



WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent CT14 7DP

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Tel: 01304 362363

Dated this day 7th August 2025

To Councillors: Cllr M Simpson, Cllr J Murray, Cllr K Lee, Cllr S Waite-Gleave, Cllr T Grist, Cllr R Blackwell, Cllr T Bond

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You are hereby summoned to attend a meeting of the Planning Committee to be held on Tuesday 12th August 2025 at Elizabeth House, 32 St Mary's Road, Walmer, CT14 7QA at 7.00pm to transact the business set out below.

**Roland Aldred
Town Clerk**

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AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a Member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a Member is declaring an Other Significant Interest (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

3. OPENNESS & TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This into the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast meetings of the Council or a committee is responsible for any claims or other liability from them so doing.

4. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Attach 1

5. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the meeting held on 8th July 2025.

Attach 2

6. MATTERS ARISING FROM MINUTES NOT COVERED ELSEWHERE

7. PLANNING DECISIONS

To receive a report on decisions received from DDC.

8. PLANNING APPLICATIONS – NEW

- I. **DOV/25/00763 - 6 Greenacre Drive, Walmer, Deal, CT14 7UQ**
Crown reduce by 2-3 metres back to previous points but maintaining growth where possible of one Horse Chestnut (T1), re-pollard one Holm Oak (T2) crown reduction of 2 to 3 metres in height and spread of one Sycamore (T3), all the subject of Tree Preservation Order No. 1 of 1965.
- II. **DOV/25/00800 - Castle Cottage, 30 Wellington Parade, Walmer, Deal, Kent**
Variation of condition 2 (approved plans) of planning permission 24/01206 (Erection of single storey rear extension with erection of a link and roof extension to existing outbuilding and existing roof, along with associated external alterations.) To allow changes to external wall, pitched roof, insertion of rooflights and removal of window
- III. **DOV/25/00865 - 24 Warwick Road, Walmer, Deal, Kent**
Erection of single storey rear extension, insertion of dormer window to side elevation to facilitate loft conversion and alterations to front bay windows (Existing conservatory and side entrance porch to be demolished)
- IV. **DOV/25/00858 - 49 The Strand, Walmer, Deal, Kent**
Replacement glass balustrade
- V. **DOV/25/00876 - Land Next To Whiteville Lawn Road, Walmer, Deal, Kent**
Variation of condition 2 (approved drawings) of planning permission 21/01606 for (Erection of 2no. detached dwellings (existing outbuildings to be demolished) to allow changes of the roof material from tiles to standing seam

9. LOCAL PLANNING PROCESS

- I. To review Dover District Council's Statement of Community Involvement and make any comments in regard to its implementation.

Attach 3

10. DATE OF NEXT MEETING

Tuesday 9th September 2025 at 7pm



A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

When recommendations are made by the planning committee to the local planning authority, it will need to be submitted under one of the categories as shown below.

1. Support- Actively support approval of the application based on the following

- a. Material Grounds.
 - i. Material grounds include but are not limited to
 - 1. Local, strategic or national planning policies and policies in the Development Plan
 - 2. Government and Planning Inspectorate requirements - circulars, orders, statutory instruments, guidance and advice
 - 3. Local financial considerations offered as a contribution or grant
- b. Follows the Local Plan
- c. Follows the National Planning Policy Framework
 - i. This will also need to refer to the relevant section from the NPPF

2. No Objection- Recommend that the application is approved with no objections based on any of the above grounds.

3. Objection- Actively object to the application based on the following

- a. Object to the application based on material grounds
 - i. Material grounds include but are not limited to
 - 1. Loss of sunlight
 - 2. Overshadowing/loss of outlook
 - 3. Overlooking and loss of privacy
 - 4. Noise or disturbance
 - 5. Loss or effect on local conservation and biodiversity
 - 6. Effect on listed buildings and conservation areas
- b. Breaches the Local Plan
- c. Breaches the National Planning Policy Framework
 - i. This will also need to refer to the relevant section from the NPPF

4. No Comment- Council either does not or feels it cannot make comment on the application.

Conditions

Conditions can be suggested by Walmer Town Council to Dover District Council to be added to any application, including Tree Protection Orders and standard planning applications.

Examples of:

Tree Protection Orders

- 1. Tree works may not go-ahead during bird nesting season
- 2. In areas such as those with tree protection orders; successful applications will need to ensure that replacement trees are substantial sized and not small and immature.

Examples of:

Standard Planning Applications

1. DOV/23/01157 -Site at Cross Road, Deal

No properties at this location are to be sold by the developer until the supporting infrastructure has been completed.

2. DOV/23/01157 -Site at Cross Road, Deal

Walmer Town Council would like to put forward a condition that insists on retaining the 30% affordable housing as laid down in the original agreement.

An Example of:

Combined Application

1. DOV/23/00553 - 17 Church Street Walmer CT14 7RX

Conditions are added to mitigate the risk of flooding as this area used to be a pond, suggestion would be a 'slow the flow' measure on the down pipes. A condition would need to be added for the replacement of the three trees being removed and that the construction plan includes within the traffic management a plan to prevent large lorries from arriving/delivering or being on site outside of the hours of 10-3 due the narrowness of the road.



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Draft Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 8th July 2025 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

- Cllr J Murray (Chair)
- Cllr R Blackwell
- Cllr T Grist
- Cllr T Bond
- Cllr M Simpson
- Cllr S Waite-Gleave

Officers present: John Miles (Administration Officer)

143. APOLOGIES FOR ABSENCE

Cllr Lee offered apologies that were accepted.

144. DECLARATIONS OF INTEREST

None Submitted

145. OPENNESS AND TRANSPARENCY

All those present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

146. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

147. MINUTES OF THE PREVIOUS MEETING

Resolved – That the minutes be accepted as a true and accurate record.

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For: 6 Against:0 Abstain: 0

148. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

149. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
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25/00480	12 Channel Lea Walmer CT14 7UG	Split Decision	<p>Strongly Object- Walmer Town Council Objects to this application on the following grounds.</p> <p>i. The trees indicated in the application appear to be healthy.</p> <p>ii. Removal of the trees will adversely affect the amenity value of the street.</p> <p>iii. No arboricultural evidence has been provided.</p> <p>iv. The trees do not seem to be a danger to the house in their current location.</p> <p>v. There is no excessive shading as indicated in the application</p>	2 x Holm Oak (T1 and T3) fell to ground level; Lime (T2) crown reduce by 2-3 metres in height by and by 1-2 metres laterally; Sycamore (T4) fell to ground level, all the subject of Tree Preservation Order No 1 of 1965.
25/00462	13 Balfour Road Walmer Deal CT14 7HU	Grant Planning Permission	No Objection	Erection of a single storey rear extension, insertion of windows to side elevation (existing conservatory demolished)
25/00256	Flat 1, Little Sheen 236 Dover Road Walmer CT14 7NP	Grant Planning Permission	<p>Walmer Town Council Supports this application after considering updated advice from Historic England regarding energy efficiency saving in conservation areas.</p> <p>https://historicengland.org.uk/images-books/publications/adapting-historic-buildings-energy-carbon-efficiency-advice-note-18/heag321-adapting-historic-buildings-energy-carbon-efficiency/</p>	Replacement PVC windows
25/00192	Neuk 80 Liverpool Road Walmer CT14 7NL	Grant Planning Permission	No Objection	Erection of a first-floor side extension over existing garage and living room.
25/00551	16 Court Road Walmer Deal Kent CT14 7RG	Grant Planning Permission	No Objection	Erection of single storey rear and side extension (Existing side and rear extension to be demolished)
25/00375	181 Dover Road Walmer CT14 7NB	Certificate Existing Granted	<p>No Objection</p> <p>Walmer Town Council would like to make the following comment</p> <p>i. Walmer Town Council is disappointed that these unauthorised changes from the original application were not picked up by planning enforcement during the last ten years.</p>	Certificate of Lawfulness (existing) The erection of front porch with raised steps, rear first-floor extension, rear ground floor extension, 3 x skylights installed into utility room and garden room roof, white render at ground floor and grey horizontal weatherboard cladding at first floor to front elevation, additional first floor window to NW wall and a glazed door on the NW wall and incidental outbuildings comprising gym (with raised terrace), garden

150. PLANNING APPLICATIONS – NEW

I. **DOV/25/00656 - 3 Greenacre Drive, Walmer, Deal, CT14 7UQ**

T1 - Monterey Cypress - fell; T2 - Monterey Cypress - fell, both the subject of Tree Preservation Order No. 1 of 1965.

Resolved – Objection. Walmer Town Council objects to this application on the following grounds.

- i. No arboricultural report/evidence has been provided to confirm that a tree is dead despite a specific request on the application form from DDC for such evidence.
- ii. There appears to be no proposal to replace the felled trees.

Proposed: Cllr S Waite-Gleave

Seconded: Cllr T Grist

For: 6 Against: 0 Abstain: 0

II. **DOV/25/00605 - Beach Plot 79 The Strand Walmer Kent CT14 7DY**

Change of use from fishing storage to gallery and insertion of a door to the north elevation.

Resolved – Objection. Walmer Town Council objects to this application on the following grounds.

- i. The use of the building for commercial reasons will not be in keeping with the designated use of the beach area as a recreational facility for members of the public.
- ii. The application has not been submitted as a retrospective request even though the business appears to already be up and running.
- iii. A further concern raised at this meeting is that should the door next to the cycle path be modified or used for access or egress its proximity to the adjacent cycle path could become a danger to passing cyclists or pedestrians crossing the path to access the building cyclists.

Proposed: Cllr T Bond

Seconded: Cllr T Grist

For: 6 Against: 0 Abstain: 0

III. **DOV/25/00663 - 23 Granville Road, Walmer, Deal, Kent, CT14 7LQ**

Overall crown reduction of 3 metres and crown lift to approximately 5.5 metres of one Sycamore (T1) the subject of Tree Preservation Order No 1 of 1959.

Resolved – Objection. Walmer Town Council strongly objects to this application because there are insufficient reasons to overrule the Tree Preservation Order.

Proposed: Cllr S Waite Gleave

Seconded: Cllr T Bond

For: 6 Against: 0 Abstain: 0

IV. **DOV/25/00705 – 10 York Road, Walmer, Deal, Kent, CT14 7EA**

Erection of first floor extension over existing ground floor extension.

Resolved – No Objection.

Proposed: Cllr R Blackwell

Seconded: Cllr M Simpson

For: 5 Against: 0 Abstain: 1

V. **DOV/25/00624 - 27 Granville Road Walmer, Deal, Kent, CT14 7LQ**

Crown reduce by 4 metres overall (30%) of a group of 3 Sycamores (G1) crown reduce by 4 metres overall leaving lower growth intact of one Sycamore (T1), all the subject of Tree Preservation Order No 1 of 1959.

Resolved – Objection. Walmer Town Council objects to this application on the following grounds.

- i. Insufficient reasons to overrule the TPO.

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 6 Against: 0 Abstain: 0

VI. **DOV/25/00742 - 10 Greenacre Drive, Walmer, Deal, CT14 7UQ**

Re-pollard back to previous pruning points of one Horse Chestnut (T1) the subject of Tree Preservation Order No 1 of 1965.

Resolved – Objection. Walmer Town Council objects to this application on the following grounds.

- i. Insufficient reasons to overrule the TPO.

Proposed: Cllr T Bond

Seconded: Cllr S Waite Gleave

For: 5 Against: 0 Abstain: 1

151.DATE OF NEXT MEETING

Tuesday 12th August 2025 at 7pm

The meeting closed at 20.00

Signed Dated



Item: Community involvement consultation.

Date: 24/07/25.

Meeting: August 2025 Planning.

From: Roland Aldred.

Every 5 years Dover District Council are required to review its Statement of Community Involvement.

For each of the 4 sections of the Statement of Community Involvement (SoCI) the consultation asks for any comments there is also a further comments box for any further comments you have.

Section 1 – Introduction

The introduction lays out the relevant planning laws that the consultation needs to adhere to. It sets out how the SoCI is set out and identifies the need for use of digital channels but also the need for the use of traditional channels to ensure all have access to the information. It states that the key principles of engaging are:

- Outreach – Seek views as early as possible – Choose consultation process that are proportionate in type and scale to the impacts of the proposed plan – Target consultation to include people whom we consider would be most affected by the proposal or plan, and where possible we will include known interest groups – tell people who participate in the consultation how to access results.
- Accessibility – Ensure involvement is open to all – take in to account our duties under the equality act – write in clear jargon free English – make copies of documents accessible – Ensure that information received through consultation complies with all data protection legislation.
- Information – Provide sufficient information for people to comment effectively – create concise consultation documents – make documents available for inspection online and at signposted public inspection points – state clearly how to respond and when by – aim to make all representations/comment publicly available.

Members to decide what if any comments are made about the introduction.

Section 2- Plan Making

Plan making deals with the plans that help determine decisions made in planning applications, the most often quoted of these will be the Local Plan. DDC have recently adopted a new local plan that covers until 2040.

This section focuses on consultations related to strategic documents for planning (Local plans, Conservation areas etc), and who is to be consulted on the various types of documents.

Below is a table showing details of documents to be consulted on

Type of Document	Purpose	Level of Community Involvement
Development Plan Documents (DPDs) (Includes Local Plans)	A Local Plan and/or planning documents that set out a vision and framework for the future development of a district	Targeted Stakeholder and Public Consultation
Supplementary Planning Documents (SPDs)	To expand upon policies in the Local Plan and provide more detail about the way the policies should be used	
Neighbourhood Development Plans <i>This is a Development Plan document but is produced by the Qualifying Neighbourhood Group (usually Town and Parish Councils)</i>		
Type of Document	Purpose	Level of Community Involvement
Other planning related strategies and other supporting documents or guidance such as: <ul style="list-style-type: none"> ● Conservation Area Appraisals and Management Plans ● Strategies related to planning matters such as Green Infrastructure or Sustainable Travel ● Community Infrastructure Levy ● Statement of Community Involvement (this document) ● Infrastructure Delivery Plan (IDP) 	To set out strategic planning objectives and implementation schemes to achieve them	Targeted Stakeholder Consultation and/or Public Consultation (depending on the document)
Local Development Scheme (LDS)	A programme for preparing new Local Development Plan Documents and other planning documents	Published for information only
Factual reports, such as: <ul style="list-style-type: none"> ● Authority Monitoring Report ● Land Supply Report ● Planning Newsletter ● Infrastructure Funding Statement 	Reports progress on implementing the adopted Local Plan and includes data about planning applications, progress on plan making and planning obligations	

Commenting on these documents will be available online or on paper. This is for both groups/organisations and individuals (although at present the group/organisation portal is not allowing log ins or registrations). Comments should be made on material considerations only if you are looking to influence the consultation on site allocations.

Below is a table showing the stages of preparing a development plan and the community involvement at each stage:

Stage	Purpose of This Stage	Community Involvement Approach
Stage 1: Plan Preparation (Regulation 18)	<p>Information gathering and survey work to identify the main issues and prepare the evidence base for the Local Plan / Development Plan Documents and initial Sustainability Appraisal and other supporting documents.</p> <p>At the initial stages of producing a plan the council identifies and engages with key stakeholders in the community, to invite them to identify relevant issues, influence the options and examine the evidence.</p>	<p>We will:</p> <ul style="list-style-type: none"> ● As a minimum, ensure that we comply with the relevant current planning regulations ● Write to statutory consultees to say we intend to produce a Local Plan/DPD and invite them to say what issues they think the plan should cover ● Directly consult all specific, general and other bodies who are relevant to the topic/document ● Advertise our intention to produce a plan, including a notification on the council's website, so that the public and organisations may register their interest ● Consult with town and parish councils, community groups and the wider community at least once during this stage in the preparation of the document. This will include: <ul style="list-style-type: none"> ● Publishing consultation documents online - the preferred route for comments is via the planning portal (website) because this helps make the process as efficient as possible ● Advertise consultation/engagement events in press releases and on social media and make it clear where material can be viewed by the community in hard copy and online; ● Directly notify residents or persons carrying on business in the area, where appropriate (this may be through the 'Keep Me Posted' or the council's consultation portal databases)

Stage	Purpose of This Stage	Community Involvement Approach
	Typically, this stage includes a sequence of engagement exercises, both formal and informal, leading to the preparation of the plan for the publication stage.	<ul style="list-style-type: none"> ● Consider, where appropriate, the following methods for wider publicity and engagement: <ul style="list-style-type: none"> ● Workshops or focus groups ● Online exhibitions or virtual drop-ins ● In person drop-in events, displays or exhibitions ● Meetings (one to one or group) ● Targeted measures for hard-to-reach groups ● Social media and/or posters ● Radio broadcasts ● Producing non-technical summary documents, and other helpful tools such as FAQs, maps and diagrams explaining the key issues and proposals ● Make all comments received publicly available at an appropriate stage ● Maintain and add people to our planning database of consultees at any time, having regard to data protection requirements ● Record and take into account comments received at this stage, together with any comments on the technical evidence
<p>Stage 2: Publication and/or pre-Submission</p> <p>(Regulation 19)</p>	<p>Publication or Pre-Submission Local Plan/ DPD and Sustainability Appraisal/ Strategic Environmental Assessment/ Habitats Regulations Assessment (if required) will be prepared.</p> <p>Formal stakeholder and community consultation will take place, and consultation will take place, and amendments made as necessary, to help shape the document/s.</p>	<p>We will:</p> <ul style="list-style-type: none"> ● As a minimum, ensure that we comply with the relevant current planning regulations ● Consult the wider community and all relevant stakeholders on the DPD for at least six weeks ● Directly notify residents or persons carrying on business in the area, where appropriate (this may be through 'Keep Me Posted' or the council's consultation portal); ● Publish consultation documents online (this may be within the consultation portal) ● Make the documents and other relevant evidence documents available for inspection at the council's office and at other public inspection points (such as libraries) across the district ● Publicise where and when the documents may be inspected in the press and online ● Provide forms and guidance for making comments, using standard forms and online

The council will consult on the final draft of the plan and other documents before it is submitted to the Secretary of State for examination.

Comments received at this stage are passed directly to the Planning Inspector for their consideration as part of the Submission to the Planning Inspector, through the examination process.

- the preferred route for comments is via the consultation portal because this helps make the process as efficient as possible

- Directly consult all statutory, specific, general and other bodies in writing
- Directly invite Town and Parish Councils, community groups and the wider community to participate at least once during this stage
- Advertise the consultation and any engagement events in press releases and on social media and make it clear where material can be viewed in hard copy and online
- Make printed copies of the plan available to at a reasonable charge upon request
- Consider, where appropriate, the following methods for wider publicity and engagement:
 - Workshops or focus groups
 - Online Exhibitions or virtual drop-ins
 - In person drop-in events, displays or exhibitions
 - Meetings (one to one or group)
 - Targeted measures for hard-to-reach groups
 - Social media and/or posters
 - Radio broadcasts
 - Producing non-technical summary documents, and other helpful tools such as FAQs, maps and diagrams explaining the key issues and proposals
- Make all comments received publicly available at an appropriate stage
- Maintain and add people to our planning database of consultees at any time, having regard to Data protection requirements
- Record and summarise comments received at this stage, together with any comments on the technical evidence
- Forward all comments (representations) received at this stage to the Secretary of State (Planning Inspector)

**Stage 3:
Examination**

Independent examination carried out by a Planning Inspector appointed by the Secretary of State, who tests the soundness of the Local Plan/ Development Plan Document and compliance with this SCI.

Members of the public and relevant statutory and non-statutory consultees may be invited to submit written comments and/ or speak at examination hearings.

We will:

- Submit the plan and supporting information for public examination
- Comply with all the relevant planning regulations for the submission and examination of the plan
- Ensure that all the relevant submission documents are available for inspection on our website and at the council's office and other inspection points, as appropriate
- Notify all those who made representations at the Publication stage of the date, time and place of the hearings, and the name of the person appointed to hold the examination (Inspector)
- Appoint a Programme Officer to assist the Inspector with the examination who will publish full details of the examination on the website and notify representors/participants of details of the examination
- Keep our website up to date with examination hearing details and documents.
- We may:
 - use social media to inform people of examination details
 - broadcast examination hearings on the website.

Stage 4: Adoption

Inspector produces a binding report following the examination. The Council amend the Local Plan/ Development Plan Document in accordance with the Inspector's recommendations

Once it is confirmed the document is legally sound, Cabinet recommends to full Council to formally adopt it.

We will:

- Publish the Inspector's report online and notify anyone who requested to be notified of its receipt
- Publish dates of relevant Cabinet and Full Council meetings relating to adoption on our website
- Send the adoption statement to the Secretary of State and any person who asked to be notified
- Publish the adopted plan/document, a sustainability appraisal report, and any other relevant information alongside the adoption statement available on our website
- Issue a press release and/or use social media to inform people of this stage and outcome and where documents can be viewed
- Publish a hard copy of the adopted plan, a Sustainability Appraisal (SA/SEA) report, and any other relevant information alongside the adoption statement in hard copy at the Inspection Points
- Allow for hard copies of adopted plans to be purchased and posted at a reasonable cost, upon request

Members to decide what if any comments are made about the Plan Making.

Section 3 – Neighbourhood plans

Explains that a neighbourhood plan is to establish general planning policies for development in the area, these will form part of the local plan once completed. Neighbourhood plans are not led by the planning authority but often by Town/Parish Councils, these can be led by a neighbourhood forum or community group though.

A table below shows the local authority's role within the setting of a neighbourhood plan.

Stage	Purpose of This Stage	Community Involvement Approach
Stage 1: Designation	Designation gives a Neighbourhood Area and its nominated steering group (e.g. a parish council) the power and responsibility to proceed with drafting a Neighbourhood Plan	We will: <ul style="list-style-type: none"> ● Assist a Neighbourhood Plan Steering Group/ Neighbourhood Forum with designating their area ● Determine applications for neighbourhood areas ● For unparished areas, we will consult on applications for neighbourhood area designation for a minimum of 6 weeks and publicise the consultation on our website ● Publicise designation of a Neighbourhood Area (via social media, website and/or press releases) ● Direct the relevant body towards guidance and information ● Where possible, share any data already held which may inform the evidence base (such as mapping information) with the relevant body
Stage 2: Pre-submission	The Neighbourhood Plan is drafted by the Qualifying Body (Town/ Parish Council, Neighbourhood Forum, or Community Group) and consulted upon with the community prior to submission to the Council (Regulation 14)	We will: <ul style="list-style-type: none"> ● Prepare a Strategic Environmental Assessment (SEA) screening report of the emerging neighbourhood plan and Habitats Regulation Assessment (HRA), where relevant ● Advise on the consultation process and who to consult ● Comment on the draft neighbourhood plan with advice and guidance ● Publicise the consultation on our website and social media

Stage	Purpose of This Stage	Community Involvement Approach
Stage 3: Publication	Following the pre-submission consultation, the document is amended as appropriate, and submitted to the council for a six-week public consultation (Regulation 16)	<p>We will:</p> <ul style="list-style-type: none"> ● When a Plan or Order is submitted, assess the documents compliance with statutory requirements ● Consult on the Publication version (the Submission Plan) for a minimum of 6 weeks on our website (or consultation portal) with all statutory consultees and interested stakeholders ● Provide a hard copy of the plan and supporting documents at the council offices for inspection, and at Inspection points appropriate to the area ● Advertise the consultation on our website, social media and/or newsletters ● Respond to the consultation as a stakeholder to highlight potential issues around compliance with the Local Plan and national policy to ensure that the Basic Conditions have been met ● Collate all responses and prepare them for submission to the Examiner
Stage 4: Examination	<p>With the council's assistance, an independent examination is set up to scrutinise and test the soundness of the plan.</p> <p>Once complete, the examiner's report is published and, if found sound, it can proceed to a referendum within the Neighbourhood Area</p>	<p>We will:</p> <ul style="list-style-type: none"> ● Assist with the appointment of the independent Neighbourhood Plan Examiner ● Assist with arrangements for the Examination ● Advertise the Examination to interested parties and the local community ● Manage and fund the process of the examination ● Answer any questions raised by the examiner ● Publicise the examiner's report on our website <p>Note – additional consultation may take place if the council or other parties disagree with the Examiners findings.</p>

Stage 5: Referendum	A referendum is held on the Neighbourhood Plan, requiring more than 50% of votes to be cast in favour to pass	We will: <ul style="list-style-type: none"> ● Make arrangements for the referendum. This will be organised by the local authority's elections unit ● Publish information about the neighbourhood plan 28 working days before the date of the referendum ● Give notice 25 working days before the given date that a referendum is taking place and the date of the poll ● Publish the results of the referendum
Stage 6: Adoption	If successful, The Neighbourhood Plan is formally adopted ('made') and published (Regulation 20)	We will: <ul style="list-style-type: none"> ● 'Make' (adopt) the Neighbourhood Plan (subject to outcome of referendum) and prepare a report to Cabinet/Full Council ● Place the adopted plan on our website as part of the Development Plan ● Advertise the adoption on our website, social media and/or newsletters ● Notify all consultees who asked to be notified about the adoption

Members to decide what if any comments are made about the Neighbourhood Plans.

Members to decide what if any further comments are made about the SoCI document.

Section 4 – Planning applications

This section deals with the applications made to the authority for planning permission. The SoCI encourages applicants to engage with the local community as early as possible.

Preplanning - Within the preplanning advice there is no formal consultation again DDC do encourage applicants to engage with those likely to be affected.

Validation – applications are checked to ensure they have all required supporting information.

Type of Development	What applicants need to do	What we will do
Major Residential development of 10 or more dwellings (or if no number is given a site of more than 0.5 ha) Or Non-residential development with floor space of 1,000 sqm (or a site of more than 1 ha directly involved in development)	<ul style="list-style-type: none"> Choose appropriate methods to involve the community, e.g. public meetings/exhibitions, workshops, consultation website. Provide a statement with the application, describing how the community was involved with the application and, if applicable, how the application has been amended to take into account any comments raised. Consider local planning documents and national guidance. 	<ul style="list-style-type: none"> Include the application in our weekly list of valid applications Publish the application documents on our website Post site notices on or near the proposed development site Advertise in the local press Consult statutory consultees, non-statutory consultees and infrastructure service providers as appropriate. Notify the relevant Town/Parish Council Publish all comments received on the online application file
Minor Smaller in scale than major development and outside the definition for Change of Use or Householder	<ul style="list-style-type: none"> Consider methods of community involvement appropriate to the nature, scale and location of the proposed development Provide a statement describing the actions taken to involve the community with the application Consider local planning documents and national guidance 	<ul style="list-style-type: none"> Post site notices on or near the development site Notify the relevant Town/Parish Council Advertise in the local press if the application: <ul style="list-style-type: none"> Is for a listed building Is in a conservation area Is near to or affects a public right of way Is accompanied by an Environmental Impact

Other

Includes the categories of:

- Change of Use; which does not involve building or engineering work
- Householder; within the curtilage of a dwelling that requires permission and is not change of use

It may also include other types of application such as Listed Building Consent, Prior Approval, Lawful Development Certificates

- It is good practice to consult with neighbours before submitting a planning application and any consultation actions could be reported within the planning application
- Consider local planning documents and national guidance

Assessment

- Departs from the development plan
- Affects the setting of a listed building/conservation area
- Consult statutory consultees, non-statutory consultees and infrastructure service providers, as appropriate.
- Publish all comments received on the online application file

The section then talks about submitting comments, that there is a 21 working day consultation period, everyone has the right to make comments and when considering comments the local authority may only give weight to material considerations.

It then talks about amendments to applications and that when making an amendment it will be considered as to whether it is major enough to re start the consultation process. The decision to reconsult is based on how the changes affect neighbouring properties.

The document explains the definition of a statutory consultee. Public speaking is allowed at a planning meeting if the application is dealt with through a planning meeting though this is generally limited to one person/organisation in favour of the application and one against. There is no mention of delegated decisions within the document.

Once the decision has been reached the applicant or agent will receive a copy of the decision this will also be posted on the website under the application, anyone who has made comments will receive a copy of the decision by e-mail where an e-mail address has been provided.

The applicant or agent are the only parties to have the right of appeal. This is conducted by the planning inspectorate.

Members to decide what if any comments made about the Planning Applications.