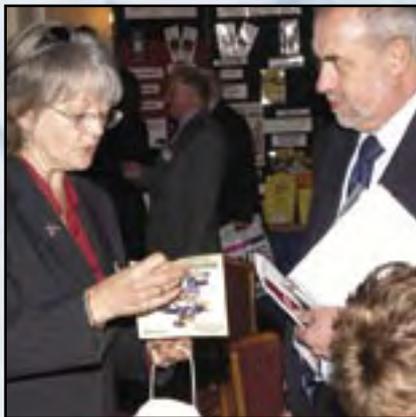


Derbyshire Minerals and Waste
Development Framework

Statement of Community Involvement



Adopted

December 2006

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SUMMARY OF DOCUMENT

Introduction

- A recent MORI poll found that, of the subjects people said they were most interested in, 'the County's plans and priorities for the area' came joint top with 30%. It also found that, of the areas people said they would most like to get more involved in; 'greater involvement in planning' came third with 24%.
- This Statement of Community Involvement (SCI) provides an ideal opportunity to begin to address these findings by finding out in more detail how people want to be involved in the preparation of planning documents, and setting out various techniques to achieve this.

Purpose of this Statement of Community Involvement

A key feature of the new planning legislation that was introduced in 2004 is that the public and other stakeholders should be much more closely involved in the planning process from the start. This means that they should be actively engaged in the process in a participatory way rather than merely being passive groups that are simply consulted. The Council encourages the involvement of all sections of the community. This should ensure that there is much wider ownership of the planning documents that determine the future development of the County.

The planning functions carried out by the County Council, in which community involvement is sought, are:

- Preparing the Minerals and Waste Development Framework - a set of documents that will contain policies and site specific proposals for future development.
- Dealing with planning applications for minerals and waste development - e.g. quarries or recycling sites and for the County Council's own developments - schools, roads and libraries.

Principles of Community Involvement

The overall objective of the SCI is to ensure that all communities within the county can participate as fully as possible in the County Council's planning functions. This will be achieved by applying the following principles:

- **Front Loading** - providing the opportunity for community involvement in planning proposals at the earliest possible stage, before decisions are made.
- **Continuous involvement of all sections of the Community** - ensuring all communities have the opportunity to be continually involved throughout the planning process, leading to a greater understanding, ownership of and consensus on planning decisions.

- **Transparency and accessibility** - ensuring the decisions and reasons why they have been made, including why certain options have been rejected, are clear and open to public scrutiny.
- **Involvement that is relevant and practical** - ensuring that the correct involvement methods are used for the different types of planning document and stages in their preparation.
- **Feedback** - listening to the community about their views and letting them know why decisions have been made and how their views have been taken into account.

Links with Other Strategies

This SCI embraces the principles of the Derbyshire Consultation Strategy and Community Strategy, which will ensure that community involvement is consistent and coordinated.

Opportunities for Community Involvement in the Preparation of Development Planning Documents

The various stages for preparing the planning documents are as follows.

- **Early Consultation** - Early consultation on relevant information and on issues and options.
- **Pre-Submission Draft** - Involving consultation on preferred options that arose from the first stage of consultation. This will be for a statutory six week period.
- **Submission Document** - The final draft document, taking account of all the comments received at the previous stage and submitted to the Government Office. A statutory six week period of consultation will be held.
- **Public Examination and Adoption** - The soundness of the planning document will be considered by an independent Inspector at a public examination. The Inspector may make changes which the Council must accept.

Opportunities for Community Involvement in the Preparation of Supplementary Planning Documents

- **Evidence Gathering** - Asking specific groups for information of relevance to the subject matter.
- **Public Consultation and Participation on a Draft Supplementary Planning Document** - Involvement of the wider community in the production of the document.

Proposed Methods of Community Involvement

The following techniques for engaging the community are proposed and will be used as appropriate, depending on the nature of the document being prepared and the stage of its preparation. The order in which the methods are presented below indicates the general popularity of each method as shown by the initial consultation survey, and this will also influence the degree to which each method is used by the Council.

Information Techniques

- Letters to consultees held on regularly maintained database or;
- Email shots to those on regularly maintained consultee database who have requested this form of communication
- Internet
- Dnet - the Council's own Intranet site
- Media - statutory notices and press releases
- Newsletters
- Posters

Involvement Techniques

- Documents available for inspection at specified deposit locations and provided in large print, Braille, audiotape and minority languages, on request and allowing people to comment informally on these documents using simple comment forms
- Liaison Groups
- Citizens` Panels
- Community Forums
- Workshops/seminars
- Meetings
- Public exhibitions/displays held in accessible locations at accessible times
- Virtual Planning Office - allowing people to respond quickly and easily to current planning issues over the Council's website.

Planning Applications

In addition to its role in helping to define the content of the minerals and waste development framework, the community can also influence decisions on planning applications for individual developments. Community involvement will be sought using the following methods.

Proposed Methods for Involvement in Planning Applications

- Applications available for inspection
- Statutory Publicity
- Internet
- Liaison groups
- One-to-one/group meetings
- Pre-application discussions
- Public exhibitions/displays

- Written consultation
- Notification

Contacting Us

By post: Minerals and Waste Development Framework Team
Environmental Services
Derbyshire County Council
Shand House
Dale Road South
Matlock
Derbyshire
DE4 3RY

By email: wasteminsldf@derbyshire.gov.uk

By telephone: 01629 580000 ext. 3315

Or visit the Council's website at:

www.derbyshire.gov.uk/environment/planning/planning_policy/minerals_waste_development_framework

1. INTRODUCTION

- 1.1 The Government has introduced new legislation¹ which changes the way in which local authorities will plan for the future development needs of their communities. A key aspect of the new planning system is that the process of preparing development plans should be quicker, while the plans themselves should be more flexible and more responsive to change. The new system is also designed to ensure that local people are continuously and actively involved in the planning process from the earliest stage, a process termed 'front loading'. The Planning Authority should ensure that all information is easily accessible to all sections of the community.

Planning for Minerals and Waste

- 1.2 The authorities that are responsible for most types of planning (e.g. housing, employment, shopping and leisure developments) are unitary, district/borough councils. Derbyshire County Council is responsible for minerals and waste planning. This is a distinct area of planning dealt with by county councils and unitary authorities.
- 1.3 Derbyshire is the largest producer of crushed and industrial limestone in the East Midlands and is also a major producer of sand and gravel. These minerals provide essential raw materials for the construction and energy industries, and are vital to the national economy.
- 1.4 Large quantities of waste are produced in the county from households, industry and businesses. Much of this is managed locally through recycling, composting, energy recovery and disposal to landfill. It is a national and local priority that this waste is managed as sustainably as possible.
- 1.5 Both the minerals and waste industries have important implications for the social, economic and environmental well being of the county.
- 1.6 The minerals and waste framework sets out the policies to show where minerals can be worked and how waste facilities should be accommodated.
- 1.7 As a unitary authority, Derby City Council is responsible for minerals and waste development in its own area. In the past, the County and City Councils have worked together successfully to produce joint plans for minerals and waste development. The two Councils have undertaken to continue to do so under the new system. Although this Statement of Community Involvement (SCI) can apply only to

¹ The Planning and Compulsory Purchase Act 2004

Derbyshire County Council, it does take account of the relevant sections of Derby City Council's SCI, i.e. where it relates to jointly prepared plans. Derby City Council is preparing its own SCI, which will similarly take account of this SCI. The Peak District National Park Authority is responsible for all planning matters in its area and is, therefore, preparing its own SCI.

- 1.8 Chapters 1 and 2 of this document describe the background to, and the process of preparing, the SCI and outline the nature of the new planning system; chapters 3 and 4 describe the principles and methods of community involvement and chapter 5 considers community involvement in the determination of planning applications.

What is the Statement of Community Involvement?

- 1.9 This Statement of Community Involvement is the Council's policy for how it will involve the community in the planning process. It sets out the means by which the County Council will actively and continuously engage local communities, individuals and stakeholders in the following areas of work;

- The preparation of documents to be included in the Minerals and Waste Development Framework (MWDF).
- The determination of planning applications for minerals and waste developments and also for those relating to its own development, such as schools and roads.

- 1.10 All County planning documents will in future be prepared, and planning applications considered, in accordance with this SCI.

- 1.11 The aim of more effective continuous community involvement is to achieve greater consensus in, and understanding of, planning decisions in order to minimise conflict and reduce the need for a lengthy public examination process. It is important, therefore, that the community is involved in the process from the outset.

Reaching all Sections of the Community

- 1.12 Rather than being purely consulted on planning issues, as has traditionally been the case, the public will now be encouraged to actively participate and become engaged in the formulation of planning policy. The County Council will seek to ensure the involvement of a wide spectrum of the community in the planning process from the outset, and, in this respect, it will strive to involve those groups that have traditionally been hard to reach, such as the young, the elderly, the disabled, black and minority ethnic groups and travellers who may, in the past, have been under represented in the planning process. The

Council will employ a wide variety of engagement techniques, many of which are tailored to the needs of these diverse groups.

- 1.13 With regard to this area of community engagement, the County Council will be guided by the standards set out in the corporate Consultation and Community strategies and will utilise existing local groups (including local strategic partnerships, parish councils, local community forums and local interest groups) which provide a key link to hard-to-reach groups.

Consultation Undertaken on the SCI

- 1.14 In May/June 2005, under Regulation 25², the Council undertook an initial data collection and consultation exercise to gather views on consultation and to broaden the evidence base for the SCI. We distributed a leaflet entitled 'Get Involved in the New Planning System' to all known stakeholders, interest groups and the general public (a detailed list of consultees to whom this leaflet was distributed is included at Appendix 1). The leaflet is not dated and so responses can continue to be made and potentially could provide a continuing input to the consultation processes. The leaflet contained a questionnaire to gather people's views on consultation in our area. It asked people whether, and the means by which, they would like to be involved in this planning process. 135 completed questionnaires were returned. The results of this survey can be found in the 'Statement of Pre-submission Consultation'. This background work influenced the content of this Statement of Community Involvement. We addressed the issues raised through this initial consultation by:

- Consulting people at the Pre-Submission stage by the preferred method shown in their questionnaire.
- Weighting the emphasis we have put on each proposed method of involvement, according to the level of response to, and interest shown in, each.
- Sending the leaflet to additional people/organisations whose details were provided by respondents and if they then asked to be kept informed, we included their details on our consultee database.
- Sending a copy of our MWDS to any respondent who requested further detailed information on the MWDF.

- 1.15 The Pre-Submission draft version of the SCI was published for a statutory six week period of public consultation (Regulations 26 and 27)³ from 21 October 2005 to 2 December 2005, and provided an

² The Town and Country Planning (Local Development) (England) Regulations 2004 (ODPM September 2004)

³ The Town and Country Planning (Local Development) (England) Regulations 2004 (ODPM September 2004)

opportunity for all sections of the public, local groups, councils, forums, organisations and businesses to participate in the process. The document, including a statement of the proposals matters was available at the County Council Offices at County Hall Matlock and Shand House, Darley Dale, at all district/borough council offices in the county and at libraries throughout Derbyshire. It was also available on the Council's website.

- 1.16 75 representations were received. These informed the preparation of the Submission SCI, which was submitted to the Secretary of State in April 2006 and published for a six week period of public consultation. 23 representations were received, including 9 objections. These objections were considered by an Inspector at a public inquiry in September 2006. He recommended a number of changes which have been incorporated into this final document.

Monitoring and Review of the SCI

- 1.17 Community involvement needs to evolve and develop as circumstances change. To ensure the continued effectiveness of the principles and techniques of this SCI, it will be subject to an annual review. As the degree of success of community involvement techniques is monitored and reviewed through, for example, customer satisfaction surveys, the results will be fed into the process of preparing planning documents and the consideration of planning applications. Our engagement methods will be altered if they are not proving to be sufficiently effective. Results of this monitoring process will be published by the Council each December in its Annual Monitoring Report. A review of the SCI will be triggered if, through feedback from subsequent consultation and involvement on DPDs, the engagement methods are shown not to be working sufficiently effectively.

Joint Working

- 1.18 Derbyshire County Council and Derby City Council propose to continue the joint approach to plan preparation. Although the Councils do not envisage any formal joint structures, they will prepare minerals and waste development documents jointly, and the Development Plans Joint Advisory Committee of council members will continue to provide a co-ordinating role in the process. The current Development Scheme of each Authority gives priority to preparing a Minerals (Aggregates) Site Allocations document, which will set out policies for making site specific provision for aggregates minerals to 2016 and a Waste Site Allocations document, which will set out policies for making site specific provision for waste developments to 2020. The two Authorities will ensure that consultation techniques are coordinated on

both these joint DPDs. These techniques are set out in more detail in Chapter 4.

Contacts

- 1.19 Should you have any queries regarding the Statement of Community Involvement, the following officers will be pleased to assist:

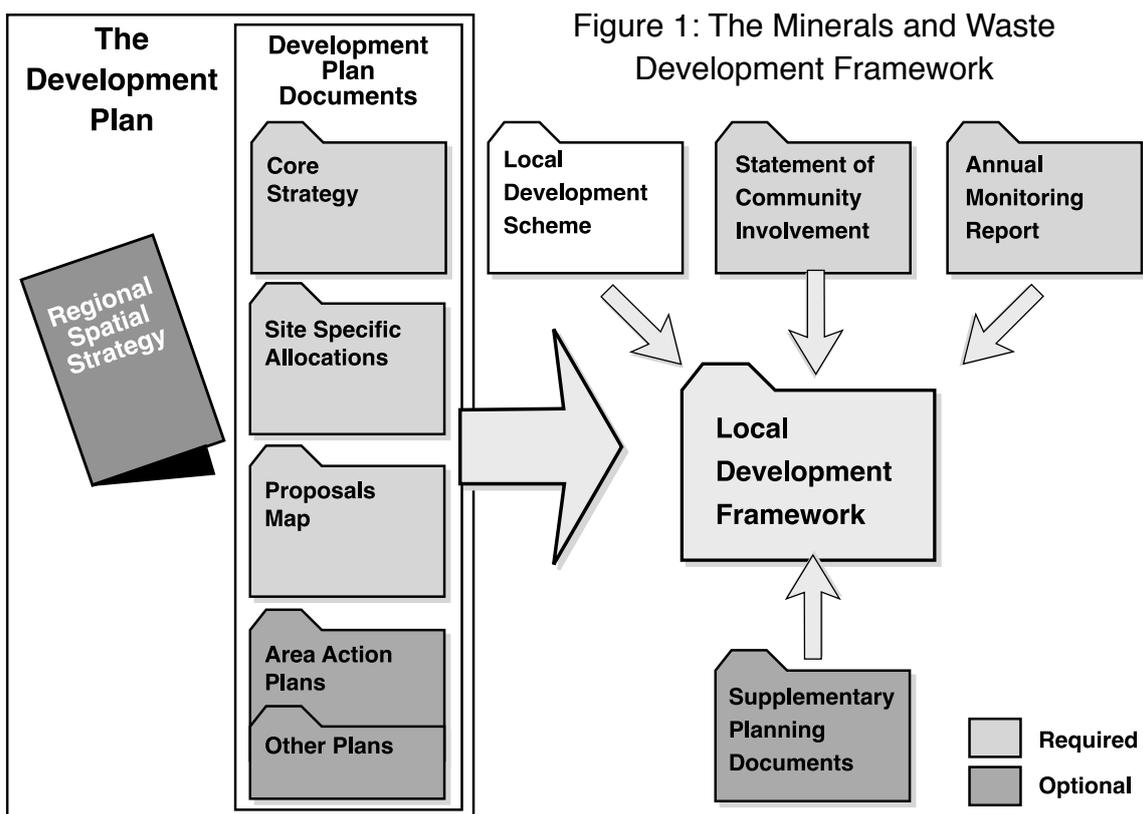
Richard Stansfield - Senior Planning Officer
richard.stansfield@derbyshire.gov.uk
01629 580000 ext. 3315

Brian Smart - Development Plans Officer
brian.smart@derbyshire.gov.uk
01629 580000 ext. 3320

2. THE NEW PLANNING SYSTEM

The Local Development Framework

- 2.1 The Planning and Compulsory Purchase Act came into effect in September 2004, and replaced the system of regional planning guidance, structure and local plans with regional spatial strategies (RSSs) and local and waste planning authority for Derbyshire, excluding the Peak District National Park and the City of Derby. The County Council will, therefore, be responsible for producing a Minerals and Waste Development Framework (MWDF).
- 2.2 The MWDF is essentially a portfolio or package of local development documents (LDDs). Some of these form part of the statutory Development Plan, i.e. development plan documents (DPDs). Others, such as this Statement of Community Involvement (SCI) and the Minerals and Waste Development Scheme (MWDS) are concerned with the process of preparing documents.



- 2.3 The Derbyshire Minerals and Waste Development Scheme (MWDS) is a statutory document, which sets out how the MWDF will be prepared over a three year period. It identifies the existing saved plans and the Local Development Documents that will be prepared under the new system. The first MWDS was published in March 2005 and includes a profile of each document (role, coverage, status, conformity, production arrangements), together with a composite timetable for all the documents.

- 2.4 A key aspect of the new planning system is to encourage more meaningful and continuous community involvement in the planning process. The means by which this will be achieved is set out in Chapters 4 and 5 of this Statement.
- 2.5 This SCI is fundamental to the production of the MWDF as it will enable locally-based requirements and community expectations to be addressed at an early stage and throughout the plan preparation process. As such, the preparation of the SCI is given high priority in the MWDS, and is the first document to be produced.

3. THE PRINCIPLES OF CONSULTATION AND COMMUNITY INVOLVEMENT

Government Principles

- 3.1 Planning Policy Statement 1 (Creating Sustainable Communities) and the Companion Guide to Planning Policy Statement 12 ('Creating Local Development Frameworks')⁴ state that councils should be able to demonstrate to all sections of the community that the process of community involvement is continuous, legitimate, meaningful and relevant and appropriate to the level of planning to which it relates, with outcomes shown as being in the public interest. It states that all information should be accessible to all sections of the community and that the processes involved should be simple to follow and can be reasonably delivered in a fair, transparent and efficient manner.

Links to Other County Council Strategies

The County Council's Consultation Strategy 2004

- 3.2 The Council sets out in its Consultation Strategy the need to embed genuine dialogue with the public and stakeholders about what we should be doing and how we should be doing it. The Council is currently involved in a wide range of consultation activities, often in partnership with other organisations. Through experience over many years of listening to and engaging with local people, numerous examples of good practice have emerged. There is a need to use and share this experience in future consultations. The Strategy recognises the need to consult 'hard-to-reach' groups more proactively.

The Strategy sets out:

- **Principles** for how the Council will involve and consult with Derbyshire people, businesses and organisations, in order to provide efficient, effective and economic services that are responsive to local needs
- **A Framework** for how consultation will be co-ordinated within the Council and with external organisations
- **A Consultation Tool Kit** containing advice on how to plan and undertake consultation projects

- 3.3 The County Council, in partnership with district/borough councils, has set up citizens' panels. These comprise a group of 8000 people who represent a broad cross section of the community and who have agreed to be consulted on a range of topics. They help to co-ordinate links between development plan preparation, community strategy issues and

⁴ Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM, October 2004)

stakeholder initiatives. Parallel processes and resources will be used at Derby City Council, as detailed in their local development scheme and SCI.

- 3.4 The County Council will also use its own facilitator network to assist with workshops/public meetings. We can draw on seventy facilitators from different areas of expertise who are skilled at drawing out the relevant information from people involved in these sessions.

The Derbyshire Community Strategy 2003

- 3.5 Councils have the lead role in establishing Local Strategic Partnerships, which are multi-agency partnerships of organisations including public services, local businesses, community and voluntary groups and individuals. These Partnerships were responsible for producing the Derbyshire Community Strategy.
- 3.6 The Community Strategy should not be seen as a stand alone document, but should be closely integrated with the new system of development frameworks. The Government wants to see closer integration between community strategies and the new planning system. The Community Strategy and planning documents share a common purpose in terms of assisting in the delivery of sustainable development at the local level. Planning documents give spatial expression to those elements of the Community Strategy that relate to the development and use of land.

The Derbyshire Compact

- 3.7 The Council signed a local compact in 2003. This is an agreement between voluntary and community groups and statutory organisations, which sets out a framework for how these organisations will work together in partnership. It outlines the shared principles that include: independence, funding and accountability, policy development and consultation and good practice which will help in developing good relations between the sectors.

Other Consultation Initiatives in Derbyshire

- 3.8 Many other partnerships and groups exist within Derbyshire at county, district, town, village and neighbourhood level. The County Council will seek to work with these partnerships, wherever opportunities to do so exist. They will be used, where possible, to access traditionally hard to reach groups. Future community engagement initiatives will be undertaken in accordance with the corporate consultation programme, to ensure that community participation exercises for the MWDF are carried out in the most resource and time-effective manner.

Principles of this Statement of Community Involvement

3.9 The following principles of this Statement of Community Involvement embrace the objectives of these above documents, which will underlie the consultations on each local development document and on planning applications. They seek to promote the social, economic and environmental well being of the county whilst allowing communities early and continuous involvement in shaping future development.

1. **Front loading** - providing the opportunity for community involvement in planning proposals at the earliest stage, before decisions are made.
2. **Continuous involvement of all sections of the community** - ensuring communities are continually involved throughout the planning process, leading to a greater understanding, ownership of and consensus on planning decisions.
3. **Transparency and accessibility** - ensuring the decisions and reasons why they have been made, including why certain options have been rejected, are clear and open to public scrutiny.
4. **Involvement that is relevant and practical** - ensuring that the correct involvement methods are used for the different types of planning document and stages in their preparation.
5. **Feedback** - listening to the community about their views and letting them know why decisions have been made and how their views have been taken into account.

4. PROPOSED COMMUNITY INVOLVEMENT IN THE PREPARATION OF MINERALS AND WASTE DEVELOPMENT DOCUMENTS

Introduction

- 4.1 This section of the SCI sets out which documents will be the subject of community involvement, the stages at which community involvement is needed, who can get involved and the methods by which the Council will involve the community and other interested persons in producing the documents in the Minerals and Waste Development Framework (MWDF).

Documents which will be the Subject of Community Involvement

- 4.2 There are two types of Local Development Document, which include:
- * Development Plan Documents (DPDs) - these contain planning policies and proposals and are tested through independent examination.
 - * Supplementary Planning Documents (SPDs) - these elaborate on policies and proposals in DPDs, but are not tested through examination.

Development Plan Documents

- 4.3 The Derbyshire Minerals and Waste Development Scheme (MWDS) sets out a timetable for the following documents to be prepared: the Derby and Derbyshire Waste Core Strategy; the Derby and Derbyshire Minerals Core Strategy; Derby and Derbyshire Minerals Site Allocations - Aggregates DPD and the Derby and Derbyshire Waste Site Allocations DPD, together with Sustainability Appraisals for all DPDs.

The Stages of Community Involvement for DPDs

- 4.4 A key feature of the new planning system is that community involvement and participation should be 'front-loaded'. This means that there will be more active involvement of the community earlier in the plan preparation process than has traditionally been the case.
- 4.5 Due to the site and area specific nature of minerals and waste planning, which relates mainly to rural areas, community involvement and engagement will be focused on those relevant areas and sites. General broad level consultation with the community and other stakeholders, including statutory consultees, will be undertaken across the area affected by the document in question. However, it is considered that resources should be focused on the communities

that are likely to be affected by minerals development and waste management proposals. (This will include residents and groups living outside Derbyshire who may be affected by proposals taking place within the County.) This will help to ensure that that they are informed about the issues and options available and, as a consequence, be involved in the plan making process from an early stage.

- 4.6 Although community involvement will be continuous, there will still be key consultation stages when documents will be issued for formal comment. These key consultation stages are set out in the regulations. The key stages, which front-load community involvement and engagement, are shown below.

Evidence Gathering/Early Consultation

- 4.7 Before a draft LDD is produced, the Council will initially undertake research and information gathering to develop an evidence base and to determine current issues that are relevant to the document that is being produced. This is to ensure that policies and proposals are based on a thorough understanding of the needs, opportunities and constraints in the county. At this stage, consultation will be fairly informal but the Council will ensure that it consults statutory and other appropriate consultees from the list in Appendix 1 who are affected by the subject matter of, or are relevant to, the particular LDD in preparation. In respect of the minerals and waste site allocation DPDs, the Council will also write to landowners/developers inviting them to suggest sites for minerals or waste developments. At this stage, the Council will also hold informal meetings with landowners, operators and developers who suggest sites, to help both parties understand and resolve any issues at an early stage.

Issues and Options Consultation

- 4.8 This document will set out a wide range of issues and options that have emerged through the initial consultation outlined above. They will provide a platform for debate, and this will enable us to come to decisions on preferred options.

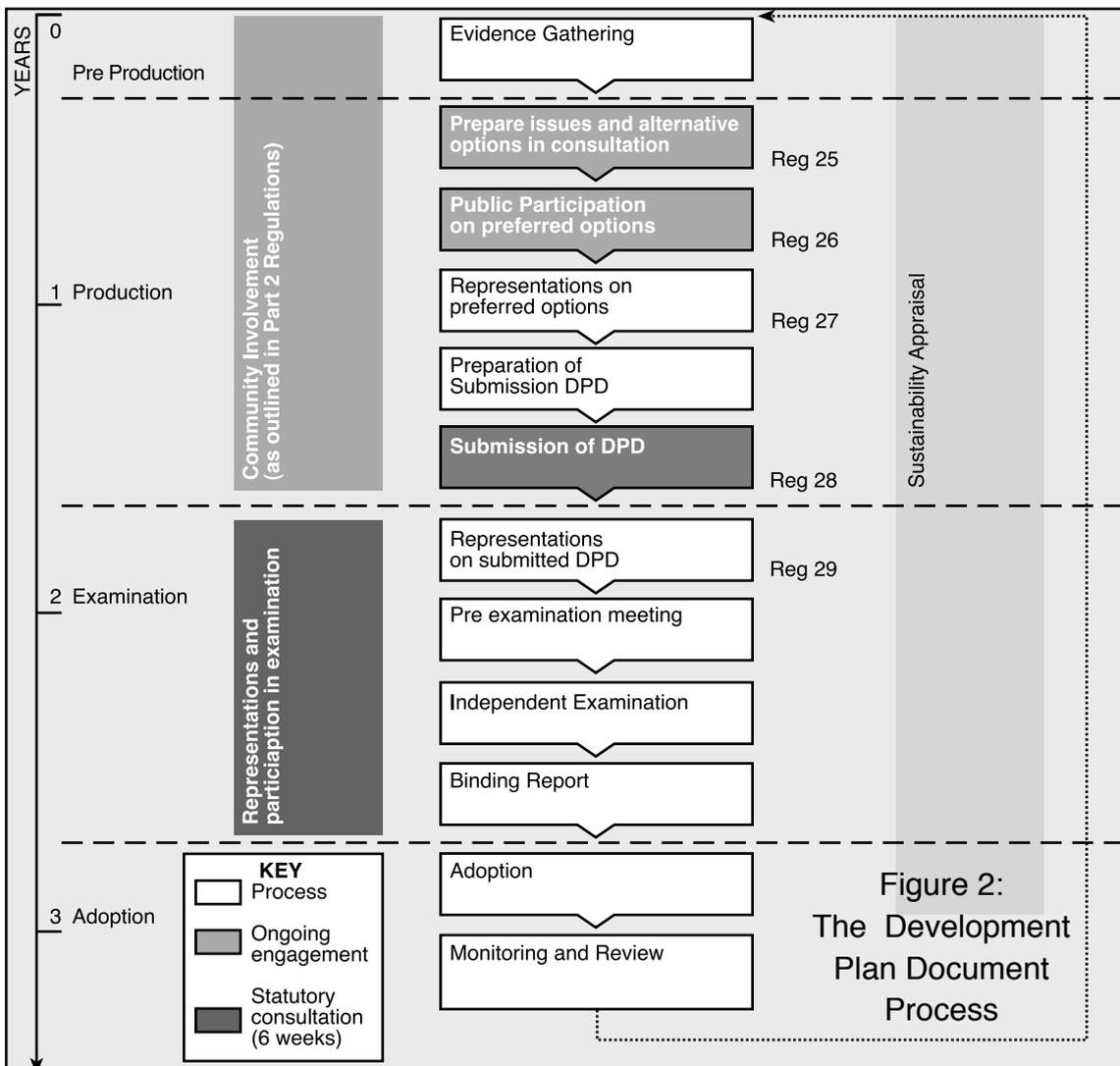
Pre-Submission (Preferred Options)

- 4.9 This draft document will contain the Council's preferred options. These will be contained in a draft DPD, which will be subject to a statutory six week period of consultation and public participation. Dependent on the DPD being produced, all, or a combination of some of, the community involvement techniques, listed in paragraphs 4.21 and 4.22 below, will be used to consult or engage the statutory and other consultees listed in Appendix 1. Specific techniques used for

public engagement in the various DPDs will depend on feedback from the public during the preparation of the SCI.

Submission

4.10 The comments received from the participation process on the alternative preferred options will be used to make revisions to the document. This revised document will contain the Council's preferred option, which has emerged through the consultation process and tested against sustainability objectives. It will be submitted to the Secretary of State, and will again be the subject of a formal six week period of full public consultation, involving all statutory consultees and other stakeholders who have previously expressed an interest in the particular document. After the consultation period on the submitted document and prior to examination, a further six week period of consultation will be carried out on any representations made at this stage to site allocations. All comments received at this and the Submission stage will then be considered by an independent Inspector, who will also consider the document's soundness, at a Public Examination. The Inspector's report will be binding on the Council. All interested parties will be notified directly of the adoption of the DPD,



and informed where it will be available for inspection. A Notice will be published in local newspapers stating that the document has been adopted and the places where it can be viewed.

Supplementary Planning Documents

- 4.11 Where considered necessary and appropriate, the Council may propose the preparation of SPDs to complement policies in the above documents. They relate specifically to the policies of an adopted DPD and provide further guidance to supplement and assist in implementing those policies. The process for preparing SPDs is similar to that for DPDs, but simplified. These documents will not be subject to independent examination, but it will still be important for them to be subject to rigorous procedures of community involvement, similar to those for DPDs.

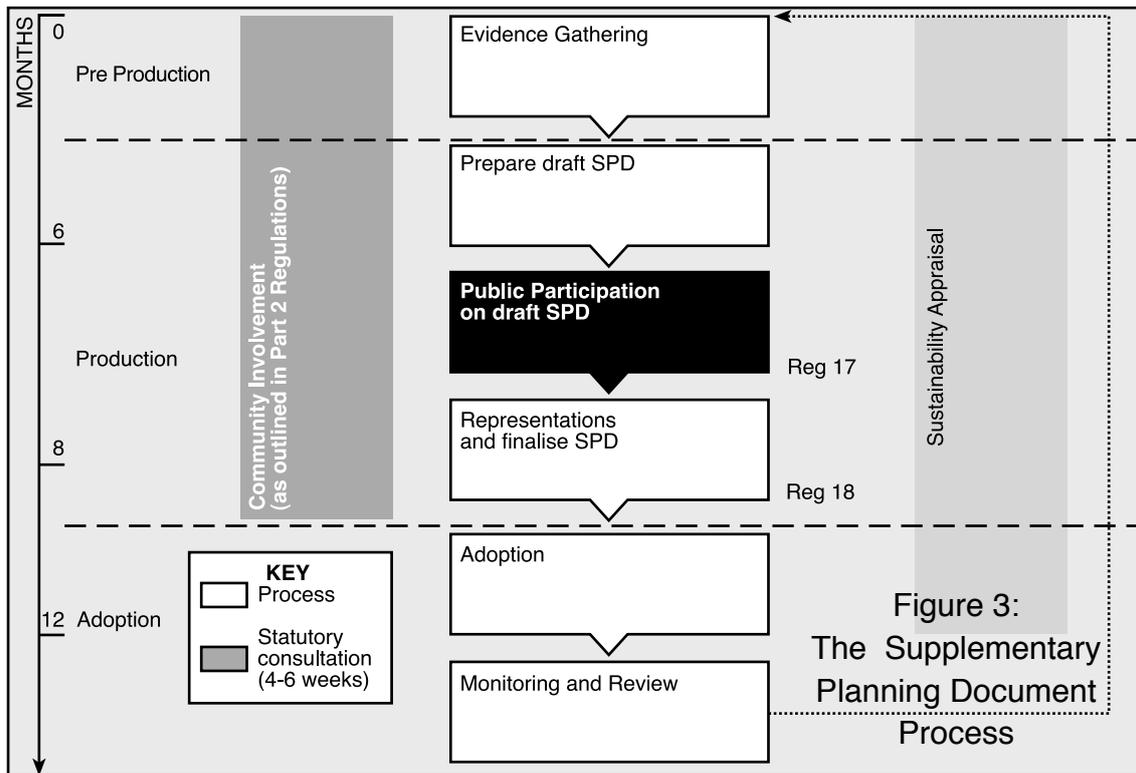
The Stages of Community Involvement for SPDs

Evidence Gathering

- 4.12 As the first stage in the preparation of a draft SPD, the Council will gather information of relevance to the subject issue. In this respect, community involvement will be targeted towards specific groups and stakeholders, depending on the subject matter of the document in preparation.

Public Consultation and Participation on a Draft Supplementary Planning Document

- 4.13 The Council will publish a draft SPD and will invite representations on the document for a period of six weeks. All statutory consultees will be consulted, as well as any other groups and individuals who have expressed an interest in the subject matter of the SPD. (The SPD will relate either to mineral or waste issues, and our consultee database indicates where people's interest lies.) The document will also be made available to the wider public for comment. Dependent on the SPD being produced, a combination of the community involvement techniques, listed in paragraphs 4.21 and 4.22 below, will be used to engage the community.
- 4.14 On completion of this period of consultation, the Council will analyse all comments received, publish a report summarising the representations and show how they will be taken on board in revising the document. The document will then be formally adopted.



Sustainability Appraisal and Strategic Environmental Assessment

4.15 Each of the DPDs must undergo a Sustainability Appraisal (SA), to allow full consideration of the potential environmental, social and economic impacts of the policies and proposals in the documents. The SA also incorporates the requirements of the EU Strategic Environmental Assessment Directive (SEA). The SA is itself subject to consultation which commences at the start of preparation of the accompanying DPD. The key stages are:

4.15.1 **Scoping report:** This will set out the context and objectives, establish the social, economic and environmental baselines, and determine the scope and level of detail of the appraisal. A workshop has been held with key stakeholders, selected as a result of their expertise and knowledge of environmental issues, in order to determine the content of the Scoping Report. Input from this event will inform the preparation of a draft scoping report, which will be published for wider, more formal consultation with all the consultees listed in Appendix 1. Notice of the report will also be given in local newspapers and the Council's website advising where and when the report will be available for inspection/comment. Copies will be available for inspection at libraries and council offices.

4.15.2 **SA Report:** A Sustainability Appraisal Report will be prepared for each DPD at Pre-Submission (Reg. 26) stage. Comments will be invited and, based on these, either supplementary information or a re-written report will be prepared alongside the DPD at Submission (Reg. 28) stage.

Who will be Involved in the Planning Process?

- 4.16 In order to achieve its aim of wider community involvement, the Council intends to work with its existing partners in the community and to develop new contacts and partnerships, where possible.
- 4.17 There are many options available to the County Council for engaging the community in the preparation of documents contained in the MWDF. These range from those methods and techniques which only meet the minimum statutory requirements, to those which promote full participation with the whole community.
- 4.18 In accordance with the minimum requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004, a number of statutory consultees must, by law, be consulted on all elements of the MWDF. These consultees include Government departments and agencies, utility providers and local authorities, including town and parish councils. A list of these statutory consultees is included at the beginning of Appendix 1.
- 4.19 The County Council is committed to going further than the minimum requirements and involving as many people and groups as possible in the planning process. Other more general consultees will therefore be consulted as a matter of course. These include local interest groups, businesses and developers. A list of such groups is included at Appendix 1. This list is by no means exhaustive, and can be added to at any time. If you or your organisation wishes to be included in our consultee database so that they are automatically kept informed of the progress of the MWDF, please let us know by contacting the Minerals and Waste Framework Team at Shand House, Dale Road South, Matlock, Derbyshire, DE4 3RY or emailing wasteminsldf@derbyshire.gov.uk.
- 4.20 There are particular sections of the community that the Council wishes to ensure are involved, as a result of their particular needs and/or because they have been traditionally under represented in the planning process-the so called 'hard to reach' groups. The Council has sought to identify and contact as many of these groups as possible to ensure that they have the opportunity to be fully and actively involved in the planning process from the outset. Community Forums and Focus groups provide an opportunity to target and access these groups.

Methods and Techniques for Community Involvement

- 4.21 The Town and Country Planning (Local Development) (England) Regulations 2004 sets out the minimum requirements for consultation on local development documents. In summary, for Derbyshire this

means that at the pre-submission and submission stages for DPDs and the Draft stage for SPDs:

- All relevant material must be available at the County Council's planning offices at Shand House, Darley Dale and other suitable places for the whole of the six week consultation period;
- Any documents must be placed on the website, together with any supporting information which is needed to enable people to understand what they are being asked to comment on. The website must state where and when documents can be inspected;
- Copies of the relevant material must be sent to the Government Office for the East Midlands and to each statutory consultee;
- Statutory Notices must be displayed in at least one newspaper circulating in the County, advertising where and when the documents can be inspected, how copies can be obtained, the closing date for comments and where to send any comments;
- Notice is given to anyone wishing to be kept informed about progress.

4.22 The County Council will go beyond these minimum requirements for consultation and community involvement. The following is a list of the variety of methods and techniques that the Council proposes to use, as appropriate, in various stages of the preparation and appraisal of documents. The type of consultation will depend on the target audience and it must be relevant and practical to the document being consulted upon. Consultation will focus on members of the community who are most likely to be affected by the document being prepared. Different techniques will suit different sectors of the community, for example, the young may prefer to use the internet, whilst the elderly may generally prefer publications and/or presentations/workshops. Consultation and involvement methods used will also be dependent on the nature of the document and on feedback from the public on preferred methods of consultation, but may include the following:

Information Dissemination Techniques

4.22.1 **Circular letters/email shots:** Letters and/or emails will be sent to all consultees who are involved in the preparation of the MWDF. The Authority maintains a database, which lists all these consultees in the planning process. Groups, organisations and individuals can be added to this database at any stage during the plan preparation process. The use of communication through electronic methods will be encouraged. However, the Council recognises that not all people will have access to computer technology. Through the initial consultation on the SCI, the Council asked people by which method they would prefer to be kept informed. 49% of responses related to information dissemination by letter and 37% by email. 17% of

respondents wish to be contacted exclusively by email. At key milestones in the preparation of documents i.e. when they are published for consultation, the Council will ensure that consultees are kept informed by the preferred methods indicated in this survey.

- 4.22.2 **Internet:** Whilst the telephone remains the key method of contact, the internet is becoming a primary reference and communication channel. The Council's website address is www.derbyshire.gov.uk. It promotes self service and is available 24 hours a day, 7 days a week. Although the initial consultation survey showed that only 10% of respondents wished to use the Internet to be kept informed of the MWDF, the Council considers it important to improve access to the website. It is a particularly useful way of engaging young people in the planning process. Relevant documentation will be available to download from this website and will be used to keep people informed about the progress in the preparation of documents. It will also be used to enable comments forms to be downloaded and returned in hard copy or completed on-line. The website will be the central location for information about the MWDF including consultation arrangements, background documents, and links to other relevant websites and documents.
- 4.22.3 **DNET:** This is the County Council's internal internet facility and is accessible to all employees of the Council, which, as the largest employer in Derbyshire, represents a large proportion of the community.
- 4.22.4 **Media:** The initial questionnaire survey indicated low interest (4%) in being kept informed by this method. The majority indicated their preference to be contacted directly. However, statutory notices must, by law, be placed in the local newspapers at consultation stages. At key consultation stages, the County Council may issue press releases to ensure that best coverage is available. Various magazines are read by particular sectors of the community and may therefore be used to target certain groups, for example the Gold Card magazine is read mainly by older people and b_line magazine by younger people.
- 4.22.5 **Newsletters:** To ensure that the whole community is informed at key stages of Plan preparation (referred to as Milestones in the MWDS), the Council will, where appropriate and practicable, distribute in paper form, leaflets and/or pamphlets that will set out the key information at the time. In order to meet the needs of the whole community, the information will also be available on request in large print or Braille in alternative languages to English. The County Council's newspaper, 'Insight', is delivered free to most of the households in Derbyshire on a quarterly basis. Where appropriate, it will be used as one of the mechanisms for distributing newsletters.

4.22.6 **Posters:** These will be distributed and displayed at deposit venues.

Involvement/Engagement Techniques

4.22.7 **Documents Available for Inspection and Comment:** Consultation documents and supporting documents will be available for inspection and comment at County Hall, Matlock and the Council's planning office at Shand House, Darley Dale and on the Council's website. This is due to the requirement in Regulation 31(2a) that copies of all representations have to be placed at the 'inspection' locations. However, to ensure that access to hard copies of documents is maximised, they will also be available at all the eight district and borough council offices and Derby City Council's offices (Roman House and Derby Council House), which are open during weekday working hours, and at all branch libraries, which are generally open beyond normal office hours. **Copies of the documents will be available, on request, to purchase in large print or Braille and in alternative languages to English if required.**

The survey undertaken by the Council at the initial consultation stage showed that the majority of respondents wish to be involved by commenting on these consultation documents in writing. 121 people (40%) indicated this as one of the techniques by which they wanted to be involved, with 40 of these wanting to be involved solely through this technique. The Council will continue to ensure that documents are widely available for the public to comment upon.

4.22.8 **Liaison Groups:** These include groups of operators, residents and council officers, which meet on a regular basis to discuss topics and issues/concerns at a particular site. (Mainly sand, gravel and coal sites). Given that these sites may still be active, these groups will be used to ensure that operators and residents who have interest in a specific site will be involved at all stages of the DPD preparation and be actively engaged in its preparation including, where relevant, groups operating outside Derbyshire who are affected by operations within the county. Such groups provide a direct opportunity to remedy problems that may be encountered, at an early stage. The groups (of which 13 are already in place) also provide a forum in which the local community can be kept abreast of site operations - including restoration- by the site operator, and enable them to raise their issues and concerns with the operator. The groups can also consider submissions or proposed conditions relating to the application for example landscaping schemes. Given that members of these groups have first hand experience of living with an operational site they are important contributors to MWDPD. Also because current sites are often extended, group members are important sources to contact.

- 4.22.9 **Citizens` Panels:** These are a set of District-based panels which operate across Derbyshire. They comprise a group of 8000 people who have agreed to be consulted on a range of topics and are a representative cross-section of the community. In September 2005, these representatives were asked whether, and how, they wanted to be involved in the waste and minerals planning framework. The results broadly reflect those of the Issues and Options questionnaire reported here. They may again be called upon to answer targeted questions and invite comment at key stages. They can also be used to draw together representative samples of people who may participate in workshops/seminars or focus groups. This can be instrumental in helping to involve hard to reach groups. These could be developed by, for example, including representation from other interest groups, such as minerals or waste operators or environmental groups.
- 4.22.10 **Existing Community Forums:** 15% of respondents to the initial consultation survey indicated this as being one of their preferred methods of engagement. These will be used to inform the public and community representatives through existing community forums. They allow for regular ongoing involvement at a fairly informal level.
- 4.22.11 **Virtual Planning Office:** As part of the process of preparing the MWDF, the Council is committed to continuously involving all members of the community in the issues that will affect the future development of the County. To achieve this aim, the Council is currently investigating the feasibility of setting up an interactive page on its web site, where current issues that are under discussion in the Planning office will be posted regularly. It is hoped that members of the public would post their responses and ideas on this web page, to enable them to actively join in with the current debates and discussions. It could also be used as a means of suggesting sites for waste or minerals development. Comments posted will be accessible for all to read. There remain a number of technical issues regarding this option, which mean that it cannot currently be used as a method for community involvement. Since this type of electronic involvement will become increasingly important, the situation regarding its implementation will be kept under regular review to ensure that it is introduced as soon as possible.
- 4.22.12 **Workshops/Seminars:** 14% of respondents to the initial consultation survey indicated this as being one of their preferred methods of engagement. They will be used where appropriate in dealing with complex issues and where a lot of people are involved. The Council's Community Strategy Unit will be utilised to assist with the preparation and running of these events. It has a team of seventy facilitators who offer a wide range of expertise in running such events.

4.22.13 **Meetings:** 11% of respondents expressed an interest in attending one to one meetings and 11% in small group meetings. On request and subject to time and resource constraints, officers will meet individuals or groups to discuss particular issues, or will address meetings of groups or organisations.

4.22.14 **Public exhibitions/displays:** The survey showed that this technique is favoured by the fewest number of people, with 9% indicating it as one of their preferred methods of engagement. As a result, public exhibitions will be mounted only selectively at the Preferred Options Stage when the County Council has identified specific sites. The exhibition/displays will not be staffed continually owing to staff resource constraints.

Feedback on Community Involvement

4.23 A vital part of the new planning process is for people to be kept fully aware of how their contribution is informing the decision making process, and shaping the formulation of the relevant documents.

4.24 The Council will acknowledge all comments received throughout the preparation of the LDDs. These will be acknowledged within three working days of receipt. The comments received cannot be treated as confidential and will be accessible for the public to view.

4.25 At each identified milestone in the preparation of LDDs, the County Council will analyse the representations and prepare a publicly available summary report outlining the steps that will be taken in response to them. The representations and responses will be available for inspection at the County Council's planning office at Shand House, Darley Dale, and will also be published on the Council's website.

4.26 A 'statement of compliance' will be produced to accompany each document, which will explain how the preparation of each Development Plan Document and Supplementary Planning Document has met the requirements for community involvement set out in the SCI. It will:

- Give details of those taking part in the research and production part of the document and the nature of their involvement.
- Indicate how the community has been involved in the preparation and a summary of who has participated.
- Set out the dates of consultation periods.
- Summarise the steps taken in respect of achieving consultation responses.
- Give details of supplementary material published or produced as part of, or subsequent to, the consultation.

Resources Available

Personnel

- 4.27 The MWDF will be prepared by the County and City Council's MWDF team - a joint team of officers in established posts based in the Forward Planning section of the Environmental Services Department, with a 25% staff contribution from Derby City Council. The work will also require staff support from the County Council's Community Strategy Team, who will provide facilitators to assist with setting up and running workshops/seminars, as necessary. The Council will co-ordinate press releases. Internal administrative staff will assist with mailing and publicity and the County Council's and Derby City Council's Graphic Assistants may assist with document presentation. External resources may be used for printing documents. Other support staff will include legal advice, which will normally be provided by the County Secretary's Division.
- 4.28 The County Council's Chief Executive's Office supports the Community Forums and Local Strategic Partnerships, and these will be used to provide a key link to community consultation processes and hard to reach groups. Opportunities will be taken where other partners or community organisations can assist with venue provision or event organisation.

Financial Resources

- 4.29 The Council will provide the necessary financial resources to fund the production of documents and the necessary community involvement events. In addition, the Council may use a proportion of Planning Delivery Grant to support the required activities.

5. COMMUNITY INVOLVEMENT IN THE DETERMINATION OF PLANNING APPLICATIONS

Introduction

- 5.1 In addition to its role in helping to define the content of the minerals and waste development framework, the community can also influence decisions on planning applications for individual developments. The various development control matters which the County Council deals with and in which the community can become involved are set out below.

Planning Applications for Minerals and Waste Development

- 5.2 This will include applications for matters such as quarries, mines, waste recycling facilities, waste treatment plants and landfill sites. All minerals and waste developments are classified as ‘major developments’⁵. Consultation procedures are set out in planning law, with which the Council must comply. The Council intends to go beyond these statutory requirements, as set out in section 5.12 below.
- 5.3 For all planning applications, it is essential that all households and businesses that may be affected by the development are aware of the proposals, including people living outside Derbyshire who may be affected by proposals within the county.

Planning Applications Made by the County Council

- 5.4 The Council also needs to consult the community on applications that it submits on its own behalf for developments relating to libraries, schools, roads and social services developments. These will range from major proposals, such as new roads, to more minor developments like extensions to libraries and the erection of temporary classrooms. The type of consultation carried out by the Council will reflect the type and scale of proposal.
- 5.5 Planning applications are either determined by the Regulatory Planning and Control Committee or delegated to the Planning Control Manager for approval or refusal.

⁵ This definition is in the Town and Country Planning (General Development Procedure) Amendment) (England) Order 2006

Who will be Involved?

5.6 Consultation on planning applications involves two groups: consultees whose job it is to provide feedback on the proposal from a regulatory point of view; and the general public.

5.7 Consultees in the first group include those that are relevant to the work of the County Council, as follows:

District and parish councils (including, where relevant, those in neighbouring counties)

English Nature

Environment Agency

Highways Agency

East Midlands Regional Assembly

East Midlands Development Agency

Interest groups (including, where relevant, those in neighbouring counties)

Environmental protection groups (including, where relevant, those in neighbouring counties)

Government agencies and bodies

Local strategic partnerships

Liaison Groups (including, where relevant, those in neighbouring counties)

5.8 Consultees in the second group will be drawn from the following:

Neighbouring homes and businesses (including, where relevant, those in neighbouring counties)

Individuals who have expressed a particular interest

5.9 The potential impact of the particular application will determine exactly which organisations and individuals are consulted.

How Community Involvement will Influence Decision Making

5.10 Pre-application consultation between the developer and the public provides the opportunity for the community to be involved in the formulation of proposals from an early stage. This can avoid lengthy and resource intensive amendments to planning applications, and can therefore help to speed up the decision making process. Developers will be encouraged to hold meetings with affected communities, particularly in respect of major or controversial proposals.

- 5.11 Consultation on applications is the main way that the community can influence decisions on planning applications. The County Council is required to record any representations made on an application during the statutory consultation period. This may result in the Council going back to the applicant to ask for amendments to be made to the proposal.

Methods and Techniques for Community Consultation on Planning Applications

- 5.12 The County Council's new arrangements for publicity and consultation on planning applications came into effect on 1 September 2005. These go beyond the statutory requirements which have been in place since 1992, in order to reach a wider audience and to ensure that as much publicity is given as possible and practicable given time, manpower and financial constraints. The aim is to engage the community at an early stage - in some cases pre-application and ensure that people are kept informed and involved, should they wish to be, at all stages of the planning application process. 78% of respondents to the questionnaire survey said they wanted to be notified and kept informed of planning applications for minerals and waste developments. The council is also currently exploring ways of developing a system to directly notify those people who have asked to be contacted about certain types of applications or those within a particular geographical area.

- 5.12.1 **Applications available for inspection:** Planning applications and supporting documents are made available for inspection at the County Council's Planning Office at Shand House, Darley Dale, at County Hall, Matlock and at the relevant local district or borough council offices. District/Borough, Parish/Town councils will receive a copy of applications submitted in their areas and will be encouraged to make these available to the general public, when possible.
- 5.12.2 **Internet:** All planning applications are published on the Council's website at www.derbyshire.gov.uk/environment/planning/planning_applications and via a link to the local district and borough council websites. Electronic copies of the relevant Structure Plan, Local plans and DPDs are also available via the appropriate websites.
- 5.12.3 **Liaison groups:** Minerals and Waste developments are ongoing operations and the County Council will continue to encourage the formation of site liaison groups where appropriate to ensure that operational issues that affect the community are addressed on a regular basis. (This will include groups operating outside Derbyshire who are affected by operations within the county). Such groups can be very effective, providing a direct opportunity to remedy problems,

which may be encountered, at an early stage. The groups (of which 13 are already in place) also provide a forum in which the local community can be kept abreast of site operations - including restoration- by the site operator, and enable them to raise their issues and concerns with the operator. The groups can also consider submissions or proposed conditions relating to the application for example landscaping schemes. 70% of respondents to the issues and options questionnaire indicated that they would be interested in being involved in such a group.

- 5.12.4 **Neighbour Notification:** This includes the issuing of press releases, the display of site notices and direct neighbour notification by letter. This may involve notification of people living outside Derbyshire who may be affected by proposals within the county. The use of each method depends on the type of application under consideration. All applications submitted are also available to view and download from the Council's website. For major and controversial applications, statutory notices advertising the applications will be placed in the local newspapers to which the application relates.

Site notices will be displayed on or near the site in positions visible to anyone passing by. The notices will state where the application documents can be viewed and the date by which comments should be received. On large sites, bounded by several roads and footpaths, or with several road frontages, more than one site notice will be displayed.

Comments on planning applications must be received by the Council within 21 days of the application being advertised on a site notice and within 14 days of an application being advertised in a press notice.

- 5.12.5 **One-to-one/group meetings:** Where appropriate, the County Council will meet with organisations or individuals to discuss their concerns about an application. It may also address meetings, such as parish council meetings, subject to reasonable time and resource constraints.

- 5.12.6 **Pre-application consultation:** The local community can assist in identifying the issues to be addressed in planning proposals at an early stage. 60% of respondents to the issues and options questionnaire indicated that they would want to be involved in pre-application discussions with developers. Accordingly, the County Council encourages developers to undertake early consultation with local residents, neighbours and parish councils, particularly in respect of major or controversial proposals and to demonstrate that these views have been taken into account in the formulation of the submitted proposals. Public meetings, workshops and exhibitions are useful methods to use in this respect. The County Council cannot refuse to accept a valid application because it disagrees with the way in which

a developer has consulted the community, or if no pre-application consultation has taken place at all. The Council's Code of Practice dictates that, to ensure a balanced and impartial viewpoint is maintained, Members or Officers of the County Council will not normally participate in pre-application consultations which take place between developers and the public. Developers are encouraged to discuss their proposals with the council's planning officers on a one to one basis prior to submission.

- 5.12.7 **Public exhibitions/displays by developers:** The County Council will encourage developers, both from the minerals and waste sector and from the Council's own departments, to hold public exhibitions and display their proposals for major and/or controversial schemes.
- 5.12.8 **Written consultation:** The statutory consultees will be sent details of the planning application, and where appropriate supporting plans and documents. Applicants are encouraged to make large applications available to consultees and other interested parties on CD.
- 5.12.9 **Notification:** When an application is determined, the County Council notifies all those persons and bodies who submitted comments about the application. If an appeal is made to the Secretary of State, the County Council notifies in writing, all persons or bodies who were consulted on or submitted comments about the application. Copies of the decision notice will be on the Council's website and hard copies will be supplied on request (subject to charge). 78% of respondents to the issues and options questionnaire stated that they wished to be notified and kept informed of applications for minerals and waste developments.

Public Speaking at Committee

- 5.13 For any planning application submitted after May 2005, applicants and members of the public are able to speak at the committee meeting and if appropriate at the committee site visit. For applications that were submitted prior to May 2005, applicants and the public are only able to speak at committee site visits.

Environmental Statements

- 5.14 Where an environmental statement (ES) is submitted with a planning application, in accordance with the Town and Country Planning Environmental Assessment Regulations, publicity will be given to the fact that a statement has been submitted with the application. Any significant further information required by the planning authority in connection with the environmental statement will also be publicised. The results of screening and scoping exercises which determine

whether an ES is required to be submitted and what it should include will be available on the public register. Applicants will be encouraged to provide large environmental statements in CD format.

Feedback on Planning Applications

- 5.15 If a planning application is to be determined by the Regulatory Planning and Control Committee, the County Council will notify the applicant and all people or organisations that made representations. The letter will advise the date, time and place of the meeting and the officer recommendation. For any planning application submitted after May 2005, applicants and members of the public are able to speak at the Committee meeting. For applications submitted prior to May 2005, applicants and the public are only able to speak at Committee site visits. Planning Committee agendas are made public a minimum of five working days prior to the meeting; the report will identify how the comments and representations relating to a particular application have been taken into account. Copies of the agenda and minutes of the previous meetings are available on the Council's website.
- 5.16 All delegated decisions are based on a written report and the County Council will make this available for public inspection on its website. The report will identify how the representations have been taken into account. A list of decisions taken under delegated powers will be included in the Planning Committee agendas.

Notification of Decisions

- 5.17 Once a decision has been made on a planning application, either by delegation or the Planning Committee, the County Council will notify all those persons who submitted representations about the application. This will normally take place within two days of the decision being made, but will be longer for decisions that are subject to a S106 Agreement.
- 5.18 All decision notices will be available for inspection at the County Council's Planning Office at Shand House, Darley Dale and on the County Council's website.

APPENDIX 1

Consultees for the Minerals and Waste Development Plan Documents

The following is a long list of the categories of statutory and other consultees that will be consulted and involved in the preparation of the MWDF. Some specific consultees are included. The list is not definitive as the County Council may add or delete consultees as circumstances dictate. Statutory consultees must be consulted in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004.

Statutory Consultees

Government Departments and Agencies

- Government Office for the East Midlands
- East Midlands Regional Assembly
- East Midlands Development Agency
- English Nature
- The Environment Agency
- Highways Agency
- Historic Buildings and Monuments Commission for England (English Heritage)
- Individual Government Departments as appropriate
- Strategic Rail Authority
- Strategic Health Authority
- The Countryside Agency

Local Authorities within Derbyshire (District/ Borough Councils and Town/Parish Councils)

Adjacent Regional Development Agencies

Adjacent Local Authorities (County, Unitary, District, Town and Parish Councils and the Peak District National Park Authority)

Unitary Authorities and County Councils within East Midlands

Utility providers (water, sewerage, gas, electricity)

Telecommunications Providers

Other Key Consultees

These will include the following:

Authorities/Groups

- Age Concern
- Airport Operators
- Ancient Monuments Society
- British Waterways
- British Geological Survey
- Chambers of Commerce
- Church Commissioners
- Civic Societies
- Coal Authority
- Commission for Racial Equality
- Commission for Architecture and the Built Environment
- Country Landowners Association
- Derbyshire Fire and Rescue Service
- Derbyshire Constabulary
- East Midlands Planning Aid
- Education establishments
- Environmental Services Association
- Equal Opportunities Commission
- Health & Safety Executive
- Health Trusts
- Health Services
- Housing Corporation
- National Playing Fields Association
- Network Rail
- NFU
- Political Parties
- Royal Town Planning Institute
- Rural Community Council
- Sport England
- Transport providers

Minerals Industry and Operators

- Quarry Products Association

Waste Industry and Operators

Landowners and Developers

Building companies
Chatsworth Estates
Crown Estates
Defence Estates
Forestry Commission
Individual developers
National Trust
The Housebuilders Federation

Environmental Interest Groups

Access Groups
Council for the Protection of Rural England (CPRE)
Environmental Action Groups
Farming and Wildlife Advisory Group
Friends of the Earth
Midlands Anti-Opencast Group
Ramblers Association
RSPB
Wildlife Trusts
The National Forest Company

Community and Residents Groups

Quarry Residents Liaison Groups
Residents Associations
Voluntary Groups

Hard to Reach Groups

Older Persons Groups
Young Persons Groups
Ethnic Minority Groups
Disability Rights Commission
Gypsy Liaison Group
Faith/Religious Groups

Local Businesses as appropriate**Members of Derbyshire County Council****MPs****MEPs****Individual Residents****Local Strategic Partnerships****Internal Departmental Consultees within Derbyshire County Council**

APPENDIX 2

Deposit Locations

Copies of documents, notices and comment forms will be available for inspection at the following locations.

Main County Council Offices

County Hall, Matlock, DE4 3AG

Shand House, Dale Road South, Matlock, DE4 3RY

District/Borough Council Offices throughout Derbyshire

Amber Valley Borough Council, Town Hall, Market Place,
Ripley, DE5 3BT

Bolsover District Council, Sherwood Lodge, Bolsover, S44 6NF

Chesterfield Borough Council, Town Hall, Rose Hill,
Chesterfield, S40 1LP

Derby City Council, Roman House, Friar Gate, Derby, DE1 1XB

Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN

Erewash Borough Council, Long Eaton Hall, Derby Road,
Long Eaton, NG10 1HU

High Peak Borough Council, Hayfield Road, Chapel en le Frith,
High Peak, SK23 0QJ

North East Derbyshire District Council, Council House, Saltergate,
Chesterfield, S40 1LF

South Derbyshire District Council, Civic Offices, Civic Way,
Swadlincote, Derbyshire, DE11 0AH



Designed and produced by Derbyshire County Council, Environmental Services, Derbyshire County Council,
Shand House, Dale Road South, Matlock, Derbyshire DE4 3RY
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