.eastsuffolk.gov.uk/planning/planning-applications/planning-committee/>

## 6. Decision Notice Issued

6.15 The decision will be published on Public Access on the Council's website. The Parish/Town Council and any neighbours to the site will also be informed of the decision. Decision letters for planning appeals will be issued by the Planning Inspectorate and published online once received by the Council.

## Planning Appeals

6.16 Planning applications may be subject to appeal by the applicant if refused, against conditions imposed on an approval or on grounds of 'non-determination' after the statutory determination period has passed. Planning appeals are processed by the Planning Inspectorate and may be determined through a process of written representations, informal public hearing or through a public inquiry. In each case the process may differ and in some cases the Planning Inspectorate request that the Council notifies interested parties upon registration of the appeal and further comments on that appeal may be invited.

6.17 More information on planning appeals can be found on the Council's website: <http://www.eastsuffolk.gov.uk/planning/planning-applications/planning-decision-appeals/>

## 7. Community Engagement and Masterplans

- 7.1 The Council encourages applicants to undertake early consultation and engagement with Planning Officers and the local community to make the planning process as efficient as possible and achieve the best results for everyone involved and a high-quality development.
- 7.2 Large scale development schemes often involve wider issues within the planning process. This includes infrastructure requirements to accommodate the development and greater landscape and ecological impacts. There may also be additional criteria established in policies that the development will have to meet in order to be approved, such as Garden City principles. Significant development has more potential to have significant impacts compared to small-scale development. Early discussion with Planning Officers can provide applicants with more detailed understanding of these impacts in order to provide mitigation as part of their proposal.

### Community Engagement

- 7.3 Where community engagement is used to support a planning application then the following principles should be employed.
- 7.4 The running of the community engagement will be the responsibility of the applicant. The amount and duration of any consultation should be proportionate to the scale of the development being consulted on. For most proposals, a minimum 4-week consultation will be accepted. However, it is expected that the applicant will have discussions with Planning Officers to determine the appropriate scale and duration of consultations based on the development being proposed. Officers will consider proposals on a case-by-case basis.
- 7.5 Community consultation could involve questionnaires, public information events and exhibitions as well as any other methods considered appropriate.
- 7.6 The community engagement process is expected to actively identify and engage stakeholder groups. From the local community this will involve town/parish councils and neighbourhood planning groups as well as other interested groups. Representatives of public bodies should be involved such as district and county councillors; district and county council officers; police and fire services etc. Those with a private interest should also be engaged which may include utilities and infrastructure

providers; landowners; developers etc. A list of specific and general consultation bodies can be found in Appendix 1.

- 7.7 The process should facilitate an exchange of views and ideas and should avoid tokenism. It should support input from different sections of the public and engagement should allow for views to be fed in via a range of means (e.g. public events, focus groups, postal feedback, online submissions, social media feedback etc.).
- 7.8 Different options for a masterplan should be tested through the process. A single round of consultation on plans is not considered to be ongoing engagement.
- 7.9 At the planning application stage, the application must demonstrate how this process has informed the design and delivery framework of the proposed development.
- 7.10 Local communities can also help shape development in their areas through the recently introduced 'Beauty In My Back-Yard' (BIMBY) process. This involves the coordination of three consecutive workshops conducted with the local community to bring together local knowledge, identify suitable and unsuitable areas for housing and identify what new buildings should look like. This leads to the creation of a BIMBY Housing Manual, outlining the types of housing development local communities wish to see. This manual can be used through a variety of means, either through adoption in the Local Plan or Neighbourhood Plan, or it can be used by the community to comment on individual planning applications. More information on the BIMBY process can be found at <https://bimby.org.uk/>.
- 7.11 Where ongoing engagement is required then it is expected that this process will continue into the delivery stage of the development and consideration is given to ongoing management of the development once the development is complete.

## Masterplans

- 7.12 Some major development schemes could involve the development of hundreds or potentially thousands of homes on a site that will have to be delivered in phases over a number of years, or may be smaller but involve complex delivery considerations. The scale and nature of these developments therefore provides additional challenges. The potential impacts of these developments may require the production and engagement on a detailed masterplan prior to the submission of a planning application or as part of the pre-application process. In most circumstances, sites requiring masterplanning will

be carried out through engagement with both the Planning Policy Team and Major Sites and Infrastructure Team.

**7.13** Masterplans set out the vision and implementation strategy for the developments they cover and can be created at various scales and levels of detail. These masterplans will cover aspects of the relevant scheme such as the phasing of development, land-use distribution and infrastructure delivery, and will cover the entire development site if practicable. The development of these masterplans will benefit from a collaborative approach and include ongoing engagement with Planning Officers, consultees and the wider community through public events on consultation as outlined above. Effective collaboration through this process can be facilitated through a Planning Performance Agreement, alternatively the process may lead to the production of a Supplementary Planning Document or the integration of a masterplan into a Neighbourhood Plan.

**7.14** Where local plan policies require preparation of a masterplan, the masterplan should include as a minimum:

- Vision Statement
- Site and Context Appraisal
- Policy Review
- Feasibility Appraisals
- Planning and Design Principles
- Design Concepts and Proposals
- Details of the proposed development process or delivery strategy
- Statement as to how community involvement has informed the masterplan development

## 8. Planning Support for Communities

### RTPI Planning Aid

- 8.1 The Royal Town Planning Institute (RTPI) offers advice and support to individuals and communities who wish to become more engaged with the planning system and more involved in local planning
- 8.2 The service is delivered by RTPI members and is funded by the Institute. It provides web resources and email advice as well as training on planning matters, including engagement and workshops. The service does not provide advice on issues outside of planning such as building regulations and valuation work.
- 8.3 Planning Aid can be contacted by the following:
- Email: [info@planningaid.rtpi.org.uk](mailto:info@planningaid.rtpi.org.uk)
  - Phone: 020 7929 8338
  - Postal address: Planning Aid England, RTPI, 41 Botolph Lane, London EC3R 8DL
- 8.4 Planning Aid do not provide planning advice over the telephone or through the email address listed above. All enquiries should go through the email advice service found via the following link: <https://planningaid.zendesk.com/hc/en-us/requests/new>
- 8.5 More information on Planning Aid can be found on the RTPI website: <https://www.rtpi.org.uk/planning-aid/about-planning-aid/>

### Locality

- 8.6 Locality organise the support and funding offered to Neighbourhood Planning groups on behalf of the Ministry for Housing, Communities and Local Government. This includes grant funding for the development of Neighbourhood Plans. There is additional funding available for Neighbourhood Plans that meet certain eligibility criteria, such as plans that allocate land for affordable housing. Grant funding is also available for Neighbourhood Development Orders.
- 8.7 Locality also offer technical support and work packages to assist groups with the development of their Neighbourhood Plans and Neighbourhood Development Orders. This can include assistance with the development of Housing Needs Assessments, Environmental Impact Assessments, and Habitats Regulations Assessments. As well as technical support, Locality also have various guides and toolkits available on their

website to assist Neighbourhood Planning Groups with the development of their plans and/or orders.

- 8.8 Further information on the support offered by Locality can be found on their website: <https://neighbourhoodplanning.org/>

## Appendix 1 - Consultation Bodies

### Specific/statutory consultation bodies

**In accordance with government regulations the following specific/statutory consultation bodies must be consulted where the Council considers that they may have a statutory interest in the subject of the proposed planning document/application. They may also be consulted on a non-statutory basis. These may include:**

- Canal and River Trust
- The Coal Authority
- Control of Major Accident Hazards
- Crown Estates
- Department of Energy and Climate Change
- Environment Agency
- Garden History Society
- Forestry Commission
- Historic England
- Lead Local Flood Authority
- Marine Management Organisation
- Natural England
- Network Rail
- The Relevant County Highway Authority
- Highways England
- Norfolk County Council
- Suffolk County Council
- Parish and Town Councils and Parish Meetings within and adjoining the East Suffolk area
- Suffolk Constabulary
- Norfolk Constabulary
- Adjoining local planning authorities – The Broads Authority, Mid Suffolk District Council, Babergh District Council, South Norfolk District Council, Great Yarmouth Borough Council, Ipswich Borough Council
- NHS Great Yarmouth and Waveney Clinical Commissioning Group
- NHS Ipswich and East Suffolk Clinical Commissioning Group
- Suffolk and North East Essex Sustainability and Transformation Partnership
- Norfolk and Waveney Sustainability and Transformation Partnership
- Anglian Water
- Essex and Suffolk Water
- Sport England
- Theatres Trust
- Homes England
- Electronic communication companies who own or control apparatus in the East Suffolk area
- Relevant gas and electricity companies

## General consultation bodies

**In accordance with government regulations the following general consultation bodies must be consulted where the Council consider it appropriate, these may include:**

- Voluntary bodies some or all of whose activities benefit any part of the District
- Bodies which represent the interests of different racial, ethnic or national groups in the District
- Bodies which represent the interests of different religious groups in the District
- Bodies which represent the interests of disabled persons in the District
- Bodies which represent the interests of persons carrying on business in the District

## Duty to co-operate

**The Localism Act 2011 introduced a Duty to Co-operate, which is designed to ensure that local planning authorities, county councils and prescribed public bodies work together constructively, actively and on an ongoing basis on strategic cross boundary matters.**

The authorities and agencies that the Council will co-operate with are specified in Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Savings Provisions) Order 2013. The following bodies are designated as Duty to Co-operate stakeholders (*please note this list is not exhaustive*):

### **Neighbouring Local Authorities and County Councils:**

- The Broads Authority
- Great Yarmouth Borough Council
- Ipswich Borough Council
- Mid Suffolk District Council
- Babergh District Council
- West Suffolk Council
- South Norfolk District Council
- Suffolk County Council, including relevant departments including Minerals and Waste, Archaeology and Area of Outstanding Natural Beauty team amongst others.
- Norfolk County Council

### **Other public bodies and infrastructure providers:**

- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes England
- NHS Commissioning Board
- The Office of Rail Regulation
- Integrated Transport Authorities
- Highways England
- Marine Management Organisation
- New Anglia Local Enterprise Partnership
- Wild Anglia Local Nature Partnership

## Appendix 2 - Material and non-material considerations

*The following list provides some examples of material and non-material considerations; however this is not an exhaustive list.*

### Material considerations

#### Can be taken into account

- ✓ The Development Plan – including the Local Plan and any relevant Neighbourhood Plan
- ✓ National policies
- ✓ Planning history and previous appeal decisions
- ✓ Case Law
- ✓ Impact on sunlight, outlook, privacy and residential amenity
- ✓ Highways capacity and safety
- ✓ Affordable Housing
- ✓ Fear of Crime (section 17)
- ✓ Effects on the Local Economy
- ✓ Some local finance considerations including the effect of developer contributions as mitigation or benefits
- ✓ Layout, Density, Design/Appearance, Character
- ✓ Effect on Heritage Assets
- ✓ Biodiversity, protected species and habitats
- ✓ Effects on landscapes, seascapes and townscapes
- ✓ Noise, smell or other disturbances
- ✓ Cumulative impact – Positive and Negative Impacts
- ✓ Permitted Development
- ✓ Protected Trees
- ✓ Some personal circumstances, e.g the need for an agricultural worker to live on site.

### Non-material considerations

#### Cannot be taken into account

- X Issues considered under Building Regulations
- X Land/boundary disputes
- X Rights of access – though this may influence conditions imposed
- X Opposition to business competition
- X Loss of property value
- X Loss of private view (this does not include 'outlook')
- X Moral Objection
- X History of the applicant and in some cases their personal circumstances
- X Some matters covered by other legislation (e.g. Right to Build)
- X Restrictive covenants

- x Opposition to the principle of a development if permission has been granted by an outline application or appeal decision
- x Factual misrepresentation of the proposal
- x Some local finance considerations



Email us 

**Planning Policy and Delivery Team (Local Plans)**  
planningpolicy@eastsoffolk.gov.uk

**Development Management (Planning Applications)**  
planning@eastsoffolk.gov.uk

Call us 

**Planning Policy & Delivery Team**  
01394 444557 / 01502 523029

**Customer Services**  
03330 162 000

Write to us 

East Suffolk District Council  
Planning Policy and Delivery Team  
Riverside, 4 Canning Road, Lowestoft  
Suffolk NR33 0EQ

This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.

[www.eastsuffolk.gov.uk/planning](http://www.eastsuffolk.gov.uk/planning)

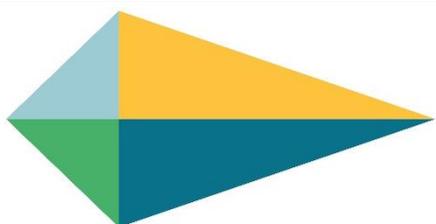
# Consultation Statement

Agenda Item 5

ES/0720

## Statement of Community Involvement

[February 2021]



**EASTSUFFOLK**  
COUNCIL

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# 1 Introduction

The Statement of Community Involvement sets out the measures and actions East Suffolk Council will take to consult and engage with the community during the preparation of planning policy documents, such as Local Plans and Supplementary Planning Documents, and when determining planning applications. In line with the Public Sector Equalities Duty, any consultation measures used by the Council must ensure that all groups and individuals in the community have equal opportunities to participate.

The Statement of Community Involvement is required by section 18 of the Planning and Compulsory Purchase Act of 2004. These regulations state that local planning authorities need to explain how they will engage local communities and other interested parties in the production of planning policy documents and the planning application process.

There are currently no regulatory requirements to consult during the preparation of a new Statement of Community Involvement. However, in order to follow best practice, the Council took the decision to undertake consultation on the Draft Statement of Community Involvement. This Consultation Statement was produced to accompany the Draft Statement of Community Involvement which was published for consultation between 19<sup>th</sup> October 2020 and 7<sup>th</sup> December 2020. This Statement has subsequently been updated to reflect the responses received during that consultation.

The Statement of Community Involvement has been written in collaboration with other teams in the Planning Service, including Development Management, Major Sites and Infrastructure and the Planning Support Team.

## 2. Preparation of the Draft Document

The Planning Policy and Delivery Team worked in collaboration with the following groups and teams within the Council as part of the preparation of the Statement of Community Involvement:

- East Suffolk Council Development Management Team
- East Suffolk Council Major Sites and Infrastructure Team
- East Suffolk Council Planning Support Team
- East Suffolk Council Local Plan Working Group

### 3. Public Consultation

Following the production of the Draft Statement of Community Involvement, a seven-week public consultation took place between 19<sup>th</sup> October and the 7<sup>th</sup> December 2020. The consultation was advertised using posters, a press release and social media posts. The poster and an example Twitter post can be found in Appendix 3. Those on the Council’s planning policy consultation database were contacted directly by email or letter and the list of consultation bodies can be found in Appendix 1.

The consultation was made up of two parts:

1. Draft Document

The first part of the consultation was the full Draft Statement of Community Involvement document, which was made available for comment. Comments could be made on the document directly through the Council’s website. Comments were also accepted via email and letter. A summary of the comments received and the Council’s response are set out in Appendix 4.

2. Questionnaire

A questionnaire was used to supplement the Draft Statement of Community Involvement consultation. This gave members of the public who may not want to read and engage with a long technical document the opportunity to provide their thoughts and ideas to further develop the Council’s consultation processes.

The questionnaire consisted of seven questions, focussing on the public’s experience of Planning Policy consultations to date, as well as exploring different consultation methods which the Council could use. This questionnaire only related to Planning Policy consultations (Local Plan, Supplementary Planning Documents, Community Infrastructure Levy Charging Schedule and Neighbourhood Plan consultations), and not consultations on planning applications.

The questionnaire was available to complete online via the Council’s website. Paper copies of the questionnaire were also available on request. A copy of the questionnaire can be found in Appendix 2. A summary and analysis of the response can be found in Appendix 5.

The consultation documents were made available on the East Suffolk Council website at:

<https://eastsuffolk.inconsult.uk/consult.ti/DraftSCI2020/consultationHome>

Due to the social distancing restrictions and the national lockdown as the result of the Covid-19 pandemic, libraries and other public spaces were not accessible during the consultation period. Therefore, paper copies of documents could not be made available at these locations. Physical copies of documents were, however, sent out on request.

In total 97 individuals and organisations responded to the consultation through both the questionnaire and commenting directly on the draft document. In total, 267 comments were received.

Full copies of the consultation responses have been published on the Council's website at:

<https://eastsuffolk.inconsult.uk/consult.tj/DraftSCI2020/consultationHome>

## Appendix 1: Consultation Bodies

### **Specific consultation bodies**

The Coal Authority  
 Environment Agency  
 Historic England  
 Marine Management Organisation  
 Natural England  
 Network Rail  
 Highways Agency  
 Suffolk County Council  
 Parish and Town Councils within and adjoining the East Suffolk District  
 Suffolk Constabulary  
 Adjoining local planning authorities – Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council, South Norfolk District Council, Great Yarmouth Borough Council and the Broads Authority  
 NHS England and the Care Commissioning Groups  
 Anglian Water  
 Essex and Suffolk Water  
 Homes England  
 Electronic communication companies who own or control apparatus in the District  
 Relevant gas and electricity companies

### **General consultation bodies**

Voluntary bodies some or all of whose activities benefit any part of the District  
 Bodies which represent the interests of different racial, ethnic or national groups in the District  
 Bodies which represent the interests of different religious groups in the District  
 Bodies which represent the interests of disabled persons in the District  
 Bodies which represent the interests of persons carrying on business in the District

### **Other individuals and organisations**

Includes local businesses, high schools, individuals, local organisations and groups, planning agents, developers, landowners, residents and others on the Local Plan mailing list.

The Council also directly approached a number of organisations who were considered to have contacts with groups and individuals who may not always be able to engage with the planning system. The contacts were provided by the Communities Team. These were:

- Kirkley Peoples Forum
- Good Neighbour Scheme
- GYROS
- Halesworth Volunteer Centre
- Lowestoft Community Church
- Neighbourhood Watch
- St Luke’s Church

## Appendix 2: Questionnaire

### Draft Statement of Community Involvement How to get Involved in Local Planning



You can also complete this questionnaire online [www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy)

Local planning affects everyone by shaping the areas where people live, work and visit. The Local Plan identifies sites for new housing and employment and sets out policies to shape future development. Other policy documents set out more detail and guidance on how Local Plan policies are to be used in coming to decisions on planning applications.

We have prepared a draft Statement of Community Involvement which sets out how East Suffolk Council could engage with the community during the preparation of Local Plans and other planning policy documents, as well as coming to decisions on planning applications. You can view the draft at [www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy). The following questions will help us understand how best to engage the community in the planning process.

**Please Note** – This questionnaire only relates to the preparation of Local Plans and other planning policy documents, as well as the stages where the Council has specific responsibilities during the preparation of Neighbourhood Plans. **This questionnaire does not relate to planning application consultations.**

#### Your details

Name	<input type="text"/>
Organisation (if applicable)	<input type="text"/>
Email	<input type="text"/>
Address (Optional)	<input type="text"/>
Postcode (Optional)	<input type="text"/>

**Do you wish to be kept informed of progress on planning policy documents?**

- Yes       No

**1 Do you normally participate in East Suffolk planning policy consultations?**

- Yes       No

If not, what would encourage you to do so?

**2 How do you usually find out about the preparation of East Suffolk planning policy documents?**

- Online through the Council's website
- Online through Council's social media platforms
- In person at Customer Service Centres
- In person at public libraries
- Reports in local newspapers
- Radio announcements
- Public events
- Site notices
- I don't

If not, what could we do to help make more people aware of these consultations?

**3 If you want to view East Suffolk planning policy documents how would you want to access them?**

- Online through the Council’s website
- Online through Council’s social media platforms
- In person at Council Customer Service Centres
- In person at public libraries
- Public events
- I don’t want to view East Suffolk planning policy documents

If you don’t want to view East Suffolk planning policy documents, what would encourage you to do so?

**4 How do you usually respond to East Suffolk planning policy consultations?**

- Email
- Submitting comments through an online consultation portal
- Letter
- I don’t usually respond to East Suffolk planning policy consultations

If you don’t usually respond to East Suffolk planning policy consultations, what would encourage you to do so?

**5 In the future, would you participate in any of the following events or types of document? (Please select all you would participate in)**

- Interactive online documents
- Interactive online maps
- Public exhibitions staffed by planning officers

Public displays such as noticeboards in libraries

Virtual online exhibitions

Virtual online workshops

Other (please describe)

None of the above (If not, what would encourage you to do so?)

**6 In the future, how would you prefer to respond to East Suffolk planning policy consultations?** *(please select all methods you would use to respond)*

- Emails
- Submitting comments through an online consultation portal
- Commenting on interactive documents
- Commenting on interactive maps
- Social media
- Letters
- In person at public events
- Other (please describe)

- I probably won't respond to East Suffolk planning policy consultations

If not, what would encourage you to do so?

## 7 General comments about East Suffolk's approach to planning policy consultations

**Thank you for your comments. Please return this form to East Suffolk Council, Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ. Alternatively, email to [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk). Comments cannot be kept confidential.**

The information you have supplied is being collected in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 and will be used to inform the preparation of the Statement of Community Involvement.

By responding to this consultation, you are accepting that your name and response will be made available for public inspection and published online in accordance with the Act stated above. However, other personal information such as email addresses and telephone numbers will not be published or shared with third parties. Your personal information will be retained for a period of five years to enable preparation and Adoption of the Statement of Community Involvement.

Data will be processed and held securely and in accordance with the Data Protection Act 2018 and General Data Protection Regulation (and any updates).

Further information about data protection and your rights can be found in our Privacy Notice on the East Suffolk Website [www.eastsuffolk.gov.uk/yourcouncil/access-to-information/general-data-protection-regulation-and-data-protection-act/gdpr-privacy-notices/](http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/general-data-protection-regulation-and-data-protection-act/gdpr-privacy-notices/)

## Appendix 3: Consultation Poster and Twitter Post



Consultation period  
19 October to 07 December 2020

# HOW DO YOU WANT TO ENGAGE WITH LOCAL PLANNING?

Local planning identifies sites for new housing and employment and sets out policies to shape future development.

### What are we doing?

We would like to hear your views on how we can better engage you in the planning process.

We have prepared a draft Statement of Community Involvement which sets out how we could engage with the community as we create planning documents and determine planning applications.

### How can you get involved?

**COMPLETE A QUESTIONNAIRE**  
Help us by answering seven key questions about how you think we should involve the community in planning.

**COMMENT ON THE DOCUMENT**  
The draft 'Statement of Community Involvement' sets out our proposals for community engagement in the planning process. Let us know your thoughts on this draft.

**Find out more and give your views:**  
[www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy)

Alternatively, please send comments to:  
East Suffolk Council, Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ

✉ [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk)  
☎ 01394 444557 / 01502 523029

### Other consultations

We are also seeking views on a new Supplementary Planning Document mitigating the impact of new housing development on protected habitat sites. Visit [www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy) to find out more and give your views.



**East Suffolk Council Planning**  
@eastsuffolkplan

...

The consultation for the draft Statement of Community Involvement is currently underway. Only 3 weeks remain to submit comments before the consultation deadline on Monday 7th December 2020.

[eastsuffolk.inconsult.uk/consult.ti/Dra...](https://eastsuffolk.inconsult.uk/consult.ti/Dra...)

**EASTSUFFOLK COUNCIL**

Consultation period  
19 October to 07 December 2020

## HOW DO YOU WANT TO ENGAGE WITH LOCAL PLANNING?

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Help us by answering seven key questions about how you think we should involve the community in planning.

**COMMENT ON THE DOCUMENT**  
The draft 'Statement of Community Involvement' sets out our proposals for community engagement in the planning process. Let us know your thoughts on this draft.

**Find out more and give your views:**  
[www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy)

Alternatively, please send comments to:  
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✉ [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk)  
☎ 01304 444557 / 01502 523029

### Other consultations

We are also seeking views on a new Supplementary Planning Document mitigating the impact of new housing development on protected habitat sites. Visit [www.eastsuffolk.gov.uk/planningpolicy](http://www.eastsuffolk.gov.uk/planningpolicy) to find out more and give your views.

3:49 PM · Nov 16, 2020 · Twitter Web App



## Appendix 4: Responses on Draft Statement of Community Involvement

<b>Name/ Organisation</b>	<b>Comment ID</b>	<b>Type of response</b>	<b>Document section</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Andrew White	1	Observation	How will the Council involve you in the preparation of the Local Plan?	Local Development Scheme – Want some understanding as to when consultations for proposed development sites commence to provide meaningful input and inclusivity.	The Local Development Scheme is updated annually to provide a timeline for the creation of Planning Policy documents such as the Local Plan. This is just one of the methods used to promote the beginning of the Local Plan creation process. Other methods are outlined in the Statement of Community Involvement.	None.
Marya Parker	2	Observation	Methods the Council can use	Councils website – Using website is very helpful when policies are clearly explained as at present, however not everyone has access to internet, dedicated library PCs could be useful.	The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to ensure that any documents being consulted on are available in other formats and in public locations, such as	None.

					libraries and Customer Service Centres, when this is possible. However, the Council does not have the authority to determine what Libraries display or to dedicate computers to Council services.	
Marya Parker	3	Observation	Methods the Council can use	Council should seek consent to email all council tax payers with notification of upcoming consultations.	Due to the regulations outlined in the General Data Protection Regulations, the Council can only use personal data for the purposes of which it was originally collected. Therefore, using data such as email addresses for planning matters that have been collected for the purposes of council tax payments would be against these regulations.	None.

Marya Parker	4	Observation	How will the Council involve you in the preparation of the Local Plan?	I assume you notify charities, community interest companies and community projects that may have valuable contributions.	The Council has a number of organisations, both public and private, listed on its Local Plan and Related Documents Mailing List, who are all informed of new Planning Policy consultations. The Council will also approach organisations who may have a special interest in a document where this is relevant.	None.
Norman Castleton	5	Observation	Introduction	I have tried to participate. Perception we are generally ignored with no feedback. Feedback could encourage participation.	The Council agrees that feedback from consultations is valuable in showing how the public have influenced the development of a document. The Council produces a Consultation Statement following most consultations to show this and will endeavour to publicise these further to encourage greater participation in the future.	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be publicised to show how comments have been considered.

<p>Norman Castleton</p>	<p>6</p>	<p>Observation</p>	<p>Introduction</p>	<p>If new planning regulations/developers charter allow development under almost any circumstance without community involvement, what is point in Statement of Community Involvement?</p>	<p>The proposals in the recent government White Paper ‘Planning for the Future’ have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may result from the White Paper. Therefore, there is still a need for the Statement of Community Involvement to be developed.</p>	<p>None.</p>
<p>Norman Castleton</p>	<p>7</p>	<p>Observation</p>	<p>The Planning Service</p>	<p>Won’t be any participation according to government policy.</p>	<p>The proposals in the recent government White Paper ‘Planning for the Future’ have only recently finished their consultation and no changes to the planning system have been confirmed. It will likely be some time before any potential changes, whatever these may be, will come into force.</p>	<p>None.</p>

					Therefore, there is still a need for the Statement of Community Involvement to be developed.	
Norman Castleton	8	Observation	Role of the Council	Planning Policy and Delivery – Neighbourhood Plans are good if followed but evidence they can be overridden by Council.	Once a Neighbourhood Plan is ‘made’, the polices contained within it hold the same weight as those contained within the Local Plan. The only time a Neighbourhood Plan policy may not be implemented is when there is a conflict with the Local Plan. In this situation, the Local Plan policy takes priority as according to the national regulations. However, situations such as this are rare.	None.

Norman Castleton	9	Observation	Role of the Council	Development Management – no need for this as current process is proficient, just a means of developers overriding the council’s precautionary principals and procedures.	This is outside the scope of the Statement of Community Involvement and explains the role of the Development Management Team.	None.
Norman Castleton	10	Observation	Role of the Council	Major Sites and Infrastructure Team – entirely unnecessary.	The Major Sites and Infrastructure Team will allow the Council to provide the sufficient resources and time that is needed to ensure large scale sites are delivered in a sustainable way.	None.
Norman Castleton	11	Observation	Role of the Council	Councillors - Process could be swayed by political influences.	Councillors are required to be impartial during the planning process, such as at a planning committee, according to the East Suffolk Constitution.	None.
Norman Castleton	12	Observation	Getting involved in the preparation of Planning Policy Documents	Yet to see how comments affect application. Would like to see more environmental enhancements. Restrict building on greenfield	These comments have been noted. The Council agrees that feedback from consultations is valuable in showing how the public have influenced the	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that

				and building more roads, no evidence people use cycle ways, stop parking in dangerous areas, cyclists use pavements recklessly, pedestrian and nature should be more predominant in plan.	development of a document. The Council produces a Consultation Statement following most consultations to show this and will endeavour to publicise these further to encourage greater participation in the future.	these will be publicised to show how comments have been considered.
Norman Castleton	13	Support	Methods the Council can use	Councils Website – Agree.	These comments have been noted.	None.
Norman Castleton	14	Support	Methods the Council can use	Social Media – Agree.	These comments have been noted.	None.
Norman Castleton	15	Support	Methods the Council can use	Public Exhibitions – Agree.	These comments have been noted.	None.

Norman Castleton	16	Support	Methods the Council can use	Press and Radio – Agree.	These comments have been noted.	None.
Norman Castleton	17	Support	Methods the Council can use	Workshops – Agree.	These comments have been noted.	None.
Norman Castleton	18	Support	Methods the Council can use	Emails and Letters – Agree.	These comments have been noted.	None.
Norman Castleton	19	Support	Methods the Council can use	Questionnaires – Agree.	These comments have been noted.	None.

Norman Castleton	20	Support	Methods the Council can use	Direct Contact – Agree.	These comments have been noted.	None.
Norman Castleton	21	Observation	How will the Council involve you in the Preparation of Supplementary Planning Documents?	Pre-production and evidence gathering – only if there is serious intent.	These comments have been noted.	None.
Norman Castleton	22	Observation	Housing Land Supply	No public say or involvement?	The Housing Land Supply Statement is a technical analysis of the deliverability of sites which are already allocated or have permission. Consultation with stakeholders such as the development sector enables the Council to understand matters specifically relating to site delivery.	Provide clarity that the Housing Land Supply Statement relates to sites which already have permission, have a resolution to grant subject to S106 agreement or are allocated.

Norman Castleton	23	Observation	Appendix 2	Many of these are not observed at the moment, e.g. building on greenfield agricultural sites, floodplains, affordable housing and density.	The list explains what matters can and cannot be considered in respect of determining planning applications rather than an assessment of the acceptability of a proposal.	None.
Judie Shore	24	Observation	Introduction	Need to consider hidden bias towards development. Wording should allow for support and objection to development whether high quality or not.	Sites considered for development and planning applications are all considered on their own merit. Judgements are made based on the opportunities and constraints of the site or proposal. Comments from the public, whether in support or objection, are welcomed by the Council to ensure that a balanced and robust decision is taken.	None.
Michelle Golding	25	Observation	Approach to Engagement	Can all documents be produced in 'easy read' format to make them more accessible?	The Council does its utmost to ensure that plain English is used and that technical language is avoided as much as possible. The Council also tries to keep	None.

					documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	
Michelle Golding	26	Observation	Appendix 2	Very long document and devil is in the detail. A short easy read summary for each section would benefit everyone including those who may wish to refer to the main document.	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the	None.

					Council to be able to legally adopt them.	
Margaret Hallett	27	Observation	Introduction	Statement is worthy but sceptical will be adhered to.	Once the Statement of Community Involvement has been adopted by the Council, all consultations that the document covers will be required to meet its conditions.	None.
Margaret Hallett	28	Observation	Introduction	Locals without internet must be able to access documents in an accessible location or be able to receive by post.	The Council appreciates that not everyone has access to the internet. Therefore, wherever possible, we will provide copies of documents in different formats at accessible locations, such as libraries and Customer Service Centres, to ensure individuals are not excluded from engaging. The Councils position on sending out physical documents by post will be kept under review,	None.

					<p>this has been an integral part of our consultation processes during the COVID-19 crisis.</p>	
<p>Margaret Hallett</p>	<p>29</p>	<p>Observation</p>	<p>Role of the Council</p>	<p>Planning Policy and Delivery – unclear how much weight Neighbourhood Plans have when Local Plan is being developed, experience in former Suffolk Coastal area shows they can be overridden.</p>	<p>The policies of a ‘made’ Neighbourhood Plan hold the same weight as those contained within the Local Plan. The only time a Neighbourhood Plan policy may not be implemented is when there is a conflict with the Local Plan. In this situation, the Local Plan policy takes priority as according to the national regulations. However, situations such as this are rare.</p>	<p>None.</p>
<p>Margaret Hallett</p>	<p>30</p>	<p>Observation</p>	<p>Role of the Council</p>	<p>Development Management – Officers have useful role in pre-application discussions but feel that decision delegated too readily, committees should be consulted more often,</p>	<p>Pre-application discussions are confidential between applicant and officer. In providing responses officers do widely promote community and parish engagement prior</p>	<p>None.</p>

				large developments should have co-opted unpaid members with expertise such as health, highways etc. Unhappy so much advice comes from paid members of Council	to formal submission in line with the Statement of Community Involvement although it is the applicants choice whether to engage. If an application is formally submitted then consultation with the community ensues.	
Margaret Hallett	31	Observation	Role of the Council	Major Sites and Infrastructure – very unclear especially in relation to CIL and S106 Agreements. They appear to be applied correctly but haphazard in checking that the aim is fulfilled and checked.	These comments have been noted. The Council is currently working towards the implementation of the Execom system, which will provide clarity on how and why Section 106 and Community Infrastructure Levy payments have been applied and spent.	None.
Margaret Hallett	32	Observation	Methods the Council can use	Councils website – submitting duplicate apps with different reference numbers should be banned, happened recently and it was not clear if public	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.

				should comment on both apps.		
Margaret Hallett	33	Objection	Methods the Council can use	Social media – not sensible, told that it is difficult to secure these platforms.	Social media is extremely valuable when trying to engage with certain members of the community, however it is just one of the methods the Council will use to promote consultations. The Council does monitor these platforms to ensure any discussions taking place are appropriate.	None.
Margaret Hallett	34	Observation	Methods the Council can use	Public Exhibitions – frequently they are for a very brief time, can be difficult to organise but should be open 9:30 – 18:00, virtual events are only helpful for those with high-speed broadband.	The durations of public exhibitions are based on the availability of officers and the location. The Council will always organise public exhibitions so as many people as possible would be able to attend. Virtual exhibitions can be very useful for reaching a	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.

					large audience who may not be able to attend an event in person, however using both virtual and physical exhibitions would be the best practice to ensure as many members of the public can attend as possible.	
Margaret Hallett	35	Observation	Methods the Council can use	Direct contact – this is essential for those who do not use computers.	The Council agrees that direct contact with officers can be one of the most effective ways to convey the Councils ambitions and visions for the area. The Council will endeavour to make the most effective use of direct contact wherever possible.	None.
Margaret Hallett	36	Observation	How will the Council involve you in Neighbourhood Planning?	Pettistree decided not to pursue a Neighbourhood Plan with Wickham Market as it was designated ‘no further development’. Now included in Wickham Market extended settlement boundary	The Statement of Community Involvement outlines the process that is followed when reviewing or creating a new Local Plan. Throughout the Local Plan process there is a number of public	None.

				with no consultation, useless having rules that can be easily over-turned.	consultation periods for the community to become engaged. These periods need to be adhered to in order for the Local Plan to meet the regulatory requirements and to be found 'sound' at Examination.	
Margaret Hallett	37	Observation	How will the Council involve you in the Preparation of the Local Plan?	Evidence Gathering – until 2019 Pettistree designated as 'no further development', without consultation now allocated as part of Wickham market extended settlement boundary. We were first time aware of this at a Hopkins event. Need to engage responsibly with residents particularly in small villages.	The Statement of Community Involvement outlines the process that is followed when reviewing or creating a new Local Plan. Throughout the Local Plan process there is a number of public consultation periods for the community to become engaged. These periods need to be adhered to in order for the Local Plan to meet the regulatory requirements and to be found 'sound' at Examination.	None.

Margaret Hallett	38	Observation	How will the Council involve you in Neighbourhood Planning?	Same as above – had been informed Pettistree boundary was fixed and could only be altered by Act of Parliament.	The Statement of Community Involvement outlines the process that is followed when reviewing or creating a new Local Plan. Throughout the Local Plan process there is a number of public consultation periods for the community to become engaged. These periods need to be adhered to in order for the Local Plan to meet the regulatory requirements and to be found 'sound' at Examination.	None.
Margaret Hallett	39	Observation	Getting Involved in the Planning Application Process	Current computer system is irritating and slow, especially need to log in and limits to characters (2000) which is insufficient. Whole process is complicated and time consuming	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.

Margaret Hallett	40	Observation	Community Engagement and Masterplans	<p>Local objectors rarely have expertise or resources to refute consultants, also difficult to arrange Zoom meetings etc. especially with mass of applications coming in. BIMBY does not seem to feature and all local ideas on design have been considered unnecessary. Hopkins Homes made adjustments for disabled but not for environment. Recent application only one 4 hour meeting held with no feedback.</p>	<p>These comments have been noted. Some of these comments go beyond the scope and remit of the Statement of Community involvement. All comments received during a consultation are considered equally regardless of the individual or organisation that has made them. The Council will also work with stakeholders and developers to ensure that community engagement conducted at an appropriate level and that there is evidence provided as to how the comments received have been considered.</p>	None.
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Margaret Hallett	41	Observation	Appendix 2	What about consideration of local infrastructure, adding housing where already problems such as school places, sewerage, medical capacity and traffic should be considered.	Local infrastructure capacity is a key consideration when both allocating sites for development in the Local Plan and when determining planning applications. In both cases the Council will engage with key providers of services and infrastructure to determine the current capacities of each and if the proposed development would push these services to over-capacity. If there is a need for capacity to be increased, this will be considered in relation to the development.	None.
James Coulson	42	Observation	Introduction	Welcome new approach. Information needs to be easier to obtain and more concise, work has been done but can go further especially on website. Also link on portal straight to	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in	None.

				<p>consultation would be helpful.</p>	<p>order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them. The consultation portal used for consultations has been created by an organisation outside of the Council. While the Council does have influence over how it works, there are some processes that are fixed that the Council is unable to change. The Council will, however, always endeavour to make consultations as easy to access as possible.</p>	
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James Coulson	43	Observation	Approach to Engagement	Welcome new means of communication and social media is more relevant now, however should be wary of those who galvanise the community to skew responses. Need to keep information concise.	The Council agrees that social media is becoming more important for communicating with the public. The Council is also aware that there is the potential for communication on these platforms to become skewed and therefore monitors the communication on these platforms carefully. The Council will try to keep documents concise and using plain English where possible, however the documents must still meet the national Regulations in order to be adopted by the Council.	None.
James Coulson	44	Observation	The Planning Service	Some people do not understand planning process. East Suffolk Council should offer clear information, for example in Trimley the general perception is that they don't want	One of the aims of the Statement of Community Involvement is to provide clarity as to the roles and processes of the planning service. One of the roles, especially at the early	None.

				development. Would be better to engage on where it should be built along with amenities.	stages of developing planning policy documents, is to determine the purpose of the document and the need for development. The Council will, as said in the Statement of Community Involvement, actively engage with local councils and the public to highlight where and why development is needed to meet the needs of East Suffolk.	
James Coulson	45	Observation	How will the Council involve you in Neighbourhood Planning?	Public should be made more aware of how to be involved, need to understand need for housing and other projects to make more informed comments. Council should also guide on need for new amenities, what can be asked for and preferences, prevent developers providing a few shops of little value, type and value should be	One of the aims of the Statement of Community Involvement is to provide clarity as to the roles and processes of the planning service, which the Council appreciates can be complex. One of the roles, especially at the early stages of developing planning policy documents, is to determine the purpose of the document and the	None.

				chosen alongside housing so fits with area.	need for development. The Council will actively engage with local councils and the public to highlight where and why development is needed to meet the needs of East Suffolk.	
Karrie Langdon	46	Observation	Appendix 1	Resident of Hollesley which has a number of bird reserves, a national footpath and AONB which all bring in tourists. RSPB and SWT should be consulted as part of climate emergency which shows incorporating wildlife is key.	The Development Management Procedure Order (2015) sets out the statutory consultation requirements on applications. In addition, the Council consults additional parties if appropriate at the discretion of officers depending on the issues arising. Notwithstanding, the lack of formal consultation does not preclude other parties from commenting on applications.	None.

<p>Karrie Langdon</p>	<p>47</p>	<p>Observation</p>	<p>The Planning Service</p>	<p>Current system too narrow. Process needs an impact statement of effect of proposal against current infrastructure and should be costed.</p>	<p>The potential impact on infrastructure is one of the key considerations when proposing sites for development and when determining planning applications. The Council regularly engages with infrastructure and service providers to determine existing capacities and any potential projects that may be needed to support development. Wherever possible, these projects are also costed based on predicted or known costs at the time.</p>	<p>None.</p>
<p>Karrie Langdon</p>	<p>48</p>	<p>Observation</p>	<p>Role of the Council</p>	<p>Planning Policy and Delivery – Habitats Regulations Assessment should be extended to urban environments due to climate emergency. New builds do not take wildlife into account. More proactive</p>	<p>This issue is outside the scope and remit of the Statement of Community Involvement.</p>	<p>None.</p>

				willingness to keep or enhance nature should be in planning process.		
Karrie Langdon	49	Observation	Housing Land Supply	Should be coupled with impact statement on existing infrastructure and cost analysis to ensure infrastructure can cope. No overall analysis on impact of new development. From a village where new housing proposed but no information on sewerage.	The Housing Land Supply Statement is an assessment of the anticipated timing of delivery of sites which have planning permission, have a resolution to grant subject to S106 agreement or are allocated. When proposing sites for development and when determining planning applications, the potential impact on infrastructure is one of the key considerations. The Council regularly engages with infrastructure and service providers to determine potential projects that may be	Provide clarity that the Housing Land Supply Statement relates to sites which already have permission, have a resolution to grant subject to S106 agreement or are allocated.

					needed to support development.	
No Comment – comment was submitted into the wrong consultation, then removed.	50					
David Robertson	51	Observation	Introduction	Use as many methods as possible not just social media, perhaps make use of Council Tax bills?	The Council will make use of as many methods as possible to engage the local community. This way we can ensure that as many people as possible have been actively engaged. Due to the regulations outlined in the General Data Protection Regulations, the Council can only use personal data for the purposes of which it was originally collected.	None.

					Therefore, using data such as email addresses for planning matters that have been collected for the purposes of council tax payments would be against these regulations.	
David Robertson	52	Observation	Introduction	Council should do utmost to communicate what has changed due to COVID 19, such as no site notices.	Throughout the COVID-19 crisis, the Council has released publicity material and updates on the Council website outlining the measures that have been taken to mitigate the impacts of the crisis whilst also allowing consultations to continue.	None.
David Robertson	53	Observation	Getting Involved in the Planning Application Process	Council should do more to ensure applications are appropriate before accepting them, especially regarding nature of drawings which are not always to scale and clear maps.	The Council has a Local Validation List which sets out what documents are requiring to enable an application to be submitted.	None.

David Robertson	54	Observation	Getting Involved in the Planning Application Process	More transparency of various dates for planning applications. Validation date, expiry date and determination date do not mean anything to residents. Need to know how long we have to respond which is not clear.	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.
David Robertson	55	Observation	Getting Involved in the Planning Application Process	Planning website should include better explanation of what cases are seen by planning committee	The Scheme of Delegation is available on the Council's website and sets out the mechanism by which applications will be considered by Committee. If an application is presented to Committee then the website is updated accordingly for public inspection.	None.
Saxmundham Town Council	56	Observation	Introduction	Use as many avenues as possible. Need to enshrine role for local councils.	The Council will endeavour to use as many methods of consultation and engagement as possible to ensure as many people are engaged as	None.

					possible. Local councils play a vital role in the planning service as advocates for the views of the local community, and will continue to be engaged as much as possible on planning matters.	
Norfolk County Council	57	Support	Appendix 1	Draft Statement of Community Involvement is welcomed, and Norfolk County Council welcomes being listed as a statutory consultee	These comments are noted.	None.
Trimley St Martin Parish Council	58	Observation	Approach to Engagement	Document considered at November meeting. Only comment is expression of concern that statement does not sit comfortably with change proposed in the 'Planning for the Future' White Paper.	The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may be the result of the White Paper. Therefore there is still a need for the Statement of Community	None.

					Involvement to be developed.	
Framlingham Town Council	59	Observation /Objection	Role of the Council	Development Management - pre-application discussions are confidential which is counter to LGA 'Pre-Application Suite' (2014). Freedom Of Information Act 2000 includes presumption in favour of disclosure of information, including pre-application discussions, unless this would cause adverse impacts (Regulation 12 Environment Information Regulations 2004). Should not be presumption of confidentiality.	Pre-application discussions are confidential between applicant and officer. In providing responses officers do widely promote community and parish engagement prior to formal submission in line with the Statement of Community Involvement although it is the applicant's choice whether to engage. If an application is formally submitted, then consultation with the community ensues.	None.

Framlingham Town Council	60	Observation	Role of the Council	Councillors – this section continues potential for lack of transparency concerning Referral Panel where Officer is ‘minded to’ make a decision contrary to Town/Parish Council, Ward Member or Statutory Consultee. Need to inform these parties of the decision, explain the reason and opportunity to explain to Officer why we disagree. Framlingham Town Council have not been informed on a number of occasions.	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.
Framlingham Town Council	61	Observation	Getting Involved in the Planning Application Process	Current paperless process does not work well and document largely silent about details of notification. Teething problems since moving to paperless, not smooth or error free.	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.

<p>Framlingham Town Council</p>	<p>62</p>	<p>Objection</p>	<p>Introduction</p>	<p>‘Responding to Exceptional Circumstances’ is too loose, East Suffolk Council taking too much advantage from relaxed rules, should be more proactive to ensure town and parish councils are consulted efficiently at all stages whatever exceptional circumstances. These should not lead to a loss of transparency and openness.</p>	<p>The COVID-19 crisis has meant that some of the methods often used by the Council to consult (such as the provision of physical copies of documents in libraries) has not been possible due to social distancing restrictions. In the short term, to mitigate the impact of the restrictions, the Council introduced a number of alternative measures to ensure continued involvement in consultations. These measures are temporary, and the normal methods outlined in the Statement of Community Involvement will be reinstated once it is safe to do so.</p>	<p>None.</p>
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Bungay Village Hall Management Committee	63	Observation	Methods the Council can use	Social media – does not cover all constituents and can only be used as a support system and not MAIN means of communication.	Social media is just one of the methods the Council will use to promote consultations. Other methods such as press releases will be used to ensure members of the public who do not use social media are still made aware of upcoming consultations.	None.
Historic England	64	Observation	General Comment	Thank you for consulting on Statement of Community Involvement. No specific comments at this stage but will be interested in receiving subsequent consultations on this and related documents.	These comments are noted.	None.
Boyton Parish Council	65	Observation	The Planning Service	Proposals in 'Planning for the Future' run contrary to the aims here to increase local input. They look to substantially reduce role of local government and stakeholders in decisions (such as Neighbourhood Plans being overruled),	The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what	None.

				pre-suppose a growth rate for area and mandate housing quotas based on this, and reduce affordable housing. Unclear how these can be guarded against.	changes may be the result of the White Paper. Therefore, there is still a need for the Statement of Community Involvement to be developed.	
Boyton Parish Council	66	Observation	The Planning Service	Consultation process does not focus on climate change. All policies should be consistent with climate emergency, not just 'planning policies'. Local level planning policy should be led by climate emergency e.g. pre-supposition against most development rather than for it.	Climate change and its potential impacts are integral to all planning decisions. However, all planning decisions have to be made considering the planning balance, weighing up the opportunities and threats such as the local economy, housing need and others. This way the Council can ensure that development is sustainable socially, economically and environmentally.	None.

<p>Joanna Barfield</p>	<p>67</p>	<p>Observation</p>	<p>Introduction</p>	<p>Planning is one of the Councils most important roles. Only by being involved have an understanding of the complex system. Many are unaware of many processes including Local Plan production. They can become disenfranchised when a decision is made without their knowledge. Do not assume people have access to technology or register all emails they receive. Physical copies are surest way to ensure engagement despite costs and logistics. Local media has a key role in informing people, as do local libraries. Should publish leaflet outlining people’s roles and rights in the process. Exhibitions have been very informative as well, especially due to the provision of physical</p>	<p>The Council understands that the planning system can be complex. One of the purposes of the Statement of Community Involvement is to outline the role of each part of the system to assist individuals and communities who wish to engage in planning. The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to ensure that any documents being consulted on are available in other formats and in public locations, such as libraries and Customer Service Centres, when this is possible. Public exhibitions in accessible locations are also integral to this. Leafletting is a process that the Council has</p>	<p>Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.</p>
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				documents and being able to talk to officers.	made use of, however the process is resource intensive and is not often viable for many consultations. While the Council can use this method when it is possible, it can only do so when it is viable.	
Joanna Barfield	68	Observation	Introduction	Need to explain what CIL is, how it works, what the implications are in terms of an application being approved and what it means for community. Need to explain what developer having an 'option' on a site is. What does 'reserved matters' mean?	The Council's website has pages dedicated to Community Infrastructure Levy, including how it works and how it is spent, as well as the planning process as a whole. These pages are also currently being reviewed.	None.
Joanna Barfield	69	Observation	Introduction	Responding to Exceptional Circumstances – Some of this is worrying, has relaxing anything led to loss of rights for citizens? Commendable to send copies on request but requires people to be	This section of the document was drafted in response to the COVID-19 crisis, which has meant that some of the methods often used by the Council to consult (such as the provision of physical copies of	None.

				<p>aware they exist. Is there a summary of changes on website? What publicity material are you referring to? Only found recent planning application consultation due to interest but these can't be accessed by everyone, especially those without computers. Consider postponing decisions on major applications where it has not been possible to involve community through events such as exhibitions. Physical copies in libraries are often the first thing that make people aware.</p>	<p>documents in libraries) has not been possible due to social distancing restrictions. In the short term, to mitigate the impact of the restrictions, the Council introduced a number of alternative measures to ensure continued involvement in consultations. These measures are temporary, and the normal methods outlined in the Statement of Community Involvement will be reinstated once it is safe to do so.</p>	
Joanna Barfield	70	Observation	Approach to Engagement	<p>Not clear what happens once comments are made on applications; website is not clear as important dates is often unavailable. Also need to make clear what other organisations you expect</p>	<p>The Council's website contains a list of all parties consulted on applications and as soon as a response is received it is uploaded to the public access system for inspection.</p>	None.

				to see commenting on application (e.g. Historic England, Suffolk County Council Highways, Environment Agency). How is it fair to consult on major application when most forms of engagement are unavailable?		
Joanna Barfield	71	Observation	The Planning Service	This section of document is very important. The service communicates strategic needs and site-specific policies which shape the area. Different roles need to be clear to avoid confusion and misinterpretation, especially who to send comments to. Officers also need to be fully aware of roles and responsibilities to ensure full engagement.	Outlining the roles of each part of the system and highlighting the work that they do is one of the key aims of the Statement of Community Involvement. By doing this the Council believes this will make the planning system clearer for members of the public to become more engaged with planning.	None.

Joanna Barfield	72	Observation	Role of the Council	Planning Policy - To what extent does CIL influence the outcome of an application? What is a Local Development Order? Worrying that the need for permission can be removed.	The Community Infrastructure Levy is a set charge per square metre which most new development needs to pay. The rate is not negotiable and therefore has no impact on the on the outcome of an application. Local Development Orders are local grants of planning permission that only allow certain types of building work to commence without needing a planning application. These orders however still have a number of requirements that need to be met, depending on the type of work being carried out.	None.
Joanna Barfield	73	Observation	Role of the Council	Development Management – Second sentence confusing, what are material considerations? Hard for those unfamiliar to understand this. Also, ‘of	Appendix 2 provides a list of what can be considered a material consideration (and what can’t) when assessing planning applications. The list is not exhaustive	A link to the East Suffolk Council Constitution has been added to the document. A link to the Planning Practice Guidance providing

				<p>which the NPPF may be a consideration' does not make sense. How is the process communicated to residents? Why do some schemes go through referral process? Could a flow chart be included to explain? What sorts of development are automatically permitted? Why is pre-application advice confidential? Does it provide a way for developers to be more likely to secure approval?</p>	<p>as it is defined by case law. The Referral Process is outlined in East Suffolk Council's Constitution which is available on the website. The General Permitted Development Order sets out what works are considered permitted development and therefore exempt from planning control.</p>	<p>further information on permitted development rights has been added to the document.</p>
Joanna Barfield	74	Observation	Role of the Council	<p>Major Sites and Infrastructure - What is the difference between CIL and S106 Agreement?</p>	<p>The Community Infrastructure Levy is a set charge on new development that raises funds for the development of infrastructure to support development. A Section 106 Agreement is negotiated between the Council and the developer which</p>	<p>None.</p>

					determines what will be delivered on a development site, including the infrastructure to support the development.	
Joanna Barfield	75	Observation	Role of the Council	Councillors – Can a member of the community attend a site visit? If so, under what conditions? Are planning applications normally determined by a single planning officer?	No application is considered by a single officer. If the matter is delegated, there are robust checks and balances are in place to ensure that more than one officer reviews the matter and applications are signed off by a senior officer. Due to COVID-19 all site visits are only undertaken by Members of the planning committee. Under normal circumstances Ward members and representatives from the Town and Parish Council are invited although they can only witness the visit rather than engage in the process. Any third party is able to attend	None.

					although permission may need to be provided to access any private land.	
Joanna Barfield	76	Observation	Methods the Council can use	Important to ensure public have an equal and fair chance to participate, applications should continue to be published in local press.	The Council agrees that is important that all members of the public to have an equal opportunity to engage with the planning system. Press releases are a valuable part of publicising consultations to ensure as much of the community is informed as possible.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	77	Observation	Methods the Council can use	Councils website – Could you have a link on homepage to current consultations? Only aware of these as asked to be contacted, not obvious on homepage these are taking place, wouldn't randomly click	The planning service has created a page on the Council's website which highlights all of the planning policy consultations that are currently open, as well as past consultations ( <a href="#">Planning Policy</a> )	None.

				to see if any are taking place. Have to know it exists.	<a href="#">consultations » East Suffolk Council</a> ). However, at present it is not possible to have such a page linked on the home page of the website due to the vast number of service areas that the Council has. Having a single page of all consultations for the Council would be unmanageable.	
Joanna Barfield	78	Observation	Methods the Council can use	Social media – I was informed of this consultation by email but not that there had been an extension until December 7 <sup>th</sup> , that would have been helpful.	These comments have been noted.	None.
Joanna Barfield	79	Observation	Methods the Council can use	Public Exhibitions – virtual only useful to those with computers but could help with younger residents and could be offered alongside physical ones. Have been extremely successful in Halesworth and are vital for large	The Council will always organise public exhibitions so as many people as possible are able to attend. Virtual exhibitions can be very useful for reaching a large audience who may not be able to attend an event in person,	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.

				developments which require maps, plans etc.	however using both virtual and physical exhibitions is the best practice to ensure as many members of the public can attend as possible.	
Joanna Barfield	80	Observation	Methods the Council can use	Workshops – very important to provide this opportunity.	The Council agrees that workshops can be extremely valuable in giving the opportunity for members of the public to engage directly with officers of the Council. The Statement of Community Involvement also makes specific references to the use of workshops.	None.
Joanna Barfield	81	Observation	Methods the Council can use	Press and Radio – also very important, use Look East too. Keep listing applications in local press and community newspapers.	The Council will make appropriate use of media outlets based on the document that is being consulted on. However, it may not be appropriate to use all media outlets for all documents. The Council agrees that press releases are extremely	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not

					valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Council's control whether they are reported or not. However, the Council will continue to make use of them.	within the control of the Council, however we will continue to make use of them.
Joanna Barfield	82	Support	Methods the Council can use	Emails and Letters – Good!	These comments have been noted.	None.
Joanna Barfield	83	Observation	Methods the Council can use	Questionnaires – Hard copies of these and letters for those without computers, could also go to libraries.	The Council will ensure that physical copies of documents such as questionnaires are made available at accessible public locations wherever this is possible.	None.

Joanna Barfield	84	Observation	Methods the Council can use	Direct contact – On recent application it was not clear who to contact directly, it gave name of officer but no details on how to contact him.	These comments have been noted. Processes are in place to ensure that all consultation letters and site notices provide case officer contact details to make contact easier for customers.	None.
Joanna Barfield	85	Observation	How will the Council involve you in the Preparation of the Local Plan?	Local Development Scheme – timeline needs to be clear, perhaps on home page have a link to current consultations and their timelines. This can show what is happening as people need to know in order to comment. Applies to consultations beyond planning. Wasn't informed of extension.	The planning service has created a page on the Council's website which highlights all of the planning policy consultations that are currently open, as well as past consultations ( <a href="#">Planning Policy consultations » East Suffolk Council</a> ). However, at present it is not possible to have such a page linked on the home page of the website due to the vast number of service areas that the Council has. Having a single page of all consultations for the	None.

					Council would be unmanageable.	
Joanna Barfield	86	Observation	How will the Council involve you in the Preparation of the Local Plan?	Evidence gathering – All very important! Many residents unaware of process of site allocations until too late. Probably most significant impact to residents so must be communicated early and clearly. Accompanying significance of the sustainability must also be clearly communicated. Workshops and exhibitions are vital, as well as press releases and physical documents. Transparency also needed, e.g. who owns what, who is buying what etc.	These comments have been noted. The Council agrees that exhibitions and workshops are extremely valuable in engaging the community and will make use of these when it is appropriate. The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access the to the internet. However, it should also be noted that it is not within the Council's control whether they are reported or not. However, the Council	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement. The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.

					<p>will continue to make use of them. The ownership and buying of land is at the discretion of the private landowners,, the Council is unable to report on the ownership of sites being considered for development.</p>	
Joanna Barfield	87	Observation	<p>How will the Council involve you in the Preparation of the Local Plan?</p>	<p>Evidence gathering – More frequent press releases to keep people up to date. Use local media like Look East, Community News, local newspapers. Procedures are complicated so can be easy to feel disenfranchised. Inform local schools so parents can be informed by newsletters as well as younger residents.</p>	<p>The Council will make appropriate use of media outlets based on the document that is being consulted on. However, it may not be appropriate to use all media outlets for all documents. The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access the to the internet. However, it should also be noted that it is not within the Councils</p>	<p>The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.</p>

					control whether they are reported or not. However, the Council will continue to make use of them.	
Joanna Barfield	88	Observation	How will the Council involve you in the Preparation of the Local Plan?	Examination, Public Hearings – Issue press release here to keep residents informed. Unless you are involved you would have no idea this takes place. Need to know it exists.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access the to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	89	Observation	How will the Council involve you in the Preparation of the Local Plan?	Examination – Will all the usual methods be used to engage residents in the public consultation at this stage as well?	If there is a public consultation on the Main Modifications which result from the Examination, the methods used at the Publication Stage	None.

					(Regulation 19) will be applied, as stated in the Statement of Community Involvement.	
Joanna Barfield	90	Observation	How will the Council involve you in the Preparation of the Local Plan?	Publication of Inspectors Recommendations – Press Release needed here.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	91	Observation	How will the Council involve you in the Preparation of the Local Plan?	Adoption – press release needed here.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It

					<p>However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.</p>	<p>has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.</p>
Joanna Barfield	92	Observation	<p>How will the Council involve you in the Preparation of Supplementary Planning Documents?</p>	<p>Evidence gathering – Press releases, exhibitions and workshops, along with other methods, are a good way to engage with most people (especially those without computers).</p>	<p>The Council agrees that workshops and exhibitions are valuable tools for engaging with the public and will make use of them where appropriate. The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council</p>	<p>The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them. Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of</p>

					will continue to make use of them.	Community Involvement.
Joanna Barfield	93	Observation	How will the Council involve you in the Preparation of Supplementary Planning Documents?	Adoption – press release with brief summary and notification that the document can be viewed in the library. I suspect many residents are not aware that planning documents are in libraires.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access the to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	94	Observation	How will the Council involve you in the Preparation of the Community Infrastructure Levy Charging Schedule?	Suspect residents are totally unaware of CIL and how it works. It is right they should be consulted but difficult for them to comment if they don't understand what it is. How does	The Councils website has pages dedicated to Community Infrastructure Levy, including how it works and how it is spent, as well as the planning process as a whole.	None.

				Council intend to explain this? Should have a section on website to explain this.	These pages are also currently being reviewed.	
Joanna Barfield	95	Observation	Housing Land Supply	At what point of the year is this statement produced? Does it contain the number of houses known to be unoccupied, that are second homes, or which have been purchased by foreign investors? If not, where is this available? Does it include information on sites not being delivered on, an analysis of why and how long this will continue? Known to be an issue which can force other to become available unnecessarily.	The Statement is produced after the Council has completed its housing monitoring for the year, which ends on 31 <sup>st</sup> March. The timing is dependent on stakeholder engagement. The 2019 Statement was published in August 2019 and the 2020 Statement was published in October 2020. The Statement follows the policy in the National Planning Policy Framework and guidance in the Planning Practice Guidance with the aim of setting out the anticipated yearly completions to demonstrate a five year supply, to maintain a	None.

					planned approach to development. The Council's Housing Action Plan focuses on ways of improving delivery.	
Joanna Barfield	96	Observation	How will the Council involve you in Neighbourhood Planning?	Notify those who do not have a computer/don't usually access website by press release at Submission.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Council's control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	97	Observation	How will the Council involve you in Neighbourhood Planning?	Notify those who do not have a computer/don't usually access website by press release at Submission, including how to make comments and the procedure.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It

					However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	98	Observation	How will the Council involve you in Neighbourhood Planning?	Town Council could release statement as part of monthly news to encourage participation and access those without computers.	The Council will support Parish and Town Councils as they develop their Neighbourhood Plans. This includes providing advice on how to actively engage with the community. However, this is ultimately the responsibility of the Neighbourhood Plan group.	None.
Joanna Barfield	99	Observation	How will the Council involve you in Neighbourhood Planning?	Notify those who do not have a computer/don't usually access website by press release at Referendum.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access the to the internet. However, it should also	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated

					be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	100	Observation	How will the Council involve you in Neighbourhood Planning?	Notify those who do not have a computer/don't usually access website by press release at Adoption.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Joanna Barfield	101	Observation	Getting Involved in the Planning Application Process	Things you do not consult on, such as Discharge of Conditions, would be helpful to know what they are. Every effort should be made to engage. You are	The Council consults on all 'applications'. There are some submissions which are technical matters (i.e. non material amendments and discharge of	None.

				working away for us but sometimes we don't know what's happening. Applications must continue to be published in local press.	conditions) which are not applications and therefore fall outside the scope of any formal consultation requirement set in legislation. If, however, it is a technical matter, i.e. highways then relevant bodies are engaged to ensure they meet their requirements.	
Joanna Barfield	102	Observation	Getting Involved in the Planning Application Process	Consultation should be encouraged where development is proposed in area used or part of the view of whole community. This can range from new supermarket to extensions and change of use could affect availability and look, especially in conservation areas.	The Statement of Community Involvement describes the public consultation measures that will be undertaken for all applications. The Council is committed to receiving the views of interested parties on matters.	None.

Joanna Barfield	103	Observation	Getting Involved in the Planning Application Process	Include list of 'material considerations' on planning section of website and advise to look at this before submitting comments. Many do not know what it means and could be helpful to them. Are hard copies of applications available for those without computers?	The Statement of Community Involvement includes a list of example material considerations in Appendix 2, although the list is not exhaustive as defined by case law.	None.
Joanna Barfield	104	Observation	Getting Involved in the Planning Application Process	Is the case officers report made public?	Yes, the case officer report is made publicly available on the Council's website.	None.
Joanna Barfield	105	Observation	Getting Involved in the Planning Application Process	Are decisions listed in libraries/community service centres?	All decisions are available on the Council's website.	None.

Joanna Barfield	106	Observation	Getting Involved in the Planning Application Process	Planning Appeals - Press release to inform community of appeals on large developments.	All appeals are listed on the Council's website and appropriate notification undertaken in accordance with the requirements set down by the Planning Inspectorate.	None.
Joanna Barfield	107	Observation	Getting Involved in the Planning Application Process	Thank you for opportunity to comment on this draft statement.	These comments have been noted.	None.
Harry Brightwell	108	Observation	Introduction	Responding as a member of the public but also a Parish Councillor. Only found out about consultation on day of deadline. What chance do general members of the public have?	These comments have been noted.	None.
Harry Brightwell	109	Observation	Approach to Engagement	Tuddenham Parish Council and residents submitted various options for Local Plan but felt they were ignored. May have met requirements but felt alienated and that	The Statement of Community Involvement outlines the process that is followed when reviewing or creating a new Local Plan. Throughout the Local Plan process there are a	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be

				<p>'planners knew best'. Public meetings have no impact. Need to provide feedback to anyone who comments as this would create more acceptance of final results.</p>	<p>number of public consultation periods for the community to become engaged. These periods need to be adhered to in order for the Local Plan to meet the regulatory requirements and to be found 'sound' at Examination. The Council agrees that feedback from consultations is valuable in showing how the public have influenced the development of a document. The Council produces a Consultation Statement following most consultations to show this and will endeavour to publicise these further to encourage greater participation in the future.</p>	<p>promoted to show how comments have been considered.</p>
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Harry Brightwell	110	Observation	The Planning Service	Better assistance to Parish Councils in producing Neighbourhood Plans would promote community engagement.	The Council will continue to support Parish and Town Councils as much as possible as they develop their Neighbourhood Plans. This can include providing publicity resources and contacts and providing advice on how to actively engage with the community.	None.
Walberswick Parish Council	111	Observation	Getting Involved in the Planning Application Process	Experienced diminishing role for public consultation because input, while encouraged, has very little influence on decisions. Since 2019 42 app, 18 recommended refusal, East Suffolk Council only agreed 4 times and overturned one on appeal. 16% East Suffolk Council has supported parish council. The arguments put forward are carefully considered, meaning the situation leads to parish council	The Development Management Procedure Order (2015) sets out the consultation requirements for planning applications. The consultation period is 15 working days for all parties. It may on occasions be possible to allow an extension of time this should be agreed with case officer to ensure that determination timescales can be met. It is ultimately the responsibility of	A link to the East Suffolk Council Constitution has been added to the document.

				<p>and residents feeling like the system is ineffective as local knowledge has very little impact. Deadlines are overly prescriptive as they do not account for legislative restrictions on how and when Parish Councils can meet, and decisions need to be made at public meetings not over email. East Suffolk Council should adopt timing flexibility to coincide with public meetings. Other districts in Suffolk take similar approach. Officers should take greater account of inputs from Parish Councils and where suggestion is not taken there should be specific explanation. All applications when Parish Council objects should be taken to planning committee for consideration and should</p>	<p>interested parties to organise their processes to ensure that comments can be provided within the required timescales. The Referral Process as included in the East Suffolk Constitution outlines the process by which applications are considered by Committee and is a Council approved approach.</p>	
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				take into account Parish Council and Ward members views.		
Harry Brightwell	112	Observation	General Comment	Only seen on final day in afternoon, responded as individual but is also a Parish Councillor. Short and not as articulated as hoped. Could only read couple of chapters.	These comments have been noted.	None.
Natural England	113	Observation	General Comment	Thank you, no comments at this time.	These comments have been noted.	None.
Beccles Town Council	114	Support	General Comment	Extend our thanks for this comprehensive, factual reference and request it is implemented in the future.	These comments have been noted.	None.

Suffolk County Council	115	Support	How will the Council involve you in the Preparation of the Local Plan?	Suffolk County Council welcomes the section on Local Plans.	These comments have been noted.	None.
Suffolk County Council	116	Observation	How will the Council involve you in Neighbourhood Planning?	Welcomes section neighbourhood planning. We would like to encourage parish councils to get in contact with Suffolk County Council and assorted services within to ensure that neighbourhood planning group can include additional specific information form these areas at the earlier stage of the process.	The Council will continue to encourage Neighbourhood Planning groups to engage with the County Council while developing their Neighbourhood Plan. It is recognised that the teams of the County Council can provide valuable information for the development of the plans.	None.
Suffolk County Council	117	Observation	General Comment	Page 24 – switch top 2 bullet points. Page 26 – top of green box missing, start of sentence absent. Request to be kept updated and engaged at later developments.	These comments have been noted.	The formatting on these pages has been corrected.

Waldringfield Parish Council	118	Observation	General Comment	<p>Councillors were impressed by this useful, comprehensive and well written document. Request physical copies for reference as new councillors have joined and would be useful. Having to register and log in for comments was not 'customer friendly'. For Parish Councils, having to add individual comments to document is impractical, more suited for individuals. Being able to submit whole document for all comments would be easier.</p>	<p>These comments have been noted. The consultation portal used for planning policy consultations has been created by an organisation outside of the Council. While the Council does have influence over how it works, there are some processes that are fixed that the Council is unable to change. The Council will, however, always endeavour to make consultations as easy to access as possible.</p>	None.
Waldringfield Parish Council	119	Observation	Introduction	<p>Councillors raised concerns that the planning white paper may lead to planning law changes and therefore the document could quickly become irrelevant.</p>	<p>The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what</p>	

					changes may be the result of the White Paper. Therefore there is still a need for the Statement of Community Involvement to be developed.	
Westleton Parish Council	120	Observation	Getting Involved in the Planning Application Process	Presumed consultation ran out at midnight. Electronic consultation on planning applications has worked generally well. Often difficult to read detailed maps on computer screens so would like the option of physical copies as it is often not possible/viable to print themselves and PC does not have a projector. There may be situations where longer periods for responses would be beneficial, particularly on large proposals. Would Council be open to exceptional extensions? Deadlines often shift	The Council aims to keep consultations fair to all participants and will generally keep to stated timeframes. However, in the case of planning applications the Council will consider extensions where the statutory determination timescales will support such and all requests should be made in the first instance to the case officer. The final consultation date is 15 working days from the last means of consultation (site notice, paper, letter) and is clearly stated on the Council's website.	

				form those stated on cover letters as statutory period starts from when notice is posted, this needs to be clear and consistent.		
Bourne Leisure Ltd	121	Observation	General Comment	Community and consultation strategy proposed adequately covers the majority of details one would expect from such a document. Request provision is included to enable full stakeholder engagement in reviews of the Shoreline Management Plan. Important in setting long term strategy to manage coastal flooding and erosion and can impact the lives of large coastal populations. PPG – Authorities preparing local plans should assess the future needs and opportunities for their areas, explore and identify options for	These comments have been noted. The Shoreline Management Plan is a document that is not produced by the Planning Policy and Delivery team or the Development Management team. It is therefore not covered by the Statement of Community Involvement. The Shoreline Management Plan is reviewed when it is appropriate and any change in policy will be accompanied by a full community consultation.	None.

				<p>addressing these, and then set out a preferred approach...This involves gathering evidence, carrying out a Sustainability Appraisal to inform the preparation of Local Plans, and effective engagement and consultation with local communities, businesses and other interested parties.” (Paragraph: 034 Reference ID: 61-034-20190315). In planning for the business requirements of areas, the PPG highlights the importance of “...engaging with the business community to understand their changing needs and identify and address barriers to investment...” Paragraph: 040 Reference ID: 61-040-20190315). However great weight is being</p>		
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				<p>given to document that is not subject to full public consultation, this cannot be right. BLL have significant holdings in these areas but there is limited scope to engage in the Shoreline Management Plans. Tends to be focussed on East Suffolk Council, Environment Agency, Natural England, Suffolk County Council, Historic England and Area of Outstanding Natural Beauty Unit. In future, should be fully publicly consulted to provide opportunity to comment. Would be grateful to be kept informed.</p>		
Lowestoft Town Council	122	Observation	Approach to Engagement	<p>Given the backdrop of de-regularisation of the planning system, Lowestoft Town Council welcomes this consultation. The planning authority needs</p>	<p>The Council recognises that some groups and individuals in the community may find it more difficult to engage with the planning system than others. This</p>	None.

				to improve engagement with harder to reach sectors and not reliant on digital consultation. Should ensure notices and neighbour consultation letters are posted, which has not been consistent recently.	document has been designed to make the best use of all of the methods currently available to the Council so as many people can be engaged as possible. The Council will also continue to explore new methods as they become available. Recently the COVID-19 crisis has made some of the methods normally used by the Council more difficult or even impossible to act on, however mitigation measures are being introduced.	
Lowestoft Town Council	123	Observation	Getting Involved in the Planning Application Process	Review current system of public representation at planning committees and offer more realistic time slot for public speakers. 3 minutes is not an appropriate time for the public to properly engage. Perhaps 3	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.

				minutes per person, up to 15 minutes total.		
Woodbridge Society	124	Observation	Introduction	<p>Welcome principle of Statement of Community Involvement. Coincided with planning white paper which could radically change planning process. Not clear on Councils own views or if any consultation with public took place. Document sets out processes Councils should follow, however no commitment to take any views expressed into account.</p>	<p>The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may be the result of the White Paper. Therefore there is still a need for the Statement of Community Involvement to be developed. The Council will consider all comments that are received during consultation periods and will make changes to documents where</p>	None.

					material considerations have been raised.	
Woodbridge Society	125	Observation	Getting Involved in the Planning Application Process	Well known instances of local opinions being ignored and where Local Plan policies have been ignored. Greater accountability and transparency are required. For example, how councillors vote on specific applications should be recorded and publicly available.	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.
Felixstowe Town Council	126	Observation	Approach to Engagement	Supports public and stakeholder engagement with local planning process. Recognise that digital technologies can offer more ways for people to access planning documents, however to make as accessible as possible this should include documents being	The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to ensure that any documents being consulted on are available in other formats and in public locations, such as libraries and Customer	None.

				available at public buildings such as libraries. We recognise that some matters, such as a pandemic, are beyond the councils control and may prevent access at times.	Service Centres, when this is possible. The COVID-19 crisis has meant that some methods have not been available for recent consultations, however whenever this occurs the Council will always introduce mitigation measures to ensure consultations can continue in an open and transparent way.	
Felixstowe Town Council	127	Observation	Role of the Council	Councillors – page 13 does not clearly explain referral process, what are the criteria for when an application goes to committee or not? Historically this occurs when a Town or Parish Council, Ward member, or statutory consultee raises a material planning matter in contrary to the ‘minded to’ position of the planning officer.	The referral process is contained in the Council’s Constitution and on the website. In addition this has been shared with T&PCs, Ward members and agents through training sessions and newsletters.	A link to the East Suffolk Council Constitution has been added to the document.

Felixstowe Town Council	128	Observation	Methods the Council can use	Community engagement is key to planning policy reviews, in particular the Local Plan development process. To improve transparency a wider range of methods should be used to promote consultations to ensure community is made aware. Printed information or leafletting should be utilised.	The Council agrees that a wide range of methods should be used during consultations, including digital and physical means of communication. Printed information is used by the Council where it is possible to do so, however these methods use a large proportion of the Councils resources and so not all printed methods, such as leafletting, may be appropriate for all consultations.	None.
Great Bealings Parish Council	129	Observation	How will the Council involve you in Neighbourhood Planning?	Clear guidance needed for communities that have a 'made' Neighbourhood Plan so they can be advised and assisted to reviews as required by revised legislation, new East Suffolk Council Local Plan provisions and experience gained across other Neighbourhood	The Council will continue to support Neighbourhood Planning groups after their Neighbourhood Plans are 'made'. However, East Suffolk Council do not lead on the development of Neighbourhood Plans, therefore it is the responsibility of the	None.

				<p>Plans in the East Suffolk Council area. East Suffolk Council should regularly review all Neighbourhood Plans to ensure they are working and achieving objectives. Lessons learned can be very valuable and should be widely disseminated. East Suffolk Council were very helpful while writing ours, despite being one of the first to do so. Hopefully the process has now been streamlined.</p>	<p>Neighbourhood Plan group to determine if their plan needs to be updated or reviewed.</p>	
Great Bealings Parish Council	130	Observation	Introduction	<p>COVID-19 will not last forever. It is essential that roundtable engagement is reintroduced as soon as practicable. Not all local councillors are comfortable with virtual meetings.</p>	<p>The Council appreciates that the effects of the COVID-19 crisis are temporary, and that any methods that have not been able to be used during this period will be reintroduced once it is safe to do so.</p>	None.

Great Bealings Parish Council	131	Observation	Methods the Council can use	There needs to be an effective audit trail, so responses are tracked and amendments noted as agreed. Our responses to the Local Plan were never responded to. Social media may be useful, but many people do not like it or use it. Should not be assumed it can replace the normal mechanisms such as written letters and newspaper advertisements.	The Council produces consultation statements following most planning policy consultations which provide details on the comments received and any subsequent changes to the relevant document. The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to ensure that any documents being consulted on are available in other formats and in public locations, such as libraries and Customer Service Centres, when this is possible.	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be promoted to show how comments have been considered.
Great Bealings Parish Council	132	Observation	Community Engagement and Masterplans	Essential wider strategic approach is developed for major issues such as traffic and transport. For example, Sizewell C will have significant impacts on traffic across the county. How can a small	The approach towards issues such as traffic and transport is determined by Suffolk County Council as the highway authority, however the Council will always engage with Suffolk	None.

				parish ensure both East Suffolk Council and Suffolk County Council are sharing concerns about traffic issues such as the use of Boot Street as the 'de facto' Ipswich Northern Bypass?	County Council to ensure a strategic and considered approach is taken. Sizewell C is a nationally Significant Infrastructure Project which is subject to its own consultation requirements which are beyond the scope of the Statement of Community Involvement.	
Great Bealings Parish Council	133	Observation	General Comment	East Suffolk Council must recognise that each community is different. Suffolk has a unique blend of market towns, large villages and small villages. They drive the attractive socio-economic characteristics of Suffolk and their Respective concerns and attributes should be at the heart of East Suffolk Council's and Suffolk County Council's strategy.	These comments have been noted.	None.

Great Bealings Parish Council	134	Observation	Getting Involved in the Planning Application Process	Developers have fiscal advantages that communities do not, thus process is unfairly tilted. East Suffolk Council should be a forefront of representing small towns and villages and current record against appeals is good. This must continue and must engage with communities while do so. Closure of Woods Lane by Bloor Homes example of what happens when this goes wrong.	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.
Great Bealings Parish Council	135	Observation	Appendix 1	East Suffolk Council should recognise many third-party bodies, such as Suffolk Wildlife Trust, are valuable consultees. Why not included? Such bodies are widely supported by local communities and we expect to see them consulted and listened to. Why, for example, is	The Development Management Procedure Order (2015) sets out the statutory consultation requirements on applications. In addition, the Council consults additional parties if appropriate at the discretion of officers depending on the issues arising.	None.

				there no East Suffolk Council equivalent the Suffolk County Council's Suffolk Wildlife Strategy?	Notwithstanding, the lack of formal consultation does not preclude other parties from commenting on applications.	
Great Bealings Parish Council	136	Objection	Getting Involved in the Planning Application Process	Pre-application - Rules of pre-application discussions should be changed. Grossly inequitable that a parish with a 'made' Neighbourhood Plan not automatically informed as it is part of statutory development plan and hence Parish Council is a partner of East Suffolk Council. No reason why a Parish Council can't recognise the confidentiality involved. Currently a developer has a head start.	Pre-application discussions are confidential between applicant and officer. In providing responses officers do widely promote community and parish engagement prior to formal submission in line with the Statement of Community Involvement although it is the applicants choice whether to engage. If an application is formally submitted then consultation with the community ensues.	None.

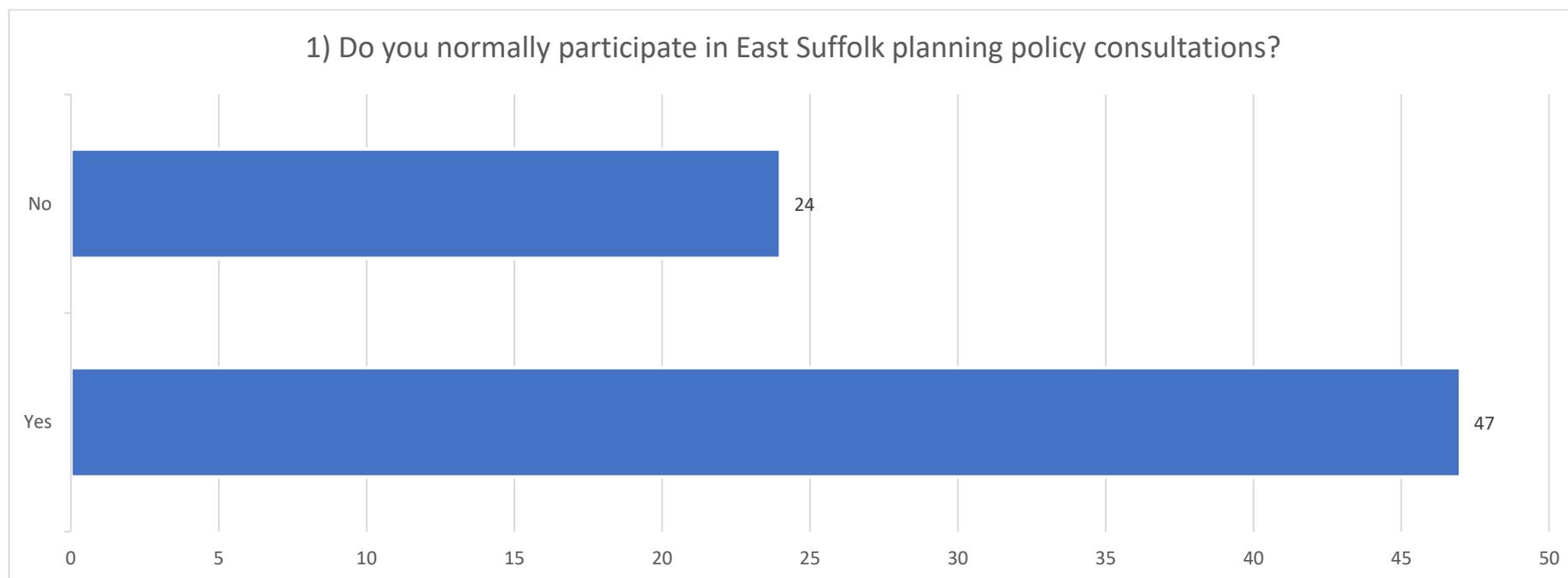
Great Bealings Parish Council	137	Objection	Getting Involved in the Planning Application Process	<p>Decision – New housing developments must be conditioned with appropriate infrastructure. Often mitigations are local with no test is they work within wider community. East Suffolk Council’s planning committees should take full account of local concerns and priorities.</p> <p>Neighbourhood Plans are supposed to allow local opinion to determine approach in the local area. Sustainability is frequently argued by developer on grounds that community does not recognise. For example, a new home may be within cycling distance of a shop, but this does not mean a week’s shopping can be carried as such.</p>	These comments have been noted. This issue is outside the scope and remit of the Statement of Community Involvement.	None.
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Great Bealings Parish Council	138	Objection	Getting Involved in the Planning Application Process	Planning Appeals – Appeals are a valuable way to learn what carries weight and what does not. East Suffolk Council should allow communities to question relevant officer and discuss lessons learned.	All appeal decisions are presented verbally and in paperwork to the Strategic Planning Committee, the papers which are publicly accessible. In addition, the Parish Council and Ward Members are notified of all appeal decisions in their geographical area.	None.
Stuart Carruthers	139	Observation	General Comment	Statement of Community Involvement is deeply flawed. Local Plan based on flawed strategy. Needs to address how Council deals with instructions from head of Planning/Chief Executive to register land which the Council has no interest. Also needs to address how the Council deals with failures to properly register planning enforcement notices.	The issues raised in this comment go beyond the scope and remit of the Statement of Community Involvement. The Council appreciates the time that was taken to submit these comments, however there are no actions that can be taken in regards to the Statement of Community Involvement that could address them.	None.

<p>Campsea Ashe Parish Council</p>	<p>140</p>	<p>Observation</p>	<p>Getting Involved in the Planning Application Process</p>	<p>Parish Council concerned about the notification of medium and larger developments. In such a rural area the cumulative effect of developments on restricted road infrastructure has not been taken in account sufficiently. Neither have the comments from affected parishes. Developments from beyond the A12 affect a larger amount of parish councils not just immediate neighbours. Therefore geographic reach of consultees should be increased.</p>	<p>The Development Management Procedure Order (2015) sets out the legislative consultation requirements. On occasions, where the application proposed is of such significance, wider Parish Councils are consulted formally. Notwithstanding, the lack of formal consultation does not preclude other interested parties in providing a response on an application if they wish to interrogate plans and make comments.</p>	<p>None.</p>
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## Appendix 5: Questionnaire Analysis

### Question 1 – Multiple Choice Analysis



The results of this question show that most people who responded to the questionnaire do normally participate in other planning policy consultations. A large proportion (around a third) of respondents said they don't normally get involved in planning policy consultations.

An analysis of the written responses to this question suggest a number of reasons why some may not always participate. This included:

- the use of technical language which is seen as isolating,
- a lack of public awareness of most consultations,

- a lack of time to read long documents,
- the potential impact of the consultation on the given person, and,
- the public feeling their views are not genuinely taken into account.

The Statement of Community Involvement has been updated to make greater use of different publicity methods to try to access a larger proportion of the community. The Statement of Community Involvement also reinforces the Council's continuing work to reduce the amount of technical language used and to write in plain English wherever possible. Changes have also been made to ensure that Consultation Statements, and the feedback within them, are more widely publicised so the public can see how their views have been taken into account.

**Question 1 – Written Comments**

Name/ Organisation	Question	Type of response	Comment Summary	Council Response	Action
Kevin Cross	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	<p>People aren't interested until they know there's buildings going up in their back yard now.</p> <p>No good using boring local authority speak. To evoke a meaningful response the consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen.</p>	<p>These comments have been noted. One of the aims of the Statement of Community Involvement is to promote plan making at the earliest possible stage, giving the community the opportunity to engage so they can help determine the appropriate locations for development. The Council will always endeavour to use plain English and to keep documents as concise as possible. However, national Regulations set out requirements that must be met. This does mean that, in some cases, technical language may be needed in order for the Council to be able to legally adopt a planning policy document.</p>	None.
Alison Ballantyne	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	<p>More public awareness that they are taking place. Online via zoom or other such set ups is the way to go. Invite people to an online presentation. Then put the online presentation on a</p>	<p>One of the aims of the Statement of Community Involvement is to promote plan making at the earliest possible stage to give the community the opportunity to engage. This includes making use</p>	None.

			<p>well-advertised site. You are waiting for people to be proactive about finding out. That isn't going to happen. You need a mechanism that allows you to contact everyone - electoral role whatever. People could then choose to sign up to email alerts. People could unsubscribe if not interested.</p>	<p>of various methods of promotion, including online platforms and more traditional methods to contact as many members of the community as possible. Due to the requirements of the General Data Protection Regulations, the Council can only use personal data for the purposes of which it was originally collected. Therefore, using data such as email addresses for planning matters that have been collected for the purposes of council tax payments would be against these regulations. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.</p>	
<p>Corporate Lets UK Ltd (Safdar Khan)</p>	<p>1) Do you normally participate in East Suffolk planning policy consultations?</p>	<p>Observation</p>	<p>Eco Sustainable Housing Developer wanting to make a change a difference by understanding and engaging in shaping the future of new developments</p>	<p>These comments have been noted.</p>	<p>None.</p>

Lindsay Frost	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	<p>Yes and No. I will participate when have the time to read the documents. I would suggest that two documents are produced for consultation (1) a full detailed planning report/proposal and (2) a summary report/proposal with just the most pertinent facts. This would reduce the time that it takes to digest materials and allow access to those people who may have less experience with digesting reports and academic materials.</p>	<p>The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adopted. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.</p>	None.
Andrew White	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	<p>Greater awareness of the consultations taking place.</p> <p>Giving sufficient upfront information and time to decide whether the consultations have an impact on me or my area of interest.</p>	<p>These comments have been noted. One of the aims of the Statement of Community Involvement is to promote plan making at the earliest possible stage to give the community the opportunity to engage so they can help determine the appropriate locations for development.</p>	None.

Michael Roseveare	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	An email prompt	These comments have been noted. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.	None.
Lorna Goodwin	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	A consultation that particularly interested or affected me	These comments have been noted.	None.
Helga Ballam	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	Clear concise information about proposals Also I feel that it actually makes no difference what public opinion indicates, policies are adopted anyway	These comments have been noted. The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adopted. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them. The Statement of Community Involvement outlines the processes that are followed when	None.

				producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been considered which must be met for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues.	
Steve Wynn	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	If ESC actually listened to local residents concerns instead of just paying lip service. If you 'really' care about what we think... listen!!	The Statement of Community Involvement outlines the processes that are followed when producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been considered which must be met for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues.	None.

Alison Andrews	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	where it is relevant to the Alde and Ore area and Suffolk Coast	These comments have been noted.	None.
Beacon Hill Farm Shop (Louise Abbott)	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	If it was easy to do and not too long	These comments have been noted. The Council endeavours to make the process of submitting comments on public consultations as simple as possible. The Council uses an online consultation portal to allow members of the public to make direct comments about a document that are then saved and submitted automatically. However, the Council will always accept comments by email or by letter if this is the preferred methods for some members of the community.	None.
Julian Burton	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	So long as I get an email informing me of the process etc then that will be enough. Only just registered so a newbie.	These comments have been noted. An email notification is sent out to everyone subscribed to the Local Plan and Related Documents Mailing List when a new consultation is underway.	None.

<p>Mark Chapman</p>	<p>1) Do you normally participate in East Suffolk planning policy consultations?</p>	<p>Observation</p>	<p>Having more time to read all the relevant documents.</p>	<p>These comments have been noted. The Council will always meet the minimum requirements outlined in the regulations which determine the duration of public consultations. The Statement of Community Involvement, in most cases, also commits the Council to extending period beyond these timeframes.</p>	<p>None.</p>
<p>Annabelle Bunn</p>	<p>1) Do you normally participate in East Suffolk planning policy consultations?</p>	<p>Observation</p>	<p>Fed up with the rubber stamping of commercial, high impact applications with the general disregard for local feelings and objection, really.</p>	<p>These comments have been noted. The Statement of Community Involvement outlines the process that is followed when determining a planning application. This includes periods of public consultation which must be met for the application to be legally determined. All comments received are considered during this process and a decision is made based on these and the policies in the adopted Local Plans. All applications are considered on their own merit.</p>	<p>None.</p>

David Greenacre	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	Had not engaged with process as I was unaware it existed.	These comments have been noted. The Council has a Local Plan and Related Documents Mailing List, as stated in the Statement of Community Involvement, which member so the public can sign up to so they can be informed of new planning policy consultations. The Council also uses multiple digital and non-digital methods to advertise consultations, such as social media, press releases and the Council's website.	The Statement of community Involvement has been changed to highlight the importance of publicity techniques, such as press releases, to increase awareness of planning policy consultations.
Trevor Barrel	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	To see more evidence that the people who decide what happens to the environment are not politically driven or by big powerful industrial influences but take into consideration what people need and are happy with. The local councillors although democratically elected, once in power they need to engage with the people they represent and not go on a self-orientated ego trip.	Councillors are required to be impartial during the planning process in accordance with the East Suffolk constitution.	None.

James Parker	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	Impending change in regulations	The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may be the result of the White Paper. Therefore there is still a need for the Statement of Community Involvement to be developed.	None.
Nik Bestow	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	Knowing they are happening (like this one) A questionnaire approaches. Seeing the output from the consultation. Action being taken in response to the consultation.	These comments have been noted. One of the aims of the Statement of Community Involvement is to promote plan making at the earliest possible stage to give the community the opportunity to engage so they can help determine the appropriate locations for development. The Statement of Community Involvement outlines the processes that are followed when producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been considered which must be met	None.

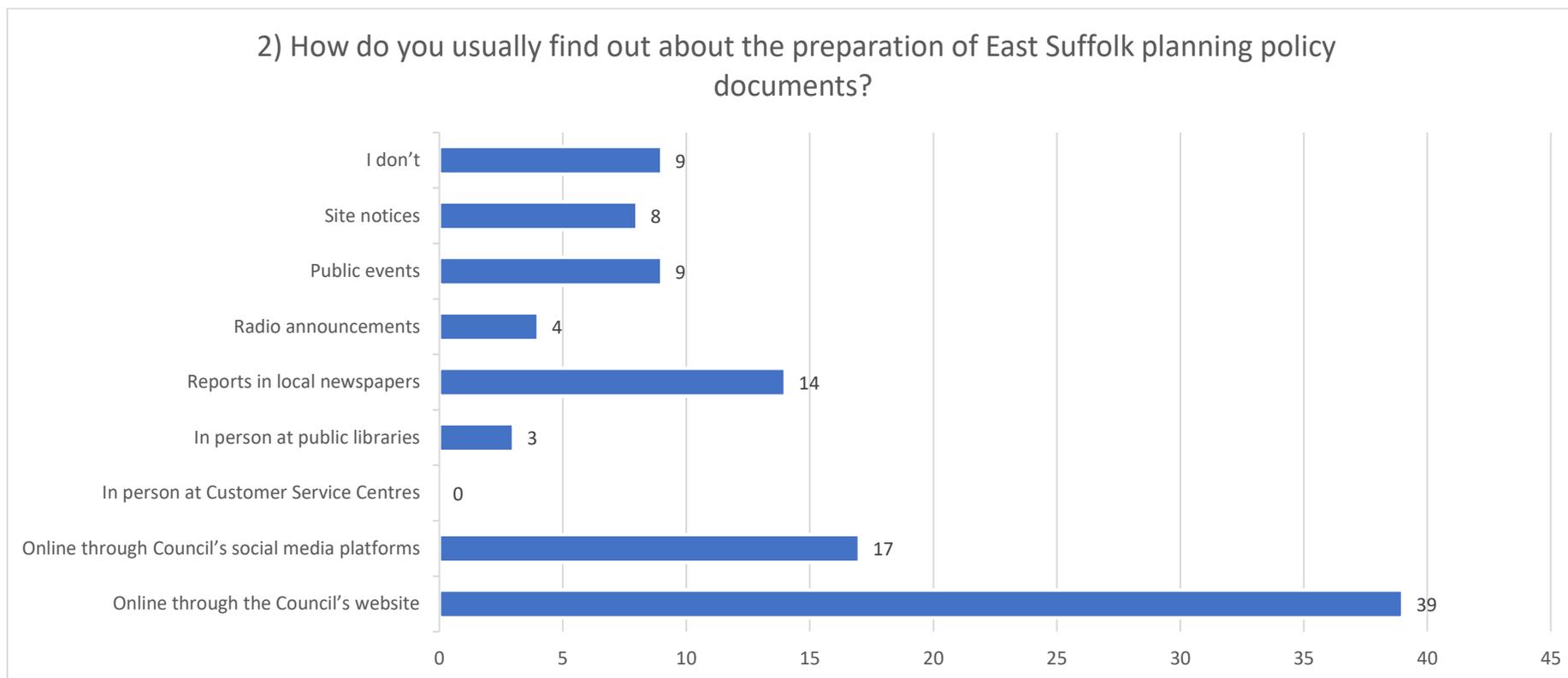
				for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues.	
Karrie Langdon	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	The increased pressure of people from urban areas wanting to move to rural areas due to covid-19 situation. The problems that it is causing with local people not be able to afford local housing. The increased pressure of visitors to the area due to a guardian article identifying this as a secret gem, and people travelling to a beach that was cheap. There was a negative impact on the locals living in the area, wildlife due to disturbance from uncontrolled dogs and people not caring that they were damaging an ISS area.	These comments go beyond the scope and remit of the Statement of Community Involvement.	None.

<p>Mike Nicolson</p>	<p>1) Do you normally participate in East Suffolk planning policy consultations?</p>	<p>Observation</p>	<p>Knowing that I will be listened to and my comments considered.</p>	<p>The Statement of Community Involvement outlines the processes that are followed when producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been considered which must be met for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues. The Council produces consultation statements following most planning policy consultations, which outline the responses received during the consultation and any resulting changes to the relevant document.</p>	<p>The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be promoted to show how comments have been considered.</p>
<p>David Robertson</p>	<p>1) Do you normally participate in East Suffolk planning policy consultations?</p>	<p>Observation</p>	<p>Clear explanation of what will happen to responses - and evidence that public engagement has been considered going forward. Don't usually have time to read through docs</p>	<p>The Statement of Community Involvement outlines the processes that are followed when producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been</p>	<p>The Statement of Community Involvement has been changed to highlight the importance of consultation statements and</p>

				considered which must be met for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues. The Council produces consultation statements following most planning policy consultations, which outline the responses received during the consultation and any resulting changes to the relevant document.	that these will be promoted to show how comments have been considered.
David Thomas	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	To be invited	These comments have been noted. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.	None.
Ms Cresswell	1) Do you normally participate in East Suffolk planning policy consultations?	Observation	To see that comments by local people are acted upon and not paid lip service to	The Statement of Community Involvement outlines the processes that are followed when producing planning policy documents. This includes periods of public consultation and producing documents which show how comments have been considered which must be met	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be

				<p>for the document to be legally adopted. All comments received are considered during this process and the document will be changed where comments raise material issues. The Council produces consultation statements following most planning policy consultations, which outline the responses received during the consultation and any resulting changes to the relevant document.</p>	<p>promoted to show how comments have been considered.</p>
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**Question 2 – Multiple Choice Analysis**



Most people find out about the preparation of planning policy documents through the Council's website, which reinforces the Statement of Community Involvement's continued use of this resource. A number of people also usually find out about consultations through the Council's social media platforms and reports in local newspapers, again showing the value of these outlets. Very few people said they find out about consultations at libraries or Customer Service Centres, however this is not surprising as we would expect the public to find out about the consultations through other means, then travel to these places to view to documents.

The written comments suggest that a few participants find out about the preparation of planning policy documents via emails from the Council, from their parish councillors or through village notice boards. Other responses suggested that Councillors and parish councils could be

used to further promote consultations and that the Council could make more use of online methods to promote participation. Both of these have been highlighted in the Statement of Community Involvement and will continue to be explored further.

**Question 2 – Written Responses**

<b>Name/ Organisation</b>	<b>Question</b>	<b>Type of response</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Southwold Town Council (Jessica Jeans)	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I find out through our Parish Clerk who sends Councillors an email	These comments have been noted. Notifying Parish and Town Councils of new consultations is an important method of publicity the Council utilises and this is highlighted throughout the Statement of Community Involvement.	None.
Karrie Langdon	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	There are local publications such as Village Notices and emails that are sent out by Parish Clerks. These would get to more people who do not use social platforms like myself.	These comments have been noted. Notifying Parish and Town Councils of new consultations is an important method of publicity the Council utilises and this is highlighted throughout the Statement of Community Involvement.	None.
Aldringham- cum-Thorpe Parish Council (Eric Atkinson)	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Direct email to the clerk of the council	These comments have been noted. Parish and Town Councils are notified of new planning policy consultations as standard practice.	None.

David Thomas	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Notification by email	These comments have been noted. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.	None.
Margaret Hallett	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Email.  Post on village notice boards.	These comments have been noted. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents. This is highlighted in the Statement of Community Involvement and will continue to be an important aspect for publicising consultations.	None.
Nik Bestow	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	You seem to be making better use of social media (Facebook and Twitter) so more of this. Plus the parish council (Martlesham) has a good social media presence - asking them to forward things on works well. There is also a Parish Magazine	These comments have been noted. The Statement of Community Involvement highlights the importance of social media as one of the methods the Council should utilise to increase awareness of consultations.	None.

Trevor Barrell	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Use the local councillors to promote awareness of these consultations by using a cross section of the community to express their views. The councillors do not link the people's needs to the full council; they put forward their own views.	Councillors are required to be impartial during the planning process according to the East Suffolk constitution.	None.
Paul Garwood	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Easy, tell the Parish Councils	These comments have been noted. Parish and Town Councils are notified of new planning policy consultations as standard practice.	None.
Alison Ballantyne	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I don't because I do not subscribe to any of the above. I am responding today because you sent me an email. I suggest online accessible presentations. Make sure the presentation includes a mechanism for asking questions and ensuring the response gets to the right person as well as being seen on the site	These comments have been noted. The Statement of Community Involvement states that the Council will investigate the use of online forms of engagement, including online meetings. The Council appreciates that these can be very useful for some members of the community to engage.	None.

Julian Burton	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I can't see email in the above list - that's all I'll need in the future. You sent me an email telling me about these three new initiatives, but it appears my email wasn't registered. (I thought it was.)	These comments have been noted. Emails will continue to be used as an effective means to directly communicate with members of the public. The Council will encourage anyone who has an interest in planning policy consultations to sign up to the Local Plan and Related Documents Mailing List.	None.
Hilary Hill	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Email all council tax payers	Due to the regulations outlined in the General Data Protection Regulations, the Council can only use personal data for the purposes of which it was originally collected. Therefore, using data such as email addresses for planning matters that have been collected for the purposes of council tax payments would be against these regulations. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.	None.

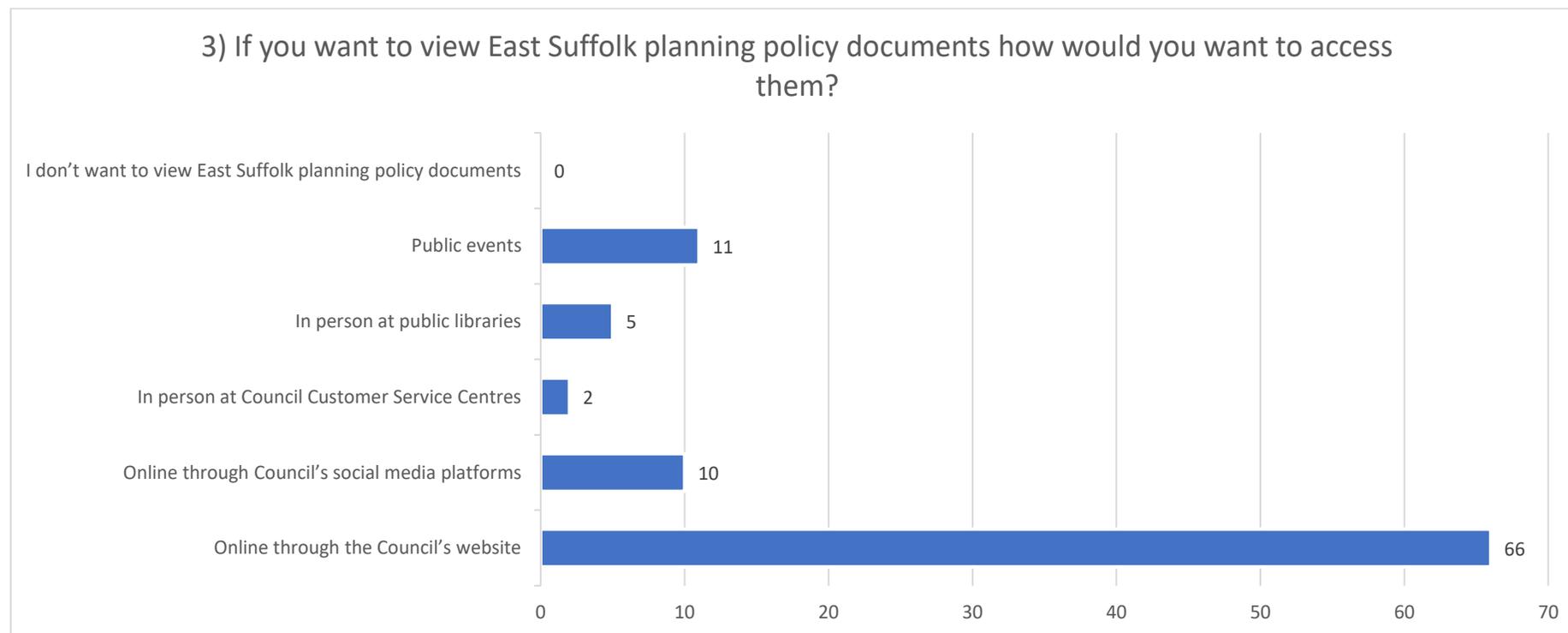
Jean Ellinor	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?		I hear via Parish Council. More localised targeting of issues affecting my village would be useful	These comments have been noted. The Statement of Community Involvement does outline some situations where more focussed consultation may be appropriate, such as during the production of a Supplementary Planning Document or Neighbourhood Plan.	None.
Alison Andrews	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	It is very hard to keep up with everything despite buying the EADT most days. So we may miss things	These comments have been noted.	None.
Andrew White	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	<p>Social media is obviously the modern means of getting the word out. Simply advertise the need to hold consultation and offer sufficient info to engage potential stakeholders.</p> <p>Getting people to link in with you to be able to get this information to hand is the key. No immediate answer as to how you would do this.</p>	These comments have been noted. The Statement of Community Involvement states that the Council will continue to explore the use of social media as a method of engaging the community.	None.

Suffolk Coast Acting for Resilience (Keith Martin)	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Create a voluntary consultation mailing list.	The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents.	None.
Henning Sieverts	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I usually learn about consultations from the Council's emails, supplemented by The Woodbridge Society, of which I am a long-time member	These comments have been noted. Emails will continue to be used as an effective means to directly communicate with members of the public. The Council will encourage anyone who has an interest in planning policy consultations to sign up to the Local Plan and Related Documents Mailing List.	None.
Kevin Cross	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	<p>Identify most popular social media pages / sites in locality and then:</p> <p>No good using boring local authority speak. To evoke a meaningful response the consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen</p>	These comments have been noted. The Statement of Community Involvement states that the Council will continue to explore the use of social media as a method of engaging the community. The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be	None.

				adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	
Helga Ballam	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I sometimes get emails about planning policies	These comments have been noted.	None.
Lorna Goodwin	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	Email notifications Door drops Encouraging sign up to social media accounts where posted	These comments have been noted. The Council does have a Local Plan and Related Documents Mailing List for the public to subscribe to in order to be updated on the progress of planning policy documents. Leafletting and door dropping is a process that the Council has made use of, however the process uses a great deal of Council resources and so is not often viable for many of the processes outlined in the Statement of Community Involvement. While the Council can use this method when it is	None.

				possible, it can only do so when it is viable.	
Kristen Hecktermann	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I get emails from my local councillors	These comments have been noted.	None.
Lindsay Frost	2) How do you usually find out about the preparation of East Suffolk Planning Policy documents?	Observation	I receive emails with the documents from the council	These comments have been noted. Emails will continue to be used as an effective means to directly communicate with members of the public. The Council will encourage anyone who has an interest in planning policy consultations to sign up to the Local Plan and Related Documents Mailing List.	None.

**Question 3 – Multiple Choice Analysis**



The majority of respondents to this question want to access planning policy documents through the Council's website. The use of the Council's social media platforms and/or at public events was also highlighted. A smaller number of respondents still wish to view documents at libraries and Customer Service Centres. This shows that a variety of methods should be used to allow the public to view documents how they prefer, which is the approach being taken in the Statement of Community Involvement.

Written responses suggested a number of factors that could further encourage the public to view documents. This includes better communication and publicity, more public events and keeping documents concise and easy to read. All of these issues have been highlighted in the Statement of Community Involvement and changes have been made to ensure that consultations are promoted and publicised as widely as possible.

**Question 3 – Written Responses**

<b>Name/ Organisation</b>	<b>Question</b>	<b>Type of response</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Yvonne Smart	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	Online through the Council's website – this can be a problem at times.	These comments have been noted. The Council's website is one of the key outlets that the Council can utilise when promoting consultations and to directly engage with the public. All documents being publicised for consultation will be available on the website.	None.
Warwick Faville	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	I do want to see them.	These comments have been noted.	None.
David Robertson	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	Better communication of how policies affect normal people. Many people do not get involved in such things until they want to submit their own planning application and/or they hear about a big scheme proposed locally which they do not want/like	These comments have been noted. One of the aims of the Statement of Community Involvement is to promote plan making at the earliest possible stage to give the community the opportunity to engage so they can help determine the appropriate locations for development.	None.

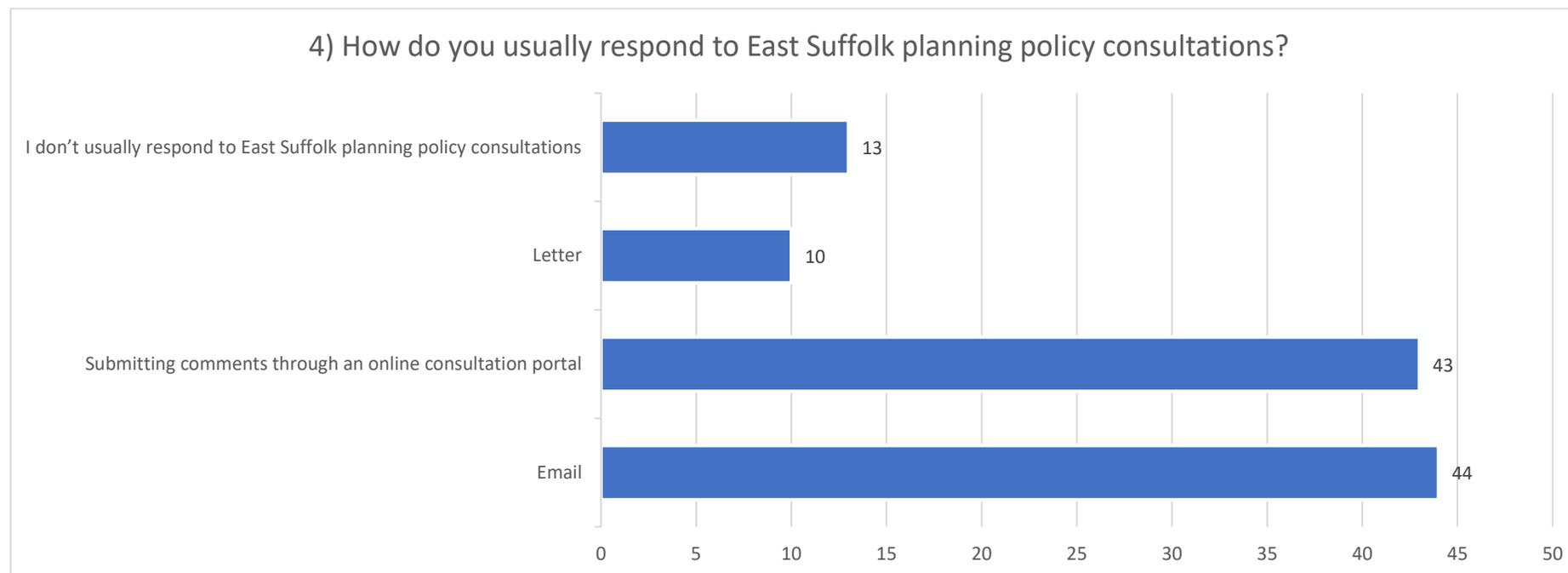
Trevor Barrel	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	Introduce a public event which is pertinent to the people who are concerned about the topic. This could include people who do not have computers and have no connection to the council other than via the councillor who SHOULD REPRESENT THEIR VIEWS but most of the time do not	The Council appreciates that not everyone will have access to the internet. The Council will always organise public exhibitions so as many people as possible would be able to attend. Virtual exhibitions can be very useful for reaching a large audience who may not be able to attend an event in person, however using both virtual and physical exhibitions would be the best practice to ensure as many members of the public can attend as possible. Councillors are required to be impartial during the planning process, such as at a planning committee, according to the East Suffolk constitution.	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.
Jon Carter	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	Personal involvement; interest	These comments have been noted.	None.

<p>David Greenacre</p>	<p>3) If you want to view East Suffolk planning policy documents how would you want to access them?</p>	<p>Observation</p>	<p>Only in library after covid probs have gone otherwise only online.</p>	<p>The Statement of Community Involvement has been drafted assuming that public buildings are operating as normal. However, the COVID-19 crisis has meant that some of the methods often used by the Council to consult (such as the provision of physical copies of documents in libraries) has not been possible due to social distancing restrictions. In the short term, in order to mitigate the impact of the restrictions, the Council introduced a number of alternative measures to ensure continued involvement in consultations. These measures are only temporary, and the normal methods outlined in the Statement of Community Involvement will be reinstated once it is safe to do so.</p>	<p>None.</p>
<p>Alison Andrews</p>	<p>3) If you want to view East Suffolk planning policy documents how would</p>	<p>Observation</p>	<p>Knowing they are there. - problem is how do people find out- as the is no predictable time when they come out or deadline, so it is easy to miss something Difficult to say as in these COVID</p>	<p>The Statement of Community Involvement states that the Council will use multiple methods of engagement when consulting on planning policy documents and planning applications to ensure as many people as</p>	<p>None.</p>

	you want to access them?		times going to public libraries is possible but one goes to do something in particular now not to check if there are any new consultations.	possible are made aware of upcoming consultations. The Council will also continue to explore new methods as they become available. Holding physical copies of documents at public libraries is just one of the methods the Council will utilise when it is safe to do so.	
Steve Wynn	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	Please make them less complicated. Half the time people don't bother because it's an absolute minefield... or is that done on purpose?	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	None.
Kevin Cross	3) If you want to view East Suffolk planning policy documents how would you want to access them?	Observation	I am a local planning nerd. Most people aren't. So, get on popular local social media pages and put a notice.  No good using boring local authority speak. To evoke a meaningful response the	These comments have been noted. The Council will make use of its own social media platforms to publicise consultations when this is appropriate. However, the Council does not have influence on what is shown on social media platforms controlled by	None.

			<p>consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen.</p>	<p>organisations outside of the Council, however we would encourage other organisations to promote our consultations as well. The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.</p>	
Helga Ballam	<p>3) If you want to view East Suffolk planning policy documents how would you want to access them?</p>	Observation	<p>Initial page giving basic information before being directed to pages and pages of information</p>	<p>The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.</p>	None.

**Question 4 – Multiple Choice Analysis**



The majority of participants respond to planning policy consultations via email or through an online consultation portal. This reinforces the importance of using these methods and exploring ways they can be improved. Some members of the public continue to prefer using letters, and therefore this option should continue to be offered. A significant proportion of the responses said they do not usually respond to planning policy consultations.

The written responses to this question highlight a number of considerations that could encourage greater response rates. This includes making the public aware of how their comments have been taken into account, greater publicity of consultations, and keeping documents concise and easy to read. As stated previously, the Statement of Community Involvement highlights all of these issues and further changes have been made to ensure that consultations are promoted and that the public are aware of how the Council have taken comments into account.

**Question 4 – Written Responses**

Name/ Organisation	Question	Type of response	Comment Summary	Council Response	Action
Karrie Langdon	4) How do you usually respond to East Suffolk planning policy consultations?	Objection / Observation	I would respond if I really thought that my opinions would make a difference. The national house building policy does not seem to consider if building the houses in an area can be supported by existing infrastructure or local facilities. Many of the houses that are built here are used as a holiday homes and thereby destroying a village. Local people cannot afford the expensive homes that are being given planning permission and then there is a problem of people/businesses who have bought houses and they remain vacant for years. Lastly, we are being pushed to identify land to build on, planning permission is given and then the site remains undeveloped. We are told that the housing need is critical, and more land is needed. Why should we build more houses, when the actions of developers	The Statement of Community Involvement outlines the process that is followed when producing planning policy documents and determining a planning application. This includes periods of public consultation which must be met for the document to be adopted or the application to be legally determined. All comments received are considered during these processes. Infrastructure capacity is a key consideration when both allocating sites for development in the Local Plan and when determining planning applications. In both cases the Council will approach the key providers of services and infrastructure to determine the current capacities of each and if the proposed development would push these services to over-capacity. If there is a need for capacity to be increased, this will be considered in relation to the development.	None.

			and businesses do not improve people's lives?		
Warwick Faville	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	I respond via The Woodbridge Society.	These comments have been noted.	None.
David Robertson	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Easy format. Use of letter, email or online form.	These comments have been noted. The Council will continue to provide multiple options for the public to respond to public consultations, including emails and letters. The Council also uses an online consultation portal to allow members of the public to make direct comments about a document that are then saved and submitted automatically.	None.
Nik Bestow	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Knowing they exist. Being able to respond via an on-line consultation portal that is easy to use	These comments have been noted. The Council will continue to make use of online options for the public to respond to consultations. The Council uses an online consultation portal to	None.

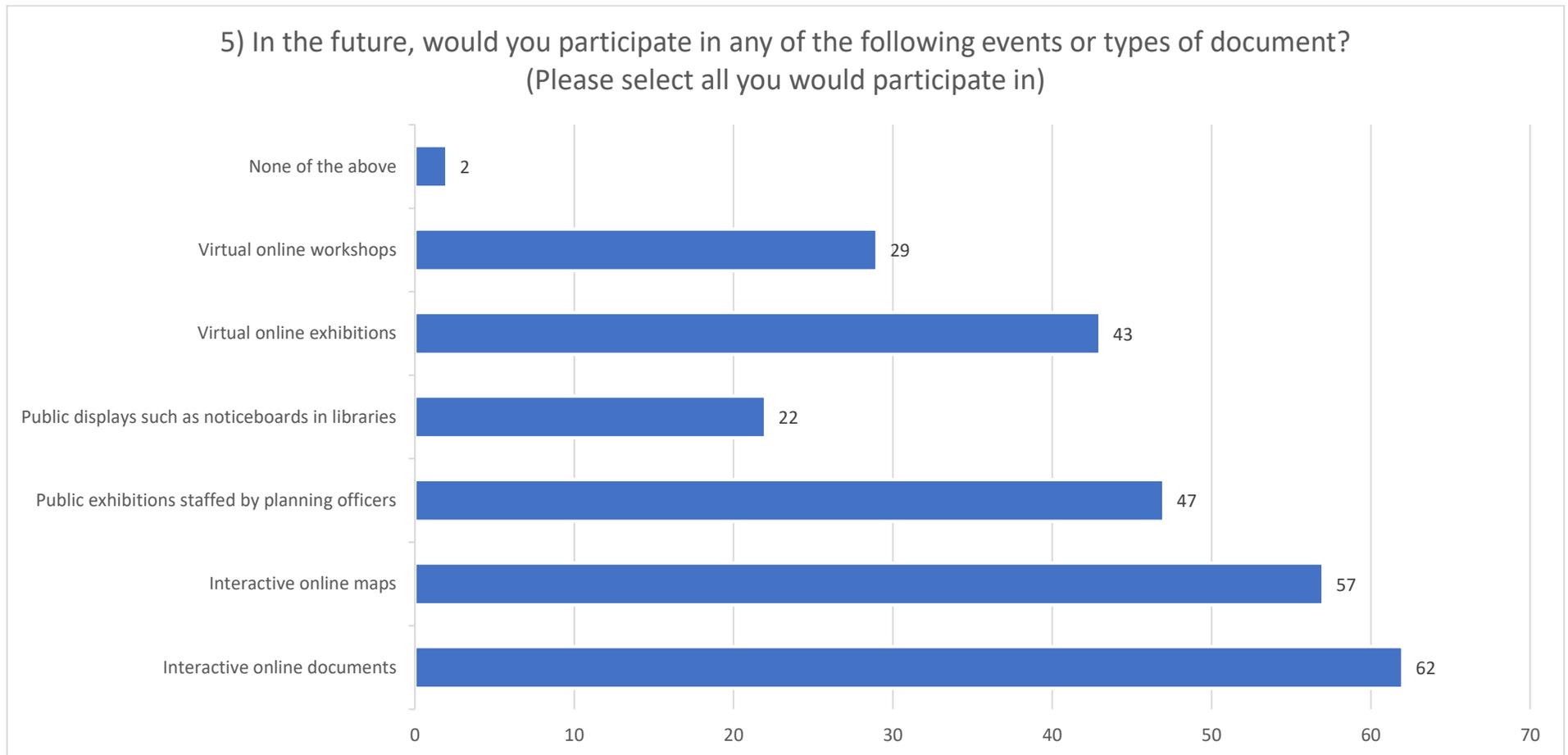
				allow members of the public to make direct comments about a document that are then saved and submitted automatically.	
Trevor Barrell	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Getting the correct information relevant to the area in which I live.	The Statement of Community Involvement does outline some situations where more focussed methods of engagement may be utilised, such as during the productions of a Supplementary Planning Document or Neighbourhood Plan where it may not be appropriate to cover the entirety of East Suffolk if the document does not do so.	None.
Steve Wynn	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Again, if you actually listened instead of just going ahead with a particular housing development despite local protest/concerns, otherwise what's the point?	The Statement of Community Involvement outlines the process that is followed when determining a planning application. This includes periods of public consultation which must be met for the application to be legally determined. All comments received are considered during this process and a decision is made based on these and the policies in the adopted Local	None.

				Plans. All applications are considered on their own merit.	
Kevin Cross	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	<p>It would encourage people to respond if you spoke in their language.</p> <p>No good using boring local authority speak. To evoke a meaningful response the consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen.</p>	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	None.
Christopher Burslem	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Relevance.	These comments have been noted.	None.

Helga Ballam	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	Response process often too long and I feel it doesn't actually make any difference what I contribute	The Statement of Community Involvement states that the Council will endeavour to make planning processes as simple and easy to understand as possible. One of the aims of the Statement of Community Involvement is to provide clarity as to the roles and processes of the planning service, which the Council appreciates can be complex. All comments received during any consultation are considered and, if material issues are raised, changes will be made where relevant. The Council produces consultation statements following most planning policy consultations, which outline the responses received during the consultation and any resulting changes to the relevant document.	The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be promoted to show how comments have been considered.
Kristen Heckterman	4) How do you usually respond to East Suffolk planning policy consultations?	Observation	I would also like to see letters through the door because many Other people Still would have no idea about changes to plans or any notifications and especially during this time may not be able to get daily local newspapers	Leafletting and door dropping is a process that the Council has previously made use of, however the process is resource intensive and therefore often not viable for many of the processes outlined in the Statement of Community Involvement. While the Council	None.

				can use this method when it is possible, it can only do so when it is viable.	
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**Question 5 – Multiple Choice Analysis**



Responses to this question indicated that respondents would participate in a variety of consultation methods and events, with a particularly positive response to interactive online options. The SCI states that a variety of methods, both digital and not, will be utilised during public consultations to give the public the opportunity to use the methods that suit them. The Statement of Community Involvement also states that the Council will continue to explore new methods of engagement as they become available.

In the written responses to this question some alternative methods were suggested, such as new smart phone applications, and greater use of Parish and Town Councils. The Statement of Community Involvement states that the Council will explore new methods as they become available and that local councils will be engaged at the earliest opportunity.

Those that opted for none of the above gave a number of suggestions that could encourage their participation. This included the use of emails, raised issues with the Council's use of technical language and suggested councillors could be used to represent the views of the community. They also raised concerns around the use of interactive online documents and other methods, which can put some members of the public off participating. This highlights the importance of using a variety of methods which the Statement of Community Involvement endeavours to so.

### **Question 5 – Written Responses**

<b>Name/ Organisation</b>	<b>Question</b>	<b>Type of response</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Warwick Faville	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	It all depends how they are run. Not a lot of details above.	These comments have been noted.	None.
Trevor Barrel	5) In the future, would participate in any of the following events or types or document? –	Observation	Use of councillors to link households to councils.	These comments have been noted. East Suffolk Councillors and Town and Parish Councils are informed of new consultations when they become active. The Council would encourage them to inform their local communities to	None.

	Other (please describe)			help them become engaged in the consultation processes.	
David Greenacre	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	Online is fine but I have a hearing difficulty which means I cannot use social media platforms such as zoom or Skype.	These comments have been noted. The Council appreciates that some of the methods used, such as online meetings and social media, may not be appropriate or preferred by some members of the public. This is why the Statement of Community Involvement makes clear that the Council will make use of multiple methods of engagement when consulting the public.	None.
Tony Ellison	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	Online forums would be the best solution I think perhaps using the NextDoor App	These comments have been noted. The Council will continue to explore new methods of engagement as they become available.	None.

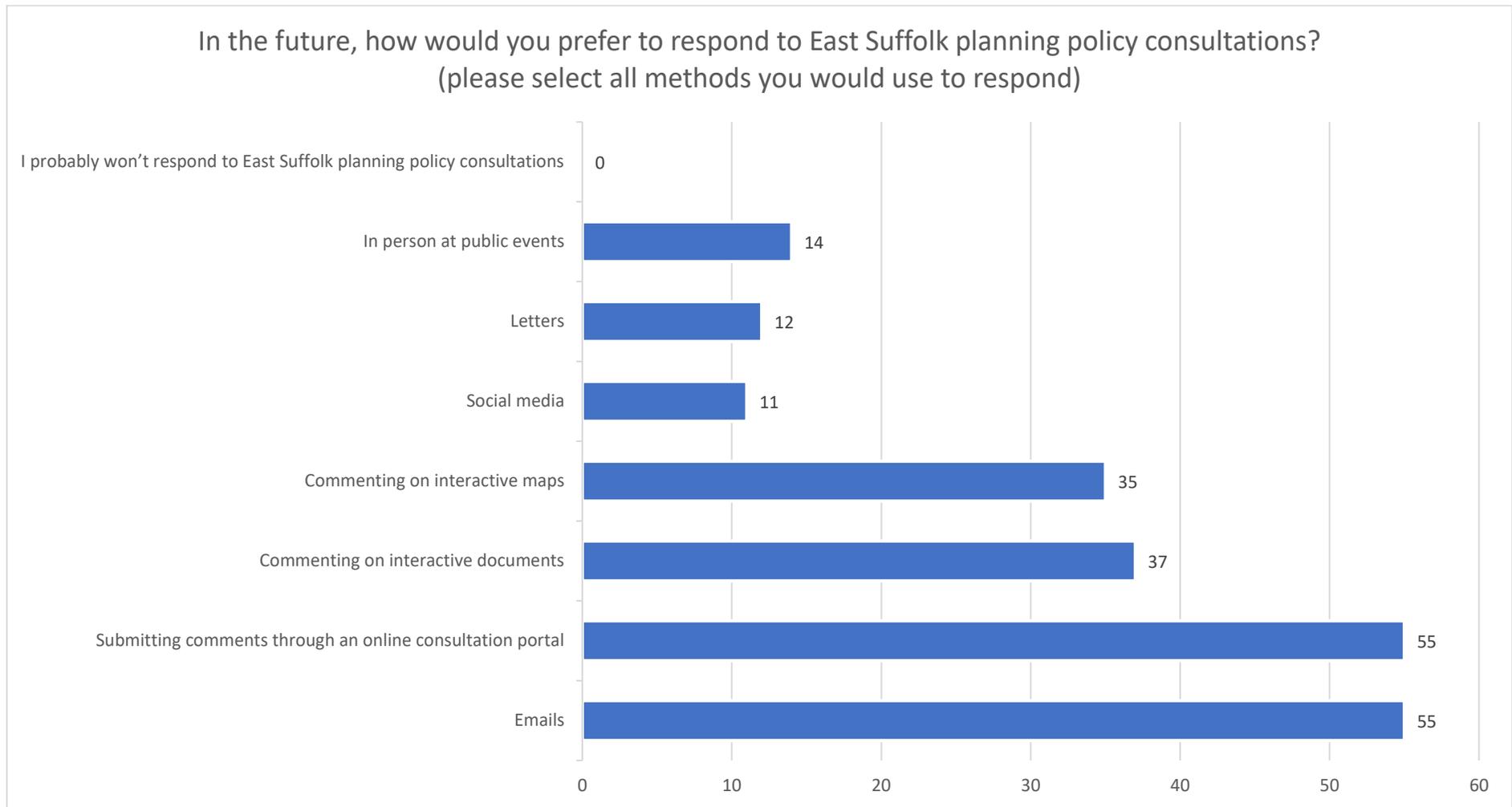
Jean Ellinor	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	Information given via Local Parish Council	These comments have been noted. Notifying Parish and Town Councils of new consultations is an important method of publicity the Council utilises and this is highlighted throughout the Statement of Community Involvement.	None.
Alison Andrews	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	When sending out a consultation enable people to see the questionnaire / outline question without having to register as there may be some an individual may not need to address but it is a rigmarole to register online and scroll through the questions Town/parish notice boards Local newsletters eg Aldeburgh Gazette, Aldeburgh Times, The Link, Village Voice, Village Voices, Etc	The consultation portal used for planning policy consultations has been created by an organisation outside of the Council. While the Council does have influence over how it works, there are some processes that are fixed and cannot be changed. The Council will, however, always endeavour to make consultations as easy to access as possible. The Council makes use of press releases where appropriate, but the Council cannot control if press releases are reported or not.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.

Kristen Hecktermann	5) In the future, would participate in any of the following events or types or document? – Other (please describe)	Observation	Mailed questionnaire and door to door short questionnaires.	Leafletting and door dropping is a process that the Council has made use of, however the process uses a great deal of Council resources and so is not often viable for many of the processes outlined in the Statement of Community Involvement. While the Council can use this method when it is possible, it can only do so when it is viable.	None.
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Name/ Organisation	Question	Type of response	Comment Summary	Council Response	Action
J Elliot	5) In the future, would participate in any of the following events or types or document? - If none of the above, what would encourage you to do so?	Observation	I would use online interactive documents if able to comment at any point in the document and no limit on the number of characters. Prefer email as comments more considered - particularly if response is on behalf of a group such as the Parish Council	The consultation portal used for planning policy consultations has been created by an organisation outside of the Council. While the Council does have influence over how it works, there are some processes that are fixed that the Council is unable to change, such as character limits. All comments, no matter how they are submitted, are considered equally.	None.

Trevor Barrell	5) In the future, would participate in any of the following events or types or document? - If none of the above, what would encourage you to do so?	Observation	Change the way the councillors work so that they represent the needs of the people and not their political party	Councillors are required to be impartial during the planning process, such as at a planning committee, according to the East Suffolk constitution.	None.
Kevin Cross	5) In the future, would participate in any of the following events or types or document? - If none of the above, what would encourage you to do so?	Observation	No good using boring local authority speak. To evoke a meaningful response the consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen.	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adopted. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	None.

**Question 6 – Multiple Choice Analysis**



All participants stated that they are likely to respond to future consultations, with the majority preferring to either email, or submit comments online. There was also support for the use of interactive documents and maps, showing that the Council should continue to explore the use of

these methods. Some members of the public still wish to submit comments by letter, or in person at public events, and these methods will continue to be offered.

Again, other methods suggested included new smartphone applications, and greater use of local councils and organisations. These have both been highlighted in the Statement of Community Involvement.

One comment was submitted by someone answering the second part of the question, which asked what would encourage them to participate in the future if they do not wish to participate now. The issue raised here surrounded the use of technical language, which the Statement of Community Involvement highlights and the Council will continue to explore how to make documents more accessible.

**Question 6 – Written Responses**

<b>Name/ Organisation</b>	<b>Comment ID/ Ref</b>	<b>Type of response</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Warwick Faville	6) In the future, how would you prefer to respond to East Suffolk planning policy consultations? – Other (please Describe)	Observation	I would prefer to respond via the Woodbridge Society or via SPS.	These comments have been noted.	None.
Judie Shore	6) In the future, how would you prefer to respond to East Suffolk	Observation	Assuming ease of access and navigation!	These comments have been noted.	None.

	planning policy consultations? – Other (please Describe)				
Tony Ellison	6) In the future, how would you prefer to respond to East Suffolk planning policy consultations? – Other (please Describe)	Observation	Use Nextdoor app	These comments have been noted. The Council will continue to explore other engagement methods as they become available.	None.
Jean Ellinor	6) In the future, how would you prefer to respond to East Suffolk planning policy consultations? – Other (please Describe)	Observation	I would attend local parish council planning events & meetings	These comments have been noted. Notifying Parish and Town Councils of new consultations is an important method of publicity the Council utilises and this is highlighted throughout the Statement of Community Involvement.	None.

Alison Andrews	6) In the future, how would you prefer to respond to East Suffolk planning policy consultations? – Other (please Describe)	Observation	I might be able to do interactive maps and documents but have never tried so the instructions need to be very clear	These comments have been noted.	None.
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<b>Name/ Organisation</b>	<b>Question</b>	<b>Type of response</b>	<b>Comment Summary</b>	<b>Council Response</b>	<b>Action</b>
Kevin Cross	6) In the future, how would you prefer to respond to East Suffolk planning policy consultations? - If not, what would encourage you to do so?	Observation	No good using boring local authority speak. To evoke a meaningful response the consultation for Local Plan needs to be in modern day ordinary language which conveys the real and likely possibility of what might happen.	The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	None.

**Question 7 – Written Responses (No Multiple Choice Analysis)**

Name/ Organisation	Question	Type of response	Comment Summary	Council Response	Action
Norman Castleton	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	There should be a more general use of notices in local newspapers and magazines.	The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them.	The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.
Marya Parker	7) General comments about East Suffolk' approach to planning policy consultations.	Support / Observation	I am grateful for the notifications alerting me to consultations, which enable me to participate. Without these I would not know that consultations are open. Maybe email notifications to council taxpayers would enable others who would not normally contribute to do so.	These comments have been noted. Due to the regulations outlined in the General Data Protection Regulations, the Council can only use personal data for the purposes of which it was originally collected. Therefore, using data such as email addresses for planning matters that have been collected for the purposes of council tax payments would be against these regulations	None.

Southwold Town Council (Jessica Jeans)	7) General comments about East Suffolk' approach to planning policy consultations.	Support	East Suffolk does a good job consulting on planning documents	These comments are noted.	None.
Rosemary Simpson	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	The SCI document is hard to find - needs to be simpler routes in finding documents.	The Council's website is currently being reviewed to make it easier to navigate. This has included a new page which includes links to the current and past consultations in one place. However, due to the number of service areas that the Council covers, the planning service only has influence over its relevant sections of the website. Therefore, it is currently not possible to simplify the rest of the website.	None.
Rosemary Simpson	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	The SCI document is hard to find - needs to be simpler routes in finding documents.	See response above – comment submitted twice.	None.

<p>Caroline Ellis</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation / Objection</p>	<p>Determination of a recent planning application demonstrates that this is an exercise in lip service and self-promotion only. You have no real interest in community engagement or locality. East Suffolk Council should have our interests and needs at heart. You claim to have policies to protect the environment, reduce ammonia emissions and encourage healthier lifestyles, yet you approve insensitive development close to ancient woodlands, sensitive receptors and a historic grade II* heritage asset, in the face of overwhelming</p>	<p>The Statement of Community Involvement outlines the process that is followed when determining a planning application. This includes periods of public consultation which must be met for the application to be legally determined. All comments received are considered during this process and a decision is made based on these and the policies in the adopted Local Plans. All applications are considered on their own merit.</p>	<p>None.</p>
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			<p>opposition from local residents and the Parish Council, Historic England, the Woodland trust. Furthermore, you approved this application with no mitigating conditions.</p>		
Kevin Cross	7) General comments about East Suffolk' approach to planning policy consultations.	Support / Observation	<p>Your planners do a good job. Your consultations work well for people who are interested in consultations.</p> <p>To engage others, it needs to be like a punchy headline; needs a summary of proposals; needs an overview of the plan in plain English.</p>	<p>These comments have been noted. The Council does make use of leafletting to promote consultations where this is appropriate. However, leafletting is resource intensive and may not be appropriate for all public consultations. The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be</p>	None.

				needed in order for the Council to be able to legally adopt them.	
Natural England	7) General comments about East Suffolk' approach to planning policy consultations.		Natural England has no comments to make at this time.  However, we will be happy to comment on future forward planning consultations which come forward.	These comments have been noted.	None.
Alison Ballantyne	7) General comments about East Suffolk' approach to planning policy consultations.	Support / Observation	I would say your planning officers have a sound understanding of the area, its needs and its difficulties. People tend to produce personal responses to planning which are often very negative. Presentations which include reasoned explanations plus an	These comments have been noted. The Council will make appropriate use of presenting proposals in public exhibitions so individuals can directly engage with the Council where this is appropriate.	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.

			opportunity for questions which will be at some point answered and added to the site must be good.		
Hollesley Parish Council (Judi Hallett)	7) General comments about East Suffolk' approach to planning policy consultations.	Support	Planning Portal – I use the Planning Portal fully. I think the system is really good.	These comments have been noted.	None.
Kesgrave Town Council (Joanna Abbott)	7) General comments about East Suffolk' approach to planning policy consultations.	Support	Commends ESC on the extended guidance for Neighbourhood Planning and believe that this will be helpful.  There is nothing further that we would add or remove.	These comments have been noted.	None.

<p>Martlesham Parish Council (Susan Robertson)</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Support / Observation</p>	<p>We would like to see the SCI benchmarked against the relevant county wide negotiations with SALC on involvement and S106 expenditure.</p> <p>Our wish is to ensure that local knowledge and expertise is considered (particularly where NPs are made or sufficiently complete to be given some weight).</p> <p>Specifically</p> <ol style="list-style-type: none"> <li>1. PCs should be advised when pre-application advise is being sought. Comments should also be sought.</li> <li>2. When the major sites and</li> </ol>	<p>These comments have been noted. Pre-application advice is confidential between the Council and the applicant, therefore it is not possible to seek outside comments on this. When a major proposal is being developed the Council will request that public engagement takes place before an application is submitted. However, the Council can not require this unless it is stated in planning policy. Input from local councils is sought when a proposal is put forward with the local councils area. This including significant strategic proposals. Any views put forward will be considered by the officers of the Council and committee that the proposal is put to when a decision on the proposal is being made. The Council will always meet the minimum requirements set out in legislation and in the Statement of Community Involvement. Where appropriate, any additional</p>	<p>The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be publicised to show how comments have been considered.</p>
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			<p>infrastructure team manage a project, this should be with full consultation with PCs.</p> <p>3. When the Strategic Management Committee review projects there should be input from PCs at this stage.</p> <p>4. We welcome the acknowledgement that statutory requirements for involvement represent a minimum which needs to be supplemented. Where this contains statements that something “may” be done we would expect this good practice to be followed unless there are strong reasons to the</p>	<p>actions will be taken to ensure that consultation processes are as robust as possible. This may involve extending the duration of consultation where considered necessary. The Council produces consultation statements following most planning policy consultations, which outlines the Councils response to comments received and any resulting changes. The Council will continue to work with Neighbourhood Planning groups, even after their Neighbourhood Plans are ‘made’. The Council will assist whenever a group state they wish to develop a Neighbourhood Plan and when a review is considered necessary. The Housing Land Supply Statement will clearly outline how calculations were made and how the results were determined. All comments are considered equally by the Council regardless of the individual or organisation who submits them. However, the</p>	
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			<p>contrary. This should be extended to engagement outside statutory time limits where appropriate.</p> <p>5. We welcome the range of means of involvement. For large projects we agree that engagement through workshops and the “BIMBY” process is appropriate. The effect of engagement should be transparently documented.</p> <p>6. Local development scheme – needs of PCs with NPs requires involvement, which entails involvement in evidence gathering and housing supply calculations, at an</p>	<p>Council can only consider matters that are listed as ‘Material Considerations’ which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be ‘Material Considerations’ and must consider the planning balance when determining proposals. Some of the comments raised go beyond the scope of the Statement of Community Involvement.</p>	
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			<p>early stage to accommodate the consequences of new LPs for the NPs.</p> <p>7. LPs shouldn't misuse the ability to designate matters as strategic to remove them from the ambit of NPs and effectively minimising community involvement.</p> <p>8. SPDs, CIL schedules and housing land supply targets – made considering local circumstances and consequences. Criteria and logic to justify decisions should be transparent.</p> <p>9. NPS - We welcome the promise to assist with development of NPs. Financial and</p>		
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			<p>technical support should be given to accommodate newly made LPs in revised NPs.</p> <p>10. Planning applications – need early and meaningful engagement by developers with the local community and PCs.</p> <p>11. Delegated planning process – more feedback on why PC comments are ignored. PCs should be routinely consulted on changes to conditions after permission has been given and certification that conditions have been met on larger projects.</p>		
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J Elliot	7) General comments about East Suffolk' approach to planning policy consultations.	Objection / Observation	Not keen on interactive documents and maps as the current system works	These comments have been noted. Interactive documents are just one of the methods the Council will use during consultations. The Statement of Community Involvement states that other methods will be used to ensure members of the public who do not wish to use interactive documents are still able to participate in consultations.	None.
Stephen Mayhew	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Will the statement of community involvement reflect the impact of the National Planning White Paper or will it need to be subsequently updated?	The proposals in the recent government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may be the result of the White Paper. Therefore, there is still a need for the Statement of Community Involvement to be developed.	None.

<p>Westerfield Parish Council (Peter Miller)</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Support</p>	<p>Consultations have been well notified over the last three years.</p> <p>Current channels for access to proposed documents have been effective, therefore should continue.</p> <p>Westerfield Parish Council support the draft SCI</p>	<p>These comments have been noted.</p>	<p>None.</p>
<p>Margaret Hallet</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>Little notice is taken of the opinions of local residents.</p> <p>We are informed that things are 'not planning problems' and that we have to think about the 'bigger picture'.</p>	<p>All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals. The Council produces</p>	<p>The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be promoted to show how comments have been considered.</p>

				consultation statements following most planning policy consultations, which outline the responses received during the consultation and any resulting changes to the relevant document.	
Lindsay Frost	7) General comments about East Suffolk' approach to planning policy consultations.	Support	I think that a good job is being done, just needs some small refinements.	These comments have been noted.	None.
Andrew White	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	None.	These comments have been noted.	None.
Kristen Heckterman	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Local residents are unaware of huge local changes happening in the area and we are deeply concerned that they don't voice opinions. Door to	The Council will follow the requirements outlined in the Statement of Community Involvement for the relevant processes/documents. Sizewell C is a nationally Significant Infrastructure Project which is subject to its own consultation	None.

			door questionnaires might be needed specifically on the impact of Sizewell C will have on this area.	requirements which are beyond the scope of the Statement of Community Involvement.	
Michael Roseveare	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Time is the issue and timely communication that brings pieces of new information that I make to be moved to respond to.	The Statement of Community Involvement states that the Council will engage with the public at the earliest possible opportunity to ensure a robust and transparent process. The dates when comments will be accepted will also be made clear.	None.
Lorna Goodwin	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Events are held at inconvenient times for those that work. Should be more in the evening / weekend. Preferably online / virtual events.	The Council will always organise public exhibitions so as many people as possible would be able to attend. However, the durations of public events have to be based on officer availability and venue availability. Virtual exhibitions can be very useful for reaching a large audience who may not be able to attend an event in person, however using both virtual and physical exhibitions would be the best practice to	Further references to the use of both physical and virtual exhibitions and workshops has been added throughout the Statement of Community Involvement.

				ensure as many members of the public can attend as possible.	
Helga Ballam	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Public opinions make no difference because decisions are made in line with the Council's ideas. Too little consideration is given to local comments by those who are most affected.	All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals.	None.
Christopher Burslem	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	As a member of Kelsale cum Carlton Parish Council I get information from the Parish clerk or via our District Councillor.	These comments have been noted.	None.

Henning Sieverts	7) General comments about East Suffolk' approach to planning policy consultations.	Objection	I am displeased by the recent changes in planning law and regulations and have expressed misgivings publicly.	These comments have been noted.	None.
Steve Wynn	7) General comments about East Suffolk' approach to planning policy consultations.	Objection / observation	Just listen to people. It's not a box ticking exercise (or is it?). Do you really care about the local community? The environment? Preserving what's left of our beautiful countryside?	All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals.	None.
Suffolk Coast Acting for Resilience (Keith Martin)	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	It is luck if an organisation discovers consultations/other proposals. If we could register for voluntary communications that kept us	The Statement of Community Involvement includes a link so members of the public and organisations can sign up to the Local Plan and Related Documents Mailing List, which informs anyone who has signed up of new consultations.	None.

			informed that would be helpful.		
Stuart Bird	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Concerned at the rapid disappearance of green spaces. I am opposed to all but brown site development and the usage of existing facilities	These comments have been noted.	None.
Alison Andrews	7) General comments about East Suffolk' approach to planning policy consultations.	Objection / Observation	<p>Seems thorough.</p> <p>The Slaughden SMP one went well but a problem was getting to people who might be interested. Need to go via the local newsletters and organisations.</p> <p>We as an area are overloaded with consultation with planning inquiries. These consultations</p>	<p>These comments have been noted. The Council agrees that press releases are extremely valuable for informing members of the community of consultations, especially those without access to the internet. However, it should also be noted that it is not within the Councils control whether they are reported or not. However, the Council will continue to make use of them. The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to</p>	<p>The use of press releases has been reinforced throughout the document, including at the different stages of production of planning policy documents. It has also been stated that the reporting of press releases is not within the control of the Council, however we will continue to make use of them.</p>

			<p>matter but are time consuming and doing everything via the internet while saving time in some ways makes it harder for groups / organisations to respond.</p>	<p>ensure that any documents being consulted on are available in other formats and in public locations, such as libraries and Customer Service Centres, when this is possible.</p>	
Jean Ellinor	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	Observation	<p>ES should make more use of Town and Parish Councils to encourage residents to be more involved in planning issues</p>	<p>Local councils play a vital role in the planning service as advocates for the views of the local community, and will continue to be engaged as much as possible on planning matters.</p>	None.
Julian Burton	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	Observation	<p>Cannot comment as do not really have any previous experience to go on. I have lived in the community years and am now retired so have more time for such matters.</p>	<p>These comments have been noted.</p>	None.

Paul Garwood	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Parish Councils need to be more informed about planning consultations, so these can be passed to local residents.	Local councils play a vital role in the planning service as advocates for the views of the local community, and will continue to be engaged as much as possible on planning matters.	None.
Annabelle Bunn	7) General comments about East Suffolk' approach to planning policy consultations.	Objection / Observation	Seems arbitrary and little notice is given to local comments, inputs and objections, if the applicant is a commercial, powerful, greedy, unsustainable organisation.	All comments submitted during public consultations are considered equal by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council cannot make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals.	
Tony Ellison	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Need to use channels that members of the public are already using to discuss local matters. E.g., NextDoor app for	These comments have been noted. The Council will continue to explore new methods of engagement as these become available.	None.

			Facebook local groups.		
David Greenacre	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	East Suffolk is still evolving and discovering the benefits of the enlarged group	These comments have been noted.	None.
Trimley St Martin Parish Council, Caroline Ley (Caroline Ley)	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Consultation portal needs to accept formatting – numbered paragraphs, indents, etc.	These comments have been noted. The consultation software currently used is developed by a third party. The Council cannot change some of the features of these systems themselves.	None.
Judie Shore	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Happy to receive emails/links to things that require attention.  Needs to be simpler routes in finding documents – logins and multi-tiered steps are	The Council's website is currently being reviewed to make it easier to navigate. Due to the number of service areas that the Council covers, the planning service only has influence over its relevant sections of the website. Therefore it is currently not possible to simplify the rest of	None.

			discouraging.  Executive summaries should be available although we know the devil is in the detail.	the website. The Council will always endeavour to use plain English and to keep documents as concise as possible. However national Regulations set out requirements that documents must meet in order to be adoptable. This does mean that, in some cases, technical language and certain aspects or parts of documents may be needed in order for the Council to be able to legally adopt them.	
Trevor Barrell	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	Council should represent the needs/views of the public without involving politics	These comments have been noted. The Council, according to its constitution, must be impartial when determining planning matters and consider all proposals on their own merit. The views expressed by members of the public are considered equal to any other submitted, however all decisions must be based on the planning balance and only material issues can be considered.	None.

<p>Nik Bestow</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>Never see the results or change in policy following a consultation.</p> <p>Would be interesting to distinguish between residents, business and outside agents in the analysis</p>	<p>The Council agrees that feedback from consultations is valuable in showing how the public have influenced the development of a document. The Council produces a Consultation Statement following most consultations to show this and will endeavour to publicise these further to encourage greater participation in the future. All comments received during a consultation are considered equally regardless of the individual or organisation that has made them.</p>	<p>The Statement of Community Involvement has been changed to highlight the importance of consultation statements and that these will be publicised to show how comments have been considered.</p>
<p>Karrie Langdon</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>Difficult to understand planning policies as there are a high number of documents, but no guidance on how documents interrelate. A diagram illustrating on how the documents interrelate would be helpful.</p>	<p>The Council will always endeavour to keep documents and the number of documents themselves as concise as possible. However national Regulations set out requirements of certain documents that are needed and that documents must meet in order to be adoptable. This does mean that, in some cases, certain documents or parts of documents may be needed in</p>	<p>None.</p>

				order for the Council to be able to legally adopt them. The Statement of Community Involvement does include a diagram which outlines the main documents that form the development plan for East Suffolk.	
Louise Chadwick	7) General comments about East Suffolk' approach to planning policy consultations.	Observation	<p>Approach to involve everyone in all aspects of planning is excellent.</p> <p>Many people believe their views won't be considered.</p> <p>People should be encouraged to provide their views on planning proposals and applications.</p> <p>Difficult to find relevant policies to refer to when commenting on an application.</p>	<p>These comments have been noted. All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals. The Council will always endeavour to keep documents and the number of documents themselves as concise as possible. However national Regulations set out</p>	None.

			<p>People should be made aware of material and non-material considerations.</p>	<p>requirements of certain documents that are needed and that documents must meet in order to be adoptable. This does mean that, in some cases, certain documents or parts of documents may be needed in order for the Council to be able to legally adopt them. The Statement of Community Involvement outlines what are considered to be Material and Non-Material Considerations in Appendix 2.</p>	
<p>David Robertson</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Objection / Observation</p>	<p>Extend the consultation period – one month is too short.</p> <p>Needs to be better communication of the existence of a consultation and there needs to be consideration to older people who do not / will not use the internet.</p>	<p>The Statement of Community Involvement states that the Council will go beyond the statutory consultation periods outlined in legislation wherever this is appropriate and will accommodate extraneous events such as public holidays. The Council will use a variety of methods to publicise the existence of a consultation in order to reach as much of the public as possible. The Council appreciates that not everyone will have access to the internet. Therefore, efforts are made to</p>	<p>None.</p>

				ensure that any documents being consulted on are available in other formats and in public locations, such as libraries and Customer Service Centres, when this is possible. When this is not possible the Council will endeavour to take mitigation measures.	
Warwick Faville	7) General comments about East Suffolk' approach to planning policy consultations.	Objection / Observation	Will you listen.  Melton Hill offices consultation – it started well and then you lost the plot.	These comments have been noted. All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals.	None.
Middleton cum Fordley Parish Council (Nigel Smith)	7) General comments about East Suffolk' approach to	Observation	The authority should involve parish councils more often in any consultations.  Parish Councils	Local councils play a vital role in the planning service as advocates for the views of the local community, and will continue to be engaged as much as possible on planning matters.	None.

	<p>planning policy consultations.</p>		<p>should have a similar forum to the authority’s developers’ forum. We believe face-to-face discussion is more useful/effective than written submission.</p> <p>Referral Panel is unfair – the panel is not open to the public; there is no record of discussion; it is not accountable or transparent. Where a Parish Council or Ward member makes considered representations, the application should go straight to committee.</p> <p>Welcome use of IT throughout process, but on-line plans should have a scale</p>	<p>Informing the relevant Town and Parish Councils is standard practice when publicising a planning policy document or a planning proposal. The Council does hold a Town and Parish Forum as outlined in the Statement of Community Involvement. The comment referring to the referral panel is outside the scope and remit of the Statement of Community Involvement. The consultation software currently used is developed by a third party. Therefore the Council can not change some of the features of these systems themselves. The Council has a Local Validation List which sets out what documents are requiring to enable an application to be submitted.</p>	
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			<p>bar.</p> <p>Direct on-line representations have no formatting.</p> <p>Development Management – need to ensure that plans are checked before accepted for determination. Had instances where plans have been deliberately drawn to mislead. This is fraud – not just some minor mistake. You need to take it seriously and report offenders to their professional bodies. Planners should pick up errors not Parish Councillors and neighbours.</p>		
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<p>John Fothergill</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>It is essential that consultation is online, time extended and backed by good paper communications during reduced contact times.</p>	<p>The COVID-19 crisis has meant that some of the methods often used by the Council to consult (such as the provision of physical copies of documents in libraries) has not been possible due to social distancing restrictions. In the short term, to mitigate the impact of the restrictions, the Council has introduced a number of alternative measures to ensure continued involvement in consultations. These measures are temporary, and the normal methods outlined in the Statement of Community Involvement will be reinstated once it is safe to do so.</p>	<p>None.</p>
<p>David Thomas</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Support</p>	<p>Questionnaire is encouraging, I await a consultation.</p>	<p>These comments have been noted.</p>	<p>None.</p>

<p>Ms Cresswell</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>Ensure that there is no more development on green field sites. We have lost so much natural and farmland.</p> <p>The Council needs to listen to the public.</p>	<p>These comments have been noted. All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals.</p>	<p>None.</p>
<p>Yvonne Smart</p>	<p>7) General comments about East Suffolk' approach to planning policy consultations.</p>	<p>Observation</p>	<p>1. Communities feel as though they are not being heard.</p> <p>2. Concern that the draft statement might not sit with Governments white paper 'planning for the future'.</p>	<p>All comments submitted during public consultations are considered by the Council. However, the Council can only consider matters that are listed as 'Material Considerations' which are determined at the national level. The Council can not make decisions on planning matters by referencing matters not considered to be 'Material Considerations' and must consider the planning balance when determining proposals. The proposals in the recent</p>	<p>None.</p>

				<p>government White Paper 'Planning for the Future' have only recently been consulted on and so any potential changes to the planning system are likely to be some time away. Also, it is not yet known what changes may be the result of the White Paper. Therefore there is still a need for the Statement of Community Involvement to be developed.</p>	
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# Equality Impact Assessment Screening Opinion

Draft Statement of Community Involvement

October 2020



## Introduction

1. It is the Council's duty under the Equality Act 2010 to undertake an Equality Impact Analysis at the time of formulating a decision, drafting a report, designing or amending a policy. This will ensure that the Council is considering and taking positive action where possible to promote access to services for all their communities, including their wider communities. The Equality Impact Assessment Screening Assessment will assess whether there is any impact upon any of the groups with protected characteristics under the Equalities Act, which are listed in the table below. If an adverse impact upon any of these groups is identified then a full Equalities Impact Assessment will be required.
2. The Statement of Community Involvement sets out the measures and actions East Suffolk Council will take to consult and engage with the community during the preparation of planning policy documents, such as Local Plans and Supplementary Planning Documents, and when determining planning applications. These measures need to be as accessible as possible to ensure all groups and individual in the community have equal opportunities to participate in line with the Public Sector Equalities Duty.
3. In relation to planning policy documents, the Statement of Community Involvement sets out measures that the Council will take including initial engagement through workshops and exhibitions as well as the provision of draft documents online and physically in select locations. The document also outlines the Council's aim to utilise up-to-date methods of engagement such as social media, which will assist with engaging with a variety of groups in the community.
4. The document also outlines how the Council will engage during the preparation of Neighbourhood Plans and the actions that will be taken during the statutory stages of their production. Neighbourhood Plans are primarily the responsibility of local community groups and Parish Councils, however East Suffolk Council has the responsibility of running statutory stages such as the Examination and Referendum.
5. The document also outlines the processes the Council will follow to engage with the community during the determination of planning applications. This includes the Councils encouraging the use of its pre-application service which makes the planning application process more efficient.
6. Circumstances may arise which make it impossible to undertake all of the consultation and public engagement activities specified in the Statement of Community Involvement. For

example, during the Covid-19 pandemic it has not been possible to safely undertake public exhibitions, workshops or public meetings due to the need to adhere to social distancing. It is important that the Statement of Community Involvement contains flexibility that enables the Council to respond to such circumstances and the Statement of Community Involvement sets out the steps the Council will take in such circumstances. The SCI states that: ‘The Council will always ensure that any consultations and documents are accessible to as many people as possible whilst also ensuring that the measures used to do this are safe.’

7. During such periods, the Council will seek to utilise alternative means of public access and engagement, which could include the use of online consultation material and virtual meetings. Where the Council deviates from the consultation requirements set out in the Statement of Community Involvement these changes will be clearly stated in publicity material, including an explanation as to why they were necessary as well as any mitigation measures used.
8. The Equality Act 2010 lists nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. East Suffolk Council has added a tenth characteristic, socio-economic deprivation, in addition to the nine protected characteristics listed in the legislation. This reflects the pockets of deprivation that exist across East Suffolk.

## Screening of impact on different groups

	<b>Groups</b>	<b>Likely Impact</b> (positive/negative/no impact)	<b>Reason for your decision</b>
A	Age (Includes safeguarding issues)	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. This includes accommodating and proactively engaging different age groups through the use of various outlets such as using social media and also

			making documents available in paper form.
B	Disability	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. This will include making consultations and events accessible to everyone, including those with physical or psychological disabilities, through the use of accessible venues and online resources.
C	Gender reassignment	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. The document specifically states that no person of any gender will be prevented or discouraged from participating and that a variety of groups should be involved.
D	Marriage and Civil Partnership	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. The document states that the Council will engage with a variety of groups regardless of any specific characteristic. This includes the marital status of individuals and groups.
E	Pregnancy and maternity	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the

			Council publishes. This includes making documents and events accessible to everyone through the use of easily accessible venues and online resources.
F	Race	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. The document specifically states that no person of any race or ethnicity will be prevented or discouraged from participating and that a variety of groups should be involved.
G	Religion or Belief	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. The document specifically states that no person of any religion will be prevented or discouraged from participating and that a variety of groups should be involved.
H	Sex	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. The document specifically states that no person of any gender will be prevented or discouraged from participating and that a variety of groups should be involved.
I	Sexual orientation	Positive	The Statement of Community Involvement has been created to

			ensure that all groups have equal access to any consultations the Council publishes. The document specifically states that no person of any sexual orientation will be prevented or discouraged from participating and that a variety of groups should be involved.
J	Socio-economic deprivation	Positive	The Statement of Community Involvement has been created to ensure that all groups have equal access to any consultations the Council publishes. This includes groups who are experiencing economic deprivation, which also causes social deprivation as well. The range of measures detailed in the SCI, including making documents available online and sending hard copies of consultation materials to those who request them, will ensure that those who are experiencing socio-economic problems will still be able to access consultation materials and will not be disadvantaged.

## Consultation and Engagement

There has been engagement with the following during the production of the Statement of Community Involvement: Planning Policy and Delivery Team, Development Management Team, Major Sites and Infrastructure Team and Planning Support Team.

Engagement took the form of face to face meetings with members from the various teams to outline the purpose and aims of the Statement of Community Involvement. Further discussions were held by email and draft documents were also circulated for comments. These comments were then considered and changes were made where appropriate.

The Council will publish the Statement of Community Involvement for public consultation for a period of six weeks. During this consultation the Council will also contact all organisations and individuals, including all town and parish councils and elected members, seeking their views.

In view of the current Covid-19 social distancing measures, the Council has set out measures to enable safe participation in the consultation and to ensure that those who wish to engage in the consultation are not disadvantaged. The Council would normally make hard copies of consultation documents available to view in libraries and in the Council's offices for those who are unable to view them online, however as this is not possible to do this at this time the Council has put alternative measures in place. For those unable to view the consultation documents online, hard copies are being made available on request (free of charge) by post. In view of these measures the Council does not consider that this consultation will disadvantage any of the groups covered by this EQIA screening exercise.

## Presentation in different languages

The document will be published on the Council's website as part of a minimum six-week period of formal consultation. When the document is requested in another language the Customer Services Team will be involved with ensuring this request is actioned.

## Proposed changes

The Council will analyse responses received during the public consultation and will make any necessary changes as a result of comments received.

## Conclusion

No negative impact on any group with protected characteristics or experiencing socio-economic deprivation was identified and therefore a full Equality Impact Assessment is not required.