

Statement of Community Involvement (SCI) 2024

Isles of Scilly
Local Plan
Including Minerals and Waste



Council of the
ISLES OF SCILLY

Publication Details

Statement of Community Involvement (SCI) | 2024

Published | 24 June 2024

Full Council Approval | 18 June 2024

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 0300 1234 105.

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Introduction

The Statement of Community Involvement (SCI) sets out how and when you can influence planning documents covering the Isles of Scilly. It sets out who, how and when we will engage with the public and stakeholders in carrying out our planning functions. We have split this into two parts:

Part 1: Getting involved in Planning Policy and the Local Plan. Pages: 5-13

Part 2: Getting involved in Planning Applications. Pages 13-18

The Council of the Isles of Scilly is committed to engaging with people and ensuring that the consultations we undertake are fair, open and accessible.

The SCI aims to build on our corporate commitment and seeks to encourage the local community to engage in planning. To this end we will work positively and proactively to ensure that you are fully informed, involved in the planning process and have a meaningful opportunity to have your say.

Part 1: Getting Involved in Planning Policy

This part of the SCI deals with planning policy. It explains how the Planning Department will engage with communities and how you can get involved in the preparation of planning policy documents. The figures below show the documents that make up the Development Plan for our area together with other supporting documents we produce. **Figure 1** below shows the components of the Development Plan (although we do not currently have any neighbourhood plans, they are shown here to illustrate that they can become part of the development plan for the islands) and **Figure 2**, below shows our other supporting documents.

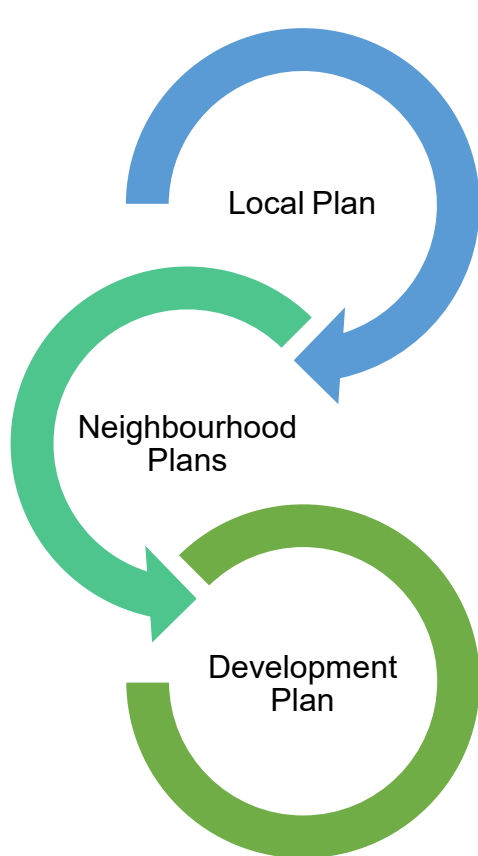


Figure 2 Components of the Development Plan



Figure 1 Local Plan companion documents

Development Plan and Other Documents

The current Development Plan includes the Isles of Scilly Local Plan (2015 – 2030) which was adopted in March 2021 and sets out the strategy and policies to guide development in the Isles of Scilly. As the Council of the Isles of Scilly is a Unitary Authority the local plan also covers minerals and waste.

As noted above, there are not currently any Neighbourhood Plans, as the island communities of Bryher, Tresco, St Agnes and St Martins are not formally ‘parished’ and have not established any ‘neighbourhood forums’. Should this change then there would be the opportunity to develop island-specific neighbourhood plans which could give these communities more autonomy over development, such as housing for example.

The Local Planning Authority (LPA) are responsible for producing the Local Plan. The Local Plan is part of the Development Plan and is also referred to as a Development Plan Document (DPD). It is the starting point for making decisions on planning applications.

Supplementary Planning Documents (SPDs) can also be produced to provide further details on implementation of policies set out in a Local Plan. They can be used to provide further guidance for development on specific sites, or on issues such as design or conservation. Once adopted, SPDs are a relevant material consideration when making decisions on planning applications.

We produce other documents including this Statement of Community Involvement (SCI), the Local Development Scheme (LDS), which is a project plan setting out a timeline for preparing the new Local Plan, and the Authority Monitoring Report (AMR) which monitors our progress on plan preparation and the implementation of plan policies.

Government regulations require us to review the Local Plan at least once every five years from its adoption date. This means that we will need to have carried out a review of the current Local Plan to see whether some or all its policies require updating by March 2026. Following this review we will update our timeline (Local Development Scheme), if required, and publish this on the [planning pages](#) of the Council’s website so you can see when we anticipate you can get involved in the process of preparing a new Local Plan.

We want to give everyone the chance to have their say on the Local Plan and other planning policy documents that we produce. We are committed to encouraging community involvement with a wide range of groups, organisations, and individuals in our plan making.

Government regulations require us to consult with Specific Consultation Bodies, General Consultation Bodies and residents and business during the local plan process. Specific Consultation Bodies (sometimes referred to as Statutory Consultees) include public organisations such as the Environment Agency, Historic England, and Natural England. A Full list of Specific Consultation Bodies is provided at [Appendix A](#).




Who We Consult

General Consultation Bodies are defined in the regulations as:

- Voluntary bodies whose activities (some or all) benefit any part of the local planning authority area;
- Bodies representing the interests of different racial, ethnic, or national grounds in the local planning authority area;
- Bodies which represent the interests of different religious groups in the local planning authority area;
- Bodies representing the interests of disabled people in the local planning authority area; and
- Bodies representing the interests of people carrying on business in the local planning authority area.

As noted above, a full list of General Consultation Bodies is maintained as part of the Local Plan preparation process and included in the Consultation Statements which are published on the Council's website at each public consultation stage. [Appendix A](#) lists all the general and specific consultation bodies likely to be consulted as part of the preparation and adoption of all the Development Plan Documents.

In addition to these organisations, we strongly encourage all residents and businesses and other interested parties to sign up to our Local Plan Consultation Database to keep informed about consultations and progress on planning policy documents. You can sign up in the following ways:

 Consultation Database https://www.scilly.gov.uk/planning/planning-policy/local-plan-2015-2030/local-plan-review-timetable	 Email planning@scilly.gov.uk	 Post* Planning Department Local Plan Consultation Database Old Wesleyan Chapel Garrison Lane St Mary's Isles of Scilly TR21 0JD
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*Please note this is the address to write to us when you are sending post by Royal Mail and will ensure your post is handled securely. If you are hand-delivering post, then please deliver to the Library on St Mary's. If you wish to make an appointment to speak

to one of the team, please phone or email. We are not based in the Old Wesleyan Chapel.

How we engage

We will use a variety of methods to engage and consult with the public and stakeholders in preparing planning policy documents. The scope of the planning policy document and the stage of the consultation we will undertake. We may communicate using the following methods:

Website – to report progress on producing planning policy documents and to ensure consultation documents are available to view.

Document deposit locations – to make paper copies of consultation documents available for inspection at St Mary’s Library and at each of the other island Community Halls/Reading Rooms.

Posters and Site Notices – to notify stakeholders of the opportunity to comment on consultation documents by displaying posters in public buildings such as St Mary’s Library and Carn Gwaval reception.

Direct Notification - to notify by email those bodies, organisations or individuals who have informed us of their interest in our planning policy documents; or are required to be consulted according to relevant legislation. We will only notify you by letter if you have not provided us with an email address.

Digital Engagement – to share information, discuss proposals and encourage engagement such as through online surveys and polls, webinars, and hosting virtual exhibitions, video conferences, and other digital methods of engagement.

Media publicity – to notify stakeholders of the opportunity to comment on planning policy documents using press releases and the Council’s social media accounts such as Twitter and Facebook, and newsletters such as ‘The News’ on the Council’s website, where timely to do so. We will only use social media to share information and will not enter into dialogue on these platforms; or take account of any comments received on social media or non-word based actions such as post *likes, shares or retweets*.

At any stage we will always comply with the minimum legal requirements when publicising public consultation on the Local Plan and Supplementary Planning Documents. In addition, we will consider using any combination of the consultation

methods as described above to encourage community involvement in the creation of planning policy.

We will always try and **communicate** in plain English and fully explain any technical language or acronyms. Documents may also be produced in different languages or formats (such as large print or Braille) if requested.

In case of a national emergency, such as a pandemic where social distancing or other public safety measures have been put in place, it may be necessary to carry out **consultation in different ways**. If so, we will carefully consider whether it is safe, feasible and appropriate to carry out consultation in a way that does not prejudice the ability of people to be engaged in terms of fairness and equality. Where appropriate to continue with consultation we will take the following approach:

Website - the primary method for consultation will continue to be focussed on the Council's website. **Access to Documents** – in addition to being in our Deposit Venues, listed at **Appendix B**, hard copies of key consultation documents and material will be made available and posted out where possible on request to those individuals that are unable to view the consultation documents online and are unable to view hard copies at local deposit venues, either due to the closure of those venues, or due to social distancing/shielding restrictions.

Making Representations - should anyone be unable to submit a response online or by email and be unable to leave their home to post a response, the Council will consider bespoke measures on a case-by-case basis to enable people to respond, including arranging for the collection of the response.

Consultation Timescales - consideration will be given to extending the time period for accessing documents and responding, with arrangements kept under review throughout the consultation period.

Information - The facilities related to 'access to documents' and 'making representations' will be communicated in consultation material and on the Council's website.

When we Engage

[Government regulations](#)¹ set out the various stages of preparing a Local Plan and Supplementary Planning Documents and when and for how long we must formally publish the documents for comment. These requirements will be met. We will engage with the community at the early stages of preparing planning documents when there is greatest opportunity to influence the direction of strategies and policies. Our [Local Development Scheme](#)² will set out broadly when you can expect us to be running public consultation events.

How you can make comments

The Council of the Isles of Scilly does not currently have an electronic portal that enables comments on consultation documents to be submitted through a dedicated consultation website, this may become available in the future. Until such time as this has been set up, the quickest way to get involved and have your comments recorded, is by email.

All consultation events will be on the planning pages on the Council's website and will have links to dedicated consultation response forms which should be emailed back to the Council. We will share these widely on social media (Facebook and X for example). You will also be able to pick up response forms at all our deposit venues, listed at [Appendix B](#). Deposit venues are the locations where we will place physical copies of documents and Consultation Venues, also listed at [Appendix B](#), are where we may hold face-to-face consultation events such as drop-sessions.

What will happen to your comments

We will **acknowledge receipt of your comments** as soon as possible. This will confirm the part(s) of the planning policy document your comments relate to, and the summary of the comments. You will have the opportunity to amend this, within appropriate timescales, should you wish.

We will record all written comments made on planning policy documents and take them into account in the further preparation of the relevant planning policy document. Typically, we receive a large volume of comments, and it is not possible to respond to each one individually. We will therefore group comments together and respond to the main issue raised.

We will **publish all comments received along with our responses** through the relevant webpage and will be available for public view. They cannot be treated as confidential.

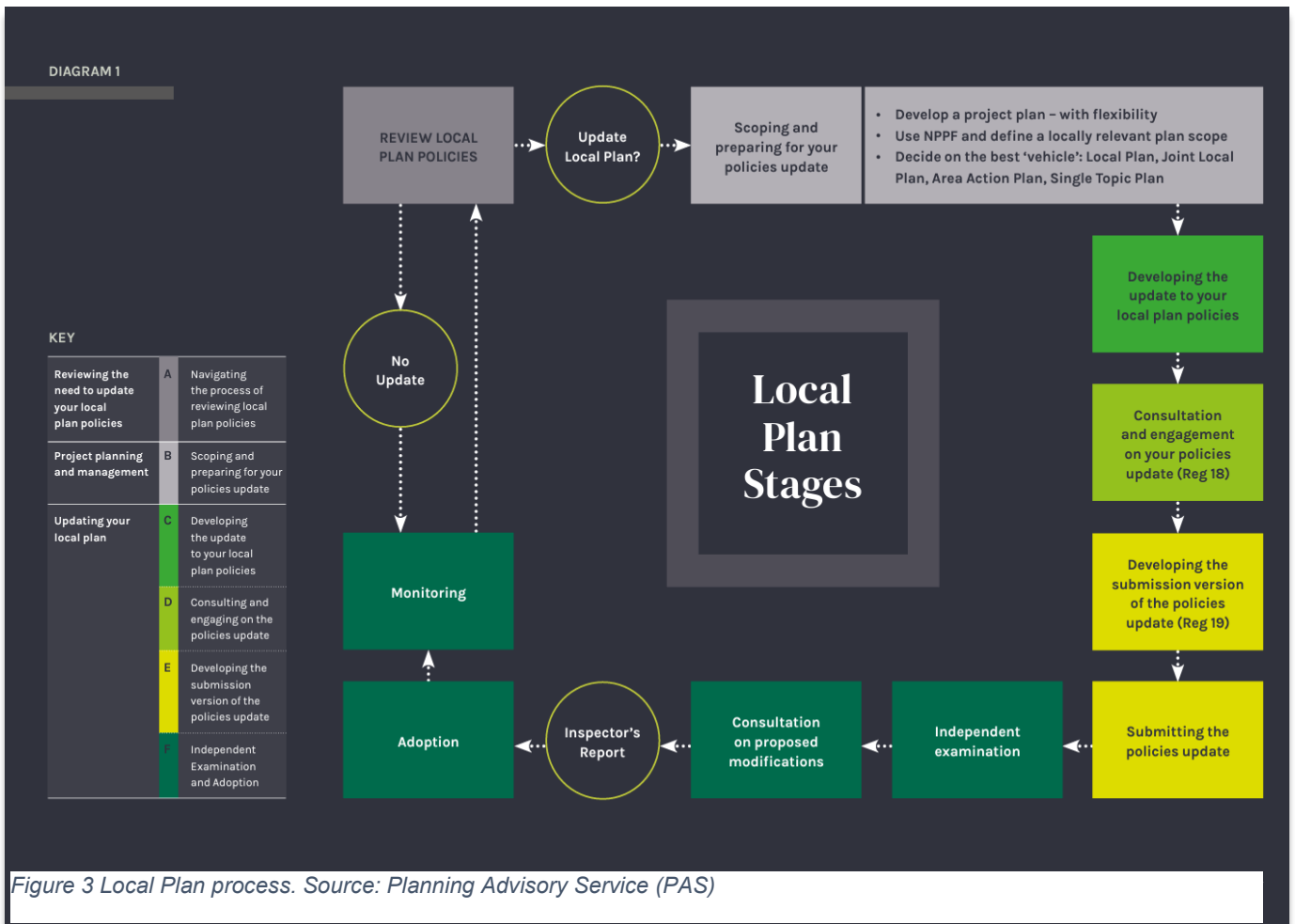
Personal data will, however, be processed and held in accordance with the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018. The Council assumes that by making comments to planning policy documents, you opt-in to receiving further updates from the Council about future planning policy documents.

If you no longer wish to receive updates you can opt-out by contacting the Planning Department: planning@scilly.gov.uk.

The Council will keep Local Plan comments and personal data on record in line with retention schedule. Please view the [Council's Planning Privacy Statement](#)² for further information.

Stages of Local Plan Preparation

The production of a local plan is an iterative process developed. The Town and Country Planning (Local Planning) (England) Regulations 2012, sets out the regulatory framework for development and adopting a local plan. Within this there are two key statutory stages in consultation with the public: [Regulation 18](#)³ (for plan preparation) and [Regulation 19](#)⁴ (for plan publication).



These stages are shown as **Figure 3** above, which sets out the current local plan process. Regulation 18 (Issues and Options) and Regulation 19 (Draft Local Plan) are both required as mandatory public consultation stages. The stages of preparing the Local Plan and the opportunities for community involvement are set out at [Appendix C](#).

In July 2023, the government consulted on a new streamlined 30-month timetable for local plan adoption. This new streamlined local plan process is aimed at speeding up the local plan-making process and includes a new ‘gateway’ assessment process to provide greater visibility for stakeholders and communities about how plans are progressing. This new streamlined process has not yet come into effect.

Supplementary Planning Documents

Supplementary planning documents (SPDs) provide further detailed guidance on the implementation of policies in the Local Plan. They do not form part of the Development Plan and are not subject to independent Examination. The consultation process involved with the preparation of an SPD is less stringent than preparing a Local Plan, and the level of scope of consultation can vary according to the nature of the SPD being produced. The stages to preparing an SPD and the opportunities to for community involvement are set out in [Appendix D](#).

Neighbourhood Planning

The Council's role is mainly to provide advice and support to the Parish Council (or Neighbourhood Forum) in developing its Neighbourhood Plan. At the start of the process the LPA will plan an administrative role in designating the area to be covered by the plan, we can then review and comment on draft plans in our role as statutory consultee, and at the submission stage have responsibility for appointing an independent Examiner and undertaking the Referendum before the Plan can be 'Made'.

Neighbourhood planning was introduced by the Localism Act 2011. It allows local communities to plan for their local area by preparing their own Neighbourhood Plans. Through the preparation of a neighbourhood plan communities can have a direct role in developing a collective local vision and local planning policies for their area, including identifying where new homes and other new development should be built. Those communities will be asked to vote on the final draft of the Neighbourhood Plan in a referendum.

Although Neighbourhood Plans form part of the Development Plan, once 'made' (i.e. agree through a referendum), the plans are not produced or written by the Council of the Isles of Scilly. They are produced by Parish or Town Councils or by designated neighbourhood forums and cover a specific area, usually a Parish, but these can also be produced by a Neighbourhood Forum.

We would encourage any of our off-island communities, considering making a neighbourhood Plan, to contact the Planning team as early as possible. The Council has limited resources and may not have capacity to factor in the additional work straight away.

There are materials available for those interested in preparing a Neighbourhood Plan, including the governments [National Planning Practice Guidance](#)⁵, which we recommend as a useful starting point.

Useful guides and contacts for neighbourhood planning:

- Locality: [How to establish a neighbourhood planning forum - Locality Neighbourhood Planning](#)⁶
- Gov.UK: Neighbourhood planning - GOV.UK (www.gov.uk)⁷
- Historic England: [Neighbourhood Planning and the Historic Environment | Historic England](#)⁸

The key stages of the process in preparing a Neighbourhood Plan and when you can get involved are set out in [Appendix E](#).

Part 2: Getting involved in Planning Applications

Planning Applications

The Planning team at the Council also handle the planning applications, also known as Development Management. That is the handling, processing advising and making recommendations to Members at Full Council on applications and, under delegated authority, the determination of planning and associated applications. This also includes defending planning appeals, providing advice on development proposals at the pre-application stage and planning enforcement (where development or uses of land require planning permission, but none has been sought or granted).

All decisions taken on planning applications must be made in accordance with the Development Plan (see [Part 1 Getting Involved in Planning Policy](#)), unless material considerations indicate otherwise. The term 'material consideration' is explained at [Appendix F](#).

Publicity on Planning Applications

The minimum publicity procedures to be followed on planning applications are laid down in [Government regulations](#)⁹. The Council will meet these requirements, wherever possible, and may also publicise wider when appropriate to maximise opportunities for community involvement. Due to the lack of a local newspaper, we will only place a notice in the Cornishman Newspaper for 'Major Development', 'EIA' Development and application deemed to be a 'Departure from the Development Plan'. This is on the basis of the wider public interest that these types of applications can generate. The Cornishman Newspaper has a limited and diminishing circulation on the Isles of Scilly.

Publicity by Application Type

Types of Applications	Our Minimum Publicity
Full Planning Application (unless Major, Departure, EIA see below)	A
Outline Planning Application (unless Major, Departure, EIA see below)	A
Reserved Matters Application (unless Major, Departure, EIA see below)	A
Changes of Use Application (unless Major, Departure, EIA see below)	A
Householder Application	A
Variations or Removal of Planning Conditions (including Minor Material Amendments)	A
Non-Material Amendment Application	A
Certificates of Existing/Proposed Use or Development	A
Notice of Works to Trees in a Conservation Area/Tree Preservation Order Applications	A
Prior Approval of All/Any works permitted by the Town and Country Planning (General Permitted Development) Order 2015	A
Listed Building Consent Applications (unless Major, Departure, EIA see below)	A
Development proposals affecting the setting of a Listed Building Applications (unless Major, Departure, EIA see below)	A
Development affecting the character of the Conservation Area (unless Major, Departure, EIA see below)	A
Advertisement Consent	A
Discharges of Planning Conditions	Relevant Consultees only
Major Development	A, B & C
Environmental Impact Assessment Development	A, B & C
Applications deemed to be a Departure from the Development Plan	A, B & C

Publicity A	Publicity B	Publicity C
A Site Notice for 21 Days	Write Directly to adjoining property.	Press Notice
All applications will be on the Councils website.	<p>The following information must be published on a website maintained by the local planning authority:</p> <ul style="list-style-type: none"> a) the address or location of the proposed development. b) a description of the proposed development; ba) in the case of EIA application accompanied by an environmental statement, that statement; c) the date by which any representations about the application must be made, which must not be before the last day of the period of 14 days, or in the case of an EIA application accompanied by an environmental statement 30 days, beginning with the date on which the information is published; d) where and when the application may be inspected; e) how representations may be made about the application; and f) that, in the case of a householder or minor commercial application, in the event of an appeal that proceeds by way of the expedited procedure, any representations made about the application will be passed to the Secretary of State and there will be no opportunity to comment further. 	

General Information on consultations

Planning applications, supporting documents, plans and drawings can be viewed [online](#)¹⁰ If you are unable to view the application online please contact the planning department on 01720 424455 or email planning@scilly.gov.uk and we will be able to provide assistance.

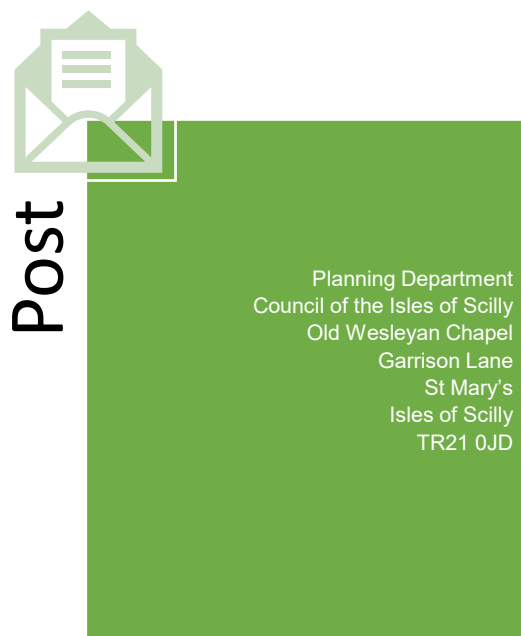
The Planning Team are based at St Mary’s, and we offer bookable appointments to speak to the team in person. For those who aren’t able to get to St Mary’s, such as those on the mainland or on our off islands, we can make arrangements for ‘virtual’ meetings. To book to speak to the team please email the department at planning@scilly.gov.uk for an appointment (in-person or virtually).

Comments on planning applications should be made **in writing within 21 days** from the date of site notice, weekly list date or press notice. As it is no longer a statutory requirement to write to adjoining property about a proposed development, we are shifting away from this method of communicating on planning applications. We will acknowledge receipt of letters of representations made, but comments submitted after the 21-day publicity period will not be accepted if a decision has already been made on the planning application.

All timely submitted comments made on an application can be viewed online. Additionally, consultee responses and amended drawings can be viewed online. If you want to monitor an application’s progress and amendments that might be made, this can also be done online. You are entitled to make further comments on an application, provide additional information and amendments.

Comments made on a determined application will not be carried forward if a new application for the site is made. A new consultation will be carried out and new representations will need to be submitted.

You can make comments by:



Please quote the application number in all correspondence.

Applicant-initiated consultations

Depending on the development proposal's scale, nature and potential impact, prospective applicants may do their own public consultation. Some planning applications will need to be accompanied by their own Statement of Community involvement.

Such applicant-led public consultation should be carried out at an early stage in the process, to enable meaningful community engagement to take place.

The form of consultation should be tailored to suit the circumstances of the site, proposal, and locality. The Council can provide advice on what would be appropriate. This may include a public meeting, exhibition, or other forms of community involvement.

Where an applicant has undertaken their own community engagement then we would expect a Consultation Statement to be submitted with their planning application which should set out:

- Who was consulted, which properties, businesses and community groups;
- The method and timing of the consultation;
- The Feedback received; and
- Information on how views were addressed in the development proposal.

In line with the Council's [Scheme of Delegation](#)¹³ the majority of planning applications are determined by the Chief Planning Officer under Delegated Authority. Everything else, usually the most sensitive or contentious applications, are determined by the Council.

Council meetings are held monthly (except for the summer break during August). The Council of the Isles of Scilly does not permit public speaking. All planning reports are published five working days ahead of the meeting. Any late information is usually updated at the meeting.

Notifications once decisions are taken.

Once an application has been determined, decision notices are posted on the relevant application online, on the planning pages of the Council's website. All interested parties can read, print or download decision notices. Formal letters or emails are not sent out to third parties.

The Council also compiles a monthly report of the planning decisions taken by Officers under its delegated powers. These are available to view on the [Council's website](#)¹⁴.

The Council produces a '[weekly list](#)¹⁵' of application registered each week. This is circulated widely and shared on the Council's Facebook page.

Planning Appeals

[Planning Appeals](#)¹⁶ are determined by the Planning Inspectorate and not by the Council.

Where an appeal is made against the decision of the Local Planning Authority (either to refuse planning permission or approve subject to conditions), the Council will send out letters notifying interested parties of the appeal. Interested parties are any persons who made a representation in relation to the development. This provides those with an interest in making further representation to the Planning Inspectorate.

Exceptions to this are appeals submitted against decisions on householder applications. In these cases, there is no opportunity to make further representations. Representations relating the original application will be forwarded to the Planning Inspectorate by the Council.

A Site notice will only be posted in the case of appeals being heard at a public inquiry.

Please refer to the [Planning Inspectorate Website](#)¹⁷ for further information the appeals process.

[Appeals made in relation to decisions of the Council of the Isles of Scilly](#)¹⁸ are published on the Council's website.

Other Information

In addition to managing the system for determination application, the Local Planning Authority provides advice to householders and businesses and others considering development projects, including advice and guidance on conservation and heritage.

As noted above, during 2024 the Planning Department introduced bookable in-person planning advice slots to allow the community and potential developers to engage with the planning department.

Appointments for in-person or virtual meetings can be made by emailing the planning department: planning@scilly.gov.uk or phone 01720 424455 for advice.

The team also investigates alleged breaches of planning control. Matters brought to our attention are dealt with in accordance with the Local [Enforcement Charter¹⁹](#). This is due to be updated during 2024 to improve how the community reports potential breaches.

Appendices

Appendix A: Consultation Bodies

Specific Consultation Bodies

Environment Agency	Natural England	Historic England	Marine Management Organisation
Telecommunications Companies	Primary Care Trust (now Integrated Care Boards)	Electricity Companies (National Grid)	Sewerage Companies (South West Water)
Water Companies (South West Water)	Homes and Communities Agencies (Homes England)	The Coal Authority (not relevant for Scilly)	Network Rail (not relevant for Scilly)
Highways Agency	Gas Companies (none on Scilly)		

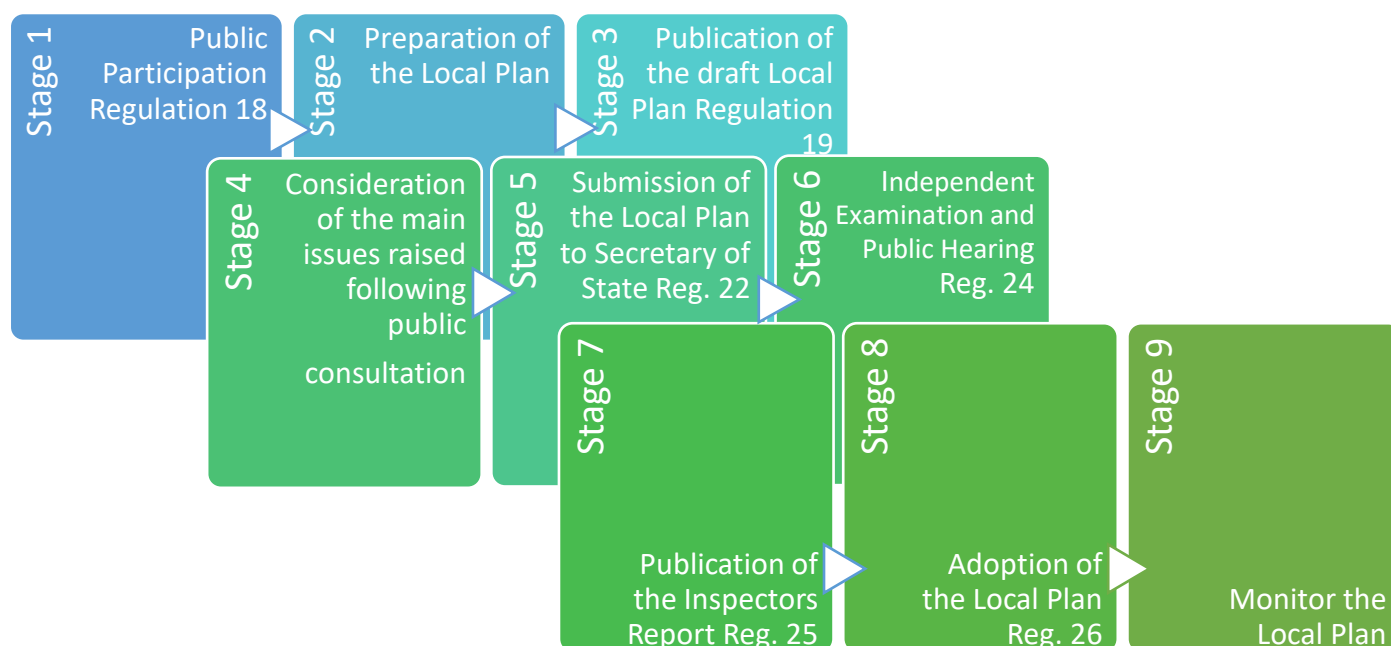
General Consultation Bodies

Active Travel England	Sport England	Devon and Cornwall Constabulary	National Farmers Union
Cornwall and Isles of Scilly Local Enterprise Partnership	Cornwall and Isles of Scilly Local Nature Partnership	National Amenity Societies	Council for British Archaeology
Isles of Scilly National Landscape Partnership (formerly AONB)	RSPB	Drinking Water Inspectorate	Civil Aviation Authority
The Met Office			

Appendix B: Deposit and Public Consultation Venues

Island	Consultation Venue	Deposit Venue
St Mary's	Old Wesleyan Chapel Garrison Lane Hugh Town St Mary's Isles of Scilly TR21 0JD	St Mary's Library, Porthcressa Hugh Town St Mary's Isles of Scilly TR21
St Martin's	Community Hall, The Reading Room Church Town St Martin's Isles of Scilly TR23 0AA https://www.stmartinsscilly.co.uk/the-island-hall.html	Community Hall, The Reading Room Church Town St Martin's Isles of Scilly TR21 0AA
St Agnes	St Agnes Community Hall Old Lane, St Agnes Isles of Scilly TR22 0PL	The Reading Room St Agnes Isles Of Scilly TR22 0PL
Bryher	The Community Hall Middle Town St Martin's Isles Of Scilly TR25 0QN https://bryher-islesofscilly.co.uk/bryhercommunity-centre	The Community Hall Middle Town St Martin's Isles Of Scilly TR25 0QN
Tresco	Tresco Community Centre Old Grimsby Tresco Isles of Scilly TR24 0PW	Tresco Community Centre Old Grimsby Tresco Isles of Scilly TR24 0PW

Appendix C: Key Stages of Local Plan Preparation



Key Stage of Preparation: Stage 1 – Public Participation (Regulation 18)

What we will do	Your opportunities for involvement
<p>Place details on the Council's website on the subject matter of the Local Plan.</p> <p>Notify people on the local plan consultation database to inform them of the commencement of the Local Plan and invite representations on what issues/topics the local plan should address.</p> <p>Make copies of any consultation documents, available to view on the Council's website, at the Council's main office and at the library (both on St Mary's). For our off-island communities, making documents available in each of the community/island halls.</p> <p>Collate information from individuals/groups/organisations about the Local Plan. This will involve using the most appropriate method of community involvement as set out in this SCI, proportionate to the geographic area and topic of the Local Plan.</p>	<p>Register your contact details to be placed on the Council's Local Plan Consultation Database to be kept informed of the preparation of the Local Plan.</p> <p>Attend any events we may hold, on the Local Plan as appropriate.</p> <p>Give us your comments on the consultation documents we prepare on the Local Plan including what you think the document should contain.</p>
<p>This Regulation 18 stage may involve several consultation exercises on issues and options, more detailed options for the content of the plan, or on a full draft plan including policy wording as appropriate.</p> <p>Record all representation made in response to consultations we hold and publish summaries of the main issues raised and our responses on the Council's website.</p>	<p>View our responses to the key issues raised in representations to the consultations we undertake on the Local Plan.</p>

Key Stage of Preparation: Stage 2 – Public Participation (Regulation 18)

What we will do	Your opportunities for involvement
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This Regulation 18 stage may involve several consultation exercises on issues and options, more detailed options for the content of the plan, or on a full draft plan including policy wording as appropriate. Record all representation made in response to consultations we hold and publish summaries of the main issues raised and our responses on the Council's website

View our responses to the key issues raised in representations to the consultations we undertake on the Local Plan.

Key Stage of Preparation: Stage 3 – Public Participation (Regulation 18)

What we will do

Your opportunities for involvement

Publish the Local Plan, in what we expect to be the final version, together with any associated documents, including the Sustainability Appraisal, Policies Map and details of consultation undertaken so far and our response to the main issues raised to date.
 Email or send a letter to people on the Local Plan Consultation Database and let them know about the public consultation on the Plan.
 Hold a formal public consultation on the Publication Draft Local Plan of not less than 6 weeks.
 Issue a press release setting out details of when and where the draft plan and associated documents can be viewed.
 Make copies of the plan and associated documents available to view on the Council's website; at the Council's main office and Library (on St Mary's) and in the Community/Island Halls for our off-island communities.

You may contact us to discuss any issues before making your formal response to the plan.
 Make a representation on the plan by email or letter. You should be specific as to why you consider the Plan to be unsound, what change(s) you are seeking and why it would make the document sound.
 Let us know if you would like to be notified:

Issue a Representation Form that people can use to make representations on the plan.

Let us know if you would like to be notified:

- I. When the plan is submitted for examination;
- II. When the recommendations of the Inspector are published;
- III. When the plan is adopted by the Council.

Key Stage of Preparation: Stage 4 – Consideration of the main issues raised in representations at the Publication Stage.

What we will do

Your opportunities for involvement

We will consider all the representations made by everyone who responded to the consultation and prepare a response to the main issues raised in the representations and set this out in a Statement of Consultation.
 If we consider there is a need to make changes to the plan, we may prepare an addendum to the plan containing the proposed changes and consult on these before we submit the plan to the Secretary of State. If so, we will consult on these proposed changes in the same way as at Stage 3.
 Alternatively, we may submit to the examination a list of the proposed changes as part of the plan to be examined but may consider it appropriate for some or all of the proposed changes to be discussed at the Hearing sessions – see stage 6.

This is not a consultation stage.

Key Stage of Preparation: Stage 5 – Submission of the Local Plan to the Secretary of State (Regulation 22)

What we will do

Submit the plan, together with the Sustainability Appraisal and Policies Map, to the Secretary of State.
 Also submit a statement of: who has been consulted; the main issues raised; and how representations made have been taken into account; and how the requirements of the Statement of Community Involvement have been met.
 Make copies of the submission documents available on the Council's website; at the Council's main office and Library (on St Mary's) and in the Community/Island Halls for our off-island communities.
 Send a letter or email to the people on the Local Plan Consultation Database and let them know that the documents have been submitted, and where they can access copies of them.
 Inform people who asked to be notified of the submission of the plan to the Secretary of State that the plan has been submitted.

Your opportunities for involvement

View the submitted plan and associated documents.

Key Stage of Preparation: Stage 6 - Independent Examination and Public Hearing (Regulation 24)

What we will do

Publish on the Council's website; at the Council's main office and Library (on St Mary's) and in the Community/Island Halls for our off-island communities, details of the date, time and place of the Hearing, together with the name of the Inspector.
 Notify anyone who made representations under stage 3 and has not withdrawn them of details of the examination.
 We may ask the Inspector to recommend main modifications to the plan where necessary to make the plan sound and legally compliant.
 We will publicise, notify and consult on any proposed main modifications and associated documents in the same way as at stage 3 – Publication of the Local Plan.

Your opportunities for involvement

If you made written comments about the plan at stage 3, you can upon invitation from the Inspector appear at the Hearing to speak in support or against the policies of the plan. Selected participants will receive a programme for the hearing sessions including matters, issues and questions from the Inspector.

If you aren't participating in the Hearings you can still attend and observe the sessions as they are open to the public.
 If, following the Hearings, we publish any proposed main modifications you can make a representation using the representation form, or by email or letter. You should note that comments can only be made on the proposed modification, not about any part of the Plan that is not proposed to be changed.

Key Stage of Preparation: Stage 7 – Publication of the Inspectors Report (Regulation 25)

What we will do	Your opportunities for involvement
<p>Following adoption, we will make available on the Council’s website; at the Council’s main office and Library (on St Mary’s) and in the Community/Island Halls for our off-island communities, the Local Plan, adoption statement, Sustainability Appraisal Report and details of where the Local Plan is available for inspection and the places and times at which the documents can be inspected.</p> <p>Send a copy of the adoption statement to any person who has asked to be notified.</p> <p>Send a copy of the adoption statement to the Secretary of State.</p>	<p>View the adopted plan and associated documents.</p>

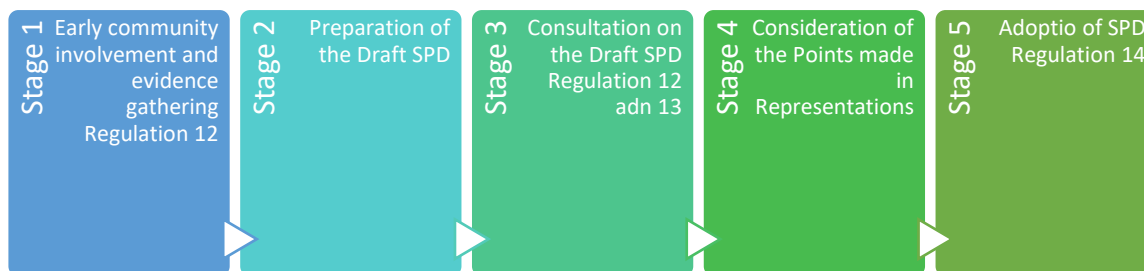
Key Stage of Preparation: Stage 8 – Local Plan Adoption (Regulation 26)

What we will do	Your opportunities for involvement
<p>Following adoption, we will make available on the Council’s website, at the Council’s main office and Library (on St Mary’s) and in the Community/Island Halls for our off-island communities, the Local Plan, adoption statement, Sustainability Appraisal Report and details of where the Local Plan is available for inspection and the places and times at which the documents can be inspected.</p> <p>Send a copy of the adoption statement to any person who has asked to be notified</p> <p>Send a copy of the adoption statement to the Secretary of State.</p>	<p>View the adopted plan and associated documents.</p>

Key Stage of Preparation: Stage 9 – Monitor the Local Plan

What we will do	Your opportunities for involvement
<p>Monitor the performance of the plan’s policies to see if they are successful in guiding development.</p> <p>Publish our results of monitoring through an annual authority monitoring report and make this available on the Council’s website.</p>	<p>View the authority monitoring report on our website to see what the plan is achieving for your community, and how the plan is performing.</p>

Appendix D: Key Stages of Supplementary Planning Document (SPD) Preparation



Key Stage of Preparation: Stage 1 – Early Community Involvement and Evidence Gathering

What we will do	Your opportunities for involvement
<p>Place details on the Council’s website on the subject matter of the SPD.</p> <p>Gather information, including recent studies to create up to date evidence on the topic and publish these on the Council’s website.</p> <p>Collate information from people / groups / organisations on the subject of the SPD. This will involve using the most appropriate methods of community involvement as set out in this SCI proportionate to the geographic area and topic of the SPD as appropriate.</p> <p>Consider whether a Strategic Environmental Assessment (SEA) of the SPD is required and record the outcome of this process.</p>	<p>Register your contact details to be placed on the Council’s Planning Policy Consultation Platform to be kept informed of the preparation of the SPD.</p> <p>Attend any consultation events we may hold on the SPD as appropriate.</p> <p>Give us your comments on the topic of the SPD and what you think the document should contain.</p>

Key Stage of Preparation: Stage 2 – Preparation of a draft SPD

What we will do	Your opportunities for involvement
<p>Using the information and views gathered in Stage 1 above, we will prepare a draft SPD and a statement of consultation setting out who we have consulted and the main issues raised and how these have been addressed in the SPD.</p>	<p>This is not a consultation stage.</p>

Key Stage of Preparation: Stage 3 – Consultation on draft SPD (Regulation 12 and 13)

What we will do	Your opportunities for involvement

<p>Undertake a formal public consultation on a draft SPD for at least 4 weeks.</p> <p>Make the draft SPD and associated documents including the Statement of Consultation available to view on the Council's website, at the Council's main office and Library (on St Mary's) and in the Community/Island Halls for our off-island communities.</p> <p>Notify people / groups / organisations who have registered an interest in the topic(s) of the SPD.</p>	<p>Register your contact details to be placed on the Planning Policy Consultation Platform to be kept informed of the preparation of the SPD.</p> <p>Attend any consultation events we may hold on the SPD as appropriate.</p> <p>Give us your comments on the draft SPD.</p>
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Key Stage of Preparation: Stage 4 – Consideration of the points made in representations

What we will do	Your opportunities for involvement
<p>Consider all the points made in representations and make any necessary amendments to the draft SPD. If there are significant changes we may go back to Stage 3 and re-consult on a revised draft SPD.</p>	<p>This is not a consultation stage.</p>

Key Stage of Preparation: Stage 5 – Adoption of SPD (Regulation 14)

What we will do	Your opportunities for involvement
<p>Adopt the final SPD</p> <p>Make the adopted SPD together with an adoption statement available on the Councils website, at the Council's main office and Library (on St Mary's) and in the Community/Island Halls for our off-island communities.</p> <p>Notify anyone who asked to be notified of the adoption of the SPD.</p>	<p>This is not a consultation stage.</p>

Appendix E: Key Stages of Neighbourhood Plan Preparation

Neighbourhood Area Application	
(Regulation 6)	Your opportunities for involvement
An area application is made to the LPA by the qualifying body i.e. neighbourhood forum or parish council. It is to apply for designation of the boundary of the proposed neighbourhood area to which the Neighbourhood Plan relates.	This stage includes public consultation for at least four weeks (unless the application relates to more than one parish / town area, then the period for representations must be at least six weeks). Any comments you wish to make on the area application must be made to us within the prescribed consultation period.
Pre-submission Consultation	
(Regulation 14)	Your opportunities for involvement
	This stage consists of a public consultation for a minimum of six weeks on the draft neighbourhood plan. This consultation is run by the qualifying body i.e. the neighbourhood forum or parish council. Any comments on the draft neighbourhood plan should be sent to the neighbourhood forum or parish council. They may amend the plan in the light of comments received during the consultation before submission to us.
Publication of Neighbourhood Plan	
(Regulation 16)	Your opportunities for involvement
The above pre-submission stage comments are reviewed and addressed where appropriate	This stage consists of a public consultation for a minimum of six weeks on the neighbourhood plan. Any comments on the neighbourhood plan should be sent to us within the prescribed consultation period. The neighbourhood plan and any associated documents including the representations made during this consultation will then be sent to an independent examiner.
Examination of the Neighbourhood Plan	
	Your opportunities for involvement
The plan is examined by an independent examiner. During the examination process the examiner will review the comments submitted during the Regulation 16 consultation. The examination process will be determined by the Inspector and may include hearing sessions if necessary.	You can only participate in these if you made comments at the Regulation 16 consultation stage and you are invited to do so by the Inspector.
Referendum on the Neighbourhood Plan	
	Your opportunities for involvement
Subject to consideration of the findings of the Examiner's Report on the neighbourhood plan a local referendum will be held where eligible voters	All eligible voters of the neighbourhood plan area will be able to decide on whether or not the neighbourhood plan is adopted by the Council. More

can decide whether they wish to support the neighbourhood plan.

than half of the voters must vote 'yes' for the plan to be 'made' i.e. adopted by the Council.

Appendix F: What is a Material Planning Consideration

When a decision is made on a planning application, only certain issues can be taken into account; these are often referred to as 'material considerations'.

Material considerations can include (but are not limited to):

Local, strategic and national planning policies, most notably the policies of the Development Plan	Emerging new plans and policies	Previous appeal decisions
Principles of Case Law established through the Courts	Amenity issues	Highway issues: traffic generation, vehicular access, highway safety
Noise or disturbance resulting from a use	Smells and fumes	Capacity of utilities infrastructure, e.g. drainage or water systems
Impacts on social infrastructure, e.g. schools and health facilities	Storage and handling of hazardous materials	Impacts from contaminated land
Impact on nature conservation interests & biodiversity	Effect on listed buildings and conservation areas	Design, layout and appearance.
Landscaping and means of enclosure.		

The weight attached to material considerations in reaching a decision is a matter of judgement for the decision-taker. However, the decision-taker is required to demonstrate that in reaching that decision that they have considered all relevant matters.

Greater weight is attached to issues supported by evidence. If a problem can be dealt with by a condition in a planning permission the Local Planning Authority is required to do this instead of refusing an application.

What is not a material consideration?

The following issues cannot be given weight in making decisions on planning applications. (This list is not exhaustive.)

Matters controlled under Building Regulations or other regulatory systems.	Private issues between neighbours, such as land/boundary disputes, damage to property, covenant, private rights of access, etc.	Opposition to the principle of development when this has already been determined by an outline planning permission.
Applicant's personal circumstances (unless exceptionally and clearly relevant e.g. provision of a facility essential for the support of someone with special needs)	Opposition to business competition	Loss of property value
Loss of view.		

Appendix G: Hyperlinks

For those reading a paper copy of this document and cannot 'click' hyperlinks we've set them out in full here.

1. <https://www.legislation.gov.uk/uksi/2012/767/contents/made>
2. <https://www.scilly.gov.uk/planning/planning-policy/local-plan-2015-2030/local-plan-review-timetable-lds>
3. <https://www.legislation.gov.uk/uksi/2012/767/contents/made>
4. <https://www.scilly.gov.uk/planning/planning-applications/planning-applications-privacy-notice>
5. <https://www.legislation.gov.uk/uksi/2012/767/regulation/18>
6. <https://www.legislation.gov.uk/uksi/2012/767/regulation/19/made>
7. <https://www.gov.uk/guidance/neighbourhood-planning--2>
8. <https://neighbourhoodplanning.org/toolkits-and-guidance/establish-neighbourhood-planning-forum/>
9. <https://www.gov.uk/guidance/neighbourhood-planning--2>
10. <https://historicengland.org.uk/advice/planning/improve-your-neighbourhood/>
11. <https://www.legislation.gov.uk/uksi/2015/595/article/15/made>
12. <https://www.scilly.gov.uk/planning-development/planning-applications>
13. <https://committees.scilly.gov.uk/mgCommitteeDetails.aspx?ID=295>
14. <https://committees.scilly.gov.uk/ieListMeetings.aspx?CIId=127&Year=0>
15. <https://www.scilly.gov.uk/planning-development/planning-applications-list/weekly-planning-list>
16. <https://www.planningaid.co.uk/hc/en-us/articles/203212452-What-is-a-planning-appeal>
17. <https://www.gov.uk/government/organisations/planning-inspectorate>
18. <https://www.scilly.gov.uk/planning/planning-appeals/search-appeals>
19. https://www.scilly.gov.uk/sites/default/files/document/planning/PLANNING%20ENFORCEMENT%20CHARTER%20-%20FINAL%20updated%20April%202019_0.pdf