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This document can also be made available on request in alternative formats such as Braille, large type or audiocassette. We can also arrange to provide versions in other languages.

## 1. INTRODUCTION

### **The Statement of Community Involvement**

- 1.1 The Planning and Compulsory Purchase Act came into force in September 2004. The previous system of Local Plans has been replaced by a new Local Development Framework (LDF) process, consisting of a suite of Local Development Documents (LDDs). A key objective of the new planning system is to encourage more meaningful community involvement.
- 1.2 The Statement of Community Involvement (SCI) is a document which sets out the local planning authority's policy for involving the community, both in the preparation and revision of Local Development Documents (LDDs) and in significant development control decisions. A glossary of technical terms is included at Appendix A.
- 1.3 The Borough Council will tailor its community involvement to local circumstances, building upon existing networks and good practice. For example, the 'enquiry by design' approach adopted in the development of proposals for Upton can be applied to the preparation of both site-specific LDDs and planning applications. The Council has prepared corporate 'consultation guidance', and is currently working towards the preparation of a Community Involvement Strategy. When involving the community in the planning process, account will be taken of any corporate guidance and/or strategies adopted by the Borough Council.
- 1.4 Northamptonshire County Council are the minerals and waste planning authority. They will prepare a separate Statement of Community Involvement for the preparation of documents, and in development control decisions, relating to minerals and waste development.

### **Purpose and Benefits of Community Engagement**

- 1.5 Community engagement represents a continuum of processes in which the general public and other interested parties are invited to contribute to particular proposals or policy changes. Within the constraints of the UK planning system, there are three categories of engagement (see table overleaf). The methods employed to engage the public will vary upon the objective of the engagement process.

<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>
<p><b>Objective</b> To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions.</p>	<p><b>Objective</b> To obtain public feedback on analysis, alternatives, or decisions.</p>	<p><b>Objective</b> To work directly with the public throughout the process to ensure that public and private concerns are consistently understood and considered.</p>

- 1.6 Benefits of community engagement:
- Resolve potential conflicts between parties up-front;
  - Introduce local skills, knowledge, experience and resources;
  - Feelings of local ownership;
  - Avoid frustration of ‘decide-announce-defend’;
  - Introduce stakeholder skills, knowledge, experience and resources;
  - Greater understanding of community and stakeholder needs and aspirations.

## **2. LOCAL DEVELOPMENT FRAMEWORK**

### **Introduction**

- 2.1 Local planning authorities should involve the community at an early stage in the preparation of LDDs. This is essential to achieve local ownership and legitimacy for the policies that will shape the future distribution of uses and development in an authority’s area. Techniques should be tailored to engage the appropriate parts of the community at the stages when their involvement is relevant and of value. A key objective of the LDF process is to work towards achieving consensus, through continuous community involvement and resolving conflicts.
- 2.2 For community involvement to be effective, there will need to be a clear understanding of the purpose of the exercise and the limits to what can be achieved within the legislative and budgetary framework set by Government.

### **Continuous Community Involvement**

- 2.3 Specific consultation methods (see appendix C) will be used to obtain feedback at different stages in the LDF process, relating to specific types of LDD (see appendix D). The actual methods used and the community groups consulted will be tailored to reflect the community being consulted, and will vary with the LDD being produced and the type of subject or issue being consulted upon. There will also be a process of continuous involvement which will:

- inform and update the community and other bodies with regard to the LDF process;
  - maintain a dialogue with stakeholders and participants in the LDF process; and
  - promote the fact that comments and proposals are welcome at any time.
- 2.4 The 'community' is likely to be made up of many different groups, some of which are 'communities of place', and others which are 'communities of interest.' Communities of place will focus on the places where they live and work, whilst communities of interest will focus on specific issues and topics.
- 2.5 The Borough Council will use existing networks (e.g. forums, meetings) and contacts, wherever possible, to informally involve the community and stakeholders at an early stage. Where appropriate, an ongoing dialogue will be maintained, in order to inform the preparation of LDDs and to resolve any potential conflicts.

### ***Area Partnerships***

- 2.6 The Council has set up a number of Area Partnerships which are made up of ward councillors, plus other interested parties such as county or parish councillors, the Police etc. The Area Partnerships which meet about 5 times a year, have a consultative role and provide an opportunity for local people to discuss issues and future plans for the area. Northampton Borough is split into 8 Area Partnerships: 1. Northampton Central (Abington, Castle, St Crispins wards); 2. Northampton East (Billing, Ecton Brook, Lumbertubs & Thorplands wards); 3. (Kingsthorpe, St Davids, Boughton Green wards); 4. (Delapre, St James & Spencer wards); 5. (Eastfield, Headlands & Weston wards); 6. (East Hunsbury, Nene Valley & West Hunsbury wards); 7. (Kingsley & Parklands wards); 8. (New Dustin & Old Duston wards). These will be used as a key mechanism to engage local communities. Area partnerships have a key role in supporting neighbourhoods in developing their own action plans for neighbourhood renewal. The development and implementation of these action plans will provide a valuable avenue for community involvement in the LDF process. Further information on the Area Partnerships can be obtained from the Council's Meeting Services Section, or through the 'modern.gov' section of the Council's website.

### ***Forums***

- 2.7 There are a number of established Forums covering the following groups: disabled people; lesbian, gay and bisexual people; pensioners; race equality; transport users; women; and youth. These will be used as a key mechanism to engage 'hard to reach' groups. Further information can be

obtained from the Council's Meeting Services Section or through the 'modern.gov' section of the Council's website.

### ***Citizens' Panel***

- 2.8 The Borough Council currently has a People's Panel, which is used primarily for large-scale consultation exercises and the recruitment of ad hoc focus groups. It is proposed to refresh the current panel as a Citizens' Panel during the first half of 2005. The Citizens' Panel, and any focus groups, recruited from within the panel will be used, where appropriate, to engage with the community.

### ***Access to information***

- 2.9 Information relating to the LDF process will be made widely available through a variety of methods:
- Wherever possible, information will be made available both in paper and electronic formats, including on the Council's website;
  - Copies of all documents will be made available to view at local libraries, local authority offices and other buildings accessible to the public, as appropriate, such as shopping centres, supermarkets, community centres, schools, colleges, leisure centres and faith buildings;
  - All information will be available upon request in Braille, large print, translations or in audio format;
  - The planning policy email address [ldf@northampton.gov.uk](mailto:ldf@northampton.gov.uk) will offer a single point of contact;
  - Newsletter/leaflets, letters and emails raising awareness and providing updates on progress;
  - Using existing networks and contacts to disseminate information;
  - Anyone who makes a comment will be included on an electronic database and will automatically be kept informed at subsequent stages of the process.
- 2.10 The measures outlined above will assist the local planning authority to comply with the Race Relations (Amendment) Act 2000 and Disability Discrimination Act 1995.

### ***Resolving conflicts***

- 2.11 The Government has indicated that it wishes LDDs to be developed with the community to achieve a strong measure of consensus. In this way it is hoped to reduce the length and adversarial nature of Public Examinations. Resolving conflicts can be achieved through:
- engagement – process of dialogue;
  - negotiation – process of exchanging information, bargaining and compromise between parties involved;

- planning authority-led mediation (process of intervention into dispute by impartial third party) between other parties; and
- mediation by a neutral third party when the planning authority is a party to the dispute.

The Borough Council will employ appropriate methods to work towards achieving a consensus.

- 2.12 It is recognised that consensus may not always be possible. Where this cannot be achieved, the community should at least feel that the process has been legitimate, and that it has been delivered in a fair and transparent manner.

### **Links with Northampton Community Strategy**

- 2.13 The Government identifies LDFs as one of the key mechanisms for delivering Community Strategy objectives. Many of the elements of the Community Strategy will have spatial aspects that can be addressed using the land use planning system.
- 2.14 The Northampton Community Strategy (March 2000) was prepared by the Northampton LSP. One of the themes of the Community Strategy is 'Engaging with Communities', and the opportunity exists to closely integrate the work of the Community Strategy and the Local Development Framework. The LSP has a number of 'Panels' which develop the themes of the Community Strategy: Community Safety, Environment, Education, Health, Homes and Social Well-being, Economic, Leisure & Culture. These Panels will act as detailed focus/reference groups for different aspects of the LDDs. Local Strategic Partnership (LSP) groups provide regular points of access with a range of key stakeholders and will be involved in each stage of document preparation.
- 2.15 A full review of the Community Strategy is programmed for 2005. The results of that review will be fed into the LDF process. The Team Leader (Policy and Conservation), who is chair of the Environment Panel and a member of the LSP Working Group, is well placed to ensure that the LDF and Community Strategy are linked.
- 2.16 There is also a Northamptonshire Community Strategy. This is intended to inform and support Community Strategies prepared by LSPs for individual Boroughs and Districts. Account will also need to be taken of the Community Strategies of Daventry District and South Northamptonshire Councils, with regard to the long-term growth of Northampton.

## **Northamptonshire Compact**

2.17 Developing relationships is fundamental to partnership working with the voluntary and community sector. Local compacts set out what the voluntary sector, local authorities and other local bodies can expect from each other. The Northamptonshire Compact, launched in December 2002, has been signed up to by the Borough Council. The Compact includes an undertaking for public bodies to provide mechanisms for the voluntary and community sectors to influence their objectives and the plans that emerge out of them.

## **Target Groups**

2.18 If involvement is to be effective, then those groups that make up the community need to be identified. It is considered that the key target groups are:

- General public
  - Hard to reach groups
- Councillors
  - Ward members
- Businesses
- Parish Councils
- Developers/agents/landowners/Registered Social Landlords
- Providers of community infrastructure
  - Healthcare
  - Education
  - Other community groups
- Central, regional & local government
  - Other Northampton Borough Council Departments
  - MKSM Growth Implementation Group
- West Northamptonshire Urban Development Corporation
- Statutory bodies and groups
- Interest groups
- Resident associations/ community groups
- Voluntary sector

2.19 A database of community bodies and stakeholders is being established to include the above groups, as well as other interested bodies and individuals. The database will be continuously updated as new groups, organisations and individuals are identified with an interest in the future planning of the Borough. Each entrant on the database will be asked in writing, either by e-mail or letter, annually to confirm their details are correct and that they wish to continue to be consulted on LDF matters. Development within the Borough can have impacts on neighbouring settlements, and therefore the Council will positively engage with these communities as well.



- 2.20 It is important to tailor consultation arrangements to the needs of the particular target group. In particular, methods should be devised to involve so-called 'hard to reach' groups, such as the elderly, the young, disabled, ethnic minorities, and residents of deprived areas. These groups have tended to be excluded from traditional consultation exercises, and more innovative approaches need to be explored in order to engage them.
- 2.21 Minimum standards for community involvement are set out by the Town and Country Planning (Local Development) (England) Regulations 2004. Certain bodies must be consulted if the LPA considers that body will be affected by what is proposed to be covered in a LDD (see appendices B and B1). Other general consultation bodies may be consulted as appropriate.

### **Sustainability Appraisal**

- 2.22 Local planning authorities are required to undertake Sustainability Appraisals of Development Plan Documents and Supplementary Planning Documents. The Sustainability Appraisal will incorporate the requirements of the Strategic Environmental Assessment Directive.
- 2.23 Local planning authorities should involve the public in the Sustainability Appraisal preparation process. In particular, the Council will use the Local Strategic Partnership (LSP) Environment Panel as both a sounding board and steering group for the Sustainability Appraisal process.

### **Development Plan Document Production**

- 2.24 Appendix F sets out the process for preparing Development Plan Documents (DPDs). Early community engagement will be followed by the publication of a Draft Preferred Options and Proposals document. The results of this 'pre-submission involvement' will be taken into account when the Council submits its Draft DPD to the Secretary of State. There will be a six-week period in which representations can be made, and then the DPD will be the subject of independent examination by a Planning Inspector. The purpose of the examination is to consider the 'soundness' of the DPD.

### ***Pre-Submission Involvement***

- 2.25 Early community engagement will involve consultation bodies in identifying and considering the issues and options that a DPD will need to address prior to its formal submission to the Secretary of State. Decisions on which of the consultation bodies listed at Appendix B of the SCI are to be consulted at this stage will depend on the extent to which the DPD subject matter affects them or is relevant to them. There are a variety of ways in which this consultation can take place including through the publication

and circulation of a formal Issues and Options document containing questions, informal round-table workshops, and exhibitions. This will lead to the preparation of a preferred options document.

- 2.26 For the Preferred Options stage, the Regulations require the Council to publish their proposals and seek comments over a 6-week period. The pre-submission proposals document, the proposals matters and a statement that the documents are available for inspection including the location and times will be placed on the Council's website and will be made available for inspection at the Council's offices and local libraries. Notice will be given in the local newspaper of where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations. Copies of the draft DPD, the relevant supporting documents and a statement of locations and times for inspection will be sent to those bodies referred to in Appendices B and B1 of the SCI, which the local authority considers will be affected by the DPD.

### ***Post-Submission Involvement***

- 2.27 Following the pre-submission stage a 'submission' DPD will be produced and submitted to the Secretary of State. The submission document will include:
- the DPD;
  - a statement of matters;
  - a sustainability appraisal;
  - the SCI (if adopted); and
  - a pre-submission consultation statement. This document details how the Council have complied with the statement of community involvement or the minimum requirements of the Regulations at pre-submission stage. It will state who was consulted at pre-submission stage, how they were consulted, a summary of the issues raised and how the issues have been addressed.
- 2.28 A notice will be published in the local newspaper and formal comments will be invited for a period of six weeks. Copies of the DPD, the Sustainability Appraisal, Pre-Submission Consultation Statement, relevant supporting documents, the Notice of DPD matters and a statement of locations and times for inspection will be sent to those bodies referred to in Appendices B and B1 of the SCI, which the local authority considers will be affected by the DPD. All those bodies referred to in Appendices B and B1, which the Council considers will be affected by the DPD, will be notified of the places and times that the documents can be inspected. All documents will also be available to inspect on the website. Notice will also be given to all persons who asked to be notified of the submission of the DPD to the Secretary of State.

- 2.29 If representations are received for alternative site allocations or change to a boundary of a site these will be advertised and will be subject to a further six-week consultation period. As soon as possible after the consultation period the following information will be published on the Council's website: the representation/s, the period within which representations on the site allocation representation/s must be made, address and person to whom written and electronic representations must be made, a statement of when and where the representation/s are available for inspection. As soon as possible after the consultation period the Council will send to the DPD bodies the following information: the address of the site to which the representation/s relate, the period within which representations on the site allocation representation/s must be made, address and person to whom written and electronic representations must be made, a statement of when and where the representation/s is available for inspection. As soon as possible after the consultation period the Council will advertise in the local press: the period within which representations on the site allocation representation/s must be made, address and person to whom written and electronic representations must be made, and a statement of when and where the representation is available for inspection. The Secretary of State and relevant DPD bodies will be sent a statement of the number of representations made, copies of the representations, a summary of the main issues in those representations or a statement that no such representations have been made. Proposals for alternative site allocations brought to the attention of the Council at the pre-submission stage will need to be brought forward again at the submission stage in order to qualify as non-allocated alternative sites and to be included in the submission process.
- 2.30 Copies of all representations will be made available at the Council's main office and where appropriate at other places where pre-submission and submission documents are available for inspection. Where possible a list of representations received will also be available to view on the Council website. A summary of general and site allocation representations will be produced detailing number of representations made, a summary of the main issues or a statement that no such representations have been made, and this will be sent to the Secretary of State.
- 2.31 Once the DPD has been submitted to the Secretary of State an Inspector will consider the conformity of the DPD preparation process with the Council's SCI or (in the absence of an adopted SCI) the Local Development Regulations. The Planning Inspector will also determine the timescale for participation at an independent examination.
- 2.32 Following the Independent Examination, the Planning Inspector will prepare a report advising on any changes to the DPD, which are considered appropriate. The Inspector's report will be binding on the Council who will amend the DPD on the basis of the report. A six week period for legal challenge exists at this stage, after which the DPD can be

adopted and formally incorporated into the LDF. In accordance with the Local Development Regulations, as soon as reasonably practicable after adoption:

- the adopted DPD, the adoption statement and the sustainability report, will be made available for inspection during normal office hours at the places where pre-submission documents were made available;
- the adoption statement will be published in the local newspaper advertising the adoption statement and the places and times where the DPD can be inspected;
- the adoption statement will be sent to any person requesting notification of adoption of the DPD;
- the DPD and adoption statement will be sent to the Secretary of State; and
- the adoption statement will be published on the Council's website.

### ***Core Strategy***

- 2.33 The Core Strategy DPD will set out the Council's vision for the development of Northampton. The Council is preparing a Joint Core Strategy with Daventry District and South Northamptonshire Councils for the Northampton Implementation Area, which covers the Borough and neighbouring parts of the adjoining districts.
- 2.34 Initial community engagement will take place through consultation on an Issues and Options Report and the holding of a stakeholder event.
- 2.35 The vision for the Core Strategy should be developed in partnership with the community as a whole, using the Local Strategic Partnership (LSP). The Northampton Community Strategy has been developed following an extensive period of consultation. This included a stakeholder day, householder, voluntary group and business questionnaires, and consultation with the Borough Council's Peoples Panel and Community Forums. Future revisions to the Core Strategy's vision will take reviews of the Community Strategy into account. The Core Strategy will also take account of the Community Strategies prepared by the Daventry and South Northamptonshire LSPs.
- 2.36 Further community involvement will take place through the publication of a Draft Preferred Options and Proposals Document.

### ***Development Control Policies***

- 2.37 Development control policies should be developed through informal discussion with interest groups, statutory bodies, and government bodies (both local, regional and central). Consultation should also take place with the main users of the policies, i.e. developers and agents.

### ***Site Specific Allocations***

- 2.38 Housing sites will form a major component of the site-specific allocations. Consultation has been undertaken on the Urban Housing Capacity Study. However, the Study is essentially a technical document, which assesses the potential capacity for additional housing within the built-up area of the town. It does not make policy decisions regarding the relative merits of sites or consider sites outside the existing built-up area. Ongoing engagement will take place with developers and landowners who wish to promote sites for inclusion in the LDF. The Options and Proposals stage will provide the opportunity for the community and stakeholders to debate the suitability of potential allocations.

### ***Area Action Plans***

- 2.39 These LDDs will involve the greatest level of detail and provide the opportunity for greater community involvement and input. Involvement should be targeted at landowners, statutory bodies and the local community. Participatory techniques, such as Enquiry by Design, may be appropriate.

### **Supplementary Planning Document Production**

- 2.40 Appendix G sets out the process for preparing Supplementary Planning Documents (SPDs). Draft SPDs will be subject to a six week consultation period. A process of early and continuous community involvement will lead to the preparation of the draft SPD. The draft SPD will be accompanied by:
- A statement of SPD matters;
  - A sustainability appraisal;
  - A consultation statement. This document will set out the names of any persons consulted in connection with the preparation of the document, how persons were consulted, a summary of issues raised and how the issues have been addressed. This statement of consultation will be publicly available at local libraries, local authority offices and other buildings accessible to the public, as appropriate; and
  - Any relevant supporting documentation.
- 2.41 A notice will be published in the local newspaper and formal comments on the draft SPD will be invited for a period of six weeks. The draft SPD will be available for inspection at the Council's offices and other appropriate places as listed in Paragraph 2.9 of this SCI. All those bodies referred to in Appendices B and B1 of the SCI which the Council considers will be affected by the SPD will be sent the SPD, the Consultation Statement, relevant supporting documents, the Notice of SPD matters, the Statement of main issues and a statement that the documents are available for inspection including the location and times. All documents will also be available to inspect on the Council's website. Representations received

will be considered and a statement produced setting out a summary of the main issues raised and how these issues will be addressed.

2.42 Once the Borough Council has considered representations on the draft SPD and made any changes as a result, it will adopt the document. The adopted SPD will be made available for inspection at those places where the draft SPD was available i.e. the Council's office and other appropriate places, and on the Council's website together with the statement summarising the main issues raised in the representations and how they were addressed in the SPD which it is intended to adopt and an adoption statement. The adoption statement will also be sent to all persons who asked to be notified of the adoption of the SPD.

2.43 SPDs will take one of two forms, either site specific (e.g. conservation appraisals, development briefs), or topic-based (e.g. design guidance, parking standards). The type of consultation and the groups to be consulted will vary accordingly (see Appendix C).

### **Resources and Management of the Process**

2.44 The majority of the work involved in undertaking community involvement will be the responsibility of the Planning Policy and Conservation Team. The Health and Community Involvement Division (area partnerships), and the Community Leadership Division (Community Strategy and Local Strategic Partnership) will also have a role to play. Local authority resources are scarce and must therefore be optimised. This applies as much to operating the planning process as it does to other areas of local authority work. There is therefore a limit to the engagement that can be undertaken. However, the budget for the LDF held by the Planning Policy and Conservation Team contains resources to undertake community involvement related to the LDF. These resources will primarily cover the following:

- staff time;
- print and design work;
- administration and distribution;
- general publicity;
- statutory publicity;
- web page creation;
- holding specific consultation events;
- analysing responses;
- and reporting back to the respondents and the wider community.

Given the potential scale of consultation, it may be necessary or beneficial to use consultants for certain elements of this work.

2.45 In order to optimise scarce resources, reduce demands on consultation bodies and inform the wider agenda, opportunities will be taken to undertake joint consultation events with partners such as other Councils in West Northamptonshire, Northamptonshire County Council and West

Northamptonshire Development Corporation, and other departments of Northampton Borough Council for similar documents or issues.

### ***Cabinet***

- 2.46 The results of community involvement and key decisions relating to the LDF process will be taken by the Council's Cabinet. The Cabinet takes executive decisions and provides political leadership for the implementation of the Council's corporate strategy, other policies and budget. The Cabinet consists of the Leader of the Council together with 5 other Councillors appointed to the Cabinet by the Council. Each member of the Cabinet, including the Leader, has a portfolio of responsibilities. One of these portfolios is Economy and Infrastructure, which includes planning policy. The Cabinet meets 6 times a year. Cabinet meeting papers are available on the Council's website or at the Council's offices.

### ***Planning Advisory Panel***

- 2.47 The Borough Council has established a Planning Advisory Panel. The Panel has no decision-making powers, reporting directly to the Council's Cabinet. The role of the Panel is to ensure dialogue between the West Northamptonshire Development Corporation, the Borough Council and Northamptonshire County Council in the light of the future transfer of development control responsibilities to the West Northamptonshire Development Corporation and to enable the three organisations to jointly assist in the development of local planning documents. The Panel will meet periodically as and when different stages of LDD preparation are reached. The Panel includes the Borough Council Portfolio Holder for Economy and Infrastructure, a representative of the Borough Council's Overview and Scrutiny Committee, a representative of the Borough Council's Planning Committee, a representative of the West Northamptonshire Development Corporation and a representative of Northamptonshire County Council.

### ***Town Centre Commission and Town Centre Commission Steering Group***

- 2.48 The Borough Council has established the Town Centre Commission to oversee the production of the Central Area Action Plan Local Development Document. The Commission is time-limited. The Commission consists of up to 150 people drawn from a wide range of organisations and bodies as well as individuals. A Town Centre Commission Steering Group has also been established with responsibility for commissioning, planning and actioning research, and compiling the Action Plan on behalf of the Commission. The Steering Group has 15 members including representatives of the Borough Council, the West Northamptonshire Development Corporation, Northamptonshire County Council,

Northampton Local Strategic Partnership and a range of other stakeholders.

***West Northamptonshire Development Corporation's Regeneration Framework***

2.49 West Northamptonshire Development Corporation is developing a Regeneration Framework that will set out how the regeneration of West Northamptonshire will be achieved. The Regeneration Framework is being developed in two stages. The first stage is a Prospectus which sets the scene for regeneration and growth activities over the next ten years and beyond. The second stage is the preparation of a Growth Delivery Plan. This will set out what needs to be done, who does it, how it will be done and how much it will cost. The nature of community involvement in the development of the Regeneration Framework is a matter for the West Northamptonshire Development Corporation but the Borough Council encourages the West Northamptonshire Development Corporation to follow the principles of community involvement set out in this Statement of Community Involvement. The Planning Advisory Panel provides a mechanism for discussing the content and preparation processes of both the Local Development Framework and the Regeneration Framework.

***Standards for acknowledging and reporting back on representations***

2.50 All representations, received by fax, letter or email, will be acknowledged within 10 working days of receipt. All representations should include a contact postal address and telephone number, where possible. All representations will be publicly available at those places where the pre-submission or draft documents were made available, and where possible on the Council's website.

2.51 Representations received will be reported to the Council's Executive. Respondents will be informed of the result of the Executive meeting. A summary of all submissions received, the Council's response and resulting changes will be publicly available at those places where the pre-submission or draft documents were made available, and where possible on the Council's website.

2.52 As required by the Local Development Regulations the Secretary of State will be sent the following:

- a statement of the number of representations made;
- copies of all the representations; and
- a summary of the main issues raised in those representations, or a statement that no such representations have been made.



### 3. CONSULTATION ON PLANNING APPLICATIONS

- 3.1 The Statement of Community Involvement is required to set out the Council's policy for consulting the community on planning applications. It also encourages developers to undertake pre-application discussions and early community consultation on significant applications. The Council will not be able to refuse to accept a valid application because it disagrees with the way in which a developer has consulted the community, but failure by the developer to consult could lead to objections being made which could be material to the determination. The aim of the process should be to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.
- 3.2 The Borough Council will not be responsible for determining all planning applications within the Borough. The County Council are responsible for determining certain categories of planning applications, including waste and minerals developments, and operational developments on land in their ownership. An Urban Development Corporation (UDC) has been established for West Northamptonshire. The UDC will have powers to determine significant applications within specific strategic locations. The exact details of the thresholds defining significant applications and the strategic locations are still to be agreed.

#### ***Publicity required by law***

- 3.3 The Council is required by law to give publicity to all planning applications. The following table sets out the required publicity for various categories of applications:

<b>Type of Development</b>	<b>Publicity required</b>
Development where the application is accompanied by an Environmental Statement	Notice in local newspaper and site notice
Departure from the Development Plan	
Development affecting a public right of way	
Major development*	Notice in local newspaper and either site notice or neighbour notification
Other development	Site notice or neighbour notification
Development affecting the setting of a listed building	Notice in local newspaper and either site notice or neighbour notification

Development affecting the character or appearance of a conservation area	Notice in local newspaper and either site notice or neighbour notification
--------------------------------------------------------------------------	----------------------------------------------------------------------------

\*Major development is defined as:

- a) For residential development, 10 or more dwellings, or if the number of dwellings is not known where the site area is 0.5 hectares or more;
- b) For other uses, where the floorspace is 1000 square metres or more, or the site area is 1 hectare or more.

3.4 Applications for listed building consent and conservation area consent are also subject to mandatory publicity by notice in a local newspaper and a site notice.

3.5 Developers are required to publicise applications in the following situations;

- a) Where an environmental statement is submitted after the application;
- b) Where a developer may apply in advance for a determination as to whether the Council's prior approval is required for certain details of the development. *At the present time this includes certain types of development for agriculture, forestry and for the demolition of dwellings.*

In case (b), the Council requires that a site notice is posted. In both cases, developers have to complete a certificate to confirm that appropriate publicity has been carried out.

3.6 To notify neighbours for all applications the Council must either put up a site notice or notify adjoining owners/occupiers. The Council has decided that neighbour notification letters are the best means of publicising applications. It is the most effective method where small numbers of residents are likely to be affected by a development and it enables those who are unable to see a notice, such as the housebound, to express their views. As all applications must be given publicity, the adjoining owners/occupiers will not always be local residents. Adjoining factory owners, schools and so on may also need to be notified at the same time.

3.7 In addition, parish councils, residents associations and local community groups are notified on individual applications in their areas. Parish Councils outside of the area in which the application is located may also be notified if, in the opinion of the case officer, the development is likely to have a wider impact. The period of notice for these groups will be the same as for neighbour notification.

## ***Procedures***

### *Period of Notice*

- 3.8 It is a statutory requirement that the following periods of notice be given:

<b>Method of Publicity</b>	<b>Period of Notice</b>
Notice in a local newspaper	21 days from date of publication (statutory requirement is 14 days)
Site notice	21 days beginning with the date that the notice was first displayed
Neighbour notification	21 days beginning with the day on which the notification was delivered

### ***How to reply to notifications***

- 3.9 Planning applications are available for inspection at the Northampton Borough Council offices at Cliftonville and the Guildhall. The offices are open between 8.30 a.m. and 5.00 p.m. from Mondays to Thursdays and 8.30 am to 4.30 p.m. on Fridays. All new applications, including accompanying Community Involvement Submissions, will be available to view online on the Council's website ([www.northampton.gov.uk](http://www.northampton.gov.uk)). The Council is working towards providing online access to all applications submitted prior to 2005.
- 3.10 As the parish council clerk is sent a copy of every application in their parish, local viewing may be possible by arrangement.
- 3.11 The Council operates a 'duty rota' system, whereby an officer from the Development Control section will be available to offer advice or answer questions. The officer dealing with the case may not always be available without prior appointment.
- 3.12 As a general rule planning applications are approved unless there are sound planning reasons for refusal. However, permission can be granted subject to conditions to make the development more acceptable.
- 3.13 Any comments that are made in response to a planning application will be placed on the application file. The file is available for public inspection and the applicant will be able to see what comments have been made.
- 3.14 Comments on a planning application should be made in writing or by e-mail within the timescale indicated. Respondents will be encouraged to submit comments by e-mail where they have this facility. All representations (whether for or against the development) will be taken into account when the decision is taken. Anonymous letters will not however

be considered. All letters that comment on applications will be acknowledged.

- 3.15 Some development is “permitted” by the government under the General Permitted Development Order. A Council cannot control this type of development, no matter how strong or valid a neighbour’s objection may be to it. Examples of “permitted development” include some extensions to dwellings and the erection of boundary walls and fences below certain heights.

***How the decision is taken***

- 3.16 A decision whether or not to grant planning permission can be taken either by the Planning Committee, or by the Head of Planning, Transportation and Regeneration under delegated powers given by the Committee.
- 3.17 The Planning Committee meets every four weeks on Wednesday evenings, starting at 6.00 p.m. The Councillors have a written report on each application that is being considered, which includes details of how many letters have been received, and a précis of the main points they raise. Should a letter be received after the written report has been prepared, the main points will be summarised within a late addendum.
- 3.18 To increase opportunities for public involvement in the planning process the Council allows the Committee to be addressed by members of the public - a maximum of two people in favour of the application, two against, together with the relevant ward councillor(s) and a representative of the Parish Council.

***After the decision***

- 3.19 Everyone who has written to the Council about a planning application will be informed of the decision as soon as possible – normally within a week. The applicant/agent will receive a decision notice dealing conditions and reasons for approval or reasons for refusal. Everyone else who has written to the Council will be informed of the decision only. A copy of the decision notice is kept on file and is available to view at the Council’s offices.
- 3.20 An applicant does have a right of appeal to the Secretary of State against either a refusal of planning permission or against conditions. An appeal by the applicant must be lodged within 3 months of the decision. If there is an appeal we will write to you to inform you, and you will then have the chance to make further representations to the Inspector who is handling the appeal. We will also inform all individuals/organisations that wrote in on the original application that an appeal has been submitted.

### Community Involvement Exercises

- 3.21 The Council considers that developers have a key role to play in engaging with local communities and helping them to understand what is proposed, listening to concerns and engaging in dialogue to seek to resolve these. Carrying out a Community Involvement Exercise is not a mandatory requirement when submitting a planning application, but the Council sincerely believes that genuine engagement with the surrounding community before the submission of a formal application can be beneficial for all those involved. Developers should contact the Council before commencing a Community Involvement Exercise to agree the scope of the exercise and the methods that will be employed. Appendix E includes a list of possible methods of community involvement.
- 3.22 Community involvement is the process of:
- explaining proposals to residents, workers and users of the area around the site of the proposed development;
  - requesting the views of people in the community;
  - considering those views;
  - where appropriate, amending the proposals to take the views of the community into account.
- 3.23 The Council considers that a genuine Community Involvement Exercise can:
- provide an ideal opportunity for an explanation of proposals before minds are up on the basis of possibly inaccurate information;
  - potentially save time in obtaining a decision on a planning application;
  - produce more certainty about the outcome;
  - increase transparency;
  - create a more acceptable development;
  - avoid appeals and call-in procedures.
- 3.24 A large range of proposals could benefit from Community Involvement. These are set out below along with the thresholds beyond which a Community Involvement Exercise should be completed.

Type of Proposal	Threshold
<u>Industrial and commercial development</u>  New build and change of use in or adjacent to residential areas	1500 square metres or above
<u>Residential development</u>	100 dwellings or sites of 3 hectares or above

<u>Major infrastructure projects such as roads, pipelines or overhead power lines</u>	All proposals
<u>New educational or institutional buildings</u>	All proposals for new sites Extensions of 1000 square metres or above

NB. Not all applications will be determined by the Borough Council. The County Council and the Urban Development Corporation will have responsibility for certain types of applications (see paragraph 3.2 of SCI).

- 3.25 The Council considers that there are three stages to completing a Community Involvement Exercise:
- 1) Carry out a Community Involvement Appraisal to determine the nature and extent of the Exercise
  - 2) Carry out the Community Involvement Exercise
  - 3) Complete a Community Involvement Submission to record the Community Involvement Exercise and the outcome.

#### 4. PLANNING AID

- 4.1 East Midlands Planning Aid (contact details below) is a voluntary service linked to the RTPi offering free, independent and professional advice on town planning matters to community groups. Planning Aid enables local communities, particularly those with limited resources, to participate effectively in planning matters. The current remit of Planning Aid involves advising community groups in negotiations with the local planning authority, and, if necessary, representing the groups at Examination. As part of the expansion of Planning Aid promoted by the Government, a proactive community planning service is being developed within the East Midlands. This will target 'hard to reach' groups and might include training on aspects of the planning system ('capacity building'), and assisting communities to develop their own strategies for shaping their areas. The Borough Council will work with East Midlands Planning Aid to explore ways in which they can assist in facilitating community engagement.

##### **EAST MIDLANDS PLANNING AID**

Penny Strutton  
Regional Co-ordinator  
East Midlands Planning Aid Service  
15 Wheeler Gate  
Nottingham  
NG1 2NA  
Tel: 0115 852 4266  
Fax: 0115 852 4001  
emco@planningaid.rtpi.org.uk

## **5. MONITORING AND REVIEW**

- 5.1 The Borough Council will monitor the success of community involvement techniques and use the results to review methods to be used in the future. After consultation exercises, the Council will seek feedback from participants about the process and the ways in which they could be involved in the future. In addition, an analysis will be undertaken of those who responded to the consultation to see whether there are any patterns or obvious gaps. This may help to pinpoint any groups that were not reached by the methods used.

## **6. PROCEDURE FOR ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT**

- 6.1 The Town and Country Planning (Local Development) (England) Regulations 2004 set out the procedures that must be undertaken as part of the process of adopting the SCI. The first stage in the process is the 'Pre-submission Draft' stage.
- 6.2 The local planning authority is required to publish a notice and invite representations within a six-week period on the "Pre-Submission Draft SCI". Certain specified bodies, including the Regional Assembly, adjoining authorities, parish councils, County Council and the Highways Agency, must be consulted. A copy of the draft SCI, and other related information, is to be published on the Council's website and made available for public inspection at Council offices and other appropriate locations (e.g. libraries).
- 6.3 A revised version (the "Submission SCI") will be submitted to the Secretary of State. There will be a six-week period in which representations can be made. The SCI will be the subject of independent examination by a Planning Inspector. The purpose of the examination is to consider the 'soundness' of the SCI. Further details of the examination process are contained in Planning Policy Statement 12 'Local Development Frameworks'. This can be viewed on the Office of the Deputy Prime Minister's website ([www.odpm.gov.uk](http://www.odpm.gov.uk)).

## 7. USEFUL WEBSITES

Guidance on the planning system in general at the [UK Planning Portal](http://www.planningportal.gov.uk):  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

National planning policy, including Planning Policy Statements (PPSs), at the [Office of the Deputy Prime Minister](http://www.odpm.gov.uk): [www.odpm.gov.uk](http://www.odpm.gov.uk)

Regional Planning Guidance for the East Midlands to 2021 at the [East Midlands Regional Assembly](http://www.emra.gov.uk) and the Milton Keynes South Midlands Sub-regional Strategy, at the East Midlands Regional Assembly: [www.emra.gov.uk](http://www.emra.gov.uk)

Guidance on regional planning matters, at the Government Office for the East Midlands: [www.go-em.gov.uk](http://www.go-em.gov.uk)

Information on the planning system and on Planning Aid at the Royal Town Planning Institute: [www.rtpi.org.uk](http://www.rtpi.org.uk)

Information on rural issues: [www.countryside.gov.uk](http://www.countryside.gov.uk)



## **APPENDIX A – GLOSSARY OF TERMS**

**Area Action Plan (AAP)** Provide a planning framework for areas of change and areas of conservation.

**Annual Monitoring Report (AMR)** Assesses the implementation of the LDS and extent to which the policies in LDDs are being achieved.

**Community Strategy** The Local Government Act 2000 requires local authorities to prepare a Community Strategy. It sets out the broad vision for the future of the local authority's area and proposals for delivering that vision.

**Core Strategy** Sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision.

**Development Control Policies** A suite of criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

**Development Plan Document (DPD)** Spatial planning documents that are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

**Engagement** Entering into a deliberative process of dialogue with others, actively seeking and listening to their views and exchanging ideas, information and opinions. Unlike 'mediation' or 'negotiation' engagement can occur without there being a dispute to resolve.

**Enquiry by Design** This process helps reach agreement between groups that would normally hold differing aspirations by bringing them together and focusing on the sustainability and quality of the urban environment itself. All concerns - technical, political, environmental and social - are tested and challenged by the design itself, so that the design leads the process and doesn't follow it.

**Local Development Framework (LDF)** Comprises a portfolio of local development documents which will provide the framework for delivering the spatial planning strategy for the area.

**Local Development Document (LDD)** A document that forms part of the Local Development Framework. Can either be a Development Plan Document or a Supplementary Planning Document.

**Local Development Scheme (LDS)** Sets out the programme for the preparation of the local development documents. Must be submitted to Secretary of State for approval within six months of the commencement date of the Act regardless of where they are in terms of their current development plan

**Local Strategic Partnership (LSP)** Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing the Community Strategy.

**Mediation** Intervention into a dispute by an acceptable impartial neutral person whose role it is to assist the parties in dispute to reach their own mutually acceptable settlement. It is essentially a voluntary procedure, its proceedings are confidential to the participants; any settlement however can be made public with the agreement of all parties.

**Negotiation** Process of reaching consensus by exchanging information, bargaining and compromise that goes on between two or more parties with some shared interests and conflicting interests. Negotiation is likely to be part of the process of mediation, but can also happen outside of any formal mediation and without the assistance of a neutral person.

**Office of the Deputy Prime Minister (ODPM)** The Government department with responsibility for planning and local government.

**Public participation** - Public participation is a process led by the planning authority. The planners try to anticipate the needs of the public and to synthesise them into a plan that meets the needs of everyone, while also conforming to national policy. It involves a series of formal stages beginning with exploration of issues and ending with a plan. The flow of information is mainly from the planners to the public, who are given opportunities to comment.

**Planning Aid** Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to afford to pay for the full costs of such advice. Planning Aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively.

**Proposals Map** Illustrates the policies and proposals in the development plan documents and any saved policies that are included in the local development framework.

**Public consultation** A process through which the public is informed about proposals fashioned by a planning authority or developer and invited to submit comments on them.

**Strategic Environmental Assessment (SEA)** A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

**Supplementary Planning Document (SPD)** Policy guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination. (Formally known as Supplementary Planning Guidance SPG)

**Sustainability Appraisal** An Appraisal to ensure that all policies and proposals in Development Plan Documents (DPD) reflect sustainable development objectives. This will be carried out at the same time as the Strategic Environmental Assessment (SEA).

**Site specific allocations and policies** Allocations of sites for specific or mixed uses or development. Policies will identify any specific requirements for individual proposals.

## **APPENDIX B – CONSULTATION AS SPECIFIED BY PLANNING REGULATIONS**

The Town and Country Planning (Local Development) (England) Regulations 2004 state that certain bodies must be consulted if the LPA considers that body will be affected by what is proposed to be covered in a LDD. In Northampton Borough, these bodies will comprise:

*East Midlands Regional Assembly; East Midlands Development Agency;*

*West Northamptonshire Development Corporation*

*Northamptonshire County Council; South Northamptonshire Council; Borough Council of Wellingborough; Daventry District Council; Parish Councils in Northampton Borough; all Parish Councils that adjoin Northampton Borough Council;*

*Environment Agency; Countryside Agency; English Nature;*

*Historic Buildings and Monuments Commission for England (English Heritage)*

*Strategic Rail Authority; Strategic Health Authority; Highways Agency;*

*Owners or controllers of electronic communication apparatus in the area or to whom the Electronic Communication Code applies*

*Relevant electricity and gas companies*

*Relevant sewerage and water undertakers*

The Borough Council must also consult, as they consider appropriate:

*Voluntary bodies, some or all of whose activities benefit any part of the authority's area*

*Bodies representing the interests of:*

- *Different racial, ethnic or national groups in the area;*
- *Different religious groups in the area;*
- *Disabled persons in the area;*
- *Persons carrying on business in the area.*

**APPENDIX B1 – CONSULTATION ADVISED BY PPS12**

PPS12 'Local Development Frameworks' states that local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents:

Age Concern

Airport operators

British Chemical Distributors and Traders Association

British Geological Survey

British Waterways, canal owners and navigation authorities

Centre for Ecology and Hydrology

Chambers of Commerce, Local CBI and local branches of Institute of Directors

Church Commissioners

Civil Aviation Authority

Coal Authority

Commission for Architecture and the Built Environment

Commission for New Towns and English Partnerships

Commission for Racial Equality

Crown Estate Office

Defence Estates

Department of Constitutional Affairs

Department for Work and Pensions

Diocesan Board of Finance

Disability Rights Commission

Disabled Persons Transport Advisory Committee

Electricity, Gas and Telecommunications Undertakers, the National Grid Company, and High Pressure Fuel Pipeline Operators

Environmental groups at national, regional and local level, including:

- i. Council for the Protection of Rural England;
- ii. Friends of the Earth;
- iii. Royal Society for the Protection of Birds; and Wildlife Trusts

Equal Opportunities Commission

Fire and Rescue Services

Forestry Commission

Freight Transport Association

Government Office for the East Midlands, representing:

- i. Department for Education and Skills;
- ii. Department for Environment, Food and Rural Affairs;
- iii. Department for Transport;
- iv. Department for Health;
- v. Department for Trade and Industry;
- vi. Department for Culture, Media and Sport
- vii. Home Office;
- viii. Office of the Deputy Prime Minister

Gypsy Council

Health and Safety Executive

Help the Aged

Housing Corporation

Learning and Skills Councils

Local Agenda 21 including:

- i. Civic Societies;
- ii. Community Groups;
- iii. Local Transport Authorities;
- iv. Local Transport Operators; and
- v. Local Race Equality Councils and other local equality groups

National Playing Fields Association

Network Rail

Office of Government Commerce

Police Architectural Liaison Officers/ Crime Prevention Design Advisors

Post Office Property Holdings

Rail Companies and the Rail Freight Group

Regional Development Agencies

Regional Housing Boards

Regional Sports Boards

Road Haulage Association

Sport England

The House Builders Federation

Traveller Law Reform Coalition

Water Companies

Women's National Commission

The following agencies and organisations are not referred to in PPS12 but the Borough Council will also consider the need to consult them, where appropriate, in the preparation of local development documents:

Northampton Primary Care Trust

Theatres Trust

## **APPENDIX C – CONSULTATION AND INVOLVEMENT METHODS**

These techniques will need to be tailored to engage appropriate members of the community.

### ***Area Partnerships***

Make presentation and/or hold meeting at Area Partnerships.

### ***Distribution of Draft Documents***

Distribution to key identified groups and organisations.

### ***Existing networks***

There are a range of existing meetings and forums, which can be tapped into, including LSP Panels, Parish Councils/Community Forums. There are a number of Forums covering particular sections of the community (e.g. disabled, pensioners) which can be used to engage 'hard to reach' groups.

### ***Focus Groups***

Made up of local people to discuss planning issues, focus groups need not be representative of the general population, perhaps involving a particular citizen group only. LSP Environment Panel could be used as a detailed focus/reference group. In addition, focus groups could be recruited from the Council's Citizens Panel.

### ***Full media briefing***

Press releases, newspaper articles and advertisements and briefings for local radio/TV and Northampton Chronicle.

### ***Internet***

All information relating to the LDF process will be made available on the Council's website ([www.northampton.gov.uk](http://www.northampton.gov.uk)). The website can also be used as an interactive medium to invite email responses from members of the public.

### ***Meetings***

A traditional method of informing the public usually with a platform of councillors and/or officers and based on an open invitation to members of the public to attend.

***Newsletter***

To ensure that the whole community is informed at key stages of LDD preparation, we will distribute in paper form newsletters that will explain the LDF process and set out progress in the preparation of LDDs.

Articles will be placed in 'Northampton Now!' the Council's newsletter for local residents. Concordia, intranet and Core Brief will be used for internal Borough Council consultation.

***Neighbourhood Action Plans***

Neighbourhood Action Plans are developed by neighbourhoods, supported by Area Partnerships, for neighbourhood renewal. They will cover six themes: tackling worklessness; improving health; reducing crime, creating safer neighbourhoods; raising educational achievement; improving housing quality; and improving the physical environment. The development and implementation of neighbourhood action plans will provide a valuable avenue for community involvement in the LDF process.

***Parish Plans***

Parish Plans are an initiative of the Countryside Agency. They are prepared by parish councils and are a statement of how the community sees itself developing over the next few years.

***Public exhibitions***

Public exhibition of proposals at appropriate locations, with officers on hand at to answer questions.

***Quality of Life Assessment***

Quality of Life Assessment is a tool for maximising environmental, economic and social benefits as part of any land-use planning or management decision. Promoted by the Countryside Agency, English Heritage, English Nature, and the Environment Agency, it reflects the Government's integrated approach to sustainable development.

***Village Design Statements***

Village Design Statements are an initiative of the Countryside Agency. They are produced by communities to identify local character and set out design guidance to help guide new development.



***Workshops/seminars***

Key stakeholder workshop to discuss key issues of Core Strategy or single issue LDDs (e.g. phasing, affordable housing, flood risk).

'Enquiry by Design' type workshops to consider detailed site-specific proposals.

**APPENDIX D – CONSULTATION METHOD MATRIX**

TARGET GROUPS

	<b>Core Strategy DPD/ Development Control DPD</b>	<b>Site-specific LD allocations/ policies DPD</b>	<b>Action Area Plan DPD</b>	<b>Topic SPDD</b>	<b>Site-specific SPD</b>
General Public	Website Media Public exhibitions Focus group	Website Media Area Partnerships	Website Media Area Partnerships	Website Media	Website Media
Hard to reach groups	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums	Forums Public exhibitions
Councillors	Stakeholder workshop Scrutiny committee	Scrutiny committee	Scrutiny committee	Scrutiny committee	Scrutiny committee
Ward members	Stakeholder workshop	Draft documents Area Partnerships	Enquiry by Design workshops		Enquiry by Design workshops
Businesses	Stakeholder workshop	Draft documents	Enquiry by Design workshops		
Parish councils	Stakeholder workshop	Meetings	Enquiry by Design workshops	Draft documents	Meetings
Developers/ landowners/ Agents	Stakeholder workshop Draft documents	Meetings	Enquiry by Design workshops	Draft documents	Public exhibitions Meetings
Central, regional & local government	Stakeholder workshop Draft documents	Draft documents	Draft documents	Draft documents	Draft documents
Other NBC Departments	Concordia Intranet/ Core Brief Informal discussion	Concordia Intranet/ Core Brief Informal discussion	Concordia Intranet/ Core Brief Informal discussion	Concordia Intranet/ Core Brief Informal discussion	Concordia Intranet/ Core Brief Informal discussion
Statutory bodies	Stakeholder workshop Draft documents	Draft documents Meetings	Enquiry by Design workshops	Draft documents	Draft documents Meetings
Interest groups	Stakeholder workshop		Enquiry by Design workshops	Draft documents Meetings	Enquiry by Design workshops
Resident associations	Stakeholder workshop	Area Partnerships	Enquiry by Design workshops		Enquiry by Design workshops

**APPENDIX E: COMMUNITY INVOLVEMENT EXERCISE****Stage One: Community Involvement Appraisal**

<b>Details of the proposed development</b>	
Description of proposed development	
Location of proposed development	
Size of site/ floor area of development	
Name of person completing this form	
Address	
Phone number	
Email address	

Effects of the proposed development on the surrounding area

<b>Possible effect</b>	<b>Positive/ negative effect</b>	<b>Explain briefly what the effect will be</b>
Access arrangements		
Car parking		
Nature conservation		
Listed buildings		
Conservation Area		
Protected species		

Ancient monuments and archaeological sites		
Scale of development		
Effect on trees		
Traffic generation		
Public right of Way		
Noise and disturbance		
Use in unsocial hours		
Human health		
Odours		
Height/mass or density of development		
Attraction of crowds		
Pollution potential		
Employment potential		
Ground conditions		
Disruption during construction		

Surface water drainage or flooding problems		
Other Significant effects (please state)		

**Defining the extent of the community that may be affected.**

## 1. The immediate area

List of streets/roads:

## 2. The wider area

List settlements:

## 3. Particular community interest (e.g. important views, public transport, school places, employment etc.)

Please list:

Identification of the best ways of informing the community about the proposals (Tick appropriate boxes)	
	Circulate letter and statement in the locality explaining proposals with plans or diagrams
	Circulate specially prepared leaflet
	Arrange exhibition and invite local people
	Arrange press release/advertisement in local newspapers
	Arrange public meetings
	Arrange meetings with particular groups in community
	Arrange a Citizens workshop/forum
Additional measures (please specify)	

### **Council ward members, parish councils and residents' associations**

It is important that Council ward members, parish councils and residents' associations are made aware of development proposals in their area. Members of the Council's Planning Committee could also be informed of development proposals in the same way as their ward colleagues, but they should not be requested to discuss or give their views on proposals because this would prevent them taking part in determining the subsequent planning application.

Note that development proposals any affect more than one ward. For example a site may cross or adjoin ward boundaries, or the site may be in one ward but the community likely to be affected is in the adjoining ward.

Ward members should be informed of proposals no later than the community and preferably in advance.

Information on ward boundaries and representatives can be obtained from the Council's Planning, Transportation and Regeneration Division.

**Details of the Council Members you have informed**

Name of Councillor	Name of Ward	Date Informed

**Details of Parish Councils, and Residents' Associations you have informed**

Name of Contact	Name of Parish Council/Residents' Association	Date Informed

**Stage Two: The nature and extent of the Community Involvement Exercise**

Carry out the Exercise you have decided on. Remember to:

- a) give adequate advance publicity to exhibitions, meetings or events)  
keep a record of which addresses contacted and the information sent;
- b) keep a copy of all press advertisements, press releases and notices;
- c) keep a record of those attending exhibitions and (if possible) meetings;
- d) retain all comments slips filled in by people attending exhibitions or meetings;
- e) advise local planning authority of dates of meetings.

**Stage Three: Complete a Community Involvement Submission**

The purpose of this submission is to record what you did and what the outcome was.

**Please complete:**

1. How was the Community informed about the proposals?

2. Summary of responses received from community:

Number of responses

Number generally in favour

Number of objections

(please provide copies of comments and addresses of respondents)

*Main points of objection:*

*Other matters raised:*



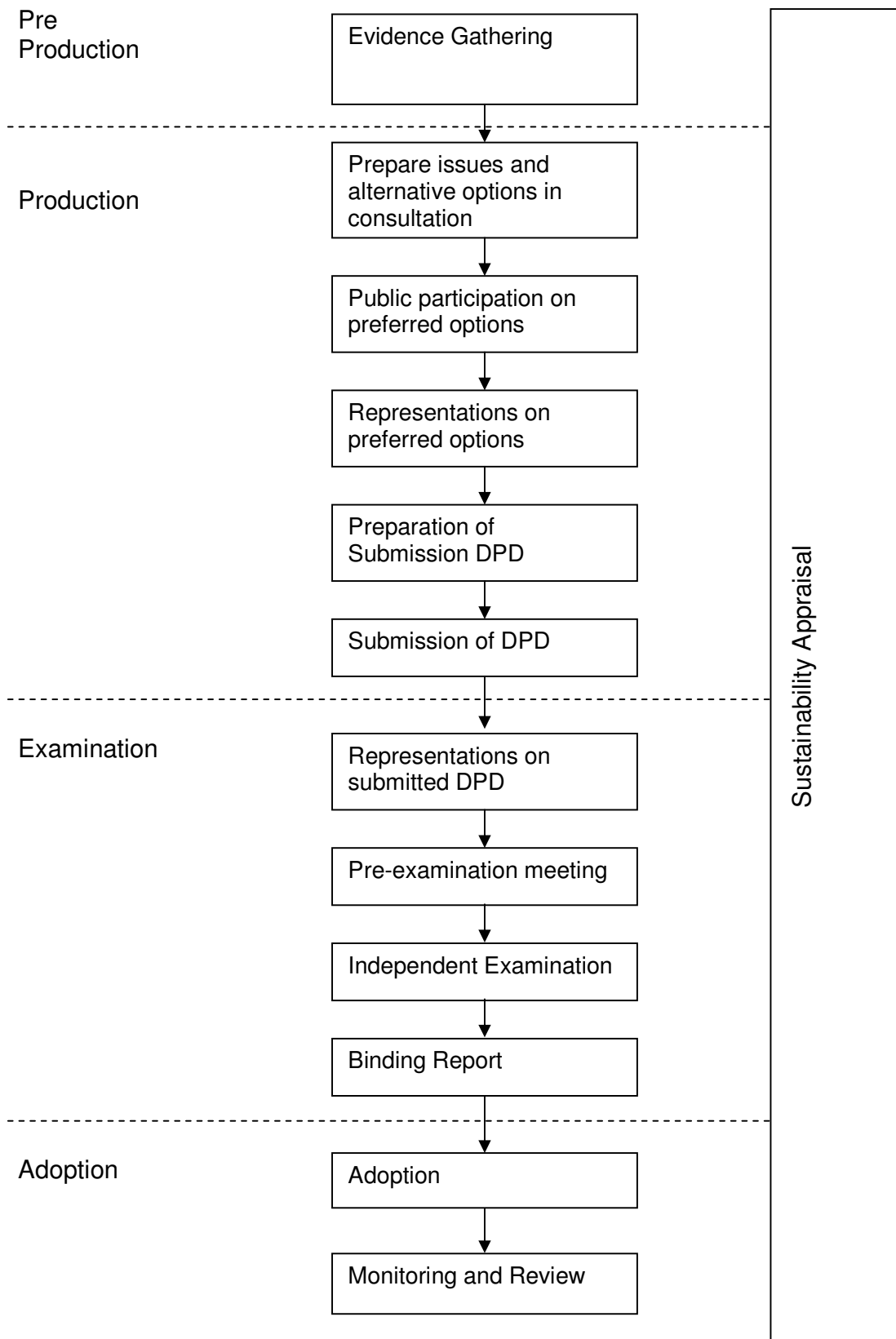
*Your comments on the responses received:*

*Amendments made as a result of Community response*

**What to do next**

Send in a completed copy of your Community Involvement Report with your planning application. This will enable those deciding your application to understand the steps you have taken to engage with the local community.

**APPENDIX F - DPD Process**



### APPENDIX G - SPD Process

