



Statement of Community Involvement (SCI)

Barrow Borough Council

May 2016

Working together to support sustainable development within the Borough of Barrow-in-Furness



DEVELOPMENT SERVICES



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Statement of Community Involvement

Barrow in Furness Borough Council

Adopted: 22nd May 2016

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1. Introduction

This document sets out the Council's policies and procedures for involving the public and other stakeholders in the planning process, both in the preparation of planning policy documents and in the consideration of planning applications. This revised SCI was adopted in May 2016.

1.1 Consultation – Legal and National Policy Context

1.1.1 National Planning Policy Framework (NPPF)



Changes in legislation and the introduction of the Localism Act and new planning policy guidance in the form of the National Planning Policy Framework (NPPF), in March 2012, resulted in changes to the national system for producing planning policy documents.

Local Planning Authorities are now required to produce a Local Plan rather than a Local Development Framework. This can be made up of several Local Development Documents e.g. a document concentrating on strategic policies, a document concentrating on development control policies and a proposals map, or it could be produced as a single Local Plan document (similar to the Borough Council's Saved Local Plan Review, which was produced pre 2004).

The Council took the decision to produce a single Local Plan document. The Council feel it provides more flexibility, in line with guidance in the NPPF, and, at a time when the future economic climate is changing within the Borough, is more sustainable in the medium to long term both for the Council and also developers, landowners, investors and employers.

Preparation of the Plan has been on-going for some years since the completion of the Barrow Port Area Action Plan (2010).

The NPPF states that while consulting on Planning Policies the Council should take into account the following:

- Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential.
- Local Plans should be based on cooperation with neighbouring authorities, public, voluntary and private sector organisations.
- Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

1.1.2 Development Control

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory requirements for publicising planning and related applications. Planning Practice Guidance was also issued by DCLG in 2014. Regulation 5 and 5a Listed Buildings and Conservation Area Regulations 1990 sets out the statutory regulations for development affecting Listed Buildings and Conservation Areas.

1.2 Local Code of Corporate Governance

The Council produces a code of corporate governance which is reviewed on an annual basis. Guidance for preparing the code is provided by the Chartered Institute for Public Finance and Accountancy (CIPFA).



CIPFA has developed a framework for good governance in the public sector based on the International Framework, Good Governance in the Public Sector. The framework comprises of seven principles of good governance.

The framework governance is defined as:

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

Effective governance in the public sector encourages improved decision making and efficient use of resources. Effective governance is characterised by robust scrutiny, which provides important pressures for improving public sector performance and tackling corruption. Effective governance can improve management leading to better service delivery and ultimately, better outcomes.

The Local Code of Corporate Governance is the document that sets out the framework within the Council conducts its business and affairs.

The seven principles of governance set out in the framework are:

- A. Strong commitment to integrity, ethical values, and the rule of law.
- B. Openness and comprehensive stakeholder engagement.
- C. Defining outcomes in terms of sustainable, economic, social and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of intended outcomes.
- E. Developing the capacity of the entity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency and reporting to deliver effective accountability.

Annual Review of Corporate Governance

At the end of each financial year, the Council formally reviews the governance arrangements in place and produces an Annual Governance Statement.

The Annual Governance Statement includes:

- Scope of responsibility
- The purpose of the governance statement
- The Council's governance framework
- Review of effectiveness
- Assurance statements
- Internal Audit's opinion of the system of internal controls
- Financial management
- Significant governance and internal control issues
- Action plan
- Certification statement



The Annual Governance Statement addresses any actions arising from the previous years' Annual Governance Statement and highlights any actions arising from the year being reviewed.

The Annual Governance Statement also assesses the effectiveness and application of the Local Code of Governance and identifies any necessary changes and makes any relevant recommendations to the Council.

As part of the Audit Committee's governance role, the formal annual review will be undertaken by the Audit Committee on behalf of the Council.

The Annual Governance Statement is signed by the Chair of the Audit Committee and by the Executive Director, and is published with the Council's annual Statement of Accounts.

2. Planning Policy for Barrow Borough

The following section sets out the documents produced by the Planning Policy Team for Barrow Borough.

2.1 The Development Plan

The Development Plan for Barrow Borough currently comprises the following;

- 'Saved' planning policies in the Barrow in Furness Borough Council Local Plan Review, 2001, and the Barrow in Furness Local Plan Review Housing Chapter Alteration 2006
- The Barrow Port Area Action Plan, 2010
- Cumbria Minerals & Waste Development Framework

2.2 'Saved' Planning Policy

The Council have formally 'saved' the following local planning policy:

- Barrow-in-Furness Borough Council Local Plan Review 1996-2006; and
- Barrow-in-Furness Borough Council Local Plan Review 1996-2006 - Housing Chapter Alteration, 2006.

The Barrow Port Area Action Plan

The Barrow Port Area Action Plan (the Action Plan) was adopted in July 2010. The policies within it, like those of the Local Plan Review and the Housing Chapter Alteration now, will be afforded weight according to their consistency with the NPPF.

Supplementary Planning Guidance and Documents

Supplementary Planning Guidance and Documents (SPG and SPD) support and expand on existing planning policy contained within the Development Plan.

The Council continues to regard the following SPG and SPD as material planning considerations:

- Parking Guidelines in Cumbria SPG (1997)
- Layout of New Residential Development SPG (1996)
- Shopfront & Advertisement Design SPD (2010)

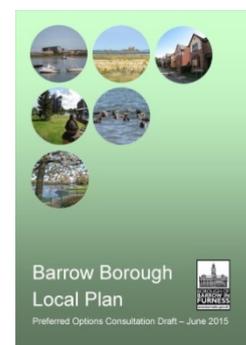
The Local Plan

The Local Plan will contain a realistic vision for the Borough, looking forward to 2031. The vision will seek to address the key planning issues that are currently facing the Borough. These issues include population decline, lack of housing choice and unemployment. The vision will also seek to promote the Borough's greatest assets to attract and retain people and businesses in the area, such as its natural environment, its highly skilled workforce and its strong communities.

The Council is committed to its key priority of Regeneration and to working with partners and service providers to enhance the built environment and the public realm. This will address some of the challenges faced, particularly in the town centre and help towards securing a sustainable long term economic future for the Borough and attracting inward investment.

The Local Plan will set out key objectives, and will include the strategic objectives and detailed policies and identifies sites for development of new housing, employment, leisure facilities and associated infrastructure, and contains policies to guide this development whilst protecting the existing assets and characteristics of the Borough, These policies will also be used to determine planning applications.

The Plan will be borough wide and will include land allocations and detailed development control policies. In due course the Plan will replace current Saved Local Policy.



The preparation of the Local Plan will be guided by the timetable in the Council's Local Development Scheme and its content guided by the Statement of Community Involvement. Its performance and progress will be monitored by the Annual Monitoring Report.

The Local Development Scheme (LDS)

The Local Development Scheme (LDS) sets out the documents to be produced by the Planning Policy Section, and the associated timetables for their production. The Council's first LDS was produced in March 2005 and was updated most recently in March 2016. The LDS sets out a summary of the Council's priorities in terms of planning policy document production.

Annual Monitoring Report (AMR)

The Annual Monitoring Report (AMR) will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents (i.e. DPD's, SPD's and the SCI) are being successfully implemented.

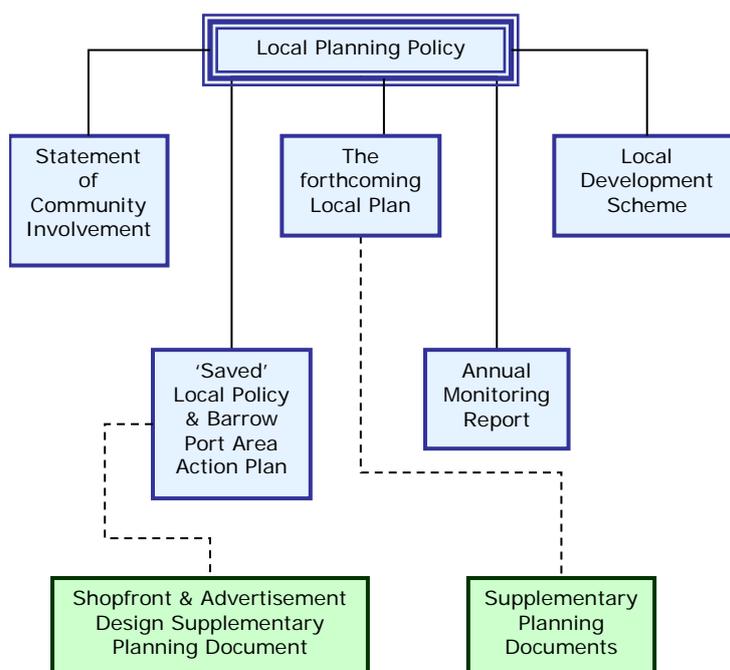
The Statement of Community Involvement (SCI)

The SCI describes how the Council will engage with the community and others in preparing other planning policy documents and also in dealing with planning applications.

The SCI was originally adopted by the Council in July 2007 and an updated version was adopted in November 2010.

Figure 1 below illustrates Barrow Borough's Framework of Planning Policy documents.

Figure 1 – Planning Policy for Barrow Borough



2.2 Background Studies

The following studies have been commissioned or will be undertaken by the Planning Policy Section to support the development of the Local Plan:

- Housing Needs Assessment & Update to Strategic Housing Market Assessment (SHMA) (May 2014)
- Employment Land Review
- Open Space Audit
- Retail Capacity & Town Centre Uses Study (January 2013)
- Strategic Flood Risk Assessment (May 2015)
- Strategic Environmental Assessment
- Sustainability Assessment
- Habitats Regulation Assessment
- Appropriate Assessment
- Cumbria Landscape Character Guidance & Toolkit (led by Cumbria County Council on behalf of the Districts/Boroughs) (2011)
- Gypsy & Traveller Accommodation Assessment (Jointly commissioned for all Cumbrian authorities November 2013)
- Housing Land Statement
- Green Infrastructure Strategy
- Heritage Impact Assessments
- Infrastructure Delivery Plan



Sustainability Appraisal & Strategic Environmental Assessment SA/SEA

A Sustainability Appraisal will be produced which includes the assessment of the economic, social and environmental impacts of all reasonable options that could be considered during the preparation of planning policy documents. Sustainability Appraisal is an iterative process that both informs and assesses emerging planning policies.

A Draft Interim Sustainability Appraisal has been produced in early 2016, the views of statutory consultees will be incorporated into the final Sustainability Appraisal which will be available alongside the Publication Draft Local Plan.

Appropriate Assessment AA

Where a Local Plan would have a significant effect on a European Nature Conservation Site, it must also be subject to an Appropriate Assessment under the Habitats Directive (92/43/EEC) as transposed into UK legislation by The Conservation of Habitats and Species Regulations 2010. The Borough has a number of European sites and Appropriate Assessments. To date, one has been prepared in respect of the Barrow Port Area Action Plan.

Habitats Regulation Assessment HRA

The HRA identifies whether a project, plan or policy will have an adverse effect on the integrity of any Natura 2000 site, the assessment will be available alongside the Publication Draft Local Plan.

2.3 Sustainable Community Strategy (SCS)



The planning policy documents aim to set out the planning and spatial policies needed to achieve the objectives of the Sustainable Community Strategy.

All local authorities are required to prepare a Sustainable Community Strategy, with the aim of improving the social, environmental and economic well being of their areas.

Through the Sustainable Community Strategy, authorities seek to coordinate the actions of local public, private, voluntary and community sectors.

Barrow Borough Council first prepared a Community Strategy 'A Strategic Plan for Barrow Borough' in 1999. The current document, 'A Sustainable Community Strategy for Barrow in Furness' was adopted in 2009.

The Sustainable Community Strategy sets out a long-term approach to improving quality of life for everyone in Barrow Borough, whether they live, work or are visiting in the area. It has been developed and adapted over several years, but its purpose has always been to help make Barrow and the surrounding area a place where people are happy to live, work and spend their free time.

3. The Statement of Community Involvement (SCI)

3.1 The Purpose of the SCI

The Statement of Community Involvement sets out the Council's policies and procedures for involving the public and other stakeholders in the planning process, both in the preparation of planning policy documents and in the consideration of planning applications, reflecting the statutory requirements for consultation and government guidance.

Barrow Borough Council is committed to ensuring that the views of the community are taken into account when preparing the policies that will guide development in the Borough and in preparing the SCI itself, in order to produce better quality development which meets the needs and aspirations of the local community. We hope that local people will feel part of decisions and processes that help to shape the future of the area.

3.2 Why do we need a revised SCI?

In 2007, the Council adopted its Statement of Community Involvement (SCI) and this document was revised in 2010. Since the SCI was introduced, there have been a number of changes to both planning legislation and technological advances, which have changed the way public consultation is carried out, therefore this document now requires a review. The updated SCI allows the Council to change its approach on consultation based on experience gained since the production of the existing SCI.

Furthermore, we are now preparing a new Local Plan for the area, which will contain the planning policies and proposals that will shape the future of the district over the next 15 years. It is therefore considered a suitable time to review the current SCI alongside the preparation of the new Local Plan.

3.3 Our approach

When we involve you in preparing the new Local Plan or consult you on planning applications or on other planning matters, we will:

- Communicate clearly by writing in plain English and explain any technical terms that we need to use.
- Keep the process simple by making it easy for you to get involved and be able to provide your views through a variety of means, taking into consideration time and costs. We will make use of existing community involvement networks and groups as appropriate.
- Be inclusive by aiming to make appropriate information accessible to as many people as possible by providing information in an accessible format and giving clear advice on how the planning system works where requested.
- Encourage effective involvement by explaining what we can and cannot take into account and make sure that you have enough time and notice of all the opportunities to get involved. We will consider all comments and provide feedback on how they have been considered.

3.4 Who will we involve (the consultees)?

- **Specific consultation bodies** – These are organisations specified by law for consultation as appropriate, including those responsible for services, utilities and infrastructure provision, Parish Councils in and adjacent to the borough, adjoining councils and Government departments.
- **General consultation bodies** – These are community and voluntary bodies with an interest in the borough and bodies that represent different racial, ethnic, national or religious groups, disabled persons or persons carrying on business in the borough.
- **Elected representatives** – this includes local councillors, Members of Parliament and Members of the European Parliament.
- **The general public** – This includes people who live in, work in or visit the borough or have another interest in the borough.
- **Businesses** – Those with business interests in the borough.
- **Landowners, developers and agents** – Those who have a direct interest in future development and have a major role to play in providing the facilities and services the borough needs.
- **Duty to cooperate prescribed bodies** – these include neighbouring councils and other prescribed bodies as set out in law, many of whom are also specific consultation bodies.

A current list of the specific and general consultation bodies and other groups is set out in Appendix D. Individuals, agents and companies are not identified on the list in Appendix D, but their details are held on the Planning Policy consultation database.

Any organisation, group or individual can be added to the Planning Policy consultation database and will be notified of document production in line with their specific request. To be added to the database, please contact the Planning Policy Section (see Appendix B for contact details).

3.5 How we will communicate with people

The Council will use a range of methods to engage the community and take on board their views and opinions throughout the preparation of documents. The methods of involving people should be appropriate and relevant to the people involved and the type of consultation being undertaken. Where possible and appropriate, we will go beyond those minimum requirements to promote greater community participation.

The Council will give consideration to a variety of methods that could be used during the various stages of the plan making process. Potential methods will include some or all of the following:

- Informal discussion by telephone or informal meeting
- Consultation letters or email
- Questionnaires and surveys
- Press adverts and press releases
- Articles for newsletters
- Information on the Council’s website
- Information on the Council’s Data Portal
- Meetings
- Focus Groups
- Exhibition/displays/open days
- Email alert system
- Social Media
- Town and Parish Councils
- Utilise existing established groups
- Leaflets/postcards/posters
- Availability of documents



The planning system, both through the Local Plan and the system for consulting on planning and related applications, has specific requirements for publicity e.g. site notices. There is also flexibility and encouragement to use additional techniques and methods to ensure wider involvement, in particular from harder to reach groups in the community.

Figure 2 illustrates the methods that will be used for consultation on the different types of planning policy documents. These are considered to represent methods that are suitable for their intended audience and can most effectively engage with the broadest possible range of stakeholders, whilst being manageable within the limits of available resources.

Figure 2 – Methods of Consultation for Planning Policy documents

Statement of Community Involvement (SCI)

Activity	What we will do	Additional options we may consider
Public Participation	<ul style="list-style-type: none"> • Consultation letters and email • Publish draft document on Council website • Informal discussions with Officers 	<ul style="list-style-type: none"> • Press Notices in North West Evening Mail • Publicise update on Social Media • Automatic email updates to consultees

Local Plan (LP)

Activity	What we will do	Additional options we may consider
Pre-production and Production	<ul style="list-style-type: none"> • Consultation letters and emails to all consultees and anyone who has asked to be told about changes to Planning Policy. • Make consultation documents available in Council Offices • Make consultations documents available in local libraries • Make consultation documents available at prescribed locations • Make consultation documents available in alternative formats (e.g. large print) on request • Publicise consultation documents on Council website • Issue a press release • Informal discussions with Officers 	<ul style="list-style-type: none"> • Publicise updates on Social Media • Press Notices in North West Evening Mail • Publish updates in a Newsletter • Publicise an update on the Council's Data Portal • Automatic email updates to consultees • Publicise the role of Planning Aid • Distribute a questionnaire • Formal meetings with consultees and other local businesses • Exhibitions and displays • Focus groups • Display site notices on proposed development sites.
Examination	<ul style="list-style-type: none"> • Publish an update on the Council website • Contact anyone who has requested to be notified • Make copies of the Local Plan available in Town Hall • Make of the Local Plan available in local libraries 	<ul style="list-style-type: none"> • Publicise updates on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal
Adoption	<ul style="list-style-type: none"> • Publish the document on the Council website • Make hard copies available to purchase • Make document available in alternative formats (e.g. large font) • Make copy of the Local Plan available in the Town Hall • Make copy of the Local Plan available in the local libraries • Send a copy of the adoption statement to anyone who has requested to be notified • Issue a press notice in North West Evening Mail 	<ul style="list-style-type: none"> • Publicise a news item on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal • Notify contacts who have submitted representations.

Supplementary Planning Documents (SPD)

Activity	What we will do	Additional options we may consider
Consultation	<ul style="list-style-type: none"> • Consultation letters and emails to anyone interested in the specific subject • Publicise consultation document on the Council website • Informal discussions with Officers • Make consultation document available in the Town Hall • Make consultation document available in alternative format (e.g. large font) 	<ul style="list-style-type: none"> • Press Notices in North West Evening Mail • Publicise update on Social Media • Produce questionnaires • Automatic email updates to consultees • Focus groups • Formal meeting with consultees interested in the specific subject • Publicise news item on Council's Data Portal.
Adoption	<ul style="list-style-type: none"> • Publish the document on the Council website • Make hard copy available to purchase • Make document available in alternative formats (e.g. large font) • Make copy of the Local Plan available in the Town Hall • Make copy of the Local Plan available in the local libraries • Send a copy of the adoption statement to anyone who has requested to be notified • Issue a press notice in North West Evening Mail 	<ul style="list-style-type: none"> • Publicise a news item on Social Media • Automatic email updates to consultees • Publicise a news item on the Council's Data Portal • Notify contacts who have submitted representations.

3.6 Data Portal

The council's Data Portal has been created using the open source data portal software CKAN (Comprehensive Knowledge Archive Network). It has been setup to enable the release of as much data as possible in an open and consistent manner.

The Council has set up the Data Portal to provide a location for departments within the organisation to publish datasets. Data is grouped into departments or themes making it easier for the user to find and view information.

CKAN is aimed at data publishers (national and regional governments, companies and organizations) wanting to make their data open and available.



The Duty to Co-operate

It is important that the Local Plan recognises, connects with and supports other relevant strategic documents for, not only Barrow in Furness, but Cumbria as a whole. Public bodies have a duty to co-operate on planning issues that cross administrative boundaries and collaborative working is essential in ensuring the development of co-ordinated, deliverable, strategies, plans and policies.

There are several key issues in Barrow that extend beyond the Borough boundary. These issues need to be considered in the Local Plan. Strategic cross-boundary needs should be considered in an authority's Local Plan and authorities must demonstrate that they have successfully co-operated and, where necessary, agreed with their neighbours on cross-boundary issues.

Cross-Boundary Issues

The Borough is bordered by the districts of South Lakeland and Copeland, and also by the Duddon Estuary, Morecambe Bay and the Irish Sea. The Local Plan will take account of strategic issues that overlap the Borough's boundaries into these areas and will work with neighbouring districts and other key agencies to ensure that the Local Plan effectively addresses such issues and does not conflict with other relevant plans and strategies that apply to these areas.

Community Led Plans

Community Led Planning helps local people to explore the needs for their area, set priorities and plan actions. Community Plans are produced by volunteers, usually a mix of parish councillors and local people. Community Led Planning is driven and resourced through grass roots action it involves community participation and engagement through questionnaires, meetings, discussions and events, and results in an action plan based on this consultation.

The action plan will set out how local problems and issues and issues can be tackled. They will be a mix of activities which the community can undertake alone, and actions which they will need to address in partnership with local authorities or other agencies.

The parish of Askam and Ireleth have produced a Parish Plan 2014 which can be viewed on the Parish Council website <http://www.askamandirelethparishcouncil.org.uk/communityPlanning.html>

The parish of Dalton and Newton are currently preparing a Parish Plan which will be developed in 2016, more details can be found on their website: <http://www.daltoncouncil.org.uk/1160359056.html>

Neighbourhood Plans

Neighbourhood Plans focus solely on spatial planning issues i.e. the use of land and buildings, and although led by the community usually requires expert professional advice and support (funding is available for this).

This is a statutory process involving external examination and assessment, which produces either a 'Neighbourhood Plan' to sit alongside existing planning policy with the local planning authority; a 'Neighbourhood Development Order' or 'Community Right to Build Order' which grant planning permission locally without the need to submit applications to the local planning authority.

3.7 Consulting Everyone

The SCI follows the principles and spirit of the Council's Consultation Policy and Single Equality Scheme, which set out the Council's commitment to equality and effective consultation and explains how that commitment will be delivered including advice on measures to help ensure that consultation effectively engages with people representing the diversity of our local population. This will mean taking steps to ensure that appropriate consideration is given to views from:

- People from Minority Ethnic groups
- Faith groups
- People with disabilities
- Lesbian, Gay, Bisexual and Transgender (LGBT) groups
- People of all ages
- Asylum seekers and refugees
- Lone parents and/or carers
- People living in areas of deprivation or on a low income
- Transient populations
- People with limited time

Consultation documents will be made widely available in electronic and hard copy format. The Council has sought to produce its planning policy documents in an accessible and easy to read format, and documents for inspection, meetings and exhibitions will be held at accessible locations. For those who do not have internet access, other formats for example large print are available on request.

Consultation letters may be accompanied by specially designed comments forms to assist people with their responses, and officers will be very happy to provide guidance and assistance when required.

3.8 Receipt of representations

The Council is able and willing to receive written representations and comments by email or letter. At the formal stages of the process, those making representations will be encouraged to use the official forms supplied, although all written comments, however received, will be registered. Representations must include a name and contact address and will be available for public inspection.

Representations made by telephone will not normally be registered.

3.9 Response to Representations

Representations received at the formal consultation stages will be considered by Council officers and will be reported, together with a recommended response, to the Council's Executive Committee. Comments will normally be reproduced in full, but may be summarised if a large number are received.

Representations received outside of the consultation period will be registered as late and will be read by officers. However, they will not be considered as duly made and a response will not be published.

Individual written responses to the comments received will not normally be sent. Those who have commented will be able to see how their comments have been addressed through the Committee Reports described above.

It is important to note that whilst the Council will always consider any relevant comments in respect of the development of a policy document or a planning application, it will not always be possible or appropriate to decide the matter in accordance with the comments(s) received. There may be other material considerations, such as requirements of legislation, or national or local policies to which the Council must adhere.

Representations received at the final publication stage of the Local Plan are for the Inspector appointed to examine the Local Plan to consider. The Council is required to summarise the number and nature of the representations received and prepare a Statement of Representations and make the original copies of the representations available for inspection on request.

3.10 Publicity and Availability of Documents

The availability of formal draft and final documents will be publicised through the Council's website and press adverts will be placed in the North West Evening Mail.

All formal draft and final documents will be available on the Council's website www.barrowbc.gov.uk (See under Planning/Planning Policy). All draft versions will be available for information even after the consultation period has closed, until such time as the document is finally adopted. Copies will be available for inspection at the Town Hall, Barrow, the Town Hall, Dalton and at public libraries (See Appendix A for locations and opening hours).

Copies will also be available for purchase in hard copy form or CD on request.

Large print versions and other formats of documents will also be available on request.

The Council's website also hosts the Council's Web Mapping Service where you can view an interactive map or aerial photographs showing all current development plan allocations.

3.11 Charges for Documents

All consultees and interested parties will be encouraged to use the Council's website for viewing or downloading documents, although it is appreciated that this is not appropriate for everyone.

All consultation drafts sent to, or requested by **specific** and **general** consultation bodies will be free of charge, as may be drafts sent to some **other** public sector, charitable and voluntary consultation bodies.



A scale of reasonable charges for **other** consultees and **individual, agents and companies** who have requested documents will be published on the Council's website and reviewed periodically, as will the scale of charges for final adopted documents. A reasonable charge will be made for hard copies of any background documents requested.

4. How we consult on Planning Policy Documents

4.1 Local Plan

When we will consult

Preparation of the Local Plan is subject to rigorous rules. There are four stages for the Council to undertake in preparation of each type of document. These are:

- Pre-production
- Production
- Examination
- Adoption

It will take approximately two years to complete the Local Plan and there will be a number of consultations using a variety of methods during this time.

Stage 1: Pre-production

This is the scoping stage, during which the Council considers who needs to be involved at the different stages in the planning process and how different sections of the community might be represented. This is also the stage during which the evidence base will be developed.

The Council produced an Issues and Options Draft Local Plan in September 2014. This set out a range of issues for inclusion within the Local Plan and options for how they could be dealt with. This draft was subject to a 6 week public consultation.

Stage 2: Production

All of the work during the pre-production stage will then be brought together to produce a Preferred Options Local Plan. Additional informal consultations and discussions may take place at this stage if required.

The Preferred Options Local Plan will be made available to the public for formal comments during at least a six week consultation period. Notices of consultation will be placed on the Council's website giving details of the locations and times that the documents are available. We will also:

- Make copies of the document available for consideration in Barrow Borough Council offices and libraries in the district.
- Consult all appropriate consultation bodies together with each of the relevant authorities to notify them that the documents are available together with a link to the document on the Council's website.

The Council produced a Preferred Options Draft Local Plan in June 2015, which was subject to a six week consultation. The document will be amended, taking account of the comments as appropriate to form the Publication Draft Local Plan. Any comments and representations that are received will be collated and made available to the public.

Stage 3: Examination

The Publication Draft Local Plan will then be made available to the public for formal comments during at least a six week formal consultation period, before it is submitted to the Secretary of State. We will consult for at least a further six weeks at this stage and:

- Place on the Council's website, a statement giving details of the locations and times that the Local Plan and comments are available for the public to view.
- Make copies of the Local Plan and Sustainability Appraisal, together with the comments received, available for viewing in council offices and libraries.
- Place a copy of the documents on the Council website
- Notify all appropriate consultation bodies together with each of the relevant authorities to notify them that the Local Plan and comments have been submitted, together with a link to the document on the Council's website.
- Notify those persons who requested to be notified.



The Draft Plan is then submitted to the Secretary of State and is considered for 'soundness' during an Independent Examination.

Adoption

Any changes that are recommended in the Inspector's report from the Examination will be made by the Council. Once the changes have been made, the final version of the Local Plan document will be adopted by Full Council.

Once the Council adopts the Local Plan it will be made publicly available, together with details of any Saved Plans it replaces:

- On the Council's website.
- For inspection at Council offices and libraries in the district.

4.2 Supplementary Planning Documents

We prepare Supplementary Planning Documents to give more detailed advice and guidance on how to meet policies in the Local Plan, for example to cover a particular issue or geographic area. They will be a material consideration for relevant planning decisions, but are not part of the Development Plan.

Our approach to involve people in preparing SPD's is similar to preparing Local Plans, but with two main differences to who and when.

Who

There are no specific consultation bodies that we are obliged to consult, as there are with Local Plans. We will endeavour to consult as widely as resources and timescales allow on SPD's, however our consultation on these documents may be focused on those bodies and individuals with an interest in the particular subject, although comments will always be welcomed from others.

When

Consultation must be carried out during preparation of a SPD prior to its adoption, but other than that, there are no specified stages. We will always carry out a least one stage of public consultation before we adopt such a document, including producing a draft document.

5. How we will consult on Planning Applications

5.1 Planning Applications



Planning permission is generally required for new development and changes of use or appearance of land or buildings. The Council believed that community engagement on planning applications brings benefits to the process by enabling the community to understand proposals and express their views on them or suggest changes which would improve them.

Our approach to involvement is set out below.

Who will we involve?

- Where neighbour notification is required, adjoining occupiers, being those in properties which have a common boundary with the application site.
- Additional properties, depending on the scale, nature and likely impact of the proposal.
- Statutory and non statutory bodies, as appropriate.

When we will involve you?

Pre-application – Most development proposals benefit from engagement with the local community early in the process and we encourage applicants to undertake a community involvement exercise using a variety of formats.

Application – We will publicise the proposal and notify neighbours and other statutory/non-statutory consultees to request their views and consider any valid representations.

When amendments are made which significantly alter the nature or impact of the proposal – We will carry out further consultations as appropriate and again consider the views received before making a decision.

Post-decision – All planning decisions are posted on our website. When decisions are appealed we will notify those who made representations on the application and advise them of the need to make any further comments directly to the Planning Inspectorate.

How we will involve you?

- Where required we will contact adjoining occupiers directly by post.
- Statutory and non-statutory bodies will be notified by email.
- We will publicise the majority of applications by site notices.
- We will publish local newspaper advertisements, when this is a statutory requirement.
- Details of new applications are added to our website and a weekly list of applications is also posted on the website and emailed to local councillors.
- A period of 21 days from notification is normally specified for the receipt of representations.
- All representations will be taken into account and fully reproduced as part of a published report when making decisions on applications, including those decided by Planning Committee.
- We will inform those who have made representations on an application if it is to be considered by Planning Committee.
- Members of the public are allowed to address Planning Committee either in support of or in opposition to an application, subject to prior approval.
- Planning Committee is an open meeting held in the Town Hall and members of the public are welcome to attend.

5.2 Pre-application Discussions and Consultation

Pre-application discussions between agents/applicants and Development Control Officers are encouraged.

For larger scale projects, the Council also encourages potential applicants to publicise and consult on proposals before they submit a formal planning application. It is most appropriate for such consultation information to be presented as information supporting the application, which can be made available to members of Planning Committee. Any pre-application consultation would be in addition to the Council's own consultation on planning applications.

On major planning applications, it is envisaged that a Development Team approach will be offered, with direct support to the design team from Development Control, Planning Policy and Building Control teams. The Development Team approach may also include a timetable, setting out the staged programme of delivery.

6. Planning Aid

Planning Aid provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of local authorities but is wholly independent of them. In most UK regions, Planning Aid is run by the Royal Town Planning Institute (registered charity no. 262865).

Planning Aid can help people to:

- Understand and use the planning system
- Participate in preparing plans
- Prepare their own plans for the future of their community
- Comment on planning applications
- Apply for planning permission or appeal against the refusal of permission
- Represent themselves at public inquiries.

Planning Aid helps to meet one of the key aims of the government's planning reform agenda, which is to place community engagement at the heart of the planning system.

If you need planning advice, email us at advice@planningaid.rtpi.org.uk or phone 0330 123 9244. For other enquiries, can call Planning Aid England on 0203 206 1880 or email info@planningaid.rtpi.org.uk



Appendices

Appendix A

Where to View Planning Policy Documents

<p>Barrow Town Hall Duke Street Barrow in Furness Cumbria LA14 2LD</p> <p>Tel:(01229) 876543 email: developmentplans@barrowbc.gov.uk</p> <p>Opening Times : Monday – Friday 0900 - 1600</p>	<p>Dalton Town Hall Station Road Dalton in Furness Cumbria LA15 8DT</p> <p>Tel: (01229 464000)</p> <p>Opening Times: Monday – Friday 0900 – 1330</p>
<p>Askam Library Lord Street Askam LA16 7AQ</p> <p>Tel:(01229) 462869 Fax:(01229) 462869 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 1500 - 1730 Tuesday 1000 - 1300 Thursday 1400 - 1700 Friday 1400 – 1700 Saturday 1000 - 1300</p>	<p>Barrow Library Ramsden Square Barrow in Furness LA14 1LL</p> <p>Tel: (01229) 407370 Fax: (01229) 831446 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times: Monday 0930 – 1900 Tuesday 0930 - 1700 Wednesday 0930 - 1900 Thursday 0930 - 1700 Friday 0930 - 1700 Saturday 1000 - 1600 Sunday 1200 - 1600</p>
<p>Barrow Island Library Link Island Road Barrow Island Barrow in Furness LA14 2TQ</p> <p>Tel:(01229) 827972 Fax:(01229) 831446 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 0900 - 1230 Tuesday 0900 - 1230 Wednesday 0900 - 1230</p>	<p>Dalton in Furness Library Nelson Street Dalton in Furness LA15 8AF</p> <p>Tel:(01229) 462627 Fax:(01229) 462627 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday, Tuesday, Thursday 1000 - 1300 1400 - 1800 Friday 1000 - 1300 1400 - 1700 Saturday 0930 – 1200</p>

<p>Roose Library 91-93 Roose Road Barrow In Furness LA13 9RJ</p> <p>Tel:(01229) 811674 Fax:(01229) 811674 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 0930 - 1300 1400 - 1730 Tuesday 0930 - 1300 1400 - 1730 Thursday 0930 - 1300 1400 - 1730 Friday 0930 - 1300 1400 - 1730 Saturday 0930 - 1200</p>	<p>Walney Library Central Drive Walney Island Barrow in Furness LA14 3HY</p> <p>Tel:(01229) 471742 Fax:(01229) 471742 email: barrow.library@cumbria.gov.uk</p> <p>Opening Times : Monday 1000 - 1300 1400 - 1800 Tuesday 1000 - 1300 1400 - 1800 Wednesday 1000 - 1300 1400 - 1800 Friday 1000 - 1300 1400 - 1700 Saturday 0930 - 1300</p>
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Appendix B

Contacts

Council Main Address

Development Services
Barrow in Furness Borough Council
Town Hall
Duke Street
Barrow in Furness
Cumbria
LA14 2LD

Telephone: 01229 876543
Email: customerservices@barrowbc.gov.uk

Planning Policy Documents

For Planning Policy Documents, please contact the Planning Policy Section at the above address or by:

Tel: 01229 876363, 876349, 876388
Email: developmentplans@barrowbc.gov.uk

To be added to the list of consultees or to register for notification of the ability of Planning Policy documents, please contact the address above or:

Tel: 01229 876363
Email: developmentplans@barrowbc.gov.uk

Development Control Matters

For general enquiries, application forms and guidance, please contact the Development Control Section, at the address above or by:

Tel: Planning Admin Team (01229) 876356
Email: consultplanning@barrowbc.gov.uk

Website

Main address: www.barrowbc.gov.uk
Planning: www.barrowbc.gov.uk/planning
Web Mapping: www.barrowbc.gov.uk/environment/land-and-premises/online-mapping

Appendix C – Glossary

Annual Monitoring Report (AMR)

The Annual Monitoring Report (AMR) produced in December each year, assesses the implementation of the Local Development Scheme and the extent to which planning policies in the DPDs (and any saved policies) are being successfully implemented.

Appropriate Assessment (AA)

Where a DPD or SPD would have a significant effect on a European Nature Conservation Site, it must also be subject to an Appropriate Assessment under The Conservation of Habitats and Species Regulations 2010.

Area Action Plans (AAPs)

These documents apply only to designated parts of a Local Authority's area, particularly in areas where change or redevelopment is likely.

Community Led Plan

The Community Led Plans are produced by volunteers and help local people to explore the needs for their area, set priorities and plan actions.

Development Plan Documents (DPDs)

These set out the land allocations and spatial planning policies for all or a specific part of the Local Planning Authority's area.

When adopted or approved by the LPA, DPDs have the status of being part of the 'development plan' under the Act. Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise.

Duty to Cooperate

Cooperation between Councils and a number of other public bodies on issues of common concern to develop sound local plans.

Habitat Regulations Assessment (HRA)

Assessment to identify whether a project, plan or policy will have an adverse effect on the integrity of any Natura 2000 site.

Infrastructure Delivery Plan (IDP)

Sets out the infrastructure likely to be needed to support the development proposed in the Local Plan, along with how the infrastructure is expected to be delivered.

Local Plan

The Local Plan is a document which sets out the vision for the borough and how the Council intends to achieve it up to 2031. It incorporates both strategic and detailed policies and contains borough wide and site specific policies that address employment, housing, the environment, community facilities, transport, retail, leisure and tourism.

Local Development Scheme (LDS)

This sets out the Documents to be produced under the Local Plan and the associated timetables for their production.

National Planning Policy Framework (NPPF)

Sets out the Government's planning policies for England and how they are expected to be applied. It is part of the development plan for Barrow and must be taken into account in the preparation of local and neighbourhood plans. It is also a material consideration in planning decisions.

Neighbourhood Plan

Sets out planning policies for the development and use of land in the neighbourhood.

Planning Aid

Planning Aid provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to employ a planning consultant.

Statement of Community Involvement (SCI)

This sets out the Council's policies and procedures for involving the public in the planning process, both in the preparation of planning policy documents and in the development control process (i.e. the consideration of planning applications etc). Each Local Planning Authority must produce an SCI.

Strategic Environmental Assessment (SEA)

An assessment of the potential environmental impacts of a proposal or Local Development Document, the assessment itself will be subject to consultation alongside the relevant DPD.

Supplementary Planning Documents (SPDs)

An SPD provides more detailed guidance than is appropriate in DPDs, such as detailed design guidance, and can be prepared to cover a particular issue or geographic area. SPDs, which are not subject to independent examination, do not have the same status as DPDs, but are nevertheless material considerations in the determination of planning applications.

Sustainable Community Strategy (SCS)

The Sustainable Community Strategy for Barrow and Furness (2009) sets out the strategic aims of improving the social, economic and environmental well being of the Borough.

Sustainability Appraisal (SA)

The Sustainability Appraisal seeks to assess the environmental, social and economic effects of the implementation of the policies contained in the documents or the effects of not having these policies, and to influence them in an attempt to ensure they produce sustainable development.

Appendix D – Planning Policy Consultees

Please note that the lists in this appendix also relate to successor bodies where re-organisations occur.

Specific

The specific consultation bodies include:

- North West Regional Leaders Board
- Natural England
- Environment Agency
- Historic England
- Cumbria Police Authority
- The Secretary of State for Transport
- Home and Communities Agency
- The Coal Authority
- Cumbria County Council

Neighbouring Local Authorities

- South Lakeland District Council
- Copeland Borough Council

Parish Councils

- Lindal and Marton Parish Council
- Askam and Ireleth Parish Council
- Dalton with Newton Town Council

Neighbouring Parish Councils

- Millom Town Council
- Millom without Parish Council
- Aldingham Parish Council
- Pennington Parish Council
- Urswick Parish Council
- Kirkby and Ireleth Parish Council

Owners/controllers of electronic communications apparatus

- Arqiva Services Limited
- Vodafone and O2
- EE
- Three

Organisations which provide electricity, gas or water, or deal with sewerage

- United Utilities Water Limited
- Electricity North West Limited (ENW)
- Northern Gas Networks

General

The general consultation bodies are defined as:

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled people in the authority's area; and
- Bodies which represent the interests of persons carrying out business in the authority's area.

To date the Council has identified the following general consultation bodies: -

- Active Cumbria
- Age UK Barrow and District
- AWAZ Cumbria
- Barrow and District Society for the Blind Ltd
- Barrow and District Disability Association
- Barrow Civic and Local History Society
- Barrow Gypsy Group
- Barrow Tenants' Forum
- Barrow Tenant's with Disability Forum
- Barrow Traders Association
- Bluesky Planning
- Chetwynde School
- Children's Services, Cumbria County Council
- Churches together in Barrow
- Churches together in Dalton
- Churches Trust for Cumbria
- CLA North (Country Land and Business Association)
- Cumbria Clinical Commissioning Group
- Cumbria County Council – Area Support
- Cumbria Deaf Vision
- Cumbria Disability Network
- Cumbria Local Enterprise Partnership
- Cumbria Partnership NHS Foundation Trust
- Dalton Local History Society
- Dalton Traders Association
- Devonshire Road Residents and Tenants Association
- Feet First in Furness
- Four Groves Community Association
- Furness Academy
- Furness Multi-Cultural Community Forum
- Furness Ramblers Association

- Grange and Cartmel Crescent Residents and Tenants Association
- Hindpool Community Association
- Keep Our Future Afloat Campaign
- Marine Management Organisation Northern Office
- MIND in Furness
- Morcambe Bay Partnership
- National Federation of Gypsy Liaison Groups
- NHS England
- NHS Property Services Ltd
- North Walney Residents' Association
- North West Ambulance Service
- North West Regional Leaders Board
- Openreach Newsites (British Telecom)
- Ormsgill Youth and Community Association
- OutReach Cumbria
- Phil Collier Associates
- Roosegate Residents and Tenants Association
- St Bernard's Catholic High School
- Strategic Investment and Property, Cumbria County Council
- Street Voice for Barrow Island
- The National Federation of Liaison Groups
- Thomas Eggar LLP
- United Utilities Property Services
- University Hospitals of Morcambe Bay NHS Foundation Trust
- University Hospitals of Morcambe Bay Trust
- University of Cumbria Head Office
- Vulcan Road Tenants and Residents Association

Other

To date the Council has identified the following other consultation bodies, being charitable or statutory groups, organisations and agencies: -

- Accent North West
- Adult and Local Services
- Anchor Trust
- Barrow and District Council for Voluntary Service
- Barrow Borough Sports Council
- Barrow in Furness Congregation of Jehovah's Witnesses
- Barrow Sixth Form College
- British Astronomical Association
- British Horse Society
- CALC
- Children's Services
- Citizen's Advice Bureau
- Civil Aviation Authority
- Country Land and Business Association
- Cumbria and Lancashire Community Rehabilitation Company
- Cumbria Constabulary
- Cumbria Fire and Rescue Service

Barrow Borough Council
Statement of Community Involvement: May 2016

- Cumbria GeoConservation Group
- Cumbria Local Access Forum
- Cumbria Partnership Forum
- Cumbria Playing Fields Association
- Cumbria Tourism
- Cumbria Wildlife Trust
- Design Council
- Diocese of Carlisle
- Eamont Close Sheltered Housing Forum
- Fairoak Housing Association
- Federation of Small Businesses
- FFT Planning
- Fields of Trust
- Friends of the Earth
- Friends of the Lake District (CPRE)
- Furness College
- Furness Enterprise Limited
- General Aviation Awareness Council
- Health and Safety Executive
- Highways England
- HM Revenue and Customs
- Home Builders Federation
- Home Group
- Impact Housing Association
- Inspira Cumbria
- Invest in Cumbria (CIIA)
- Jobcentre Plus
- Lake District National Park Authority
- Local Flood Risk Management Team, Cumbria County Council
- Maritime and Coastguard Agency
- National Farmers Union
- National Grid
- Network Rail
- NHS North West
- North of England Civic Trust
- North Western Inshore Fisheries and Conservation Authority
- Office of Nuclear Regulation
- Ramblers Association
- Road Haulage Association – Northern Region
- Royal Mail Group PLC
- Royal Yachting Association
- RSPB
- Sport England
- Street Voice for Lord Street Area
- Sure Start (Cumbria)
- The Campaign for Real Ale
- The Crown Estate
- The Gypsy Council
- The Lawn Tennis Association
- The National Trust
- The Planning Inspectorate

- The Princes Trust
- The Sea Cadets (Barrow)
- The Theatres Trust
- The Woodland Trust
- University Hospitals of Morcambe Bay NHS Trust
- Victoria Junior School
- Voluntary Action Cumbria

How to get involved

We welcome people getting involved in the Local Plan process. People can tell us what they think by email, letter or coming along to one of our consultation events. More information can be found on our website at www.barrowbc.gov.uk/planning

Our contact details are:

Planning Policy

Development Services

Barrow Borough Council

Town Hall

Duke Street

Barrow in Furness

LA14 2LD

Tel: 01229 876363 / 876388 / 876349

Email: developmentplans@barrowbc.gov.uk



Working together to support sustainable development within the Borough of Barrow-in-Furness

