



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

Statement of Community Involvement

Fifth Edition

Adopted November 2025

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Executive Summary

Ribble Valley Borough Council is committed to ensuring that everyone with an interest in development within the borough has the opportunity to be involved in, and influence, the decisions made through the planning system. This Statement of Community Involvement (SCI) – Fifth Edition (2025) sets out how the Council will engage communities, stakeholders and partners in both plan making and planning application processes.

The SCI has been updated to support the preparation of the new Ribble Valley Local Plan, and to reflect the technological and digital advances that have transformed how public consultation can be carried out. It provides a clear framework that explains how the Council will consult, how information will be shared, and what levels of engagement individuals and organisations can expect from the Planning Service. It aims to encourage meaningful community participation so that residents, businesses and interest groups can help shape the future of the borough.

To achieve this, the Council propose to:

- Engage early and seek people's views at the point when they can have the greatest influence.
- Publicise consultation documents widely and make them accessible online, in hard copy and in alternative formats when required.
- Involve all members of the community, ensuring equality of opportunity regardless of gender, faith, ethnicity, disability, sexuality, age, social deprivation or rural isolation.
- Keep people informed of future consultation stages throughout the Local Plan process.
- Produce clear, concise and accessible documents, avoiding jargon wherever possible.
- Hold exhibitions, workshops and events where appropriate

In relation to plan making, the SCI details how engagement will take place at each stage of the Local Plan's preparation, from evidence gathering through to examination and adoption, along with the communication tools and engagement methods. Procedures for producing Supplementary Planning Documents, Sustainability Appraisal, and Neighbourhood Planning are also set out.

For development management, the SCI outlines how planning applications will be publicised, how neighbours and statutory consultees will be notified, and how comments will be considered. It explains opportunities for community involvement at pre-application stage, the role of the Planning Committee, and how the appeals process works.

Recognising the borough's diverse and rural communities, the SCI sets out a flexible range of engagement methods, including online platforms, written notifications, public events and accessible formats, ensuring that everyone has a fair opportunity to participate. It also outlines how consultation responses will be recorded, summarised and reported in accordance with GDPR.

The Council will continue to monitor the effectiveness of engagement, manage resources efficiently and review the SCI at least every five years, or sooner if legislation or best practice requires.

1. Introduction

What is a Statement of Community Involvement (SCI)?

- 1.1 Planning for land use and development in the Borough is one of the Council's key responsibilities, impacting directly and indirectly on residents and communities. The Council is committed to engaging as much as possible with local people, organisations, businesses and other interested parties, including those who are traditionally under-represented to get their views on different aspects of its planning service.
- 1.2 This document is the Council's Fifth Edition Statement of Community Involvement (SCI). It sets out how and when we will provide opportunities for you to engage in the planning process. The Council, as Local Planning Authority (LPA), will involve local communities, businesses and other stakeholders in the preparation and review of planning policy and the consideration of planning applications.
- 1.3 The aim of the SCI is to ensure that all sections of the public and community, including local groups and organisations, are actively involved in the planning process and are notified of plans, proposals and other supporting documents that may affect them.
- 1.4 There may be some circumstances which are beyond the Council's control, which may result in a variation in the consultation and involvement methods set out therein. In such circumstances the Council will always remain committed to involving the community as much as practicable, whilst also complying with national legislation and guidance.

The Aim of an SCI

An SCI states:
WHO the Council will consult with,
WHEN and **HOW**

National Policy, Guidance and Legislation

- 1.5 In preparing this SCI, regard has been had to the National Planning Policy Framework (NPPF)¹ and accompanying Planning Practice Guidance (PPG). These highlight the government's commitment to engaging the public in planning both in plan making and decision taking. The NPPF states that plans should "be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees". In relation to decision-taking, it states that "early engagement has significant potential to improve the efficiency and effectiveness of the planning application system".
- 1.6 The Planning and Compulsory Purchase Act 2004 (as amended)² requires the Council to prepare a Statement of Community Involvement (SCI) setting out how the Council intends to achieve community involvement, public participation, and co-operation in the exercise of its planning

¹ [National Planning Policy Framework - Guidance - GOV.UK](#)

² [Planning and Compulsory Purchase Act 2004](#)

functions. This includes the preparation of Local Plans and other relevant supporting documents such as Supplementary Planning Documents (SPDs) and handling planning applications and other consents. Once finalised, the SCI's provisions in relation to plan-making become binding.

- 1.7 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)³ require Local planning authorities to update their SCI every five years from the date of adoption. This is an opportunity to take account of new guidance and information which may have emerged since the last SCI was adopted, and importantly to reflect changes in engagement methods and practices as a result of technological and digital advances. This includes an increased use and availability of electronic communications and increased use of social media to access information and interact with the Council.
- 1.8 Whilst there is no requirement to consult on the content of the SCI, it has always been the Council's practice to consult on revisions to the document and it is considered best practice to do so.

The Duty to Co-operate

- 1.9 In addition to the legal requirements for consultation when plan-making, local planning authorities have a statutory duty to co-operate with each other, and other prescribed bodies, in relation to cross-boundary strategic matters as they prepare local plans. For example, housing development, transport and flood risk can have impacts that cross administrative boundaries.
- 1.10 This "duty to co-operate" is set out in the Localism Act (2011)⁴ and is reiterated in NPPF (paragraphs 24-28), which requires local planning authorities to work collaboratively to ensure that strategic priorities are properly coordinated and clearly reflected in individual local plans, and to deliver sustainable development. In order to demonstrate effective and on-going joint working, local planning authorities are required to prepare, maintain and make publicly available Statements of Common Ground (SoCG) documenting the matters being addressed and progress towards areas of agreement, and areas of disagreement (if such areas exist). The extent to which a Council has undertaken this duty will be scrutinised as part of the independent examination of its local plan.
- 1.11 The Council will publish Statements of Common Ground, in conjunction with relevant bodies, which clearly set out compliance with the duty and define any necessary outputs. When Statements of Common Ground are considered finalised and agreed they will be made publicly available as part of the Council's Local Plan examination library.

³ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

⁴ [Localism Act 2011](#)

The Council's Approach

- 1.12 This SCI sets out how the Council will involve all elements of the community in the planning process, both in the preparation of planning policy documents and involvement in planning applications. It describes who the Council will consult; when they will be consulted; and which documents and issues we need opinions on. Through this process we hope to give local people information as to how they will be consulted and what tools are available to help them shape their future environment through informed and active participation.
- 1.13 Tapping into the community's expertise and insight into local issues produces better planning. We will strive to provide opportunities and make it as simple as possible for all individuals to become involved, regardless of their circumstances. In turn, meaningful community involvement helps create a wider sense of public ownership of planning policy and decisions and greater pride in a locality.
- 1.14 The SCI will also align with the Council's vision and objectives in the 'Corporate Plan 2023-2027' which outlines the authorities 'Core Values' and approach to Equality and Diversity. The Council commits to creating flourishing, healthy and happy communities. Working with Town and Parish councils will bring together towns and villages so that everyone can achieve their full potential.
- 1.15 Ribble Valley Borough is made up of socially diverse communities. In accordance with the Equality Act 2010⁵ the Council is committed to providing equality of opportunity and to valuing diversity. To demonstrate that our approach to equality is being realised, we collect equalities information. This helps to establish whether all members of the community are accessing our services. This feeds into our monitoring and review process.
- 1.16 Consistent with the above, we will apply the following general principles to planning consultations. We will also expect consultations undertaken by others (for example developers, site promoters and neighbourhood planning groups) to apply the same principles:
- Involvement will be open to all, regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation.
 - Views from interested and affected parties will be sought early in the process when comments can have the greatest influence.

The Council's Vision

An area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses, and visitors.

The Council's Mission

To be a trusted, efficient, innovative, and transparent council that listens and responds quickly to the needs of the community.

⁵ [Equality Act 2010](#)

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- Publications will be clear and concise and limit the use of “jargon” as far as possible unless there is a legal or technical requirement to address.
 - Sufficient information and reasoning will be provided to allow for informed responses, and sufficient time will be given for responses to be made having regard to any statutory requirements.
 - All responses will be considered conscientiously and published in a redacted format as appropriate.
 - Consultation exercises will be monitored to help identify groups within the community that are under-represented and highlight any barriers which may prevent engagement and/or responses.

2. Community Involvement in Plan Making and Related Documents

Ribble Valley Local Development Framework (LDF)

- 2.1 The Local Development Framework (LDF) is a non-statutory term used to describe a set of planning documents (referred to as Local Development Documents and Development Plan Documents) prepared by a local planning authority, in consultation with its community, that set out a vision and a framework to guide future development of an area as part of the Statutory Development Plan.
- 2.2 Ribble Valley Borough Council's LDF currently comprises the following Development Plan Documents:
- Core Strategy: A Local Plan for Ribble Valley (2008-2028) - Adopted Dec 2014
 - Housing and Economic Development - Development Plan Document (2008-2028) - Adopted Nov 2019
 - Proposal's Map – Adopted Nov 2019
- 2.3 The LDF also comprises documents that relate to the process of preparing and monitoring the Statutory Development Plan including the Authority's Monitoring Report (AMR), the Local Development Scheme (LDS) and the Statement of Community Involvement (SCI). These are referred to as Local Development Documents.
- 2.4 The Longridge Neighbourhood (Development) Plan and the Joint Lancashire Minerals and Waste Local Plan sit alongside the LDF. Together they form the Statutory Development Plan in accordance with which planning applications should be determined unless material considerations indicate otherwise.

Figure 1: Ribble Valley LDF

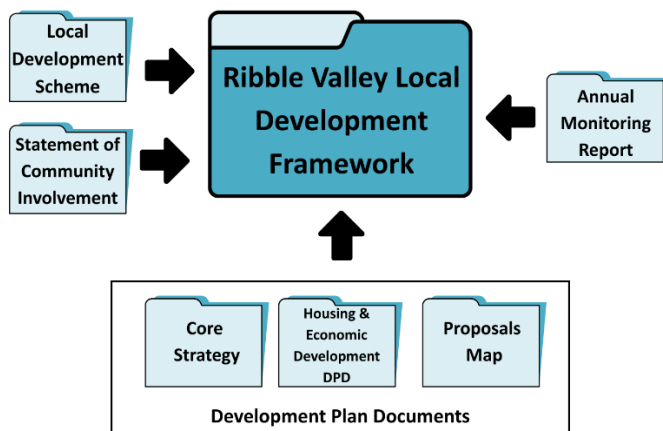
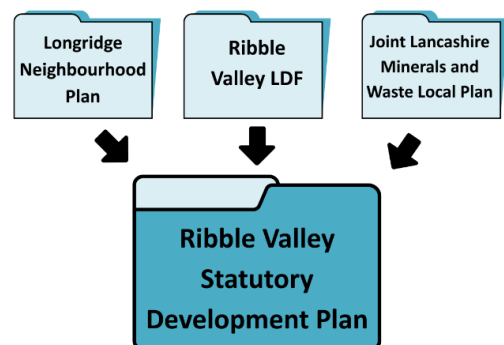


Figure 2: Ribble Valley Statutory Development Plan



The Emerging Ribble Valley Local Plan

- 2.5 The Council has a statutory duty to have in place up to date Local Plan coverage that reflects both National legislation and National planning policy⁶ in accordance with which planning applications should be determined unless other material (planning) considerations indicate otherwise.
- 2.6 Now that the Local Development Framework (LDF) is nearing the end of its lifespan, the Council is preparing once comprehensive Development Plan Document, the Ribble Valley Local Plan, that will replace the current suite of documents that make up the LDF.
- 2.7 The Local Plan will be produced in the context of the National Planning Policy Framework (NPPF) and associated Planning Practice Guidance (PPG). It will set out the planning strategy, policies, proposals and key principles that will guide future development needs of the Ribble Valley up to 2042. It will form part of the Statutory Development Plan for the borough and will cover a period of 15 years from adoption. The new Local Plan will include:
- A development strategy
 - Development management policies
 - Site allocations
 - A Policies Map to illustrate how policies and plans will apply in different locations
- 2.8 Any Made Neighbourhood Development Plans will sit alongside the Local Plan as part of the Statutory Development Plan.

Local Development Scheme (LDS)

- 2.9 The timetable for the production of the Local Plan is set out in the Councils [Local Development Scheme \(LDS\)](#). Hard copies can be made available if required.
- 2.10 The LDS sets out the approach and timetable for the production of Development Plan Documents, including the Local Plan and other supporting planning documents. This enables interested parties such as the local community and stakeholders to know what is being prepared for their area, and when to expect consultation. It is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS will be reviewed and re-published when there are changes to the timetable.

⁶ Planning and Compulsory Purchase Act 2004 and Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Preparation of Development Plan Documents

- 2.11 The National Planning Policy Framework (NPPF) encourages early and meaningful engagement and collaboration with individuals in the community and differing consultation bodies. This, in turn, improves efficiency and effectiveness within the planning process. A wide section of the community should be proactively engaged, so that Local Plans reflect a collective vision and a set of agreed priorities for the sustainable development of the area. The NPPF highlights how applications demonstrating early, proactive and effective community engagement should be seen as more favourable.
- 2.12 There are a number of key stages during the preparation of Development Plan Documents (ie the Local Plan) which present opportunities for the Council to engage with the community and other interested parties, as set out in the table at Figure 3 below.

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

- 2.13 The process of preparing Development Plan Documents (i.e. the Local Plan) requires Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA), which are often published as a combined Sustainability Report. Their role is to promote sustainable development by assessing the extent to which the emerging document, when judged against reasonable alternative options, will help to achieve relevant environmental, economic and social objectives.
- 2.14 The Scoping Report, which sets out the SA and SEA methodologies, will be updated as necessary and be the subject of consultation each time a Development Plan Document is prepared to ensure that it provides for an up-to-date and appropriate appraisal. As a minimum, statutory bodies will be consulted. Consultation bodies and other parties who, in their opinion, are affected or likely to be affected by, or have an interest in, the decisions involved in the assessment and adoption or making of the DPD will also be consulted. The SA and SEA reports, including the non-technical summaries, will be published alongside the relevant draft DPD at key stages for a minimum of 6 weeks.

Figure 3: Producing Development Plan Documents (including the Local Plan)

KEY STAGE	PROCESS AND REQUIREMENTS	OPPORTUNITIES FOR ENGAGEMENT
1. Pre-Production	<ul style="list-style-type: none"> Collect evidence and identify the key issues and opportunities for development in the Borough and the wider policy framework 	<ul style="list-style-type: none"> If required for any specific study

<p>2. Involvement</p> <p>Informal and early engagement</p> <p>Issues and Options</p>	<ul style="list-style-type: none"> • Consider issues and alternatives. • An Issues and Options document may be produced for wider consultation • Comments received will inform the preparation of the next stage. • Establish the scope of the SA/SEA and consult 	<ul style="list-style-type: none"> • Informal consultations with relevant stakeholders and the local community may be carried out. The nature/extent of these will be determined by the requirements of the evidence gathering or subject matter
<p>3. Consultation</p> <p>Preferred Options (Regulation 18)</p>	<ul style="list-style-type: none"> • Formally notify individuals/groups of the DPD and invite them to make representations • Prepare and publish 'Preferred Options' Document using evidence gathered at Stage 1 and the results of initial involvement. • Prepare interim SA/SEA. • Consult over a period of 6 weeks in line with Regulation 18 • Prepare Consultation Statement • Council members consider the comments made⁷ • Publish comments received 	<ul style="list-style-type: none"> • Write to specific, general and all other consultees who the Council considers may have an interest, including everyone on the planning policy consultation database. • Make consultation documents available for inspection including on the Council's website, planning offices, and other locations as considered appropriate. • Hold public exhibitions or events where appropriate. • Use social media and/or local media to raise awareness. • This is the main opportunity to comment on and influence the content of the DPD.
<p>4. Publication</p> <p>Publication of Proposed Submission Document and SEA/SA Report for final representations (Regulations 19 & 20)</p>	<ul style="list-style-type: none"> • Having considered the comments and evidence gathered, publication of the Proposed Submission Document and SEA/SA Report. This version represents the document that the Council would wish to adopt. • Consult for a minimum of 6 weeks inviting comments ('representations') on the Plan, the SEA/SA and supporting evidence. • This stage focusses on legal and procedural matters rather than the content of the document. General comments and representations should 	<ul style="list-style-type: none"> • Write to specific, general and all other consultees who the Council considers may have an interest, including everyone on the planning policy consultation database. • Make consultation documents available for inspection including on the Councils website, planning offices and other locations as appropriate. • Hold public exhibitions or events where appropriate. • Use social media and/or local media to raise awareness.

⁷ It is important to note that any comments made at this stage will not be carried forward to the Independent Examination. If anyone is not satisfied that their comments have been taken on board, they must comment again on the Proposed Submission Document (Reg 19 Stage) in order to have their comments considered by the Inspector

	<p>have been made during the production (Reg 18) stage.</p> <ul style="list-style-type: none"> • Representations will be considered by the Inspector at the Examination. • Council considers the representations and may propose further amendments to be considered by the Inspector. 	
<p>5. Examination</p> <p>Submission of DPD for Independent Examination (Regulations 22, 24 & 25)</p>	<ul style="list-style-type: none"> • Main issues raised in the representations at Regulation 19/20 summarised and made publicly available • Plan submitted to Secretary of State for Independent Examination in line with Reg 22. • Independent examination likely to involve hearing sessions (6 weeks prior notice to people who have requested to appear at the hearings - Reg 24). • Planning Inspector considers the representations made and issues recommendations in a report (Inspector's Report - Reg 25). 	<ul style="list-style-type: none"> • Use the RVBC website and social and/or local media to raise awareness of the Examination and to make documents available to view. • Notice of Examination is given six weeks in advance to people who have requested to appear at the hearing sessions. • Hearing sessions are generally open to the public. • Examination documents are published on the Council's website.
<p>6. Main Modifications</p> <p>(Optional Stage)</p>	<ul style="list-style-type: none"> • If the Council agrees, the Inspector can propose changes or 'main modifications' to avoid the plan being found unsound. • The Council will normally consult for a time period agreed with the Inspector. • Inspector considers representations on main modifications • The hearings may be re-opened 	<ul style="list-style-type: none"> • Undertake further notification/consultation as required by Inspector if there are modifications and/or where appropriate. • Make documents available for inspection including on the Councils website, planning offices and other locations considered appropriate for at least 6 weeks.
<p>7. Adoption</p> <p>(Regulation 26)</p>	<ul style="list-style-type: none"> • Plan adopted by the council if found 'sound' by inspector. • Six-week period for legal challenge to the High Court. 	<ul style="list-style-type: none"> • Publish the Plan, adoption statement and other relevant evidence base documents on the Council's website and make available at Planning offices and other locations as considered appropriate. • Send Adoption Statement to consultees on the Planning Policy

		<p>Consultation Database and others who have asked to be notified.</p> <ul style="list-style-type: none"> • Use social media and/or local media to advertise adoption of the Plan.
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Supplementary Planning Documents (SPDs)

- 2.15 Supplementary Planning Documents (SPDs) do not form part of the development plan but provide more detailed guidance on the implementation of policies in Local Plans, for example in relation to the development of specific sites or on particular issues such as heritage or design.
- 2.16 The procedure for preparing and adopting Supplementary Planning Documents is shorter than for Development Plan Documents. SPDs are not independently tested and consequently do not have development plan status but are material considerations in the planning application process.
- 2.17 Where it is deemed necessary, the Council will produce SPDs. The key stages of which are detailed in Figure 4 below.

Figure 4: Producing Supplementary Planning Documents (SPDs)

KEY STAGE	PROCESS AND REQUIREMENTS	OPPORTUNITIES FOR ENGAGEMENT
<p>1. Involve</p> <p>Preparation and early engagement</p> <p>(Regulation 12)</p>	<ul style="list-style-type: none"> • Set the scope of the SPD; identify issues it will cover (Reg 12(a)) and screen to determine whether an SEA is required • Collect evidence to inform the preparation of the SPD including working with relevant groups and organisations. • Prepare draft document • Report on any early engagement undertaken in Consultation Statement (Reg. 12) 	<ul style="list-style-type: none"> • Initial consultation on the scope and content will be informal and will be targeted at particular groups and individuals • Informal consultations may also be carried out with relevant stakeholders and the local community. The nature/extent of this will be determined by the evidence gathered, subject matter or location to which the SPD relates

<p>2. Consult</p> <p>Publication of Draft SPD (Regulation 13)</p>	<ul style="list-style-type: none"> • Publish Draft SPD for consultation, between 4-6 weeks, to provide comment on draft SPD and any supporting evidence (Regulation 13) 	<ul style="list-style-type: none"> • The Authority will consult with those individuals, groups and organisations that have expressed interest or the Council considers are relevant to the subject and all those who have requested to be notified • Parish and town councils will be notified • Documents will be made available for inspection including on the Council’s website. Hard copies available will be made available in the Council Offices and at appropriate locations. • We will use a variety of methods to consult such as leaflets, presentations, public displays, questionnaires and meetings where appropriate and depending on the nature of the SPD • We will advertise the consultation in the local press, on the Councils website and social and/or local media.
<p>3. Adoption</p> <p>(Regulation 14)</p>	<ul style="list-style-type: none"> • Comments received will be considered by Officers and the SPD amended as necessary • Final SPD and summaries of consultation responses received presented to Planning and Development Committee for adoption under Regulation 14 	<ul style="list-style-type: none"> • The SPD, Consultation Statement and Adoption Statement will be published on the Councils website • Adoption advertised on social media and/or local press • The Authority will notify those individuals, groups and organisations that have expressed interest or the Council considers are relevant to the subject; and all those on the Local Plan Consultation Database

2.18 Not all consultation methods will be used at the same time, as this will be dependent on the document being produced and the resources available to the Council at the time. The Council will consider the benefits of all consultation methods during each key stage and will explore different and other consultation opportunities to address circumstances that may be out of their control.

2.19 All consultation responses will be made publicly available in accordance with General Data Protection Regulations (GDPR) and presented at Planning and Development Committee.

Neighbourhood Planning

2.20 The Localism Act 2011 introduced new powers that give communities greater influence over how their area is developed. Neighbourhood planning gives communities the power to:

- Make a Neighbourhood Development Plan (also referred to as a Neighbourhood Plan).
- Make a Neighbourhood Development Order.
- Make a Community Right to Build Order.

2.21 Where a community wants to take up the opportunities offered by neighbouring planning, the legislation enables three types of organisations, known as qualifying bodies, to lead it:

- A Parish or Town Council.
- A Neighbourhood Forum – A group or organisation must apply to the local planning authority to be designated as a neighbourhood forum.
- A community organisation.

2.22 In Ribble Valley the borough is fully parished and therefore the relevant body would be a Town or Parish Council.

The role of the wider community in neighbourhood planning

2.23 A qualifying body should be inclusive and open in the preparation of its neighbourhood plan or Order and ensure that the wider community:

- Is kept fully informed of what is being proposed
- Is able to make their views known throughout the process
- Has opportunities to be actively involved in shaping the emerging neighbourhood plan or Order
- Is made aware of how their views have informed the draft neighbourhood plan or Order

What is a Neighbourhood Development Plan?

2.24 Neighbourhood Development Plans (typically referred to as Neighbourhood Plans) are plans taken forward by communities, with the support of the Council, to guide the future development of an area. Production is optional and can be undertaken by a Parish/Town Council or Community group which meets regulatory requirements to become a Neighbourhood Forum.

- 2.25 Neighbourhood Plans should be a positive planning document, developed to help guide development in the local area, rather than prevent it. They should set a vision for an area and contain planning policies for the use and development of land. Policies should cover local issues and must be in general conformity with the strategic policies in the Local Plan and have regard to national planning policy. Once "Made" (adopted) these plans form part of the statutory development plan.
- 2.26 If a Parish or Town Council, or other local forum, has ideas for developing policies or guidance on planning matters in their area, they are advised to contact the Council informally at an early stage.

The Process for Preparing a Neighbourhood Development Plan

- 2.27 The process should be led by a neighbourhood plan group that wishes to produce the plan. However, the Council has a statutory responsibility to support neighbourhood planning in accordance with the Neighbourhood Planning (General) Regulations (2012)⁸. We will seek to do so in the following ways:
- Appoint an Officer(s) as a direct point of contact
 - Provide advice on the legal and administrative requirements as appropriate
 - Highlight how the Neighbourhood Plan should relate to the Local Plan and national policy
 - Direct groups to relevant resources and sources of information
 - Provide any clarifications needed on the Council's own evidence base
 - Provide comments on draft Neighbourhood Plans
 - Provide guidance in relation to pre-submission consultation(s)
 - Assess submitted Plans and documentation for compliance with statutory requirements
 - Consult on the publication on the submitted Neighbourhood Plan for a minimum of six weeks
 - Arrange for the appointment of a Neighbourhood Plan Examiner
 - Make arrangements for the referendum and, if approved, subsequent formal 'making' of the Plan

- 2.28 The Neighbourhood Group (Forum) will be expected to lead the preparation and much of the consultation of the plan but will be assisted by the Council as set out above. There are a number of key stages where the Council will be involved and how we will seek to engage with communities at each stage is set out in the table in Figure 5 below.

Neighbourhood Plans should be developed in partnership with:

- **Parish Councils**
- **Local Community Groups**
- **Local Authorities**
- **Statutory Consultees**
- **Local Residents and Businesses**

- 2.29 Where internet access may be restricted, the Council will help support and advise on appropriate methods of consultation, including the use of digital documents linked to the Council's website where possible. We would encourage early discussion with the Planning Policy team to ensure the process used will address the requirements of the legislation.

⁸ [The Neighbourhood Planning \(General\) Regulations 2012](#)

- 2.30 Once a Neighbourhood Plan has been finalised and submitted to the local planning authority, it will be checked for legal compliance and consulted upon. It will then be subject to an Independent Examination by an independent Inspector, who is able to suggest changes.
- 2.31 A local referendum will need to take place before the Plan can be ‘made’ (adopted). The referendum allows the community in the Designated Neighbourhood Area to vote on whether the Neighbourhood Plan should be adopted or not. A simple majority vote is required before Ribble Valley Borough Council can formally ‘make’ the Plan so that it becomes part of the Statutory Development Plan.
- 2.32 Where appropriate, the Council will publish copies of any Neighbourhood Plans and updates on the progress of Plan preparation on its website. There is currently one Made Neighbourhood Plan within Ribble Valley, Longridge Neighbourhood Development Plan (April 2019).

Figure 5: Process for preparing a Neighbourhood Plan/Order

KEY STAGE	PARISH / NEIGHBOURHOOD FORUM ROLE	RIBBLE VALLEY BOROUGH COUNCIL ROLE
<p>1. Designation of Neighbourhood Area and Neighbourhood Forum</p> <p>(Regulation 6)</p>	<ul style="list-style-type: none"> • Before submitting an application to designate the neighbourhood area the Parish Council / Neighbourhood Forum may decide to consult with the local community about preparing a Neighbourhood Plan/order 	<ul style="list-style-type: none"> • Formally publicise and consult on applications to designate a Neighbourhood Area (minimum 6 weeks) • Written/e-mail consultations with relevant consultation bodies, (in accordance with Schedule 1 of the Neighbourhood Planning Regs 2012) including individuals and organisations who have expressed a wish to be consulted • Make documentation available on the Councils website, planning offices and other locations as appropriate and make use of social media to raise awareness

<p>2. Prepare the Draft Neighbourhood Plan/Order & Pre-submission Publicity and Consultation</p> <p>(Regulation 9 & 14)</p>	<ul style="list-style-type: none"> Publicise the draft Plan/Order and invite representations (minimum 6 weeks) Consider the comments and amend the Plan/Order as appropriate Prepare Consultation Statement. Consult relevant bodies as appropriate 	<ul style="list-style-type: none"> Provide informal advice and support and a formal response to the consultation
<p>3. Submission to the Council</p> <p>(Regulation 15 & 16)</p>	<ul style="list-style-type: none"> Submit plan/order and supporting documents to the Council including the Consultation Statement. 	<ul style="list-style-type: none"> If the Council finds that the plan or order meets the legal requirements, it will formally publicise, and consult (for a minimum of 6 weeks) as follows: <ul style="list-style-type: none"> Write to all consultees referred to in the Consultation Statement. Make documents available to view on the Council website and social media, planning offices and other locations as considered appropriate. Collate the representations to send to the Examiner.
<p>4. Independent Examination</p>	<ul style="list-style-type: none"> The Examiner issues a report to the local planning authority. 	<ul style="list-style-type: none"> Make arrangements for the independent examination Submit the plan/order, relevant documentation and representations to the Examiner. Publish the Examiners report on the website. If the Council is satisfied that the plan/order meets the 'basic conditions' as outlined within the Regulations the neighbourhood plan proceeds to referendum.
<p>5. Referendum</p>	<ul style="list-style-type: none"> Raise awareness of the referendum through publication material. 	<ul style="list-style-type: none"> Make arrangements and publish information statement and notice of referendum on the Councils website. Publish referendum results on the website and issue news release.

<p>6. Making the Neighbourhood Plan/Order</p>		<ul style="list-style-type: none"> • If more than 50% vote in favour, the Council ‘makes’ the plan via Full Council resolution. • Publish the Neighbourhood Plan and adoption statement on the Councils website and make publicly available to view at the council offices and other locations as considered appropriate.
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What is a Neighbourhood Development Order?

2.33 A Neighbourhood Development Order (NDO) can grant planning permission for specific types of development in a specific neighbourhood area. A Neighbourhood Development Order can therefore:

- Apply to a specific site, sites, or wider geographical area.
- Grant planning permission for a certain type or types of development
- Grant planning permission outright or subject to conditions

2.34 Once formally made (adopted), the NDO would remove the need for anyone to apply to the local planning authority for planning permission if it is for the type of development covered by the order. Neighbourhood Development Orders can therefore speed up the process of development in certain areas, however the Order must meet any legal requirements and be in general conformity with national and local planning policy.

2.35 More information on the key stages, processes and regulations can be found via the following link <http://www.legislation.gov.uk/uksi/2012/637/contents>

What is a Community Right to Build Order?

2.36 A Community Right to Build Order is a form of Neighbourhood Development Order which can be prepared by a local community organisation (legally incorporated), and so not restricted to a town or parish council or neighbourhood forum. It can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area.

2.37 A Community Right to Build Order can be used for example to approve the building of homes, shops, businesses, affordable housing for rent or sale, community facilities or playgrounds. Where the community organisation wishes to develop the land itself (subject to acquiring the land if appropriate), then the resulting assets can only be disposed of, improved or developed in a manner which the organisation considers benefits the local community or a section of it.

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- 2.38 An Order must meet the basic conditions for neighbourhood planning and it cannot include certain development as defined in section 61K of the Town and Country Planning Act 1990 (as amended).
- 2.39 Community Right to Build Orders follow similar key stages and regulations to Neighbourhood Plans and must be subject to an independent examination, and then approved by the community in a referendum, before they can come into force.
- 2.40 More information on the key stages, processes and regulations for a Neighbourhood Development Order or Community Right to Build Order can be found via the following link:

<http://www.legislation.gov.uk/uksi/2012/637/contents>

- 2.41 Further information on neighbourhood planning can be found via the following links

[Home - Locality Neighbourhood Planning](#)

[Neighbourhood planning - GOV.UK](#)

Figure 6: Summary of consultation strategy by document type

	Letters & emails	Website	Media releases	Informal discussions with officers	Structured response form	Formal meetings	Exhibition & displays	Focus Groups	Acknowledgement of all comments received within relevant time period
Development Plan Documents (i.e. The Local Plan)									
Informal and Early Engagement	Possibly	Possibly	Possibly	✓	Possibly	Possibly	Possibly	Possibly	✗
Consultation Preferred Options (Regulation 18)	✓	✓	✓	✓	✓	Possibly	Possibly	✗	✗
Publication for final representations (Regulation 19/20)	✓	✓	✓	Possibly	Possibly	Possibly	Possibly	✗	✓
Main Modifications (if necessary)	✓	✓	Possibly	✗	Possibly	✗	✗	✗	✗
Supplementary Planning Documents (SPDs)									
Early Informal Engagement (Regulation 12)	Possibly	Possibly	✗	✓	Possibly	Possibly	✗	Possibly	✗
Consultation (Regulation 13)	✓	✓	Possibly	✓	Possibly	Possibly	Possibly	✗	✗

Who will be consulted?

- 2.42 The minimum legal requirements for consultation and public participation for Local Development Documents are set down in the Town and Country Planning (Local Planning) (England) Regulations 2012. Specified bodies must be consulted where the Council considers that the body may be affected by what the plan contains or ought to contain. These 'specific consultation bodies' are set out in Appendix One.
- 2.43 The Regulations also require consultation with other interest groups, which cover a whole range of voluntary, community, special interest, amenity and business interests, referred to as 'general consultation bodies' as set out in Appendix One.
- 2.44 In addition to the above, the Council maintains a commitment to both formal consultation and informal discussions with other local authorities and non-governmental organisations. NPPF paragraph 16 states that plans should be 'shaped by early, proportionate and effective engagement between plan-makers and **communities**, local organisations, businesses, infrastructure providers and operators and statutory consultees'.
- 2.45 The Council recognise that communities are made up of many different interest groups, and effective involvement cannot happen without a good understanding of the make-up, needs and interests of these different groups and their capacity to engage in community involvement. It is important to identify the key target groups to be involved in plan preparation so that consultation arrangements can be tailored accordingly, for example, ensuring people are consulted on topics where they may have a particular interest and locating events in accessible locations.
- 2.46 The Council will therefore engage, as necessary, with the following groups in the preparation and revision of development plan documents, including the Local Plan, and other supporting documents:
- Specific and general consultation bodies as defined in the Town and Country Planning Regulations 2012 (listed in Appendix 1)
 - Residents
 - Councillors
 - Town and Parish Councils
 - Local businesses
 - Local voluntary/interest groups
 - Local community and amenity groups and organisations
 - 'Hard to Reach' groups⁹
 - Agents, developers and landowners

⁹ Including, but not restricted to, young people, elderly people, minority ethnic groups, Gypsies and Travellers, people with disabilities and learning difficulties, rural communities and non-service users

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- 2.47 To help the Council engage effectively with the many different parts of the Ribble Valley community we maintain a database of individuals and organisations who have requested to be kept informed of and consulted on planning policy documents; and the statutory bodies we are required to consult. The database, known as the Local Plan Consultation Database, is managed under the relevant GDPR and data protection requisition and is kept up to date and can be amended at the request of the individuals and organisations.
- 2.48 The Local Plan Consultation Database is divided into broad categories which provides a useful tool for using the most appropriate and cost-effective ways of reaching all in the community, recognising that different groups will respond best to different techniques and that some groups have overlapping interests and memberships. Alternative methods of communication may be required to engage with ‘hard-to-reach’ groups.
- 2.49 Any individual or group can ask us to add their contact details to the database so they can be kept informed of progress and consulted on emerging documents. This is done through a form on the Council’s website which requires anyone asking to be placed on the database to give their formal consent. This form can be found at https://ribblevalleygovself.achieveservice.com/service/contacts_database
- 2.50 If you no longer wish to receive consultations, please email planning.policy@ribblevalley.gov.uk or telephone 01200 41459. To keep the database and costs manageable and to avoid confusion, each organisation will be allowed a single database entry/contact point only.

Hard to Reach Groups

- 2.51 It is recognised that some parts of the community are not always adequately represented, particularly those in ‘hard to reach’ groups. The needs of ‘hard to reach’ groups such as the young and disabled will be considered thoroughly, so that they have the best opportunity to engage. We will continue to review our consultation techniques to ensure that the most effective means are used to seek views to help access these groups in particular.
- 2.52 To ensure that every reasonable effort has been made to engage the whole community the Council will use a variety of consultation tools and techniques to inform, consult and involve. We also plan to continue our consultation work with the large rural community, through the parish councils.
- 2.53 Help is also available to individuals and community groups through Planning Aid England, a service run by the Royal Town Planning Institute which provides free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees. For further information visit <https://www.rtpi.org.uk/need-planning-advice/planning-aid-england>

Methods of Consultation

- 2.54 The Council considers wide engagement, particularly at the initial stages of preparation, to be important so suitable methods to engage and consult need to be considered in order to meet and build on the statutory regulations.
- 2.55 We will carefully consider how we conduct consultations in order to ensure that communities and the wide range of groups active within the Borough are made aware of the preparation and revision of planning policy documents, including the Local Plan, and have opportunities to comment on them. Different methods will be used according to the scope of the consultation, the target audience and the resources available.
- 2.56 The following outlines some of the different methods of consultation which will be used at different stages of the process. There may also be other methods that prove to be more appropriate over time for particular documents, or for particular sections of the community.

Online Engagement

- 2.57 This method includes the use of the Councils website, online questionnaires / consultation documents, social media and e-mail alerts which will all be key for publicising consultation events to all users. The Councils website will be regularly updated with information about the Local Plan and other planning documents. The Council will advertise all consultations on its website with documents made available to view on dedicated pages and will make use of social media, posting information on Facebook and other platforms, where deemed appropriate, to promote and publicise consultations.
- 2.58 The Council will continue to explore online engagement methods to their full potential and will also take reasonable steps to ensure sections of the community that don't have internet access are involved and consider alternative and creative ways to achieve this such as through representative groups rather than directly.

Direct Public Engagement

- 2.59 Direct public engagement can include exhibitions and displays, presentations at public meetings, including committee meetings. Exhibitions and events will be held at accessible and appropriate venues. The Council will, where possible, respond to requests to meet other individuals' accessibility needs including providing consultation materials in alternative formats; and providing communication support. The Council will carefully monitor its direct engagement work to ensure that it provides the fullest opportunity to capture the views of stakeholders.

Written Notifications

- 2.60 The Council will make contact by e-mail or letter to all specific and general consultation bodies, along with any party who has asked to be notified when consultation is taking place through inclusion on the Local Plan Database. Recipients will be notified of what documents are under consultation, how they can access them and make representations/comments. Details of the purpose of the consultation and the availability of documents will be set out in this communication in plain English.
- 2.61 The Council seeks to produce its policy documents in an accessible and easy to read format. Consultation documents will be made available in electronic and hard copy. Documents will be available in languages other than English, in large print and braille upon request.
- 2.62 Consultation letters and emails may be accompanied by comments forms to assist people with their responses, and officers will be happy to provide guidance and assistance when required.

Publicising Consultations

- 2.63 The Council will publicise consultations through a variety of means, including advertisements in the local press, public notices, media releases, newsletters, posters, and site notices (for planning applications). Consultations will also be publicised in the Councils free newspaper 'Ribble Valley News', which is delivered to all households quarterly. Due to its timescales, it may not always be possible to include the prompt for a formal consultation requesting representations, however the Council will nonetheless use it to draw attention to a forthcoming formal stage of consultation wherever possible. Public notices will be published in local newspapers when appropriate and press releases and/or briefings to convey information to wider audiences will also be displayed in prominent locations within the Council Offices and in other locations where appropriate. Officers will be available to assist anyone who has difficulty understanding or engaging in the process. At each stage the Council will clearly explain how comments can be made.

Making Consultation Documents Available

- 2.64 Documents and consultation material will be published online. Hard copies will also be made available for inspection at the Councils main offices on the main reception, Council Offices, Church Walk, Clitheroe BB7 2RA, or can be purchased in hard copy form and posted upon request. Also, when appropriate, documents will be available to view at local libraries.

2.65 The Council recognise that a significant proportion of the borough's residents live in rural areas, and therefore they may have limited access to public transport and other services. The Council will endeavour to fully engage rural communities in the consultation process. Engagement could include community workshops in a rural village hall in the evening, or an event with a community forum on an evening or weekend. To keep costs within reasonable limits, notification will be by e-mail wherever possible but in an area where many still do not have access to the internet postal methods are likely to remain important.

2.66 Consultations will also develop the use of social media and communication by electronic means.

2.67 Consultation exercises will be monitored to help identify groups within the community that are underrepresented and highlight any barriers which may prevent responses being received.

Having Trouble Accessing or Viewing a Document?

If you are having any trouble accessing or viewing a consultation document or require further explanation, please contact the Council by phone in order to speak to someone who can help on:

Council Offices Contact Centre: 01200 414500

All documentation will also be made available online and can be viewed by following the links on the Councils website which can be accessed via the following link:

www.ribblevalley.gov.uk

What happens to your views and comments?

2.68 The Council is able and willing to receive written representations and comments by email or letter. At the formal stages of the process, those making representations will be encouraged to use the official forms supplied, although all written comments, however received, will be registered.

2.69 Representations made by telephone or comments made on social medial platforms will not normally be registered.

2.70 Where possible, we would encourage you to use email or online consultation portal (as appropriate) as this helps us quickly and accurately store and process your comments.

2.71 All formal comments received on planning policy documents including the person/organisation's name and contact details will be recorded, unless you specifically ask us not to do so in which case we will not be able to contact you thereafter. The personal information that you provide will only be used by the Council for the purpose of notifying you of progress with the document that you have made comments on and any subsequent planning policy consultations.

2.72 At the draft document stage for Development Plan Documents (Regulation 18) or following consultation on a draft SPD, all 'duly made' comments will be reported to the decision-making body (such as the Planning Inspectorate). The comments received will be reported as summaries or summary reports within a Consultation Statement which details the consultation that has been undertaken and the responses received. All comments will be available to inspect in full upon

request, however addresses and contact details will be redacted (removed) in order to comply with GDPR. Whilst responses received via e-mail will be acknowledged, ordinarily written responses to the comments received will not normally be sent.

2.73 For Development Plan Documents, all 'duly made' comments (representations) made at the Publication Stage (Regulation 19) will not normally be considered by the Council. These representations will be assessed and a summary of the key issues raised in them will be prepared in a 'Statement of Representations'. All representations submitted will be sent to and considered directly by a government appointed Planning Inspector to examine the plan. The representations will be published on the Councils website in full but with signatures, private telephone numbers and addresses (including email) redacted.

2.74 For comments to be considered 'duly made' they must:

- Be received, in writing, within the timescales set out;
- Relate to the document, its content, or its preparation;
- Not be anonymous (You must give your name and postal address); and
- Not be offensive, libellous, racist or otherwise breach the law (i.e. inadmissible).

2.75 All duly made comments made during the preparation of planning policy documents will be fully considered and, where appropriate, the Council will make decisions or changes as a result. However, it is important to note that it may not always be possible or appropriate to decide the matter in accordance with the comment(s) received. Sometimes there may be other material considerations to which the Council must adhere, such as requirements of legislation or national/local policies. For example, at the Examination stage of a DPD, only soundness or legal compliance issues can be addressed by the Inspector.

2.76 The Council will not publish any responses that contain offensive or potentially libelous and/or defamatory comments. Such responses will be returned to the sender who will be invited to resubmit the representations with the comments omitted.

Availability of Officers

2.77 A Planning Officer is available to deal with enquiries about consultation documents by telephone (during normal office hours), e-mail or letter. The Planning Policy Team has a central email address planning.policy@ribblevalley.gov.uk and phone number 01200 41459 through which enquiries can be made.

3. Community Involvement in Planning Applications

Planning Application Process (Development Management)

3.1 A planning application is submitted to the Council when development is proposed. Planning applications can range from modest extensions to existing dwellings and new agricultural buildings to major housing schemes. Some types of development are not subject to planning permission (known as 'permitted development'). For a list of what type of development requires a planning application see the webpages below:

<https://www.gov.uk/guidance/when-is-permission-required>

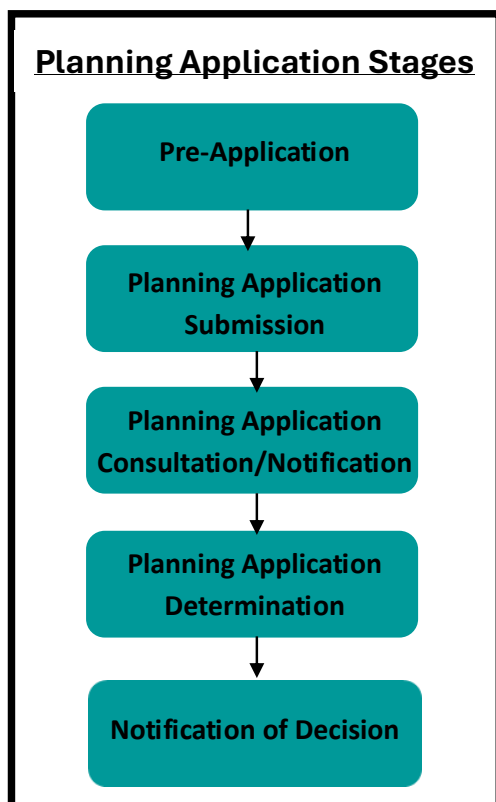
<https://www.planningportal.co.uk/>

3.2 A summary of the key stages of the planning application process can be found in the diagram in Figure 7 below.

3.3 Applicants and those affected by development proposals (third parties) have the opportunity to be involved and express their opinions at various stages.

3.4 The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a minimum standard of publicity and notification of applications to the local community, depending on the nature of the application.

Figure 7: Planning Application Stages



Ribble Valley Borough Council Development Management Protocol

- 3.5 The objectives of the Ribble Valley Borough Council 'Development Management Protocol'¹⁰ are:
- To ensure that the development management process is open and consistent.
 - To ensure that Members, officers, applicants, agents and all other stakeholders are clear about their respective roles in the process.
 - To ensure that the process accommodates community involvement in an open and accessible way.
 - To ensure that the optimum balance is reached between the quality of the decision reached and time taken to reach it.
- 3.6 In respect to planning applications processed by Ribble Valley Borough Council, the protocols detailed below explain the level of service the Council will aim to provide to applicants, the expectations the Council has of applicants, and the opportunities for third parties to get involved.

Pre-Application Process

- 3.7 In accordance with the National Planning Policy Framework (NPPF) paragraphs 40-47 the Council encourages pre-application engagement to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
- 3.8 The Council provides a pre-application service which operates on a sliding scale of charges depending on the service required and scale/nature of the development proposed. Discussions can be arranged with a case officer to go through the proposal in more detail. The Authority also provides a 'Fast Track Service' on request for most development types.
- 3.9 The Council also encourages applicants to engage with both the Council and the community/third parties before an application is submitted. This will give an opportunity to address issues before the planning application is submitted, thus potentially avoiding an application being invalidated and reducing the time to determine an application. Depending on the scale of the proposed development and the issues involved, pre-application engagement may include some of the following:
- Discussions with Statutory Consultees, neighbours, Parish Councils and Members
 - Exhibitions and/or workshops
 - Leaflet drops to local residents outlining the proposal and inviting comments
 - Making detailed plans available for public view on websites and social media

¹⁰ <https://www.ribblevalley.gov.uk/downloads/file/1509/development-management-protocol>

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- 3.10 Developers are encouraged to submit a consultation statement with their planning application outlining who was consulted; the means by which they were consulted; the results of any consultation and how these have influenced the planning application proposals.
 - 3.11 The details of pre-application consultations with the Council, local community and statutory consultees (depending on the type of development) should form the basis of a Statement of Community Involvement at Pre-Application stage, which is then submitted with the planning application. Refer to the Validation Checklist: [Adopted Validation Checklist May 2025 – Ribble Valley Borough Council](#)

Planning Application Consultations

- 3.12 The Council exercises its development management functions in the public interest and is committed to publicising widely on planning applications that we receive.
- 3.13 Once the Authority is in receipt of an application it will be validated; applicants will be informed that their application has been received and validated and also provided with information about the procedures for assessment. It is important that all applications contain relevant documents so that they can be validated as soon as possible.
- 3.14 The nearest neighbours will be notified of the proposal and certain proposals such as Listed Buildings, development in Conservation Areas, and applications termed as “major developments” require a formal statutory notice to be placed on site and in the press. A period of 21 days is normally provided for responses to be made.
- 3.15 It is not possible to notify everyone who may have an opinion and the case officer uses judgement to determine how wide direct notification should be. However, details of all planning applications received are published on the Council’s website www.ribbonvalley.gov.uk/planning and is updated weekly, and most applications are picked up by the local press. **All written representations (letter or e-mail), whether or not received as a result of direct consultation, are taken into consideration before a recommendation or decision is reached.**
- 3.16 The Council will continue to accept all written comments until the decision has been made, irrespective of whether or not the statutory consultation period has elapsed. When an application is to be determined at the Planning and Development Committee correspondence received on the day of the meeting may not always be reported in writing but where possible this will be reported verbally.
- 3.17 Depending on the complexity and nature of the scheme proposed we will also consult all **statutory consultees** such as the Environment Agency, Historic England and the Highways Authority and non-statutory consultees who are likely to have an interest in a proposed development such as the local civic society. The Town and Parish Councils are also notified and given 21 days to consider the scheme.

What happens to your views and comments?

- 3.18 Anyone can comment on a planning application. Any comments can only be made on the basis of material planning considerations. Material planning considerations are only those matters that can be considered within planning law in assessing and determining a planning application. For example, conformity with local planning policies, issues regarding traffic, impact upon residential amenities (loss of privacy/overlooking) and noise disturbance. All representations are available to view. Representations made during the assessment of the application will be summarised in the officer's report which will state how the issues raised have been addressed in reaching their final recommendation.
- 3.19 Minor or uncontroversial applications will normally be determined by officers under delegated powers by the Council to the Director of Economic Development and Planning. Conversely major applications and where there is significant public interest, the Director of Economic Development and Planning and/or the Head of Planning may consider it appropriate for the application to be considered by Committee. Such applications, apart from those specifically excluded from the call-in procedure, could also be called in if Members consider it appropriate.
- 3.20 More information on the Council's scheme of delegation for planning applications is available by accessing the following link to the Council's website:
https://www.ribblevalley.gov.uk/info/200361/planning_applications/1591/delegation_scheme

Planning Committee

- 3.21 A planning committee is made up of elected members who usually meet once a month to make decisions on planning applications. Comments received from consultees, or the public will be set out in the case officer's report which may form part of the discussions that take place at these meetings. The agenda and minutes of Planning Committee meetings are available to view on the Council's website via the following link <https://www.ribblevalley.gov.uk/meetings>
- 3.22 Members of the public can participate in these meetings by making a verbal representation about an application, and where objections are to be raised the applicant has the right to respond. The rules for public speaking at committees are set out in the Council's Constitution and Standing Orders, and Speakers are limited to three minutes during proceedings. In addition, applicants have a right to address the Planning Committee if officers have recommended refusal of their application.
- 3.23 Participants who wish to speak must contact the Committee Clerk well in advance of the meeting and if documents are to be circulated for view these should be submitted well in advance, so Members are aware of the information and also to assist the smooth running of the meeting.

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- 3.24 Once a decision has been issued, a decision notice will be sent to the applicant and/or agent to inform them of the decision. As part of the Councils commitment to community involvement, the Council makes Decision Notices available on the Councils website allowing interested persons to view the conditions placed on the development.

The Appeals Process

- 3.25 If the applicant(s) disagree with the decision that has been made, or if it is granted with conditions that are unacceptable to the applicant, they have the opportunity to make an appeal to the Secretary of State. There is also a right of appeal if an application is not determined within a specific time, and a right of appeal against the issuing of an Enforcement Notice. Appeals are formally made to the Planning Inspectorate or the appropriate Office who will appoint an independent Inspector.
- 3.26 We will notify in writing all those who made written comments upon the original application. Copies of their comments will be forwarded to the Planning Inspectorate, and the Council will inform people how to make further representations to the Planning Inspectorate. However, if the appeal is regarding a householder application, new comments on these types of appeal cannot be made at this stage.
- 3.27 Further advice on the appeal process is available at <http://www.planningportal.gov.uk/planning/planninginspectorate>
- 3.28 For cases to be heard by way of hearing and public inquiry, we will also write to advise interested parties of the time and date of the meeting to invite them to come along and make their views known to the Inspector if they wish to do so. All comments received from the community in response to the consultation carried out on the original application will also be sent to the Planning Inspectorate. This ensures that regardless of whether or not people chose to engage in the appeal process, their views will be made known and taken into account.

Methods of Planning Engagement (Applications)

- 3.29 The Authority undertakes statutory publicity in accordance with current legislation and the level of consultation/notification conducted for planning applications will be proportionate to the type and scale of the planning application being determined. The government may change the statutory publicity requirements at any time and therefore the Councils future approach will reflect any changes that are made.
- 3.30 Depending on the type of application and the legislation pertaining to such an application, consultation/notification includes the following methods:

Figure 8: Methods of Engagement

<p>Neighbourhood Letters and Notifications to Statutory Consultees and other bodies</p>	<ul style="list-style-type: none"> • Letters are sent to all owners/occupiers of properties that immediately adjoin the boundary of the site. Where the Council is unsure of the owner of an adjoining site, for example where the application site adjoins open land, a site notice will be displayed. • Where a development has the potential for wider implications we will write to a wider rang neighbouring properties. • Statutory Consultees are consulted as a matter of course, with 21 days to respond. This is normally done electronically. • Borough councillors and the relevant parish council will also be notified.
<p>Site Notices</p>	<p>Site notices are displayed for the following:</p> <ul style="list-style-type: none"> • Major Development (10 or more dwellings or development creating 1000 sq. metres of floor space or more). • Applications subject to an EIA • Applications, which if approved, would be a departure from the development plan. • Development affecting a public right of way. • Development affecting Listed Buildings, or their setting. • Development within a Conservation Area • Where applications may be deemed to be of interest to the wider area
<p>Weekly List of Submitted Applications</p>	<ul style="list-style-type: none"> • A weekly list of applications received, and decisions made is produced. It is made available to view on the Councils website and e-mailed to Parish Councils and will be sent to other bodies who have expressed an interest upon request.
<p>Advertisements in the Local Press</p>	<p>Advertisements are displayed for the following:</p> <ul style="list-style-type: none"> • Major Development (10 or more dwellings or development creating 1000 sq. metres of floor space or more). • Applications subject to an EIA • Applications, which if approved, would be a departure from the development plan • Development affecting a public right of way • Development affecting Listed Buildings, or their setting • Development within a Conservation Area • Instances when applications may be deemed to be of interest to the wider area.
<p>Councils' website and social media</p>	<ul style="list-style-type: none"> • All applications, supporting documents and other relevant details are available online via the following webpage: https://www.ribblevalley.gov.uk/planningApplication/search • The Authority may also use social media such as Facebook and Twitter when deemed appropriate.

Resource Implications

- 3.31 The Council will endeavour to make sufficient resources available in order to meet its statutory requirements and responsibilities as well as to put in place procedures as outlined within this SCI.
- 3.32 This SCI seeks to achieve an acceptable balance between the importance of community engagement and keeping the costs within realistic limits. We are aware of the dangers of “consultation fatigue” and will endeavour, wherever possible, to co-ordinate consultation exercises with other parts of the authority. We will also maximise the use of available resources such as the Planning Portal, Planning Aid, the Council’s website and social media.

Monitoring and Review

- 3.33 This SCI will be kept under review and be updated every 5 years, or earlier, when necessary, to correct factual changes and/or further revisions of the regulations which govern publicity and involvement in the planning policy preparation and planning application processes.
- 3.34 It should be noted that the government is currently considering proposals to review the planning system which will need to be taken into account and may lead to full revision to this SCI. Pending any changes in the legislation the existing planning system will remain the relevant framework.
- 3.35 In addition, the Authority produces an annual Authority monitoring Report (AMR). This document sets out how the Local Plan policies are performing. The SCI will be reviewed if the AMR Report or external changes indicates a need for a review.
- 3.36 Any necessary changes will be made following appropriate public consultation where deemed necessary, having regard to emerging best practice guidance and/or changes to legislation. We are always happy to discuss ideas for improving our consultation. Please email us at planning.policy@ribblevalley.gov.uk

APPENDIX 1: Consultation Bodies

Specific Consultation Bodies

The Town and Country Planning Regulations 2012 specifies that the following bodies must be consulted if the council considers that body will be affected by what is proposed to be covered in the Local Plan and Supplementary Planning Documents (SPDs). These include: -

- Neighbouring Local Planning Authorities
- Lancashire County Council (Highways and Education);
- Lancashire Constabulary.
- Parish and Town Councils within the Ribble Valley.
- The Coal Authority.
- Environment Agency.
- Historic England.
- The Marine Management Organisation
- Natural England.
- Network Rail Infrastructure Ltd.
- Office of Rail Regulators.
- Highways England.
- The Secretary of State for Transport
- Civil Aviation Authority
- Mobile Operators Association (representing the four UK mobile operators);
- Clinical Commissioning Group and Local NHS (Public Health);
- Relevant utility companies, including United Utilities, National Grid, Electricity Northwest
- Homes England
- Lancashire Constabulary and Lancashire Fire & Rescue Service
- Lead Local Flood Authority (Lancashire County Council)
- Lancashire Enterprise Partnership

General Consultation Bodies

The Town and Country Planning Regulations 2012 indicate that general consultation bodies must be consulted where the council considers it appropriate. These include:

- Voluntary bodies, some or all of whose activities benefit any part of the local planning authority's area.
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area.

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- Bodies which represent the interests of different religious groups in the local planning authority's area.
 - Bodies which represent the interests of disabled persons in the local planning authority's area.
 - Bodies which represent the interests of persons carrying on business in the local planning authority's area.

Other Consultation Bodies

In addition to those identified as specific or general consultation bodies other consultees including the community, business and third sector groups will be consulted during planning policy consultations. These may include:

- Conservation Bodies
- Recreation Bodies
- Environmental Groups
- Schools
- Transport Bodies and Groups
- Nature Conservation / Countryside Bodies
- Planning consultants and Agents
- The Development Industry
- Local businesses
- Other miscellaneous bodies

APPENDIX 2: Local Plan Database of Consultees

Individuals, organisations or bodies who wish to be regularly contacted when development plan documents (including the local plan) are under preparation and go out for consultation may request to be placed on the Councils database of consultees at any stage by contacting the planning policy team on 01200 425111 or emailing planning.policy@ribblevalley.gov.uk

The database is made up of the following generic types of consultee with whom we will consult (including bodies outlined at Appendix 1):

- **Interested Members of the Public** – Individuals who have requested inclusion on the database.
- **Ribble Valley Borough Council Members.**
- **Ribble Valley Parish and Town Councils.**
- **Community Organisations:**
 - All schools in the Borough.
 - Churches & minority faith groups.
 - Groups representing the interests of disabled persons.
 - Youth groups, clubs, interest groups and societies.
- **Statutory & Development Control Consultees:**
 - National Interest Groups.
 - Government Agencies.
 - Infrastructure Providers
- **Neighbouring Local Authorities and Neighbouring Parish Councils**
- **Housing Associations**
- **Businesses, Consultants, Developers:**
 - Local and national businesses that have requested inclusion
 - Landowners, developers, and their agents

Other bodies which represent the interests of different racial, ethnic, national or hard to reach groups

APPENDIX 3: Information on the Planning Process

Advice on the planning process is available from the Borough Council, Planning Aid, Government websites and private planning agents.

Council Advice

Planning officers are available to advise on Council policies and answer queries regarding individual planning applications. Please either call or e-mail us at:

[Planning Policy Queries](mailto:planningpolicy@ribblevalley.gov.uk) – 01200 425111 / planningpolicy@ribblevalley.gov.uk

[Planning Application / Development Management Queries](mailto:planning@ribblevalley.gov.uk) – 01200 425111 / planning@ribblevalley.gov.uk

Planning Aid England (PAE)

Planning Aid England (PAE) provides planning advice and support to help individuals and communities engage with the planning system and get involved in planning their local area.

Launched in 1973, PAE is built on the principle—that everyone should have access to the planning system, regardless of their ability to pay.

Planning Aids work is delivered by over 200 dedicated volunteers who are supported by a small staff team based at the RTPI offices at Botolph Lane. All of the volunteers are members of the RTPI and have a range of skills, interests and expertise. PAE is funded by the RTPI, a registered charity. It is separate from both central and local government and provides completely independent and impartial planning advice.

A **free web resource** for planning advice is available at – www.planningaid.co.uk

A **free email advice** service is accessible via - [What we offer – What is your question about?](#)

For all **general queries** about the services they offer call – **020 7929 8338**

Government Policy / Guidance

[The National Planning Policy Framework \(NPPF\)](https://www.gov.uk/government/publications/national-planning-policy-framework--2) – Government planning policy is contained within this document which covers all planning issues, such as planning for housing, shops, offices and good design. All planning policies and decisions on planning applications must take what the NPPF says about different types of land use into account. The NPPF is accessible via the following link: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – The National Planning Practice Guidance (NPPG) is a web-based resource which brings together planning guidance on various topics into one place. NPPG guidance is accessible via the following link:

<https://www.gov.uk/government/collections/planning-practice-guidance>

Planning Portal - A national web-based service which can be accessed to find information about planning and building regulations information. Planning applications can also be submitted to the Council via this website. The website can be accessed via: <https://www.planningportal.co.uk/>

Planning Consultants and Agents

A number of independent planning consultants and agents operate locally who charge a fee for planning advice. To retain impartiality Council officers are unable to make individual recommendations. The RTPI hosts a webpage in which you can search for local accredited consultants and is available to view at: <https://www.rtpiconsultants.co.uk/#/>