

Scarborough Borough Local Plan Statement of Community Involvement



How the Council intends to consult the community on the preparation of development documents and planning applications



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Tel: 01723 232480 E-mail: forwardplanning@scarborough.gov.uk

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1 Introduction

1 Introduction

1.1 The preparation of a Statement of Community Involvement (SCI) is an essential part of encouraging more meaningful community involvement in the planning system. It was introduced by legislation, through the Planning and Compulsory Purchase Act 2004. The Council considers it important to set out how it intends to involve the public in the planning process.

1.2 The first Statement of Community Involvement was produced as part of the Local Development Framework (LDF). It was adopted in 2007 and 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.

1.3 In light of recent reforms to the planning process through the enactment of the Localism Act (2011) and publication of the National Planning Policy Framework (NPPF), the Council has undertaken a review of its existing Statement of Community Involvement. The NPPF replaces all previous national Planning Policy Statements (PPS) and Planning Policy Guidance (PPG) documents; setting out the government's vision for the planning system and how policies should be applied. The NPPF stresses the importance of a plan-led system and re-iterates the role of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses to produce a Local Plan that reflects the vision and aspirations of local communities.

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2 The Statement of Community Involvement

2 The Statement of Community Involvement

The Statement of Community Involvement (SCI)

2.1 This Statement of Community Involvement sets out the Council's proposals for involving the community in the preparation, alteration and continuing review of the Scarborough Borough Local Plan. This document is intended to provide an introductory overview of the planning system, not a comprehensive guide.

2.2 Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process. Community involvement is vitally important to planning. It is also important that the community can be involved from the beginning of the process, identifying issues and debating options from the earliest stages.

2.3 Scarborough Borough Council (SBC) has long had a commitment to involve the public in the development of services. Our aim is that by involving the whole community in the planning process we can create a strategy for development within the Borough of Scarborough that meets the aspirations of the widest possible range of people, communities, organisations and businesses. Examples of what the community may include are:

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

2.4 A database containing contact details of groups and individuals in the list above was created at the start of the LDF process and has since been continually updated as consultations have taken place. The database is linked to our online consultation portal and also contains comments and representations made on previous LDF consultations. The database is open for any group or individual to register and receive notifications of future Local Plan consultation events and contains over 2,000 groups and individuals. Interested parties wishing to be added to the consultation database should email localplan@scarborough.gov.uk or register their own details at <http://scarborough.objective.co.uk/portal>.

2.5 The Council is committed to involving as many people as possible in preparing plans and determining planning applications. We are, however, aware that there are parts of the community that are under-represented in the planning process and we are keen to ensure that, through this review, we make it easier for all individuals to become involved, regardless of their circumstances.

2.6 The Government has put specific emphasis on trying to involve 'hard to reach' or 'easy to overlook' groups in planning issues. The following groups have been considered to be potentially hard to reach:

- Ethnic minority communities

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- Gay and lesbian groups
- Travellers
- People in custody
- Children and young people
- Disaffected young people
- Young working men
- Faith communities
- Very old people
- Migrant workers
- Young people not in education, employment or training (NEETS)
- Students in Higher Education
- People with learning disabilities
- People with sensory disabilities

2.7 The Council will ensure that the involvement of these groups is appropriate, but will also be mindful that it must avoid the domination of individual groups, or those represented by those who are more articulate.

2.8 The Council will promote equality and diversity, and not discriminate against anyone who wishes to participate in the planning system.

2.9 The Statement of Community Involvement also sets out the consultation process for all planning applications in the Borough of Scarborough. For applications and Development Plans within the North York Moors National Park, contact the Park Authority for more information.
T: 01439 772700; E: planning@northyorkmoors-npa.gov.uk

The Development Plan

2.10 Since the completion of the SCI in 2007, the Council has changed from preparing a Local Development Framework to preparing a Local Plan, reflecting the changes in terminology that have been introduced by Government. The Borough Local Plan will deliver the spatial plan for the area and will cover strategic policy, land allocations and more detailed development management policies to promote sustainable development in the Borough of Scarborough.

2.11 The Borough Local Plan and any Neighbourhood Development Plans (Neighbourhood Development Plans are discussed later in this chapter), will comprise the statutory 'Development Plan', which is the basis for all planning decisions.

2.12 The Council will also prepare Supplementary Planning Documents (SPDs) where they will help applicants make successful applications or aid infrastructure delivery. SPDs may take the form of Design Guides, Area Appraisals/Development Briefs or issue based documents which, in each case, supplement policies in the Local Plan. The Government is clear that they should not be used to add unnecessarily to the financial burdens of development.

2.13 The Area Action Plan (AAP) for Whitby Business Park and potentially a Community Infrastructure Levy (CIL) schedule will remain as separate documents. For more detailed information on these documents please contact the Forward Planning Team.

2 The Statement of Community Involvement

2.14 In addition to the Statement of Community Involvement, other documents that the Council is required to maintain are:

- A 'Local Development Scheme' (LDS) that explains the documents the Council will prepare as part of its Local Plan and the timetable for their preparation. The Council's LDS is available on the Council's website at www.scarborough.gov.uk/localplan;
- An 'Authority Monitoring Report', which is prepared at least annually, showing how the Council is performing against local indicators, and targets set out in the Local Plan documents.

2.15 The Council recognises that the planning 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

2.16 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; and
- 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; and
- Greater sense of public ownership of, and support for, the Council's activities.

Effective Consultation

2.17 In preparing the SCI, the Council has considered the potential barriers to effective community engagement. These may include:

- Lack of time to comment;
- Lack of opportunity to participate;
- Cost of information;
- Lack of interest in the issue;
- Technical 'planner' speak; and
- Lack of understanding as to what issues can be dealt with under the planning system.

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General Principles of planning consultations

2.18 To overcome these problems where possible, the Council has devised the following general principles to underpin the way it undertakes community involvement in planning. Where consultations are being undertaken by others, we will expect them to apply these, too.

- Involvement will be open to all regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation;
- We will seek views of interested and affected parties as early as possible and will consider linkages to other community involvement processes such as the Community Strategy;
- We will choose consultation processes by balancing cost and time constraints and community impact;
- Consultation publications will be clear and concise and avoid unnecessary jargon, without understating the complexities of any decision; and
- We will inform people who respond to consultations of later stages with which they can engage.

Links with the Community Strategy

2.19 The Sustainable Community Strategy was reviewed and re-written for the period 2010 - 2013. This sets the vision, priorities and objectives for the Borough over this period and promotes the "economic, social and environmental well being" of the area. It was produced by a wide range of partners under the North Yorkshire Coast Community Partnership. This is the Borough's Local Strategic Partnership and consists of members of the public, private, voluntary and community sectors.

2.20 The Sustainable Community Strategy is very much a community-led strategy, and the product of a process of considerable public and community consultation and evidence-gathering. The Community Strategy is available on the Council's website.

Neighbourhood Plans and Development Orders

2.21 Neighbourhood planning is a key part of the Government's Localism agenda. It aims to give local communities greater power to shape development by taking a more active role in the development of planning policies at a local level. Within the Borough of Scarborough, neighbourhood planning will be led by Parish and Town Councils, with Scarborough Borough Council providing technical assistance and making necessary decisions at key stages.

2.22 Neighbourhood planning can be used for a variety of purposes. For example it can be used to:

- Identify where new homes, shops and industrial uses should be built;
- Have a say on what new buildings look like; and
- Grant planning permission for new development that a community wants.

2.23 Unlike the other Local Plan documents, Neighbourhood Plans (and Neighbourhood Development Orders) are taken forward by communities themselves through Neighbourhood Forums and with the support of the Council. Neighbourhood Plans can establish policies for

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the development of land in a neighbourhood if the majority of voters in the neighbourhood give approval. These plans must, however, be in conformity with both the strategic policies of the Local Plan documents produced by the Council and national planning policy.

2.24 Consultation procedures for Neighbourhood Plans and Development Orders are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012. Neighbourhood Forums are required to undertake pre-submission consultation themselves as set out in the Regulations. Following submission to the Council, the Council then publishes the plan or order for formal submission consultation. This is then followed by an independent Examination and a referendum of the local neighbourhood.

2.25 Currently, no Neighbourhood Forums have come forward in the Borough of Scarborough. This situation will be reviewed should communities wish to produce Neighbourhood Plans and appropriate support in producing documents and conducting consultation will be provided.

2.26 We are happy to be contacted to discuss any aspect of community involvement in the preparation of Neighbourhood Plans. For information contact the Council's Forward Planning Team. Following a review of Neighbourhood Planning undertaken by the Council's Environment and Economy Overview and Scrutiny Committee, the Council will produce a guide to neighbourhood planning to assist local people who may be considering activities in this regard. This document will be available on the Council's website, and in paper format on request.

Local Plan Documents and Statement of Community Involvement

2.27 We prepare planning documents containing policies for development and related issues. They must be supported by evidence and generally accord with national policies. Consultation is required at various stages in their preparation. The process of producing each development document involves several stages, it starts with a preparation stage, to seek comments and views on what the real planning issues are facing the Borough and the choices that have to be made. This is followed by Publication stage, when the proposed submission of what is considered to be the best strategy for the Borough is presented. It is important that those wishing to influence the Local Plan should comment at this stage. Those seeking changes at this point have to present evidence as to why the Local Plan is unsound in its current form. Following this, the documents are submitted to the Secretary of State for an Examination in Public which is carried out by an independent Planning Inspector. The final decision is made by that Inspector.

2.28 The Statement of Community Involvement has a similar process, except that there is no submission to the Government or Planning Inspector involvement. You can find more detailed guidance on the minimum legal requirements here: <http://www.pas.gov.uk/pas/core/page.do?pagelId=109798>.

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Consultation on Local Plan Documents and Supplementary Planning Documents

3.1 The Government requires us to consult “specific consultation bodies” and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as “general consultation bodies”. Appendix C lists the specific consultation bodies and also categorises the general consultation bodies and organisations that the Council has consulted with in the past.

3.2 Please note that the consultee lists in the SCI are not exhaustive and also relate to successor bodies where reorganisation has occurred.

3.3 Local Plan documents and Supplementary Planning Documents are listed separately as SPDs have less stages in their preparation as they add further detail to policies in the Local Plan and are not subject to an Examination in Public. As such, SPDs are ‘material consideration’ when determining planning applications.

3.4 In addition to the general consultation methods set out below, for each stage of engagement the Council will comply with the relevant regulations (currently The Town and Country Planning (Local Planning) (England) Regulations 2012).

Local Plan Documents

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Organisations representing local geographical, economic, social and other communities or other relevant interests;
- Local businesses, voluntary and other organisations;
- Others who have expressed an interest in the subject matter; and
- The community and general public.

How we will consult

- We will contact appropriate organisations and individuals direct;
- We will publicise consultations by methods such as website, posters, displays, social media, existing community groups, community events and joining with other consultations;
- We will leave consultation documents on display at locations open to the public like council offices and libraries;
- When requested we will provide copies of consultation documents to community groups, councils and other statutory organisations;
- We will consider organising or supporting consultation events, such as drop in exhibitions or community based planning meetings;

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- We will investigate the current trend of engagement by electronic and social media. The Local Planning Authority currently use Twitter for publicity and further research will be carried out to see if this can be expanded to Facebook and other social media sites;
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are taken.

When we will consult

- First, we will ask for ideas, views and information from appropriate organisations, individuals and communities;
- We will formally publish the “Proposed Submission” document (or equivalent under any revision to the relevant regulations) for representations once we think there has been enough community involvement.

Supplementary Planning Documents

3.5 We prepare Supplementary Planning Documents to give more detailed advice than contained in Local Plan documents. Again, they must be supported by appropriate evidence and generally accord with national policies.

3.6 We will carry out at least one stage of consultation before we adopt. A planning inspector is not involved in the approval of these documents and you can find more detailed guidance on the minimum legal requirements here: <http://www.pas.gov.uk/pas/core/page.do?pagelId=109798>

3.7 Our approach is set out in the following points.

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Other bodies as relevant to the SPD topic area including:
 - Organisations representing local geographical, economic, social and other communities or other relevant interests;
 - Local businesses, voluntary and other organisations;
 - Others who have an interest in the subject matter; and
 - The community and general public.

How we will consult

- We will contact appropriate organisations and individuals direct;
- We will publicise consultations by methods such as website, displays, social media, existing community groups, community events and joining with other consultations;
- We will leave Consultation documents on display at locations open to the public like Council offices and Libraries;
- If asked we will give copies of consultation documents to community groups, councils and other statutory organisations;

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- We will consider organising or supporting other consultation events, such as community based planning meetings;
- We will investigate the current trend of engagement by electronic and social media. The Local Planning Authority currently use Twitter for publicity and further research will be carried out to see if this can be expanded to Facebook and other social media sites;
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are taken.

When we will consult

- First, if appropriate, we will ask for ideas, views and information from appropriate organisations, individuals and communities;
- We will then consult on a draft version of the SPD;
- After considering the responses to the draft, we will consider the need for further consultation;
- Once we consider that there has been enough community involvement we will adopt the SPD.

3.8 The Council also has a duty to cooperate with a number of bodies. The duty requires bodies to engage constructively, actively and on an ongoing basis on strategic matters relevant to the Local Plan, in order to maximise the effectiveness of the Plan. Strategic matters are those that have impacts within and outside of the Borough of Scarborough. The duty to cooperate applies to both Local Plan documents and SPDs. The bodies to which the duty is relevant are listed in Appendix C.

3.9 If the Council is considering the use of other tools such as Article 4 directions (which can limit the operation of permitted development rights in specific identified areas) or Local Development Orders (which can increase the permitted development opportunities in specific areas) similar consultation techniques will be employed within the specific processes applicable to each tool.

Strategic Environmental Assessment and Sustainability Appraisal

3.10 The Local Plan is subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). These processes ensure that policies in the Local Plan 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 Local Plan and is carried out on individual documents that form part of the Local Plan and where necessary on Supplementary Planning Documents.

3.11 Consultation on the SEA/SA will take place alongside consultation on the Local Plan or Supplementary Planning Document preparation, using the methods set out above.

Types of Community Involvement

3.12 By using a range of methods to inform, consult and involve people at the right time, we will enable them to influence the future planning of Scarborough Borough.

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3.13 The National Planning Policy Framework promotes early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses when preparing the Local Plan. This will ensure, in so far as possible, that Local Plans reflect a collective vision and a set of agreed priorities for the sustainable development of the area. The benefits of greater community involvement in the plan process are set out in chapter 2.

3.14 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, including hard to reach groups, should have an opportunity to have their voice heard.

3.15 Based on our existing experience and practice, analysis of the Borough's community and the response to earlier consultations on Development Plan Documents, there is a range of possible methods and types of community involvement that the Council will use in the Local Plan process and for planning applications.

3.16 Since the first SCl was adopted, there have been significant changes in the way people interact with the Council. Access to the internet has increased and there has been a large shift towards online services. The majority of planning applications and responses to consultations on planning policy and planning applications are now received online or by email rather than by post. The Council also makes best use of the scarborough.gov.uk website, including consulting using our online interactive portal and displaying information through interactive policies maps where appropriate. We believe that the internet provides quick and efficient opportunities for interested individuals and parties to engage in the planning process.

3.17 The Council recognises that not everyone has access to the internet. While the libraries provide a free way of accessing information and participating in online consultations, documents will also be available in a variety of formats to encourage the widest possible readership. This includes paper, electronic and large print and other formats on request. Paper copies of the consultation documents are available for inspection at local libraries and council offices.

How to make your views known

We are happy to receive your views - either by letter or email - at any stage of preparation of the Scarborough Borough Local Plan documents. However, during specific consultation periods we encourage you to submit your views and ideas online, via our interactive website, using our Scarborough Borough Plan consultation portal at <http://scarborough.objective.co.uk/portal>. We believe this method will save you time and it will allow us to process and consider your comments more quickly.

Once your comments have been submitted they will be checked and published to the interactive website where you will be able to view your comments as well as what other people have said. To protect your privacy, all personal information you provide (other than your name) when registering will not be open to public view.

You can also submit your views by email to localplan@scarborough.gov.uk.

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Should you not have the opportunity to respond electronically, you can write to us or submit your comments via a paper response form which will be made available for all consultations. Our contact details are set out at the end of this section.

Access to information

We will make information about the drafting of documents available to the community through a number of methods:

- On the Council's website <http://www.scarborough.gov.uk/localplan> and the Local Plan consultation portal <http://scarborough.objective.co.uk/portal/>;
- SBC also uses social media sites such as Twitter to post information on what we are doing. To follow us, visit <http://mobile.twitter.com/scarborocouncil>. We are investigating the use of Facebook;
- Copies of all documents will be available at local libraries and council offices or can be sent by post if requested;
- The Forward Planning Team will offer advice and assistance over the telephone, and in letters or e-mails;
- Upon request, we can make the information available in Braille, large print, translated into another language, or put on to audio cassette; and
- We will ensure that venues chosen for events are accessible and seek where possible to ensure that events are held at times which maximise the ability for people to find out the information they need and ask the questions they wish to ask.

Monitoring and Evaluation

3.18 We will monitor the techniques set out in this document and set out the findings in our Authority Monitoring Report normally published at the end of the calendar year. We will use this information to refine our consultation techniques where necessary.

3.19 The impact of this engagement strategy will be measured by assessing:

- How successfully the community and other stakeholders are able to find information on the Scarborough Borough Local Plan;
- The level of involvement of those who are least likely to be able to access services; and
- Respondents' satisfaction with the Council's overall consultation standards.

3.20 If it is required, we will review the Statement of Community Involvement. However, any review of the SCl will only be undertaken if this course of action proves to be necessary.

Further information

For more information please contact:

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Scarborough Borough Council
Forward Planning Team
Town Hall
St Nicholas Street
Scarborough
YO11 2HG

T: 01723 232480 or 01723 232323

E: localplan@scarborough.gov.uk

W: <http://www.scarborough.gov.uk/localplan>

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4 Community Involvement in Development Management

4 Community Involvement in Development Management

Introduction

4.1 In addition to setting out how the public will be involved in the policy making process, the SCI must also set out standards for community involvement in the Development Management process.

4.2 The general public usually only become involved in the Development Management process when they submit an application or enquiry or when they may be affected by, or otherwise interested in a proposal. The Development Management Service currently take extensive measures to ensure that the public are aware of issues which they may wish to comment upon. This section outlines the current processes for involving the community in Development Management issues. In addition to the community, many other organisations, stakeholders and interested parties also comment upon planning proposals and this is also addressed.

4.3 Scarborough Borough Council deal with the majority of planning applications for this area, however, there are a number of types of applications which the County Council have responsibility for determining. These include applications relating to waste and minerals, applications for development on County Council owned land or property (for example schools) and development relating to highways development and improvements (for example, the Reighton Bypass). Scarborough Borough Council are consulted on these but are not the determining body.

Pre-Application Consultation

4.4 The level of pre-application consultation depends upon the nature of the proposal. In the past, the Planning Service has respected the rights of potential applicants and pre-application negotiations have generally remained confidential. As such, little pre-application consultation has taken place beyond statutory or technical consultees, unless:

- the site was one where a Development Brief had been prepared, or
- the Developer had taken the decision to discuss the proposal with Town/Parish Councils, nearby residents, interested parties, etc, prior to the submission of a formal application.

4.5 The Planning Service does however, value community involvement in planning applications and considers that on major or contentious applications it would be beneficial for developers to seek to involve the community prior to the submission of a planning application, in order for important issues to be identified at an early stage. Two protocols/statements are currently being prepared. First is the Major Application Protocol and second, a Pre-application Community Engagement Statement. The Major Application Protocol will encourage applicants with significant and complex applications to carry out public consultation with appropriate sections of the community. The Pre-application Community Engagement Statement will identify the types of proposal where pre-application community involvement will be sought. This may relate to the size of the development site or its potential to impact on the local community. For example, a developer proposing a large residential complex may be required to hold a public exhibition.

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4.6 The statement will advise developers on the methods of community engagement relevant to the type of proposal. In cases where pre-application engagement is undertaken, even though not necessarily a statutory requirement, developers will be expected to submit with their application a statement of what action they have taken to involve the local community.

4.7 Additionally, an applicant who proposes a small extension to their property or a minor development, will still be encouraged to discuss the proposal with adjoining property owners at an early stage.

Who would be consulted on Pre-Applications

4.8 The Council will encourage developers of larger or contentious schemes to involve local communities, voluntary groups, and local businesses prior to the submission of a planning application. This will be achieved through developers being encouraged to undertake all or a mix of the following methods of information gathering appropriate to the site or proposal:

- hold public exhibitions;
- hold public meetings;
- consider use of surgeries to focus on particular issues;
- hold workshops to gather ideas and information;
- use websites to publicise schemes; and
- use the media to publicise schemes.

4.9 Although Planning Officers and Members may attend such consultation exercises, the initial dialogue at these community events must be with the community. Though officers and Members may be required to provide factual information (for example on relevant policy issues) they should not express an opinion on any given scheme at this stage in order for the local community and other interested parties to formulate an unbiased opinion of the proposal. This does not affect the general pre-application process between the Council and the developer, where officers will provide confidential guidance and advice on development proposals.

4.10 In certain circumstances, the Council may have already prepared a Development Brief relating to potential major developments. During the course of preparing such briefs, consultations will be carried out with relevant statutory consultees, other relevant bodies and neighbours. Whilst not directly related to a specific proposal, this does allow the public and other interested parties to comment on the principles of the development, prior to the submission of a formal scheme.

4.11 Additionally, Planning Officers encourage developers to discuss major proposals with relevant Town or Parish Councils at an early stage to address potential problems and issues, and to seek input where the provision of community based facilities is involved.

4.12 If there are other preferred ways of involving the community in the consideration of applications at the pre-application stage, then suggestions are welcomed and will be considered for inclusion in the protocol.

4 Community Involvement in Development Management

Additional Services on Pre-Applications

4.13 Fortnightly planning surgeries are being held at the Town Hall to assist customers with straightforward planning enquiries. There is normally a charge for these services. For details of surgery times or to arrange a meeting contact the Development Management Team on Tel. 01723 384314 or email planning.services@scarborough.gov.uk.

4.14 Guidance on this and arrangements for more formal or complex pre-application enquiries can be found on the Council's website.

Consultation on Planning Applications (Post Submission)

4.15 The Development Management section have a requirement to consult on planning applications and the table below - 'Statutory Requirements for Publicity for Applications' - sets out these requirements.

Nature of Development	Publicity Required and Consultation Timescale	Statutory Provisions
Application accompanied by Environmental Statement	Advertisement in local newspaper (21 days) and where applicable publication of the notice on the website (no time period defined)	Article 13, Part 2 of the DMPO 2010
Proposal departs from Development Plan	and Site notice (21 days)	
Development affecting public right of way		
Major Development	Advertisement in local newspaper (21 days) and where applicable publication of the notice on the website (no time period defined) and Either site notice (21 days) or neighbour notification (21 days)	Article 13, Part 2 of the DMPO 2010
Minor Development	Site notice (21 days) and/ or Neighbour notification (21 days)	Article 13, Part 2 of the DMPO 2010

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Development affecting the setting of a listed building	Advertisement in a newspaper (21 days) and Site notice (21 days)	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990
Development affecting the character or appearance of a conservation area ⁽¹⁾	Advertisement in a newspaper (21 days) and Site notice (21 days)	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990

4.16 The following paragraphs provide more information on how the statutory requirements are met and what, in addition to this, is carried out.

(a) List of Registered Applications

4.17 Details of registered planning applications are published on the Council's website: <http://www.scarborough.gov.uk/planning>.

(b) Neighbour Notification

4.18 Where possible, all directly adjoining properties will be notified about the submission of a new application. Neighbours will receive a planning consultation response form that enables a quick response to be given, stating whether the scheme is supported or opposed. However, the Council encourages comments to be made via our "Public Access" website or by e-mail to planning.services@scarborough.gov.uk.

4.19 The Officer will use his/her discretion (in conjunction with protocol ⁽²⁾) to consult non-adjacent neighbouring properties where it is considered that a proposal may have an impact (It is, however, important to note that anyone can write in and comment on a planning application, even if notification of the scheme has not been received from the authority). In cases where it is unclear who the adjoining landowner is, for example in rural locations, it is the practice of the Council to place appropriately located site notices. Site notices (now contain QR Codes ⁽³⁾ to provide quicker and easier access to information related to planning applications) are also posted if it is considered that a proposal may generate wider interest than the residents who are directly notified.

- 1 To ensure adequate consultation is carried out, where development is considered to not affect the character or appearance of a conservation area it will still be subject to the normal consultation requirements as set out under minor developments.
- 2 The protocol can be found on the Council's website at <http://www.scarborough.gov.uk/home/planning/further-guidance/planning-application-neighbour-notification-code-practice>
- 3 QR or Quick Response Codes are a type of two-dimensional barcode that can be read using smartphones and dedicated QR reading devices, that link directly to text, emails, websites and more. Smartphone users can install an app with a QR-code scanner that can read a displayed code and convert it to a URL directing the smartphone's browser to the planning application associated with that code providing specific information.

4 Community Involvement in Development Management

4.20 The Council is intent on reducing its paper output and the costs associated with it. As part of this ongoing programme of work, Planning Services intend to investigate solutions to enable digital correspondence (e.g. email) to replace printed letters wherever possible.

4.21 Consultees can view proposals/plans on the Council's website and at convenient locations within the major towns of Scarborough (Town Hall), Filey (Tourist Information Centre) and Whitby (Tourist Information Centre). Where an individual is unable to view the plans due to disability or age, he/she should contact Planning Services to see what alternative arrangements can be made. In addition, further information about any planning application can be obtained by contacting planning.services@scarborough.gov.uk or the Planning Support Team.

4.22 Generally, a statutory period of 21 days is allowed for the submission of comments, however, representations received after the deadline date may be considered if there is sufficient time prior to the determination of the application.

4.23 In addition to the statutory requirement for notices within the local press, the Council also publicises press notices where it is considered that an application may cause wider public interest than the immediate neighbourhood (who are notified by direct letter or site notice), due to the scale or nature of the development or site proposed. To further publicise the proposal, site notices are placed at one or more locations in the surrounding area of the proposed development.

(c) Statutory and Other Consultees

4.24 All statutory consultees will receive notification of relevant applications along with other organisations or bodies which can have a valuable input into the decision making process.

(d) Amendments and Alterations

4.25 Many applications are amended during the planning process following concerns from Officers, objectors or often the developer may wish to suggest an amendment. Although there is no statutory requirement to consult on revisions to planning applications, where amendments are likely to raise new issues, generate a requirement for further comment or have a greater impact than the original scheme, the Council will re-consult those who are likely to be affected by the changes.

(e) Committee Reports

4.26 Committee Reports are made available to the public on the Council's website five clear working days before Committee.

(f) Public Speaking

4.27 In some circumstances, planning applications have to be considered by the Planning and Development Committee. In these cases, the public are able to speak and express their concerns or support to Members of the Committee. Site notices and neighbour notifications refer to the public speaking scheme which can be found on the Council's website at <http://www.scarborough.gov.uk/publicspeaking>.

(g) Post Decision

Community Involvement in Development Management 4

4.28 All decision notices are available to view on the Council's website: <http://planning.scarborough.gov.uk/online-applications/>.

(h) Conservation Areas/Listed Buildings

4.29 In addition to the statutory measures explained above, relating to press and site notices, the Council may consult the local Civic Societies on Listed Building and Conservation Area applications.

Planning Appeals

4.30 On receipt of a valid appeal, the Council write to all parties who were consulted during the application stage along with any other persons or parties who have submitted comments and inform them of their right to make further representations to the Planning Inspectorate. All information from interested parties submitted, at the time of the application, is forwarded to the Planning Inspectorate.

4.31 For hearings and inquiries, the Council may put up a site notice(s) close to the land/property in question to publicise the details (date/time/location) of the hearing or inquiry.

4.32 There are no third party rights of appeal and only the applicant has the ability to appeal a decision.

Planning and Trees

(a) Making Tree Preservation Orders

4.33 When a Tree Preservation Order (TPO) has been made, the Council will proceed with a consultation exercise. In addition to writing to the statutory consultees, the landowner and all properties which are considered to be directly affected⁽⁴⁾ by the tree will be notified and given the opportunity to comment.

(b) Dealing with Applications to carry out works to Trees

4.34 Tree Preservation Orders - When an application is made to carry out works to a tree covered by a TPO, the Council will place the information on the Tree Register (the list is available on the Council's website). A site notice may be posted in order to notify interested parties.

4.35 A period of 21 days is allowed for the submission of comments. The Officer has delegated authority to determine the application within eight weeks.

4.36 Conservation Area Trees - There is no general consultation on works to trees within Conservation Areas, however, if it is decided to place a TPO on the tree, refer to paragraph (a) 'Making Tree Preservation Orders'.

4 Directly affected means, for example, by overhanging branches not that it is purely within their field of vision.

4 Community Involvement in Development Management

Enforcement

4.37 The Council has an Enforcement Strategy which can be accessed on the Council's website at <http://www.scarborough.gov.uk/Enforcement>. The public are able to write in and raise concerns. Following investigations, this can result in the submission of planning applications to regularise breaches. When this is the case, the community can become more involved like with all planning applications (see paragraph 'Consulting on Planning Applications').

Street Naming and Numbering

New Street Names

4.38 The developer of a site usually proposes new street names, although members of the public are also welcome to suggest names for consideration. Consultation then takes place with the Local Land and Property Gazetteer Manager, The Councils Finance Department and the Royal Mail Address Development Centre. If relevant, the Town or Parish Council will also be consulted. The developer, statutory undertakers and interested parties will then be notified of the name/s of the streets in writing.

Changing/Adding Street Names

4.39 If a request is received to change or add a street name to a previously unnamed road, the Local Land and Property Gazetteer Manager, The Councils Finance Department, the Royal Mail Address Development Centre and, if relevant, the Town or Parish Council will be consulted. Owners/Occupiers of the affected properties will be notified of the request in writing and asked for their views. All owners, statutory undertakers and interested parties will then be notified of the decision in writing.

Changing/Adding Property Names

4.40 If a request is received to change or add a property name, if relevant, any other owners/occupiers of the building will be notified in writing and asked for their views. The Local Land and Property Gazetteer Manager, The Councils Finance Department and the Royal Mail Address Development Centre will also be consulted. All owners, statutory undertakers and interested parties will then be notified of the decision in writing.

4.41 In some circumstances, the naming of streets or the change of street names has to be considered by the Planning and Development Committee. In these cases, the public are able to speak and express their views.

4.42 A guide to Street Naming and Numbering Policy is being prepared and when ready will be available on the Council's website.

Community Involvement in Development Management 4

Further advice from the Planning Department

4.43 Development Management Planning Officers at the Council are happy to be contacted to give guidance on whether your proposal would benefit from a community involvement exercise and how it may be achieved. The Development Management Service also has many leaflets and documents which provide advice and guidance on the planning process. For further information on what information is available please contact the Development Management Team or visit the Council's website.

Scarborough Borough Council
Development Management
Town Hall
St Nicholas Street
Scarborough
YO11 2HG

T: 01723 384314
E: planning.services@scarborough.gov.uk
W: <http://www.scarborough.gov.uk/planning>

Additional contact details:

North York Moors National Park
Planning Administration Officer
The Old Vicarage
Bondgate
Helmsley
York
YO62 5BP

T: 01439 772700
E: planning@northyorkmoors-npa.gov.uk
W: <http://www.northyorkmoors.org.uk>

4 Community Involvement in Development Management

Resources 5

5 Resources

5 Resources

Management and Resources

5.1 Production of the Local Plan 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 planned 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.

5.2 The Council's Forward Planning Team is responsible for producing the Scarborough Borough Local Plan. Development Management deal with planning applications and enforcement matters. Staff from within the Regeneration & Economic Development department, as well as from other Council departments will assist as required. Consultant professionals will occasionally assist Council Officers where necessary. We will endeavour to coordinate consultation activities to ensure the efficient use of resources.

5.3 The results of community involvement and resulting key planning decisions will usually be considered and approved by the Council's Cabinet. Each individual consultation exercise will be tailored to ensure effective consultation in light of available staff and financial resources at that time.

Review

5.4 Once adopted, the Statement of Community Involvement is intended to last for at least three years before a 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. Should there be any significant unforeseen changes which make an earlier review necessary, they will be considered at the earliest opportunity.

Glossary and Acronyms [A](#)

A Glossary and Acronyms

Appendix A Glossary and Acronyms

List of acronyms and technical terms used in this report.

Authority Monitoring Report (AMR)	A document which is prepared at least annually, that shows how the Council is performing against local indicators, and targets set out in the Local Plan documents.
Area Action Plan (AAP)	An Area Action Plan is focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy allows local authorities to set charges which developers must pay when bringing forward new development in order to contribute to the delivery of infrastructure to support development.
Community Strategy	This document sets the vision, priorities and objectives for the Borough and promotes the "economic, social and environmental well being" of the area. Produced by the Borough's Local Strategic Partnership.
Consultation	Consultation is a one-way process between the Council and its customers. Consultation asks people to express views by responding to communications in whatever form (electronic, face-to-face, telephone, postal). It does not involve any two-way process.
Development Brief	A Development Brief is a site specific document which provides planning guidance for a particular geographical area identified by the Council for potential development.
Development Management (DM)	The section of the Planning Service within Scarborough Borough Council that deals with planning applications. The Development Management Service is responsible for giving advice on proposals for new development, providing advice on whether or not a proposal constitutes development requiring planning permission and determining planning applications.
Development Plan	The term given to the collection of documents that are used to determine planning applications. The Borough Local Plan and other Local Plan documents will comprise the Statutory Development Plan.
Development Plan Document (DPD)	A document which formed part of the LDF, and which sets out the planning policy framework against which planning applications are assessed.
Engagement	Two way process aimed to empower communities by providing them with opportunities to have a voice about what they want in terms of service delivery for their community and local area, and providing them with mechanisms to help them to solve local problems.

Glossary and Acronyms A

Environmental Statement	An Environmental Statement aims to provide environmental information to the public and other interested parties regarding the environmental impact of proposed developments.
Forward Planning (FP)	The section of the Planning Service within Scarborough Borough Council that produces the Scarborough Borough Plan (formerly LDF) and other planning policy related documents.
Householder Development	Householder developments are defined as those within the curtilage of a dwellinghouse which require an application for planning permission and are not a change of use. Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes.
Large-scale Major Development (Major Development) (Proposal)	For dwellings, a large-scale major development is one where the number of residential units to be constructed is 200 or more. Where the number of residential units to be constructed is not given in the application a site area of 4 hectares or more should be used as the definition of a large-scale major development. For all other uses a large-scale major development is one where the floor space to be built is 10,000 square metres or more, or where the site area is 2 hectares or more.
Localism Act (2011)	The act aims to shift power from central government back to individuals, communities and councils. It contains provisions intended to simplify and clarify the planning system, including the abolition of regional strategies, a duty to cooperate (for neighbouring local authorities over planning issues), neighbourhood planning and the community right to build.
Local Development Framework (LDF)	The name that was given to the Local Plan between 2004 and 2011. The LDF was a portfolio of documents which was to provide the framework for delivering the spatial planning strategy for a local authority area.
Local Development Scheme (LDS)	The LDS explains the documents the Council will prepare as part of its Local Plan and the timetable for their preparation.
Local Plan	Part of the Development Plan used to make decisions on Planning Applications. It sets out how sustainable development will take place within the Borough of Scarborough. Neighbourhood Plans must be in conformity with the Local Plan.
Local Strategic Partnership (LSP)	A partnership of organisations from the public, private and voluntary/community sector.
Minor Development	For dwellings, minor development is one where the number of dwellings to be constructed is between 1 and 9 inclusive. Where the number of dwellings to be constructed is not given in the application,

A Glossary and Acronyms

	a site area of less than 0.5 hectares should be used as the definition of a minor development. For all other uses, a minor development is one where the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare.
Monitoring and Review	Periodic assessment of progress towards targets, aims and objectives. It may involve the alteration of policies, plans and strategies to meet with changed circumstances.
National Planning Policy Framework (NPPF/national policy)	The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable Councils can produce their own distinctive Local and Neighbourhood Plans, which reflect the needs and priorities of their communities.
Neighbourhood Development Order (Development Order)	A Neighbourhood Development Order enables the community to grant planning permission for the development it wishes to see.
Neighbourhood Development Plan (Neighbourhood Plan)	Town and Parish Councils can shape and direct sustainable development in their area by creating a vision and planning policies for the use and development of land in a neighbourhood. A Neighbourhood Plan forms part of the Development Plan for an area and must be in conformity with the strategic elements of the Local Plan.
Parish and Town Councils	The Borough of Scarborough has 39 Parish and Town Councils. They help to deliver decision-making to communities, using their local knowledge and commitment to help improve and resolve local issues.
Planning Inspectorate	The Planning Inspectorate for England and Wales is an executive agency of the Department for Communities and Local Government of the United Kingdom Government. It is responsible for determining final outcomes of planning and enforcement appeals and public examination of local development plans.
Yorkshire & Humber Regional Spatial Strategy (RSS)	The regional plan. It was to set out a broad development strategy for the region and was prepared by the Regional Assembly. The RSS was formally revoked on 22nd February 2013 following enactment of the relevant clauses of the Localism Act.
Small-scale Major Development	For dwellings, a small-scale major development is one where the number of residential units to be constructed is between 10 and 199 (inclusive). Where the number of dwellings to be constructed is not given in the application a site area of 0.5 hectare and less than 4 hectares should be used as the definition of a small-scale major development. For all other uses a small-scale major development is one where the floor space to be built is 1,000 square metres and

Glossary and Acronyms A

	up to 9,999 square metres or where the site area is 1 hectare and less than 2 hectares.
Statement of Community Involvement (SCI)	The SCI sets out the standards which authorities will achieve when they involve local communities in the preparation of Local Plan documents and in Development Management decisions.
Strategic Environmental Assessment (SEA)	An assessment of the environmental effects of a plan or programme. It is required by European Union Directive 2001/42/EC.
Supplementary Planning Document (SPD)	Elaborates on policies or proposals in the Local Plan and gives additional guidance.
Sustainability Appraisal (SA)	Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.
Sustainable Community Strategy (Community Strategy)	Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental, and economic well being of their areas. Through the Sustainable Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary, and community sectors. Responsibility for producing Sustainable Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.
The Cabinet	The Cabinet, either collectively or individually, may make decisions within the policy and budget framework set by the full Council. All decisions are made on the basis of reports containing advice from the Council's officers.
The Full Council	The Council is composed of 50 Councillors (Members). Councillors decide the Council's overall policies and set the annual budget.
Town and Country Planning (Local Plans) Regulations (England) 2012 (Regulations)	The regulations that set out the process by which the Local Plan and SPDs must be prepared.

A Glossary and Acronyms

Additional Information B

B Additional Information

Appendix B Additional Information

Useful Websites

Scarborough Borough Council - Local Plan:

www.scarborough.gov.uk/localplan

Scarborough Borough Council - Development Management:

www.scarborough.gov.uk/planning

Department for Communities and Local Government:

www.gov.uk/government/organisations/department-for-communities-and-local-government

Planning Aid:

www.rtpi.org.uk/planning-aid/

The Planning Inspectorate:

www.planningportal.gov.uk/planning/planninginspectorate/

The Planning Portal:

www.planningportal.gov.uk

Local Government Ombudsman:

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

Additional Information B

Scarborough Borough Council: Customer Service Centres

Scarborough Customer First Centre
Town Hall
St Nicholas Street
Scarborough
North Yorkshire
YO11 2HG

8.30am - 5.00pm - Monday, Tuesday, Thursday & Friday
9.30am - 5.00pm - Wednesday

Filey Tourist Information Centre
John Street
Filey
North Yorkshire
YO14 9DQ

9.30am - 4.00pm

Eastfield Community and Resource Centre
High Street
Eastfield
Scarborough
YO11 3LL

10.00am to 12.30pm & 1.00pm to 4.00pm - Monday and Friday only

Telephone

Call any of our offices on 01723 232323.
For Filey Evron Centre call 01723 512512.

Email

Our main customer email address is customer.first@scarborough.gov.uk
Opening times are subject to change. Please check the opening times using the contact details above before visiting.

B Additional Information

Consultation Bodies C

C Consultation Bodies

Appendix C Consultation Bodies

Specific Consultation Bodies

Please note, this list is not exhaustive and includes successor bodies where re-organisations occur. Where the Council does not consider a Specific Consultee will have an interest in the subject of the Plan they may not be consulted⁽⁵⁾.

- The Coal Authority
- The Environment Agency
- English Heritage
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Relevant Authorities:
 - North Yorkshire County Council
 - Ryedale District Council
 - North York Moors National Park
 - East Riding of Yorkshire Council
 - Hambleton District Council
 - Redcar and Cleveland Council
 - All Parish Councils in the Borough and those in adjoining districts which have a common boundary with the Borough
- Natural England
- Historic Buildings and Monuments Commission for England
- Strategic Rail Authority
- Highways Agency
- Relevant Telecommunications companies
- Strategic Health Authority
- Utility companies
- Sewage and Water undertakers

General Consultation Bodies

The full list of general consultees is constantly being updated and comprehensive updates occur during consultation exercises with the community. The following list categorises these consultees by type. A full list can be viewed at the Council Offices or, alternatively, if you wish to be added or check that you or your organisation are included, please contact the Forward Planning Team by e-mail at forwardplanning@scarborough.gov.uk or by telephone on 01723 232480.

- Voluntary bodies whose activities benefit any part of the Borough

5 Town and Country Planning (Local Plans) (England) Regulations 2012 18(2)(a) states that the Local Planning Authority should inform the 'specific consultation bodies the local planning authority consider may have an interest in the subject of the proposed local plan.'

Consultation Bodies C

- Bodies representing racial, ethnic or national groups
- Bodies representing religious groups
- Bodies representing disabled persons
- Bodies representing the interests of those carrying out business in the Borough
- Bodies representing young people
- Bodies representing elderly people

Other Consultation Bodies/Persons

Includes other national, regional and local bodies such as:

- Associated British Ports
- Age UK
- 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 the Yorkshire and East Yorkshire branches of the Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Civic Societies
- Community Groups
- Council for the Protection of Rural England
- Crown Estate Office
- Disabled Persons Transport Advisory Committee
- Equality and Human Rights Commission
- Fields in Trust
- Forestry Commission
- Freight Transport Association
- Friends of the Earth
- Gypsy Council
- Health and Safety Executive
- Fire and Rescue Services
- Internal Drainage Boards
- Local Transport Authorities
- Local Transport Operators
- National Farmers' Union
- 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
- Road Haulage Association

C Consultation Bodies

- Royal Society for the Protection of Birds
- Sport England
- The Home Builders Federation
- Traveller Law Reform Coalition
- Wildlife Trusts
- Women's National Commission
- Woodland Trust
- York Diocesan Board of Finance
- Yorkshire and the Humber TUC

Duty to Cooperate Bodies

- Environment Agency
- English Heritage
- Natural England
- Mayor of London (if appropriate)
- Civil Aviation Authority
- Homes and Communities Agency
- NHS England (North Yorkshire and Humber area team)
- Clinical Commissioning Groups
- Office of the Rail Regulator
- Highways Agency
- Transport for London
- Integrated Transport Authorities
- Highway Authorities
- Marine Management Organisation
- Local Enterprise Partnerships
- Local Nature Partnerships



www.scarborough.gov.uk

Scarborough Borough Council
Planning Services
Forward Planning
Town Hall
St Nicholas Street
Scarborough
North Yorkshire
YO11 2HG

T: 01723 232480

E: localplan@scarborough.gov.uk

W: www.scarborough.gov.uk/localplan



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