



Hull Local Plan: 2016 to 2032

Statement of Community Involvement

July 2021

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Statement of Community Involvement

1. Introduction

- 1.1 This is Hull City Council's Statement of Community Involvement (SCI). The SCI sets out how the City Council will carry out consultation and engagement as part of our planning duties, including the preparation of the Local Plan, review of other planning policy and the consideration of planning applications. The SCI also presents an opportunity to ensure that all consultation and engagement events comply with current Government COVID-19 guidance.
- 1.2 Due to the unprecedented impact the coronavirus pandemic has had on society and the way our lives have changed and continue to change, the planning service has had to implement a number of temporary amendments to the way we engage with people and communities. These measures are in response to government guidelines published in May 2020 and will finish when legislation eases or restrictions end. In particular, the guidance allows for greater flexibility to take reasonable steps to for example, publicise planning applications. It also promotes greater use of social media and other electronic communication highlighting the fact that this should be 'proportionate' to the scale and nature of the proposed development. For more details on the updated government guidance to local planning authorities see: <https://www.gov.uk/guidance/plan-making#covid19>.
- 1.3 Some of the lessons learned and techniques adopted to deal with the pandemic will be continued as best practice but others (e.g. face to face meetings and other public meetings) are likely to be resurrected once it is safe to do so.
- 1.4 This document describes how we will carry out consultation and engagement activities in a Covid-safe way which adheres to current government advice on '*staying at home and away from others*' or any future guidance that is issued.
- 1.5 This update is however about more than just the immediate response to the ongoing pandemic. We are updating the SCI because the existing SCI that

accompanied the Hull Local Plan when it was adopted in November 2017 was written and adopted in 2013. An update is therefore needed to reflect changes in Government planning policy and guidance, and the latest planning regulations.

- 1.6 The refresh of the SCI also presents an opportunity to reflect on best practice from elsewhere including better use of technology and communication measures. The Government's recently published Planning White Paper focuses attention on effective public engagement and on greater use of digital technology. The Council is supportive of this ambition and will make further amendments to this document in light of specific requirements and guidance from Government.
- 1.7 The SCI principally focuses on consultation / engagement arrangements for the Local Plan, Supplementary Planning Documents, Neighbourhood Plans and the process of determining planning applications. For each of these matters a brief description of the subject matter is provided plus a table setting out the various stages at which consultation is required and the Council's intentions for how consultation should be carried out.

2. General principles of community/stakeholder engagement

- 2.1 Public involvement in planning will continue to be open to everyone, however the way we do it currently may have to change in some instances. For example, holding face-to-face meetings, public exhibitions and workshops are not suitable at present but virtual exhibitions, digital consultations, and on-line forums, as well as using other social media outlets can be used. For residents or communities that don't have readily available internet access (and depending on the nature of the exercise being undertaken) consulting by phone, pre-arranged socially distanced meetings with officers or smaller area or topic based focus groups can be organised, where Government restrictions permit.
- 2.2 Similarly, reduced public access to Council buildings and offices, such as The History Centre, Libraries and The Wilson Centre, has meant that we

cannot publicise consultations in these locations or make hard copies of consultation documents available to view. But we will publicise all consultation events on the Council's website and make relevant documents available to view there also. For those who don't have easy access to the internet, hard copies can be sent out by post, where it is practicable to do so.

2.3 In addition, we will take into consideration the engagement model developed by the 'Hull We Want' engagement plan (<https://www.hullccg.nhs.uk/have-your-say/our-communities/the-hull-we-want/>). We will take into account, whenever possible, the main pillars of the plan, namely to:

- work together to do something different;
- reduce inequalities and improve fairness;
- listen to views and opinions and work with the people of Hull; and
- put forward public views to the decision makers.

2.4 Using these objectives will allow us to view public opinion as an asset to the planning service. The model suggests creative ways in which to listen to what people have to say, including outside information events in open spaces, arts-based engagement and idea-based focus groups. Some of these engagement techniques are not possible currently due to social distancing restrictions but we will look to use social media to its full potential, invite smaller focus groups to engage with us and provide virtual information events.

2.5 The principles underpinning the approach to consultation remain largely as set out in the previous version of this statement and are as follows;

- Ensuring that involvement in planning is open to everyone;
- Focusing on early engagement;
- Satisfying minimum national consultation requirements and exceeding these where practicable to deal with local issues;
- Having regard to delivering effective consultation in light of cost / time considerations ensuring a proportionate approach is adopted;
- Avoiding the use of jargon and where this is not possible, producing

- complementary 'layman's' guide' documents to support engagement;
- Committing to providing a response to any representations received of relevance to the matter in hand;
 - Inviting local people / stakeholders to register their interest in planning matters and to keeping them informed of key stages going forward; and
 - Maximizing opportunities to engage more widely with stakeholders and local communities using a range of different technologies and digital platforms.
- 2.6 In relation to comments/representations made, the Council is committed to ensuring compliance with data protection requirements and will ensure that information held is only used for the intended purpose and that records will be deleted at appropriate times.
- 2.7 This statement sets out the Council's proposals for engaging with a range of different stakeholders and the general public in relation to both plan making (including Supplementary Planning Documents) and in the determination of planning applications. The range of stakeholders will include:
- Local residents
 - Local business
 - Developers
 - Interested bodies / groups (e.g. environmental groups)
 - Land owners
 - Duty to Cooperate bodies
- 2.8 A full list of organisations is set out in Appendix A.
- 2.9 The Council will always seek to ensure before commencing external consultation that an agreed 'corporate' position is reached whereby the plan / policy being promoted reflects not only a 'planning' view of life but a wider Council view. Internal consultation and engagement will occur with other parts of the Council as required and documents will proceed through normal decision making routes including Area Committees (where there is an area specific issue) Planning Committee and The Cabinet. Likewise, and at a

sufficiently early stage, briefings will be held with ward members as required.

3. Local Plan

- 3.1 The Council is required to prepare and maintain an up-to-date Local Plan. This is intended to provide a framework for future development in the City ensuring amongst other things that identified needs for (e.g. housing) are met, environmental assets (both natural and man-made) are protected and the threats associated with climate change e.g. flooding are avoided / mitigated.
- 3.2 The procedural stages for local plan-making are chiefly set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. These are set out locally in our Local Development Scheme (LDS) which can be viewed on the Council’s website. The Council is committed to reviewing the Local Plan and will publish a new LDS shortly setting out the key stages in the plan making process.
- 3.3 Hull’s current Local Plan was adopted in November 2017, following the stages of production and engagement requirements set out in the adopted SCI.
- 3.4 Public engagement and consultation is required at different stages of plan making as set out in the table below alongside the means through which the Council intends to undertake this consultation.

Stage	Description of process	Engagement opportunities
1. Pre-production (Regulation 18)	<p>Collect evidence, seek views, ideas and information on the issues the review of the Local Plan will address.</p> <p>Consider issues and potential options including reasonable alternatives.</p>	<p>Carry out informal consultation and engagement with relevant partners, stakeholders and the local community, including existing and new focus and interest groups (within current social-distancing guidelines).</p> <p>Use social media to enable wider and diverse engagement.</p> <p>Discuss issues and options with partners, stakeholders and the local community, as appropriate.</p> <p>Produce simple documents to accompany longer technical documents.</p> <p>Consider bespoke engagement techniques for</p>

	Establish scope for SA/SEA	'seldom heard' groups. Consult with statutory bodies on the scope of the SA/SEA
2. Plan Production – 'Draft Plan' (Regulation 18)	<p>Using evidence gathered we will prepare and publish the 'Draft Plan'.</p> <p>Carry out a consultation event on this document for a statutory minimum period of six weeks.</p> <p>Prepare an interim SA/SEA.</p> <p>Prepare a Consultation Statement.</p> <p>Consider any significant changes in policy and comments made.</p>	<p>In relation to the consultation period, we will:</p> <ul style="list-style-type: none"> - notify all interested parties of the consultation exercise via emails and letters (where no email address is available) including to relevant statutory bodies, general consultees, and all those on our consultation database who have requested to be contacted. Notifications will also be advertised through press notices and on the Council's website. - make all consultation documents and any supporting papers available on our website. For people or groups who do not have easy access to the internet, copies will be sent by post, either free or at cost. - use social media including our corporate Twitter page and local media to increase awareness of consultation events. - host workshops (where appropriate these will be virtual), and where possible and appropriate, small in-person community forums and focus groups in line with current Government guidelines. - produce simple documents to accompany longer technical documents. - consider bespoke engagement techniques for 'seldom heard' groups. <p>Comments received from the consultation event will be available to view on the Council's website.</p>
3. Publication of the submission Local Plan (Regulation 19 and 20)	When we have gathered sufficient evidence and considered fully comments received in earlier consultations we will prepare and publish a Proposed Submission Document, and prepare the SA/SEA Report.	<p>In relation to the consultation period, we will:</p> <ul style="list-style-type: none"> - notify all interested parties of the consultation exercise via emails and letters (where no email address is available) including to relevant statutory bodies, general consultees, and all those on our consultation database who have requested to be contacted. Notifications will also be advertised through press notices and on the Council's website.

	<p>Undertake consultation for a statutory minimum period of six weeks, when people can comment on the Plan, the SA/SEA and supporting evidence, and where we will seek views on whether the document is legally compliant and so considered 'sound'.</p> <p>Consider any comments made and may propose further amendments to the Plan before submitting it to the Secretary of State.</p>	<ul style="list-style-type: none"> - make all consultation documents and any supporting papers available on our website. For people or groups who do not have easy access to the internet, copies will be sent by post, either free or at cost. - use social media including our corporate Twitter page and local media to increase awareness of consultation events. - host workshops (where appropriate these will be virtual), and where possible and appropriate, small in-person community forums and focus groups in line with current Government guidelines. - produce simple documents to accompany longer technical documents. - consider bespoke engagement techniques for 'seldom heard' groups.
<p>4. Plan submission and Examination in Public (Regulation 22, 23 and 24)</p>	<p>The plan is submitted to the Secretary of State for an Examination in Public by the Planning Inspectorate.</p> <p>An Examination will take place, usually involving hearing sessions, during which the Inspector will judge whether the plan is adequately evidenced, positively prepared with the appropriate stakeholders and public engagement, justified, effective and in line with national policy, legally compliant and sound.</p> <p>Following the Examination the Inspector will, either, issue a Report indicating whether the Plan is 'sound' or not, or, if appropriate and agreed by the Council, propose changes (known as 'main modifications') to the plan to avoid it being found 'unsound'.</p> <p>The main modifications are then consulted on and representations are sought on the suggested changes.</p> <p>The Inspector and the Council considers any representations received on the 'main modifications', changes are incorporated into the final plan.</p>	<p>Use social media including our corporate Twitter page and local media to increase awareness of the Examination.</p> <p>Make Examination documents available on our website. For people or groups who do not have easy access to the internet, copies will be sent by post, either free or at cost.</p> <p>A Notice of Examination is issued 6 weeks prior to the commencement of the examination.</p> <p>The Inspector having considered representations made at Stage 3 will decide which matters will be discussed at the examination and will invite relevant parties (from those who requested to appear at the examination) to participate, whether in person or by written representation.</p> <p>If main modifications are required we will:-</p> <ul style="list-style-type: none"> - notify all interested parties (including all those who made representations at Stage 3) of the consultation exercise via emails and letters (where no email address is available) and all those on our consultation database who have requested to be contacted. - make all consultation documents and any supporting papers available on our website. For people or groups who do not have easy access to the internet, copies will be sent by post, either free or at cost. - use social media including our corporate Twitter page and local media to increase awareness of consultation events.

	The Inspector issues a report that recommends that the Plan is either: adopted; adopted with modifications; or not adopted.	Examination documents including the Inspectors Report will be made available on the Council's website.
5. Adoption of the Local Plan. (Regulation 26)	<p>If the Plan is found 'sound' the Council will consider adopting the Plan, the final decision will be made by Full Council.</p> <p>Plan adopted by Hull City Council and published on the Council's website.</p> <p>Prepare an Adoption Statement.</p> <p>Begin a 6 week period in which anyone can make a legal challenge to the Plan and its production at the High Court.</p>	<p>Make available the adopted Plan and accompanying Adoption Statement to view on the Council's web site and (subject to Covid restrictions) in other main Council offices.to view on the Council's web site and (subject to Covid restrictions) in other main Council offices.</p> <p>We will send a copy of the Adoption Statement to everyone who responded to the consultation, to those on our consultation database who have requested to be contacted and others who asked to be notified of the adoption of the Local Plan and the Secretary of State.</p> <p>We will use social media including our corporate Twitter page and local media to advertise the adoption of the Local Plan.</p> <p>Publish press notice as required</p>
6. Monitoring and Review	<p>The Plan is monitored to make sure policies are working and the aims of the Plan are being achieved.</p> <p>Monitoring is primarily made through the Council's Annual Monitoring Report.</p> <p>The Plan will be reviewed as necessarily and at least every 5 years.</p>	Publish the Annual Monitoring Report on the Council's website.

4. Supplementary Planning Documents

- 4.1 Supplementary Planning Documents (SPD's) provide guidance and advice on the implementation of policies contained in the Hull Local Plan 2016 to 2032. Once formally adopted they are a material consideration when used by Hull City Council's Planning Department to inform development management decisions, but they are not part of the Development Plan.
- 4.2 The Council has already produced a number of such documents and will continue to do so as required. A full list of adopted SPDs can be viewed at:

<http://www.hull.gov.uk/planning/planning-applications/supplementary-planning-documents>. The table below outlines the stages involved in preparing an SPD and the means through which we will engage with local communities. This will vary depending on the nature of the document (e.g. whether it applies across the city as a whole or if it is related to a particular area).

Stage	Description of process	Engagement opportunities
1. Preparing the draft document.	Collect evidence, consider issues, options and alternatives.	Discuss opinions, ideas and information with relevant council partners, elected members, and other interested people or groups (including in appropriate cases, local people), depending on the subject matter of the draft SPD and information required and always within current social-distancing guidelines.
2. Consultation on the draft document (Regulation 12 and 13).	<p>Publish the draft document and hold a formal consultation for 6 weeks.</p> <p>Record and consider all responses received, review the SPD in light of views expressed and amend if appropriate.</p> <p>If significant changes are proposed, the SPD will be taken back to Planning Committee / Cabinet alongside a Consultation Statement setting out who has responded, what has been said and what changes (if any) are proposed) – seeking approval to consult for a further 4 week period.</p> <p>If no significant changes are required the SPD will automatically be taken out for 4 weeks of consultation alongside the Consultation Statement.</p> <p>After the conclusion of this 4 week consultation period, and no other significant changes are required, the Council will progress with the adoption of the SPD. If further significant changes are required, the matter will be referred back to The Cabinet</p>	<p>In relation to the first (6 week) consultation period, we will:</p> <ul style="list-style-type: none"> - notify all interested parties of the consultation exercise via emails and letters (where no email address is available) including to relevant statutory bodies, general consultees, specific people or groups who have expressed an interest or where it is considered they may have a particular interest in the topic, and all those on our consultation database who have requested to be contacted. Notifications will also be advertised through press notices and on the Council's website. - make all consultation documents and any supporting papers and leaflets available on our website. For people or groups who do not have easy access to the internet, copies will be sent by post, either free or at cost. - produce and publicise an accompanying simple 'plan on a page' type document - use social media including our corporate Twitter page and local media to increase awareness of consultation events. - host workshops (where appropriate these will be virtual), and where possible and appropriate, small in-person community forums and focus groups in line with current Government guidelines. - arrange where appropriate (and in light of prevailing Covid restrictions) public meetings to raise awareness of the SPD and to receive feedback. - organise as an alternative to public meetings

		<p>(and were required) 'by appointment only drop-in sessions' at a convenient venue.</p> <p>In relation to the second (4 week) consultation period, we will;</p> <ul style="list-style-type: none"> - make available for comment the draft document (and accompanying Consultation Statement) to view on the Council's web site and (subject to Covid restrictions) in other main Council offices. - contact all those who were consulted on the initial draft and those who made representations to the initial draft and inform them that a second round of consultation is due to take place - publish a press notice
3. Adoption of the SPD (Regulation 14).	<p>Adopt and publish the SPD including the Consultation Statement.</p> <p>Prepare an Adoption Statement.</p> <p>Begin a 3 month period in which anyone can make a legal challenge to the SPD and its production at the High Court.</p>	<p>We will send a copy of the Adoption Statement to everyone who responded to the consultation, to those on our consultation database who have requested to be contacted and others who asked to be notified of the adoption of the SPD.</p> <p>We will use social media including our corporate Twitter page and local media to advertise the adoption of the SPD.</p>

5. Neighbourhood Plans

- 5.1 Neighbourhood planning was introduced by the Localism Act (2011) and it lets communities influence the future of their local areas. Neighbourhood plans allow communities to decide a future vision for places where they live and work and allows them to set out planning policies to guide development in their neighbourhoods, along with the possibility to allocate sites for development.
- 5.2 Neighbourhood plans must be in general agreement with the strategic policies in the Hull Local Plan and national planning policy. We have published local and national guidance on how to prepare neighbourhood plans. See <http://www.hull.gov.uk/communities-and-living/neighbourhood-teams/neighbourhood-plans> for more information.
- 5.3 As neighbourhood planning and the rules that communities need to follow can

be complex, we have prepared a protocol to help communities decide whether to get involved in neighbourhood plan-making and help them in preparing a plan if they do. See <http://www.hull.gov.uk/sites/hull/files/media/Editor%20-%20Planning/Neighbourhood%20plans%20protocol.pdf> for more information.

- 5.4 As neighbourhood plans are written by the local community rather than the Council, the consultation measures set out in our SCI do not have to apply, but your neighbourhood planning group will need to talk to lots of people locally – residents, businesses, community groups, schools – to find out what’s important to them about where they live, what they’d like to improve and what their vision is for the local area. And we will be able to advise you on suitable consultation methods and techniques and how to reach different groups within your neighbourhood.
- 5.5 Once your draft plan has been written, we will help you to check that you’ve followed the correct procedures and submitted the required documents, before arranging for an independent examiner to check that the plan meets the ‘basic conditions’ set by Government.
- 5.6 Finally, if your plan passes these conditions, we will organise a public vote, so that everyone in your community can decide whether they support it. If more than 50% of those who cast a vote are in favour of the plan, we will adopt it. Once adopted, plans become part of the statutory development plan for Hull and can be used to help decide whether to approve planning applications.
- 5.7 No neighbourhood plans are being produced currently, however the Government has made a number of changes to the neighbourhood plan-making process in response to the coronavirus pandemic which will apply until current restrictions change or end. The implications of this guidance for neighbourhood planning includes: suspending the referendum process until May 2021; informing decision-makers that when a plan has reached the stage of a referendum, it can be given significant weight in decision-making; discouraging in person oral representations for examinations; and more targeted methods of public consultation. For more detailed explanation of these changes see: <https://www.gov.uk/guidance/neighbourhood-planning--2>.

6. Planning Applications

- 6.1 Our SCI sets out standards of consultation and engagement we want to achieve when making decisions on planning applications (including applications for Listed Building Consent), this includes the minimum standard of publicity and notification of applications set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015.
- 6.2 Temporary arrangements have been introduced by the Government to provide some flexibility during the current COVID-19 pandemic. We will continue to carry out consultation and publicity arrangements for planning applications as normal, as long as Government restrictions permit. However temporary Planning Committee arrangements have been introduced until May 2021 and will be reviewed before that time. These include alternative arrangements to allow remote speaking in public at planning committee, and extended delegations to the Head of Planning. For more details of the Government’s guidance please follow the link:
<https://www.gov.uk/guidance/coronavirus-covid-19-planning-update>.
- 6.3 The following table explains our approach to community engagement during the planning application process, including saying when, how and who we will consult with.

Stage	Description of process	Engagement opportunities
Pre-application.	Offer pre-application advice. Committee pre-application advice	We encourage anyone applying for planning permission to seek pre-application advice prior to submitting their application. This can either be through written or email response, via a meeting. We will seek to engage relevant statutory consultees in that process. For more significant developments there is an opportunity to present proposals to the Planning Committee prior to submission. Any views expressed are non-binding but can help to identify important issues. Planning officers can provide

		<p>advice on this process and how to register. Where appropriate, a combination of officer and committee pre-apps will be advised.</p> <p>A fee is payable for both officer and committee pre-application advice.</p>
1. Submission of application.	<p>Check compliance with relevant national and local validation requirements.</p> <p>Check all relevant information and appropriate fees have been provided.</p>	<p>Make the application details available to view on the Council's website at: http://www.hull.gov.uk/planning/planning-applications/planning-applications</p>
2. Publicity and consultation.	<p>Consult and publicise in line with the Development Management Procedure Order (DMPO)</p> <p>A period will be specified for any representations to be submitted in accordance with the DMPO requirements (usually 21 days but reduced to 14 for certain types of application).</p>	<p>We will advertise and publicise planning applications by:</p> <ul style="list-style-type: none"> • making the application details available to view on the Council's website. • sending letters of notification to properties physically adjoining the application site, telling them about the application and the period in which they can make comments, and/or • placing site notices near the proposal site. • publishing application details for major development in the local press in accordance with DMPO requirements. • publishing a weekly list of all new applications received by the Council and posting this on our website. • we will also consult with, depending on the size and type of the proposal, statutory and non-statutory consultees. Local amenity societies will be consulted where this has been previously agreed by the Head of Planning
Assessment and decision-making	<p>The case officer will normally visit the site.</p> <p>All material considerations will be taken into account, including relevant national and local planning policy and guidance and comments received.</p> <p>The case officer will make a recommendation on the application in a report which sets out the how the recommendation was arrived at, along with a summary and consideration of comments and consultation responses received.</p>	<p>All comments received (with personal contact details removed) will be available to view on the Council's website.</p>

	<p>Most planning applications are determined using delegated powers in accordance with a delegation scheme agreed by Planning Committee.</p> <p>Applications falling outside of the delegation scheme are determined by the Planning Committee</p>	<p>Once a decision has been made a decision notice is sent to the applicant or agent telling them the outcome of the delegated decision.</p> <p>We do not notify anyone who has made representations</p> <p>The decision notice will be posted on the Council's website.</p> <p>The Planning Committee is usually held at the Guildhall and meets twice a month (one meeting focusses on applications and the other on policy matters).</p> <p>If you have commented on an application which is to be considered by the Planning Committee, we will inform you of the date and time of the relevant committee, and you will be invited to speak at the meeting The rules and procedures for speaking at the Planning Committee (including temporary arrangements to deal with Covid restrictions) are published on the Council's website: http://www.hull.gov.uk/planning/planning-applications/planning-committee.</p> <p>Planning Committee meetings are broadcast live on the Council's website.</p> <p>Once a decision has been made by the committee a decision notice is sent to the applicant or agent telling them the outcome of the decision, along with reasons for the decision.</p> <p>We do not notify anyone who has made representations. The decision notice will be posted on the Council's website: http://www.hull.gov.uk/planning/planning-applications/planning-committee</p> <p>We will publish all decisions on our website on a monthly basis.</p> <p>We also will produce a statement explaining how we have worked in a positive and proactive way with the applicant, in line with the National Planning Policy Framework.</p>
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<p>Post decision</p>	<p>Planning conditions: some decisions will contain conditions requiring additional details to be submitted for approval. In many cases these will be technical details.</p> <p>If an applicant disagrees with our decision, they have the right of appeal to the Secretary of State, but there is no right of appeal for anyone else involved with the application.</p>	<p>Applications to discharge conditions are not publicised.</p> <p>We will inform anyone notified about the original application of the appeal process.</p>
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7. Trees

- 7.1 There is a requirement to notify the Local Planning Authority (LPA) of proposed works to trees in Conservation Areas before carrying out the work. Within six weeks of receipt of that notification the LPA will consider whether the trees warrant specific protection through Tree Preservation Orders (TPOs). We will determine applications for trees that are protected by TPOs within two months from the date of receipt.

8. Enforcement

- 8.1 We encourage the community to report concerns about planning irregularities. We will maintain the confidentiality of people providing such information. Where a breach has occurred and action needs to happen, we will take formal planning enforcement action. We will update those who have made us aware of their concerns, as well as those who are potentially responsible for a planning breach, informed throughout the investigation

9. Future review of the SCI

- 9.1 National planning guidance requires that the Council's SCI is kept up-to date and that a full review should be undertaken at least every 5 years. Whilst it is sensible to link this review to the equivalent Local Plan making cycle, there will be instances where a shorter term review may be required. This is particularly significant given the very uncertain situation relating to the ongoing pandemic and the need to respond accordingly to shifting advice and varying levels of risk.

- 9.2 As referred to earlier, the Government has signaled in their Planning White Paper a renewed commitment to open, honest and transparent consultation ensuring that local people have a genuine opportunity to shape planning decisions at an early stage. Details of such proposals are still awaited.
- 9.3 The Council is committed to involving local communities and other stakeholders in such matters and this iteration of the document is considered to reflect that position. Future amendments to the SCI will be incorporated as required and a full review will be undertaken in any event within the prescribed 5 year period.
- 9.4 Although there is no requirement to consult on revisions to the SCI, the Council is committed to doing so. This reflects the fact that it is important to get early views on how consultation is undertaken in advance of specific consultation exercises being undertaken. It is also considered particularly useful given that a significant review of the Local Plan is due to commence shortly.

10. Data Management

- 10.1 The Introduction of the General Data Protection Regulations (GDPR) in May 2018 required councils to review the way in which they manage data in the course of our work providing the functions of a LPA.
- 10.2 The GDPR tells us what we need to tell people when we collect personal data from them. For details of how we will comply with GDPR requirements see Appendix B.

11. Contacts and web links

Our **planning** website is found at: <http://www.hull.gov.uk/planning>, our telephone number is 01482 300300 and we can be contacted by email at: Dev.Control@hullcc.gov.uk

The **Planning Portal** is a useful resource to find out more about the planning system, the website is found at: <https://www.planningportal.co.uk>

Planning Aid England provides independent help with the planning

system, offering advice and support to individuals and communities, the website is found at: <https://www.rtpi.org.uk/planning-advice/about-planning-aid-england> or telephone 020 7929 8338

12. Glossary

Annual Monitoring Report – the requirement for a local authority to produce an Annual Monitoring Report (AMR) was set out in the Localism Act 2011. The report details the progress on the Local Plan and details of co-operation with neighbouring authorities and prescribed bodies in developing those plans, together with some specific details of housing supply and demand and details of community infrastructure delivery.

Development Plan – sets out local authorities' policies and proposals for the use of land in their area. Planning applications have to be decided in line with the Development Plan, unless there are very good reasons not to do so. The current Development Plan for Hull comprises of the Hull Local Plan and Kingswood Area Action Plan.

Duty to cooperate – cooperation between us and our neighbouring Local Planning Authorities and other public bodies to ensure strategic and regional planning issues are properly addressed.

Full Council – meetings of all 57 ward Councillor's, meets 8 times a year to make decisions on budgets, the Policy Framework for the city, including The City Plan for Hull and Development Plan Documents, and the make-up of other committees and outside bodies.

Local Development Scheme – sets out timescales and milestones for the production of Development Plan Documents and Supplementary Planning Documents.

Local Plan – the strategic planning document that sets out the authority's policies and proposals for the development and use of land citywide until 2032. The current Local Plan was adopted in November 2017 and forms part of the Development Plan for Hull and is used when making decisions on planning applications.

Local Planning Authority – the local authority allowed by law to use statutory town planning functions for a particular geographic area.

National Planning Policy Framework – document first published in March 2012 and reviewed in July 2018 which sets out the governments planning policies for England and how they are to be applied. These policies are to be used when preparing or reviewing a Local Plan and in making decisions on planning applications.

Neighbourhood Plans – set out in the Localism Act (2011) as a way of helping local communities influence the planning of the area in which they live and work.

The Cabinet – meetings of up to 10 Councillor’s with portfolio duties, who meet to implement Council decisions and review strategies, policies and plans which develop and deliver services to Hull.

Town and Country Planning (Local Plans) (England) Regulations 2012 – sets out the processes of how and when the Local Plan and Supplementary Planning Documents must be prepared, consulted on and adopted.

Supplementary Planning Documents – provide more detailed guidance on how policies in the Hull Local Plan are applied. They do not have statutory status, they are not part of the Development Plan and cannot set new policies. However, they are subject to procedures set out in the Statement of Community Involvement and once formally adopted they are ‘material considerations’ in the determination of planning applications.

Appendix A – List of consultation bodies

(The following lists are not exhaustive)

Duty to Cooperate bodies

The relevant local authorities for Hull are considered to be:

- East Riding of Yorkshire Council
- North Lincolnshire Council
- North East Lincolnshire Council

The 'prescribed bodies' are set in the Town and Country Planning (Local Planning) (England) Regulations 2012. Those relevant to Hull are:

- Environment Agency
- Historic England
- Natural England
- The Civil Aviation Authority
- Homes England
- Hull Clinical Commission Group
- NHS England
- Network Rail Infrastructure Limited
- Highways England
- Marine Management Organisation

In addition, local authorities subject to the duty must also cooperate with Local Enterprise Partnerships and Local Nature Partnerships. The relevant partnerships for Hull are:

- North Humber Local Enterprise Partnership
- Hull and East Riding Local Nature Partnership
- Humber Local Nature Partnership

Other specific consultation bodies

Associated British Ports

British Land

British Telecom

Eastern Hull PCT
Forestry Commission
Home Builders Federation
Hull and Goole Port Health Authority
Kingston Communications
Local Government Association
Mobile Operators Association
National Grid
National Grid Gas
NHS Hull Clinical Commissioning Group
Northern Gas Works
Northern Power Grid
Police and Crime Commissioner for Humberside
RSPB
The Strategic Rail Authority
West Hull PCT
Woodland Trust
Yorkshire and the Humber Strategic Health Authority
Yorkshire Water
Yorkshire Water Services
Yorkshire Wildlife Trust

All of the above are included in the current Local Plan consultation database and accordingly they will all be consulted on key stages in plan making and (where appropriate) on other planning policy matters. The database contains various other organisations and individuals who have asked to be kept informed of progress in plan making. It is a 'live' document and any organisation/individual engaging with the Council on plan making matters will be added to this list (unless they ask not to be included). Anyone wishing to be added to this database should contact Planning via our website found at: <http://www.hull.gov.uk/planning>, our telephone number is 01482 300300 or we can be contacted by email at: Dev.Control@hullcc.gov.uk.

Appendix B – GDPR compliance processes

Development management

When comments are made to the LPA on planning applications via the Council's website (e.g. using Public Access) we will publish only the content of that comment. No personal data, such as name or address etc. will be made publically available. However, if the applicant asks who made a particular comment we are legally obliged to tell them. We will make people aware of this, before they submit a comment. When comments are made electronically via emails or by post we will publish names and postal addresses as well as the content of the comment but we will redact email addresses, telephone numbers and signatures.

Exceptions for anonymity

We will consider any requests to remove the content of comments made in the case of 'special circumstances'. 'Special circumstances' could include for example, if a person making the comment has been the subject of harassment by the applicant in the past. If anyone feels they need to keep their comments confidential please send details by letter and marked confidential to **Planning Services, Hull City Council, 2nd Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA.**

Note: - we advise people who are making comments via the Council's website that it is possible that their names/addresses could be found through internet browsers or search engines once they have made their comments.

Disclaimer

We have a disclaimer on the website which is to be read by people before they use the Public Access system.

Retention

Once planning applications are decided, hard copies of the application files, including copies of all correspondence received in relation to the application are stored in a secured room in the basement of the city centre council building at the Guildhall.

Local Plan and other policy documents

When comments are made via the Council's website, emails or by post we will not

publish individual names or addresses where these come from members of the public and, in respect of other organisations, only the organisations name will be published. All comments received however will be included in Consultation Statements/Reports/documents published as outlined in the main SCI above.

The current Local Plan consultation database includes only people/organisations/groups who, post GDPR have asked us to be included on the database and notified of Local Plan/policy documents updates. The database is a live document and further names / organisations will be added to this throughout the process of producing the Local Plan (to ensure that as many people as possible are kept up-to-date with progress in drafting the plan). Upon completion of the Local Plan (adoption) all those included on the database will be contacted to ask whether or not they want to remain on the database.

We will not disclose personal details contained on our databases to any other organisation or for any reason apart from engagement and consultation events on the Local Plan/other policy documents.

Retention

Our databases, and electronically received comments on Local Plan and policy documents during past consultation events are stored on secure ITC networks, where ICT due diligence has been completed.

Hard copies of documents/hard copies of correspondence received during consultation events are stored in a secured room in the basement of the city centre council building at the Guildhall.

Information received in relation to a particular plan will be retained until such time as that plan is replaced by a new plan. This is to ensure that the approach underpinning a particular plan (including comments / representations received) can be clearly understood. Upon adoption of a new plan, such information is generally no longer required (unless this relates to technical information required for the purposes of longer term monitoring).