



Council of the Isles of Scilly

Involving People in Planning

[Interim] Statement of Community Involvement (SCI)

This statement explains how the Authority's commitment to involving people, communities and organisations in its development of planning policies and making of decisions on applications for planning consent.

Updated August 2020



Council of the
ISLES OF SCILLY



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If you require any of the documents in an alternative language, in larger text, Braille, easy read or in an audio format, please contact the Council at diversity@scilly.gov.uk or telephone 01720 424000.

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POST EXAMINATION AMENDED SUBMISSION LOCAL PLAN



Statement of Community Involvement

2020 Update

Temporary changes to the SCI as a result of Covid-19

Planning Practice Guidance (PPG) was updated in May 2020 in light of the Covid-19 pandemic and recommended that council's review their SCI and update it in light of the government's guidelines for helping prevent the spread of the disease¹. As a result, the council is making some temporary amendments to the requirements set out in the adopted SCI. These are to protect the health of our communities and staff, while still ensuring that the council can continue to successfully conduct its planning functions in a manner which is underpinned by extensive and effective community engagement.

Where temporary changes have been made to the SCI in light of the Covid-19 pandemic, additional text is underlined and coloured with red text and deletions are marked as a ~~strikethrough~~.

The proposed amendments are temporary until such time as national social distancing measures are lifted, at which point the council will revert back to the original version of the SCI (updated in February 2018).

Introduction

The Statement of Community Involvement (SCI) sets out how and when you can influence planning documents covering the Isles of Scilly and the ways in which you can comment on planning applications, as well as other forms of submissions such as applications for listed building consent.

Engagement is key to providing cost-effective services which meet the needs of our communities. It plays a critical role in shaping the places where people live, work and visit. This approach is recognised by the Government in the Localism Act (2011) and National Planning Policy Framework (2019). By encouraging engagement people and communities can be given the information, power and responsibility they need to respond to the challenges and opportunities they and their communities face.

Background

The Planning and Compulsory Purchase Act 2004 first set out the requirement for local planning authorities to prepare a 'Statement of Community Involvement' (SCI) as a means of strengthening community involvement in the planning system. The purpose of the Statement of Community Involvement is

¹ <https://www.gov.uk/guidance/plan-making# covid19>



to encourage and provide for active, meaningful and continued involvement in the planning process for everyone with an interest in the future of the islands.

The first SCI was adopted in January 2006. This was updated in 2012 in recognition that such documents should be regularly reviewed and due to changes in the regulations as set out in the Planning Act 2008.

It is considered that a formal review of the 2012 SCI is now required due to the significant national changes that have taken place over the last two years. This has included a move away from the Local Development Framework Approach to planning and back towards a Local Plan. This SCI update now reflects the requirements of the National Planning Policy Framework (NPPF) which was adopted in 2012. All other Planning Policy Guidance and Statement documents (PPG and PPS) have been superseded by the NPPF and the Planning Practice Guidance which was published in 2014.

The Council's SCI is set out in the following 3 leaflets:

Leaflet 1 – Community Involvement Strategy

Leaflet 2 – Influencing the Local Plan

Leaflet 3 – Getting Involved in Planning Applications



Statement of Community Involvement

1. Community Involvement Strategy - SCI Leaflet 1 of 3

1.1 Key Principles

This leaflet (1 of 3) describes our overall approach to community engagement and involvement in the planning process.

When we involve you in preparing the new Local Plan or consult you on planning applications or other forms of consent we will:

- **Keep the process** simple by writing in plain English and explain any planning terms that we need to use.
- **Communicate clearly** by explaining the reasons why we want to involve you and receive your comments.
- **Make it easy for you to get involved** by setting out when and where you can provide your comments. We will always try and plan public events so they are accessible to all people and groups and use existing community involvement networks. **Although due to the current COVID-19 pandemic there will be no 'manned' public consultation events.**
- **Be inclusive** by providing information in an accessible format and giving clear advice on how the planning system works, and encourage involvement from those groups that are not usually involved in the planning process.
- **Be transparent and objective** through the consideration of reasonable policy options for the Local Plan and presenting all relevant facts about development proposals.
- **Share information** with you using the Council's website, ~~in libraries and in the Town Hall whenever this is appropriate and effective.~~
- ~~**Make copies of Local Plan documents available** to view at key locations throughout the Islands.~~
- **Make sure your involvement is effective** by ensuring all comments received by the authority are recorded, read carefully and taken into account.
- **Strive to meet our targets** for the preparation of the Local Plan (Refer to Leaflet 2), and also Government targets for the determination of applications within the statutory timeframe (8 weeks for minor and other applications and 13 weeks for major applications – Refer to Leaflet 3).



Statement of Community Involvement

2. Getting Involved in the Local Plan – SCI Leaflet 2 of 3

2.1 The Planning System

The Government wants to give local people a greater role in shaping their neighbourhoods. This is shown in the changes to the planning system set out in the 2011 Localism Act and the 2012 National Planning Policy Framework (NPPF), which give communities the opportunity to get more involved in the preparation of planning documents for their areas.

The Localism Act also introduced the ‘Duty-to-Co-operate’. This is a legal requirement setting out how local planning authorities, national park authorities, county councils and a number of other public organisations must work with one another in a collaborative manner and consider joint approaches when preparing their local plans.

We really want your input and ideas and want to involve you in taking forward the new planning system from the earliest stages.

As a result of the Covid-19 pandemic the council will only publish draft documents and consultation material online. The council may be able to provide a hard copy of the document by post if the person enquiring does not have access to the internet on request. This will be communicated in the relevant consultation material. When Covid-19 pandemic restrictions are lifted and it is appropriate and safe to do so, hard copies will be made available for public inspection in the Town Hall, Library on St Mary’s and at relevant deposit venues across the inhabited islands. Details of these locations and the times that the consultation documents can be reviewed will be publicised in the relevant consultation material.

All planning applications and local plan documents will be available for inspection during set consultation periods at the Planning and Development Department in the Town Hall, The Parade on St Mary’s. During the consultation periods, all local plan documents will also be available in the library on St Mary’s, in the reading rooms on St Agnes and Bryher and in the community halls on St Martin’s and Tresco.

Due to the Covid-19 pandemic and in recognition that it may be more difficult to reach specific groups, consultation deadlines may be extended to ensure a wide range of consultees are reached.

Island	Deposit Venue
St Mary’s	The Town Hall
	Library
St Martins	Community Hall
St Agnes	Reading Room
Bryher	Reading Room
Tresco	Community Hall



Online engagement:

The type of online engagement used will depend on the issues that are being considered. However, this means of engagement will be particularly important in light of any limitations on social engagement which come about as part of the response to the Covid-19 pandemic.

- **Website:** The council's website will be regularly updated with information about the Local Plan and other planning policy documents. The council will advertise all consultations on its website, with documents available to view on dedicated pages.
- **Social media:** The council will make use of social media where appropriate and will post information on Facebook, Twitter and other social media platforms to promote consultations, as suitable. In light of the Covid-19 pandemic and in recognition of additional reliance on technology, an increased number of social media posts relating to consultations may be applicable. During formal consultations, representations will not be able to be accepted via social media.

~~All Local Plan and associated documents will be available to view online as well as paper copies being deposited at each of the above deposit venues.~~

Planning Pages on the Council of the Isles of Scilly Website can be found here:

<http://www.scilly.gov.uk/planning-development/local-plan>

2.2 The Isles of Scilly Local Plan

The Local Plan is the Development Plan for the Isles of Scilly. It sets out the spatial policies, guidance, development management policies, land use designations and site allocations against which all planning applications and other development proposals in the district will be assessed.

It provides the formal statutory framework for sustainable development and lays the foundations for regeneration and economic growth, whilst protecting and enhancing where possible our most valuable built and environmental assets.

The new Local Plan will replace the saved policies of the existing Local Plan (2005). It will be supported by evidence of what physical, social and green infrastructure is required to enable the amount and type of development proposed for the islands. The key issue for the Local Plan will be to strike the right balance between protecting and enhancing the high quality environment, whilst ensuring the islands communities and economy are sustained through, for example, the provision of affordable housing, local employment opportunities and adequate social and physical infrastructure, including the management of its waste.

The Local Plan will draw on and influence a range of strategies and investment programmes on the islands, including the Sustainable Community Strategy, the Strategic Investment Framework (as part of the EU Convergence programme), the Local Development Strategy for the Local Action Group (part of the Rural Development Programme for England), Islands Partnership and Building Schools for



the Future Pathfinder Scheme. The Local Plan will set out the vision and strategic objectives for the Isles of Scilly for the plan period 2015-2030. It will also include detailed policies to inform decisions on planning applications (see leaflet 3).

The Local Plan must comply with the NPPF and will provide the context for any Neighbourhood Plans that might be produced.

2.3 Community Infrastructure Levy (CIL)

This is a tariff-based charging schedule that applies to specific types of development (e.g. housing). When planning permission is secured developers will be required to pay a financial contribution, where this will be used to part-fund the provision and maintenance of necessary strategic and local infrastructure projects.

The Council does not have to implement a CIL and can continue to use S106 Agreements. No decision has been made as to whether a CIL will be introduced for the Isles of Scilly.

2.4 What is a S106 Agreement?

Planning obligations are more commonly known as Section 106 (S106) Agreements. A S106 Agreement is a legal mechanism that makes a development proposal acceptable in planning terms that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development for example securing a house to meet local housing or key worker needs. S106 Agreements are often referred to as 'developer contributions'.

2.5 Supplementary Planning Documents (SPDs)

SPDs are prepared to provide further detailed supporting guidance. Although they do not have the same weight as the Development Plan they can still form a 'material consideration' in determining planning applications. They can be produced more quickly as they are not subject to an independent public examination. We will ask you what you think on any draft SPDs at an early stage in the preparation of each document.

2.6 Other Documents

In preparing our new Local Plan we will also publish on our website; Local Development Scheme (LDS) - setting out the current timetable for the preparation of the Local Plan. An Authority Monitoring Report (AMR) sets out the progress made in producing our Local Plan and the council's (and partners') performance in implementing adopted Development Plan policies and proposals.

Local Plan Timetable (LDS) and Monitoring Reports (AMR) can be found here:
<http://www.scilly.gov.uk/planning-development/local-plan-review>



Statement of Community Involvement

3. Getting Involved in Planning Applications **Leaflet 3 of 3**

3.1 Planning applications

The Planning Department is responsible for assessing all planning applications for development, advising Full Council on applications, determining certain types of planning applications under delegated powers, providing advice on development proposals and dealing with any unauthorised development in the district.

All decisions taken on planning applications must be made in accordance with the adopted Development Plan (see leaflet 2), unless any other material considerations indicate otherwise, including national planning guidance or site specific matters relevant to a particular case.

3.2 Getting involved in planning applications

The publicity procedures to be followed on planning applications are laid down by Government legislation and regulations. The council meets all of these minimum statutory requirements and we also publicise on a wider basis than the 'statutory minimum' wherever possible to ensure that we maximise opportunities for community involvement.

As a result of the COVID-19 pandemic Planning applications, including supporting documents and corresponding plans and elevation drawings, can be **only** viewed online: <http://www.scilly.gov.uk/planning/planning-applications>. and are also available to view at the One Stop Shop in the Town Hall, The Parade on St Mary's during normal office hours (8.30am-5.00pm Monday - Thursday and 8.30am - 4.30pm on Fridays). Planning Officers are also available at the Town Hall to give advice on current or proposed applications (you are advised to make an appointment if you wish to speak to a particular officer).

In light of the Covid-19 pandemic the council recommends that developers or applicants undertake any pre-application consultation measures in line with government guidance on social distancing at the time. Any community engagement for pre-applications should prevent social gatherings and where appropriate any meetings or exhibitions should be undertaken via an online platform such as Microsoft TEAMS or another appropriate platform.

3.3 Consultation on Each Type of Planning Application

The Council is required to notify the public about the receipt of planning applications. We are committed to keeping people informed about developments that may affect them. The statutory publicity requirements for planning applications are set out by Government in the Town and Country Planning (Development Management Procedure)(England) Order 2010. As well as listing the official organisations that must be notified of particular types of application, for example Natural England and English Heritage. It also provides details of the publicity that must be provided to



ensure other interested parties, such as neighbours, are made aware of applications. In accordance with these regulations, the Council will publicise ALL planning applications by the following methods:

- I. *Displaying a site notice in at least one place on or near the land to which the application relates for not less than 21 days;*
- II. *Serving a notice on any adjoining owner or occupier. The extent of notification of neighbours will depend on the size and location of the proposed development;*
- III. *Displaying a list of all planning applications on the Councils notice boards at the Town Hall and at Old Town; and*
- IV. *Posting a list of all planning applications on the Councils website so that they can be viewed online.*

As a result of the COVID-19 pandemic local planning authorities now have the flexibility to take other reasonable steps to publicise applications if they cannot discharge the specific requirements for site notices, neighbour notifications or newspaper publicity. These steps will notify people who are likely to have an interest in the application and indicate where further information about it can be viewed online. These steps can include the use of social media and other electronic communications and must be proportionate to the scale and nature of the proposed development.

Guidance to accompany these regulations² has also been published to highlight what alternative publicity local planning authorities could undertake. In particular, if local newspapers are not circulating in their area, authorities should seek to use local online news portals in the first instance.

In addition to the above methods, major planning applications or those that are considered to create a wider local concern will be advertised in the local newspaper "The Cornishman". Most of the planning applications received by the Council are for small alterations and developments where the statutory minimum requirement on publicity is followed (in line with the requirements contained in the Town and Country Planning (Development Management Procedure)(England) Order 2010). Major planning applications are defined as one of the following:

- *A residential development for 10 or more dwellings;*
- *Residential development on a site of 0.5 hectares or more;*
- *Development involving a building(s) with a floor space of 1,000 square metres or more;*
- *Any development involving the winning and working of minerals or the use of land for mineral-working deposits;*
- *Waste development;*
- *Any other development on a site of 1 hectare or more.*

Depending on the type of development being proposed, the Council will consult a selection of statutory bodies and other organisations as set out in the Town and Country Planning (Development Management Procedure)(England) Order 2010. Regulations indicate that development affecting the setting of a listed building or development affecting the character or appearance of a conservation area should be advertised in a local newspaper. However, as the entire islands are within a conservation area and due to the relatively large number of listed building on the

² <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#covid19>



islands, given the intimate scale of the islands and current publicity methods that have proved effective, the Council does not advertise such applications in the local newspaper. Furthermore, the Council does not notify second home owners, at their mainland address, of planning applications adjacent to or close to their property on the islands due to limited resources and for logistical reasons.

Making a representation

Anyone has a right to make a representation in relation to a planning application. Respondents will normally be given 21 days in which to comment on an application. However on applications accompanied by Environmental Statements, a longer time period would normally be given. Amendments are sometimes made to applications as a result of consultations, concerns or through negotiations to improve a proposed scheme. If significant amendments are made to an application, neighbours may be re-notified and allowed a minimum period of 10 days for comment. Representation should be submitted in writing (any representation by e-mail should contain the writers postal address) and relevant to the proposed development or use of land. Any objection to an application for proposed development should be based on planning grounds.

Responding to Comments

The Council will acknowledge all written submissions on planning applications. In the interests of transparency the Council is unable to take into account verbal representations. If the submission is in the form of a petition, confirmation will be sent to the organiser of the petition only. All representations are available for public inspection at the Town Hall, The Parade on St Mary's and put on the website. However we are unable to take into account any views expressed anonymously. If you do not wish your comments to be placed on the website you must state this in your representation but they will remain on the public file.



Statutory Consultees

Consultee	Address	Email
Natural England	Natural England County Hall Spetchley Road WR5 2NP	consultations@naturalengland.org.uk
Sport England	Planning Admin Team Sport England Sportpark 3 Oakwood Drive LE11 3QF	planning.south@sportengland.org
Environment Agency	Environment Agency Sir John Moore House Victoria Square PL31 1EB	spdc@environment-agency.gov.uk
Cornwall and Isles of Scilly Local Enterprise Partnership	Cornwall and Isles of Scilly LEP PO Box 723, Level 5 Zone A Pydar House TR1 1XU	info@cioslep.com
Western Power Distribution	Western Power Distribution Trevenson Lane Pool TR15 3RF	inesbitt@westernpower.co.uk
Historic England	Historic England 29 Queen Square Bristol BS1 4ND	southwestcasework@historicengland.org.uk
Victorian Society	Victorian Society 1 Priory Gardens London W4 1TT	notifications@victoriansociety.org.uk
Council for British Archaeology	Council for British Archaeology Beatrice De Cardi House York YO30 7BZ	info@archaeologyuk.org
Cornwall and Isles of Scilly Local Nature Partnership	Cornwall and Isles of Scilly Local Nature Partnership Floor 3, Pydar House, Pydar Street TR1 1EA	cioslnp@cornwall.gov.uk
RSPB	RSPB	paul.stpierre@rspb.org.uk



	<p>Penzance Office No 2 The Old Smelting House TR18 3LP</p>	
<p>Marine Management Organisation</p>	<p>Marine Management Organisation MMO Penzance St Clare Offices TR18 3QW</p>	<p>consultations.mmo@marinemanagement.org.uk</p>
<p>AONB Partnership</p>	<p>AONB Partnership Council of the Isles of Scilly Town Hall TR21 0LW</p>	<p>julian.pearce@scilly.gov.uk</p>
<p>The Gardens Trust</p>	<p>The Garden Trust 70 Cowcross Street London EC1M 6EJ</p>	<p>consult@thegardenstrust.org</p>
<p>Ancient Monuments Society</p>	<p>Ancient Monuments Society St Ann's Vestry Hall 2 Church Entry EC4 5HB</p>	<p>office@ancientmonumentsociety.org.uk</p>
<p>Society for the Protection of Ancient Buildings</p>	<p>Society for the Protection of Ancient Buildings 37 Spital Square London E1 6DY</p>	<p>casework@jcnas.org.uk</p>
<p>Drinking Water Inspectorate</p>	<p>Drinking Water Inspectorate Area 7e, 9 Millbank c/o Nobel House SW1P 3JR</p>	<p>dwi.enquiries@defra.gsi.gov.uk</p>
<p>Devon & Cornwall Constabulary</p>	<p>Designing Out Crime Officer Devon and Cornwall Constabulary St Austell Police Station 1 Palace Road, St Austell PL25 4AL</p>	<p>martin.mumford@devonandcornwall.pnn.police.uk</p>
<p>British Telecom</p>		<p>tom.harling@telerealtrillium.com</p>
<p>Three</p>	<p>Three Great Brighams Mead Western Road RG1 8DJ</p>	<p>Jane.evans@three.co.uk</p>



Vodafone and O2	Vodafone and O2 EMF Enquiries, Building 1330, The Exchange Arlington Business Park RG7 4SA	EMF.Enquiries@ctil.co.uk
EE	EE Corporate and Financial, Affairs Department, EE The Point W2 1AG	public.affairs@ee.co.uk
Kernow Clinical Commissioning Group	Kernow Clinical Commissioning Group (Locality Team) Sedgemoor Centre Priory Road PL25 5AS	rachelmurray1@nhs.net
Highways Agency	Highways Agency 1st Floor Ash House Falcon Road EX2 7LB	ian.parsons@highways.gsi.gov.uk
Network Rail	Network Rail 3rd Floor Temple Point BS1 6NL	townplanningwestern@networkrail.co.uk
The Georgian Group	The Georgian Group 6 Fitzroy Square London W1T 5DX	consult@georgiangroup.org.uk
Twentieth Century Society	Twentieth Century Society 70 Cowcross Street London EC1M 6EJ	caseworker@c20society.org.uk
Homes England	London	enquiries@homesengland.gov.uk
OFCOM		Spectrum.licensing@ofcom.org.uk
National Farmers Union	National Farmers Union Agriculture House Stoneleigh Park CV8 2TZ	south.west@nfu.org.uk
Department for Education	Education and Skills Funding Agency, Department for Education	liz.pickering@education.gov.uk



	20 Great Smith Street London SW1P 3BT	
National Grid	National Grid Development Liaison Officer, National Grid House Warwick Technology Park CV34 6DA	box.landandacquisitions@nationalgrid.com
Civil Aviation Authority	Director of Airspace Policy Civil Aviation Authority CAA House, 45-49 Kingsway WC2B 6TE	windfarms@caa.co.uk
South West Water	South West Water Peninsula House Rydon Lane EX2 7HR	devplan@southwestwater.co.uk

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