

LOCAL DEVELOPMENT FRAMEWORK

Statement of Community Involvement

First Revision adopted March 2008

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The Broads Authority, as the local planning authority for the Norfolk and Suffolk Broads, is replacing the Broads Local Plan 1997 and linked supplementary planning guidance with a Local Development Framework, or 'LDF'.

The LDF is made up of a set of documents known as Local Development Documents. Together, these documents will set policies for meeting the economic, environmental and social aims for the future of the Broads affecting the development and use of land. These policies will be used in determining planning applications.

The Statement of Community Involvement (SCI) sets out how we intend to involve local communities, partners and other key stakeholders in the preparation and review of our LDF documents, and in development control decisions.

SCI – First Revision

The first SCI was adopted on 23 January 2006. It has now been revised, principally to take account of changes to the delivery of our planning service, which was taken 'in house' in April 2007. The SCI (First Revision) went through a statutory process of consultation and examination during 2007 and was formally adopted by the Authority on 28 March 2008.

The SCI (First Revision) replaces the first SCI and forms part of the Broads Local Development Framework.

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Section	Contents	Page
1	Introduction	4
	1.1 Changes to the planning system	
	1.2 Stakeholder involvement	
2	Local Development Framework (LDF)	4
	2.1 Local Development Scheme (LDS)	
	2.2 Local Development Documents (LDDs)	
3	The LDF and other strategies	5
	3.1 Broads Plan	
	3.2 Links with other strategies	
4	The LDF and other Acts	6
	4.1 Data Protection Act	
	4.2 Disability Discrimination Act	
	4.3 Freedom of Information Act	
	4.4 Race Relations (Amendment) Act	
5	Consultation aims	6
	5.1 Why consult?	
	5.2 The Authority's approach to consultation	
	5.3 Norfolk COMPACT	
6	Consultation guidelines	7
	6.1 Setting the scene	
	6.2 Timing	
	6.3 Reaching the right people	
	6.4 Accessibility of information	
	6.5 Venues, dates and times	
	6.6 Publicity	
	6.7 Resources	
7	Feedback	12
8	Evaluating and reviewing the SCI	13
	8.1 Evaluation	
	8.2 Reviewing the SCI	
9	Document preparation and consultation	13
	9.1 Stages of LDD preparation and consultation	
	9.2 Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA)	
10	Community involvement in planning applications	21
	10.1 Role of the Authority	
	10.2 Role of the planning applicant	
	10.3 Commenting on a planning application	
	Appendix 1: List of those to be consulted	23
	Appendix 2: Public involvement methods	24
	Appendix 3: Target groups and likely consultation methods	28
	Appendix 3: Contact information	30

1 Introduction

The Broads is Britain's largest nationally protected wetland. Its rivers, broads, marshes and fens make it a unique area, rich in rare habitats. It is a living and working landscape, with a distinctive character that reflects the interaction of people with nature over time. As one of Europe's most popular inland recreational waterways, it attracts more than one million visitors a year.

The Broads Authority was set up in 1989 to conserve and enhance the natural beauty of the Broads, promote the enjoyment of the Broads and protect the interests of navigation. The Authority is the local planning authority for the Broads executive area.¹

1.1 Changes to the planning system

Despite the important influence planning has on local communities, most people have little direct involvement in the planning system. To make the system simpler, quicker and more in touch with local communities, the Government introduced reforms through the Planning and Compulsory Purchase Act 2004.

The new planning system takes a wider, more inclusive 'spatial' approach to planning to ensure the most efficient use of land. This means balancing competing demands for land use – physical, economic, environmental and social - and creating regional and local areas that have a real sense of identity. It is also about improving the ability of the planning system to promote sustainable development².

1.2 Stakeholder involvement

In terms of public consultation, a 'stakeholder' is anyone with a role or interest – a 'stake' - in an issue. This includes those with information or skills relevant to an issue, those with the authority or resources to act upon it, and those affected by the outcomes. As such, it involves everyone from international agencies to local residents.

An open, transparent and participatory approach is at the heart of the new planning system through a process known as 'continuous community involvement'. By simplifying planning processes and building in clear, timely stages of public involvement from the start, people can have a better understanding of how planning works and how they are affected by it. Importantly, they can play an active part in helping to shape the future of the area in which they live, work, and play.

The **Statement of Community Involvement** explains the main changes to the planning system and the way it will operate at a local level. It also sets out how the process of community involvement will be achieved and how people can participate.

2 Local Development Framework (LDF)

Under the new Planning Act, county structure plans, local plans and unitary development plans are being replaced by a new system of Regional Spatial Strategies and Local Development Frameworks.

The **Regional Spatial Strategy** (RSS) is prepared by the regional planning body and replaces Regional Planning Guidance. It sets out the policies relating to development and land use in the region. The East of England Regional Assembly (EERA) is responsible for preparing the East of England Plan (for details, visit the EERA website at: www.eera.gov.uk).

¹ Broads executive area: area for which the Authority is responsible, as defined in the Norfolk & Suffolk Broads Act 1988. For a map of the area go the BA website link: www.broads-authority.gov.uk/broads/pages/about2.html

² See Section 9 for a definition of 'sustainable development'.

The Broads Authority is the local planning authority responsible for controlling most forms of development in the Broads and for preparing local planning policies³. Under the new planning system, we are replacing the Broads Local Plan and linked supplementary planning guidance with a **Local Development Framework** which contains a set of **Local Development Documents**. The programme for preparing these documents is set out in a **Local Development Scheme**.

2.1 Local Development Scheme (LDS)

The Local Development Scheme sets out what Local Development Documents we intend to prepare over the next three years, and the timetable for their preparation. It also sets out the policies we wish to save from the Broads Local Plan, until these are replaced by a new development plan.

2.2 Local Development Documents (LDDs)

Local Development Documents provide the policies for meeting the economic, environmental and social aims for the future of the Broads area where this affects the development and use of land. The different types and categories of LDD are:

(a) Development Plan Documents (DPDs)

Core Strategy: the long-term spatial vision for the Broads executive area, and the strategic policies and proposals to deliver that vision. Key diagrams may be used to illustrate the broad strategy for an area.

Site specific allocations and policies: policies allocating sites for specific or mixed uses or development.

Area Action Plans: plans providing a planning framework for areas of significant change and areas of conservation.

Generic development control policies: criteria-based policies to ensure all development within the area meets the land use vision and strategy set out in the core strategy.

Proposals Map: an Ordnance Survey based map illustrating the policies and proposals in the Development Plan Documents, and any saved policies included in the LDF. Inset maps, which will form part of the proposals map, may be used to show all the proposals for part of the Broads area.

(b) Supplementary Planning Documents (SPDs)

Supplementary Planning Documents cover a wide range of issues for which policy guidance will supplement the policies and proposals in Development Plan Documents.

(c) Statement of Community Involvement (SCI)

The SCI sets out how the Authority intends to involve people in the preparation, alteration and continuing review of its LDDs and in significant development control decisions.

3 The LDF and other strategies

3.1 Broads Plan

The Broads Plan is the strategic management plan for the Norfolk and Suffolk Broads. It sets out the long-term vision for the Broads and the 20-year aims and 5-year objectives to meet that vision. The current Broads Plan was published in February 2004 and is due for review in 2009.

³ It does not control certain forms of development, for example mineral and waste disposal related development.

The Local Development Framework will be a key component in the delivery of the Broads Plan, setting out its spatial aspects where appropriate and providing a long-term spatial vision. LDDs will express those elements of the Broads Plan that relate to the development and use of land.

3.2 Links with other strategies

In preparing our LDDs, we will take account of those elements of the community strategies prepared and reviewed by the six district councils within the Broads executive area⁴ that relate to land use and development. We will also take account of relevant strategies and programmes produced by other bodies where they relate to land use and development (these are not all referenced here, but will include, for example, Local Transport Plans and Parish Plans). We will also ensure that our DPDs are in conformity with the East of England Plan.

The Policy Co-ordinator appointed to guide the LDF process will be responsible for managing LDD production in the Broads, taking into account the district community strategies through liaison with relevant district council officers.

4 The LDF and other Acts

4.1 Data Protection Act

The Authority is registered as a data controller under the Data Protection Act 1998 and complies with the regulations of the Act. The register entry contains personal data held for seven purposes, including Information & Databank Administration.

4.2 Disability Discrimination Act

The Authority complies with the Disability Discrimination Act 1995. The Act places a duty on all those responsible for providing a service to the public not to discriminate against disabled people by providing a lower standard of service, and to make reasonable adjustments to the way services are delivered so that disabled people can use them.

4.3 Freedom of Information Act

The Authority complies with the Freedom of Information Act 2000, which promotes greater openness by public bodies. It gives a general right of access to all types of recorded information held by public bodies, sets out exemptions from that right, and places a number of obligations on public bodies.

4.4 Race Relations (Amendment) Act

The Authority complies with the Race Relations (Amendment) Act 2000. This Act requires public bodies to eliminate unlawful racial discrimination, promote equality of opportunity and promote good race relations between people from different racial groups.

5 Consultation aims

5.1 Why consult?

A key purpose of public consultation is to improve the quality of an organisation's decision-making and service provision by involving those who may be interested in, or affected by, the outcomes. Placed at the heart of an organisation's activities, it has a range of benefits, such as:

- a positive sign of the organisation's commitment to be open and accountable;
- better public understanding of, and confidence in, what the organisation is doing and why;

⁴ Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk, Waveney

- better understanding by the organisation of public priorities, needs and aspirations;
- a greater sense of shared ownership (helping to break down the ‘them and us’ barrier);
- improved partnership working;
- more efficient and effective use of resources;
- a forum for debate on topical issues and new developments; and
- social inclusion - an opportunity for everyone, rather than just a vocal minority, to be heard.

5.2 The Authority’s approach to consultation

Working in partnership and engaging with stakeholders is key to developing and implementing the vision, aims and objectives for the management of the Broads. Our commitment to stakeholder engagement, and to the effective promotion and distribution of information about the Broads and our role as an Authority, is set out in Broads Plan 2004:

- *The Broads Authority will work with relevant organisations, interest groups and local communities to fulfil its statutory duties, enabling its stakeholders to take a leading or partnership role as appropriate. (Guiding Principle 14)*
- *Relationships between the Broads Authority, its stakeholders and local communities will be improved, with better understood and more widely agreed strategic approaches to major issues facing the Broads. Active partnerships will take forward common objectives to the benefit of the Broads.*
- *The responsibilities of the Broads Authority will be well understood and its role in key areas will be clearly defined in relation to other partners.*
- *High quality information about the Broads will be appropriately targeted to a wide range of interest groups. It will be readily accessible to everyone, using available technologies.*

20-year aims (Understanding the Broads)

From long term planning to day-to-day activity, we consult a wide range of people, from statutory partners to interest groups and individuals. This is done through a variety of formal and informal methods, including statutory committees, working groups, area/interest based forums, stakeholder workshops, community events, and individual officer contacts. We work in conjunction with our six constituent District and Borough Councils in carrying out our planning function (see Section 10).

Public consultation carried out during the preparation of Broads Plan 2004 has helped enhance and update our information base, contacts database and range of public involvement methods. We will be able to build on this knowledge and experience in designing and implementing effective consultation processes for the preparation of LDDs.

5.3 Norfolk COMPACT: Code of Practice on Consultation

The Authority is signed up to Norfolk COMPACT, an agreement between organisations in the public sector and those in the voluntary and community sectors. Its purpose is to provide a framework for good practice and productive relationships between these sectors.

6 Consultation guidelines

In preparing our LDDs, we will aim to ensure that all sections of the community are able and encouraged to be actively involved, and that public consultation is open, transparent, inclusive and timely. To help achieve this, the following consultation guidelines will be referenced.

6.1 Setting the scene

We will establish the scope and limitations of any consultation we carry out, giving information about:

- the purpose and objectives of the consultation;
- the document being prepared and stage of the preparation process;
- the issues on which views are sought;
- what people are being asked to do, and the form in which views should be given;
- the timescale for the consultation and deadline for responses;
- the way in which feedback will be given;
- details on what will happen as a result of the consultation; and
- where possible, the proposed timetable for the rest of the decision-making and implementation processes.

In carrying out our duties, we work within certain boundaries. These include our statutory purposes⁵; international and national legislation; national and regional policies and initiatives; and available resources. Clearly setting out the parameters of our consultations will help everyone to have realistic expectations about what is being done and make informed, sound and valuable contributions.

6.2 Timing

In preparing our LDDs, we will carry out consultation in accordance with any statutory timescales, including those set out under the Planning and Compulsory Purchase Act 2004. Details of these timescales are set out in the Local Development Scheme. Consultation will be appropriately timed to ensure reasonable time for response, without unduly holding up decision-making.

6.3 Reaching the right people

6.3.1 Who to contact

The Broads is a unique and internationally important wetland. Its stakeholders come from a wide range of interests, and hold diverse opinions about the way the Broads should be managed. They include partner organisations from international to local levels, those who live or work in the area, local authorities, parish councils, local businesses, interest and amenity groups, voluntary organisations and visitors. The Broads SCI is therefore relevant to the 'community' in its widest sense.

In preparing our LDDs we will actively seek to consult groups and individuals where we consider that such bodies will have a role or interest in, or be affected by, what is proposed to be covered in a document.

A list of statutory consultees and other key target groups is shown in Appendix 1. We will invite suggestions for other groups who should be included and will amend and update the list accordingly. The list will not name individuals who may wish to submit representations on a LDD. However, we will maintain a database record of all individuals wishing to become involved, and all responses will be acknowledged.

6.3.2 Consultation methods

In preparing our LDDs, we will build upon our established formal, semi-formal and informal consultation methods. This will include considering the methods most suited to the task at hand, taking into account the document type, the stage of the preparation process, the availability of resources, and the likely audience. We are committed to designing and running participatory events in ways that best enable all views to be heard, while minimising potential

⁵ The BA's statutory purposes are to conserve and enhance the natural beauty of the Broads, promote the enjoyment of the Broads and protect the interests of navigation.

conflict or dominance by any particular groups, subject matters or viewpoints at the expense of others.

The consultation methods used for those LDDs scheduled for production between 2004-07 (Table 3) will be kept under review and amended where a case for more effective/focused methods is shown (see Section 8.1). A general summary of public involvement methods that may be used is shown in Appendix 2. Target groups and likely consultation methods for particular documents at different stages are outlined in Appendix 3.

6.3.3 Hard to reach groups

In carrying out public consultation it can be difficult to engage particular groups – often called ‘hard to reach’ groups. While everyone has opportunities to get involved in the LDF process, we have identified below what we consider as ‘hard to reach’ groups in the Broads area, and some additional methods to engage them.

Table 1: Engaging hard to reach groups

Group	What engagement methods do we currently use?	What else could we do?
Young people	<ul style="list-style-type: none"> • BA Ranger team work with school children, including annual ‘Schools Week’ • Annual events programme • Local colleges on LDF consultation database • Development of Broads Environmental Education Strategy (Broads Plan action) • Junior Rangers initiative • Work with How Hill Trust Environmental Education Centre • ‘Out There’ Project • Broads Futures – Education for Sustainable Development 	<ul style="list-style-type: none"> • Make more use of established links • Further develop Broads Environmental Education Network and investigate need for Education Officer (Broads Plan objective) • Develop young people’s page on our website • Investigate possible links with Norfolk’s Active Citizen coordinators and student union representatives
People with disabilities	<ul style="list-style-type: none"> • Independent Broads Access Advisory Group set up in 1999 to provide forum for discussion and advice on access issues for people with disabilities in Broads area. • Currently represented on Broads Forum and Broads Local Access Forum • Publications in large print and on audio tape (on request) • Accessible public venues 	<ul style="list-style-type: none"> • Publicity via targeted circulations, e.g. Norfolk Disability Information Service Newsletter • LDF focus meetings with Broads Access Advisory Group
Black and ethnic minority groups	<ul style="list-style-type: none"> • ‘Out There’ Project with schools • Links with CNP Council for National Parks/ Black Environment Network ‘Mosaic’ project/ Menter (East of England Black and Minority Ethnic Network) 	<ul style="list-style-type: none"> • Liaise with BA member with interest in social inclusion • Develop links with identified bodies
Gypsies and travellers	<ul style="list-style-type: none"> • Gypsy Council on LDF consultation database 	<ul style="list-style-type: none"> • Seek advice from constituent council traveller liaison officers and groups
Boat owners and those who live on boats	<ul style="list-style-type: none"> • Toll payers questionnaire (June 05) • Updates and information in Broad Sheet and with toll reminders • Information distributed to boatyards and local businesses 	<ul style="list-style-type: none"> • Use BA Ranger team to inform boat owners of LDF process

Second home owners	<ul style="list-style-type: none"> • Use of Broads visitor centres • Broadcaster newspaper • BA website 	
Those who value the Broads (e.g. conservation bodies)	<ul style="list-style-type: none"> • Consultation and working partnerships with organisations at local, regional and national level • Range of interest bodies on LDF consultation database 	
Non-resident visitors to the Broads	<ul style="list-style-type: none"> • Use of Broads visitor centres • Broadcaster newspaper • BA website • Links with Broads Tourism Forum and other tourism bodies/providers 	<ul style="list-style-type: none"> • Tourism Strategy in preparation
Rural communities	<ul style="list-style-type: none"> • Parish councils and rural community councils on LDF consultation database • Use of area liaison groups • Events held in rural areas • Use of local venues to distribute information • BA planning officers and field staff contacts 	<ul style="list-style-type: none"> • Distribution of posters and publicity material via parish councils

6.4 Accessibility of information

The Authority seeks to ensure that all information it produces is:

- in simple language that will be understood by the intended audience, avoiding jargon;
- consistent in style, in accordance with in-house guidelines;
- available on request in large print (minimum 16pt) or on audio tape;
- available in paper format, or in electronic format via our website.

We are currently preparing a communications strategy⁶ for the provision and distribution of information. The SCI will be in line with this strategy.

6.4.1 Electronic Communications

While understanding that not everyone has immediate access to, or a preference for, electronic communications, we feel that public consultation and participation can benefit greatly from its use, for example through e-mail, e-bulletin boards, and on-line surveys.

The Government's *Implementing Electronic Government (IEG)* initiative is helping us to develop our electronic service delivery to promote better public involvement, social inclusion and access. We are redesigning our website to make it more informative, user friendly and interactive⁷. This will allow users to access a wide range of information about our services, and choose when, where and how they interact with us.

LDDs and other relevant information on the LDF process will be placed on our website. Comments may be submitted via an email link. Interactive communications via the website are currently being developed through the IEG programme.

6.5 Venues, dates and times

Stakeholder events will be located in areas and at venues that are accessible to all, recognising the requirements for adequate car parking and public transport links. As far as possible, locations will be selected that best suit the invited or anticipated audience/s. Events will be held on dates and at times which encourage attendance by the targeted stakeholder groups. This means taking into account factors such as working hours, public holidays, local events, and other ongoing public consultations where known.

⁶ Objective UB7, Broads Plan 2004

⁷ scheduled for completion by end 2005

6.6 Publicity

Information relating to the preparation of LDDs will be posted on the Authority's website. This will include details of the preparation timetable (Local Development Scheme) and details of public consultation events.

At the two key stages of formal consultation (see Table 3: Production stages), we will advertise in the local press where and when the document can be inspected, how copies may be obtained, closing dates for representations and how and to where representations should be submitted. Any publicity/information produced will be displayed in our head office and visitor centres. It will also be distributed to public libraries, district council offices, and other appropriate public venues within the Broads area. Those on our consultation list (Appendix 1) will be informed of upcoming events as appropriate. This will be done through electronic communications wherever possible.

We will distribute information (issue dates allowing) through our in-house publications, including *Broadsheet* (free annual newsletter to toll payers) and *Broadcaster* (free annual visitor guide). Information may also be distributed through regular mailings (e.g. tolls licence reminders, events programmes).

We will also make use of 'Consultation Finder', a new online consultation database developed by Norfolk County Council on behalf of the County Strategic Partnership (of which the Authority is a member). It allows people to search local consultations, take part on-line and link to results of past consultations. Details of key LDF consultations in the Broads area will be posted on the site at: www.norfolk.gov.uk/council/consultation.

6.7 Resources

The availability of resources will have a bearing on the scale and methods of consultation we carry out, and consideration will therefore be given to staff capacity, timescale, and budgets. Resource implications of particular methods of consultation are indicated in Appendix 2, although many of these can be tailored to fit different resource levels if necessary. We will also consider any limitations on the resources and/or levels of interest of those consulted.

When carrying out other consultation exercises as part of its planning and decision-making processes, we will use available opportunities to gain information useful to LDF document preparation and review processes (e.g. adding questions to a general survey, having a side display at an exhibition). We will also seek information about other ongoing or planned consultations or research within the Broads area, including constituent district LDF consultations. This will help to avoid duplication, overlap and possible consultation fatigue, and identify opportunities for sharing resources or information with other organisations or groups. The Authority is committed to joint consultation where opportunities arise and where appropriate, particularly with its constituent district councils. The timetables set out in Local Development Schemes will be helpful in assessing possible co-ordination of LDF consultations.

6.7.1 Staff resources

The Authority's Planning and Strategy Directorate has responsibility for preparing the LDF, which will be undertaken by in-house staff and contracted support, as follows:

Table 2: Staff resources

Staff resource	Role in LDF process	% of full time post
Director of Planning and Development	Lead responsibility for review of planning policy and preparation of LDDs	10%
Policy Co-ordinator	Guide process and manage preparation of LDDs	40%
Planning Co-ordinator	Input into review of policy changes	10%

Broads Strategy Officer	Preparation of SCI; co-ordination of consultation processes in accordance with regulations	20%
Technical/admin support	Advice and administrative assistance	25-50%
Norfolk Facilitators Network	Facilitation of public consultation events	variable
Steering Group	To guide and oversee preparation, monitoring and updating of LDF. Reports to Planning Committee. Meetings held quarterly then bi-annually.	

We recognise the risks to the delivery of the documents in the timescales set out in the Local Development Scheme, due to the size of the staff resource. However, we are committed to achieving the targets we have set ourselves, and believe they are realistic. The spread of tasks across a number of staff allows flexibility and support. Should additional resources be required, they would be contracted in from external sources.

We are continually working to increase the skills of our staff to engage stakeholders in the management of the Broads, and a number of officers have been trained in public engagement and participation skills (known as 'facilitation skills'), including the design and management of stakeholder events⁸. The Authority is a founder member of the Norfolk Facilitators' Network, a local group linked to a wider initiative aimed at improving public participatory practices among those whose job requires them to consult and involve stakeholders of all kinds.

6.7.2 Budget

The Authority is directly funded by Defra (Department for Environment, Food and Rural Affairs). We also receive Planning Delivery Grant monies for meeting development control performance targets and have allocated part of this grant for the Local Development Framework. Further support will be required for the preparation of the evidence base and for the drafting of topic studies, and funding from our General Account has been allocated for this purpose. Funding from our training budget has been allocated towards facilitation skills training.

7 Feedback

Feedback is a vital part of any consultation process. It enables people to see how their views have been taken into account, and what has happened as a result. Participants need to know that they have been listened to, and that consultation has made an effective contribution, if they are to have confidence in the process and a willingness to take part in future initiatives.

Acknowledgement will be sent to all those submitting formal representations, giving details of subsequent stages and dates of preparation where known. We will aim to respond to any general queries raised in relation to the document preparation process. However it may not be possible to respond individually to points made in representations.

A schedule of all formal representations received will be placed with the relevant LDD and published on our website, together with the summary report to Planning Committee. This will include details on how we have dealt with the representations received. Details will also be given of when and where the specific representations can be examined. A copy of the summary report will be sent on request to those submitting representations.

A 'Statement of Compliance' will be prepared for each DPD that we produce, setting out how it has met its community involvement requirements. This happens when the DPD is submitted for independent examination (see Section 9: Stages of LDD preparation).

⁸ Objective UB8, Broads Plan 2004

8 Evaluating and reviewing the SCI

8.1 Evaluation

The consultation process for the preparation of LDDs will be subject to ongoing monitoring and evaluation that will consider:

- what was done to engage stakeholders in terms of processes and resources (inputs);
- what was achieved (outputs); and
- what has happened as a result (outcomes).

As various consultation methods are put into practice, it will become clear which ones work best in terms of involving stakeholders and local communities in the Broads, and which ones make the best use of available resources. Staff and members, those participating in face-to-face stakeholder events, and a sample of those responding to consultation through other means, will be invited to provide feedback (e.g. through evaluation forms), and make any suggestions for improvements.

This information will help inform future participation processes and the development of a participation strategy⁹. The strategy will act as both an information and 'good practice' guide, setting out the Authority's approach and policies with regard to stakeholder and community involvement in decision and policy-making in all areas of its work, and guiding staff engaged in stakeholder participation. The content of the SCI (and the knowledge gained in its preparation) will provide a considerable amount of transferable information for the strategy.

8.2 Reviewing the SCI

Information gathered from the monitoring and evaluation exercises will form part of the Annual Monitoring Report (AMR) prepared by the Authority and published in December each year, following endorsement by the Broads Authority committee. We will liaise with the regional planning body (East of England Regional Assembly) and the AMR will be published on our website.

The AMR will look at the methods of consultation used and levels of public participation relating to the LDF process. It will recommend any necessary changes to the SCI, with further appropriate public consultation carried out accordingly.

We have endeavoured to make the SCI reasonably flexible to deal with changing circumstances. It should only be necessary to revise the document if significant changes have occurred in the types of groups we wish to engage, or the employment of different consultation methods to those set out. Where this is the case, the consultation process for a review will be based on that set out for the original SCI. The consultation methods used will have regard to evidence gained about the success or otherwise of earlier consultation exercises. Consultation will also have regard to any emerging 'best practice' guidance and/or changes in legislation that have been put in place since the SCI was originally published.

9 Document preparation and consultation

9.1 Stages of LDD preparation and consultation

The preparation process for Development Plan Documents (DPDs) can be divided into four main stages, as outlined below. The process for Supplementary Planning Documents (SPDs) and for the Statement of Community Involvement is similar, but simplified. In particular, SPDs are not subject to independent examination.

⁹ Action UB8.3, Broads Plan 2004

- (i) **Pre-production:** Survey and evidence gathering to ensure a comprehensive understanding of the main issues and options for addressing them, setting out the spatial vision, objectives and policies for the Broads area.
- (ii) **Production:** Preparation of preferred options in consultation with the community and formal participation on these. Preparation and submission of the development plan document in light of the representations on the preferred options, and consultation on submitted document.
- (iii) **Examination:** Independent examination of submission document to test its 'soundness'.
- (iv) **Adoption:** Binding report received from Inspector appointed by Secretary of State. Document adopted by Authority, and incorporated into Local Development Framework.

Table 3 sets out the stages of document preparation and accompanying consultation processes for the Local Development Documents that we will prepare within the next three years (2004-07). Details of actual consultation dates are set out in the Local Development Scheme. As mentioned earlier, target groups and likely consultation methods for particular documents at particular stages are outlined in Appendix 3.

Information about additional consultation events planned by us will be published on our website. Details will be sent to appropriate consultation bodies (Appendix 1), and to any other identified parties likely to have an interest in a particular document or a particular stage of document preparation.

9.2 Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA)

Sustainable development may be defined as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”.

Sustainability Appraisal (SA) is an ongoing part of the preparation process for all Local Development Documents (with the exception of the SCI, which is a procedural document). The SA process incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.

The SA will assess the social, environmental, economic and resource effects of the strategies and policies in a LDD; the SEA will consider the environmental impact of such strategies and policies. Together, they will ensure that the LDD reflects sustainable development objectives.

When consulting on the SA Scoping Report, we are required to consult the statutory Consultation Bodies (Environment Agency, English Heritage and Natural England) and other relevant bodies with social and economic responsibilities as appropriate. Public consultation will be considered where it would bring benefits to the Authority, such as access to additional baseline information and community opinions on key sustainability issues early in the process.

A SA/SEA will also be carried out on Supplementary Planning Documents (SPDs). The nature and scope of the SA may be limited if the main issues have already been considered as part of the process of preparing the development plan policy to which the SPD is linked.

Document	What happens at this stage	How people will be informed and involved	Groups likely to be involved
(Core Strategy)	<p>Pre-submission public participation</p> <p>Preparation of preferred options document and formal sustainability appraisal report. Documentation made available for consultation and representations invited. Assessment of representations and further consultation if required. Preparation of summary report of representations received.</p>	<ul style="list-style-type: none"> Public notice in Eastern Daily Press, East Anglian Daily Times and on BA website. Documentation sent to specific and general consultation bodies (Appendix 1) as appropriate or on request*. Documentation made publicly available at BA head office and visitor centres, on BA website, at constituent council head offices, and at main local libraries. Information placed on 'Consultation Finder' website. Representations invited during statutory 6-week period (standard response form). Representations acknowledged and recorded on consultation database. Report on representations and BA response to Planning Committee and published on BA website. 	<p>Consultation bodies in Appendix 1*</p> <p>Those taking part in evidence gathering consultation stage above</p> <p>Wider public</p>
	<p>Submission</p> <p>Submission of DPD and SA report to Secretary of State for independent examination. Documentation made available for consultation and representations invited. Assessment of representations and further consultation if required. Preparation of summary report of representations received. Preparation of statement of compliance with SCI.</p>	<ul style="list-style-type: none"> Public notice in Eastern Daily Press, East Anglian Daily Times and on BA website. Notification to those who request it of submission of documentation to Secretary of State. Documentation to specific /general consultation bodies as appropriate or on request* Documentation made publicly available at BA head office and visitor centres, on BA website, at constituent council head offices, and at main local libraries. Information on 'Consultation Finder' website. Representations invited during statutory 6-week period (standard response form.) Representations acknowledged and recorded on consultation database. Report on representations received, and BA response, to Planning Committee and published on BA website. 	
	<p>Pre-examination meeting</p> <p>Notification of public examination. Pre-examination meeting with appointed Secretary of State Inspector.</p>	<ul style="list-style-type: none"> Notice of public examination in Eastern Daily Press, East Anglian Daily Times and on BA website. Minimum of 6 weeks' notice of examination given by email or in writing to those who have made a representation on the submitted document (and not withdrawn it). Pre-examination meeting (procedures determined by appointed Inspector). 	<p>Those who have made a representation on the submitted document and not withdrawn it</p>

Document	What happens at this stage	How people will be informed and involved	Groups likely to be involved
(Core Strategy)	<p>Public Examination</p> <p>Soundness of plan preparation process tested by Inspector appointed by Secretary of State.</p>	<p>Examination procedures determined by appointed Inspector - likely to be by written representations; for those exercising their right to an oral hearing, round table discussions, and informal or formal hearing sessions may be selected by the Inspector.</p>	
	<p>Adoption</p> <p>Report produced by Inspector (binding upon the Authority). Document and report adopted. Adoption statement prepared. Sustainability report published. Document and adoption statement made publicly available. Document included in LDF.</p>	<ul style="list-style-type: none"> • Adopted documents made available for public inspection at BA head office, on BA website, and at constituent county and district council head offices. • Notice of adoption, and where and when documents can be inspected, in Eastern Daily Press, East Anglian Daily Times and on BA website. • Notification to those who have asked to be informed about the adoption of the documents. • Copy of documents sent to GO-East and to Planning Inspectorate. <p>Above procedure also used for Inspector's report. Information distributed by email, post, and via BA website.</p>	
<p>Statement of Community Involvement (SCI)</p> <p><i>Purpose:</i> to set out means of engaging with communities and key stakeholders in preparing LDF Local Development Documents.</p> <p><i>Key issues:</i> ensuring wide knowledge of documents to be prepared; advertising, and enabling participation in, planning process.</p>	<p>Scoping (evidence gathering)</p> <p>Information gathering and preparation of draft document. Results of feedback used to inform draft SCI preparation.</p>	<p>May include the following, and other actions as appropriate:</p> <ul style="list-style-type: none"> • Early draft document to Planning Committee and Broads Forum. • Notice of consultation in Eastern Daily Press, East Anglian Daily Times and on BA website. • Draft document and/or leaflet/questionnaire to consultation bodies (Appendix 1) and comments invited. • Documentation made publicly available at BA head office and visitor centres, on BA website, at constituent council head offices, local libraries and other venues. • Details on 'Consultation Finder' website. 	<p>Consultation bodies as specified in LDF regulations, and other consultees as appropriate.</p>

Document	What happens at this stage	How people will be informed and involved	Groups likely to be involved
(Statement of Community Involvement)	<p>Pre-submission public participation</p> <p>Documentation and response form made available for consultation. Notification published.</p>	<p>As for evidence gathering stage above, and also:</p> <ul style="list-style-type: none"> • Notification sent to SCI questionnaire respondents. • Representations invited during statutory 6-week period (to be submitted in writing). Acknowledgement sent to those submitting representations. 	<p>Consultation bodies as specified in LDF regulations, and other consultees as appropriate.</p>
	<p>Submission</p> <p>Submission of document to Secretary of State. Document made available for consultation. Preparation of summary of representations received.</p>	<p>As for evidence gathering stage above, and also:</p> <ul style="list-style-type: none"> • Notification of submission of document to those requesting to be notified. • Representations invited during statutory 6-week period (to be submitted in writing). Acknowledgement sent to those submitting representations. 	
	<p>Pre-examination meeting</p> <p>Notification of public examination. Pre-examination meeting (if required) with appointed Secretary of State Inspector.</p> <p>Public examination</p> <p>Soundness of plan preparation process tested by Inspector appointed by Secretary of State.</p>	<ul style="list-style-type: none"> • Notification of public examination in Eastern Daily Press, East Anglian Daily Times and on BA website. • Minimum of 6 weeks' notice of examination given by email or in writing to those who have made a representation on the submitted document (and not withdrawn it). • Pre-examination meeting and public examination procedures to be determined by appointed Inspector* <p>* Examination of SCI likely to be by written representations; for those exercising their right to an oral hearing, round table discussions, and informal or formal hearing sessions may be selected by the Inspector.</p>	<p>Those who have made a representation on the submitted document and not withdrawn it.</p>
	<p>Adoption</p> <p>Report produced by Inspector that is binding upon the Authority. Production of adoption statement, adopted document, and summary report.</p>	<ul style="list-style-type: none"> • Adopted document made available for public inspection at BA head office, on BA website, and at constituent county and district council head offices. • Notification of adoption, and where and when document can be inspected, in Eastern Daily Press, East Anglian Daily Times and on BA website. • Notification to those who have asked to be informed about the adoption of the document • Copy of document sent to GO-East and to Planning Inspectorate. <p>Above procedure also used for Inspector's report. Information distributed by email, post, and via BA website.</p>	

Document	What happens at this stage	How people will be informed and involved	Groups likely to be involved
<p>Development Control Policies Development Plan Document</p> <p><i>Purpose:</i> criteria against which planning applications will be assessed. Topic-related policies, generic policies for all categories of land and general policies for all development.</p> <p><i>Key issue:</i> achievement of vision in Core Strategy DPD</p>	<p>Plan preparation and consultation processes for the Development Control Policies DPD are as set out for the Core Strategy DPD.</p>	<p>Plan preparation and consultation processes for the Development Control Policies DPD are as set out for the Core Strategy DPD.</p>	<p>Consultation bodies in Appendix 1*</p>
<p>Development and Flood Risk in the Broads Supplementary Planning Document</p> <p><i>Purpose:</i> advice to developers in areas at risk from flooding, including guidance on appropriate development and design and mitigation measures.</p> <p><i>Key issue:</i> flood protection</p>	<p>Evidence gathering and preparation of options</p> <p>Development of evidence base. Preparation of preferred options.</p>	<ul style="list-style-type: none"> • Stakeholder events, including public exhibition/ display • Consultation with specific consultation bodies as required. • Officer and LDF Steering Group reports to Planning Committee. • Report to Broads Authority before document issued for statutory consultation. 	<p>Consultation bodies in Appendix 1 *</p> <p>Wider public</p>

Document	What happens at this stage	How people will be informed and involved	Groups likely to be involved
	<p>Preferred Options</p> <p>Documentation and response form made available for consultation. Notice published and notification sent to all consultation bodies</p>	<ul style="list-style-type: none"> • Public notice in Eastern Daily Press, East Anglian Daily Times and on BA website. • Documentation sent to specific consultation bodies and general consultation bodies (Appendix 1) as appropriate or on request* • Documentation made publicly available at BA head office and visitor centres, on BA website, at constituent council head offices, and at main local libraries. • Representations invited during statutory 4-6 week period (to be submitted in writing on standard response form). • Public meetings. • Report on representations received, and BA response, to Planning Committee and published on BA website. 	<p>Consultation bodies in Appendix 1 *</p> <p>Wider public</p>
	<p>Adoption</p> <p>Finalisation and adoption of document. Notification of adoption. Document made publicly available. Document included in LDF.</p>	<ul style="list-style-type: none"> • Adopted document made available for public inspection at BA head office, on BA website, and at constituent county and district council head offices. • Notification of adoption, and where and when document can be inspected, in Eastern Daily Press, East Anglian Daily Times and on BA website. • Notification to those who have asked to be informed about the adoption of the document • Copy of document sent to GO-East and to the Planning Inspectorate. 	

**The Authority will consult with each of the specific consultation bodies where it considers that the proposed subject matter of the document affects that body, and with general consultation bodies and others as appropriate (see Appendix 1).*

10 Community involvement in planning applications

10.1 Role of the Authority

The Authority encourages early and ongoing community consultation throughout the planning application process.

Statutory requirements for publicity apply once a planning application is submitted to us. As a minimum, applications must be publicised in the locality to which they relate. The way this is done will vary according to the type of application and the location.

Our procedures for publicising planning applications and other submissions (set out in Table 4) offer local communities a number of ways to find out what is being proposed in their area.

Table 4: Community publicity in regard to planning applications

(a) For all Local Planning Authority applications and consents submitted to the Broads Authority, we will:
(i) Send notification of the application to the respective District/Borough/City Council
(ii) Display a notice of the proposal in a prominent position on or near the proposed site
(iii) Consult, by letter or email, immediate neighbours, respective Parish Council and respective District/Borough/City Council Ward Members
(iv) Publish full details of the application on the Authority's website
(v) Make details of the application available for inspection at the Authority's head office during normal working hours
(vi) Consult any relevant statutory and non-statutory bodies
(b) In addition to the above, we will give notice in a local newspaper of the following types of development:
(i) Listed Buildings Consents and Conservation Area Consents
(ii) A proposal accompanied by an Environmental Statement
(iii) A proposal which is contrary to the Development Plan
(iv) A proposal which affects a public right of way
(v) Major development, including development likely to be of interest to a wider number of people
(vi) Telecommunications development

10.2 Role of the planning applicant

10.2.1. Planning Applications – general

Planning application forms and guidance notes are available from our head office and on the planning pages on our website, together with information about our decision-making processes.

For all applications, we encourage pre-application discussions with our planning officers, who will offer guidance and advice on the content and format of the proposal and on planning policies and regulations that may apply.

We also encourage applicants to engage with the local community before submitting a planning application, although we cannot insist on this. How this is done will vary in proportion to the scale and nature of the development proposal. As a minimum, for minor applications we recommend that applicants consult immediate neighbours before submitting an application.

In the case of major applications, there are considerable benefits to be gained from wider community involvement throughout the application process, as set out in 10.2.2 below.

10.2.2 Major Applications

For major applications, such as those that may be controversial, on sensitive sites or significant in scale, we encourage developers to engage with the local community at an early (pre-application) stage in order to establish local issues and concerns that may need to be addressed in the application. How this is done is up to the developer, but we would encourage public exhibitions, public meetings, press releases and public notices.

Major applications are defined as:

- Residential development comprising 10 or more dwellings OR if the number of dwellings is unknown, the site area is 0.5 hectare or more; or
- Any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more.

Following submission of a major planning application to the Authority, we will carry out publicity procedures as set out in Table 4.

10.2.3 Planning Aid

The Planning Aid Service offers free assistance and advice on the planning system to individuals and groups who cannot afford to pay for independent professional planning advice. For more information, contact the RTPi East of England Planning Aid Service: telephone 0780 850 9801 or email: eecw@planningaid.rtpi.org.uk.

10.3 Commenting on a planning application

We require that responses to planning applications are made to us in writing, by post or email. We allow 21 days from the date of the site notice or neighbour notification letter, or 14 days from the date of the press advertisement, for responses to be made. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation for applications for development potentially affecting a SSSI.

We aim to acknowledge representations received from neighbours, parish councils, district or other councillors and the Broads Society on undetermined applications within five working days of receipt. We will acknowledge representations from other bodies as appropriate. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Authority.

When valid planning objections have been received, the final decision as to whether the proposal is approved or refused is usually made by our Planning Committee. The Committee meets every four weeks and meetings are open to the public. Full details, including Committee agenda papers and planning decisions, are published on our website at www.broads-authority.gov.uk (Planning).

Appendix 1: List of those to be consulted

<p><u>A: Specific consultation bodies</u> <i>Please note: this list is not exhaustive and also relates to successor bodies where re-organisations occur.</i></p> <ul style="list-style-type: none"> • Relevant authorities any part of whose area is in or adjoins the Broads Authority area: Constituent County Councils (Norfolk County Council, Suffolk County Council); Constituent District/Borough Councils (Broadland, Great Yarmouth, North Norfolk, Norwich City, South Norfolk, Waveney); relevant Town and Parish Councils • East of England Development Agency • East of England Regional Assembly • Environment Agency • Government Office for the East of England • Great Yarmouth Port Authority • Highways Agency • Historic Buildings and Monuments Commission for England • Natural England • Norfolk, Suffolk and Cambridgeshire Strategic Health Authority • Relevant electricity and gas companies • Relevant sewerage and water undertakers • Relevant telecommunications operators • Network Rail <p><u>B: General/other consultees</u></p> <p>The Authority will consult, as appropriate, with groups and organisations representing a wide variety of interests. The following lists are indicative and will be subject to change over time.</p> <p><u>B1. Government/National Interest</u></p> <p>Government/National bodies: (e.g. <i>Dept for Environment, Food & Rural Affairs (DEFRA), Department for Transport, Health & Safety Executive, National Park Authorities</i>)</p> <p><u>B2. General Interest</u></p> <ul style="list-style-type: none"> • Local Strategic Partnerships and Community Partnerships • Local Business and employment agencies (e.g. <i>Business Link, Chamber of Commerce, Learning and Skills Council</i>) 	<ul style="list-style-type: none"> • Charities/Trusts, amenity societies (e.g. <i>Broads Society, How Hill Trust</i>) • Education and young people (e.g. <i>Easton College, schools, Norfolk Youth and Community Service</i>) • Disability/access (e.g. <i>Broads Access Advisory Group, Local Access Forum</i>) • Social/other (e.g. <i>Norfolk & Suffolk Constabulary, Norwich & Norfolk Voluntary Services, advisers on racial equality</i>) • Transport (e.g. <i>SUSTRANS, Rural Transport Partnership</i>) <p><u>B3. Specialist Interest</u></p> <ul style="list-style-type: none"> • Boating & Water Based Business/ Recreation (e.g. <i>British Canoe Union, British Marine Federation, Inland Waterways Association, Royal Yachting Association</i>) • Land Based Recreation (e.g. <i>Ramblers Association, Sport England, SUSTRANS</i>) • Wildlife and Conservation (e.g. <i>BTCV, Forestry Commission, Wildlife Trusts, RSPB</i>) • Farming and Landowners (e.g. <i>National Farmers Union, Countryside & Landowners Association</i>) • Housing interest groups, land agents and developers (e.g. <i>Crown Estate Office</i>) • Cultural Heritage/Landscape (e.g. <i>National Trust, CPRE</i>) • Tourism (e.g. <i>East of England Tourist Board, Norwich Area Tourism Agency</i>) • Fishing/Angling (e.g. <i>Broads Angling Strategy Group</i>) <p><u>C: Individuals</u></p> <p>The Authority will keep a list of businesses and individuals who ask to be kept informed about LDF issues and related public consultation.</p> <hr/> <p>A list of groups/organisations on the LDF database may be obtained on request. Details of individuals (category C) will not be made publicly available, but individuals may access information about their own record on request, or ask to be removed from the database.</p>
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Appendix 2: Public involvement methods

method	details	benefits of method	possible limitations of method	resource implications
Groups, forums and local partnerships	<p>We will make use of existing links with a wide range of representative bodies and groups at local level for discussion on issues relating to particular themes and interests, geographical areas and social groups. Additional focus/ working groups will be set up as required. We also attend regular meetings with other local planning authorities to discuss issues of common interest.</p> <p>The Broads Forum is the main non-statutory stakeholder forum consulted by the Authority, representing about 50 local interest groups. It meets quarterly to discuss conservation, navigational, recreational, cultural and built heritage and planning policy issues related to land- and water-based activities within the Broads and its wider catchment. Meetings are open to the public.</p> <p>The Forum will be consulted in the preparation of the Local Development Scheme, Annual Monitoring Report and LDDs.</p>	<p>Well-established links provide regular and useful 'sounding board' to develop issues from early stages with people who can provide in-depth/specialist knowledge on particular communities or areas of interest.</p> <p>Area/ project liaison groups good for reaching people in their own areas and raising specific local concerns. May be particularly relevant for consultation on documents relating to specific themes or areas (e.g. Area Action Plans).</p>	<p>Members may not be truly representative of their constituency.</p> <p>The same groups may be approached by different agencies, leading to time pressures and possible 'consultation fatigue'.</p>	<p>Relatively inexpensive, as many of these groups already exist.</p> <p>Cost of officer time needs to be taken into account, especially if a lot of these groups exist.</p>
Local Strategic Partnerships	<p>LSPs are non-statutory, non-executive bodies whose membership generally includes public and private sector organisations, local businesses, and local community and voluntary groups.</p> <p>The Authority contributes to the following LSPs: Norfolk County Strategic Partnership, Broadland Community Partnership, Great Yarmouth LSP, North Norfolk Partnership, Norwich City Council Area Forum, South Norfolk Alliance, and Waveney LSP. We will continue to engage with these and other relevant LSP boards and associated thematic or topic groups/ forums.</p>	<p>Shared experiences and exchange of ideas within established partnerships, membership of which spans a cross-section of public service and community matters. including issues relevant to 'hard to reach' groups. Provides Authority with information and input on issues in constituent districts.</p>	<p>Links between LSPs and Authority need to be well maintained.</p>	<p>Authority able to benefit from LSP resource.</p>
Committee meetings	<p>Authority members meet through a series of committees and full Authority meetings. Members of the public may attend these meetings and (with prior notice) speak on, or ask questions about, any matter that relates to the business of the Authority.</p> <p>LDF planning and progress reports, draft LDDs and reports on consultation responses will be taken to the Authority's Planning</p>	<p>Well-established structures with meetings held on regular basis.</p> <p>Representatives are elected members accountable to local councils, with powers to deal</p>	<p>People may be unaware of committee processes, or unwilling to get involved in formality of system.</p>	<p>Inexpensive as structure already set up. May be necessary to convene additional</p>

	Committee. These reports will be made publicly available.	with large issues. Public able to attend and have a say or raise questions (with prior notice).		meetings on occasion.
Public meetings	<p>The Authority holds an Annual Public Meeting, generally in Spring/early Summer. Activities at this event have to date included presentations, facilitated 'workshop' sessions, public question time, exhibitions /displays and surveys/questionnaires.</p> <p>Where timetabling permits, the Annual Public Meeting will be used to present information or invite discussion on issues relating to the preparation of LDDs. Other open public meetings may be held as appropriate.</p>	<p>Good opportunity to give information and explanations, and present audio-visual material.</p> <p>Gives a large number of people, with open invitation, a chance to have their say.</p> <p>Allows BA officers and members of public to meet and discuss issues face-to-face.</p>	<p>Can become dominated by particular issues or people. May attract only those with negative views unless something of obvious benefit is on offer. People may be put off speaking in front of a large group.</p> <p>Venues, dates and times need to be carefully considered and meetings effectively chaired.</p>	<p>Relatively inexpensive. Need to provide sufficient publicity.</p>
Stakeholder workshops	<p>Stakeholder workshops provide an opportunity for representative bodies with a diverse range of interests to meet together in a semi-formal way to examine key issues and explore ways forward.</p> <p>Workshops will be held as appropriate to consider specific themes for the Core Strategy and Development Control DPDs. Officers from the Authority and partner organisations have been trained to facilitate workshops and other stakeholder events (see 6.7: Resources).</p>	<p>Facilitated group discussions encourage everyone to have a say, generate new ideas and develop shared experiences.</p> <p>Difficult issues and key themes can be developed through series of workshop sessions. Publicly recorded feedback allows all views to be shared and documented.</p>	<p>Needs training and familiarity with techniques.</p> <p>Can be demanding on officer time.</p> <p>People may take time to get used to technique.</p>	<p>Venue and catering costs, and officer time, can be costly especially for all day events.</p> <p>Can be expensive if external facilitators are required.</p>
Exhibitions, road shows, community events	<p>'Drop in' events such as exhibitions and road shows are used for information giving (e.g. displays, written handouts, audio visual presentations) and consultation (e.g. questionnaires, comment boards, one-to-one discussion with staff and members).</p>	<p>Informal, provides public flexibility on when to attend.</p> <p>Provides good contact between Authority officers and public.</p>	<p>Can be resource intensive.</p> <p>May be difficult to attract wide catchment.</p>	<p>Variable expense in terms of set up. Officer time can be demanding.</p>

		Can use variety of media to inform and consult; especially good for visual displays.	Dependent upon good publicity. Self-selection in who attends – need to offer times/ dates/ venues convenient to range of people.	
Written communication	Written communication to stakeholders is a useful direct method of information giving. Documentation produced as part of the LDF process will be made available on our website for viewing and downloading. Representations to formal stages of consultation will be requested in writing. Written representations will also be the most likely format used at the examination stage of DPD preparation.	Useful for information giving (e.g. leaflets, brochures) and receiving (e.g. questionnaires and surveys). Essential as part of formal stages of consultation.	People may not read all information sent. Distribution will not reach everyone.	Dependent on distribution but generally low.
Informal contacts	Authority officers have strong working links with a wide range of people who live in, work in or visit the Broads, including traditionally 'hard to reach' groups such as young people, the elderly and rural communities. 'Front line' officers, including Countryside Rangers and Navigation Rangers, will be briefed to explain the LDF process and invite individuals to enlist for consultation.	Officers provide an important communication and information link with key stakeholders and local communities. They are familiar with local areas and issues. Good for accessing 'hard to reach' groups.	Important that information is properly given out and that views are fed back to appropriate staff.	No additional cost – part of working day.
Planning for Real	'Planning for Real' uses 3-D scale models representing particular physical/ geographical issues. People are invited to move around parts of the model to identify problems or solutions, using flags, post-it notes, etc. We aim to learn more about the potential benefits and training needs of this method, which is likely to be more appropriate beyond year 3 of the new system.	Best used for representing small sites/areas. Help of local people in preparing models can provide positive approach to community involvement. Informal, visual 'hands on' approach, entertaining for participants.	Needs proper training. Structured approach may limit usefulness for some issues.	Costs can be relatively high depending on scale and complexity. Training in technique needed. Cost of employing consultants to help plan, prepare and analyse results.

<p>Questionnaires and surveys</p>	<p>In preparing our Statement of Community Involvement, we will distribute a questionnaire asking people:</p> <ul style="list-style-type: none"> • if/how they want to be involved in Local Development Framework consultations; • how they prefer to receive information and give views; • preferred dates/times/venues for stakeholder events; and • details of other stakeholders who should be involved in the LDF consultation process. <p>Other questionnaires/surveys (possibly by sampling or targeting stakeholders) will be used, particularly in the evidence gathering and pre-submission stages of LDD preparation. A qualitative survey relating to the Planning service has already been carried out.</p>	<p>Well-prepared and targeted questionnaires and surveys provide useful feedback/ indicators, particularly on broad issues.</p> <p>Fairly quick process, especially if used on-line. Relatively easy to analyse results.</p> <p>Random sampling (especially face-to-face/ telephone) may provide more detailed feedback.</p>	<p>Response to postal surveys can be low, and respondents not truly representative.</p> <p>May be difficult to use for complex subjects or in-depth analysis.</p> <p>On-line surveys exclude those without access to appropriate computer technology.</p>	<p>For postal surveys, costs of materials and postage dependent on extent of consultation.</p> <p>On-line surveys very inexpensive.</p> <p>Face-to-face or telephone surveys inexpensive but fairly resource intensive in officer time.</p>
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Appendix 3: Target groups and likely consultation methods

DPDs: Core Strategy, Development Control Policies			
Target groups where relevant	Pre-production Scoping and evidence gathering	Production Issues and options Preferred options	Submission and Examination
Specific consultation bodies (see Appendix A)	BA Website Consultation Finder website Questionnaires and surveys Formal committees Focus meetings Officer contacts	Consultation document Letter/email notifications BA website Consultation Finder website Local media Officer contacts	Consultation document BA website <i>Consultation Finder website</i> Local media Libraries/visitor centres/District Council offices (see Appendix 4)
Parish councils	BA Website Consultation Finder website Leaflets and in-house publications (e.g. Broadcaster) Questionnaires and surveys Community events (e.g. public meetings, stakeholder workshops, exhibitions, presentations) Officer contacts	Consultation document Letter/email notifications BA website Consultation Finder website Local media Community events (e.g. public meetings, stakeholder workshops, exhibitions, presentations) Officer contacts	Consultation document BA website <i>Consultation Finder website</i> Local media Libraries/visitor centres/District Council offices (see Appendix 4)
General consultees (see Appendix A: lists B&C) and general public	BA Website Consultation Finder website Leaflets and in-house publications (e.g. Broadcaster) Questionnaires and surveys Community events (e.g. public meetings, stakeholder workshops, exhibitions, presentations)	Letter/email notifications BA website Consultation Finder website Local media Community events (e.g. public meetings, stakeholder workshops, exhibitions, presentations)	BA website <i>Consultation Finder website</i> Local media Libraries/visitor centres/District Council offices (see Appendix 4)
'Hard to reach' groups (see Table 1)	As for 'General consultees'. In addition, we will make use of methods identified in Table 1 and other methods developed through the process of LDD preparation.		

SPD: Development and Flood Risk in the Broads		
Target groups where relevant	Pre-production Evidence gathering	Production Public Participation on draft document
Specific consultation bodies (see Appendix A)	BA Website Consultation Finder website Leaflets and in-house publications (e.g. Broadcaster) Questionnaires and surveys Formal committees Focus meetings Officer contacts	Consultation document Letter/email notifications BA website Consultation Finder website Local media
Parish councils	BA Website Consultation Finder website Leaflets and in-house publications (e.g. Broadcaster) Questionnaires and surveys Community events (e.g. public meetings, stakeholder workshops, exhibitions)	Consultation document Letter/email notifications BA website Consultation Finder website Local media Community events (e.g. public meetings, stakeholder workshops, exhibitions)
General consultees (see Appendix A: lists B&C) and general public	BA Website Consultation Finder website Leaflets and in-house publications (e.g. Broadcaster) Questionnaires and surveys Community events (e.g. public meetings, stakeholder workshops, exhibitions)	Letter/email notifications BA website Consultation Finder website Local media Community events (e.g. public meetings, stakeholder workshops, exhibitions)
'Hard to reach' groups (see Table 1)	As for 'General consultees'. In addition, we will make use of methods identified in Table 1 and other methods developed through the process of LDD preparation.	

Nb. These lists are not exhaustive and will be kept under review. Additional consultation methods will be introduced as required, with accompanying notification and publicity to relevant groups.

Appendix 4: contact information

Broads Authority

Head Office: 18 Colegate, Norwich NR3 1BQ. **Tel:** 01603 610734 (Mon-Fri, 9am-5pm)

Website: www.broads-authority.gov.uk **Email:** LDF@broads-authority.gov.uk

Tourist Information Centres: The Quay, Fen Lane, **Beccles** (tel: 01502 713196); Station Road, **Wroxham** (tel 01603 782281); Toad Hall Cottage, How Hill, **Ludham** (tel: 01692 678763); The Staithe, **Ranworth**, (tel: 01603 270453). (Seasonal opening April-Oct)

Constituent local council offices

Broadland District Council: Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich NR7 ODU
tel: 01603 431133; website: www.broadland.gov.uk

Great Yarmouth Borough Council: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF
tel: 01493 856100 (website: www.great-yarmouth.gov.uk)

Norwich City Council: City Hall, Norwich NR2 1NH
tel: 01603 212212; website: www.norwich.gov.uk

Norfolk County Council: Martineau Lane, Norwich NR1 2DH
tel: 0844 800 8020; website: www.norfolk.gov.uk

North Norfolk District Council: Council Offices, Holt Road, Cromer, Norfolk NR27 9EN
tel: 01263 513811; website: www.north-norfolk.gov.uk

South Norfolk Council: South Norfolk House, Swan Lane, Long Stratton, Norfolk NR15 2XE
tel: 01508 533633; website: www.south-norfolk.gov.uk

Suffolk County Council: Endeavour House, Russell Road, Ipswich, Suffolk IP1 2BX
tel: 01473 583000; website: www.suffolkcc.gov.uk

Waveney District Council: High Street, Lowestoft, Suffolk NR32 1HS
tel: 01502 562111; website: www.waveney.gov.uk

Public venues

Public venues (e.g. libraries, post offices) will be used for the distribution of information relating to the Local Development Framework process. Please contact us for further information or visit our website.