

ANNEX A

Proposed Statement of Community Involvement Update October 2020

This update to the SCI is in response to the Coronavirus (COVID-19) Pandemic and updated guidance from the Government¹. Some consultation measures cannot currently be used due to social distancing restrictions. Where this is the case, alternative measures will be utilised. For example, instead of face to face meetings, virtual meetings will be used. The suspension of any consultation methods is only temporary. When it is safe to do so the full range of consultation methods will be reinstated. It is recognised that not everyone is online. In response to current guidance on staying at home and away from others consultation is temporarily primarily carried out online. If you have no access to email or the internet, the best way to get involved and send us your comments is to ask a relative or friend to email us your comments. During the COVID-19 restrictions if you have difficulty providing feedback Officers will be available to discuss matters by telephone.

2007 SCI Reference	Existing commitment	Current Approach
Table 1 and Table 2	Documents and notices available for inspection at the Council's West Offices and libraries	Temporarily suspended due to COVID 19 Pandemic. Documents will continue to be available on the Council's website. Planning Policy documents can be viewed online at: www.york.gov.uk/LocalPlan Specific enquiries can be made to Forward Planning at localplan@york.gov.uk
Table 1, Table 2, paragraph 9.4	Face to face meetings, including public exhibitions, one-to-one meetings with selected stakeholders, public meetings, focus groups, area forums, ward committees, planning panels and other	During the COVID 19 Pandemic the Council will seek to engage virtually using software platforms such as Skype and Zoom. Applicants are expected to do the same.

¹ National Planning Policy Guidance Paragraphs 076-079

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	community groups, organisations and forums	
Paragraph 10.1, criterion b. Paragraph 10.4	Copies of all applications and plans can be inspected at the Council's reception. Reception staff and a Duty Planning Officer will be available to deal with your queries.	During the COVID pandemic applications cannot be inspected at our offices. If you do not have internet access you should telephone 01904 551553, leave a short message with your contact telephone number and the planning application reference and we will call you back. There is currently no planning officer presence in our offices. Most officers are enabled for working away from the office and are contactable by emailing them directly or by emailing: planning.enquiries@york.gov.uk
Paragraph 10.5	The timescale for making comments or objections on planning applications is 21 days	Owing to changes that we've had to make to how we print and mail our neighbour notification letters, and possible delays in the postal network, we've temporarily extended our standard consultation periods from 21 days to 28 days so as not to unduly disadvantage any parties that wish to participate in the planning process. Internal systems have been adjusted to accommodate this change. These changes exceed the minimum legal requirement of legislation. An insert letter also accompanies each neighbour notification letter to advise notified parties of service changes during the coronavirus outbreak.
Paragraph 10.5	Making comments or objections on planning applications.	If you have no access to email or the internet, the best way to send us your comments is to ask a relative or friend to submit comments on Public Access or email your comments to planning.comments@york.gov.uk All comments are taken into account, regardless of the sender. Whilst comments by post can still be submitted, there is likely to be a delay with the planning service dealing with these comments due to limited access to our office. There is therefore a risk that last minute comments by post might not be taken into account. If you can't submit comments online or by email, then please call telephone: 01904 551553, leave a short message with your contact telephone number and the planning application reference number, and we will call you back.

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Paragraph 10.10	Being involved at planning committee	Due to coronavirus, we've made some changes to how we're running council meetings. The government has introduced regulations to allow committee meetings to be held without the physical attendance of all parties. The detail of the regulations has been reviewed and we are now holding planning committee virtually using the Zoom software platform. Please contact democratic services at democratic.services@york.gov.uk for more information.

Contact Details

City of York Council

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Team	Telephone Contact	Email Contact
Forward Planning	01904 552255	localplan@york.gov.uk
Development Management	01904 551553	planning.enquiries@york.gov.uk
Planning Enforcement	01904 551553	planning.enforcement@york.gov.uk
Neighbourhood Planning	01904 552255	neighbourhoodplanning@york.gov.uk
Democratic Services	01904 551088	democratic.services@york.gov.uk