

# EAST RIDING LOCAL DEVELOPMENT FRAMEWORK

## STATEMENT OF COMMUNITY INVOLVEMENT



ADOPTED  
MARCH 2007

*"Plan East Riding"*

east riding

LDF



# Contents

|                                                                   |           |
|-------------------------------------------------------------------|-----------|
| <b>1 Introduction</b>                                             | <b>3</b>  |
| The Statement of Community Involvement                            | 3         |
| The Planning and Compulsory Purchase Act                          | 3         |
| Purpose and benefits of consultation                              | 4         |
| Effective Consultation                                            | 4         |
| Links with the Community Strategy                                 | 5         |
| Links with Voluntary and Community Organisations and Groups       | 6         |
| Planning Aid                                                      | 7         |
| Parish Planning                                                   | 7         |
| Planning for Real                                                 | 7         |
| Planning & Regulatory Services Online (PARSOL)                    | 8         |
| <b>2 Community Profile</b>                                        | <b>9</b>  |
| Community Profile of the East Riding                              | 9         |
| <b>3 Community Involvement in the Local Development Framework</b> | <b>12</b> |
| Methods of Community Involvement                                  | 12        |
| Consultation on Local Development Documents                       | 13        |
| Strategic Environmental Assessment and Sustainability Appraisal   | 18        |
| Who will be consulted on LDDs?                                    | 18        |
| Standards of Community Involvement                                | 19        |
| The Role of Elected Members                                       | 20        |
| <b>4 Community Involvement in Development Control</b>             | <b>22</b> |
| Background                                                        | 22        |
| Statutory and Non Statutory Community Involvement                 | 23        |
| Community Involvement Procedure                                   | 25        |
| <b>5 Management and Resources</b>                                 | <b>28</b> |



## Appendices

|                                                           |           |
|-----------------------------------------------------------|-----------|
| <b>A Glossary</b> .....                                   | <b>30</b> |
| <b>B Further Information</b> .....                        | <b>32</b> |
| <b>C Potential Methods of Community Involvement</b> ..... | <b>34</b> |
| <b>D Consultation Bodies</b> .....                        | <b>37</b> |



## I Introduction

### The Statement of Community Involvement

The Statement of Community Involvement sets out the Council's proposals for involving the community in the preparation, alteration and continuing review of the new Local Development Framework. Examples of what the community may include are:

- Residents
- Town and Parish Councils
- Local, regional and national groups
- Organisations
- Businesses
- Statutory Agencies
- Land owners and developers

The Statement of Community Involvement also sets out the consultation process for all planning applications in the East Riding of Yorkshire.

The preparation of a Statement of Community Involvement is an essential part of encouraging more meaningful community involvement in the planning system. It was introduced by new legislation, known as the Planning and Compulsory Purchase Act 2004.

The Council considers it is important to set out how it intends to involve the public in the planning process. The Statement of Community Involvement is one of the first documents to be produced as part of the Local Development Framework. It is intended to ensure a clear and open planning process; which enjoys the support of the general public and involves local people in planning the future of their communities.

### The Planning and Compulsory Purchase Act

The Act introduced a new planning system that will result in the current system of Structure and Local Plans being replaced by a new **Local Development Framework**.

Local Development Frameworks are comprised of various **Local Development Documents** that collectively will deliver the spatial planning for the area. Spatial planning is defined as going beyond traditional land-use planning to bring together policies for the development and use of land with other policies and programmes that influence the nature and function of places. The Local Development Framework, along with the **Regional Spatial Strategy** prepared by the Regional Assembly for Yorkshire and the Humber, comprise the statutory 'Development Plan', which is the basis for all planning decisions.

The Local Development Framework will contain:

- **Development Plan Documents** that are subject to independent testing and have 'Development Plan' status, and
- **Supplementary Planning Documents** that are subject to rigorous community involvement, but are not independently tested and do not have 'Development Plan' status.

Local Development Documents can deal with different issues or different geographical areas, but as a whole they will:

- Allocate sites for development



- Set out the criteria for deciding planning applications and
- Detail how the **Community Plan** and other strategies for the area will be implemented through the land use planning system.

Local Development Documents will need to be in general conformity with the Regional Spatial Strategy. The Statement of Community Involvement is a Local Development Document but is not subject to **sustainability appraisal**. The concept of sustainability appraisal is discussed in Chapter 3.

Other documents that the Council is required to maintain are:

- A '**Local Development Scheme**' that explains the documents the Council will prepare as part of its Local Development Framework. The Council's Local Development Scheme is available on the Council's website at [www.eastriding.gov.uk/planning/ldf](http://www.eastriding.gov.uk/planning/ldf)
- An '**Annual Monitoring Report**' that shows how the Council is performing against local and national indicators, and other targets set out in the various **Development Plan Documents**.

The Council recognises that the new system involves many technical terms and abbreviations. To help understand what they mean, a glossary of terms is set out in Appendix A.

### Purpose and benefits of consultation

Community involvement in planning should be a continuous process which enables the local community to say what sort of place they want to live in at a stage when this can make a difference. There are benefits to both the Council and the public in successfully

involving a wide range of people and organisations in the decision-making process. They are:

#### Benefits to the public:

- An ability to influence the decision-making process.
- Greater public ownership and sense of democracy in a transparent and open manner.
- Involvement helps promote community cohesion and sense of inclusion.
- Having local services that are better able to meet local needs and priorities.
- A better understanding of the planning system and the work of the Council.

#### Benefits to the Council:

- Increase efficiency of decisions by drawing on local knowledge.
- Minimising unnecessary and costly conflict.
- Greater public involvement leads to increased knowledge about local needs and priorities.
- Broader sharing of responsibilities and opportunity to work collaboratively.
- Greater sense of public ownership of, and support for, the Council's activities.

### Effective Consultation

In preparing the Statement of Community Involvement, the Council has considered the potential barriers to effective community engagement. These may include:

- Cost of the information.
- Lack of time to comment.
- Technical 'planner' speak.
- Lack of understanding as to what issues can be dealt with under the planning system.



To overcome these problems where possible, the Council has devised the following principles to underpin the way it undertakes community involvement in planning:

- Arrangements for consultation should be 'fit for purpose' based upon an understanding of local needs.
- Involvement should be as early as possible in the process so that the community have the opportunity to discuss issues and options and the potential to make a difference.
- The methods used to encourage participation should be relevant and appropriate to the community, respecting any hard to reach groups.
- Involvement must be continuous with meaningful feedback on decisions and an opportunity to see how ideas have developed through the process.
- The process should be clear so that people know how and when they will be able to participate and the ground rules for doing so.
- Community involvement should be planned from the start with consideration of linkages to other community involvement processes such as the Community Strategy.



The Council has produced a Consultation Strategy which establishes how it will consult with the public in carrying out its duties. The Statement of Community Involvement will develop and apply the key principles of the Consultation Strategy, ensuring they meet the particular requirements of the planning process.

### Links with the Community Strategy

The East Riding of Yorkshire **Local Strategic Partnership** is responsible for preparing and implementing the community strategy for the area. It:

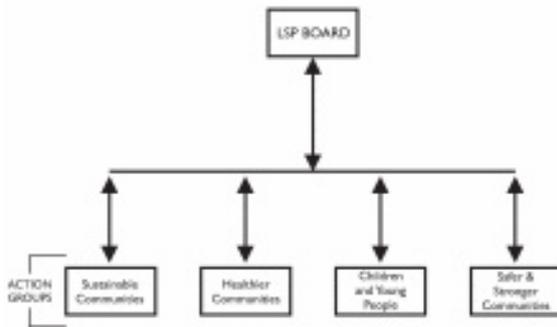
- is made up of approximately 140 organisations from the public, private and voluntary/community sectors.
- provides the forum for partners to work together to improve the quality of life in the East Riding.
- identifies and responds to the priorities and needs of residents based upon the findings of joint consultation (known as 'Riding Around').

The results of Riding Around are reported back to residents through an annual update, based on progress against the objectives and targets set out in the **Community Plan**. The current Community Plan 'Our East Riding' covers the period 2006 - 2016. Both the results of Riding Around and the Community Plan are available to view on the Local Strategic Partnership website: [lsp.eastriding.gov.uk](http://lsp.eastriding.gov.uk).

The Government stresses the importance of promoting strong links between the Local Development Framework and the Community Strategy. Local Development Frameworks are an important mechanism in delivering the aims and objectives of the Community Strategy. Specifically, it should express those elements of the Community Strategy that relate to the



development and use of land. The structure of the Local Strategic Partnership is shown below:



To ensure a close relationship between the Local Development Framework and the Local Strategic Partnership, joint working arrangements have been established. The Local Development Framework will be part of the Sustainable Communities Action Group. This group comprises a group of varied representatives who will consider and give feedback on Local Development Documents. This will be the principal mechanism in developing links with the Local Strategic Partnership. It will ensure integration between the Community Plan and the Local Development Framework in developing land use related aims, objectives and targets.



The Local Development Framework team are also a member of the Community Planning Group. This group deals with issues surrounding the production of the Community Plan, and the annual consultation exercise 'Riding Around'.

Taken together these measures will ensure effective coordination between the Local Development Framework and the Community Plan, for the benefit of the community.

### Links with Voluntary and Community Organisations and Groups

The 'East Riding Compact - Better Together' was launched in May 2005. It is a partnership agreement between public sector bodies (including the Council) and voluntary and community organisations that operate in the East Riding. It aims to strengthen the relationship between the two and therefore improve the quality of people's lives in the area. Currently over a 100 partners have signed up to the Compact. The Compact is currently consulting on a consultation draft of its proposed codes of practice. These will establish how the Compact operates.

Latest details on the Compact can be obtained from the Local Compact Development Officer at the Council (tel: 01482 391424) or on the Local Strategic Partnership website: [lsp.eastriding.gov.uk](http://lsp.eastriding.gov.uk)

All planning documents will be circulated electronically to Compact partners. Where this is not possible hard copies will be sent.





The Local Development Framework will also be discussed at the East Riding's Area Forums when parish and town councils or the public request such matters are placed on the agenda.

## Planning Aid

Yorkshire Planning Aid provides a free, independent and professional planning advice service to individuals and groups who cannot afford professional fees. Yorkshire Planning Aid is part of the Royal Town Planning Institute, a Registered Charity. Services operate through small staff teams and a network of professionally qualified volunteers. Their website is: [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

Yorkshire Planning Aid operates a telephone advice line three days a week, on Tuesdays, Wednesdays and Fridays between 9am and 4pm, tel: 0870 850 9808. In addition the organisation also provides a Community Planning service which helps groups and individuals to understand the planning system and influence what happens in their neighbourhood, town or city. Key elements of the service include:

- Training events and presentations, such as a 'Planning Crash Course'
- Practical advice and assistance on contributing to local development plans

The service is targeted at disadvantaged communities, and at groups which represent or work with people who need support and guidance in order to get involved with the planning system, for example young people, people with disabilities, or people from ethnic minority communities. The Council supports the work of Planning Aid and will publicise its existence in the Local Development Framework literature it produces.



## Parish Planning

Parish Plans are one of the most interesting developments in local politics, with rural areas at the cutting edge of this new approach. They can provide a valuable source of evidence for decision makers. Parish Plans are based on local consultations at settlement level and can identify and prioritise the community's needs. They then set out in an action plan, how these needs can be addressed.

In an ideal world, Parish Plans should inform and feed into the community strategies developed by Local and other Authorities and Local Strategic Partnerships. As a tool they can be invaluable in building consensus in the support of such measures as Affordable Housing, Transport and Crime Prevention.

The Parish Plan process uses a variety of techniques to consult the population of the Parish and must be fully inclusive, in order to ensure the views of all members are taken into account. It is very important that the parishes are able to use all the available consultation techniques open to them, rather than be constrained into the use of one particular tool.

## Planning for Real

Planning for Real® is a 'hands on' method of community consultation created by the Neighbourhoods Initiative Foundation, a registered charity. It involves communities producing a 3D model of their area and allows consideration of what actions need to be done to improve community well-being. The results from this process can be developed into a 'Action Plan'.

Planning for Real® is an ideal process for communities to focus on what they want from their area. This in turn can allow local communities to input collaboratively into the Local Development Framework process. The



Council backs this initiative and encourages Town and Parish councils and other community groups to become involved. A Planning for Real® set is available to borrow from the Council by telephoning 01482 391733. Facilitation of any Planning for Real© session must be carried out by a trained individual. Specific training is offered by Neighbourhoods Initiative Foundation and details are available on their website: [www.nif.co.uk](http://www.nif.co.uk) or by telephoning 0870 7700339.

### Planning & Regulatory Services Online (PARSOL)

PARSOL is a national project to ensure that Councils develop consistent and quality online services to their customers. Numerous standards have been developed for Local Planning Authorities to attain. The Council fully supports the PARSOL initiative and is working to achieve the appropriate standards. These standards will ensure that the Council provides an efficient and comprehensive online service to facilitate effective community engagement.





## 2 Community Profile

### Community Profile of the East Riding

The East Riding of Yorkshire Council area covers 930 square miles, making it the largest unitary council area in the country. It has a population of approximately 325,000 comprising of 171 parishes and 26 wards. The largest town is Bridlington with 35,000 people. The other major settlements are Beverley (30,500), Goole (17,500), and the 'Haltemprice' settlements to the west of the City of Hull: Cottingham (17,000); Anlaby/Willerby/Kirkella (23,500); and Hessle (15,000). However the East Riding is predominantly a rural area with over half of the population living in dispersed rural communities. The farming industry is an integral part of the rural community and manages the vast majority of the rural East Riding landscape. 5% of the East Riding population still work in agriculture. In total there are 333 settlements in the East Riding, ranging from large towns to small, isolated hamlets and farmsteads.



The East Riding is generally an affluent area and is ranked 219 out of 354 local authorities for being amongst the least socially deprived area in England. However there are pockets of deprivation in places such as Bridlington, Goole and South-East Holderness. Census 2001 data shows mixed results particularly relating to employment with 26% of the working population being in managerial/professional positions compared to 20% in manual, unskilled positions. This situation also extends to education with 18% having degree level qualifications compared to 29% having no qualifications at all. In terms of housing, the relative affordability of the area means a high proportion of households are owner/occupiers (78%). Increasingly the East Riding population is becoming older due to in migration by retired people (particularly to the coastal resorts) and out migration by some young people. The proportion of 55-64 olds in the region has increased by 4% from 1991.

Having such a dispersed population over a large area raises issues in terms of devising the most effective and efficient means of consultation. One established network of communication is through parish and town councils. They cover the whole of the East Riding area and liaise with their respective communities. Where parish plans have been produced, we will take into account their content as part of preparing Local Development Documents. Parish and Town Councils are an important point of contact, especially on planning matters. Similarly there are numerous voluntary associations spread throughout the East Riding with which the Council corresponds.

An area that has seen rapid change is the use of technology to overcome some of the barriers a predominantly rural authority faces



in communicating with its residents. A network of Customer Service Centres, 'Citizenlink' kiosks and mobile library vans allows the public to engage with the Council without having to travel to Council offices. The rising use and access to the Internet has meant that the Council's website is an increasingly important communication tool with residents and other users. The Council has also striven to provide as many services online as possible and has achieved its target of providing 100% 'e-enabled' services (i.e. available publicly through the internet). Information, documents, services and transactions can all be accessed over the internet.



The Council recognises that there is still a significant proportion of the community who do not have access to the internet. To overcome this, there are a number of paper based methods of communication between the Council and its customers. The most frequent and comprehensive of these is the Council's monthly publication 'East Riding News' which is delivered to every household in the East Riding. This represents a valuable opportunity to communicate with all residents in the area.

A particular issue for the East Riding is in being able to identify representative bodies to be consulted on behalf of ethnic minority and other hard to reach groups, where

relatively small numbers of people may be involved. The East Riding has limited ethnic diversity with only 2.1% of people at the 2001 census stating that they were from Ethnic Minority communities. Interestingly this percentage, though still very small has doubled since the 1991 census and shows that the Ethnic Minority population is growing in the East Riding. However even taking this increase into account, no one Ethnic Minority or cultural group is predominant. Other hard to reach groups that have been identified by the Council are:

- Young people.
- Higher education students.
- People in custody.
- Gay and lesbian groups.
- Faith communities.
- Very old people.
- Travellers.
- People with learning and sensory disabilities.
- People with mental health problems.
- Migrant Workers

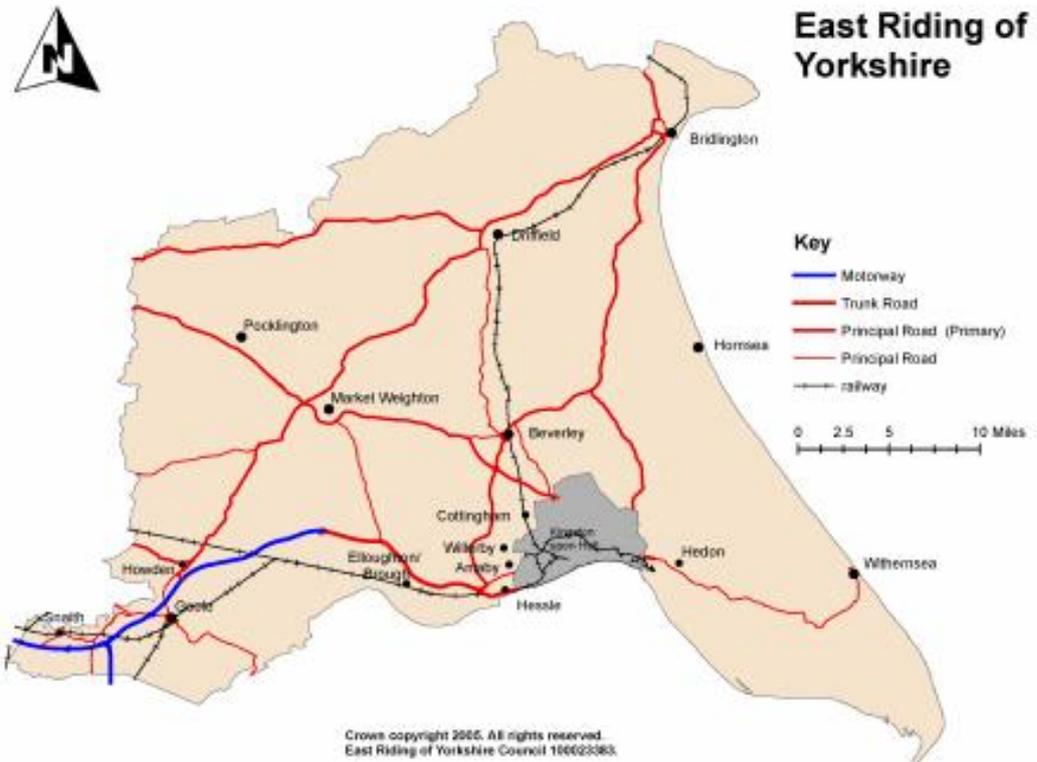
Table 3.1 in Chapter 3 details the ways in which the Council intends to engage with hard to reach groups.

Key issues in the creation of an effective consultation strategy in the East Riding are therefore:

- Being able to effectively consult a generally dispersed population covering a large geographical area.
- How to engage with the various hard to reach groups.
- How to make best use of existing communication channels.
- Identifying what additional methods of consultation need to be considered and their likely cost.



Picture 2.1 Map of East Riding





### 3 Community Involvement in the Local Development Framework

#### Methods of Community Involvement

As Chapter 2 set out, the East Riding has a large geographical area and dispersed population. As a result identifying relevant consultation methods, at the various stages of plan preparation, is a challenge. National planning guidance promotes the involvement of the community at an early stage in the Local Development Framework process. This creates a sense of ownership and adds legitimacy to the development of policies in the Local Development Framework. It should also help to avoid problems later on in the process. The Government refers to this concept as 'front-loading' the planning system. The benefits of greater community involvement in the plan process are set out in chapter 1.



To understand how stakeholders in the planning system wish to be consulted, the Council sent an initial letter in April 2004 to parish/town councils, statutory consultees and numerous groups, associations and bodies

including the voluntary sector. From the responses received it is clear that there is a strong desire for close involvement in the plan making process.

The two main preferences of communication arising from this consultation appeared to be communication via the post, followed by email. Many of the town and parish councils expressed a wish for meetings with the Council regarding the changes to the planning system. In October 2004 the Council held a series of town and parish councils workshops to explain the new planning system, establish a dialogue and to ask for any initial comments or concerns regarding their local area.

They proved a positive and useful introduction to community involvement, with all the parish and town council wishing further meetings. It was clear from these meetings that face to face contact with the planning team is valued as a means of engaging the community. Notes from the meetings can be downloaded from the Council's website: [www.eastriding.gov.uk/planning/ldf](http://www.eastriding.gov.uk/planning/ldf)

The Council recognises that there is no 'one size fits all' approach to community involvement. Different methods of communication are necessary to ensure participation in the planning process. This means that the broadest possible range of interests, particularly hard to reach groups, should have an opportunity to have their voice heard.



and weaknesses and what groups it may be applicable to. The actual methods chosen from these are shown in table 3.1.

### Consultation on Local Development Documents

As section 3 highlighted, the Council wants to consult as widely and effectively as reasonably possible, to ensure meaningful community involvement. This section sets out the stages of consultation. It identifies how we will encourage participation and how we will feedback to those who responded. The methods used to consult will depend on the stage that the document has reached and on the type of document.

The Council has a duty to provide cost effective services to those it affects. With limited resources the Council needs to find the most appropriate methods of communication. These need to be relevant to the document being prepared. Appendix C identifies the many possible forms of community consultation open to the Council. Each one is assessed according to its strengths

Figure 3.1 identifies the main stages of consultation on Local Development Documents and Supplementary Planning Documents. For all Local Development Documents, stages 2 and 3 involve a 6 week consultation period with communities and stakeholders.

Figure 3.1 Main stages of consultation and when the results of community involvement feed into LDD preparation

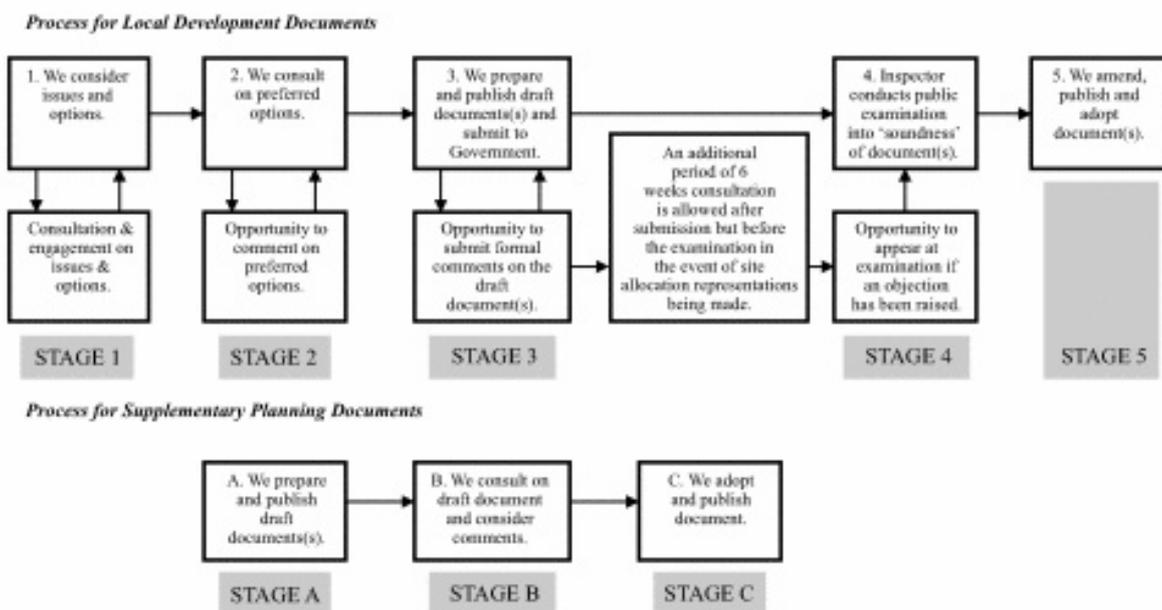




Table 3.1 below indicates what the Council will do to involve people in plan making and at what stage. Whilst all responses will be considered, it might not always be possible to reflect every consultation response in the documents.

The term Local Development Documents used in Table 3.1 refers to both Development Plan Documents (such as topic based documents, Area Action Plans, Site Specific Allocations) and the Statement of Community Involvement itself. Supplementary Planning Documents are listed separately as they have less stages in their preparation.

Table 3.1 How and when we will consult the community

| What we will do<br><b>INFORM</b>                                                                                                       | Plan Stage<br>(see Figure 3.1)<br><b>CONSULT</b>                                                                               | How we will do it.<br><b>PARTICIPATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Why we will do it.<br><b>FEEDBACK</b>                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1) Involve the community from the earliest stages of plan preparation asking their views on planning issues and options.</b></p> | <p><b>LDD: Stage 1</b></p>                                                                                                     | <ul style="list-style-type: none"> <li>● Place posters at all CSCs and libraries in the East Riding.</li> <li>● Use local media (including East Riding News and Press Releases).</li> <li>● Send letters to parish/town councils, general and specific consultation bodies, those who asked to be kept informed of LDF progress and representatives from hard to reach groups</li> <li>● Devise questionnaires where appropriate, some of which should to be targeted at hard to reach groups e.g young people through the 'SaySomething' website.</li> <li>● Through the Council's website, by inviting comments from an early stage.</li> <li>● Arrange group meetings with parish and town councils</li> <li>● Discuss Local Development Framework matters at Area Forums</li> </ul> | <ul style="list-style-type: none"> <li>● To raise awareness of planning issues across the East Riding.</li> <li>● To achieve local ownership and participation in the planning process.</li> <li>● To identify key local issues and options to address them.</li> <li>● To find out what people think.</li> <li>● To encourage a wide range of people to participate including hard to reach groups.</li> </ul> |
| <p><b>2) Publish reports (including: feedback on consultations, background studies, SEA/SA and Inspector's Reports.)</b></p>           | <p><b>LDD: Between stages 1&amp;2, 2&amp;3, 3&amp;4 and stages 3&amp;5.<br/>SPD: Between stages A&amp;B and at stage C</b></p> | <ul style="list-style-type: none"> <li>● Notify by post or email all those who made comments.</li> <li>● Send copies of reports to Specific Consultation Bodies.</li> <li>● Publish report on the Council website.</li> <li>● Make available copies of the report at every library and Customer Service Centre in the East Riding.</li> <li>● Make printed copies and CD copies available at a reasonable charge.</li> <li>● Send letters or email to those who commented informing them of the venues and web address where the report can be viewed.</li> </ul>                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>● To provide feedback to those who have made comments or who have an interest.</li> <li>● To ensure that representations are dealt with transparently.</li> <li>● To ensure that the information is widely available and that the community can see how issues have been considered.</li> </ul>                                                                          |



| What we will do<br><b>INFORM</b>                                                                                            | Plan Stage<br>(see Figure 3.1)<br><b>CONSULT</b>      | How we will do it.<br><b>PARTICIPATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Why we will do it.<br><b>FEEDBACK</b>                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>3) Notify when new draft or revised documents are published, where you can see them and when you can respond.</b></p> | <p><b>LDD: Stages 2,3,5.<br/>SPD: Stages B,C.</b></p> | <ul style="list-style-type: none"> <li>● Use local media (including East Riding News, Press Releases and local newspapers).</li> <li>● Place notices in all Customer Service Centres and libraries for public inspection.</li> <li>● Give notice on the Council's website.</li> <li>● Send letters or email to statutory consultees and also to non-statutory consultees in the Council's database.</li> <li>● Send letters or email to those who previously commented on the document.</li> </ul>                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>● To raise awareness of new and amended documents being available to view.</li> <li>● To ensure key stakeholders in the planning system are aware of the progress being made with the various documents.</li> <li>● To make sure those engaged in the planning process are kept informed.</li> </ul> |
| <p><b>4) Promptly publish and make available all new or revised planning documents.</b></p>                                 | <p><b>LDD: Stage 2,3,5.<br/>SPD: Stages B,C</b></p>   | <ul style="list-style-type: none"> <li>● Publish all new and revised documents (including supporting information) on the Council's website in a downloadable format.</li> <li>● Make paper copies and CD copies available at a reasonable charge.</li> <li>● Make available paper copies of the document (and any supporting information) at all Customer Service Centres and libraries for public inspection.</li> <li>● If a revised document, send an email notice to those who previously commented inviting them to view the document on the Council's website. Where a respondent doesn't have an email contact, send a letter telling them where the document can be viewed or purchased.</li> </ul> | <ul style="list-style-type: none"> <li>● To ensure easy access to the latest planning documents.</li> <li>● To raise awareness of the published document.</li> <li>● To make sure those engaged in the planning process are kept informed.</li> </ul>                                                                                       |



| What we will do<br><b>INFORM</b>                                                                                             | Plan Stage<br>(see Figure 3.1)<br><b>CONSULT</b>           | How we will do it.<br><b>PARTICIPATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Why we will do it.<br><b>FEEDBACK</b>                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>5) Offer help to, and develop the knowledge of people and groups with little experience of the planning system</b></p> | <p><b>LDD: All stages.</b><br/><b>SPD: All stages.</b></p> | <ul style="list-style-type: none"> <li>● Publicise the existence and purpose of Yorkshire Planning Aid.</li> <li>● Raise awareness of Planning Aid amongst hard to reach groups where possible.</li> <li>● Work together with the Local Strategic Partnership to encourage participation in planning issues</li> <li>● Target representatives of hard to reach groups, to encourage participation in the planning process.</li> <li>● Publicise methods of finding planning documents and information on the internet.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>● To encourage local communities to become involved in the planning process.</li> <li>● To increase participation amongst hard to reach groups.</li> </ul> |
| <p><b>6) Give formal notice of the opportunity to make representations on a planning document.</b></p>                       | <p><b>LDD: Stages 2-5.</b><br/><b>SPD: Stage B</b></p>     | <ul style="list-style-type: none"> <li>● Use local media (including East Riding News, Press Releases and local newspapers).</li> <li>● Give notice on the East Riding website.</li> <li>● Provide consultation response forms (along with the documents) at libraries, Customer Service Centres, and on the Council's website.</li> <li>● Send document to Specific Consultation Bodies and a response form.</li> <li>● Send a copy of the notice to General Consultation Bodies and everyone else on the relevant database (including those who have made comments or representations in the past)</li> </ul> | <ul style="list-style-type: none"> <li>● To meet the requirements of the Planning Act.</li> <li>● Opportunity to comment on specific policies and proposals.</li> </ul>                           |



| What we will do<br><b>INFORM</b>                                               | Plan Stage<br>(see Figure 3.1)<br><b>CONSULT</b>                           | How we will do it.<br><b>PARTICIPATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Why we will do it.<br><b>FEEDBACK</b>                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7) Attempt to create agreement between opposing views.</b>                  | <b>LDD: Between stages 2&amp;3.</b><br><b>SPD: Between stages B&amp;C.</b> | <ul style="list-style-type: none"> <li>• Hold meetings as needed with relevant individuals or groups to explore issues in greater detail.</li> <li>• Assist in the exchanges of information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• To develop consensus where possible.</li> <li>• To identify common ground and reduce disagreement.</li> <li>• To promote dialogue between opposing viewpoints</li> </ul>                             |
| <b>8) Give notice of the Examination in Public.</b>                            |                                                                            | <ul style="list-style-type: none"> <li>• Use local media (including East Riding News, and local newspapers).</li> <li>• Issue press release</li> <li>• Give notice on the East Riding website.</li> <li>• Place notices at the Libraries, Customer Service Centres and on the Council website.</li> <li>• Give notice to Specific Consultation Bodies either by letter or email.</li> <li>• Send notice to General Consultation Bodies and everyone else on the relevant database (including those who have made comments or representations in the past).</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>• To make people aware that everyone has the right to be heard at the Public Examination.</li> <li>• So that interested parties are made aware of when and where the event will take place.</li> </ul> |
| <b>9) Give notice of the Council's intention to adopt a planning document.</b> | <b>LDD: Stage 5.</b><br><b>SPD: Stage C.</b>                               | <ul style="list-style-type: none"> <li>• Publish and make available copies of the document at all Customer Service Centres and libraries in the East Riding.</li> <li>• Make copies available on the Council website.</li> <li>• Issue press release.</li> <li>• Send copies to the Specific Consultation Bodies and also to those General Consultation Bodies who have requested it.</li> <li>• Publish the notice in the local newspapers giving details of the document and where it can be seen.</li> <li>• Send notice either by letter or email to everyone else on the relevant database (including those who have made comments or representations in the past).</li> </ul> | <ul style="list-style-type: none"> <li>• To ensure that all those with an interest in the document know about the Council's intentions and are aware of their right of appeal to the High Court.</li> </ul>                                   |



### Strategic Environmental Assessment and Sustainability Appraisal

All Local Development Documents, except the Statement of Community Involvement, are subject to a Sustainability Appraisal and Strategic Environmental Assessment. These processes ensure that policies in the Local Development Framework reflect sustainable development principles. This means taking into account the economic, social and environmental effects of any potential policies. The process runs alongside the progress of the various Local Development Documents and is intended to achieve the following aims:

- Collect base-line monitoring information ( i.e. things as they stand now),
- Identify alternative approaches,
- Predict significant environmental effects more thoroughly,
- Secure greater consultation with the public and environmental bodies, and
- Address and monitor the significant environmental effects of the plan.



Table 3.1 and Figure 3.1 show a simplified process of plan production and therefore do not mention the Sustainability Appraisal and Strategic Environmental Assessment process. The key stages involved are:

1. Prepare an environmental report on the significant effects of options and the draft plan,
2. Carry out consultation on the draft plan and accompanying environmental report,
3. Take into account the environmental report and the results of consultation in decision making, and
4. Provide information when the plan is adopted and show how the results of the Strategic Environmental Assessment have been taken into account.

These four stages run alongside the preparation of the Local Development Document. The methods of consultation listed in Table 3.1 will also apply to the Sustainability Appraisal and Strategic Environmental Assessment documents.

#### Who will be consulted on LDDs?

The Council is required to consult what are called 'Specific Consultation Bodies' where they are likely to be affected by anything contained in a Local Development Document. The Specific Consultation Bodies are listed in Appendix D and include Parish/Town Councils, neighbouring Local Authorities and relevant Government departments and agencies.

The Council may also consult a wide range of General and Other Consultation Bodies (also listed in Appendix D) relevant to the document being prepared. To manage this process and to ensure our records are up to date, the Council has prepared a database with the relevant contact details of the various bodies to be consulted. Table 3.2 summarises the types of bodies or groups we will consult in preparing each Local Development Document:



Table 3.2 Interests and Groups to be Involved

|                                                                                 |                                                          | Statement of Community Involvement | Core Strategy & General Policies | Smaller Settlements | Housing, Employment & Transport | Joint Waste | Joint Minerals | Bridlington Area Action Plan | Environment & Other Policies |
|---------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------|----------------------------------|---------------------|---------------------------------|-------------|----------------|------------------------------|------------------------------|
|                                                                                 | Government Office: Yorkshire and the Humber              | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
| <b>Specific Consultation Bodies</b>                                             | Neighbouring Local Authorities                           | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Parish/Town Councils                                     | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Other specific bodies                                    | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Other statutory & national bodies                        | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Relevant LSP Group                                       | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
| <b>General and Other Consultation Bodies (both voluntary and non-voluntary)</b> | Environmental Groups                                     | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Heritage Groups                                          | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Housing Groups                                           | *                                  | *                                | *                   | *                               |             |                | *                            | *                            |
|                                                                                 | Social & Health Groups                                   | *                                  | *                                | *                   | *                               | *           |                | *                            | *                            |
|                                                                                 | Sports Groups                                            | *                                  | *                                | *                   | *                               |             |                | *                            | *                            |
|                                                                                 | Other Groups                                             | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Racial, Ethnic or National Bodies                        | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Religious Groups                                         | *                                  | *                                | *                   | *                               |             |                | *                            | *                            |
|                                                                                 | Disabled Groups                                          | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
|                                                                                 | Business Interests (including landowners and developers) | *                                  | *                                | *                   | *                               | *           | *              | *                            | *                            |
| Regeneration/ Renaissance Partnerships                                          | *                                                        | *                                  | *                                | *                   | *                               | *           | *              | *                            |                              |

## Standards of Community Involvement

The Council adopted a Corporate Consultation Policy and Strategy in June 2004. It sets out the following:

- The basic commitments of the Council in the way it consults the community; and
- Identifies various methods and approaches that can be used by the Council when it consults.

It also highlights various hard to reach groups across the East Riding which are discussed in section 2. The commitments contained in the consultation strategy do not override statutory obligations regarding consultation and engagement. They also do not cover consultation specifically on planning matters.

The Corporate Strategy is particularly useful in setting out advice on the guiding principles of consultation. These are:

- Inclusive.
- Appropriate.
- Rigorous.
- Proportionate.
- Meaningful.
- Useable.

The Statement of Community Involvement follows many of the principles and objectives of the Corporate Strategy, tailoring and expanding them to the Local Development Framework process. Therefore, the following standards will apply to consultation and access to information when the Council prepares Local Development Documents:



- **Copies of draft, final and adopted Local Development Documents will be made available at all libraries and Customer Service Centres in the East Riding.**
  - **Letters received regarding the Local Development Framework will be responded to in 10 working days. Should a response not be possible in that time, an acknowledgement letter will be sent stating when a full response will be made.**
  - **Documents will be made available on request in large print, alternative formats and different languages.**
  - **The Council will make every effort to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995**
  - **Subject to availability, copies of Local Development Documents will be sent out within two working days of requests being received.**
  - **Details of people commenting or requesting to be kept informed of Local Development Framework progress, will be kept on a database. They will be notified of the various key stages of Local Development Framework progress.**
  - **Consultees will be made aware of the Council's decision on their representations (or the Inspector's decisions where appropriate).**
  - **All Local Development Documents will be published in both paper and electronic formats.**
  - **All planning documents will be placed on the Council's website: [www.eastriding.gov.uk/planning/ldf](http://www.eastriding.gov.uk/planning/ldf)**
  - **Local Development Framework surgeries will be held at key document milestones.**
  - **Local Development Documents will be written in a format that is clear and understandable.**
  - **Decisions taken on Local Development Documents will be accompanied by reasons for taking that decision. These will be shown in the report on consultations (see table 3.1).**
  - **Where possible and where agreed, email and the internet will be used instead of paper based methods.**
- Where groups or bodies have expressed a wish to be consulted in a particular way, we will endeavour to meet their requests assuming it is not unreasonable or would be unduly expensive for the Council.

### The Role of Elected Members

Elected Members remain a vital component of the Local Development Framework process and democratically represent the views and opinions of their ward.



To ensure that a close relationship is achieved between officers and Members the following is proposed:

- **Workshops to be held at key stages of Local Development Document preparation.**



- **Copies of all documents to be sent to all elected members.**
- **All planning documents will be taken to the Council's Cabinet and Cabinet Working Groups for comment and approval.**
- **The Planning Committee will be consulted on all planning documents following approval to go to consultation by The Cabinet as part of the consultation process.**
- **Full council to approve adoption of all planning documents.**



## 4 Community Involvement in Development Control

### Background

The Council currently deals with over 5,000 planning applications a year. These applications can come from anywhere in the 930 square miles of land that the Council is responsible for. Having a large number of applications and covering a wide geographical area, the planning service must consider how to effectively involve residents and other consultees in the decision making process.

To do this an extensive range of consultation methods needs to be considered. Much consultation is already done by the Council. Approximately 50,000 consultation letters are sent to local residents and neighbours of development sites. And about 25,000 letters are sent to various statutory and non-statutory consultees.

Parish and Town Councils have been important links in the decision making process, working closely as they do with their respective communities. They will continue to be an important point of contact in the planning application process.

The use of information technology helps to remove some of the accessibility barriers that can occur in the more isolated and rural settlements of the East Riding. However the Council recognises that a proportion of East Riding residents do not have access to the internet or even a computer.



Information technology is not intended to completely replace traditional paper based consultation methods in the planning application process. It will instead supplement and enhance the quality of the service that the Council provides. Communicating with residents, businesses and other consultees through electronic means, is already proving to be a fast and efficient method of engagement.

E-planning refers to information technology in a planning environment. It is an increasingly important method of engaging the community in the planning process. The Council is currently developing its website in line with PARSOL standards. To understand what PARSOL is, please refer to section 1. PARSOL is significantly improving access to planning information, documents and applications submitted. The following services and functions are now available on the Council's website:

- Publicising planning applications.
- Viewing application forms and plans.
- Viewing other supporting documents.
- Viewing notice of decisions once an application has been determined.
- Receiving letters of representation.



- Ability to comment, support or object to an application.
- Monitoring the progress of planning applications.

These, and other services can be found on the Council's website at: [www.eastriding.gov.uk/publicaccess](http://www.eastriding.gov.uk/publicaccess). There are many benefits to e-planning such as:

- Anybody in the world can access the information from a computer.
- Reduced telephone calls for Council staff allowing them to focus their attention on those who are unable to or choose not to utilise e-planning services.
- Greater transparency in the planning application process.



### Statutory and Non Statutory Community Involvement

The requirements for involving the community in the planning application process is set by the Town and Country Planning (General Development Procedure) Order 1995. The Order sets out how planning applications should be advertised using methods such as:

- Letters to neighbours.
- Site notices.
- Statutory notices in the local press.

It also sets out when statutory consultees such as the Environment Agency, Parish Council and English Heritage must be consulted. The Council already meets these statutory requirements and has undertaken to consult more widely using both postal and electronic services.



The scale of community involvement beyond what the Council is required to do, depends on the type of application received. By involving a broad range of stakeholders in the process, the quality of developments should be improved. The Community Involvement Procedure section details in general how the Council will involve the community in planning applications.

For major applications, the Council will consider the following methods of community involvement:

- Exhibitions
- Public meetings
- Surgeries
- Workshops

The amount of community involvement undertaken will be dependent on the following:



- The likely impact of the development proposal on the wider area
- The location of the site
- The site's potential development
- The stage of progression of a proposal.

Some major development proposals can potentially have an impact on a distinct local community either during or after construction. Where this is the case, the council will set up local Community Liaison Groups. These will keep people informed of progress with, and any proposed changes to the development. Community Liaison Groups also ensure that the developers are aware of concerns that may arise and how they can minimise unnecessary disruption to others.



At regular intervals the Council will hold workshops with many of its customers including agents, house builders, parish councils and access groups. The liaison meetings aim to improve the effectiveness of the development process and improve the quality of the built environment .

When applications are received parish councils will be encouraged to make plans available to local people. This can allow

greater access to plans and encourage participation of local people in the planning process.

As well as the Council engaging the community, all applicants will be encouraged to do some form of consultation with the public before they formally submit their applications. The amount and type of consultation will be depend on the nature of the application. The following is suggested:

- **House Extensions** - Applicants are encouraged to speak with their neighbours and show them the proposed plans. Where applicable they should report in their application their neighbours comments and any changes made as a result.
- **Minor Development Proposals** - Developers should involve the community, consultees and other agencies (including the Council) at an early stage. There are benefits to both local people and developers with early involvement. For developers, it will ensure that issues are addressed prior to an application being submitted. For local people it will enable them to have input before proposals reach an advanced stage.
- **Major Development Proposals** - Developers of major schemes will be expected to have canvassed views more widely than for minor applications before their application. This will involve at least those residents affected by the proposal, the parish or town council and statutory consultees. Planning Officers will be able to advise how and when this should be done. We will encourage statements of consultation to be submitted with planning applications which specify the consultation carried out and comments received.



Consultation carried out by applicants and/or their agent will not replace those undertaken by the Council as part of the formal planning application process.

## Community Involvement Procedure

The detailed procedures for community involvement are laid down in the various Codes of Practice. These include codes on Public Consultation, Public Speaking at Planning Committee and Major Applications. Copies of the Codes of Practice are available by telephoning: 01482 393666. This section provides a general summary of the community involvement procedures in development control.

### Planning Application Procedure

Once a complete or 'valid' planning application has been received, the relevant consultees will be identified. This will depend on the significance of the application. For all applications, notification letters will be sent to all addresses which share a boundary with the application site. Where appropriate this may include properties separated from the application site by a public highway or other public land, when the proposed development could affect those properties. A guideline of 20 metres across such land from the site is currently used for this purpose.

For major applications and other applications which the Council considers likely to have a significant impact, residents in a more extensive area will be contacted. A guideline of 100 metres from the site is currently used for this purpose.



In all cases, members of the public will be given 21 days from the date on the letter to make their comments known to the Council. These letters will be sent in addition to any statutory publicity such as site notices or advertisements in the local newspapers.

Non-statutory site notices will be displayed, instead of letters to neighbours, in cases where there are no occupied buildings within the relevant area. Site notices will also be displayed where the application is likely to have an impact over a wider area than the other measures would cover.

Site notices will also invite the public to comment within 21 days of the notice being displayed. Occasionally the dates on the site notice, letter of notification or press notice will be different. Where this is the case the latest date will be taken before a decision is made on the application by the Council. Please note that bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

In all cases, applications will be available for inspection at one of the Council's Customer Service Centres closest to the application site. All major applications will also be available at Beverley Customer Service



Centre. The contact and address details of the various Customer Service Centres are given in Appendix B of this document.



If amended plans are received which are minor or overcome earlier concerns and are not likely to raise additional problems, no further consultation shall be carried out. For some amendments that may cause some relatively minor issues, the Council will re-consult those originally consulted. This will be done when it can be achieved within the period for determining applications. If a significant or late amendment is made when re-consultation cannot be done before the application deadline expires, a revised application would normally be required. This will give the public and consultees opportunity to consider the new plans. The new plans can then be viewed within a reasonable time, maintaining trust and transparency in the process.

The majority of minor planning applications are decided by planning officers. Major or contentious applications are referred to a planning committee for a decision. Planning committees consist of a number of elected members who consider all the relevant issues of each application. At planning committee the applicant and people who have objected to (or written in support of) the application, are invited to address the committee at the start of the debate.

The committee agenda is available for inspection on the Council's web site ([www.eastriding.gov.uk/council/democratic](http://www.eastriding.gov.uk/council/democratic)) five working days before the meeting. Planning officers produce a committee report for each application which considers the main issues of the proposal. The report then ends with a recommendation to Councillors how the application should be decided. Committee reports are a tool to help people understand the considerations elected members take into account when making their decisions.

For major applications applicants and objectors may be invited to present their proposals and concerns to Councillors during the week before the planning committee. This is designed to ensure that the committee is more fully aware of the often complex issues that such applications raise before they debate and determine the application. This is done in accordance with the Council's Code of Practice for Major Applications.

When the final decision to grant or refuse planning permission has been taken or if the application has been withdrawn, the parish council and members of the public who made representations shall be sent a letter informing them of the decision and any conditions or reasons relating to it. The decision notice will also be available for inspection on the Council's web site: [www.eastriding.gov.uk/publicaccess](http://www.eastriding.gov.uk/publicaccess)



### Post-Decision Actions

If applicants are unhappy with the Council's handling of the application, they are entitled to appeal to the Planning Inspectorate in a number of ways. These include:



- When an application has been refused.
- If an application has not been decided by the target deadline (8 weeks for minor applications or 13 weeks for major applications).
- Against the conditions that have been placed on a planning approval.

There is currently no third party right of appeal for those who objected or supported the application. Third parties are those who were involved in the application process other than the Council or the applicant.

When an appeal is lodged, a planning inspector, on behalf of the Secretary of State, will make the decision as to whether to 'allow' or 'dismiss' the appeal based on the evidence set before them. Third parties will automatically be informed by the Council how they can be involved in the appeal process. The details of the Planning Inspectorate are listed in Appendix B.

Certain types of applications will need to be referred to the Government Office for Yorkshire and the Humber for their consideration, before a decision can be issued by the Council. Where this is the case, it will be specified in the committee report prepared by the planning officer responsible.

### **Additional Services**

Weekly planning surgeries are currently held at a number of the Council's Customer Service Centres to assist customers with their planning enquiries. For details of venues and times, please call 01482 393666



## 5 Management and Resources

Production of the Local Development Framework is a continuous process and as such there needs to be careful planning of the resources required to meet the milestones set out in the Local Development Scheme. The proposed methods of community involvement proposed in this document are aimed at balancing the need to ensure effective community involvement with the prudent use of the Council's resources.



The cost of producing the various Local Development Documents (including background studies) to 2008/9, has been estimated at £1.74 million.

This will cover:

- Consultations and community involvement.
- Sustainability Appraisal (incorporating Strategic Environmental Assessment) of the various Development Plan Documents.
- Public Examination costs.
- Publication of Local Development Documents.
- Use of consultants where necessary.

Approximately £0.8 million of these costs will be met by the Forward Planning Local Development Framework budget. The remainder will be split between two areas. The Bridlington Area Action Plan is being coordinated by the Bridlington Regeneration

Team. Estimated cost for the Action Plan is £0.6 million. Funding from Yorkshire Forward will meet a large part of this cost. The remainder (£0.34 million), will be financed by the Strategic Development Control Section who are responsible for the Waste and Minerals Development Plan Documents.

### Use of Consultants

The use of consultants has been identified for the following:

- Sustainability Appraisal (incorporating Strategic Environmental Assessment) of the various Local Development Documents including a baseline and scoping report.
- Waste and Mineral Development Plan Documents.
- Housing Needs and Housing Market Assessment.
- Landscape Character Assessment.
- Strategic Flood Risk Assessment.
- Bridlington Area Action Plan

The Strategic Development Control Team Leader will manage the preparation of the Waste and Minerals Development Plan Documents, which will be carried out by consultants. The Regeneration Team has also engaged consultants to prepare the Bridlington Area Action Plan. The Local Development Framework Project Team, consisting of 4 planners and 1 technician, will manage preparation of the other local Development Documents. This level of staffing will be sufficient for producing the relevant Local Development Documents except for Sustainability Appraisals which will be carried out by consultants.



## Review

As the Local Development Framework is a new document, unforeseen circumstances could lead to additional funding being necessary. These may include:

- Additional costs of consultation due to a greater than expected response to certain planning documents.
- Certain methods of consultation being more costly than anticipated.

To ensure that this possibility is managed carefully, the Council intends to review the resource situation on an annual basis as part of its Annual Monitoring Report. Should additional resources be required this will be addressed through the Council's normal budgetary process. Where possible, participation exercises will be combined with other initiatives such as the Community Strategy, East Riding Compact and any other Council programs. This will ensure efficient use of resources.

Once adopted, the Statement of Community Involvement is intended to last for at least three years before a complete review of the document is necessary. The need to review the document will be assessed on an annual basis. This will ensure it remains appropriate and effective in involving the community in both significant planning applications and the development plan process. Again, the Council's Annual Monitoring Report will be the mechanism for reporting this assessment. Should there be any significant unforeseen changes (such as those listed above or others) which make an immediate review necessary, they will be considered at the earliest opportunity by the Council's Cabinet.



## Appendix A Glossary

| Abbreviation  | Title                                                                        | Description                                                                                                                                                                           |
|---------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AMR</b>    | Annual Monitoring Report                                                     | Report on the progress of preparing the Local Development Framework and the extent to which policies are being achieved.                                                              |
| <b>CP</b>     | Community Plan                                                               | The long term vision and action plan articulating the aspirations, needs and priorities of the local community prepared by the Local Strategic Partnership.                           |
| <b>DPD</b>    | Development Plan Document                                                    | A Local Development Document in the Local Development Framework which forms part of the Statutory Development Plan.                                                                   |
| <b>FC</b>     | Full Council                                                                 | Meeting of all 67 Council Members to make decisions on budgets, plans, strategies and programmes.                                                                                     |
| <b>JSP</b>    | Joint Structure Plan for Kingston upon Hull and the East Riding of Yorkshire | Planning policy document that sets out the broad strategy for the future development and use of land for the combined area of the East Riding and Hull to 2016.                       |
| <b>LDD</b>    | Local Development Document                                                   | The various individual documents that form the Local Development Framework. (e.g. Development Plan Document, Statement of Community Involvement, and Supplementary Planning Document) |
| <b>LDF</b>    | Local Development Framework                                                  | The name for the new local plan. It is made up of Local Development Documents, the Local Development Scheme and Annual Monitoring Report.                                             |
| <b>LDS</b>    | Local Development Scheme                                                     | The timetable for the Local Development Framework. It sets out which Local Development Documents will be prepared over the next three years. It is updated annually.                  |
| <b>LSP</b>    | Local Strategic Partnership                                                  | A partnership of approximately 140 organisations from the public, private and voluntary/community sector.                                                                             |
| <b>PARSOL</b> | Planning & Regulatory Services Online                                        | Standards for Councils to achieve in providing information by electronic means (e.g. internet and email).                                                                             |
| <b>PPG</b>    | Planning Policy Guidance                                                     | National guidance notes produced by the Government to guide Local Authorities and applicants on various planning issues. They are being replaced by Planning Policy Statements.       |
| <b>PPS</b>    | Planning Policy Statement                                                    | Statements of national planning policy issued by the Government. These are replacing Planning Policy Guidance notes.                                                                  |



| Abbreviation       | Title                                     | Description                                                                                                                                                                                                                                                                                                                          |
|--------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RSS</b>         | Regional Spatial Strategy                 | The regional plan. It sets out a broad development strategy for the region and is prepared by the Regional Assembly. It forms part of the statutory development plan along with Development Plan Documents.                                                                                                                          |
| <b>SP</b>          | Spatial Planning                          | Going beyond traditional land-use planning to bring together and integrate policies for the development and use of land with other policies and programmes that influence the nature of places and how they function.                                                                                                                |
| <b>SA</b>          | Sustainability Appraisal                  | Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.                                                                                                                                                                                                                       |
| <b>SCI</b>         | Statement of Community Involvement        | Document setting out how and when stakeholders and other interested parties will be consulted and involved in the preparation of the Local Development Framework. It also describes the Council's procedures and arrangements for involving the community when considering planning applications and major proposals for development |
| <b>SEA</b>         | Strategic Environment Assessment          | An assessment of the environmental effects of a plan or programme. It is required by European Union Directive 2001/42/EC.                                                                                                                                                                                                            |
| <b>SPD</b>         | Supplementary Planning Document           | Elaborates on policies or proposals in Development Plan Documents and gives additional guidance.                                                                                                                                                                                                                                     |
| <b>SPG</b>         | Supplementary Planning Guidance           | Elaborates and supplements policies in a Local Plan. It has now been replaced by Supplementary Planning Documents.                                                                                                                                                                                                                   |
| <b>The Act</b>     | Planning and Compulsory Purchase Act 2004 | Puts in place the new statutory framework for preparing Regional Spatial Strategies and Local Development Frameworks.                                                                                                                                                                                                                |
| <b>The Cabinet</b> | The Cabinet                               | Made up of nine Council Members. The Cabinet's role is to implement all decisions within existing council policy and to advise Full Council on policies, plans, strategies.                                                                                                                                                          |



## Appendix B Further Information

### Useful Publications

Planning - A Guide for Householders (DCLG 2006)

Planning Permission - A Guide for Business (DCLG, 2005)

Creating Local Development Frameworks - A Companion Guide to PPS12 (ODPM 2004)

### Useful Websites

East Riding of Yorkshire Council: Local Development Framework

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

East Riding of Yorkshire Council: Development Control

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

Department for Communities and Local Government

[www.communities.gov.uk](http://www.communities.gov.uk)

Government Office for Yorkshire and the Humber

[www.goyh.gov.uk](http://www.goyh.gov.uk)

Yorkshire and Humber Assembly

[www.yhassembly.gov.uk](http://www.yhassembly.gov.uk)

Planning Aid

[www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

The Planning Inspectorate

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

The Planning Portal

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

Local Government Ombudsman

[www.lgo.org.uk](http://www.lgo.org.uk)

### Useful addresses

The Planning Inspectorate

Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PNT

The Royal Town Planning Institute  
41 Botolph Lane  
London EC3R 8DL

RTPI Yorkshire Branch  
The Centre for Design  
8 Woodhouse Square  
Leeds LS3 1AD

### East Riding of Yorkshire Council: Customer Service Centres

Opening times: Monday to Thursday: 9.00am - 5.00pm, Friday: 9.00 am - 4.30pm.

Anlaby Customer Service Centre  
17 Hull Road  
Anlaby  
HU10 6SP  
Tel: 01482 654220  
Fax: 01482 393385

Beverley Customer Service Centre  
Cross Street  
Beverley  
HU17 9BA  
Tel: 01482 887888  
Fax: 01482 393395

Bridlington Customer Service Centre  
Town Hall  
Quay Road  
Bridlington  
YO16 4LP  
Tel: 01262 422500  
Fax: 01262 422509



Cottingham Customer Service Centre  
Civic Hall  
Market Green  
Cottingham  
HU16 5QG  
Tel: 01482 843444  
Fax: 01482 393424

Fax: 01482 393029

Hornsea Customer Service Centre  
75 Newbegin  
Hornsea  
HU18 1PA  
Tel: 01964 537060  
Fax: 01964 537068

Driffield Customer Service Centre  
Council Offices  
West Garth  
Driffield  
YO25 6TP  
Tel: 01377 255556  
Fax: 01377 253655

Market Weighton Customer Service Centre  
The Old Magistrates Court  
Beverley Road  
Market Weighton  
YO43 1RD  
Tel: 0845 122 5000  
Fax: 01482 393129

Goole Customer Service Centre  
Council Offices  
Church Street  
Goole  
DN14 5BG  
Tel: 01405 722000  
Fax: 01405 722011

Pocklington Customer Service Centre  
Burnby Hall  
Pocklington  
YO42 2QF  
Tel: 01759 302298  
Fax: 01759 306722

Hedon Customer Service Centre  
2 New Road  
Hedon  
HU12 8DF  
Tel: 01482 893555  
Fax: 01482 393455

Withernsea Customer Service Centre  
243 Queen Street  
Withernsea  
HU19 2HH  
Tel: 01964 614477  
Fax: 01964 61424

Hessle Customer Service Centre  
Peeler House  
Ferriby Road  
Hessle  
HU13 0RQ  
Tel: 01482 629888  
Fax: 01482 393465

Howden Customer Service Centre  
69 Hailgate  
Howden  
DN14 7SX  
Tel: 0845 122 5000



## Appendix C Potential Methods of Community Involvement

| Method                                                                                                          | Description                                                                                                                                                                                   | Strengths                                                                                                                                                                                                                                                                                                                      | Weaknesses                                                                                                                                                                                                                                                 | Applicable Groups                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents available for inspection at Council offices (including libraries and Customer Service Centres)</b> | Traditional method of Council consultation in allowing the public to view relevant documents.                                                                                                 | <ul style="list-style-type: none"> <li>-Required by regulations.</li> <li>-Logical place for a consultation document to be.</li> </ul>                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>-Limited opening times of Council offices.</li> <li>-In a large authority area, discriminates against those who live quite a distance from the Council offices or who don't have a local library service</li> </ul> | <ul style="list-style-type: none"> <li>-All except those who work long hours, those without access to transport and people who are too infirm to travel.</li> </ul>                                                                                                                                                                                           |
| <b>Letters to statutory bodies and other consultees listed on the Council's database</b>                        | Standard form of consultation where infrastructure, utilities and other stakeholders are formally invited to comment on an issue or document.                                                 | <ul style="list-style-type: none"> <li>-Required by regulations</li> <li>-Formal consultation</li> <li>-Consults those with an interest in the planning system</li> </ul>                                                                                                                                                      | <ul style="list-style-type: none"> <li>-Delayed responses</li> <li>-Generic responses</li> <li>-Cost</li> </ul>                                                                                                                                            | <ul style="list-style-type: none"> <li>-Statutory consultees.</li> <li>-Those who have asked to be kept up to date with planning progress in the East Riding.</li> </ul>                                                                                                                                                                                      |
| <b>Website</b>                                                                                                  | A growing and convenient method for anyone with internet access to view and download documents at any time of the day or night.                                                               | <ul style="list-style-type: none"> <li>-Accessible to anybody with internet access.</li> <li>-Detailed information can be viewed and downloaded wherever and whenever the user wishes.</li> <li>-Easily updated and amended</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>-Excludes those without internet access.</li> </ul>                                                                                                                                                                 | <ul style="list-style-type: none"> <li>-All except those without internet access such as the very old, travellers and those with certain disabilities.</li> <li>-Particularly useful for engaging young people and ethnic minority communities given appropriate publicity.</li> </ul>                                                                        |
| <b>E-mail</b>                                                                                                   | In line with internet technology, email allows the Council to build up a network or database of addresses for sending and receiving documents and consultation responses.                     | <ul style="list-style-type: none"> <li>-Accessible to anyone with internet access.</li> <li>-Direct communication with individual/organisation/groups without the need to post documents.</li> <li>-Quick to send documents.</li> <li>-Cost effective.</li> </ul>                                                              | <ul style="list-style-type: none"> <li>-Excludes those without internet access.</li> <li>-Email servers can occasionally fail.</li> <li>-Problems of contact person changing and therefore email addresses becoming out of date.</li> </ul>                | <ul style="list-style-type: none"> <li>-All except those without internet access such as the very old, travellers and those with certain disabilities.</li> <li>-Particularly useful for engaging young people and ethnic minority communities given appropriate publicity.</li> <li>-Many statutory and non-statutory prefer email communication.</li> </ul> |
| <b>Media (local press, tv, radio)</b>                                                                           | The Council has to statutorily advertise planning applications and place public notices in the local papers. However media can extend to adverts and stories to raise the profile of the LDF. | <ul style="list-style-type: none"> <li>-Can potentially reach out to a large audience. (Especially East Riding News which is sent to every address in the East Riding)</li> <li>-Can be effective in prompting public awareness of developments in planning.</li> <li>-Has the potential to reduce planning apathy.</li> </ul> | <ul style="list-style-type: none"> <li>-Residents may not read the East Riding News.</li> <li>-Articles and stories can be too simplified and may not communicate the intended message effectively.</li> </ul>                                             | <ul style="list-style-type: none"> <li>-Theoretically every group should be applicable to this form of communication.</li> <li>-Surveys have been carried out which suggest the older age groups are much more likely to read the East Riding News. The younger generation tend to see it more as 'junk mail'.</li> </ul>                                     |



| Method                                                 | Description                                                                                                                                                                                                                                                                       | Strengths                                                                                                                                                                                                                                                                                                    | Weaknesses                                                                                                                                                                                                                                                                                                                | Applicable Groups                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leaflets/ brochures/ newsletters</b>                | Leaflets, brochures and newsletters can be used to promote and raise awareness of the new planning system generally or particular issues or documents. They need to be targeted to a particular audience or area as the East Riding population is too large for full circulation. | <ul style="list-style-type: none"> <li>-Raise awareness of key documents and issues.</li> <li>-Easy to use 'bitesize' chunks of information.</li> <li>-Could be utilised to target hard to reach groups.</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>-Glossy leaflets costly to produce and distribute.</li> <li>-Difficulty in deciding who or where to target.</li> <li>-Leaflets may be treated as junk mail and not be read.</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>-Leaflets allow flexibility in those groups it can target.</li> <li>-Useful for area based consultation e.g Bridlington.</li> <li>-Leaflets can target certain hard to reach groups e.g young people and old people.</li> </ul>                                             |
| <b>Public Exhibitions</b>                              | Useful close contact with the public where proposals can be discussed. Exhibitions need to be held in accessible locations where the community can easily attend.                                                                                                                 | <ul style="list-style-type: none"> <li>-'Hands on' contact with the public.</li> <li>-Gain instant feedback on proposals.</li> <li>-Takes planning out to the community.</li> <li>-Raises local awareness.</li> <li>-Lively forum for two way exchange of information</li> </ul>                             | <ul style="list-style-type: none"> <li>-Resource intensive (especially in terms of human resource).</li> <li>-Tends to attract those already interested in planning.</li> <li>-May not be representative of wider public.</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>-Exhibitions tend to attract those who already engage in planning or have some sort of interest.</li> <li>-Even though they may be widely advertised, they tend not to attract a great diversity of people or groups.</li> </ul>                                            |
| <b>Formal written consultation/ community surveys.</b> | Traditional form of consultation that invites numerous responses especially on the key issues that affect communities. Consultation can identify key interest groups that wish to be closely involved in the planning process.                                                    | <ul style="list-style-type: none"> <li>-Given a large enough sample, important data can be retrieved from surveys</li> <li>-Consultation forms a good basis for understanding the key issues.</li> <li>-Able to target specific audiences if necessary depending on the topic to be consulted on.</li> </ul> | <ul style="list-style-type: none"> <li>-Potential to have a low response rate from certain groups/ areas.</li> <li>-Written consultation can exclude those who are have poor literacy skills.</li> <li>-Possible 'consultation fatigue'.</li> <li>-Consulting on long documents can put people off.</li> </ul>            | <ul style="list-style-type: none"> <li>-Statutory &amp; Non-statutory consultees.</li> <li>-Voluntary &amp; Community Groups.</li> <li>-General public for the Community Strategy surveys.</li> </ul>                                                                                                              |
| <b>Hotline</b>                                         | A dedicated telephone line to take LDF queries and information requests.                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>-Alternative to those who have internet access.</li> <li>-Direct access to information.</li> </ul>                                                                                                                                                                    | <ul style="list-style-type: none"> <li>-Costly to run in terms of staff resources and in running costs if number is freephone.</li> <li>-Difficulty in raising awareness of hotline.</li> </ul>                                                                                                                           | <ul style="list-style-type: none"> <li>-Theoretically open to all people who have access to a telephone.</li> <li>-Will appeal to those that already have had dealings with the planning department.</li> <li>-May appeal to older people who prefer to speak using traditional forms of communication.</li> </ul> |
| <b>One-to-one meetings with selected stakeholders</b>  | Meetings between individual stakeholders and planning officers to discuss key issues.                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>-Face-to-face contact with key stakeholders.</li> <li>-Identifies key issues and ideas from those selected stakeholders.</li> </ul>                                                                                                                                   | <ul style="list-style-type: none"> <li>-Very time consuming.</li> <li>-Selective consultation.</li> <li>-Expectations could be raised unintentionally.</li> </ul>                                                                                                                                                         | <ul style="list-style-type: none"> <li>-Selected stakeholders only.</li> </ul>                                                                                                                                                                                                                                     |
| <b>Public Meetings</b>                                 | Open meetings between Council officers and the public                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>-'Hands on' contact with the public.</li> <li>-Gain instant feedback on key local issues</li> <li>-Takes planning out to the community.</li> <li>-Raises local awareness.</li> <li>-Lively forum for two way exchange of information</li> </ul>                       | <ul style="list-style-type: none"> <li>-Resource intensive (especially in terms of human resource).</li> <li>-Tends to attract those already interested in planning.</li> <li>-May not be representative of wider public.</li> <li>-Vociferous groups/individuals can dominate meetings and intimidate others.</li> </ul> | <ul style="list-style-type: none"> <li>-Exhibitions tend to attract those already engaged in planning or have some sort of interest.</li> <li>-Even though they may be widely advertised, they tend not to attract a great diversity of people or groups.</li> </ul>                                               |



| Method              | Description                                                                                                                                                                                                                    | Strengths                                                                                                                                                                                                                                                                                            | Weaknesses                                                                                                                                                                                                                                                               | Applicable Groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Focus Groups</b> | Selected groups of participants with particular characteristics or citizen panels of randomly selected participants.                                                                                                           | <ul style="list-style-type: none"> <li>-Able to gain understanding of public concerns.</li> <li>-Useful for area or subject based discussions.</li> <li>-Issues can be explored in depth.</li> <li>-Provides a potential forum for involving marginalised groups in the planning process.</li> </ul> | <ul style="list-style-type: none"> <li>-Small number of people involved - can they be seen as representative of the wider community?</li> <li>-Costly if a trained facilitator is involved.</li> <li>-Needs to be complemented by other consultation methods.</li> </ul> | <ul style="list-style-type: none"> <li>-Potential to involve hard to reach groups.</li> <li>-Random selection of participants through a citizens panel allows for a small cross section of society.</li> </ul>                                                                                                                                                                                                                                                                            |
| <b>Workshops</b>    | Interactive workshops such as 'enquiry by design' and 'planning for real'                                                                                                                                                      | <ul style="list-style-type: none"> <li>-Allows focussed discussion on proposals and ideas.</li> <li>-Creates 'ownership' of issues put forward</li> <li>-'Hands-on' involvement in planning communities.</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>-Time and resource intensive.</li> <li>-Needs to be structured to achieve worthwhile results.</li> <li>-Selection of people to be involved needs to be appropriate to the task.</li> </ul>                                        | <ul style="list-style-type: none"> <li>-Workshops generally are small-scale and involve a selection of people from local communities.</li> <li>-Theoretically there should be a cross section of society. However participants tend to self-selecting and consequently may ignore hard to reach groups especially Ethnic Minorities (EM) and young people.</li> <li>-Particular hard to reach groups could be targeted by workshops, as long as they are willing to take part.</li> </ul> |
| <b>Planning Aid</b> | Provides free, impartial and professional advice to those who have had little or no experience of the planning system. Planning Aid aims to target communities that traditionally do not get involved in the planning process. | <ul style="list-style-type: none"> <li>-Independent of the Council and able to mediate between conflicting interests.</li> <li>-Potential to encourage hard to reach groups to become involved in the planning process.</li> <li>-Increases capacity of communities to participate.</li> </ul>       | <ul style="list-style-type: none"> <li>-May raise expectations of communities beyond that which is realistically achievable.</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>-Potential to target identified hard to reach groups especially EMs, young people, travellers and people with disabilities.</li> <li>-Potential also to engage remote rural communities whose involvement with the planning process is minimal.</li> </ul>                                                                                                                                                                                         |



## Appendix D Consultation Bodies

### Specific Consultation Bodies

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

- Yorkshire & Humber Assembly
- North Yorkshire County Council, Scarborough Borough Council, Ryedale District Council, York City Council, Selby District Council, Doncaster Metropolitan Borough Council, North Lincolnshire Council, North East Lincolnshire Council and Kingston upon Hull City Council.
- The Countryside Agency
- The Environment Agency
- Highways Agency
- The Historic Buildings and Monuments Commission for England. (English Heritage)
- English Nature
- The Strategic Rail Authority
- Yorkshire Forward
- British Telecom, Kingston Communications, O2, Orange, Vodafone, 3G and T-Mobile
- North & East Yorkshire & North Lincolnshire Strategic Health Authority
- British Gas
- YEDL
- National Grid
- Transco
- Yorkshire Water
- Government Office for Yorkshire and the Humber
- Relevant Government departments
- Town & Parish Councils within the East Riding (and those sharing its boundary)

### General Consultation Bodies

- Voluntary or representative bodies in the following groups:
  - Environmental
  - Heritage
  - Housing
  - Social & Health
  - Sports
  - Others (not included elsewhere)
- Racial, ethnic or national groups
- Religious groups
- Disability groups
- Business groups

### Other Consultation Bodies

Includes other national, regional and local bodies such as:

- Associated British Ports
- Age Concern
- Airport operators
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Citybuild
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality



- Council for the Protection of Rural England
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends of the Earth
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Internal Drainage Boards
- Learning and Skills Councils
- Local Agenda 21
- Civic Societies
- Community Groups
- Local Transport Authorities
- Local Transport Operators
- Local Race Equality Councils and other local equality groups
- Mobile Operators Association
- National Farmers' Union
- National Playing Fields Association
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers/Crime Prevention Design Advisors
- Post Office Property Holdings (Royal Mail Group)
- Quarry Products Association
- Rail Companies and the Rail Freight Group
- Regeneration/Renaissance Partnerships
- Regional Sports Boards
- Road Haulage Association
- Royal Society for the Protection of Birds
- Sport England
- The Home Builders Federation
- Traveller Law Reform Coalition
- Water Companies
- Wildlife Trusts
- Women's National Commission
- Woodland Trust
- Yorkshire Forward
- Yorkshire and the Humber TUC

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format.

If English is not your first language and you would like a translation of this document in any of the following ten languages, please telephone:-

## No English, no problem

We are here to help you. Our aim is to give everyone access to our services. For an interpreter please call this number.

Ne jemi këtu për t'ju ndihmuar. Qëllimi ynë është që t'ju japim të gjithëve qasje në shërbimet tona. Për një përkthyes ju lutem telefononi këtë numër:

Albanian  
01430 457340

نحن هنا لمساعدتك.  
وهدفنا هو تسهيل وصول كل الأشخاص لخدماتنا.

Arabic  
01430 457341

আপনাকে সাহায্য করার জন্যই আমরা এখানে উপস্থিত রয়েছি।  
আমাদের লক্ষ্য হলো, প্রত্যেককে আমাদের সেবা সমূহ ব্যবহারের সুযোগ দেয়া।  
বাঙালী দোভাষী (ইন্টারপ্রিটার) এর দরকার হলে, এই নম্বরে ফোন করুন:

Bengali  
01430 457342

我們在這裡幫助你。  
我們的目標是讓每個人都能使用我們的服務。  
請致電這一號碼找一名廣東話口譯員。

Chinese  
01430 457343

Nous sommes là pour vous aider. Notre but est de permettre à chacun d'avoir accès à nos services. Pour avoir un interprète en français, veuillez composer le

French  
01430 457344

ئێمه لێرهین تاوهكو یارمهتیت بدهین  
ئامانجی ئێمه ئهوهیه که خزمهتگوزاریهکانمان بۆ ههموو کهسیک  
دهسته بهریت.

Kurdish Sorani  
01430 457345

Mēs esam šeit, lai Jums palīdzētu. Mūsu mērķis – ļaut visiem izmantot mūsu pakalpojumus. Lai saņemtu tulka pakalpojumus latviešu valodā, lūdzu zvaniem pa tālruni nr.

Latvian  
01430 457465

Esame tam, kad Jums padėtųme. Mūsų tikslas – suteikti galimybę visiems naudotis mūsų paslaugomis. Norėdami pasinaudoti lietuvių kalbos vertėjo paslaugomis, skambinkite

Lithuanian  
01430 457466

مونږه دلته ستاسو درمستو لپاره حاضر يو. ځمونږه مرام دا دی چې هر يو کس له ځمونږه  
دخدماتو څخه د استفادې کونو موقع ورکړو.  
د پښتو د ترجمان په حقله په دی نومبره رابطه او کړی

Pashtu  
01430 457346

Jesteśmy tu, aby Państwu pomóc. Naszym celem jest udostępnienie wszystkim naszym usług. Aby uzyskać pomoc polskojęzycznego tłumacza, prosimy o zatelefonowanie pod numer

Polish  
01430 457467

Estamos aqui para ajudar. É o nosso objetivo dar a todos acesso aos nossos serviços. Para falar com um intérprete português por favor telefone para o seguinte número

Portuguese  
01430 457468

Мы здесь для того чтобы помочь вам. Наша цель предоставить каждому доступ к нашим услугам. Если английский язык не является вашим родным языком и вам нужен переводчик, звоните пожалуйста по тел.

Russian  
01430 457469

Servicio de interpretación. Nuestro objetivo es ser accesibles a todo el mundo. Para obtener un intérprete de español llame a este número por favor.

Spanish  
01430 457347

Biz size yardımcı olmak için buradayız. Amacımız hizmetlerimizi herkese ulaştırmaktır. Türkçe tercüman için bu numarayı arayınız.

Turkish  
01430 457348

ہم یہاں آپکی مدد کے لیے ہیں۔  
یہ ہمارا مقصد ہے کہ ہم ہر کسی کو اپنی سروسز تک رسائی دیں۔ مہربانی کر کے مترجم  
کے لیے اس نمبر پر کال کریں

Urdu  
01430 457349

Whatever the language, leave it to us

www.eiti.com

Should you require the document to be translated into any other language, please telephone 01482-393939

County Hall, Beverley