

adopted June 2006

Do you want to be involved in planning the future of the Lake District National Park?

Contents

- 1 Introduction
 - 2 How will we involve you in the Local Development Framework?
 - 3 How will we link this Statement of Community Involvement to existing documents?
 - 4 How will we involve you in planning applications?
 - 5 How will we manage your involvement?
 - 6 What more do we want to do?
 - 7 Appendices
 - 7.1 Statutory Bodies
 - 7.2 Types of groups which make up our community
 - 7.3 Locations where you will be able to see documents
 - 7.4 Planning Aid North
 - 7.5 Community engagement techniques and when we will use them
 - 7.6 Glossary
- Contacts

This document tells you how you can get involved in planning the future of your community and the whole of the National Park.

Planning in the National Park is about how we plan for and make decisions about the future of our towns, villages, hamlets and countryside. The purpose of planning has always been to try and make the National Park as pleasant a place to live, work and visit as possible. The best way to make this happen is to involve you in deciding how your local community is planned. We start by making policies and plans. It is these plans and policies that help to decide which planning applications for development to approve or refuse.

Planning therefore affects everyone. So everyone in the community, including you, businesses, community groups and other members of the public needs to be involved in this process.

Getting the most from this document

We have tried to make this document easy to read and de-mystify the planning system. To get the most out of this document you may find it easier to read the tables before reading the text. You may also want to read the summary leaflet.

Statement of Community Involvement Lake District National Park Authority

1. Introduction

So what is a Statement of Community Involvement?

There have been some major changes made to the planning system. At the heart of these changes is improving the way the community can engage in both plan-making and making decisions on planning applications. This document is a Statement of Community Involvement, the first of a series of documents that we will produce as part of the new planning framework for the National Park. (This is called the Local Development Framework for the National Park and is explained more in the next section). This document does not propose new planning policies or allocate land for development but explains how we can involve different parts of

the community at all stages of policy and plan making and decision-making around planning applications.

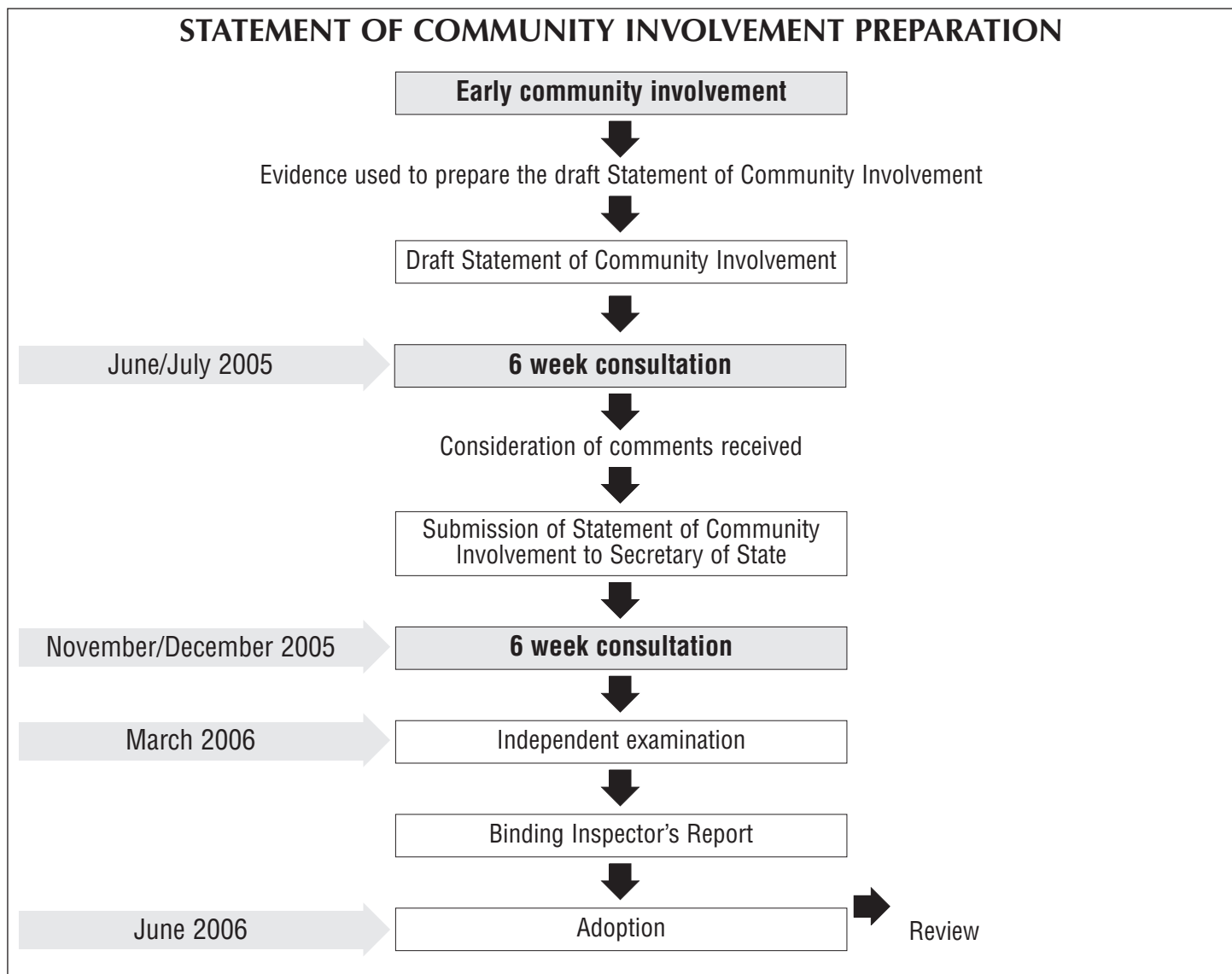
We want to make the new planning system as clear and easy to understand as possible. We have published a summary leaflet of this document which you can obtain by contacting us or looking on our website. There is also a glossary at the end of this document providing a further explanation of many of the words we use.

How did we involve you in the production of this Statement of Community Involvement?

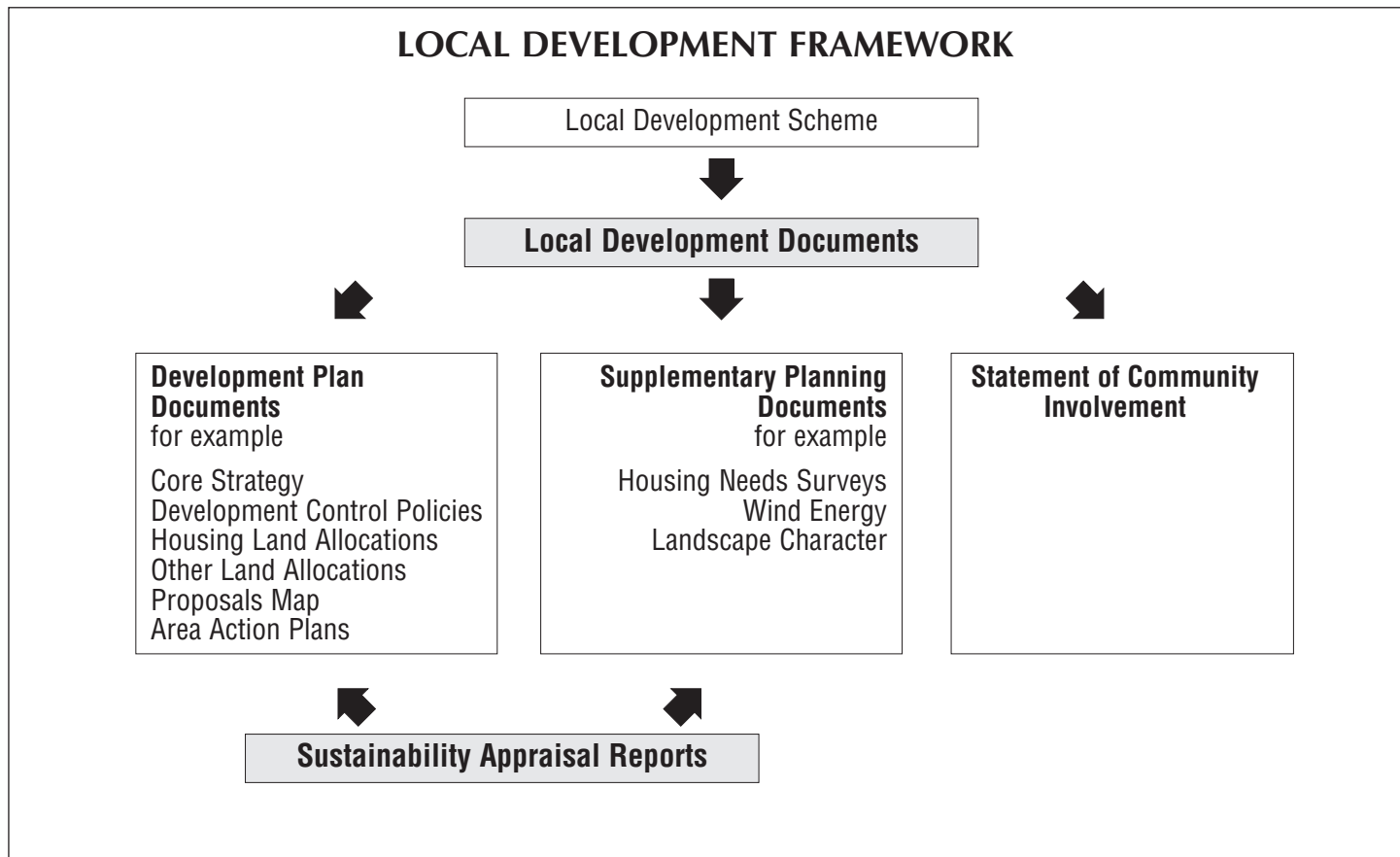
We consulted on a draft version of this document in June/July 2005. Having considered all of the

responses received, we then consulted on an amended version, in November/December 2005. All of the responses received to that consultation were sent to the Secretary of State (Office of the Deputy Prime Minister) where they were considered by an independent Inspector. We received the Inspector's Report in May 2006. The Inspector recommended how the Statement of Community Involvement should be changed and this adopted version includes all of those changes.

We will continue to monitor the Statement of Community Involvement annually to see if any further changes are required.



2. How will we involve you in the Local Development Framework (LDF)?



What is the Local Development Framework?

The Government has changed the structure of the planning system and we will no longer be producing a Local Plan or Structure Plan for the National Park. Instead we will set out our future plans and policies for development in a **Local Development Framework**.

What parts of the Local Development Framework will involve you?

The Local Development Framework will be made up of a “folder” of documents known as Local Development Documents. This Statement of Community Involvement is a Local Development Document. There are two other types of Local Development Document :

1) Development Plan Documents

We will use these to determine planning applications. They have to be submitted to the Secretary of State and will be independently examined.

2) Supplementary Planning Documents

We will use these to explain and add to the policies and proposals in the Development Plan Documents. They are **not** subject to independent examination.

We will engage the public in all Development Plan Documents and Supplementary Planning Documents.

We explain what each Local Development Document includes in our Local Development Scheme.

The Local Development Scheme is a public statement which sets out our three-year timetable for preparing and reviewing the Local Development Framework. It describes each individual Local Development Document and its timetable and you can view it on our website.

All Development Plan Documents and Supplementary Planning Documents will be appraised for sustainability. We will publish **Sustainability Appraisal Reports** which you will also be involved in creating. The reports will ensure that all the policies and plans in the Local Development Framework consistently support sustainable development – the social/economic/ environmental well being of the National Park.

When will you be involved?

Development Plan Documents

1) Early Community Involvement

Before we put pen to paper and start writing a Development Plan Document, we will have a period of early involvement during which we will gather evidence on the social/economic and environmental characteristics of the National Park. We will hold informal engagement exercises with all relevant organisations/interest groups or individuals. During this period we will gather feedback from the community and other groups, using a variety of techniques (these are discussed in more detail below).

This is a key stage. It enables people to put forward their ideas and to participate in developing issues and options. The initial sustainability report will also be prepared at this stage. In the past, our approach has been to invite comments on proposals which we have already drafted. Instead, once we are sure that we have understood and considered the views put forward, we will use the evidence gathered to produce a Preferred Options Report.

2) Consultation on the Preferred Options Report and the Sustainability Appraisal Report

We will publish the Preferred Options Report and its Sustainability Appraisal Report for a first six week period. During this time anyone can make comments on these two Reports. We will then consider all of the responses received. We will incorporate any amendments as a result of the comments received, into the Development Plan Document. We will then submit it to the Secretary of State.

Any comments made at this stage will **not** be carried forward to the independent examination. So remember, if your comments have not been taken on board and you are not satisfied with our explanation why, you **must** comment again at the second six week consultation period to have your comments considered by the independent Inspector.

3) Preparation and Submission of the Development Plan Document and the final Sustainability Appraisal Report

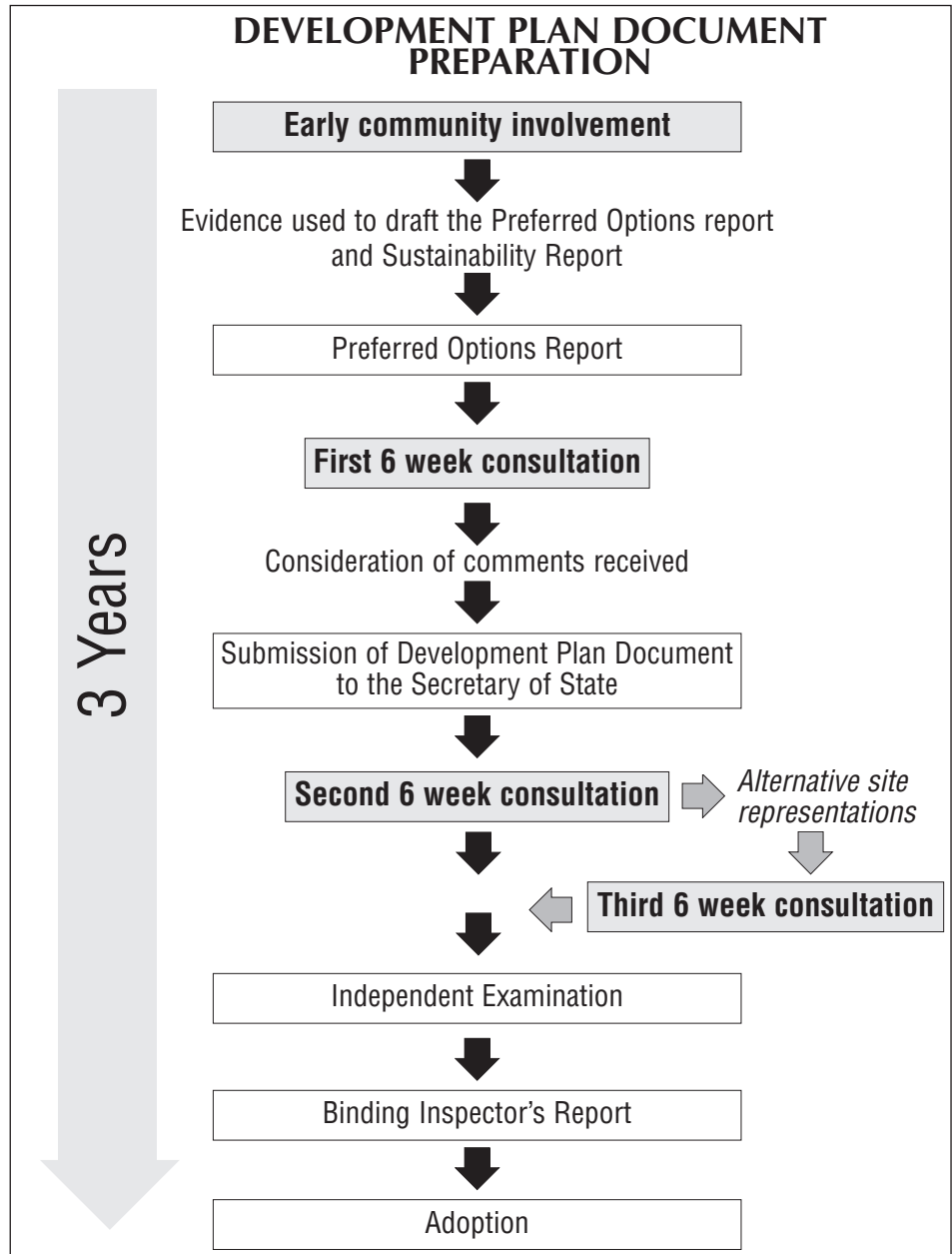
On completion of the first six week consultation, and having considered comments made at the preferred options stage, we will prepare the Development Plan Document and final Sustainability Appraisal Report to be submitted to the Secretary of State. We will also submit a statement of compliance setting out how we have complied with this Statement of Community Involvement. There will then be a second six week consultation period on the Development Plan Document and its Sustainability Appraisal Report. Anyone can comment on the

policies and proposals at this stage even if they have not been involved in the earlier stages of preparation. We will provide advance notice of the dates for the second six week consultation to all of those who commented previously.

We will send a statement to the Secretary of State, outlining the number of comments received, copies of the comments and a summary of the main issues raised.

4) Advertisement of Alternative Sites

Some Development Plan Documents will include allocations of sites for development. Where developers or individuals submit comments at this stage which



promote alternative sites for development, we will advertise these as soon as possible after the close of the second six week consultation. Anyone who has already commented will be informed of this third six week consultation. Everyone will then have a further six weeks to make comments on these alternative sites. All of these comments will again be forwarded to the Secretary of State. Please note that if you make late proposals for new sites or new policies you may be expected to assess their sustainability.

5) Independent Examination

All those with an outstanding objection have a right to have their comment considered by an independent Inspector appointed by the Secretary of State. The Inspector will consider most comments by way of written evidence. Written evidence will carry the same weight as an oral hearing. An oral hearing could take the form of a round table discussion, an informal hearing or a formal inquiry. The Inspector will decide whether or not the document is "sound". Once the Inspector has considered the objections, a report will be prepared which will identify any changes which need to be made to the Development Plan Document. We are bound by the Inspector's report.

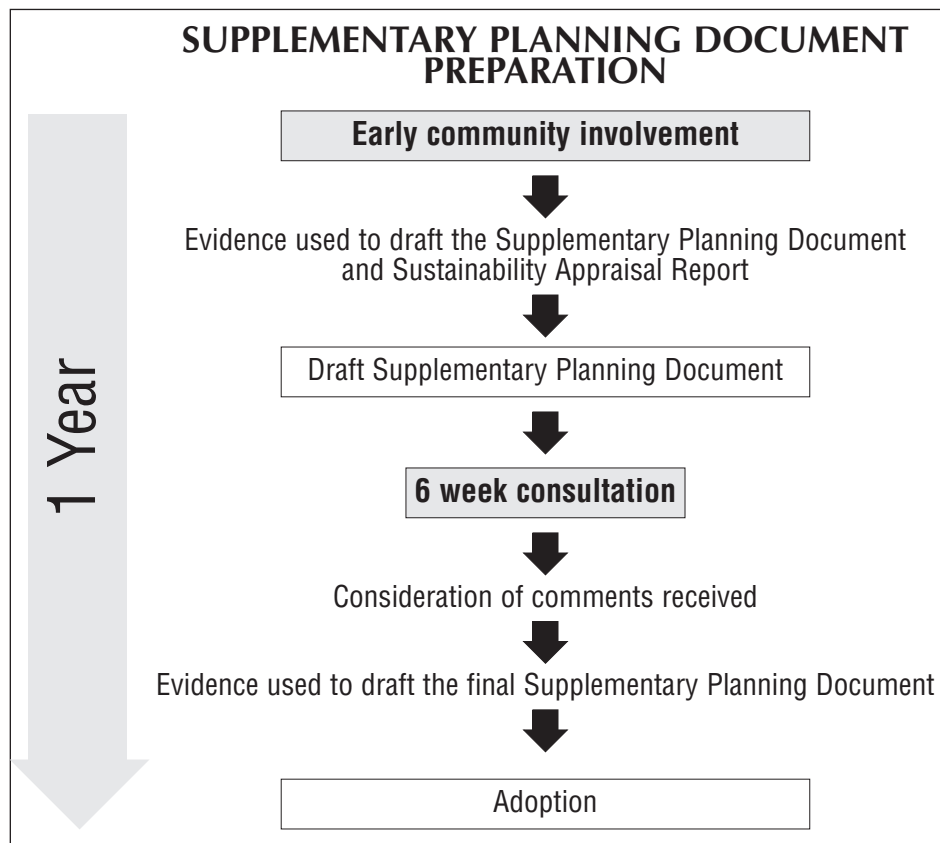
Adoption

We will adopt the Development Plan Document, as amended by the Inspector, as soon as we can following receipt of the Inspector's report.

Supplementary Planning Documents

1) Early community involvement

The nature of community involvement for Supplementary Planning Documents will vary depending on the type of document being produced. Where a Supplementary Planning Document relates to a specific site or area, we will focus on involving



residents, businesses and others from the local area and where possible we will hold events within that community. If the Supplementary Planning Document is of a broader nature we may focus on engaging specialist organisations. The main purpose of this stage will be to gather information and consider the issues and options.

2) Preparation of the Supplementary Planning Document

We will use the evidence gathered, as a result of the early community involvement, in preparing a draft Supplementary Planning Document. This will be the subject of a formal consultation period of 6 weeks. The draft Supplementary Planning Document will be accompanied by a Sustainability Appraisal Report and a statement setting out how we have complied with the Statement of Community Involvement.

We will then consider all of the responses received and use them to finalise the Supplementary Planning Document.

Adoption

We will incorporate any amendments required as a result of the comments received into the final Supplementary Planning Document, which we will then adopt.

Whom will we involve from the community?

The legal requirements for consultation and public participation are set out in the Town and Country Planning Regulations (2004). We will not only comply with these recommendations - we intend to exceed them. We are committed to involving as many individuals and groups as possible in forming new planning policies and proposals. Anyone, or any organisation, interested in the future of the National Park can get involved in the planning process and we hope that this document will help people to do so. To achieve our aim of wider involvement, we intend to work with our existing partners in the community and develop new contacts wherever possible. The key groups that we want to involve are:

- 1) General Public;
- 2) Town and Parish Councils;
- 3) National Park Authority members;
- 4) Businesses;
- 5) Visitors;
- 6) Developers/Agents;
- 7) Statutory Bodies – see Appendix 7.1;
- 8) Interest Groups;
- 9) Hard-to-engage groups particularly young people.

The level of community involvement will, of course, depend on the type of document being produced and its subject matter. We will consult with groups where we consider the subject matter of the document affects them or where they have asked to be consulted. Appendix 7.2 sets out in more detail the types of groups which we hope to involve.

If you or your organisation would like to be involved in preparing the documents that will shape the future of the National Park then please contact us. We keep a Local Development Framework database with the name and address of all interested individuals/groups. This will be continuously updated.

How will we involve you?

We sent a questionnaire to Town and Parish Councils, neighbouring authorities, community groups, and statutory consultees, asking how they would like to be involved in the Local Development Framework process. We also put a copy of the questionnaire on our website for people to fill in. (An analysis of the responses received can be found on our website)

The responses have helped us determine the best ways in which people can be engaged. These are:

- *Looking at documents* – During periods of community engagement, we will make the documents available at those locations set out in Appendix 7.3. Full addresses and the opening



times of the venues are given. Any reports on the responses received will also be made available at these venues.

- *Talking to officers* – An officer will be available to deal with enquiries about the documents over the phone or in person at the Murley Moss offices in Kendal during normal office hours. Officers will also respond within five working days to voicemail messages which are left outside normal office hours and email enquiries.
- *Planning Surgeries* - Officers will attend the regular Planning Surgeries in Keswick, Bowness and Glenridding during periods of community engagement.
- *Looking at our Website* – We will encourage people to visit www.lake-district.gov.uk to keep up to date with the latest planning news. All draft and final versions of Local Development Documents will be available on the website. Any comments can also be submitted by email. Any reports on the responses received will also be available on the website.
- *Local Press* – We will prepare news releases giving details of the process for community engagement and send them to the following local newspapers:
 - Cumberland and Westmorland Herald;
 - Cumberland News and Star;
 - Cumberland Times and Star;
 - Keswick Reminder;
 - Lakeland Echo;
 - Westmorland Gazette;
 - North West Evening Mail;
 - Carlisle News and Star.
 - Whitehaven News;
 - Barrow Evening News;
 - Lancaster Guardian.
- We will also brief local television and radio stations with details of all community engagement exercises and encourage them to alert their listeners/viewers about the event.
- *Updates to National Park Authority members* – We produce a Member's Information Bulletin monthly for National Park members and will use it to keep them informed of community engagement activities.
- *Articles in Parish newsletters* – We will write articles for Parish Council newsletters, where available, to publicise periods of engagement and events.
- *Parish Plans Gazette* – We will, where possible, use this quarterly newsletter to publicise periods of engagement and events. It is produced by Voluntary Action Cumbria.

- *Our Resident's Newsletter (Lakes Messenger)* – We will use this newsletter to publicise periods of engagement and events. We send it to every resident and business in the National Park and produce it twice yearly in the Spring and Autumn.
- *Direct Contact* – We will write letters to key interest groups, Parish Councils and statutory consultees. This more formal method of engagement will be used for stakeholders who are more used to being involved in the planning process.
- *Exhibitions* – We will hold exhibitions in the towns and larger villages as appropriate to the document concerned. This is a good way to involve people who may not normally be interested. A prominent and accessible venue such as a library or parish hall will be used. Exhibitions will be open into the early evening and on Saturday mornings where appropriate, to give as many people as possible an opportunity to attend. The exhibitions will be advertised in the local press, parish newsletter and on our website. A record will be kept of the issues raised by attendees.
- *Focus Groups* – When we want to discuss a particular issue in more detail we will organise Focus Groups. These generally consist of between six and ten people who have an interest in a particular issue. That issue will then be discussed in detail for a couple of hours with a facilitator being used to aid the discussion. A record will be kept of all Focus Group meetings.
- *Questionnaires* – We will use questionnaires, where required, to supplement other methods of engagement.
- *Attending Town and Parish Council Meetings* – We will consult Town and Parish Councils regularly. We will, where appropriate, attend their meetings or invite them collectively, or in groups, to separate meetings.
- *Working with Neighbourhood Forums* – These informal meetings are run by the County Council. The Forums will be particularly useful when discussing issues relevant to a particular area or site.
- *Working with Local Strategic Partnerships* – There are four Local Strategic Partnerships which cover the National Park area:
 - i. Cumbria wide
 - ii. Eden
 - iii. West Cumbria
 - iv. South Lakeland

These bring together all the key stakeholders in Cumbria and are crucial for identifying links between the Local Development Framework and other Plans and Strategies of partner organisations. Some of the local partnerships have task groups which cover specific topics such as housing. We are currently exploring ways of working with these partnerships to avoid duplication in consultation.
- *Involvement of schools/colleges* – We will work with our partners in our education service, and with schools, to explore ways to involve young people in learning more about the new planning system. There are two possible approaches. One is to work directly with schools on projects linked into the citizenship curriculum. The second is to produce web based materials which could be used by schools and young people throughout the country. Both approaches depend on schools wishing to participate.
- *Planning for Real exercises* – Planning for Real uses simple models of an area/neighbourhood as a focus for people to put forward and prioritise ideas on how their area can be improved. These exercises will be particularly useful to help identify and focus discussion around difficult issues and key themes.

- *Planning Aid* – Planning Aid is a voluntary service offering free, independent and professional advice on planning matters to community groups and individuals who cannot afford to employ a consultant. The Government is funding Planning Aid so it can become more proactive and develop a greater role in targeting communities which traditionally do not get involved in the planning system and increase their capacity to participate. We will seek to ensure that members of the community are aware of the advice and support available. A summary of the service is given in Appendix 7.4 and a web link is provided on our web site.

Appendix 7.5 shows which of the above methods of engagement will be used for each Local Development Document.

How will we report back to you?

We will acknowledge all responses received during consultations within 10 days from receipt. Anyone making comments at the initial stages of document preparation will automatically be informed at subsequent stages. All responses will be public information.

At the end of each period of engagement we will respond in writing to all of those who have submitted comments and if necessary hold meetings in order to discuss the comments in more detail. A report on the responses received will be made available to respondents in paper, in electronic form (on our website) and also at the locations given in Appendix 7.3 of this document. This will include an explanation as to whether any change is going to be made as a result of their comments.

All respondents will be informed when Inspector's reports are received and when the final Local Development Documents are being adopted.

3. How will we link this Statement of Community Involvement to existing documents

The Government has moved away from traditional land use plans to a spatial planning approach. The spatial planning approach brings together policies for the development and use of land with other policies and programmes that influence the nature of places and how they function such as health, transport, education. It is therefore very important that we ensure the Local Development Framework, and in particular the Core Strategy, take account of all relevant strategies and programmes.

Many documents provide plans and strategies for the Lake District National Park. They are part of the evidence base for preparing all the Local Development Documents within the Local Development Framework. Particularly significant are:

- Emerging Regional Spatial Strategy for the North West;

- Cumbria and Lake District Joint Structure Plan (April 2006);
- Lake District National Park Management Plan (April 2004);
- Cumbria Local Transport Plan (published by Cumbria County Council);
- Cumbria Biodiversity Action Plan;
- District Council Housing Strategies;
- The 4 Community Strategies which cover the Lake District National Park;
- 18 Parish Plans, and more expected;
- Area and Lake management plans;
- Market Town Initiative Action Plans;
- Regional Economic Strategy (2003);

- Lake District Economic Futures Study (June 2004) and Policy Statement (March 2005);
- North West Development Agency's Strategy for Tourism in the NW (2003);
- Cumbria Countryside Access Strategy;
- Cumbria Forestry Strategy;
- Cumbria Waste Strategy.

The contents of the documents listed above will be taken into account in the preparation of all Local Development Documents, in particular the Core Strategy. The bodies responsible for producing these plans and strategies will be fully engaged throughout the process of preparing the Local Development Framework.

4. How will we involve you in planning applications?

Section 2 of this Statement of Community Involvement has dealt with how we will involve the community in the Local Development Framework process. This section addresses community involvement in the planning application process, with particular emphasis on Major Planning Applications. We have set out below our strategy for engaging a wide range of individuals, groups and other stakeholders in the determination of planning applications.

However, no system for publicising planning applications can be totally effective. We need to strike a balance between providing a reasonable opportunity for people to comment on applications and the cost and speed of decision-making. We hope that the procedures set out below will strike a reasonable balance between

these conflicting issues.

We have also prepared a "Customer Charter for Development Control". This explains how you can access all of the Development Control services. It explains how you can submit a planning application and how to report a breach of planning control. It is available from our offices at Murley Moss and on our website.

How will we carry out pre application discussions?

We will encourage applicants to talk to us, the community, and other statutory agencies such as the Highways Agency, United Utilities and the Environment Agency before they submit a planning application. Pre application advice will be provided to applicants who write in to us. Applicants can book meetings with the relevant case officer (see the 'Contacts' list at the

end of this document) to discuss their proposals in detail. We also operate a Duty Officer system for people seeking general advice on planning matters but who have not made an appointment with a specific officer. The Duty Officer is available without appointment at Murley Moss offices, Kendal between 9.30am to 12.30pm Monday to Friday.

For all applications, we will encourage applicants to talk first to all interested parties. The content and method of the engagement exercise should be agreed with officers in advance and the results should form part of the planning application. The type of engagement involved will depend on the complexity and how controversial the application is likely to be. But even for the smallest planning application such as a house extension, applicants

will be encouraged to speak first to their neighbours. Where planning applications are likely to generate a high level of public interest the applicant will be encouraged to consider the use of public exhibitions.

We will produce a guidance note on the types of pre-application consultation we recommend on different types of applications.

How will we engage with you on planning applications received?

You are entitled to make comments on any current planning application, regardless of whether you have been specifically invited to do so. Comments must be made in writing (including email). Any comments made become public documents and may be viewed by the applicant or any other member of the public. We cannot therefore take account of requests for confidentiality. We will always acknowledge any comments we receive in writing.

Wider community involvement

We produce a weekly list of applications received, which is available on our website. The list contains information about each application, including a description of the development, the reference number, the applicant's details and where (in addition to our offices at Murley Moss) the plans may be inspected.

We will forward a list of all planning applications received on a weekly basis to the following local newspapers:

- Cumberland and Westmorland Herald;
- Cumberland News and Star;
- Cumberland Times and Star;
- Keswick Reminder;
- Lakeland Echo;
- Westmorland Gazette;
- North West Evening Mail.

We will pay for a press release to publicise major applications, i.e. those of 10 houses or more, 1000 square

metres or more or 1 hectare or more.

All members of the National Park Authority will be notified of all applications. We will automatically notify members of District Councils and Parish Councils of applications within their areas. They will be sent a copy of the application and given 28 days to submit any comments.

Individual involvement

We will publicise all planning applications we receive, either using a notice displayed at the site, or where we consider it would be more beneficial, we will write to all adjoining neighbouring properties. (In some cases both may be appropriate). The letter will inform the occupiers:

- that an application has been made at a neighbouring property;
- where they can view the plans;
- who they need to contact if they want to discuss the application in more detail;
- to whom they need to submit comments to; and
- the closing date.

We will allow a period of 21 days from the publication / display of a notice or 16 days from the date of an individual notification letter to expire before we make a decision on an application. We will take account of all comments we receive, including those received outside the notification periods set out above, provided that we receive them before we make a decision on the application.

Planning applications will be available for viewing at our offices at Murley Moss and our Information Centres during normal office hours. Parish Councils will have a copy of planning applications within their areas. Neighbours can also make an appointment with the Case Officer if they want to discuss the planning application in more detail or they can speak to the Duty Officer.

Planning applications (including any plans) may also be viewed online at our website.

Statutory and non-statutory consultees involvement

We notify a whole range of statutory and non statutory consultees. Not all bodies are involved with every application. Who we engage will vary with the nature of the proposal and the location. Consultees are notified in writing and have 21 days in which to respond. Bodies such as English Nature will be allowed a longer period of time to comment on applications, where this is prescribed by legislation.

How will we engage with you during the processing of applications?

Many applications involve a considerable amount of negotiation, particularly the major ones, once they have been submitted. This is an important and crucial part of the development control process which often leads to significant improvements in the quality of development and often addresses objector's concerns. This dialogue between planning officers, developers and other interested parties is something which both we and the Government actively encourage.

In some cases, a proposal will generate much public interest and attract a large number of objections. The negotiation stage will often lead to the submission of amendments to overcome some of these objections. If any amendments would materially change the proposal, or the potential impact of the proposal, we will notify everyone who has been previously notified or who has commented on the planning application. We will try to give at least seven days to respond, except where this would prevent us from making our decision within the statutory period set by the Government.

How will we engage with you on planning applications going to committee?

About 70% of the applications submitted to us are dealt with through delegated powers to officers and do not go to

Committee. This helps to ensure that the majority of applications are dealt with within the statutory eight week period. An application can be dealt with by officers, provided that it satisfies our current adopted scheme of delegation. (Copies of the scheme are available by contacting our office at Murley Moss and on our website.)

The Development Control Committee meets monthly. We will contact all those who have commented, or previously been notified about a planning application, if it is going to committee. We will inform them of the time and date of the relevant Development Control Committee.

Everyone has the right to speak against a planning application at Development Control Committee. Supporters of a planning application do not have an automatic right to speak. However, if an objector speaks against your application, you or your agent or your representative do have a right to respond. If you tell us that you want to speak about a planning application at the Committee we will explain the procedure and answer any questions you may have. We will then allow you to address the Committee in accordance with our adopted procedure (our guidance notes on speaking at Development Control Committee are available from our offices at Murley Moss, Kendal). Please note that equal weight will be given to your comments regardless of whether or not you present these orally to committee.

All committee reports, minutes and agendas are available on our website.

How will we notify you of decisions?

Anyone who submitted comments on a particular planning application will be notified of the decision. Decision notices are available on our website. Local newspapers will also be notified of the weekly decision lists.

How will we notify you when an appeal is received?

If an applicant has an application refused; or disagrees with conditions attached to the granting of permission; or if an application is not decided within the statutory period; he or she has the right of appeal. This right of appeal does not apply to any one except the applicant.

Anyone who submits comments on a planning application will be notified if an appeal is lodged. Copies of the original comments will be forwarded to the Planning Inspectorate and the person concerned will be informed about how to submit additional comments to the Inspectorate should he or she so wish. Members and Parish Councils will also be notified of any appeals within their areas. A report setting out new appeals lodged and decisions made will be included in each Development Control Committee agenda and copies of the report will be sent to local newspapers.

A list of recently lodged appeals is also available on our website, together with details of recent decisions.

How will we engage with you on prior approval applications?

These kinds of application are treated differently. Applications for agricultural buildings or replacement telegraph poles fall within this category. They are "permitted development" and there are only relatively minor issues such as siting and appearance, over which we have any control. There is a fixed 28 or 56 day timescale for us to determine these applications and if no decision is made within this time period they are deemed to have been approved. Due to the short timescales within which decisions need to be taken, full public consultation is not possible but the applications will be publicised on the weekly list.

How else will we involve you?

- On request and, if appropriate, officers will attend public meetings or resident's associations to explain planning proposals;
- Planning surgeries - In order to improve access to our services we will also have a Duty Officer available at the following alternative locations:

Keswick – There is a planning surgery held every Wednesday between 11:00am and 12:30pm. Usually this is held upstairs in the Moot Hall but occasionally moves to the Town Council's office. You may wish to check the venue in advance by telephoning the contact numbers at the end of this document.

Bowness Bay Information Centre – There is a planning surgery every other Wednesday, between 11.00 a.m. and 12.30 p.m.

Ullswater Information Centre, Glenridding – There is a planning surgery every other Thursday between 10.30 a.m. and 12 noon.



5. How will we manage your involvement?

In 2005, we identified all aspects of our work in planning as a priority for growth and investment. This means we will re-organise other areas of our work to ensure the right amount of resources are given to community involvement.

Our Community Development Team will lead our work to engage communities in planning. The team will be supported by members and colleagues from across the organisation, according to actions identified within a Corporate Community Engagement Strategy and Toolkit. This strategy will ensure community involvement activities are at the heart of everything we do and are therefore included in our financial preparations each year. It will be published in 2006.

Immediate investment will come from the Planning Delivery Grant. Whilst some of this grant will be used to increase staff resources, we recognise the grant we receive is not guaranteed. We will therefore focus on using what grant we do receive to develop and enhance



our skills to enable us to facilitate more innovative and engaging consultation exercises. Training will take place in 2006. We are also investing time in building partnerships with other organisations such as the Local Strategic Partnerships, to enable us to collaborate and work together to engage people. This will minimise duplication and provide a clearer message to the communities we work with.

There are currently seven members on our Development Plan Working Group. Through this group, which meets quarterly, they will continue to get involved in all aspects of community involvement in planning. They will particularly ensure we do what we say we will do in this SCI. Wider involvement of members is important. Section 6 explains how we hope to involve members/volunteers and rangers more in community engagement activities.

6. What more do we want to do?

Monitoring and Review of the Statement of Community Involvement

The Statement of Community Involvement will be a flexible document and will be regularly reviewed. Continual monitoring of the success of community engagement and involvement exercises will be undertaken. Evaluation forms will be available after each major engagement exercise to help assess how successful the methods were and inform us of any changes that are required.

We have to produce an Annual Monitoring Report as part of the Local Development Framework process and this will include information on how successful our community involvement has been.

This report will be available on our website. In reviewing the Statement of Community Involvement we will follow the same procedures for preparation as we have for this version. It will be reviewed where:

- the numbers of people taking part in the community involvement exercises are unacceptably small;
- feedback from the engagement exercises has been very negative;
- significant changes have been identified in the methods used to engage the community;
- the types of groups identified need to be changed significantly .

Website

As the National Park website is

further developed we will investigate the possibility of operating a "Planning Message Board". This will enable the public to be directly engaged in the planning process. It will work in a similar way to a "discussion group" and people will be able to post comments directly onto the message board where they can be viewed and responded to by other users, as well as by us. The production of an electronic newspaper will also be considered.

Yearly/twice yearly stakeholder meetings

We will organise and facilitate regular stakeholder meetings to keep these groups informed of progress with the production of the Local Development Framework and engage them fully in the process.

This will operate as a pilot for the first year (2006) and if it is successful will continue as a regular yearly or twice yearly event.

Role of external facilitators in engagement exercises and particularly contentious planning applications

We will investigate using external facilitators in our engagement exercises on both the Local Development Framework and planning applications. These facilitators could be from private consultancies or from voluntary/community/faith organisations, such as Planning Aid or Voluntary Action Cumbria.

Involvement of National Park Authority Members

We will work with Members to increase their involvement in planning with the community.

We will build on our work with Parish Councils through regular events about special subjects which enable members to interact with representatives of the community. We will also explore the idea of members 'championing'

particular policies or themes such as housing, the economy or renewable energy.

Involvement of Rangers and Volunteers

We already have a wealth of experience in working with our communities among both the Ranger staff and our Volunteers. We will work closely with both of these groups to see how best they can be involved in engagement exercises and to use their extensive knowledge in gathering evidence in the earlier stages of Local Development Document preparation.

Identifying and involving other "hard to engage" groups

We will concentrate initially on involving young people in the planning process. We will, however, seek to identify and involve other "hard to engage" groups as the process develops. We will do this in partnership with other District Councils and the Local Strategic Partnerships. This will involve specifically working with partner organisations who

specialise in working with such groups. These will include support organisations for young and older people and those with special needs. We will go out to meet with groups on their terms and without duplicating the work of their normal support organisations. For example, we will aim to work through schools to engage with young people, specifically through the well established network of school councils.

We will strive to ensure that all venues, and activities we undertake at these venues, comply with the Disability Discrimination Act 1995 and Race Relations Act 2000. We will also strive to ensure that we communicate with people at all times, using all appropriate tools, in a way that does not increase a risk of exclusion. We can make LDF documents and any related literature available in a variety of formats, e.g. Braille, large print, audio cassette, languages other than English. If you require documents in another format please contact the Communications Team on 01539 724555 or email them on hq@lake-district.gov.uk



photo by Michael Turner



Appendix 7.1 - Statutory Bodies

The Regulations for the Planning & Compulsory Purchase Act (2004) specify that certain specific consultation bodies must be consulted.

The specific consultation bodies (statutory bodies) include:

- The Regional Planning Body
- Cumbria County Council and neighbouring authorities
- Parish Councils
- Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Strategic Rail Authority
- North West Regional Development Agency
- Owners/controllers of telecommunications apparatus
- Strategic Health Authority
- Those organisations that provide electricity, gas and water and deal with sewerage
- The following Government Departments:-
 - (a) Home Office;
 - (b) Department for Education and Skills (through Government Offices);
 - (c) Department for Environment, Food and Rural Affairs;
 - (d) Department for Transport (through Government Offices);
 - (e) Department of Health (through relevant Regional Public Health Group);
 - (f) Department of Trade and Industry (through Government Offices);
 - (g) Ministry of Defence;
 - (h) Department of Work and Pensions;
 - (i) Department of Constitutional Affairs;
 - (j) Department for Culture, Media and Sport;
 - (k) Office of Government Commerce (Property Advisers to the Civil Estate); and
 - (l) The Countryside Agency

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

Appendix 7.2 - Types of groups which make up our community

Hard to Reach Groups

- Elderly (over 60 year olds)
- Young people (11 to 18 years)
- Young adults (18 to 24 year olds)
- Young children and families with young children
- Rural women
- Single parent families
- Homeless people
- Black and ethnic minorities
- Carers
- People with impaired mobility
- Farming community
- Landowners/land managers



Employers/employees

- Self employed
- Unemployed people
- Agricultural employees
- Homeworkers

- Employees
- Micro enterprises (up to five employees)
- Small to medium enterprises (5 to 20 employees)

Appendix 7.2 – Types of groups which make up our community

- Medium to large enterprises (20+ employees)
- Agricultural businesses



Tourism-related groups

- Visitors – Long stay/short stay. From the region /national /international
- Tourism Attraction Operators
- Tourism hospitality providers (visitor accommodation, food and other services)

Housing-related groups

- Social housing providers
- Housebuilders/developers and land/planning agents
- Private housing landlords
- Social landlord tenants
- Private landlord tenants
- Home-owners
- Private housing providers
- Second home-owners
- People in housing need

Transport related groups

- Public Transport providers
- Community transport providers
- Public transport user groups
- Transport infrastructure providers
- Sustainable Transport Groups

Other service providers

- Health Services and Organisations
- Emergency services – police, fire, ambulance, mountain rescue
- Rural Service Providers (eg post offices and village shops)
- Telecommunications/ IT providers

- Utility Providers (water, sewerage, gas and electricity)
- Energy (wind/hydro/ nuclear etc)
- Schools and Colleges



Elected representatives

- Councillors (District, County, Parish)
- Members of Parliament
- National Park Authority members



Other organisations

- County level agencies eg Rural Regeneration Cumbria, West Lakes Renaissance, Cumbria Vision, Cumbria Tourist Board
- Local Government (County, District, other National Parks and Parish Councils)

- Central Government Agencies eg English Nature, Countryside Agency, English Heritage, Environment Agency
- National Agencies eg the Highways Agency, the National Trust, the Home Builders Federation
- Community Safety Organisations
- Arts and Culture Organisations e.g. the Theatres Trust
- Sports, leisure and recreation organisations
- Regional Agencies eg Government Office North-West, North-West Development Agency, North-West Regional Assembly
- Town Councils, Neighbourhood Forums, sports clubs, Parish Plan steering, groups, Chambers of Trade, resident's associations
- Strategic and local partnerships eg LSP's, Cumbria Strategic Partnership, Market Towns Initiatives
- Large landowners eg National Trust, United Utilities, Forest Enterprise
- Landscape organisations e.g. the Woodland Trust
- Biodiversity and nature conservation organisations
- Built Heritage and conservation organisations eg civic societies
- Community/voluntary organisations
- Faith organisations
- Design organisations



Appendix 7.3 – Locations where you will be able to see LDF documents

Ambleside Library

Kelsick Road
AMBLESIDE
LA22 0BZ

Tel:01539432507
Fax:01539431484
Email:kendal.library@cumbriacc.gov.uk

Opening Times

Monday 1000 - 1700
Tuesday 1000 - 1900
Wednesday 1000 - 1700
Friday 1000 - 1900
Saturday 1000 - 1300

Cockermouth Library

Main Street
Cockermouth
CA13 9LU

Tel: (01900) 325990
Fax: (01900) 325991
Email:
workington.library@cumbriacc.gov.uk

Opening Times :

Monday 0915 – 1900
Tuesday 0915 – 1700
Wednesday 0915 – 1900
Thursday 0915 – 1230
Friday 0915 – 1700
Saturday 0915 – 1300

Coniston Library

John Ruskin Institute
Coniston
LA21 8DU

Tel: (015394) 41731
Email:kendal.library@cumbriacc.gov.uk

Opening Times

Wednesday 1000 - 1230
1330 - 1815

Kendal Library

Stricklandgate
Kendal
LA9 4PY

Tel: (01539) 773520
Fax: (01539) 773544
Email:kendal.library@cumbriacc.gov.uk

Opening Times

Monday 0930 - 1730
Tuesday 0930 - 1730
Wednesday 0930 - 1900
Thursday 0930 - 1300
Friday 0930 - 1900
Saturday 0900 - 1600
Sunday 1200 - 1600



Keswick Library

Heads Lane
Keswick
CA12 5HD

Tel:(017687) 72656
Fax:(017687) 75323
Email:
workington.library@cumbriacc.gov.uk

Opening Times

Monday 0930 - 1900 :
Tuesday 0930 - 1900
Wednesday 0930 - 1900
Thursday 0930 - 1230
Friday 0930 - 1900
Saturday 0930 – 1230

Murley Moss Offices

Oxenholme Road
Kendal
LA9 7RL

Tel: (01539) 785555
Fax: (01539) 740822

Opening Times:

Monday to Thursday 0900 – 1700:
Friday 0900 - 1645

Penrith Library

St. Andrew's Churchyard
Penrith
CA11 7YA

Tel: (01768) 242100
Fax: (01768) 242101
Email:penrith.library@cumbriacc.gov.uk

Opening Times

Monday 0930 - 1900
Tuesday 0930 - 1900
Wednesday 0930 - 1300

Thursday 0930 - 1700
Friday 0930 - 1900
Saturday 0930 - 1600
Sunday 1200 - 1600

Ulverston Library

Kings road
Ulverston
LA12 0BT

Tel: (01229) 894151
Fax: (01229) 894152
Email:
kendal.library@cumbriacc.gov.uk

Opening Times

Monday 0900 – 1800
Tuesday 0900 – 1800
Wednesday 0900 – 1300
Thursday 0900 – 1800
Friday 0900 – 1800
Saturday 0900 – 1600

Windermere Library

Ellerthwaite
Windermere
LA23 2AJ

Tel: (01539) 462400
Fax: (01539) 462401
Email:
windermere.library@cumbriacc.gov.uk

Opening Times

Monday 0900 - 1900
Tuesday 0900 - 1700
Thursday 0900 - 1700
Friday 0900 - 1700
Saturday 0900 - 1300

Appendix 7.4 – Planning Aid North

How does planning affect me?

Planning and development in towns and cities affects everyone who lives and works in them, from the building of major retail and housing developments to the refurbishment of a local playground. However, if faced with a planning issue or problem many people would not know where to start due to uncertainty or unfamiliarity with the planning system, procedures, legislation etc. Additionally, many might not be in a position to be able to pay a planning consultant to help them to resolve it.

Planning Aid can help!

Free, independent town planning advice is available from Planning Aid North for people who cannot afford to pay a planning consultant. Although it helps people with their immediate concerns, a key aim of Planning Aid is to build people's confidence with the planning system so that if any future issues arise they have a better chance of dealing with it themselves.

How does it work?

Professionally qualified volunteers can give advice on a wide range of planning issues either in person (by making site or home visits) or by telephone – depending on the type of enquiry. In some cases they can attend meetings or public enquiries on behalf of clients. Because it is independent of local or central government Planning Aid can give impartial, practical advice and information, in addition to that provided by your Local Authority.

What about communities?

Local authorities now have to involve and consult people and communities on planning and development in their areas – how they plan to do this is set out in their 'Statement of Community Involvement'. The Planning Aid North Community Planning programme helps communities to understand and play a role in the planning process, particularly on issues affecting local areas and neighbourhoods. Volunteers can simply give advice to groups or can

get involved in a wide range of activities to help them improve their areas.

Key elements of the Community Planning programme include:

- Information events and presentations.
- Advice and assistance on contributing to local development plans.
- Helping communities to develop their own strategies, including parish plans.
- Training on the planning system and development plans.
- Educational projects with school children and young people.

How can I find out more?

By calling the Advice Line on 0870 850 9803

By emailing ntcw@planningaid.rtpi.org.uk

By going to www.planningaid.rtpi.org.uk

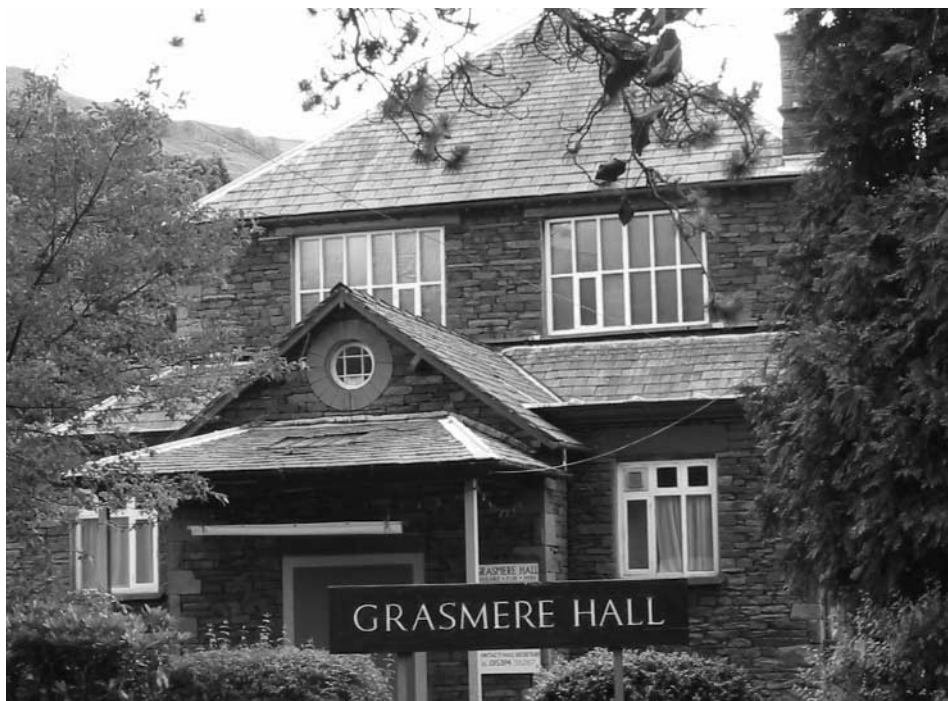


photo by Charlie Hedley

Appendix 7.5 – Community engagement techniques and when we will use them

	Core Strategy	Development Control Policies	Site specific allocations	Proposals Map	Area Action Plans	Supplementary Planning Documents
Looking at Documents	✓	✓	✓	✓	✓	✓
Talking to officers	✓	✓	✓	✓	✓	✓
Planning surgeries	✓	✓	✓	✓	✓	Possibly
Website	✓	✓	✓	✓	✓	✓
Local Press	✓	✓	✓	✓	✓	✓
Members Information Bulletin	✓	✓	✓	✓	✓	✓
Parish Council newsletters	✓	✓	✓	✓	Relevant parishes	Possibly
Other newsletters	✓	✓	✓	✓	✓	Possibly
Letters to interest groups and statutory consultees	✓	✓	✓	✓	Relevant interest groups	Relevant interest groups
Exhibitions	✓	✓	✓	✓	✓	Possibly
Focus groups	Possibly	Possibly	✓	✓	Possibly	Possibly
Questionnaires	Possibly	Possibly	Possibly	Possibly	Possibly	Possibly
Town and Parish Councils	✓	✓	✓	✓	Relevant town and parish councils	Relevant town and parish councils
Neighbourhood Forums	✓	✓	✓	✓	Relevant neighbourhood forums	Relevant neighbourhood forums
Local Strategic Partnerships	✓	✓	✓	✓	✗	Local Task Groups where appropriate
Schools/colleges/youth clubs	✓	✓	Possibly	✓	Local schools/youth clubs	Possibly
Planning for Real	✗	✗	Possibly	✗	Possibly	✗

Appendix 7.6 – Glossary



Annual Monitoring Report – This will assess the implementation of the Local Development Scheme (timetable for production of the Local Development Framework) and the extent to which policies in Development Plan Documents and Supplementary Planning Documents are being successfully implemented.

Area Action Plans – These Development Plan Documents are used to provide planning policies for areas of change and areas of conservation.

Community Strategy – Local Authorities are required under the Local Government Act 2000 to prepare these Strategies. They are prepared by Local Strategic Partnerships to improve the long-term economic, environmental and social well-being of local areas through partnership working and the active involvement of the local community.

Core Strategy – This Development Plan Document will set out the long-term vision for the National Park and the strategic policies and proposals to deliver that vision.

Development Control Policies – This Development Plan Document will include criteria-based policies

which will ensure that all development within the National Park meets the vision and objectives set out in the core strategy.

Development Plan Document – Spatial planning documents that are subject to independent examination.

Examination – All Development Plan Documents and the Statement of Community Involvement will be subject to independent examination by a person (the Inspector) appointed by the Secretary of State. The purpose of the examination is to determine the “soundness” of the Plan.

Local Strategic Partnerships – LSP’s are responsible for the production of the Community Strategies. They are a partnership of key stakeholders which aim to bring together locally the public, private, community and voluntary sectors.

Local Transport Plan – This is a five year strategy prepared by each local authority (Cumbria County Council for the National Park) for the development of local integrated transport, supported by a programme of transport

improvements. It is used to bid to Government for funding transport improvements.

National Park Authority Members – National Park Authorities currently consist of 26 members. Members are appointed by local authorities and by the Secretary of State for Environment, Farming and Rural Affairs. The local authorities appoint members from their serving councillors. The Secretary of State appoints members who represent specialist subjects and the Parish Councils.

Parish Plans – A Parish Plan is a statement of how a community sees itself now and how it will develop over the next few years. It:

- reflects the views of all sections of the community;
- identifies which features and local characteristics people value;
- identifies local problems and opportunities;
- spells out how residents want the community to develop in the future;
- prepares a plan of action to achieve this vision.

Permitted development – In order to prevent the planning system from becoming overloaded, the Secretary of State is able to grant in certain defined situations, a blanket planning permission for many minor developments. These rights are contained in the Town and Country Planning (General Permitted Development) Order 1995.

Planning Delivery Grant – This grant is awarded annually to local authorities by the Government and is “performance-related”. Its aim is to enhance the resourcing of the planning system in a way that drives performance improvement and ensures effective delivery of sustainable communities. The amounts awarded are based on performance against development control targets, plan-making performance, housing delivery in

areas of high housing need, location of enterprise areas, and performance at planning appeals.

Proposals Map – This Map will illustrate policy designations, site allocations and Area Action Plans on an Ordnance Survey Base. It must be revised as each new Development Plan Document is adopted.

Regional Spatial Strategy – This sets out the regions policies in relation to the development and use of land. In the North West, it is prepared by the North West Regional Assembly.

Site specific allocations – These Development Plan Documents will show sites proposed for development such as housing sites, employment sites, mixed use sites. Policies in the site allocation DPDs will identify any specific requirements for individual proposals.

Sound/Soundness – A “sound” local development document is one that is based on robust, credible evidence and an appropriate level of community involvement. Sustainability appraisal should be an important part of its preparation.



Spatial Planning – This system brings together policies for land with planning and policies for other areas such as health, transport and education. It is a much broader approach to planning which draws on a wide range of resources and expertise including other local authority departments, stakeholders and the local community.

Stakeholders – People who have an interest in the activities and achievements of the National Park Authority, including residents, local interest groups, employees, customers, government organisations, and “hard to engage” groups.

Supplementary Planning Documents. These provide supplementary information about the policies in Development Plan Documents. They are not subject to independent examination.

Sustainability Appraisal – This is an appraisal of the potential impact of policies and proposals from an environmental, economic, social and natural perspective. It will inform us of the potential implications of different alternatives.

Sustainable Development – Environmentally responsible development, commonly defined as “development which meets the needs of the present generation without compromising the ability of future generations to meet their own needs”.



Contacts

Community Development Team

(for information on the
Local Development Framework)

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This document is available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact 01539 724555.

Statement of Community Involvement Lake District National Park Authority