



*Suffolk Minerals & Waste  
Statement of Community Involvement*

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For more information about our minerals and waste planning policy go to:  
<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-applications/minerals-and-waste-policy/>

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## 1. Introduction

### What is a Statement of Community Involvement and why is it produced?

*The Statement of Community Involvement (SCI) is a statutory document which sets out how the **Suffolk County Council (SCC)** will involve the people and businesses of Suffolk:*

*-In shaping new planning policies (in the form of **Minerals and Waste Local Plans**) which will determine how future minerals and waste development is carried out in the county.  
-In helping us to make the right decisions on planning applications for minerals, waste and County Council developments.*

1. The Planning and Compulsory Purchase Act 2004 introduced major changes to the planning system, including the requirement to produce a **Minerals and Waste Development Framework (MWDF)** and an accompanying **Statement of Community Involvement (SCI)**. However, there are no current formal/regulatory requirements for preparing a SCI, so Councils have their own discretion as to how to do this. Similarly, there is no requirement for a SCI to be subject to an external examination (independent scrutiny) process (such as that for other planning documents, as carried out by the Planning Inspectorate). This Draft SCI demonstrates how these requirements will be met to ensure the community has the opportunity to be fully involved in the planning process.
2. The processes for consultation described in this SCI are all in conformity with national planning legislation and regulations, but also with broader legislation including:
  - The Data Protection Act 1998
  - The Equality Act 2010
  - The Freedom of Information Act 2000
  - The Human Rights Act 1998
  - The Environmental Information Regulations 2004

The County Council is committed to engaging individuals, interest groups and stakeholders in the preparation of the planning documents which it has a responsibility to produce. These planning documents will be the 'blueprint' for future minerals and waste development in the county and when consulting on planning applications for which the county council is the local planning authority.

3. The purpose of this SCI is to set out ways in which everyone can be involved from the earliest stages of the planning process. This SCI is itself being the subject of public consultation to ensure that people have a say in how the county council consult in the future.
4. The major changes in this document are as a result of the new regulations which govern the planning system, in so much as they relate to the process of plan making. [The Localism Act 2011](#) introduced the **Duty to Co-operate** and, although not a new principle, as plan makers and decision takers have always had responsibilities to engage with interested parties and those who may be affected by proposals, it does introduce more formal requirements to demonstrate that engagement has been active, constructive and on an ongoing basis.

## Why review the SCI?

5. The SCI was adopted by SCC's Full Council in May 2006 after consultation with the people and businesses of Suffolk and submission to the Secretary of State for approval. The document also set out how the SCI would be monitored and reviewed each year through the **Authority Monitoring Report (AMR)**.
6. Since the adoption of the SCI in 2006, a number of key changes have made it appropriate to produce a revised version of the document. These include changes in national legislation and general behavioural and cultural changes:
  - a. **Changes in National Legislation and Policy Guidance**

New legislation such as the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), the [National Planning Policy Framework 2012](#) and the [Localism Act 2011](#) has affected some of the statutory requirements set out in the SCI, or the way in which procedures are carried out. The Localism Act 2011 (Section 33a) introduced a new duty to co-operate in relation to the planning of sustainable development, and this was expanded in the National Planning Policy Framework 2012.
  - b. **Behavioural and Cultural Changes**

Since the SCI was first drafted in 2004, public willingness to view and respond to documents electronically has increased steadily. This willingness enables us to review our consultation methodology and identify where more cost-effective options may be implemented in the future.
7. Any changes to processes for either policy consultations or planning applications are subject to **Equality Impact Assessment**, as is this current document. The Equality Impact Assessment on this SCI document will be carried out once consultation responses are received, and identify certain actions to be taken corporately.

## The principles behind our community involvement

8. All the methods of public consultation used in both policy documents and planning applications contribute to the four-fold process of: community involvement, providing information, encouraging consultation and promoting participation.

### **The Commitment**

*"Suffolk County Council will ensure that all members of the general public, interest groups and local communities are engaged in the plan making process at the earliest opportunity. The methods of consultation used will vary to best suit the stage of plan making and the nature of the target audience. The County Council welcomes the input of all to the production of the Minerals & Waste Local Plan documents and will positively encourage people to participate"*

**Table 1: How the public engagement process works in a planning context**

<b><i>Providing Information</i></b>	<ul style="list-style-type: none"> <li>• Explaining how the planning system works for policy-making and decision-taking</li> <li>• Setting out the spatial planning and land use implications of various options</li> <li>• Using straightforward language</li> </ul>
<b><i>Encouraging consultation</i></b>	<ul style="list-style-type: none"> <li>• Inviting your comments at each stage of policy development</li> <li>• Expanding the range of consultees</li> <li>• Taking your comments on board in the next stage of policy development and in committee reports</li> <li>• Making it easier to participate</li> </ul>
<b><i>Promoting participation</i></b>	<ul style="list-style-type: none"> <li>• Providing opportunities for active involvement at local level</li> <li>• Making it easier for more people to have their say</li> <li>• Making participation an interesting and enjoyable experience</li> <li>• Demonstrating that participation shapes policy and informs decisions</li> </ul>

9. We also place great emphasis on transparency in planning processes, inclusiveness and commitment, as exemplified below:

**Table 2: Principles of Stakeholder Engagement**

<b><i>Inclusiveness</i></b>	To encourage the participation of all stakeholders who have an interest in, or who could be affected by, a planning decision. Particular efforts are to be made to involve those individuals/communities/groups who have often had little past input into the planning process.
<b><i>Transparency, openness and clarity</i></b>	To give stakeholders the information they need in ways they can understand easily, tell them where information is lacking or things are uncertain and indicate clearly what they can or cannot influence by contributing.
<b><i>Commitment</i></b>	To show respect for stakeholders by giving engagement the priority and resources it deserves, and listening to the responses.
<b><i>Accessibility</i></b>	To provide as many different ways as appropriate to allow people to be involved and have their say.
<b><i>Accountability/ Feedback</i></b>	To inform stakeholders how and why their contributions have or have not influenced the outcome and ensure they are kept informed of final decisions and the implementation of plans.
<b><i>Productivity</i></b>	The ultimate purpose of all engagement is to improve the operation of the planning system and increase the confidence of the public in the planning system.

## 2. Purpose of Participation

10. Planning affects everyone and all those involved in the system have a role to play in delivering effective and inclusive planning that happens in the right place at the right time. For development to be sustainable, communities need to be involved with developing the vision for their area and in the implementation of that vision.
11. The County Council is keen to ensure that all relevant organisations and members of the public are able to contribute ideas as to how that vision can be achieved and have an opportunity to comment on and be involved with the content and direction of minerals and waste planning in Suffolk. Good communication is therefore vital, and letting you know at the outset how we plan to do this is essential. The County Council plans to be as effective as possible to meet the statutory requirement for engagement with communities. In fact, the aim of our community engagement is: “To involve Suffolk communities in the preparation of the Minerals and Waste planning documents and in the county council’s planning application process to improve decision-making and to ensure outcomes that are sustainable and can be implemented locally”. The ultimate purpose of all engagement is to improve the operation of the planning system and increase the confidence of the public in the planning system.

### How you can get involved in planning decisions on policy-making and decision-taking

12. Everyone in Suffolk uses minerals in some form and discards waste. Therefore everyone in Suffolk is a stakeholder in these industries, and will be affected by the planning policy decisions taken in these areas, or by proposals for minerals and waste sites.

These are some ways in which you can get involved:

Read this SCI and other policy documents as they are published. Send us your comments:

**On line:** during the consultation period via the appropriate link on Suffolk County Council consultation page.

**By email:** to [planning@suffolk.gov.uk](mailto:planning@suffolk.gov.uk)

**By post** to Planning, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

Check **our website** at <http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/> for details of new proposals and let us have your views.

13. Read **site notices and newspaper announcements** to find out more about local proposals. **If you don’t have a computer:** You can use IT facilities for free (including accessible formats) in all local libraries, including some evenings and weekends (call 01473 263838 for more information). If you need help to view or understand documents or plans, remember that assistance is available in local libraries and that we can make information available in alternative formats or languages (see back cover).

### 3. Consultation on Minerals and Waste Local Plans



Planning involves making decisions about the future of our surroundings and the services provided. It affects everyone in the county, from those who live in towns to those in the countryside. It is a difficult balancing act between the need to develop and progress the county in which we live and ensuring that this happens in a sustainable way to minimise negative impacts and protect important environmental assets.

The planning system in England requires each local planning authority to prepare Plans outlining how development will be managed for that area. In the case of the county council the planning documents relate to minerals and waste.

#### Documents in the Minerals and Waste Development Framework

14. The three main steps in the local plan consultation procedure process are publication of the proposals for consultation; submission of the document to the Secretary of State and adoption following approval by the Planning Inspectorate. A new set of [Regulations](#) came into force in 2012, and these revert to the former terminology for development documents as **Minerals & Waste Local Plans**.

The plans on which we will be seeking community engagement:

- a. **The Minerals Local Plan and Waste Local Plan (formally known as Minerals and Waste Core Strategies);**
- b. **The Statement of Community Involvement;**  
**and**
- c. **The Sustainability Appraisals**

15. Under the terms of the regulations, the main steps in the local plan process are defined below:

**Publication** of the proposals for a local plan; the consultations and consideration of representations (regulations 18 to 20). Before publication takes place, SCC will have been through the preliminary stages of evidence gathering and will then present the issues, followed then by a preferred approach, such as preferred sites. Each stage in the consultation process informs the next.

**Submission:** the plan is formally submitted for approval to the Secretary of State with a summary of the main issues arising from the consultation and how these have been taken into account in the Submission document; this stage includes, if required, an independent Examination of the local plan by the Planning Inspectorate and publication of the recommendations of the Planning Inspector (regulations 22 to 25).

**Adoption** of the local plan by the local planning authority (regulation 26) following consideration of the recommendations made by the independent Planning Inspector.

- a. **Minerals and Waste Local Plans** (*produced separately for both Minerals and Waste*): these will be short, focused documents conveying the core policies for minerals/waste (i.e. those policies against which all applications will be considered). Typical core policies include those for environmental and landscape protection, and to minimise impacts on local communities (noise, dust, HGV movements etc.). **The Minerals and Waste Local Plans** must also set out key objectives and a monitoring framework, and all other key documents of the Framework must be in conformity with it;
  - b. **Minerals & Waste Development Scheme**: this is the 'project plan' which details how and when the constituent documents of the M&WDF will be produced. The County Council Minerals & Waste Development Scheme will be kept under review and available on Suffolk County Council website.
  - c. **Statement of Community Involvement**: this document explains how local communities, individuals, groups and any other interested parties can and will be involved in the preparation of the various M&WDF documents, and how their involvement is to be as easy as is practicable; and
  - d. **Sustainability Appraisals (incorporating Strategic Environmental Assessment)**: whilst not being a development plan document in its own right, this suite of documents will assess the social, economic and environmental impacts of the various documents in the Framework. SA/SEA is an ongoing, iterative process throughout the production of the core strategies and specific site allocations documents.
16. **Appendix 1** sets out the County's proposals for consultation on each of its proposed Mineral & Waste Development Plan Documents. It is not currently proposed to produce any Supplementary Planning Documents for minerals & waste planning matters.
17. However, should the County Council decide to produce any SPDs at a later date, they will be subject to six weeks' public consultation. Local communities, groups or bodies likely to be particularly interested in the SPD will be consulted proactively. The consultation results will be included in relevant committee reports to Cabinet, when are asked to approve the final version of any SPD.

#### 4. Public Engagement Opportunities

18. Publication of the [amended Town and Country Planning Regulations](#), which came into force in April 2012, has changed the way in which emerging planning documents are consulted upon. There is one programme of formal consultation, prior to the publication of the 'Submission Version' to the Secretary of State.
19. There are many opportunities for public engagement outside of the formal stages, which may be used. At the beginning of the decision-making process, engagement is crucial to gather opinions, evidence and ideas to establish what the issues are and what the options are for dealing with them. These options then need to be developed before a conclusion is reached as to the 'best option' for dealing with a particular issue taking into account the views of interested parties and those that may be affected by the plan. In the case of the county council, the plans are countywide and have the potential to impact on all residents.
20. Engagement needs to be proportionate to the resources that are available; therefore a pragmatic approach needs to be taken when considering the engagement exercises that are applied. At each stage of plan production engagement is undertaken to better understand the views and perceptions of interested parties.

21. Once the policies are implemented there is still opportunity for public engagement in the form of the yearly monitoring reports that are published on the web. It is important to monitor if and how the policies and proposals are being delivered, if they are not being used or development has not taken place as set out this monitoring would help to establish whether there is a need for a review. The plan making process is regulated and there are certain public consultation requirements that the county council has to abide by. These formal stages of consultation or engagement can be supplemented by other forms of engagement such as: workshops, targeted consultations, surveys, public meetings and information leaflets..

### Whom will we consult?

22. Consultation will be open to all to respond. The 2012 Regulations (Reg: 18) require us to consult appropriate specific and general consultation bodies, and an updated list of these is included as **Appendix 2**. (Reg: 18(2) (c)) also sets out that we should involve “*such residents or other persons carrying on business in the local planning authority’s area from which (we) consider it appropriate to invite representations*”.

23. Over time, the Minerals and Waste Planning team has built up an extensive database of organisations and individuals wishing to be involved in our consultations on minerals and waste policy documents. In addition to the specific and general consultees referred to above, consultees also include:

- Individuals with an interest in planning matters or who will be affected by the decision-making process for the Minerals & Waste Local Plans, some of whom may be:
- Residents who live within 250m of a proposed minerals or waste development, who will be contacted by Direct Neighbour Notification or
- Those who have previously responded to respective minerals or waste policy consultations or who have asked to be involved as a result of drop-in sessions or workshops.

24. Individuals or organisations wishing to be consulted can request to be added to the database at any time, or can ask to be removed from the database of consultees.

### Equalities

25. This SCI First Review document was subject to **Equality Impact Assessment** initial Screening exercise to ensure that any amendments were in accordance with Equality legislation.

26. Consultation with affected communities and local neighbourhoods is integral to the planning process where site specific considerations are identified. These vary depending on the plan and are generally tailored with each round of consultation. It is also important that all communities are given an opportunity to participate including those that may have participated historically the least in minerals and waste planning. We have already established a database of representative groups and organisations and will endeavour to provide the opportunity for all groups to be actively involved in all activities.

27. Utilisation of different techniques to engage all communities will be important, and forms part of the strategy of this SCI. Work will continue to identify suitable engagement methods and techniques. It is recognised that some groups within the community may be more difficult to engage in the consultation process. These hard to reach groups include

young people, disabled people and those of minority ethnic origin. Different techniques may be used to engage with such groups.

28. The council will comply with the general duty in the [Equalities Act 2010](#) and have due regard to the need to eliminate unlawful racial discrimination and promote equality of opportunity and good relations between persons those with protected characteristics as defined in the Act and those without. The council also has a role to play in the promotion of community cohesion and will comply with the Equalities Act by not discriminating against protected characteristic groups and providing an equal quality of service.

### **Reaching the seldom heard**

29. The seldom heard are those people least likely to make their views known through public consultation and who often miss out on information because they do not belong to a recognised organisation or group. Direct neighbour notification and drop-in sessions are recognized as being our most successful method of reaching the seldom heard, together with the involvement of existing local parish councils.

30. Those who fall into the seldom heard category are:

- People of working age who, due to work and family commitments, have very limited periods of free time in which to involve themselves in wider issues (the time-limited)
- People of school age who are too young to belong to recognised consultation organisations
- People of limited mobility, through either age or disability
- People whose first language is not English
- People with sight or hearing impairment
- People without a permanent address including gypsies and travellers, and those who through circumstance or life-style choice have no fixed contact address.

### **How long will consultations last?**

31. SCC proposes to consult for the statutory six weeks. This is in line with Suffolk's district and borough councils and with neighbouring county councils.
32. [The 2012 Regulations \(Reg: 17\)](#) confirm that the period for consultations must be not less than six weeks from the day on which a statement of the representations procedure is published. This is in agreement with the timeframe set out in the [2004 Regulations](#) . If the consultation period unavoidably runs over a holiday period or in conjunction with another major consultation, consideration would be given to extending this period. For example, consultations over August will be extended to eight weeks in length.

## **5. Consultation on planning applications**

33. The public already has the right to comment on planning applications, and the [Planning and Compulsory Purchase Act 2004](#) reinforced this right by requiring local authorities to set out in their Statements of Community Involvement how the public would be involved at each stage of the planning application process, and to monitor this through the Annual Monitoring Review process.
34. Recent legislation (specifically the [Localism Act 2011](#)) has further strengthened the opportunities for public involvement in the planning application process: it is expected that

the Localism Act will place a statutory requirement on applicants to undertake pre-application consultation on applications for major developments in the future (so far as they require or authorise the making of provision in a development order).

35. In addition, SCC has implemented a new system for handling planning applications in a more speedy and cost-effective way. This will bring about some changes in the way in which consultation with the public is handled. All applications can be viewed in full on line on the SCC website, but also at local council offices throughout the County, where a range of accessibility options are available to improve the way in which applications can be examined.
36. There are certain statutory requirements for consultation on planning applications. This includes a combination of site notification, press advertisement and neighbour notification. The exact requirements vary, depending on the scale and nature of the development proposed. The County Council's current practice on notification is set out in the adopted Development Control Charter (available on the website at <http://www.suffolk.gov.uk/planning-and-environment/planning-applications/submit-a-planning-application/>)
37. In general, the current practice is to go beyond statutory requirements and to erect site notices as well as carry out neighbour notification where considered necessary by the case officer (only one or other of these measures is required by law). For major developments, press notices are also placed in a paper circulating in the locality.
38. Applications are advertised as being available for inspection at the appropriate District/Borough Council Office as well as the County Council's headquarters at Endeavour House in Ipswich. The case officer's name and telephone number is made known in notification letters or public advertisement so that personal contact with the most appropriate officer is possible. Also available in the Development Control Charter is the guide to making views known to the Development Control Committee, including arrangements for speaking at Committee for up to 5 minutes.
39. Fourteen Councillors sit on the Development Control Committee, which meets usually eight times a year. Agendas and Committee reports are made available on the Council's website five days prior to a meeting. Earlier Committee reports and minutes are also available on the website.
40. The Government has indicated that it expects developers to have carried out more consultation with local residents, and statutory and non-statutory consultees before planning applications are submitted than is currently the case. The extent of such consultation will vary, depending on the nature and scale of the proposals. It is expected that, through the normal pre-application discussions, the County Council will agree appropriate consultation strategies with developers, local communities (parish councils) or, where they are in place, community liaison groups associated with minerals sites.
41. For applications that will be viewed by the County Council in consultation with the developer and/or parish councils and community liaison groups (where they exist) as significant by virtue of the following factors:
  - a) size;
  - b) location;
  - c) potential environmental impact(s);
  - d) potential controversy locally; or
  - e) if it is a departure from the Development Plan,

Prospective developers will be encouraged to provide a statement of the pre-submission consultation which they have undertaken, alongside their application.

42. Because each mineral and waste development is unique, it is not appropriate to have series of thresholds, exceedance of which would automatically trigger the need for a pre-submission consultation statement. It is instead considered more sensible to decide this on a case-by-case basis. However, the following three development types will always require a pre-submission consultation statement:
- a. Minerals or landfill sites covering an area in excess of 15 hectares, when taking into account any existing or restored site area;
  - b. A proposed mineral or waste landfill site within an Area of Outstanding Natural Beauty or the Broads;
  - c. Sites which have previously been subject to proposals which have been rejected.
43. The County Council has always encouraged applicants to discuss proposals with officers prior to submission. This is good practice and helps to ensure that:
- a. sufficient and appropriate information accompanies the application;
  - b. delays are minimised in handling the application because there should be no need to hold up statutory consultations; and
  - c. any issues of particular importance can be highlighted, giving the applicant time to address them properly.

Table 3 below sets out the public engagement strategy for planning applications received/made by the County Council. The results of any such consultation will be reported to and taken into account in decisions made by, and on behalf of, the Council:

**Table 3: Public engagement strategy associated with planning applications**

*(NB: this applies to all types and sizes of planning applications)*

Stages of proposal	Purpose of consultation	Methods for gaining publicity	Outcomes
<p><b>Pre – application</b></p> <p>Pre-application engagement required where there are issues of scale, proximity to an AONB or controversy, regardless of whether or not the proposal is contrary to local policy</p>	<ul style="list-style-type: none"> <li>• Opportunity for informal and continuing involvement with community and statutory &amp; non-statutory consultees</li> <li>• Raise awareness</li> <li>• Receive and share information</li> <li>• As a pre-cursor to any Environmental Impact Assessment (EIA) scoping exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage applicants to take lead by promoting exhibitions/ presentations/ media coverage</li> <li>• Make use of existing liaison groups where they are established</li> <li>• Encourage parish and town councils to engage with the above processes</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback of the pre-submission exercise included within submission of planning application including any changes made as a result of engagement process</li> </ul>

<p><b><i>Application and determination</i></b></p>	<ul style="list-style-type: none"> <li>• Formal submission giving rise to requirement to consult with statutory &amp; non-statutory bodies</li> <li>• Further consultation with relevant bodies and local communities in relation to any significant amendments made prior to determination</li> </ul>	<p>Statutory and associated best practice publicity measures</p> <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Site notice(s)</li> <li>• Neighbour notification</li> <li>• Web-based access</li> <li>• Press/media release by applicant</li> <li>• Further opportunity for consultation with local communities</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation responses summarised in the report to Committee</li> <li>• Opportunity to speak at Committee</li> <li>• Possible site visits before taking decision</li> <li>• Consideration of how issues can be resolved</li> </ul>
<p><b><i>Post decision</i></b></p>	<ul style="list-style-type: none"> <li>• Foster good relationships with local communities and stakeholders by advising of decisions made</li> <li>• Establish links with community through Liaison Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with local residents, parish councils &amp; stakeholders, led by both applicant and planning authority through liaison groups</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing engagement with community throughout life of the development.</li> <li>• Self/community monitoring leading to higher standards of control</li> </ul>

## 6. Reporting Back

44. The results of community involvement 'events' (e.g. meetings with site liaison groups or local community groups) will also be recorded and will be used to inform the final decision on DPD content by the Council's Cabinet. When each of the Development Plan Documents are formally submitted for examination, they will be accompanied by a *statement of compliance*. The Statement of Compliance will set out how the County Council has met the statutory requirements.

## 7. Joint working

45. The seven district and borough councils in Suffolk also have to prepare SCIs and consult widely during the preparation of the various constituent documents of the Local Plan. In order to minimise duplication, maximise resources and minimise consultation fatigue amongst key consultees, the County Council will work closely with the districts/boroughs in Suffolk to ensure that as much joint working as possible takes place whilst meeting the requirements of relevant anti-discriminatory legislation, including the [Race Relations Act 2000](#), the [Disability Discrimination Act 1995](#) and the [Equality Act 2010](#).

46. Particular efforts for joint working will be made when consulting "hard to reach" marginalised groups such as those identified in the Suffolk Association of Voluntary Organisations contact list under diversity in the following categories: disability, age (young and old), ethnicity and race, gender and sexual orientation. A database of "hard-to-reach" groups has been established and will be updated regularly. The County Council will also continue to work closely with the other Waste Planning Authorities in the East of England (Norfolk, Essex, Cambridgeshire, Bedfordshire and Hertfordshire) to minimise unnecessary duplication and share best practice. SCC are members of the East of England Aggregates Working Party (AWP).

## 8. APPENDIX 1: Proposed consultation arrangements for producing Minerals and Waste Development Documents in Suffolk

*(NB: There will not be any significant differences in the consultation arrangements for minerals DPDs and waste DPDs. The interests of relevant industry groups, local communities and parish councils etc. will vary depending on whether the DPD relates to minerals or waste, but the methods of consultation used for the different DPDs will vary little.*

<b>Key milestones</b>	<b>Reason for consultation and target audience</b>	<b>Examples of methods of consultation to be carried out</b>
<b>Review need for and scope of Review, Evidence gathering, identifying issues and deciding on the Scope</b>	Consult with the four "Environmental Authorities" (under SEA Regulations) to assess Scoping Report, availability of baseline information and to identify any areas of information that are unavailable.	Consultation by letter and, if thought appropriate, meetings with the individual agencies at a regional and/or local level.
<b>Produce informal Issues/Options report(s)</b>	<p>Description of possible options for meeting national and regional waste strategy requirements and mineral extraction requirements.</p> <p>All stakeholders will be consulted with including local communities and liaison groups, industry bodies and "hard to reach/ marginalised" groups (including ethnic minority groups, teenagers and the elderly).</p>	<p>The informal Issues Report(s) will be published on the website, and sent to all 'environmental authorities' and consultees (as listed in Appendix 2 below).</p> <p>Under current regulations, press release is no longer a requirement to publish a formal public notice of a forthcoming consultation in the press. However, this method is under review, and a press release, if required, will be prepared alongside local advertising to raise awareness more generally in the county.</p> <p>The ongoing advice of the bodies such as the County Council's Diversity Team, Suffolk ACRE, Suffolk Inter-Faith Resource, Age UK, Community Action Suffolk, the Ipswich and Suffolk Council for Racial Equality and the Suffolk Association of Voluntary Organisations (SAVO) to establish the most effective ways such groups can be consulted. This will assist in direct liaison with faith/community leaders.</p> <p>Consultation with the "hard to reach" groups will be undertaken by direct contact (by letter and/or press appeals, if thought appropriate) with such groups, invitations for co-ordinating representatives to attend focus group or similar forums or attendance at representative group meetings as appropriate.</p>

<b>Key milestones</b>	<b>Reason for consultation and target audience</b>	<b>Examples of method of consultation to be carried out</b>
<b>Consult on Issues/Options</b>	<p>To engage local communities in the plan production process as fully as possible, and at the earliest possible stage.</p> <p>Report to Environment, Waste &amp; Economic Development Committee, and discuss with Environment, Waste &amp; Economic Development Portfolio Holder of Suffolk County Council.</p> <p>Meetings with existing Sites Liaison Groups to debate issues as above.</p> <p>Consult "Suffolk Speaks" panel on Issues and Options.</p> <p>Set up meeting(s), chaired independently, for a representative sample of the general public.</p> <p>Round Table debate with key stakeholders on Issues and Options.</p> <p>Comments will be accepted at any time, but there will be a six-week period for making formal representations.</p>	<p>Community Area Workshops representative areas to debate issues and options, especially the possible nature, scale, number and location of mineral workings/waste management facilities.</p> <p>Report and follow-up meeting(s) with Committee members and Portfolio Holder.</p> <p>Letters, followed up with meetings, if thought appropriate.</p> <p>Comments accepted by letter and via e-mail/website.</p> <p>Publication of newsletters, flyers and leaflets is not a statutory requirement under either previous or current Regulations. The County Council will use these methods whenever it believes that this will be an appropriate and cost-effective method of communication.</p>
<b>Cabinet to agree preferred option</b>	<p>To fulfil the regulatory need for the County Council's executive body to give approval to Preferred Option.</p>	<p>Report to Cabinet on responses to consultation. Stakeholders to be informed of outcome and preferred option to be placed on website.</p>

<b>Key milestones</b>	<b>Reason for consultation and target audience</b>	<b>Examples of method of consultation to be carried out</b>
<p><b>Publish preferred option and draft plan for formal consultation period</b></p> <p><b>Produce Draft Sustainability Appraisal Report incorporating the SEA Directive requirements</b></p>	<p>Six-week period for making formal comments by letter and via e- mail/website.</p> <p>Target audience is all interested parties/stakeholders.</p>	<p>All stakeholders and those who made representations at the informal consultation stage to be sent copy of preferred Options Report and accompanying Sustainability Appraisal Report, and comments sought.</p> <p>Copies of documents available on website, at main council offices, public libraries and in hard copy for sale.</p> <p>Exhibitions to be arranged in the main areas of mineral extraction/waste management operation and where specific developments are proposed. Times to be convenient to working people and to be held in accessible venues.</p> <p>Opportunities to be taken for encouraging media coverage of the plan and its contents via press releases and advertisements where appropriate.</p> <p>Statutory notices to be placed in newspapers as set out in the Regulations and six-week period given for formal comments.</p>
<p><b>Cabinet to consider consultations and to agree submission of plan to Secretary of State for Examination</b></p>	<p>To fulfil the regulatory requirement for approval of Full Council for submission to Secretary of State.</p>	<p>Reports to Cabinet and Full Council.</p>
<p><b>Submit Draft Document for examination</b></p>	<p>To fulfil regulatory requirement.</p>	<p>Formal period of six weeks for representations to be made on the plan. All consultees who have made representations will be made aware, and appropriate advertising will generate wider publicity. Copies of the Document will be available on website and at the county and district council offices in Suffolk.</p>

<b>Key milestones</b>	<b>Reason for consultation and target audience</b>	<b>Examples of method of consultation to be carried out</b>
Examination in Public	<p>The County Council will make arrangements for the examination of the DPD to consider the soundness of the plan. An independent Inspector will be appointed by the Secretary of State to conduct the examination.</p> <p>The Inspector will consider all representations made to the plan and determine the procedures to be adopted at the examination (e.g. written representations only, round table discussions, hearings and/or formal inquiry). Objectors will have the right to appear at an oral hearing should they wish to do so.</p> <p>Although the final decisions will be down to the individual Inspectors, it is anticipated that the approach to public examinations will be largely informal (rather than the adversarial approach which often predominated under the old planning system). Where public examinations are to be held, objectors will always be able to attend and normally able to address the examination.</p>	<p>Dates of any pre examination meetings will be published on the Council's website and in the local press.</p> <p>Examination dates will also be published on the Council's website, and there will be wide publicity.</p>
<b>Adopt Plan</b>	<p>To fulfil regulatory need.</p> <p>Target audience: all stakeholders.</p>	<p>Publish adopted plan on website and send copies to stakeholders and those who made representations at Examination.</p>
<b>Annual Authority Monitoring Report</b>	<p>To inform all stakeholders of progress in preparation of M&amp;WDF documents.</p> <p>A hard and/or electronic copy and will be sent to "environmental authorities" and key stakeholders for information and comments.</p>	<p>This will be made available on the Council's website, and will be e-mailed/posted out to key stakeholders.</p>

## 9. APPENDIX 2: Consultees on the Minerals and Waste Local Plans

### The current Regulations require us to consult:

- a. such of the specific bodies as we consider may have an interest in the subject of the proposed document;
- b. such of the general consultation bodies as we consider appropriate and
- c. such residents or other persons carrying on business in the area from which we consider it appropriate to invite representations.

### a) Specific Consultation Bodies

- A relevant authority any part of whose area is in or adjoins Suffolk, namely:
  - *Suffolk District Borough or City Councils*
  - *Suffolk Parish or Town Councils*
  - *Neighbouring County Councils*
  - *Neighbouring Unitary Authorities*
  - *Neighbouring Districts or Boroughs*
  - *Neighbouring Parish/Town Councils Police Authorities.*
- The Coal Authority
- The Environment Agency
- Historic England
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Any person who owns or controls electronic communications apparatus situated in any part of Suffolk
- Any person to whom the electronic communications code applies (under section 106(3)9a) of the Communications Act 2003
- Any of the following exercising functions in Suffolk:
  - A Primary Care Trust established under section 18 of the NHS Act 2006 or continued in existence by virtue of that section;
  - A person to whom a license has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
  - A person to whom a license has been granted under section 7(2) of the Gas Act 1986;
- Sewerage undertakers
- Water undertakers
- The Homes and Communities Agency

**Also:**

- Greater London Authority
- Appropriate government departments, including Defra, MOD, Department for Transport etc.

**b) General Consultees**

- Voluntary bodies some or all of whose activities benefit any part of Suffolk Bodies which represent the interests of different racial, ethnic or national groups in Suffolk
- Bodies which represent the interests of different racial, ethnic or national groups in Suffolk
- Bodies which represent the interests of different religious groups in Suffolk
- Bodies which represent the interests of disabled persons in Suffolk
- Bodies which represent the interests of persons carrying on business in Suffolk
- Age UK
- Airport operators
- British Geological Survey
- Canal and River Trust, canal owners and navigation authorities
- Centre for Ecology & Hydrology
- Chamber of Commerce, local CBI and local branches of Institute of Directors
- Church Commissioners
- Civic societies
- Civil Aviation Authority
- Community groups
- Crown Estate Office
- Design Council
- Dedham Vale AONB
- Stour Valley Project
- Suffolk Coast & Heaths AONB
- Diocesan Board of Finance
- Disabled Persons Transport Advisory
- Environmental groups at national, regional and local level, including:
  - Council for the Protection of Rural England;
  - Friends of the Earth;
  - RSPB
  - Wildlife Trusts
  - Local Wildlife Action Group
- Equality and Human Rights Commission
- Fire and Rescue Services

- Friends, Families & Travellers
- Fields in Trust
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Home Builders Federation
- Learning and Skills Councils
- Local transport authorities
- Local transport operators
- Mineral Products Association
- Passenger transport authorities
- Passenger transport executive
- Police architectural liaison officer/crime prevention design advisors
- Port operators
- Post Officer Property Holdings
- Rail Freight Group
- Road Haulage Association
- Skills Funding Agency
- Waste Industry
- Sport England
- Transport for London

**b) Other Consultees**

Such residents or other persons carrying on business in the area from which the County Council considers it appropriate to invite representations, e.g. previous respondees and Direct Neighbour Notification consultees.

To ensure compliance with the Duty to Co-operate introduced by the Localism Act 2011, in relation to the planning of sustainable development, the following relevant bodies will be consulted in addition to the specific consultees:

- Network Rail
- New Anglia Local Enterprise Partnership
- Greater Cambridge Local Enterprise Partnership
- Wild Anglia
- Mayor of London
- NHS England (National Health Service Commissioning Board)
- NHS Ipswich & East Suffolk Clinical Commissioning Group
- NHS West Suffolk Clinical Commissioning Group

## 10. APPENDIX 3: Glossary of Terms (terms in *italics* are explained elsewhere in the Glossary)

**Annual Authority Monitoring Report:** supporting the *Minerals & Waste Plan*, the annual authority monitoring report will assess the implementation of the Minerals & Waste Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

**Core Strategy:** sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*

**Development Plan Documents:** *Spatial planning documents* that are subject to independent examination will form the *development plan* for a local planning authority area for the purposes of the 2004 Planning & Compulsory Purchase Act.

**Focus Group:** a group of people who have been brought together to discuss a particular subject in order to solve a problem or suggest ideas. Members for the focus groups will be selected by public consultation experts MORI from the existing “Suffolk Speaks” panel.

**Local Development Documents:** the collective term for *Development Plan Documents*, *Supplementary Planning Documents* and the *Statement of Community Involvement*.

**Local Plan:** the name for the portfolio of *Local Development Documents*. It consists of *Development Plan Documents*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Authority Monitoring Reports*. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area.

**Local Development Scheme:** sets out the programme for preparing *Local Development Documents*.

**Minerals & Waste Plan:** the name for the Plan for Minerals & Waste issues and a responsibility of County Councils.

**Minerals & Waste Development Scheme:** sets out the programme for preparing *Minerals & Waste Development Documents*.

**Proposals Map:** the adopted proposals map illustrates on a base map all the policies contained in *Development Plan Documents*, together with any saved policies. It must be revised as each new *Development Plan Document* is adopted and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map must accompany submitted *Development Plan Documents* in the form of a submission Proposals Map.

**Site(s) Liaison Groups:** These can be formed in relation to any mineral and/or waste operation (e.g. a quarry or landfill etc.). Their aim is to encourage honest and open dialogue between the site operator, the local community, and professional officers of the County and/or District Council (all of whom are normally represented on Groups), to advance the understanding of respective interests, needs and expectations during the lifetime of the operation.

**Spatial planning documents:** planning documents that influence the use of land (e.g. by allocating land for waste management operations).

**Specific site allocations:** allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

**Stakeholder:** any person, group or organisation that has an interest in a development activity, project or programme. This definition includes both intended beneficiaries and intermediaries, winners and losers, and those involved or excluded from decision-making processes

**Statement of Community Involvement:** The Statement of Community Involvement sets out the standards to be adopted by the Council for engaging the community and key stakeholders in the plan-making process.

**Strategic Environmental Assessment:** a generic term used to describe environmental assessment as applied to policies, plans & programmes.

**Supplementary Planning Documents:** provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the *Development Plan* and are not subject to independent examination.

**Sustainability Appraisal:** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all *Local Development Documents*.

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