

Statement of Community Involvement (2016) (Amended 2021)

Temporary update in response to Covid-19 guidance (March 2022)

In 2020, the Government issued Planning Guidance stating that local planning authorities should make any temporary amendments that are necessary to their Statement of Community Involvement (SCI) to ensure that there are no conflicts between particular commitments within the document and the Government's latest Covid-19 guidance on staying safe. The Council's first 'Temporary Update' was produced in July 2020 and this has now been reviewed and updated to reflect the latest Government guidance, published in February 2022.

The table below highlights those sections of the SCI which deal with in-person engagement and the use of public facilities, and provides the Council's updated guidance in respect of these matters.

Section of SCI	Issue	Update
Figures 4,5,6 (Potential involvement and publicity methods at different stages of Plan production) pp. 16-19 Appendix 3 (Description of community involvement techniques) pp. 37-38	<p>The lists of various involvement methods presented as options include those involving face-to-face engagement:</p> <ul style="list-style-type: none"> - Parish/Town Council workshops - Stakeholder focus groups - Stakeholder meetings - Resident & stakeholder workshops - Public exhibitions 	<p>Public events can now be held once again. Any in-person events organised by the Council will follow the prevailing Government guidance at that particular time. The Council will, in undertaking any events, consider what measures can be implemented to ensure that attendees can stay safe.</p> <p>During the early stages of plan making (stages 1 and 2 of DPD production – Figure 4 of the SCI; stage 1 of SPD production – Figure 5), the Council will also consider the use of virtual methods to engage with community and stakeholder bodies, including online exhibitions, virtual presentations and virtual meetings.</p>

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<p>Figures 4,5,6 (Potential involvement and publicity methods at different stages of Plan production) pp. 16-19</p>	<p>These tables list as potential publicity methods the provision of hard copy documents and posters advertising consultations at libraries within the district, and provision of documents at the Council offices.</p> <p>Normal library services are gradually being restored across the district and the Council offices are open to the public on an appointment-only basis.</p>	<p>The Council offices are currently open to the public by appointment only. They will still be used for making hard copies of documents available, but information will make it clear that this will need to be by appointment only and will provide details of how to arrange such an appointment.</p> <p>Libraries will be used wherever possible for making hard copy documents available for inspection. This will be clearly publicised within consultation details.</p> <p>Details of library opening times and services are available from: www.norfolk.gov.uk/libraries-local-history-and-archives/libraries</p>
<p>Paragraph 3.10 (The pre-application stage; Community involvement in Planning Proposals and Applications) p.10</p>	<p>This paragraph refers developers to the Council's Community Involvement Protocol, which provides details of a range of community and stakeholder involvement methods that could be employed during the pre-application stage. Again, many of these methods focus on face-to-face engagement.</p>	<p>As set out above, public events can now be held once again. It is expected that any in-person events organised by developers follow the prevailing Government guidance at that particular time. In undertaking any events, developers should consider what measures can be implemented to ensure that attendees can stay safe.</p> <p>Developers should also consider the use of virtual methods to engage with community and stakeholder bodies, including online exhibitions, virtual presentations and virtual meetings.</p> <p>The Council is happy to advise applicants on suitable pre-application consultation methods on a case-by-case basis.</p>
<p>Paragraph 3.26 (The application stage – viewing application details; Commenting on planning applications)</p>	<p>This paragraph states that letters of representation are retained on the application file which is open to public inspection.</p>	<p>The Council offices are currently open by appointment only. Anyone wishing to make an appointment to view an application file should contact the Planning Business Support team on (01508) 533813.</p>

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Paragraph 3.27 (The application stage – speaking at planning committee; Commenting on planning applications)	This paragraph sets out the procedure should a member of the public wish to speak at Planning Committee.	<p>The Council will continue to run Planning Committee in person and within the Council Chamber, as scheduled. Anyone wishing to speak at Committee will be required to register to speak and attend the meeting in person, in the normal manner.</p> <p>However, Planning Committee meetings are now live-streamed by the Council and anyone wishing to simply observe the proceedings can do so by watching the meeting remotely.</p> <p>Further details are available on the Broadland District Council website.</p>
Appendix 4: Neighbourhood Planning Support, pp. 39-40	<p>This section sets out the range of support that officers are able to provide to Neighbourhood Plan groups in the district.</p> <p>The areas of support listed include various forms of face-to-face engagement, including:</p> <ul style="list-style-type: none"> - Meeting with parish/town councillors; - Officer attendance at meetings; - Neighbourhood Plan Network meetings held at the Council offices; - Providing training through a variety of means; 	<p>Due to current Government guidance, meetings and events can go ahead once again. Any such meetings/events should follow the prevailing Government guidance at that particular time. The Council will, in undertaking any meetings/events, consider what measures can be implemented to ensure that attendees can stay safe. The Council would expect Neighbourhood Plan groups to follow this guidance in arranging meetings or events involving Council officers.</p> <p>As an alternative measure, Council officers are happy to host or attend virtual meetings with Neighbourhood Plan groups.</p>

For any queries on this temporary update, please email localplan.bdc@southnorfolkandbroadland.gov.uk.

For further information about how the Council is responding to the Covid-19 pandemic, please visit www.southnorfolkandbroadland.gov.uk.