



# Agenda

Meeting: **Overview and Scrutiny Committee**  
Date: **6 September 2022**  
Time: **7.00 pm**  
Place: **Council Chamber - Civic Centre, Folkestone**

To: **All members of the Overview and Scrutiny Committee**

The committee will consider the matters, listed below, at the date, time and place shown above. The meeting will be open to the press and public.

Members of the committee, who wish to have information on any matter arising on the agenda, which is not fully covered in these papers, are requested to give notice, prior to the meeting, to the Chairman or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>. Although unlikely, no guarantee can be made that Members of the public in attendance will not appear in the webcast footage. It is therefore recommended that anyone with an objection to being filmed does not enter the council chamber.

Please note there are 37 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

1. **Apologies for Absence**
2. **Declarations of Interest (Pages 5 - 6)**

Members of the committee should declare any interests which fall under the following categories:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

## **Queries about the agenda? Need a different format?**

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Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our website  
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3. **Minutes (Pages 7 - 16)**

To consider and approve, as a correct record, the minutes of the meetings held on 31 May 2022 and 13 July 2022.

4. **Minutes of the Finance and Performance Scrutiny Sub Committee (Pages 17 - 22)**

To consider and approve, as a correct record, the minutes of the meeting held on 14 June 2022.

5. **Change of Membership - Finance and Performance Scrutiny Sub Committee**

Following the changes to the council's political balance, which were reported to Full Council on 27 July 2022, the Committee are asked to update the membership of the Finance and Performance Scrutiny Sub-Committee to ensure the Sub-Committee is proportionate.

The Committee are therefore asked to appoint Members of the Overview and Scrutiny Committee from the political groups shown below:

<b>Political Group</b>	<b>Number of seats</b>
Conservative	2
Green	1
Labour	1
Liberal Democrat	1

6. **Cost of living summit (Pages 23 - 26)**

On 27 July 2022 Full Council considered a motion with various actions relating to the cost of living, including holding a cost of living summit. Council resolved to examine these matters as part of a future Scrutiny programme. This report sets out the proposed arrangements for a cost of living summit

7. **Ship Street - Development of the Design Brief**

To receive a presentation from council officers on recent progress and the emerging strategy to provide a Housing led regeneration of the former Gas works at Ship Street. The presentation will include a timetable update, an indication of proposed procurement routes and access to government funding to support the design development and remediation of the site.

8. **Otterpool Park Stewardship**

To receive a presentation from council officers and Otterpool Park LLP on further work undertaken in relation to the emerging strategy for Stewardship at Otterpool Park. The presentation will build upon the key

themes and issues previously considered in relation to the overall strategic approach and the development of a bespoke stewardship vehicle.

9. **Draft Statement of Community Involvement (SCI) Update (Pages 27 - 84)**

This Cabinet report (C/22/33) is to inform Cabinet of the work being carried out to update the current Statement of Community Involvement (2015) and to ask for Cabinet approval to consult on the draft document attached at appendix 1.

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## **Declarations of Interest**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

#### **Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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# Minutes

## Overview and Scrutiny Committee

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Tuesday, 31 May 2022
Present	Councillors Miss Susan Carey, Gary Fuller, Michelle Keutenius (Chairman), Connor McConville, Terence Mullard, Patricia Rolfe, Rebecca Shoob (Vice-Chair) and John Wing
Apologies for Absence	Councillor Peter Gane
Officers Present:	Kate Clark (Case Officer - Committee Services), Katharine Harvey (Economic Development Advisor), Andy Jarrett (Managing Director), Rod Lean (Chief Officer - Place & Growth), Susan Priest (Chief Executive) and Jemma West (Committee Service Specialist)
Others Present:	

### 1. **Appointment of Chairman**

Proposed by Councillor Fuller,  
Seconded by Councillor Shoob; and

#### **RESOLVED:**

That Councillor Keutenius be appointed as Chairman of the Overview and Committee for the municipal year 22/23.

(Voting figures: 8 for, 0 against, 0 abstentions).

### 2. **Appointment of Vice-Chairman**

Proposed by Councillor McConville,  
Seconded by Councillor Wing; and

#### **RESOLVED:**

That Councillor Shoob be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 22/23.

(Voting figures: 8 for, 0 against, 0 abstentions).

3. **Declarations of Interest**

Councillor Shoob declared a disclosable pecuniary interest as she is a director of Otterpool Park LLP. During the presentation relating to Otterpool Park Stewardship (Minute No 6), Councillor Shoob moved to the public gallery and did not take part in discussions or voting on this item.

Councillor Miss Carey also made a voluntary declaration in relation to Otterpool Park Stewardship, as she was a landowner within the Otterpool Park area.

4. **Minutes**

The minutes of the meeting held on 26 April 2022, were submitted, approved and signed by the Chairman.

5. **Appointment of members and election of Chairman to the Finance and Performance Scrutiny Sub Committee**

It was agreed that membership of the Finance and Performance Scrutiny Sub-Committee remains identical as the previous year for the municipal year 2022/23; Councillors Fuller, Gane, McConville, Rolfe and Shoob.

Proposed by Councillor Fuller,  
Seconded by Councillor Shoob; and

**RESOLVED:**

**That Councillor Connor McConville be appointed as Chairman of the Finance and Performance Scrutiny Sub-Committee for the municipal year 2022/23.**

All agreed.

6. **Otterpool Park Stewardship**

Members received a presentation from council officers and the LLP on the emerging strategy to provide long term Stewardship at Otterpool Park.

Members commented on various issues including the following:

- It would be useful to see the benefits of the vehicle remaining in perpetuity. Welwyn Garden City was considered a successful model, and it would be useful to see comparisons, as it was an independent body, not swayed by politics.



- Asset lock – was this possible via certain restrictive covenants put into the associated governance documentation? There was also a need for strict process and procedures, whether that be having to be marked off in tandem with our own councils, or with an additional layer.
- Were the tax implications totally clear, particularly regarding the transfer of assets? Specialist tax advice should be sought.
- The Kings Hill model was considered to work well.
- Welwyn Garden City also acted like a charitable foundation, able to pay for things such as taxis for residents to the doctors' surgery, and funding music studies, etc.
- In regard to giving an asset such as a community centre, it was also a liability, and not only an asset, and can incur huge maintenance costs.
- The example of the Folkestone Parks and Pleasure Grounds Charity could be looked at, as to whether there were any advantages in having a charity, and also maintaining control.
- Otterpool Park would eventually be of a size to justify a town council, and this would ensure democratic accountability to the people living in the community.
- It is important for benefits from Otterpool Park to be shared across the whole district, in terms of services and investment for the future.
- In terms of funding, where will this come from? If a town or parish council is created, a precept could be introduced to help with maintenance costs. However, in the early days, how would this money be secured until such a time as a new town or parish council is created?
- The expertise and specialism of the district council and LLP professionals was vital and there needed to be a strong steer and input going forward until such time that there was certainty that a new vehicle has the expertise and capability to take it forward in a sustainable and effective manner.
- When reporting back to the Committee, it would be useful to have an in-depth understanding of the regulatory burdens for each option, and any tax/revenue generation implications.
- As per the 2017 report, presumably a level of detail would need be finalised prior to the planning application being considered.

The Chief Executive stated that following agreement to a strategic report to cabinet in July, a detailed report would be brought back to the Committee in the autumn, and advised that as the detail becomes fully understood, the Committee would be in a better position to advise on if, and when, a shadow arrangement might be considered appropriate.

The Chairman thanked the officers present for their presentation.

## 7. **Levelling Up Fund**

Members received a presentation on the Council's emerging submission to the Government's Levelling UP Fund which will be the subject of a report to Cabinet on 16 June 2022. This is based on priority projects identified in the Folkestone Town Centre Place Plan. The presentation included an overview of the Levelling Up Fund, a summary of the priority projects in the Place Plan,

engagement with stakeholders and the selection of projects to be included in the submission.

Discussion took place on various issues, including the following:

- It was important that contingency was built in, particularly with rising inflation.
- In terms of match funding, it was worth instigating discussions with partners such as KCC Highways at an early stage.
- What would happen if one of the three projects was not successful in the bid?
- Was there still scope for organisations, such as the Rainbow Centre, to be given space within the FOLCA building?
- Would there be a breakdown of each of the components?
- What were the risks? Had contingency been built in? And had the governance and decision making time requirements for partner organisations been factored in to the bid?
- There had to be some expenditure in this financial year – was this administrative expenditure, or capital expenditure? Was it expected that the cap in terms of the administrative budget would be spent, and would any of that be available to cover work which had already taken place?
- In terms of the new square to replace the bus station, there would likely be additional expense. How would the council deal with this long term?
- Was there an opportunity for rebranding, perhaps to commemorate the jubilee?
- What was the time frame for drawing down the funding?
- Would there be an impact in terms of parking in Bouverie Square?
- The expenditure to date would be part of the place plan, but was there any provision for unsuccessful bids to recoup costs if needed?

The Economic Development Advisor, and Chief Officer – Place and Growth, responded to some of the comments, and made point including the following:

- The council were already working with KCC Highways, who were also on the steering group.
- The council could only bid for £20 million from the fund, but the match funding would depend on the project total, but could be more than 10%.
- There was a strong strategic argument that the three projects formed a cohesive bid, and all aimed to improve the town centre and accessibility.
- In terms of the Folca building, all options would be considered, but it was important to ensure any proposition was viable. Colliers consultants had been appointed to carry out the due diligence.
- A more detailed delivery plan was being reported to Cabinet. A key part of this work would include costings, and a breakdown of the components, but it was anticipated that things would continue to evolve until the bid submission.

- There was a risk that the bid might be unsuccessful, but the council will have to continue to work on the projects, incurring costs, in anticipation of being awarded the funding so that the March 2025 deadline for delivery can be met. The three projects are aligned with the council's corporate priorities. Contingency will be built into the bid, and the governance requirements for partner organisations decision making will be taken into account. It is anticipated that the Leader of KCC will be providing a letter of support for the project.
- Some capital spend in 2022/23 is required for the bid and delivering a tangible asset would be ideal, but this could be spend on the design/feasibility work.
- In respect of the improvements to Bouverie Square, commercial opportunities are being considered and this could provide revenue to cover longer term maintenance costs. For example, the current bus station could become a café, or something which could generate revenue for the council. The costs of refurbishment of this building are included in the bid.
- The new highways arrangements would not affect accessibility to the current Bouverie Place car park.
- In terms of the time frame, having liaised with neighbouring authorities, their experiences were that the funding agreement took some time to be drawn up, but the funding was then available promptly.
- FHDC was a priority one area, and £125k was awarded for capacity funding to develop the bid, so there will be no need to recoup any funds. However, any money spent at the design stage could be recouped if the bid is awarded.

The Chairman thanked the officers present for their presentation.

## 8. **UK Share Prosperity Fund**

Members received a presentation on the UK Shared Prosperity Fund and the preparation of the related Council Investment Plan which will be the subject of a report to Cabinet on 20 July 2022. The presentation included an overview of the UK Shared Prosperity Fund, funding to be received by Council, emerging themes and priorities for which the funding may be allocated and the process to complete the Investment Plan.

Members commented on various issues and made points including the following:

- In terms of the focus on the cost of living for the vulnerable, could a smoking cessation service be offered to help people make savings in terms of the rising cost of cigarettes?
- Green skills – It was not just the hard skills of retrofit needed, there would also be a need for people to do assessments of biodiversity net gain, across the country.
- KCC have a strategic framework, and there will be money passed down via that, and there will be work going on with public rights of way, and in terms

of access to green space, with a possibility of some synergies with the work of the district.

- It was important to ensure that the funding was shared across the district.
- In terms of skills schemes, with people working for longer at an older age, digital skills could be a useful area, as well as offering schemes focused on young parents wanting to upskill and return to work. Any help given to local residents would be welcomed.
- Low skill workers training could be low quality and repetitive. There were re-training areas where there could be a real impact, such as green training and digital training.
- It was also important to try and encourage local businesses, stakeholders and partners to move away from zero hours contracts or minimum wage as a standard. Many people suffering financial crisis were in this difficult position.
- There is an opportunity to utilise established facilities within the district, such as community hubs, food banks, and local training opportunities, which could be more cost effective.
- With the funding over three years, there needed to be realistic ideas. Even simple things such as providing boxes of food, with recipe cards to help people know what to cook. In terms of skills, it would be worth liaising with East Kent College, as the leader in Kent in terms of the built environment.
- With regards to the setting up of the local group, had there been much response from businesses?
- How many NEETs (Not in Employment or Education or Training) were there in the district, as this could be an opportunity to build a bridge to these experiencing barriers to progressing in life. The Romney Resource Centre and Marsh Academy already did a lot of work with NEETS and have had some positive outcomes. In terms of impact, this could be an area where a real difference could be made.

The Chief Officer – Place and Growth responded to some of the questions raised, and made points including the following:

- With regard to cooking and recipe cards, Thanet District Council have a good model, and the team would work with the Health, Wellbeing & Partnerships Senior Specialist, looking at existing provisions to see how best to utilise the funding.
- The council were looking at key priorities and linking up with models mentioned to see how well they work. In addition, being mindful of bringing in the right knowledge and skills, volunteer groups and partners would be identified.
- Data was being looked at, including the number of NEETs in the district. This was a key part of developing the investment plan, to identify the needs of the district.

## Overview and Scrutiny Committee

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Wednesday, 13 July 2022
Present	Councillors Peter Gane, Michelle Keutenius (Chairman), Connor McConville, Ian Meyers (In place of Terence Mullard), Rebecca Shoob (Vice-Chair) and John Wing
Apologies for Absence	Councillor Terence Mullard and Councillor Patricia Rolfe
Officers Present:	James Clapson (Case Officer (Committee)), Ewan Green (Director of Place) and Jemma West (Committee Service Specialist) and James Clapson (Case Officer (Committee))
Others Present:	Councillor David Monk (Folkestone & Hythe District Council) and Councillor Lesley Whybrow (Leader of the Green Party)

### 1. **Declarations of Interest**

There were no declarations of interest.

### 2. **Call-in of decision number 22/015 - High Street Fund**

Decision number 22/015 relating to the Folkestone and Hythe District High Street Fund has been called – in. The report set out the call – in and requests the Overview and Scrutiny Committee to consider it in accordance with the council's constitution.

Councillors Shoob and McConville outlined the reasons for the call-in. It was noted that they, and Councillor Fuller, had triggered the call-in because residents needed confidence in the way decisions were made and grants were awarded. They believed that this decision highlighted some short comings in the process that needed to be addressed, to enable the council to demonstrate rigorous decision making. They also wanted further information about how the decision was made, particularly in relation to the scoring and comments on the evaluation form (found in appendix 3 of the agenda pack), and they wanted to know what was done by officers to establish how the money would be spent.

In response to Councillor Shoob and Councillor McConville's comments, the Leader responded with the following points:

- The intention of the fund was to promote footfall in the High Street. The application sought to create more business, which would have promoted increased footfall.
- This decision was made following the advice of officers, and it was consistent with other decisions that had been made.
- There was no political angle to the decision, and it was the right judgement based upon the merits of the project.

During consideration of the item, the Committee asked the following questions and made the following statements:

- What was the standard process, and was that process followed in this case?
- Who sat on the Panel?
- What was the justification for the decision considering that the application's score was fairly low?
- The amount exceeded 50% of the total project cost, this which would normally only be granted in exceptional circumstances, what were the exceptional circumstances in this case?
- Was input from Councillor Treloar, the Ward Councillor, considered prior to the decision being made?
- Why were Panel members given such short notice of the Panel meeting?
- When and how were declaration of interests made to the Panel?
- What work was done to review the applicant's background, and assess how the money would be spent?
- Could a substitute attend the Panel meeting if a Cabinet Member or a Ward Councillor was unavailable.
- Did applicants have the opportunity to attend Panel meetings to make representations and answer questions?
- The notice listed who generally took part in the Panel meetings, including the Cabinet Member for the District Economy. Below this it detailed that Councillor Wimble, Cabinet Member for the District Economy, had declared an interest, however it did not say that he did not attend the Panel meeting because of his interest. If this had been made clearer, it could have helped to alleviate some people's concern.
- It appeared that there were three businesses currently in the small premises, the sweet shop, the railway business and The Looker Newspaper; would the funding also support The Looker Newspaper business, this was not mentioned in the application?
- What assurances did the Panel receive regarding the proposed match funding, to give them confidence that project could be completed?
- Were the Panel meetings held in person or virtually?

Mr Green, Director of Place, and the Leader responded to the Committee's questions as follows:

- The Panel was generally convened with the Leader, the Cabinet Member for the District Economy, and a Ward Councillor.

- Meetings were usually called at short notice to give the applicant a decision as soon as possible. On this occasion the meeting invitation was sent on 10 May, and the meeting took place on 11 May.
- Only officers and the Leader were present at the Panel meeting. Councillor Wimble did not attend as he had declared an interest in the application, and Councillor Treloar had not seen the invitation, but would have been unable to attend due to another engagement.
- Councillor Treloar provided her representation via email after the Panel meeting. This was incorporated in the process before the decision was made.
- When an application is received, officers meet with the applicant and conduct a robust assessment of the background to ensure that the application meets the fund criteria. Officers then complete an evaluation form, which is reviewed at the Panel meeting. Officers attend the Panel meetings to provide supplementary information and answer questions. No other documentation from the application process would normally be brought before the Panel.
- Councillor Wimble's declaration of interest was announced at the start of the Panel meeting.
- The evaluation form had five main, wide ranging, criteria. These were used to score the applications. This scoring matrix was designed to accommodate all types of application, so it was unlikely that an application would score highly in all five criteria.
- The programme had awarded 53 grants so far; 10 of these had been for amounts above 50% of the total cost of the project. The average score was 15 to 16 points, and the average grant size was around £13,000. Some successful applications had scored as low as 10.
- The company making the application was called The Looker Newspaper Ltd, and the newly refurbished building would be used for a sweet shop business and a railway business.
- The funding would bring a building back into use that had been empty for seven years.
- The fund process did not require the applicant to demonstrate how the match funding would be achieved. The grant was safeguarded because it could only be claimed once the works had been completed. The grant was only be released if the work had been carried out in accordance with the application.
- The Panel meetings were held virtually.

Mr Green highlighted some areas which had been identified for improvement following the call-in process:

- The procedure for arranging meetings needed to be improved to give attendees more notice, and to allow a substitute to attend if necessary. Members could also submit their comments via email if they were unable to attend the Panel meeting.
- Although the declaration of interest had been made to officers and had been announced at the beginning of the Panel meeting, the declaration was not recorded on the application form, the evaluation form, or the

decision notice. Had this been the case it would have improved transparency.

The Leader added that:

- In cases when a Councillor has declared an interest in an application, there would be an additional Councillor on the Panel to offer balance.
- The scoring criteria needed to be amended to better reflect the importance of projects that brought empty shops back into business. This type of project was one of the best ways to increase footfall in the High Streets.

At 19:28 the meeting was adjourned for a short period to enable those calling in the decision to discuss which course of action they wished to propose. The meeting was reconvened at 19:35.

Proposed by Councillor Shoob,  
Seconded by Councillor Gane: and

**RESOLVED:**

1. That the challenge to the decision should be taken no further and the decision may be implemented (Option A in the constitution).
2. That once the improvements to the process had been implemented, a report would be brought back to the Committee for review.

(Voting figures: 6 for, 0 against, 0 abstentions).



# Minutes

## Finance and Performance Scrutiny Sub-Committee

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Tuesday, 14 June 2022
Present	Councillors Gary Fuller, Connor McConville (Chairman) and Rebecca Shoob
Apologies for Absence	Councillor Patricia Rolfe
Officers Present:	Gavin Edwards (Performance and Improvement Specialist), Jonathan Hicks (Performance Specialist (Business Insight Manager)), Cheryl Ireland (Chief Financial Services Officer), Ellen Joyce (Democratic Services Trainee), Leanne Knight (Finance Specialist), Jonathan Smith (Senior Accountant), Charlotte Spendley (Director of Corporate Services), Lee Walker (Capital and Treasury Senior Specialist) and Jemma West (Committee Service Specialist)

### 1. **Declarations of interest**

Councillor Fuller made a voluntary declaration in respect of Minute No 4 (Housing Revenue Account Revenue and Capital Financial Outturn 2021/22), as he lived in a council owned property.

### 2. **Annual Performance Report 2021/22 and Draft KPIs 2022/23**

This report set out how the Council has delivered for local people in the district in 2021-22 in relation to the priorities documented within its Corporate Plan 'Creating Tomorrow Together' (2021-30) and presents amendments to Key Performance Indicators (KPIs) that will be used to monitor progress during the 2022-23 year.

The Leader of the Council was also in attendance to answer any questions.

The Sub-Committee Members commented on various issues and made points including the following:

- The narrative was clear and communicated well what the council had done, plus it was accessible to residents. The introduction of an amber status was also a great idea, ensuring clarity.

- It would be useful to have the context around planning application targets (60% target for processing planning applications within the statutory period), particularly why the targets, on the face of it, seemed low.
- It was good to see the data protection aspects being added.
- In terms of the number of days to remove fly tipped waste, this was high in the first quarter, but there was no comment offering context around this.
- Had any progress been made against the historical FOI backlog?
- In terms of the next years KPIs, the minor amendments and the amber colouring system seemed acceptable. The year end report reflected what had been covered in quarter 3.
- The new priority areas had not been met in the last year, but the detail in terms of what was being considered for the next year would exceed what was required.
- The targets for affordable homes delivered and low cost ownership had not been met. Cabinet should be urged to rethink the targets for the next year, particularly on affordable homes, and aspire to make up the shortfall of 36 affordable homes which had not been delivered.
- The main document was laid out well, but in positive community leadership, there could be a mention of the community hubs, and the hope of future funding to keep the hubs going.
- In section 2, 'A thriving environment', the picture of the council vehicle parked on double yellows seemed inappropriate.

The Performance and Improvement Specialist responded to some of the questions raised, and made points including the following:

- With regard to the planning application target, the government was responsible for setting the targets for making a decision within the statutory time period or any time period agreed with the applicant. Statutory limits could vary from 16 weeks for an EIA application, right through to 4 weeks for prior approval applications. The current Government targets were: Major: 60% within statutory or agreed time, and Non-major (minor and other combined): 70% within statutory or agreed time. The council used the three local KPIs set out in the report (Major, Non Major and Other) to show the breakdown on performance and to ensure that the council aims to exceed government expectations.
- In term of implications for missing the time limit, if the council missed the national limits over a 2 year period (which has not happened), the council would be placed in special measures and would lose control over decision making. In all cases officers seek to work with applicants to avoid refusals, as required by Central government. To meet the statutory time period without agreed extensions of time, planning officers would have to reduce negotiation/discussions with applicant which would penalise a number of residents - to meet a statutory target. This is why the council actively managed (as recommended by government) the number of applications that are reported to committee and why officers work with applicants to agree deadlines.
- In terms of the target for the removal of fly tipped waste, there were some direct impacts associated with the contract change, but things were now getting into a steady rhythm, and this was reflected in the statistics.

- The FOI team had made significant improvements, including recruiting another officer, and were working hard to reduce the historical backlog.

Proposed by Councillor McConville,  
Seconded by Councillor Fuller; and

**RESOLVED:**

1. **That report OS/22/01 be received and noted.**
2. **That the 2021/22 Annual Performance Report set out in appendix 1 of the report be noted.**
3. **That the end of year performance data for the 2021/22 year set out in appendix 2 of the report be noted.**
4. **That proposed amendments to KPIs for monitoring during the 2022-23 year set out in appendix 3 of the report be noted.**
5. **That the introduction of an amber target status within performance reporting for 2022-23 year on results that fall within a threshold of 5% of their agreed target be noted.**

(Voting figures: 3 for, 0 against, 0 abstentions).

3. **General Fund Capital Programme Outturn 2021/22**

The report summarised the 2021/22 final outturn position (subject to audit) for the General Fund capital programme compared to the latest approved budget. The report also summarised the outturn position for the approved prudential indicators for capital expenditure in 2021/22.

The Capital and Treasury Senior Specialist advised that there was an error in paragraph 5.3 of the report, and the borrowing figure should be £7.627m.

The Sub-Committee Members commented on various issues and made points including the following:

- With regard to the outstanding funds for disabled facilities grants, was there a timeframe for spending this, and was it limited to privately owned properties?
- In terms of the Operational Boundary and Total Debt (Table 4, set out in appendix 2 of the report), how did this compare with the Authorised Limit and Total Debt (Table 5), and how were these figures set? Was this the same process used by all local authorities?

The Capital and Treasury Senior Specialist responded to some of the points raised by the Sub-Committee Members, and made the following points:

- Originally, there was a budget of £1.2million, but it was clear very quickly this would not be achieved. The scheme was demand led, and there was no waiting list. The Private Sector Housing Team were looking at other initiatives to see if the scheme could be extended. The grant could be rolled over, and there was no requirement to repay the money, and the council

would continue to receive an annual allocation. It is only for privately owned properties.

- The Operational Boundary and Total Debt planned for the worst case scenario, allowing for what might be spent, whereas the Authorised Limit and Total Debt was the limit that could be spent, which included a large contingency. Most authorities followed a broad formula for these calculations, although there may be nuances between authorities. The prudential code prescribed what could be included.

The Sub-Committee Members noted the report.

(Voting figures: 3 for, 0 against, 0 abstentions).

#### 4. **Housing Revenue Account Revenue and Capital Financial Outturn 2021/22**

The report summarised the 2021/22 provisional outturn position (subject to audit) for the HRA revenue expenditure and HRA capital programme compared to both the latest approved budget and quarter 4 projections.

The Sub-Committee Members commented on various issues, and made points including the following:

- The Highview scheme was welcomed.
- Had all of the works identified in the stock survey been carried out, and if not, what was the impact of that?
- Were there provisions going forward for the impact of cost of living rises, and potential rent arrears.
- Were there any indications of any trends for bad debt so far in this financial year?
- The decarbonisation Capital Grant Funding, set out in paragraph 2.1.3, stated that it had been reversed out so that grant funding can be applied in future years when expenditure is incurred. When would this be spent?
- In terms of the fire protection works, the variance from the original budget and Q4 projections was the same. Was it always intended that those works would be carried out in the last financial year?
- The outturns of £1.2 million had been profiled for £800k in the current budget. Is this perhaps a little understated?
- The environmental works were down on budget, but the budget had been increased for the new financial year. Was there anything specific in the pipeline to address this?

The Director of Corporate Services and Chief Financial Services Officer responded to some of the queries raised, and made points including the following:

- The report was a backwards look, and the stock survey had not concluded until part way through the year. Some work had been concluded, but not all. This had been taking into account for 22/23, but could take time.
- In terms of the cost of living impact, there was a provision for non-collection of rent and bad debts in 22/23, and Cabinet were considering a range of measures to support people with this.

- Monitoring of quarter 1 had not yet started, but the bad debts provision would continue to be monitored.
- The decarbonisation Capital Grant Funding had been earmarked and would be spent in 2022/23.
- The fire protection works were not planned, and were reacted to as a result of health and safety findings, so there was a variance. This would have been looked at again when setting the budget for 22/23.
- With regard to the environmental works, an update would be provided after the meeting.

The Sub-Committee Members noted the report.

(Voting figures: 3 for, 0 against, 0 abstentions).

## 5. **General Fund Revenue 2021/22 Provisional Outturn**

The report summarised the 2021/22 final outturn position (subject to audit) for the General Fund revenue expenditure compared to both the latest approved budget and quarter 4 projections.

The Sub-Committee Members commented on various issues and made points including the following:

- There had been an increase in parking income – was this offset by the increase in costs for the Ringo service? Were there savings overall?
- In terms of the Covid reliefs, is it right that there is still £2.3 million to be rolled over to the current financial year, to offset any expenditure?
- With regard to paragraph 2.9.5 of the report, for Connect 38, could it be explained what offsetting below the line in interest and investment income meant?

The Chief Financial Services Officer and the Capital and Treasury Senior Specialist responded to comments made by the Sub-Committee Members, and made points including the following:

- There were fees involved for using Ringo, but it was more convenient, and there was a net income for using the service.
- The £2.3million referred to in paragraph 2.3 related to business rates relief. The council receive Section 31 grant money from the Government to reimburse for the additional cost of reliefs awarded to businesses throughout the pandemic. Due to collection fund accounting, any deficit or surplus doesn't go into the general fund until the following year. The money will be earmarked to minimise the impact on the General Fund for 22/23.
- From an accounting perspective, the council is required to treat commercial property income as investment income. The Connect 38 income has been budgeted for within services, but this is something which needed to be looked at, as the council will be required to move this money into a different category of income, which could have an impact on operations. It would not affect the overall position of the General Fund, and was just a case of moving the funds around. This is an accounting requirement, set by the CIPFA accounting code.

The Sub-Committee Members noted the report.

(Voting figures: 3 for, 0 against, 0 abstentions).

This Report will be made public on 26 August 2022



Report Number **OS/22/03**

**To:** Overview and Scrutiny  
**Date:** 6 September 2022  
**Status:** Non-Key Decision  
**Head of Service:** Charlotte Spendley, Director – Corporate Services  
**Cabinet Member:** Councillor Jenny Hollingsbee, Cabinet Member for Communities, Lifeline, Area Officers & Street Homeless

**SUBJECT:** Cost of Living Summit

**SUMMARY:**

On 27 July 2022 Full Council considered a motion with various actions relating to the cost of living, including holding a cost of living summit. Council resolved to examine these matters as part of a future Scrutiny programme. This report sets out the proposed arrangements for a cost of living summit.

**RECOMMENDATIONS:**

**Overview and Scrutiny is asked to:**

1. To receive and note report OS/22/03.
2. To approve the proposed arrangements for the summit.

## 1. BACKGROUND

1.1 On 27 July 2022 Council resolved to examine the following matters as part of a future scrutiny programme -

- a) To declare a cost-of-living emergency for Folkestone and Hythe.
- b) To build on the good work the council already carries out with regards to its collaboration with the voluntary sector and convene a cost-of-living summit within the district by October, looking at every possible way in which residents can be assisted through what will be a very tough winter.

This summit should involve all the voluntary organisations within the district who currently provide assistance to residents. As well as key organisations such as Kent Police, Citizens Advice, local GP's, and the district school network.

The summit should provide a blueprint for residents to manage through the cost-of-living emergency with regards to, education, funding, and awareness.

- c) To both lobby our local MP and call on the leader of the council to write to the secretary of state for work and pensions for the following:
  - Immediately restore the Universal Credit supplement of £20, which was cancelled by the Government in September 2021.
  - To increase the rate of universal credit and other support payments to a sum which is appropriate to the current level of inflation.

1.2 Given the short period of time between 27 July and October, and the difficulty in aligning the diaries of many busy partners, it was considered expedient to make use of a meeting with voluntary sector partners that was already scheduled for 20 September. This is a quarterly remote meeting that is organised by the Revenues and Benefits Service to discuss welfare issues with colleagues and partners.

1.3 Council asked for all voluntary organisations assisting residents to be invited and so leading councillors and colleagues have been consulted to identify organisations and obtain contact details. So far, approximately 100 people have been invited from 60 different organisations.

1.4 It would have been difficult to conduct a summit with so many participants remotely, so invitations have been issued for a physical meeting in the Council Chamber at 2pm on 20 September. Many of those invited are away on holiday so it is unclear how many will be attending in person. In case the number of partners, members and officers wishing to attend in person exceeds the limit for the Council Chamber, alternative arrangements are being investigated to host the summit at a larger venue.



## 2. THE SUMMIT

2.1 To ensure the summit was developed in line with Member's expectations, informal discussions were held with Councillor Keutenius (as Chair of Overview and Scrutiny Committee) and Councillor Hollingsbee (as Cabinet Member for Cabinet Member for Communities, Lifeline, Area Officers & Street Homeless). These discussions have helped officers produce the outline for the summit set out below.

- a) Objective – to ensure that the council is working effectively in partnership with local organisations and the voluntary sector to support residents in need with food, warmth and energy during the coming winter months.
- b) Format – the format of a formal council meeting may inhibit debate and be uncomfortable for some attendees. Therefore, it is proposed to have an informal meeting from which a report can be produced back to a subsequent meeting of the Overview and Scrutiny Committee.
- c) Agenda – to provide structure and clarity over the areas of debate an agenda will be produced but there will be no formal reports.
- d) Speakers – following a welcome and introduction by Councillor Keutenius, it is proposed to have four speakers and invitations have been issued accordingly. Firstly, a senior officer from the Revenues and Benefits Service, then a representative from the Rainbow Centre, then a representative from the Community Hubs and finally a representative from the Citizens Advice Bureau. Each speaker will be asked to set out how their organisation is responding to the cost of living crisis and the support they are offering to residents. There will be time for questions after each speaker and, after the final speaker, all the speakers will participate in a panel session with questions from the audience. When the panel session has concluded, colleagues will be encouraged to stay and network with their peers.
- e) Outputs – it is proposed to send a pro-forma to all attendees asking them to provide full contact details and information about the services they provide and the locations they serve. This should assist in the compilation of a comprehensive register that can be used by residents to access help and by organisations to make cross-referrals.

It has also been highlighted that the council needs to develop a plan to get information and advice to hard to reach residents. Kent County Council have already done some work in this area, and we will seek to link with this when developing a plan for FHDC.

A report summarising the presentations, discussions and actions arising from the summit will be considered at a future meeting of the Overview and Scrutiny Committee.

### 3. RISK MANAGEMENT ISSUES

3.1 A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
Lack of engagement from the voluntary sector	4	1	Invitations have been issued well in advance and discussions have taken place through other meetings to raise awareness.

### 4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

#### 4.1 Legal Officer's Comments (AK)

There are no legal implications arising directly from this report.

#### 4.2 Finance Officer's Comments (LW)

This report sets out the proposed arrangements for the Cost of Living Summit and there are no direct financial implications arising from it.

#### 4.3 Diversities and Equalities Implications (AS)

There are no equality & diversity implications arising as a direct result of this report. The preparation for the summit itself should give appropriate consideration to accessibility to make sure that it can be inclusive for representatives from across the district.

#### 4.4 Climate Change Implications (AT)

No significant implications arising from this report. Emissions from travel from participants attending the summit are likely to be minimal. The proposed venue (Civic Centre) is situated close to Folkestone Central station giving participants the opportunity to use public transport to attend.

### 5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Bob Palmer – Interim Assistant Director, Corporate Services  
Telephone: 07933 172374  
Email: robert.palmer@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report: None

This Report will be made public on 26 August 2022



Report Number **OS/22/04**

**To:** Overview and Scrutiny Committee  
**Date:** 6 September 2022  
**Status:** Non key  
**Responsible Officer:** Rebecca Chittock, Planning Policy Specialist  
**Cabinet Member:** Cllr Monk, Leader of the Council

**SUBJECT:** Statement of Community Involvement (SCI) Update

**SUMMARY:** The purpose of this report is to inform Cabinet of the work being carried out to update the current Statement of Community Involvement (2015) and to ask for Cabinet approval to consult on the attached draft document.

#### **REASONS FOR RECOMMENDATIONS:**

So that the council can consult on the draft SCI presented in Appendix 1, or as amended by Cabinet, to set out the council's commitment to engaging with the community on planning decisions affecting them.

#### **RECOMMENDATIONS:**

- 1. To receive and note report OS/22/04.**
- 2. To provide feedback on the draft Statement of Community Involvement prior to it's consideration at Cabinet on 21 September 2022.**

## 1. BACKGROUND

- 1.1 The Statement of Community Involvement (SCI) is a statutory document that all local planning authorities are required to have in place. The SCI explains how people can get involved in decisions about plan making and planning applications, these are the two main ways to get involved in the planning system locally.
- 1.2 As Cabinet may recall, when the Core Strategy Review was taken to full Council for adoption on 30 March 2022, a resolution was tabled highlighting that the existing SCI (adopted 2015) is out-of-date in certain aspects and calling for it to be renewed by the end of 2022. This was approved, with 27 votes for, none against and no abstentions.
- 1.3 It is important that SCI's are kept up-to-date to ensure effective community involvement at all stages of the planning process. Subsequently this update has been prepared to take into account changes to the planning legislation and regulations, new digital technologies, such as inclusion of social media as a public engagement tool, local changes and out-dated terminology.

## 2. DOCUMENT STRUCTURE

- 2.1 The SCI update follows a similar structure to the 2015 document. Introducing what is meant by engagement and then, looking at both the national and local context, touching on the government's vision to increase the use of digital engagement within the planning process.
- 2.2 Following this, is our Community Involvement Principles which have been updated to include our duties under the Equality Act 2010 and to ensure that information received through consultation processes complies with all GDPR. The principles are set out below:

Our Community Involvement Principles	
Seek views as early as possible	<ul style="list-style-type: none"><li>• Involve the community as early as possible in the production of Local Plan documents</li><li>• Pre-application involvement in planning applications, so that the applicants for certain types of development are encouraged to consult the community before submitting an application</li></ul>
Transparent planning processes	<ul style="list-style-type: none"><li>• Make the purpose of planning consultations clear</li><li>• Take account of views received and be clear about the scope of consultations from the start</li></ul>

- Publish consultation material that is clear, concise and avoids unnecessary jargon

#### Choosing appropriate ways to involve as many people as possible

- Choose consultation processes that are proportionate in type and scale to the potential impacts of the proposed plan
- Target consultation to include people whom we consider would be most affected by the proposals or plans and organisations who may have specialist knowledge of the issues
- Provide sufficient information for people to comment effectively
- Ensure involvement is open to all
- Consider our duties under the [Equality Act 2010](#)

#### Listen and feedback

- Fully acknowledge and consider the results of consultations
- Provide accessible feedback on the results of consultations and how they have been used
- Aim to make all representations publicly available
- Ensure that information received through consultation processes complies with all [Data Protection legislation](#)

2.3 The document is then split into two main sections, Plan-Making followed by Development Management. The Plan-Making section looks at:

- Who within the community the council will consult and engage with,
- What the council will consult and engage the community on;
- When the council will consult and engage the community; and
- How the council will consult and engage the community.

2.4 The Development Management section runs through our consultation procedure for the planning application process, from start to finish. It also sets out the minimum publicity requirements for different types of applications.

2.5 The Coronavirus pandemic has seen changes in the way that we work, communicate and engage. Picking up on these changes and the government's push to increase the use of digital engagement, the SCI states that the council will look to capitalise on the increased opportunities for wider engagement that online platforms have provided and that going forward we will aim to take a hybrid approach to community engagement, offering alternative routes to engage alongside the traditional.

### 3. NEXT STEPS

- 3.1 There is no requirement for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, however the council resolution of 30 March 2022 included the line: “To engage with all residents and stakeholders of the district with regards to the renewal of the document.” Therefore, with Cabinet’s agreement, we would like to carry out a six week (October/ November 2022) public consultation.
- 3.2 The public consultation will consist of an online consultation, advertised through the council’s social media channels, the council website, a press release in local media and direct notification to statutory consultees and relevant groups. Hard copies of the consultation document will also be made available for inspection at the council office and local libraries.
- 3.3 The draft document is attached in Appendix 1. The draft has been prepared with the close involvement of the Development Management and Communications & Engagement teams. The Communications & Engagement Team are going to reformat the document before the public consultation, so that it is visually engaging and user friendly to help ensure that it is easily accessible to local communities.

### 4. RISK MANAGEMENT ISSUES

- 4.1 A summary of the perceived risks follows:

<b>Perceived risk</b>	<b>Seriousness</b>	<b>Likelihood</b>	<b>Preventative action</b>
That the council is held to account by a future local plan Inspector for having out-of-date materials to support its local plan.	Medium	Medium	That following the consultation the council proceeds to amend the SCI as necessary, adopt it in reasonable time and keep it under periodic review.
That emerging planning reforms (the Levelling Up and Regeneration Bill and supporting Regulations) remove the need to prepare an SCI or supersede it with an alternative mechanism.	Low	Medium	That the council continues to monitor emerging legislation and regulations and responds accordingly.

That the council cannot meet the engagement commitments set out in the SCI.	Low	Low	That the SCI is sufficiently flexible to adapt to changing circumstances (e.g. the occurrence of a pandemic-type emergency) while also meeting the community's needs and expectations to be engaged in planning decisions.
That the practices of the Development Management and/or Strategy, Policy and Performance teams fall short of the standards set out in the SCI.	Low	Low	That the Development Management and Strategy, Policy and Performance teams periodically compare their respective working practices to the standards set out in the SCI and amend practices as necessary. That the teams attend training on best practice in engagement techniques, when available, and familiarise new team members with the latest adopted SCI when there are personnel changes.

## 5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

### 5.1 Legal Officer's Comments (NM)

"It is a legal requirement for the council to have both an SCI and to update it at least once every five years.

The review and subsequent update of the SCI means that the Council is acting in accordance with s18 of the Planning and Compulsory Purchase Act 2004. It also ensures compliance with regulation 10A(b) of The Town and Country Planning (Local Planning)(England) Regulations 2012 (as amended by The Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2017) which requires the Council to review their SCI every 5 years from the date of adoption.

### 5.2 Finance Officer's Comments (RH)

There are no financial implications arising from this report.

### 5.3 **Diversities and Equalities Implications (GE)**

There are no equality and diversity implications directly arising from this report. The Statement of Community Involvement is designed to encourage and engage with the widest range people within local communities across the district on decisions relating to plan making and planning applications.

### 5.4 **Climate Change Implications (AT)**

There are no Climate Change implications relating to the Statement of Community Involvement update.

## 6. **CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Rebecca Chittock Planning Policy Specialist  
Telephone: 01303 853337  
Email: [rebecca.chittock@folkestone-hythe.gov.uk](mailto:rebecca.chittock@folkestone-hythe.gov.uk)

### **Appendices:**

Appendix 1: Draft Statement of Community Involvement 2022



*Front Cover to be inserted*

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## Enquiries about planning

For information about plan-making and to register for email alerts for future consultations, contact the Strategy, Policy and Performance Team:

[planning.policy@folkestone-hythe.gov.uk](mailto:planning.policy@folkestone-hythe.gov.uk)

01303 853000

Or make an appointment to visit the council offices.

For information about planning applications contact the Development Management Team:

[planning@folkestone-hythe.gov.uk](mailto:planning@folkestone-hythe.gov.uk)

01303 853538

Or make an appointment to visit the council offices.

DRAFT

# **PART ONE: INTRODUCTION AND GENERAL PRINCIPLES**

## **1. Introduction**

This document explains how to get involved in decisions about plan-making and planning applications. It is known as a Statement of Community Involvement (SCI) and all local planning authorities are required to have one<sup>1</sup>. Our previous Statement of Community Involvement was adopted in 2015 and this update has been prepared to take into account new legislation and regulations, new technologies and to remove outdated terminology.

Planning affects everyone in some way – the homes we live in, where we study, the places we work, the open spaces we enjoy and the roads we travel on. Therefore, it is important that people understand the planning system and are given the opportunity to get involved to contribute ideas and influence decisions.

Folkestone & Hythe District Council is committed to involving local communities and other stakeholders in the planning process, so they can help shape our district.

## **2. How you can get involved in planning**

Legislation sets out that planning decisions should be made in accordance with a council's Development Plan unless material considerations indicate otherwise. The district's Development Plan consists of adopted Local Plans, Neighbourhood Plans, prepared by Town and Parish Councils, and Minerals and Waste Plans prepared by Kent County Council.

There are two main ways to get involved in the planning system locally:

- 1) Responding to public consultation on Local Plans – these documents set the policy framework against which development proposals will be assessed.
- 2) Making comments on planning applications – most types of development require a planning application to be submitted and approved.

This document sets out how you can get involved. By 'involvement' we mean any interaction between our planning teams and the community, which can occur in a number of different ways, for example:

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<sup>1</sup> The Statement of Community Involvement reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, Neighbourhood Planning (General) Regulations 2012 (as amended) the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**Participation** – active involvement in identifying needs and priorities, such as interactive workshops, both online and in person.

**Consultation** – consulting you on your views, such as through online consultation processes and surveys.

**Information** – providing data, such as advertisements in newspapers, publishing reports and holding exhibitions.

### **3. Community involvement in context**

#### **Policy and legislative context**

The SCI update has been prepared under the following legislation:

- The Town and Country Planning (Local Planning) (England) Regulations 2012
- The Town and Country Planning (Development Management) (Procedure)(England) Order 2015
- Equality Act 2010
- Neighbourhood Planning (General) Regulations 2012 (as amended)
- The Localism Act 2011
- The General Permitted Development Order 2015 (as amended)
- The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019

To find out more information about the above legislation, please visit:

<https://www.planningportal.co.uk/planning/policy-and-legislation/legislation>

#### **National context**

The National Planning Policy Framework (NPPF) stresses the importance of engaging the community in plan making and decision taking. The NPPF states that Local Plans should:

*Be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees; [paragraph 16]*

It also stresses the benefits for development and planning processes that arise from effective engagement:

*Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. [paragraph 39]*

The Planning for the Future White Paper (2020) set out the government's vision to increase the use of digital engagement within the planning process, to make the planning system more accountable and democratic by offering alternative routes to engage alongside traditional forms of engagement.

Most recently the government has announced through the Levelling Up and Regeneration Bill (11 May 2022) that the government will be producing new guidance on community engagement in planning, which will describe the different ways communities can get involved and highlight best practice. This will include the opportunities which digital technology offers. When this guidance becomes available the SCI will be updated accordingly.

### **Local context**

The council has an up-to-date Development Plan covering the period to 2037 and is set out in the following documents:

- The Core Strategy Review (2022) which sets out the spatial vision, objectives, development strategy and a series of over-arching strategic policies that will guide the scale, location and type of development in the district to 2037.
- The Places and Policies Local Plan (2020) which identifies small and medium sized sites for development across the district to meet the targets in the Core Strategy (2013); as well as setting out detailed development management policies to assess planning applications.
- St Mary in the Marsh Neighbourhood Plan (2019) which determines the extent of any future development in the parish and identifies where it is best located.
- Kent Minerals and Waste Local Plan (2016) which sets out the vision and strategy for waste management and mineral provision up until the year 2030.

The programme for preparing current and future planning documents is set out in the council's Local Development Scheme (LDS) which is updated on a regular basis and is available to view on the council [website](#).

## **4. Our Community Involvement Principles**

In making planning decisions, the council often needs to balance differing views and make judgements in the best interests of all our communities. Gathering local opinions

will help us make decisions in the most informed way possible. To achieve this, we will apply the following principles to our planning consultations:

Figure 1 Our Community Involvement Principles

<b>Our Community Involvement Principles</b>
<p><b>Seek views as early as possible</b></p> <ul style="list-style-type: none"> <li>• Involve the community as early as possible in the production of Local Plan documents</li> <li>• Pre-application involvement in planning applications, so that the applicants for certain types of development are encouraged to consult the community before submitting an application</li> </ul>
<p><b>Transparent planning processes</b></p> <ul style="list-style-type: none"> <li>• Make the purpose of planning consultations clear</li> <li>• Take account of views received and be clear about the scope of consultations from the start.</li> <li>• Publish consultation material that is clear, concise and avoids unnecessary jargon</li> </ul>
<p><b>Choosing appropriate ways to involve as many people as possible</b></p> <ul style="list-style-type: none"> <li>• Choose consultation processes that are proportionate in type and scale to the potential impacts of the proposed plan</li> <li>• Target consultation to include people whom we consider would be most affected by the proposals or plans and organisations who may have specialist knowledge of the issues</li> <li>• Provide sufficient information for people to comment effectively</li> <li>• Ensure involvement is open to all</li> <li>• Consider our duties under the <a href="#">Equality Act 2010</a></li> </ul>
<p><b>Listen and feedback</b></p> <ul style="list-style-type: none"> <li>• Fully acknowledge and consider the results of consultations</li> <li>• Provide accessible feedback on the results of consultations and how they have been used</li> <li>• Aim to make all representations publicly available</li> <li>• Ensure that information received through consultation processes complies with all <a href="#">Data Protection legislation</a></li> </ul>

Other organisations that involve the community in planning processes could also use these principles. For example, town and parish councils consult when producing Neighbourhood Plans and developers provide a Statement of Community Involvement with major planning applications.



## PART TWO: PLAN-MAKING

### 5. Community involvement in Plan-Making

We consider a wide range of locally prepared planning documents when planning decisions are made. Opportunities for community involvement in preparing these documents vary, depending on their status and purpose. Levels of community involvement in the main types of document are as follows:

Type of Document	Produced by	Purpose	Level of Involvement
<b>The Development Plan</b>	The Local Plan	Folkestone & Hythe District Council	Participation, Information and Consultation
	Kent Minerals and Waste Local Plan	Kent County Council	
	Neighbourhood Plans	town and parish councils	
<b>Supplementary Planning Documents</b>	Folkestone & Hythe District Council	Expands or adds detail to policies laid out in Local Plans.	Participation, Information and Consultation
<b>Strategies and other supporting documents</b>	Folkestone & Hythe District Council	Sets out proposals or actions to achieve broader planning objectives	Participation (usually), Information and Consultation (usually)
<b>Statement of Community Involvement (SCI)</b>	Folkestone & Hythe District Council	Sets out the council's approach to community	Information and Consultation

Type of Document	Produced by	Purpose	Level of Involvement
		involvement on planning matters	
<b>Community Infrastructure Levy (CIL)</b>	Folkestone & Hythe District Council	Sets a charge on new development to help fund infrastructure	Information and Consultation
<b>Local Development Scheme (LDS)</b>	Folkestone & Hythe District Council	Timetable for preparation and adoption of future Local Plan documents and other planning policies	Information
<b>Authority Monitoring Report (AMR)</b>	Folkestone & Hythe District Council	Reports progress on implementing the adopted Local Plan	Information

Table 1 Community involvement in Plan-Making

## 6. Who we will involve in Plan-Making

The council is required by legislation to consult certain bodies which it considers may have an interest in or be affected by a document, a list of these bodies is set out in Appendix A.

In addition, we maintain a database<sup>2</sup> of individuals, landowners, developers, and businesses that have taken part in past consultations or wish to be involved in future consultation events. New consultees can be added to the consultation database at any time. Anyone who wishes to be added can do so by contacting the Strategy, Policy and Performance Team.

The Duty to Co-operate set out in the Planning and Compulsory Purchase Act 2004 (as amended) and by the Localism Act 2011 establishes legal principles of co-operation with neighbouring councils, and other relevant organisations to work together across boundaries on strategic planning issues that affect them all. A list of duty to co-operate bodies is also included in Appendix A.

As part of the duty to co-operate we produce statements of common ground. All statements of common ground shall be published and kept up to date by the signatory

<sup>2</sup> This database complies with the GDPR principles

authorities as an accessible and public record of where agreements have or have not been reached on cross boundary strategic issues. All statements of common ground are available to view on the council [website](#).

## 7. How we will involve you in Plan-Making

Legislation sets out the minimum requirements for community involvement when preparing Local Plan documents. Where possible and appropriate, we will go beyond these requirements to promote greater community involvement and to meet the needs of our different communities. Therefore, a variety of methods are likely to be used at various stages of the plan-making process.

In addition, the Coronavirus pandemic has seen an expansion of the use of digital technologies in the way that we work, communicate and engage. The council will look to capitalise on the increased opportunities for wider engagement that online platforms have provided. Going forward we will aim to take a hybrid approach to community engagement, offering alternative routes to engage alongside the traditional.

Consultation methods we may use include, but are not limited to:

- **Direct notifications** – emails or letters (where no email address) will be sent to statutory consultees, relevant groups and to those who have requested to be contacted on our consultation database.
- **Website** – progress on our planning documents will be publicised on the council website. This will also be the place to download evidence base documents and feedback reports. People will be able to view consultation documents and make representations online. There is also a link to our plan-making consultations on the councils MyAccount online platform, which allows registered users to see council information relevant to them all in one place.
- **Hard copies** – during consultation periods, hard copies of documents will be made available for inspection at the council offices and local libraries (at the discretion of Kent County Council).
- **Social media** – consultation events will be advertised before, during and after the consultation via social media platforms, for example Facebook and Twitter.
- **Local media** – public notices, press releases will be sent to local media<sup>3</sup> and published on the council website to promote consultations.
- **Your District Today** – where possible, updates will appear in our council magazine which is distributed to more than 50,000 homes and businesses across the district twice a year.
- **Presentations (in person and online)** – presentations to appropriate groups, organisations and stakeholders will be delivered to target particular people in the community who may be interested in specific issues. Presentations may also take place online, using technology such as video conferencing.
- **Leaflets and posters**- these may be distributed to promote consultations and summarise information on consultations. Information may also be circulated to town and parish councils and residents' associations for display on community

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<sup>3</sup> Local media includes Kent Messenger Group, Reach plc, community magazines, regional radio and television outlets.

notice boards or in community newsletters. QR codes will be used to link the community back to our website.

- **Interactive workshops and focus groups (in person and online)** – discussions of topics and documents in groups using plans, models, videos and other visual materials. This format may be more appealing to some people than traditional methods of consultation. Workshops are particularly useful at early stages of consultation and specific topic-based plans. The council may use consultants to support this engagement where it would be appropriate to have impartial intermediaries.
- **Exhibitions and road shows** – public displays for local residents to follow progress of plans and to give publicity to large scale development proposals and applications. Timing and location of exhibitions must be relevant to the community. These displays could be part of wider community events so that the council goes out to communities, rather than relying on communities to approach the council.
- **Councillor workshops** – to keep councillors informed and help them share information about the processes with local residents.
- **Surveys and questionnaires (in person and online)** – surveys and questionnaires may be used to canvass views on key issues, options, proposals and documents. Responses can help identify key interests and groups. There is benefit in focusing questions on key topics.
- **Digital tools**- including specialist consultation and engagement tools that incorporate interactive visual elements such as mapping and videos.

The details behind each consultation initiative will be formulated in partnership with the council Communications and Engagement Team and in line with our Community Involvement Principles.

## 8. Consultation in Plan-Making

The process for preparing a Local Plan will include at least one formal consultation stage before submission to the Secretary of State for independent examination.

Figure 2 Local Plan Process

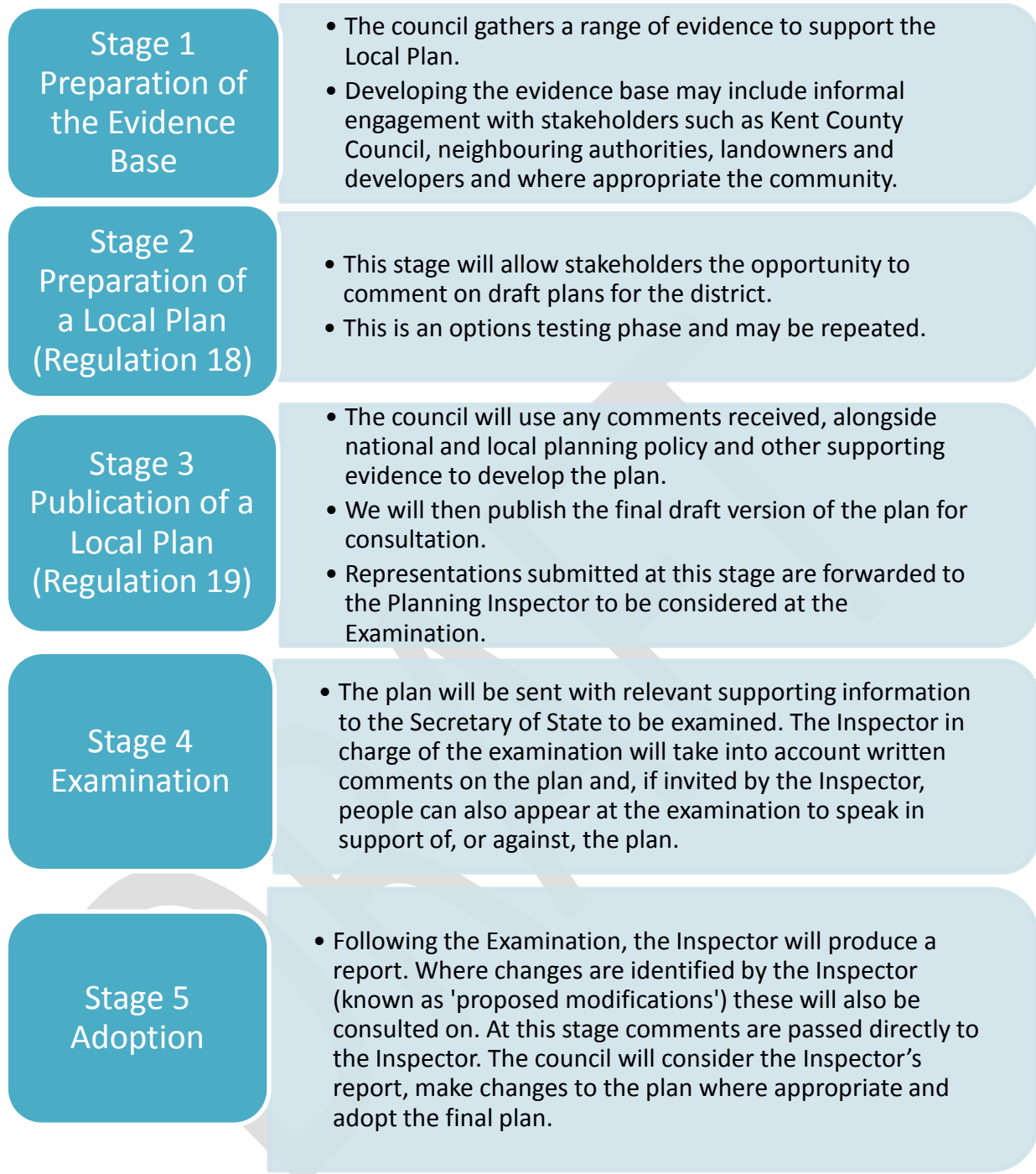


Table 3 in Appendix B outlines how the council will undertake the consultation and engagement at different stages of the preparation of a Local Plan. Examples of engagement methods are given, and as a minimum, the council will always comply with the relevant planning regulations.

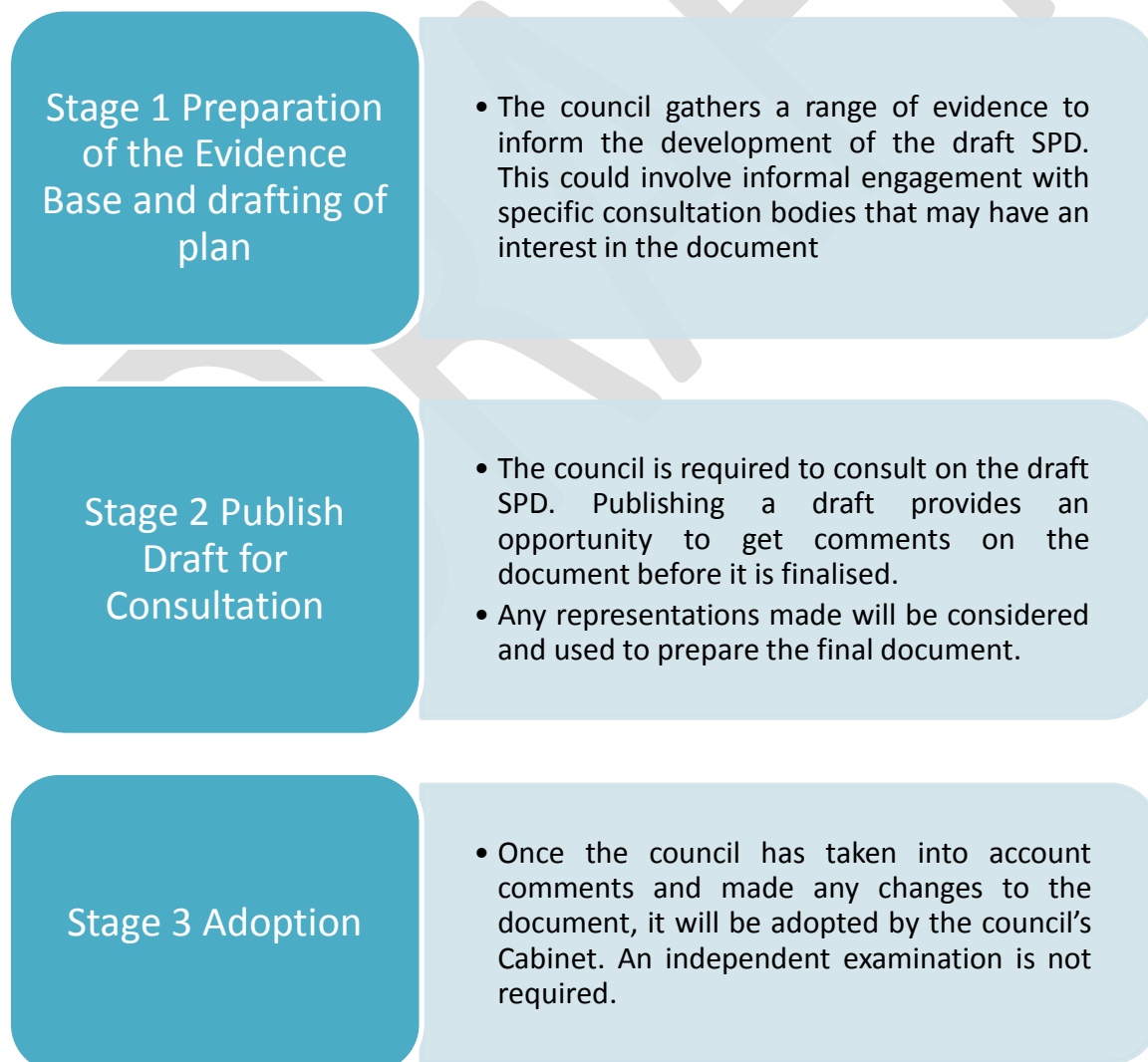
## 9. Sustainability Appraisal/Strategic Environmental Assessments

Legislation requires a Local Plan to go through a process of Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA). This assesses the impact on the environment, economy and society and is intended to promote more sustainable development. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

## 10. Consultation on a Supplementary Planning Document

Supplementary Planning Documents (SPD) add further detail to the policies in a Local Plan. The preparation of a SPD involves the stages set out below and the consultation requirements are outlined in Table 3 in Appendix B.

Figure 3 Supplementary Planning Document Process



## 11. Neighbourhood Plans and Development Orders

Neighbourhood planning has been introduced by the Localism Act 2011. This allows town and parish councils to prepare statutory Neighbourhood Plans, which form part of the Development Plan against which planning applications will be assessed. Neighbourhood planning enables communities to shape the development and growth of their local area.

Neighbourhood planning can include the production of a Neighbourhood Plan or a Development Order (including community right to build orders). Development Orders can be produced instead of, or in conjunction with, a Neighbourhood Plan and can be used to grant planning permission for certain types of development in specified areas.

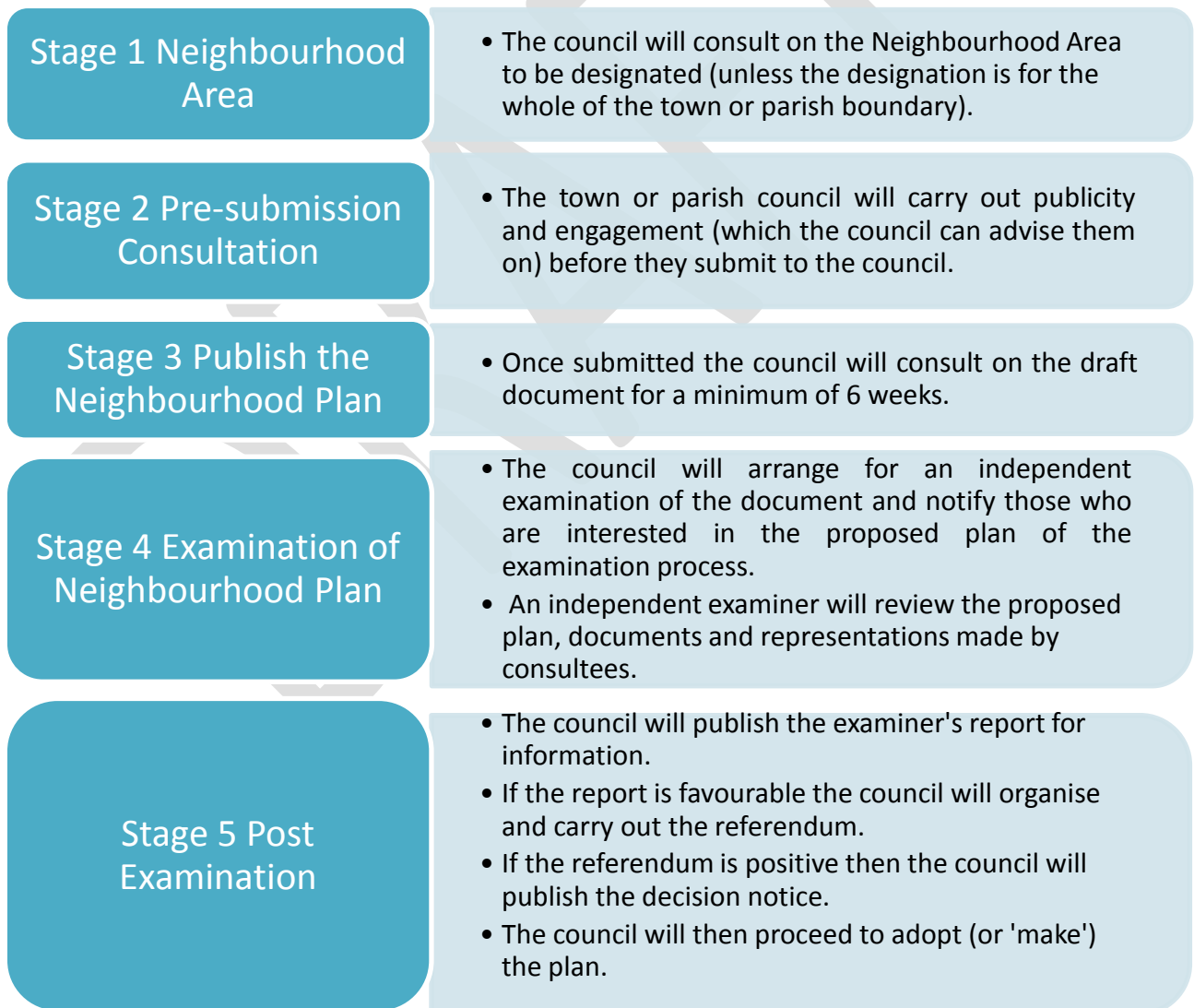
As Neighbourhood Plans and Development Orders are not prepared by the council, this SCI cannot prescribe what methods of community engagement they must follow. However, the council will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI. The council will meet all statutory requirements and will give advice and assistance to communities wishing to make a Neighbourhood Plan or Order by undertaking the following actions:

Meet the town or parish council as soon as possible.	Provide feedback in the form of written comments on draft Neighbourhood Plans or Orders.
Explain the different stages involved with a Neighbourhood Plan or Order.	When a Plan or Order is submitted, assess the document's compliance with statutory requirements.
Direct the relevant body towards information relevant to the Neighbourhood Plan or Order.	When submitted, host the consultation on the council's website with details of how to make representations for a minimum period of six weeks.
Where possible, share any data already held which may inform the evidence base (such as mapping information).	Assist with the appointment of the Neighbourhood Plan Examiner.

Highlight potential issues around compliance with the Local Plan and national policy.	Arrange for the referendum and (if approved) bring the plan into force.
Support the town or parish council to undertake any necessary environmental or habitat assessments.	

The Neighbourhood Planning consultation process is illustrated below and the consultation requirements are outlined in Table 3 in Appendix B.

Figure 4 Neighbourhood Plan Process





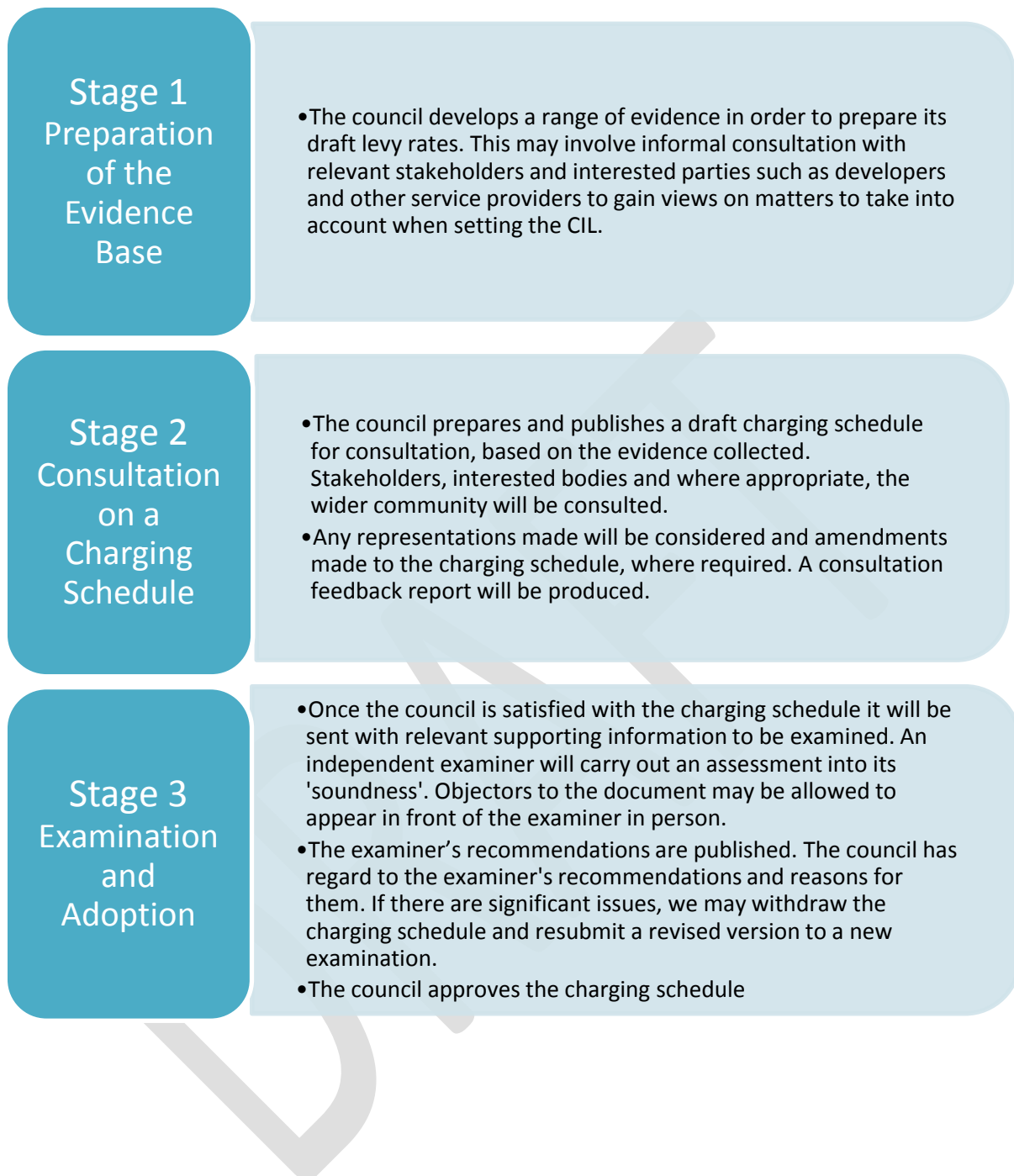
## **12. Consultation on a Community Infrastructure Levy (CIL) Charging Schedule**

The council adopted a Community Infrastructure Levy (CIL) in August 2016 and has collected receipts from liable development since this time to support the provision of new infrastructure to encourage sustainable growth. The CIL Charging Schedule is currently being reviewed to bring it up to date with the Core Strategy Review (2022).

The CIL Charging Schedule sets out the levy that applies to specified types of development and different areas of the district, subject to exemptions set out in regulations. The consultation requirements for a CIL Charging Schedule are set out under the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 and are broadly in accordance with the consultation process for a Local Plan. Although the regulations do not specify for how long or how many times the council should consult, the length of consultation should reflect the complexity of any changes.

The preparation of a CIL Charging Schedule involves the stages shown below:

Figure 5 Community Infrastructure Levy Process



## PART THREE: DEVELOPMENT MANAGEMENT

### 13. Community involvement on planning and related applications

Our consultation procedure through the planning application process from start to finish is as follows:

#### **Pre-application Advice**

Folkestone & Hythe District Council encourages applicants to seek pre-application advice prior to the submission of applications. This can save time, effort and expense during the course of an application for planning permission. Details of the services we provide, including fees, are available on the council [website](#). The council has no statutory duty to consult on pre-application requests for advice and we only do so with the permission of the applicant.

Applicants for all proposed developments are encouraged to discuss their proposals with those likely to be affected or to express an interest in an application. For larger or particularly sensitive developments, applicants are encouraged to consult with the local community prior to making a request for pre-application advice to the council and/or submitting a planning application.

In such circumstances, the applicant should consider how and when consultation will be carried out and how the needs of equality groups will be considered when running the consultation. Subsequent submissions to the council (either by way of a request for pre-application advice or a planning application) should set out the issues raised as a result of the consultation and whether any changes have or have not been made to the scheme as a result.

Particularly sensitive types of development include (but are not limited to):

- Major applications that are a departure from the development plan
- Environmental Impact Assessment (EIA) applications
- Large scale retail (20,000sq. m or more or 2,500sq. m if combined with an existing building would be in excess of 20,000sq. m)
- 150 dwellings or site is five hectares or more on greenfield land
- Development proposed on playing fields
- Onshore wind developments involving more than two turbines or where the hub height of any turbine exceeds 15 metres.

For larger scale and/or sensitive types of development, the council may consider it appropriate, at pre-application stage, to do some or all of the following:

- Hold public meetings and exhibitions (these would normally be advertised by the applicant or developer)
- Hold workshops or surgeries

- Conduct a Place Panel review, where experienced independent professionals from the development industry (architects, urban designers, sustainability and landscape practitioners) provide feedback and suggested improvements on the design principles of the proposed scheme.
- Development briefs
- Look to involve parish councils and community forums in pre-application discussions.

For the larger sites allocated in more rural areas, the council seeks to involve the local community at an early stage and therefore look to set up design workshops with parish councils and local communities to help shape more detailed proposals before planning applications are submitted.

### **Planning and related applications**

We undertake statutory publicity on all applications in accordance with current legislation. The government may change the statutory publicity requirements at any time and our future approach will reflect any changes that are made<sup>4</sup>.

Councils have a duty to consult on applications that they receive. How they will go about notifying people about the applications is set out in Table 2 below. It is not necessary to have received a letter from the council in order for you to comment. Through our website you can sign up to MyAccount where you can view applications in your area. Further information on this is below.

You are encouraged to comment on all planning applications you consider yourself to be affected by no matter what the scale of development proposed. For some major or strategic schemes, we will seek to publicise applications in additional ways over and above the statutory publicity requirements.

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<sup>4</sup> The SCI applies the statutory requirements for publicity as set out in Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) for all planning applications (<https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Public-consultation>)

Application Type	Publicity				Minimum length of publicity
	Advert in local newspaper	Identified on Council's website	At least 1 site notice	Neighbour letter	
Development where application: <ul style="list-style-type: none"> <li>Is accompanied by an environmental statement</li> </ul>	✓	✓	✓		<b>30 days</b> , including bank holidays, from date of publication or placing of notice (whichever is later)
Development where application: <ul style="list-style-type: none"> <li>Is a departure from the Development Plan</li> <li>Affects a public right of way</li> </ul>	✓	✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)
Major development: <ul style="list-style-type: none"> <li>10 or more dwellings. Creation of 1,000 square metres or more floorspace or the site exceeds one hectare</li> <li>Mineral working or use of land for mineral working deposits</li> <li>All waste related developments, including waste treatment, storage and transfer as well as tipping.</li> </ul>	✓	✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)
All other planning applications for "Minor" and "Other" developments	✓	✓		✓	<b>21 days</b> from date of publication or placing of notice (whichever is later)

Development affecting the setting of a listed building	✓	✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)
Development affecting the character or appearance of a conservation area	✓	✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)
Application for listed building or conservation area consent	✓	✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)
Application related to a Tree Preservation Order			✓	See application type section below	<b>21 days</b> from date of publication or placing of notice (whichever is later)
Permitted development requiring prior approval or notification to the local planning authority				See application type section below	<b>14 days or 21 days</b> (depending on the type of prior notification) from placing of site notice
Lawful Development Certificate		✓			None
Advertisement consent		✓			None
Re-notification – relating to amendments to planning applications currently under consideration, amendments to approved schemes				See application type section below	None
Submission of details and schemes to comply with and / or discharge conditions					None

Permission in principle		✓	✓		<b>14 days</b> from placing of site notice
Application for technical details consent which is not a departure from the Development Plan, or affecting a public right of way, or major development		✓	✓		<b>21 days</b> from date of publication or placing of notice (whichever is later)

Table 2 Publicity requirements for all applications

*NB. Definition of ‘days’ – with the exception of the first row which is development where the application is accompanied by an environmental statement, where the table refers to ‘days’, it means any day of the week that is not a bank holiday or public holiday.*

### **Applications related to a Tree Preservation Order and trees in conservation areas**

It is not necessary or required to provide site notices for every application, but where planning officers consider that there is a significant public interest then site notices can be erected.

### **Permitted development requiring prior approval or notification to the planning authority**

Some types of development have already been granted a blanket planning permission by Parliament. However – for many of these, the developer is still required to submit applications for ‘prior notification’ or ‘prior approval’, relating to specific details of the development. The publicity for these applications is specified in the corresponding section of the legislation<sup>5</sup>. If the legislation requires the planning authority to give notice either by site display/notice or by serving notice to adjoining owners or occupiers, the council will display a site notice. In some circumstances the legislation requires the applicant to display a site notice themselves.

### **Planning conditions and non-material amendments**

The council will not, in accordance with legislation, carry out publicity for applications to comply with or discharge planning conditions, or applications seeking non-material amendments to approved schemes.

<sup>5</sup> The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Un-amended legislation: <http://www.legislation.gov.uk/uksi/2015/596/contents/made>

The council will publicise applications to vary or delete conditions imposed on planning permissions in accordance with the information above.

## 14. Planning consultation methods

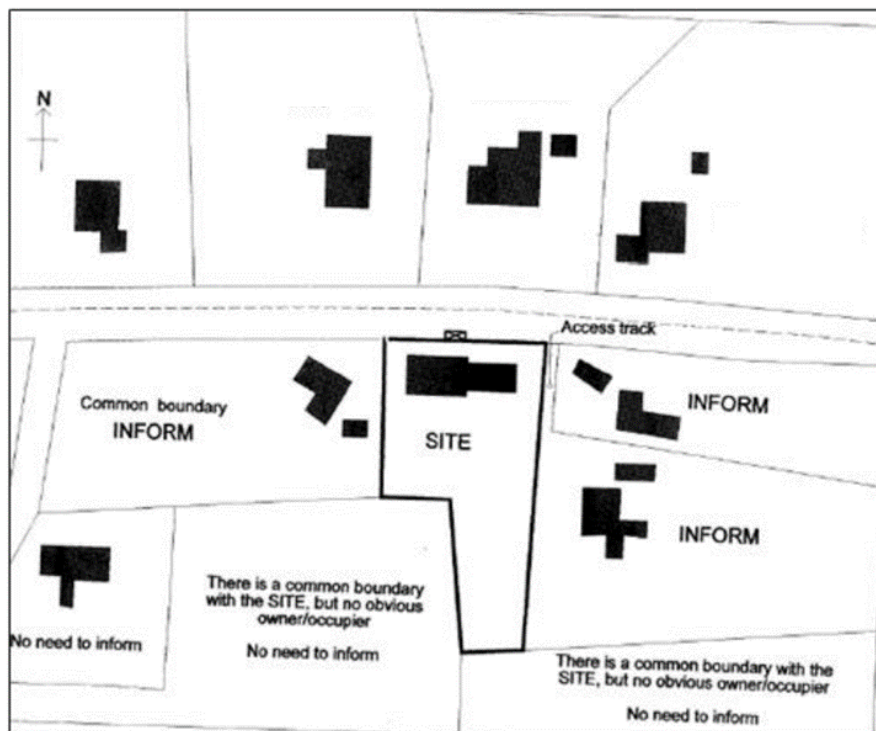
Depending on the type of the application and the legislation relating to such an application, consultation includes the following methods:

### Letters to neighbours and statutory consultees

Neighbours will be notified by letter of most planning and listed building applications being considered.

Neighbour letters are sent to the occupiers of individual properties immediately adjoining, and in some cases opposite the site, but not on unbuilt land, in accordance with the principles set out in Figure 6 below.

*Figure 6 Neighbour Consultation Diagram*



As well as neighbour letters, notification correspondence will also be sent to organisations invited to comment on proposals in accordance with current legislation. District councillors are provided with the weekly list of new applications.

Notification of most planning and listed building applications will also be sent to the relevant parish or community council and responses will be invited within 21 days of the date of notification (or where longer periods of time are prescribed by different



legislation). Notification methods will indicate the date that comments are expected to be received by the council.

### **Site notices**

For some application types (such as those with heritage considerations, those for prior approval, major developments and those not in accordance with the development plan) site notices are displayed.

Site notices are clearly visible, printed on yellow paper and usually attached to lamp posts, telegraph poles on, or adjacent to, the site.

Site notices will indicate the date that comments are expected to be received by the council. The application reference is also clearly stated, to enable the application paperwork to be viewed on the council website.

### **Local Press**

Some applications are also advertised in a local newspaper. This applies in accordance with current legislation.

All copies of applications and plans are available for inspection on the council [website](#) usually within five working days of being registered. These are found using the search function of the planning section of the website. Weekly lists of applications, decisions and appeals are also available.

We are encouraging households to sign up to MyAccount feature on the council's website. You will then be able to view any planning applications being considered near where you live within 500m automatically and add planning applications to your watch list.

## **15. How to make a comment on an application**

Anyone may comment on an application even if they have not been notified by the council. All comments are considered carefully.

The council receives and handles comments on planning applications by conventional post and email or by our online comments form on the council website. Making comments online is the quickest method for making comments.

Comments must be received within the consultation deadline (usually about four weeks from the application being registered by the council) to be certain of being considered.

The council does not respond to each comment made individually, due to the large number it receives. However, comments are summarised in the planning officer's report for each application. Officer's reports become public information on the application file found on the council's website following the application decision.

Care should be taken when making comments to the council to ensure that no personal data is included and that the information provided is relevant to the planning merits of the application only. Your comments, including your name and address, will be viewable on the website whilst the application or any subsequent appeal is being considered (your telephone number and e-mail address will not be viewable on this website).

Although the council reserves the right to remove inappropriate comments from the website as necessary, such comments may still be viewable prior to any removal and viewable online and by visitors to the Civic Centre. It is therefore your responsibility to ensure you do not include defamatory remarks in your comments as you could be held legally responsible for them in the future.

Subsequent correspondence received from the applicant or third party will be added to the website where this does not involve administrative matters or confidential information. This allows the public to track the progress of an application.

In some specific circumstances public comments may not be published on the council's website. This is usually when comments either contain sensitive information about the applicant or person making the comment, or the comments are of an inappropriate or defamatory nature bearing no relevance to the planning process.

### **Amendments to planning applications**

Sometimes changes are made to 'live' planning applications. These changes may require a second round of consultation to ensure that interested parties can have their say on the changes.

If there are any significant amendments to the planning application before a decision is made, any relevant consultees will be notified. The period for commenting on amended plans will normally be 14 calendar days but this may be reduced to no less than 10 calendar days if circumstances such as the date of a planning committee dictate. In addition to consulting any relevant consultees, notifications will be sent to the relevant ward member, to people who were originally consulted and those who have already written in with comments.

### **How comments are considered by the council**

Decisions on planning applications are made by the council's planning committee or decided by the Chief Planning Officer and other senior planning officers in accordance with the council's constitution and internal officer delegation arrangements.

The case officer considering the planning application should have all the necessary information they need to decide the application after the close of the consultation period (the time when all public comments should be made). Any relevant matters raised through comments will be summarised and considered in the officers' reports.

All decisions are made in relation to the statutory development plan for the district and any other material planning considerations. To see how an officer decided a particular planning application, you can view the officer's report on the council [website](#) by quoting the application reference number.

## **16. Consultation on decisions**

In line with government advice, the majority of decisions are made by delegated authority. The planning committee also determines planning applications and meets on a broadly four week cycle, although occasionally additional special meetings may be called.

The planning committee comprises elected members who determine major, complex or controversial planning applications. The committee agendas are available on the council [website](#) and include reports on the individual planning applications being considered.

Information about how to speak in favour or against an application at planning committee is also available on the council [website](#).

Committee reports and the reports for applications decided by officers can be viewed on the planning file on the council website. Similarly, all decision notices are also viewable on the planning file. At the time a decision is issued on any application the council will notify by email all those who have submitted written comments on the application. This will state whether permission has been granted or refused. Parish and town councils will be notified too and provided with an electronic link to a copy of the decision notice.

## **17. Consultation on appeals**

When the council receives an appeal relating to the decision on an application or relating to the non-determination of such an application, we will notify all those who commented on the original application either by letter or email. We will explain what the appeal is about, how people can be involved in the appeal process and the timescales for being involved. The Planning Inspectorate will decide if a hearing or public inquiry is required, where there may be more opportunities to put across your views.

However, if the appeal is about a householder application, (typically those for extensions or alteration to houses) then we will only let people know the appeal has been received. New comments on these types of appeals cannot be made at this stage.

For more information about planning appeals please visit the Planning Inspectorate [website](#).

## **18. Planning Enforcement**

The council's role in enforcing planning regulations is set out on the council's website in the adopted Planning Enforcement Protocol. People with concerns regarding breaches of planning control should complete the online Planning Enforcement Complaint Form, or email [planning.enforcement@folkestone-hythe.gov.uk](mailto:planning.enforcement@folkestone-hythe.gov.uk).

## **19. Stakeholder forums**

The council holds regular forums with agents and town and parish councils to help inform and improve the consultation and engagement process on planning applications, appeals and enforcement.

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## PART FOUR: MONITORING AND REVIEW

We must review our Statement of Community Involvement every five years from the adoption date. It is important that Statements of Community Involvement are kept up to date to ensure effective community involvement at all stages of the planning process.

This SCI is flexible to allow for appropriate changes in our approach to community involvement in order to reflect changes in legislation, policy and opportunities that may arise with evolving digital engagement technology. For example, significant changes are likely to be made to the planning system through the Levelling-up and Regeneration Bill currently before Parliament, and a review of this SCI is likely to be needed when the Bill becomes law.

### 20. Further information and advice on planning

#### **Department for Levelling Up, Housing and Communities (DLUHC)**

The DLUHC supports communities across the UK to thrive, making them great places to live and work.

Website: [www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities](http://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities)

Email: [correspondence@levellingup.gov.uk](mailto:correspondence@levellingup.gov.uk)

Postal Address: 2 Marsham Street, London, SW1P 4DF, United Kingdom

Telephone Number: 030 3444 0000

#### **Locality**

Locality is the national membership network for community organisations. Their goal is to help local community organisations be the best that they can be and to create a supportive environment for their work.

Website: <https://locality.org.uk/>

Email: [info@locality.org.uk](mailto:info@locality.org.uk)

#### **Neighbourhood Planning**

This is where you will find everything you need to know about how to develop a neighbourhood plan or neighbourhood development order and what support is available to you.

Website: <https://neighbourhoodplanning.org/>

#### **Planning Aid England (PAE)**

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: [www.rtpi.org.uk/planning-aid](http://www.rtpi.org.uk/planning-aid)

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 0330 123 9244

### **The Planning Inspectorate**

The Planning Inspectorate processes planning appeals and holds examinations into planning policy documents and the Community Infrastructure Levy (CIL).

Website: [www.planningportal.gov.uk/planning/planninginspectorate](http://www.planningportal.gov.uk/planning/planninginspectorate)

Email: [enquiries@pins.gsi.gov.uk](mailto:enquiries@pins.gsi.gov.uk)

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

### **The Planning Portal**

The Planning Portal is the government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy. Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) Email:

[support@planningportal.gsi.gov.uk](mailto:support@planningportal.gsi.gov.uk)

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## 21. Glossary

**Community Infrastructure Levy (CIL)** – a payment that is made to the council by developers when development commences. The payment is used to fund infrastructure that is needed to serve development in the area. This can include new transport schemes, community facilities, schools and green spaces.

**Core Strategy Review (CSR)** – a plan which sets out the long-term spatial vision for the district, along with the spatial objectives and strategic policies to deliver that vision.

**Development Plan Document (DPD)** – spatial planning documents that together with the Minerals and Waste Plans will form the development plan for the district. They are subject to Independent Examination before adoption.

**Equality Groups** - our Equality Impact Assessment sets out the protected characteristics as: Disability; Race (including Gypsy and Traveller); Age; Gender; Transgender; Sexual orientation; religion/belief; pregnancy and maternity; marriage or civil partnership status.

**Local Development Scheme (LDS)** – a timetable for preparation and adoption of future Local Plan documents and other planning policies over a three year period. It can be updated and amended as necessary by the council.

**Localism Act** – The Localism Act has devolved greater powers to local government and neighbourhoods and given local communities more rights and powers over decisions about housing. It also includes reforms to make the planning system more democratic and more effective.

**Local Plan** – the collection of development plan documents setting out the overall planning strategy, policies and proposals for the Council.

**Material Consideration** - a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

**National Planning Policy Framework (NPPF)** – a document setting out the government's national planning requirements, policies and objectives. The NPPF is a material consideration in the preparation of Local Plans and when considering planning applications.

**Neighbourhood Plan** – a duty under the Localism Act 2011 gives authorised groups the power to prepare a development plan for their area. This plan could include general planning policies and allocations of land for new development.

**Places and Policies Local Plan (PPLP)** – identifies small and medium sized sites for development across the district to meet the targets in the Core Strategy; as well as setting out detailed development management policies to assess planning applications.

**Planning Inspectorate** – an organisation which processes planning appeals and holds examinations into Local Plans and the Community Infrastructure Levy (CIL).

**Stakeholder**- a person, group, company, association, etc. with an interest in, or potentially affected by, planning decisions in the district.

**Statement of Community Involvement (SCI)** – the council's policy for involving the community in plan making and when considering planning applications. It includes who should be involved and the methods to be used.

**Supplementary Planning Document (SPD)** – a document that expands or adds detail to policies laid out in Local Plans. They are not subject to independent examination.

**Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA)** – a systematic and iterative appraisal process incorporating the requirements of the European Directive on Strategic Environmental Assessment. The purpose of the

Sustainability Appraisal is to appraise the economic, environmental and social effects of the strategies in a Local Plan from the outset of the preparation process.

A fuller glossary of common planning terms and phases can be found on the National Planning Portal at <http://www.planningportal.gov.uk/general/glossaryandlinks/glossary>

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## Appendix A: Consultees in Plan-Making

The Town and Country Planning (Local Planning) (England) 2012 Regulations (Regulation 18) require the council to consult:

1. Specific bodies that we consider may have an interest in the subject of the proposed document.
2. General consultation bodies that we consider appropriate.
3. Residents or other persons carrying on business in the district from which we consider it appropriate to invite representations.

For clarity we have divided consultees into four groups. This may alter over time due to changes in legislation or re-organisations of public bodies, therefore the lists are reviewed regularly.

### 1. Statutory Consultees- Specific Bodies

- Local planning authorities that adjoin the district
- Kent County Council
- East Sussex County Council
- Parish councils within and adjoining the district
- Police
- The Coal Authority
- Environment Agency
- Historic England
- Natural England
- The Marine Management Organisation
- The Port Authority
- Network Rail Infrastructure Limited
- National Highways
- Mobile Phone Operators Association
- Mobile Phone Operators with apparatus situated in any part of the district
- Clinical commissioning groups
- Utilities and service providers
- Internal Drainage Boards
- Homes England.

### 2. Statutory Consultees- General Bodies

- Voluntary bodies, some or all of whose activities benefits any part of the area
- Bodies which represent the interest of:
  - Different ethnic or national groups in the area
  - Different religious groups in the area
  - Disabled people in the area
  - People in business in the area

The council must also seek to ensure a wide range of other consultation bodies and organisations have opportunities to become involved at any stage if they wish or where their input will be useful.

### 3. Other consultation bodies and organisations

- Environmental groups
- Groups representing users, and the providers, of leisure, sport and recreation
- Health, education, social service and community-based service providers
- Civic societies, cultural, historical and archaeological groups or bodies
- Citizen, district, tenant panels
- Associations of local residents and communities
- Registered social landlords
- House builders and developers
- Landowners and land agents
- Public transport users and providers
- Groups representing retired and elderly people
- Groups representing young people
- Local businesses and the voluntary and community sector
- Council elected members who provide important channels of communication to and act as advocates for their local communities.

### 4. The Wider Community

The council maintains a database of individuals, landowners, developers, and businesses that have taken part in past consultations or wish to be involved in future consultation events. We ensure that information received through consultation processes complies with all Data Protection legislation.

#### Duty to Co-operate bodies

- Neighbouring local planning authorities
- Kent County Council
- East Sussex County Council
- The South East Local Enterprise Partnership (SELEP)
- Environment Agency
- Historic England
- National Highways
- Natural England
- The Office of Rail Regulation

- Clinical commissioning groups
  - The Civil Aviation Authority
  - The Port Authority
  - Homes England
- In addition, the National Planning Policy Framework requires local planning authorities to work collaboratively with Local Nature Partnerships.

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## Appendix B: Summary of the consultation stages, duration and methods that the council may use when consulting on a Local Plan

Table 3 Consultation on Development Plan Documents

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
All Development Plan Documents including the Local Plan. Some of these stages will also be relevant to consultation on the Community Infrastructure Levy Charging Schedule			
Stage 1 Preparation of the evidence base	Evidence base documents necessary for plan making are developed with engagement from a range of stakeholders and communities with local knowledge, views, and expertise.	This is an informal stage, however evidence base documents should be made available on the council's website as soon as they are completed.	Not applicable.
Stage 2 Preparation of a Local Plan	This stage gives stakeholders the opportunity to comment on draft plans for the district. This is an options testing phase and may be repeated if necessary.	<p>Notify specific consultation bodies that may have an interest in the document.</p> <p>Engage with general consultation bodies, and other consultation bodies as appropriate.</p> <p>If it is decided to carry out a wider public consultation the council will:</p>	Before preparing a new Local Plan (Regulation 18), the council will need to notify specific consultation bodies who have an interest in the subject of the proposed plan, appropriate general consultation bodies, residents, and businesses (from the consultation database) in the area from which the local planning authority considers it appropriate to invite representations.

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<ul style="list-style-type: none"> <li>• Publish the consultation document on the council website for a minimum of six weeks</li> <li>• Notify people on the council's consultation database of the start of the consultation</li> <li>• Make printed copies of the consultation document available for inspection at the council's office and other inspection points.</li> <li>• Advertise the consultation through the council social media channels.</li> </ul> <p>In addition, if appropriate, the council will aim to do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Seek coverage in local media</li> <li>• Presentations</li> <li>• Interactive workshops or focus groups</li> </ul>	

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<ul style="list-style-type: none"> <li>• Exhibitions</li> <li>• Surveys and questionnaires</li> <li>• Include article in council magazine</li> <li>• Council member workshops</li> <li>• Meetings (one to one or group)</li> </ul> <p>All comments received will be made publicly available</p>	
<p>Stage 3</p> <p>Publication of a Local Plan</p>	<p>The council will ask you what you think of the draft plan in accordance with a formal procedure. It will be made clear that members of the public have a right to comment at this stage. And if they comment they then have the right to be involved in the Examination In Public (EiP).</p>	<p>The council will:</p> <ul style="list-style-type: none"> <li>• Publish the draft plan and supporting documents on the council website for a minimum of six weeks</li> <li>• Notify those specific, general and other consultation bodies that were invited to make representations at an earlier stage</li> <li>• Consult the wider community (as appropriate to the document)</li> </ul>	<p>Publication of a Local Plan (Regulation 19)</p> <ul style="list-style-type: none"> <li>• Before submitting a plan to the Secretary of State (SoS) under Section 20 of the Planning and Compulsory Purchase Act 2004 the local planning authority must (a) make a copy of each of the proposed submission documents and a statement of representation procedures in accordance with Regulation 35 and (b) ensure that a statement of the representations procedure (including, where and when for inspection) is sent to each of the general consultation bodies and each of the specific consultation bodies and each of the specific</li> </ul>

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<ul style="list-style-type: none"> <li>• Make printed copies of the draft plan and supporting documents available for inspection at the council's office and other inspection points</li> <li>• Advertise the consultation through the council social media channels</li> <li>• Seek coverage in local media.</li> </ul> <p>In addition, the council will aim to do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Digital tools e.g. mapping and videos</li> <li>• Exhibitions and roadshows.</li> </ul>	<p>consultation bodies invited to make representation under Regulation 19.</p> <p>Representations relating to a Local Plan (Regulation 20)</p> <ul style="list-style-type: none"> <li>• Any person may make representations to the council about a local plan which the council proposes to submit to the Secretary of State. Any such representations must be received by the council by the date specified in the statement of representations procedure.</li> </ul>
<p>Stage 4</p> <p>Examination</p>		<ul style="list-style-type: none"> <li>• The council will:</li> <li>• Publish all relevant submission documents on the council website</li> </ul>	<p>Independent Examination (Regulation 24)</p> <p>At least six weeks before the examination starts, the council must:</p>

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<ul style="list-style-type: none"> <li>• Make printed copies of the submission documents available for inspection at the council office and other inspection points</li> <li>• Notify all those specific, general consultation bodies, and other bodies who have previously been invited to make representations on the plan, about the submission of the plan to the Secretary of State</li> <li>• Notify anyone else who requested to be notified of the submission of the plan to the Secretary of State</li> <li>• Notify all those who commented on the plan at stage 3 with details of the examination.</li> </ul>	<ul style="list-style-type: none"> <li>• Make the plan and all documents submitted to the Secretary of State available at the places the plan was made available during Stage 3</li> <li>• Publish the plan on the council website as well as advertise the time and place of where the examination will be taking place and the name of the person carrying out the examination.</li> <li>• Notify anyone who has made comments under Stage 3 and has not withdrawn those comments by the time and date of the examination.</li> </ul>
<p>Stage 5</p> <p>Adoption</p>		<p>The council will:</p> <ul style="list-style-type: none"> <li>• Publish the Inspector's report and notify anyone</li> </ul>	<p>Adoption of a Local Plan (Regulation 26)</p> <p>Once the Local Plan has been adopted, as</p>



Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<p>who requested to be notified</p> <ul style="list-style-type: none"> <li>• Make the adopted document, a sustainability appraisal report, relevant information and adoption statement available for inspection at the council offices and on the website</li> <li>• Send the adoption statement to the Secretary of State and any person who asked to be notified.</li> </ul>	<p>soon as practicable the council must:</p> <ul style="list-style-type: none"> <li>• Make the Local Plan and an adoption statement available for viewing in the places where the proposed Local Plan was provided in Stage 3.</li> <li>• Publish the adoption statement on the council website</li> <li>• Advertise details of where and when the Local Plan and the adoption statement are available to view</li> <li>• Send the adoption statement to anyone who has asked to be notified of the adoption of the Local Plan.</li> <li>• Send a copy of the adoption statement to the Secretary of State.</li> </ul>

Table 4 Consultation on Supplementary Planning Documents (SPD)

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
<p>Stage 1</p> <p>Preparation of the evidence base and drafting of plan</p>	<p>The council will gather a range of evidence and ideas to inform the development of the draft plan.</p>	<p>The council will:</p> <p>Engage with specific consultation bodies that may have an interest in the document.</p> <p>Consult more widely if it is considered relevant and appropriate to do so.</p>	<p>Not applicable</p>
<p>Stage 2</p> <p>Publish draft for consultation</p>	<p>The council will consult on the draft Supplementary Planning Document (SPD). Publishing a draft provides an opportunity to get comments on the document before it is finalised.</p> <p>Any representations made will be considered and used to prepare the final document.</p>	<p>The Council will:</p> <p>Publish the draft SPD and supporting documents on the council website for a minimum of six weeks.</p> <p>Consult the specific, general and other bodies who are relevant to the topic of SPD being prepared.</p> <p>Consult the wider community as appropriate to the document.</p> <p>Make printed copies of the draft SPD and supporting documents available for</p>	<p>Public participation (Regulation 12)</p> <p>Before the council can adopt an SPD, they need to:</p> <p>Prepare a statement that lists the persons consulted when preparing the SPD; a summary of the main issues raised by those persons; and how the issues have been addressed in the SPD.</p> <p>Make copies of the statement and the SPD available with details regarding the date by which representations must be submitted and the address to which they must be sent.</p>

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<p>inspection at the council offices and other inspection points.</p> <p>Advertise the consultation through the social media channels.</p> <p>Depending on the type of SPD the council will consider using one or more of the following:</p> <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Workshops and focus groups</li> <li>• Exhibitions</li> <li>• Surveys and questionnaires.</li> </ul>	
<p>Stage 3</p> <p>Adoption</p>	<p>Not Applicable</p>	<p>The Council will:</p> <p>Publish the adopted SPD and evidence base documents on the council website. This will include a consultation statement summarising all the comments received from the previous stages and how the comments were considered.</p>	<p>Application and interpretation (Regulation 11)</p> <p>Once the SPD is adopted, the council must publish an adoption statement that specifies:</p> <ul style="list-style-type: none"> <li>• The date that the SPD was adopted</li> <li>• Any modification made pursuant to section 23 (1) of the Act</li> </ul>

Key Stages	What we will consult on	How we will inform you	Regulatory Requirements
		<p>Send an adoption statement to those who commented on the draft and those who have asked to be notified of the adoption of the SPD.</p> <p>Make printed copies of the adopted SPD and available for inspection at the council offices and other inspection points.</p>	<ul style="list-style-type: none"> <li>• That any person with sufficient interest in the decision to adopt the SPD may seek permission from the High Court for judicial review of that decision, and</li> <li>• Such an application must be made no later than three months after the date on which the SPD was adopted.</li> </ul> <p>Adoption of supplementary planning documents (Regulation 14)</p> <p>Once the Council adopt the SPD it must:</p> <ul style="list-style-type: none"> <li>• Make the SPD and an adoption statement available in accordance with regulation 35.</li> </ul>

Table 5 Consultation on Neighbourhood Plan and Development Orders

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
<p>Stage 1</p> <p>Neighbourhood Area</p>	<p>The regulations only stipulate consultation for a neighbourhood area if the area does not follow the parish boundary (options include being an area smaller than the parish, including part of neighbouring parish area or two parishes working together).</p>	<p>If the neighbourhood area does not follow the parish boundary the council will publish the area application and details of how to make representations on the council website for a minimum of six weeks.</p> <p>Advertise the consultation through the council social media channels.</p>	<p>Application for designation of a neighbourhood area (Regulation 5)</p> <p>Where a town or parish council submits an area application to the LPA it must include:</p> <ul style="list-style-type: none"> <li>• a map which identifies the area to which the area application relates</li> <li>• a statement explaining why this area is considered appropriate to be designated as a neighbourhood area</li> <li>• a statement that the town or parish council making the area application is a relevant body for the purposes of section 61G of the 1990 Act.</li> </ul> <p>A local planning authority may decline to consider an area application if the town or parish has already made an area application and a decision has not yet been made on that application</p> <p>Designation of the whole of the area of a parish council (Regulation 5A)</p> <p>This regulation applies where:</p>

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
			<ul style="list-style-type: none"> <li>• a local planning authority receive an area application from a parish council</li> <li>• the area specified in the application consists of the whole of the parish council's area</li> <li>• if any part of the specified area is part of a neighbourhood area, none of that neighbourhood area extends outside the parish council's area.</li> </ul> <p>The local planning authority must exercise its powers under section 61G of the 1990 Act to designate the specified area as a neighbourhood area.</p> <p>Where this regulation applies, regulations 6 and 6A do not apply</p> <p>Publicising an area application (Regulation 6)</p> <p>As soon as possible after receiving an area application from a town or parish, a local planning authority must publicise the following on its website and in such other manner as they consider it likely to bring the area application to the attention of people who live, work or run a business in the area to which the area application relates:</p>

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
			<ul style="list-style-type: none"> <li>• a copy of the area application</li> <li>• details of how to make representations</li> <li>• the date by which those representations must be received, being not less than six weeks from the date on which the area application is first publicised.</li> </ul>
<p>Stage 2</p> <p>Pre-submission Consultation</p> <p>Following this consultation, the town or parish council must assess and take into consideration all comments received and make changes to the document if necessary.</p> <p>The town or parish council will then use its findings to create a document called the 'Consultation Statement'. The</p>	<p>The town or parish council will carry out publicity and engagement (which the council can advise on).</p>	<p>This will be for the town or parish council to decide. However as a minimum, the relevant planning regulations must be complied with.</p>	<p>Pre-submission consultation and publicity (Regulation 14)</p> <p>Prior to submitting a plan proposal to an LPA, a town or parish council must:</p> <ul style="list-style-type: none"> <li>• Publicise the plan and bring it to the attention of the people who live, work, or run a business in the neighbourhood area</li> <li>• Provide details regarding: <ul style="list-style-type: none"> <li>-the proposals for a Neighbourhood Plan (NP)</li> <li>-where and when the proposals for an NP may be inspected</li> <li>-how to make representations, the date by which representations must be received, not being less than 6 weeks from the date in which the draft proposal was first published.</li> </ul> </li> </ul>

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
document can then be finalised and submitted to the council.			<ul style="list-style-type: none"> <li>• Consult any consultation body whose interests may be affected by the proposals for an NP; and</li> <li>• Send a copy of the NP proposal to the LPA</li> </ul>
<p>Stage 3</p> <p>Publishing the document</p>	All proposed documents prepared by the town or parish council.	Once submitted the council will consult on the draft document for a minimum of six weeks	<p>Plan proposals (Regulation 15)</p> <p>When submitting a plan proposal to the LPA the town or parish council must include:</p> <ul style="list-style-type: none"> <li>• A map or statement that identifies the areas to which the proposed NP relates</li> <li>• A consultation statement</li> <li>• The proposed NP</li> <li>• A statement explaining how the proposed NP meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act</li> </ul> <p>Publicising a plan proposal (Regulation 16)</p> <p>After receiving an NP proposal, the LPA must:</p> <ul style="list-style-type: none"> <li>• Publicise the plan proposal on its website</li> <li>• Provide details about the plan proposal</li> </ul>



Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
			<ul style="list-style-type: none"> <li>• Provide details of where and when the plan proposal may be inspected</li> <li>• Provide details about how to make representations</li> <li>• Issue a statement that any representations may include a request to be notified of the LPA's decision in relation to the NP</li> <li>• The date by which representations must be received, not being less than 6 weeks from the date in which the draft proposal was first published.</li> </ul>
<p>Stage 4 Examination</p>		<p>The council will arrange for an independent examination of the document and notify those who are interested in the proposed plan of the examination process. An independent examiner will review the proposed plan, additional documents and representations made by consultees.</p>	<p>Submission of plan proposal to examination (Regulation 17) As soon as a person to carry out the examination is appointed, the local planning authority must send the following to the examiner:</p> <ul style="list-style-type: none"> <li>• the plan proposal</li> <li>• the documents referred to in regulation 15 and all other documents submitted to the LPA by the town or parish council regarding the plan proposal</li> <li>• if the Conservation of Habitats and Species Regulations 2010</li> </ul>

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
			<p>applies, the information submitted in accordance with regulation 102A of those Regulations</p> <ul style="list-style-type: none"> <li>• a copy of any representations that have been made in accordance with Regulation 16.</li> </ul>
<p>Stage 5</p> <p>Post Examination</p>		<p>The council will publish the inspector's report and notify those who work and live in the neighbourhood area.</p> <p>If the report is favourable, then the council will organise and carry out the referendum.</p> <p>If the referendum is positive, then the council will publish the Decision Notice.</p>	<p>Publication of the examiner's report and plan proposals decisions (Regulation 18)</p> <p>Following examination of the plan, the examiner will write a report stating that:</p> <ul style="list-style-type: none"> <li>• further modifications are required before the plan can proceed to the referendum stage</li> <li>• the plan does not meet the basic conditions and therefore should not proceed to the referendum stage</li> <li>• the plan can proceed to the referendum stage without any changes</li> </ul> <p>Decision on a plan proposal (Regulation 19)</p> <p>Once a decision is made, the local planning authority must:</p> <ul style="list-style-type: none"> <li>• publish a statement outlining the decision and their reasons for</li> </ul>

Key Stages	What we will consult on	How we will inform you	The Neighbourhood Planning (2012) Regulatory Requirements
			<p>making the decision on its website</p> <ul style="list-style-type: none"> <li>• provide details of where and when the decision statement may be inspected</li> <li>• A copy of the decision statement must also be sent to the town or parish council and any person who asked to be notified of the decision</li> </ul> <p>Publicising a neighbourhood plan (Regulation 20)</p> <p>Once the neighbourhood plan is made the local planning authority must:</p> <ul style="list-style-type: none"> <li>• Publish the neighbourhood plan on its website</li> <li>• Provide details of where and when the NP may be inspected</li> <li>• Notify any person who asked to be notified of the making of the NP that has been made and where and when they can inspect it</li> </ul>

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