

APPENDIX 1



Statement of Community Involvement

June 2010

Equal Opportunities and Access

Cheshire East Council recognizes that it can improve the quality of life of people in the area by seeking to ensure that every member of the public has equal access to its services, facilities, resources, activities and employment.

We want these to be accessible to everyone in the community regardless of gender, age, ethnicity, disability, marital status or sexual orientation. Furthermore, we are keen to respond to the individual requirements of our customers to develop services that recognize their diversity and particular needs.

We use the Big Word as a translation service, and have hearing induction loops in our reception areas.

Information can be made available in large print, in Braille or on audiotape on request.

If you would like this information in another language or format, please contact us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

如欲索取以另一語文印制或另一格式制作的资料，请与我们联系。

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید

Se deseja obter informação noutro idioma ou formato, diga-nos.

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Introduction

Role of Statement of Community Involvement

- 1.1 The Statement of Community Involvement (SCI) sets out how Cheshire East Borough Council intends to involve all sectors of the community in the planning process. Both in the preparation of planning policy through the Local Development Framework (LDF); and in the determination of planning applications.
- 1.2 This document is part of the Cheshire East Local Development Framework and reflects the content of the Council's wider approach to community engagement.

Status of Document

- 1.3 The Statement of Community Involvement has taken into account changes set out through regulations contained in the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008, 2009 and 2010), Government guidance in Planning Policy Statement (PPS) 1 – “Delivering Sustainable Development” and Planning Policy Statement (PPS) 12 – “Creating Strong Safe and Prosperous Communities through Local Spatial Planning” as well as other guidance on the Planning Advisory Service (PAS) website.

Development of Statement of Community Involvement

- 1.4 A draft Statement of Community Involvement was subject to consultation over an eight week period between 23rd November 2009 and 18th January 2010. A total of 17 responses were received during that time. As a result of these comments the Council has made various changes to the document.
- 1.5 A summary of comments received and response of the Council is presented in Appendix 7.

Monitoring and Review of the Statement of Community Involvement

- 1.6 The Council will monitor the success of the consultation exercises it carries out. If it decides that improvements can be made, these will be highlighted in the Annual Monitoring Report. Subsequent changes to processes will be subject to consultation. The Council will also monitor emerging best practice, and the publication of any new guidance or legislation that may impact upon the requirements for public consultation.

Community Involvement in Planning

National Principles

- 2.1 Planning Policy Statement 12: “Creating Strong Safe and Prosperous Communities through Local Spatial Planning” sets out a number of principles for community engagement in planning. Local Planning Authorities should produce a Statement of Community Involvement which follows these principles, stated as follows:
- Consultation should be appropriate to the level of planning;
 - Involvement and engagement should be frontloaded (i.e. from the outset) leading to a sense of ownership of local policy decisions;
 - Continuous – as part of an ongoing programme of community involvement and engagement;
 - Transparent and accessible – using appropriate methods for the communities or groups concerned;
 - Planned – as an integral part of the process for making plans.

Local Principles and Linkages with Other Strategies and Documents

- 2.2 Cheshire East Borough Council recognizes and appreciates the positive contribution that community involvement can have in all aspects and areas of planning. The Statement of Community Involvement is designed to reflect how the local and wider community (including stakeholders and specific, general and other consultation bodies such as statutory consultees) will be engaged and consulted on planning issues.
- 2.3 Cheshire East Borough Council, its Local Strategic Partnership and associated stakeholders are preparing a Sustainable Community Strategy (SCS). This strategy will be taken into account in the preparation of the Local Development Framework, which will help deliver the spatial objectives of the Sustainable Community Strategy.
- 2.4 To avoid stakeholders suffering from “consultation fatigue”, the Council will use joint consultations on the Local Development Framework with other strategies wherever possible.
- 2.5 It is important to consult a broad range of groups during the preparation of each document in the Local Development Framework; and at various stages thereafter. Appendix 4 contains more information on stakeholders involved in the Local Development Framework process. In general terms, key stakeholders include:
- General public – residents and people who undertake business, leisure activities or have a general interest in the area;
 - Town and Parish Councils;
 - Representatives of Local Strategic Partnership / Local Area Partnership;

- Business interests and major landowners including developers and agents;
- Government departments and statutory bodies;
- Infrastructure providers;
- Interest groups - environmental, amenity, community and voluntary groups at a local, regional or national level;
- Hard to reach groups.

2.6 In the production of Planning Policy documents, Cheshire East Borough Council will aim to achieve the following:

- Ask for views at an appropriate stage;
- Provide sufficient information to enable an effective response to any consultation;
- Provide details of how to respond to any consultation and in what time period;
- All terminology used will be explained within a glossary of terms with an overall aim to reduce jargon used;
- All comments will be made publicly available and the Council will report on all consultation stages;
- Review effectiveness of consultation and engagement procedures and seek to improve them;
- Publicise any consultation events on the Council's website and hold them at appropriate locations in the Borough that are accessible with appropriate disabled access.

2.7 When people or organisations submit their representations at the various consultation stages, Cheshire East Borough Council requests that the following requirements are met:

- Clear and concise comments are provided related to the issue being consulted upon;
- Comments are submitted within the time period established;
- That any comments submitted are respectful of the views of others.

Local Development Framework

- 3.1 The Local Development Framework is a portfolio of planning policy documents that set out the spatial planning strategy and help manage how development takes place in Cheshire East for the next 15 years or so. Together with the Regional Spatial Strategy, it will form the statutory Development Plan for Cheshire East and determine how the planning system helps to shape local places and communities. The Local Development Framework plays an important role in delivering the vision set out in the Sustainable Community Strategy within the context of national and regional planning policies.
- 3.2 The Local Development Framework contains a number of different documents called Local Development Documents. The different types of Local Development Documents include:

Development Plan Documents – planning documents that have been subject to independent testing and form part of the statutory Development Plan. Planning applications will be assessed and determined using provisions set out within Development Plan Documents.

Development Plan Documents must conform to the Regional Spatial Strategy and national guidance set out in Planning Policy Statements and Planning Policy Guidance. Development Plan Documents must also be shown to have regard to the outcomes of Sustainability Appraisal and Habitats Regulations Assessment. Development Plan Documents include the following documents:

- Core Strategy: - sets out the overall vision, objectives and strategy for how Cheshire East will develop over the next 15 years or so.
- Site Specific Allocations / Development Policies: - this document identifies sites allocated for future development to deliver the vision and contents of the Core Strategy. The document contains a suite of detailed policies to support the delivery of the Core Strategy and manage the delivery of future development proposals. A Proposals Map on an Ordnance Survey base will show proposals, designations and site specific policies.
- Area Action Plan: - masterplan documents that relates to areas of development or significant change.

Supplementary Planning Documents – cover a range of issues, both thematic and site specific. They provide more detailed guidance on how policies are to be applied or design guidance for the development of a site or area. Supplementary Planning Documents will be a “material consideration” in the determination of planning applications.

- 3.3 Other supporting documents in the Local Development Framework include the Local Development Scheme which sets out the Council’s programme for the production of the Local Development Framework and Annual Monitoring Report which sets out progress in terms of producing and implementing

planning policies. Further information on these documents and the current planning policy context in Cheshire East can be accessed on the Council's website.

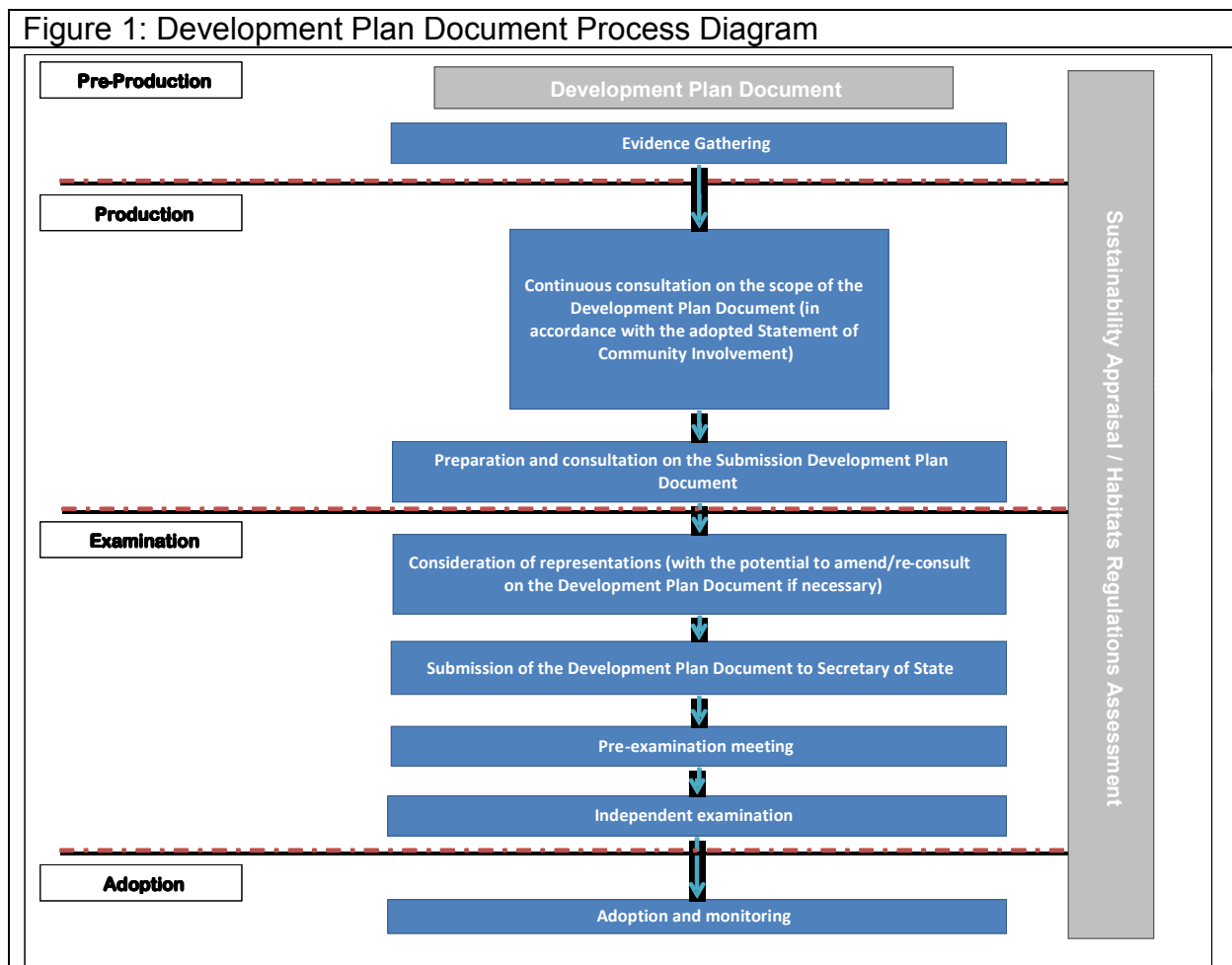
Consultation and Engagement in Preparing the Local Development Framework

4.1 This section details the process involved in the production of documents contained within the Local Development Framework. The minimum legal requirements for consultation and engagement for the Local Development Framework are set out within the Town and Country Planning (Local Development) (England) Regulations 2004 and respective amendments made in 2008, 2009 and 2010.

Development Plan Documents

4.2 There are a number of steps and consultation stages involved in the production of Development Plan Documents. This is reflected in Figure 1.

Figure 1: Development Plan Document Process Diagram



Pre Production Stage

4.3 The Council at this stage will gather background evidence and information on a number of topics that the Development Plan Document will address. Details on the evidence base are contained within the Local Development Scheme. At

this stage focused consultation may be undertaken by the Council through a variety of different formats.

- 4.4 The Council will seek the involvement of relevant stakeholders and organisations in the development of this information with a view to ensuring a reliable and robust evidence base. An example of this is the Housing Market Partnership which includes stakeholders and representatives such as Registered Social Landlords, house builders and developers who are engaged in the production of evidence base surrounding future housing needs and land supply through the Strategic Housing Land Availability Assessment and Strategic Housing Market Assessment. Other partnerships may be established to assist in the preparation of evidence on future employment requirements and for waste and minerals.

Production Stage

- 4.5 Government guidance and regulations have advised that the extent of consultation undertaken at this stage should be proportionate to the scale of issues identified and involved in the plan. Throughout this stage both informal and formal consultation exercises will be utilised as considered appropriate.
- 4.6 Public consultation during this period will be undertaken in accordance with Regulation 25. Methods of consultation stated in Appendix 3 will be utilised as appropriate with evidence and focused consultation exercises used to work up and develop options and appraise those options.
- 4.7 This will be an evolutionary and fluid consultation process with opportunities for stakeholders to get involved at various stages and the views of the wider community reflected.
- 4.8 This process will have an outcome of a preferred set of options. These will be consulted upon as a draft Development Plan Document and subject to a minimum six week consultation period.

Submission Stage

- 4.9 Prior to the Council submitting a Development Plan Document to the Secretary of State for approval, it will publish a “Publication Submission” Development Plan Document for a minimum period of six weeks including:
- “Publication Submission” Development Plan Document;
 - Changes to the Proposal Map (if applicable);
 - The Sustainability Appraisal and Habitats Regulations Assessment Report;
 - A Consultation Statement detailing the consultation that has taken place on the Development Plan Document (including information on those consulted, methods used, summary of main issues and how these were addressed); and
 - Any other supporting documents relevant to the “Publication Submission” Development Plan Document.

- 4.10 These documents will be published on the Council's website. Additionally, a statutory notice will be placed in at least one local newspaper detailing the consultation stage and where respective documents can be viewed. All statutory consultees (listed in Appendix 4) and members of the Local Development Framework consultation database (see Appendix 1) who have asked to be consulted on the Development Plan Document will be informed by e-mail or letter of the details of the consultation.
- 4.11 The six week consultation period will seek formal representations on the Development Plan Document regarding the tests of "soundness" detailed in Planning Policy Statement 12: Local Spatial Planning. The tests of "soundness" refer to whether the Development Plan Document is justified, effective and consistent with national policy, as well as being prepared in accordance with regulations and procedures. Further information on the tests of "soundness" can be found in the Glossary of Terms and Planning Policy Statement 12: Local Spatial Planning.
- 4.12 At the end of the consultation period, the Council will consider all representations. The Council may make limited changes at this stage to the Development Plan Document and in these circumstances an addendum will be prepared setting out any proposed changes. Further consultation will be undertaken if necessary.
- 4.13 A summary of representations received (and a copy of the original representations), the adopted Statement of Community Involvement and all other relevant documentation will be submitted to the Secretary of State for examination and made available for inspection at the Council Offices at Westfields, Middlewich Road, Sandbach.

Examination in Public

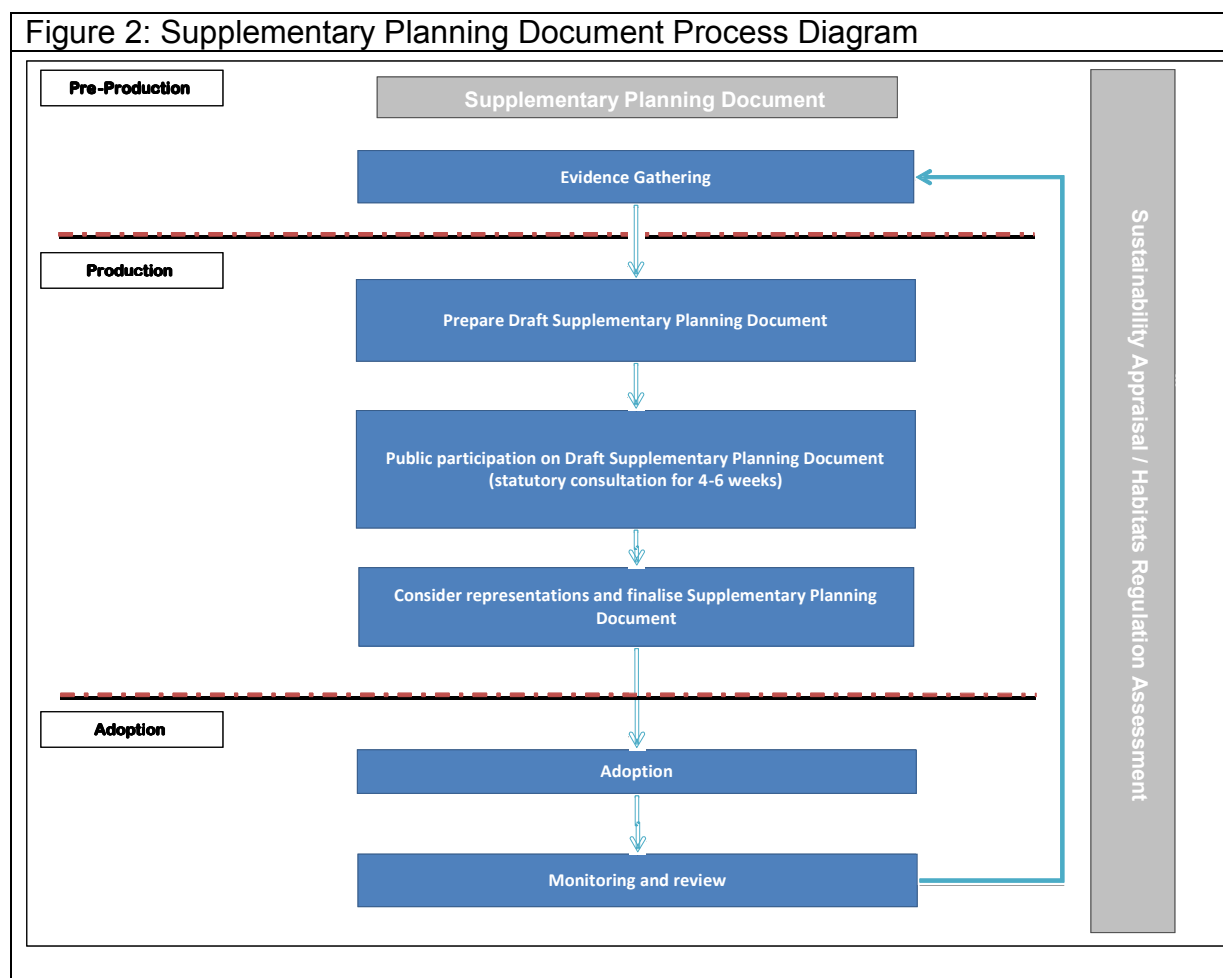
- 4.14 The Council will publish the time and place of the independent examination, along with the name of the Inspector on the Council's website at least six weeks before the examination opens and in at least one local newspaper. Anyone who has made representations (and not withdrawn them) will be notified by letter or e-mail of the examination details.
- 4.15 The Inspector will decide who will speak and what topics will be covered at the examination. The Government expects a majority of representations to be dealt with at examination in written format and these carry equal weight to those presented verbally at the examination.
- 4.16 Once the examination has been held, the Inspector will produce a report detailing the "soundness" of the Development Plan Document. This report will contain binding recommendations and the Development Plan Document will, where necessary, be amended to reflect the findings of the Inspector. The recommendations of the Inspector and response of the Council will be published on the Council's website and made available at locations detailed in Appendix 2.

Adoption

- 4.17 Once the recommendations of the Inspector have been addressed the Council will adopt the Development Plan Document.
- 4.18 The adopted Development Plan Document, with supporting documentation including the Adoption Statement, Sustainability Appraisal report and Habitats Regulations Assessment will be made available on the Council's website and locations detailed in Appendix 2. These arrangements will be advertised locally through a press notice in at least one local newspaper. The Adoption Statement will also be sent to anyone who requested to be notified of the adoption of the Development Plan Document. Additionally, an e-mail / letter will be sent to those individuals who have requested notification through the Local Development Framework consultation database.

Supplementary Planning Documents

4.19 Figure 2 shows the stages of production for Supplementary Planning Documents.



Pre Production Stage

4.20 The Council at this stage will gather evidence and information relating to the topic of the Supplementary Planning Document. Focused consultation with appropriate stakeholders may be undertaken during this stage.

Production Stage

4.21 The Council will prepare the Supplementary Planning Document with the scale of consultation proportionate to the intended document and subject.

4.22 The draft Supplementary Planning Document will be published for a four to six week period. The draft Supplementary Planning Document will be published on the Council's website. Statutory Consultees and those included on the Local Development Framework consultation database will be notified of the details of the consultation stage. Copies of the Supplementary Planning Document will be made available at locations detailed in Appendix 2.

Adoption

- 4.23 The Council will consider all of the comments made and prepare the final document for adoption. Once adopted, the Council will publish the Supplementary Planning Document and any supporting documentation on the Council's website and the document will be made available at locations detailed in Appendix 2. Notice of the adoption of the document will also be sent to consultees who have requested it.

Sustainability Appraisal and Habitats Regulations Assessment

- 4.24 The Council must undertake a Sustainability Appraisal that incorporates the requirements of the EC Strategic Environmental Assessment Directive for all Development Plan Documents and certain Supplementary Planning Documents. Sustainability Appraisal is a tool for appraising the extent to which planning policies reflect sustainable development objectives with the aim of enhancing positive effects whilst minimising any potentially adverse impacts.
- 4.25 In undertaking Sustainability Appraisal, the Council will:
- Consult key stakeholders on the scope of the Sustainability Appraisal;
 - Consult key stakeholders and the public as part of public participation of the Development Plan Document and on the Sustainability Appraisal report;
 - Undertake public consultation on the Sustainability Appraisal report alongside the publication and submission of the Development Plan Document.
- 4.26 A Habitats Regulations Assessment will be undertaken to determine whether policies and proposals cumulatively impact on the integrity of designated European sites deemed of exceptional importance in respect of natural habitats and species.
- 4.27 Sustainability Appraisal and Habitats Regulations Assessment will be published at the same time as the Local Development Document to which it relates.

Planning Applications

- 5.1 Development Management is a positive and proactive approach to shaping, considering, determining and delivering development proposals. It is led by the Local Planning Authority (LPA), working closely with those proposing developments and other stakeholders. It is undertaken in the spirit of partnership and inclusiveness, and supports the delivery of key priorities and outcomes.
- 5.2 The Council is committed to engaging both individuals and the wider community in the decision making process. The scale and scope of the consultation process will depend on the nature of the application. A list of statutory consultees the Council must consult is contained in Appendix 5.
- 5.3 No system for publicising planning applications can be totally effective, however extensive. A balance needs to be struck between providing a reasonable opportunity for people to comment on applications, and the cost and speed of decision-making.
- 5.4 The Council's procedure for consultation on Development Management is contained in the Neighbour Notification and Publicity for Planning Applications Protocol. This is available on the Council's website and updated from time to time. Information in the Neighbour Notification and Publicity for Planning Applications Protocol will take precedence over information contained in this document.

Pre-application Advice

- 5.5 The Council strongly encourages applicants to undertake pre-application discussions prior to the submission of planning applications, and/or related applications (e.g. Conservation Area Consent applications, Listed Building Consent applications and Tree Works applications).
- 5.6 Pre-application discussions are critically important and benefit developers, the Council and the wider community in ensuring a better understanding of the existing, and potential, objectives and constraints to a development. In the course of such discussions proposals can be adapted to ensure they better reflect community aspirations. The benefits of such an approach include:
 - better quality, more straightforward, applications which can be quickly processed;
 - a means of resolving problems at an early stage;
 - an inclusive and transparent approach to determining applications;
 - better design, and greater opportunity to meet the needs and aspirations of local communities;
 - greater efficiency in both time and resources for both developers and the Council.

5.7 For significant or major applications, developers will be encouraged to carry out pre-application consultation with interested local parties and community bodies. This should allow any issues to be addressed early in the planning process, and hopefully prior to the submission of a planning application, to reduce the potential for delay in the decision making process, and improve the quality of applications. The content and method of any pre-application consultation exercise should be agreed with Council planning officers in advance, and a summary of both the methods used and results should accompany the submitted planning application. Councillors may be involved in pre-application discussions in accordance with the Council's Code of Conduct Protocol in relation to planning matters.

5.8 For the purposes of this SCI, significant or major applications are considered to be those, which in the opinion of the Local Planning Authority are likely to have either a significant impact on the local area or create significant public interest or controversy. These will include:

- Departures from the development plan;
- Residential proposals, on sites with areas more than 1 hectare;
- All other uses where the floorspace will be 1000 square metres or more (or the site area is 1 hectare or over)
- Major waste disposal facilities (landfill sites, composting facilities, thermal treatment or similar facilities)
- The winning and working of minerals or the use of land for mineral working deposits.

In the event of an application being decided at committee stage, the report to members will detail the scale and content of any pre-application discussion that took place.

5.9 Appendix 1 sets out contact details for the Development Management service and Appendix 6 include information on the methods of consultation for Planning Applications. Further information in relation to particular processes attached to Development Management is presented within the table below:

Table 1: Further Information About Planning Applications	
Development Management Process	Comments on Consultation Requirements
Amendments	<p>Minor amendments are generally made to overcome a particular objection or concern so there is often no need to re-consult. Re-notification of neighbours on minor amendments is left to the Case Officer's discretion.</p> <p>More significant alterations will require neighbour notification; however, a reduced timescale for a response to re-notification is set (normally between 10-14 days). Parish Councils and relevant statutory consultees will also be re-consulted on any significant alterations.</p>

Development Management Process	Comments on Consultation Requirements
Applications going to Committee	<p>If an application is to be determined by the Planning Committee the Council will inform the applicant or agent, the Parish Council, and anyone who submitted comments. The letter informs them of the date, time, and location of the committee meeting.</p> <p>Information regarding the procedures of attending and making representations at committee meetings can be found on the Council's website in the Public Speaking at Strategic Planning Board and Planning Committee Meetings Protocol.</p> <p>Committee reports are made available on the Council's website 5 working days before the committee meeting. Minutes from committee meetings are also posted onto the Council's website.</p>
Notification of Decisions on Planning Applications	<p>Once an application has been determined, the decision will be published on the Council's website.</p>
Appeals	<p>If an application is refused planning permission, only the applicants have a right of appeal to the Planning Inspectorate.</p> <p>When an appeal is lodged all those who made written comments on the planning application, together with the relevant Town/Parish Council are notified in writing. Copies of any letters already received in respect of the planning application will be sent to the Planning Inspectorate.</p> <p>A list of recently lodged appeals is available on the Council's website. The website also contains details of recent appeal decisions. In addition, brief summaries of individual appeal decisions are submitted to Planning Committee.</p>
Prior Approval Applications	<p>Prior Approval Applications (e.g. applications for agricultural buildings) are considered to be, in principle, permitted development. There are only relatively minor issues which the Council can consider in any application (e.g. the siting and appearance). There is a fixed 28 or 56-day timescale for the Council to determine these applications, and if no decision is made within this time period they are deemed to have been approved.</p> <p>The Parish Council and Ward Member are consulted, and are given 14 or 21 days (dependent on the total fixed timescale for determination) in which to submit comments. Due to the short timescales within which decisions need to be taken the usual full public consultation is not possible, but the applications are publicised on the weekly list.</p> <p>Applications for telecommunications development will however be advertised by means of both a site notice and neighbour notification letters. For applications involving a mast of 20m or higher, a press advertisement should be placed.</p>

Development Management Process	Comments on Consultation Requirements
Enforcement	<p>The majority of enforcement cases arise following a confidential referral from a member of the public. There is no public consultation on enforcement cases, although the complainant will be notified, in writing, of the outcome of any investigation or action.</p> <p>Often enforcement action results in the submission of a planning application. This would be processed as detailed above, and publicised in the normal way.</p>
Works to Protected Trees	<p>All applications for works to protected trees will be published on the weekly list. Affected neighbours will be notified directly of applications by letter and the relevant Parish/Town Council will be notified.</p> <p>The statutory consultation period for applications for work to trees covered by a Tree Protection Order (TPO) or in a Conservation Area will be 21 days. The decision will be published on the Council's website.</p>
Hedgerow Removal Applications	<p>Consultation letters will be sent to all relevant statutory bodies as well as the relevant Town/Parish Council. All such applications will be published on the Council's weekly list of planning applications.</p>
Section 106 Agreements	<p>Section 106 agreements, or planning obligations, are a way of securing measures to overcome the negative impacts of generally acceptable development proposals on the environment, economy and community.</p> <p>Every effort will be made to promote the use of pre-application meetings between planning officers and applicants. Any issues that may arise requiring a Section 106 agreement should be incorporated into the planning application on submission, and will form part of the normal consultation process.</p> <p>Details of Section 106 agreements will be kept on file, and included in the documents made public on the Council's website.</p>

Infrastructure Planning Commission

- 6.1 The Infrastructure Planning Commission is an independent body which decides on applications for nationally significant infrastructure projects; including railways, large wind farms, power stations, reservoirs, harbours, airports and sewage treatment works.
- 6.2 The Infrastructure Planning Commission started to receive applications from the 01st March 2010 and will make decisions within the framework of National Policy Statements, also weighing the national benefit of proposals against any local impacts.
- 6.3 The Infrastructure Planning Commission provides opportunities for members of the public to have a say and Local Authorities also play a vital role in informing the decision making process. The Infrastructure Planning Regime affords four opportunities for individuals and groups to get involved in the process, as follows:
 - 1. During the public consultation stages of the drafting of National Policy Statements.
 - 2. During the applicant's consultation when applications are being prepared for submission to the Infrastructure Planning Commission.
 - 3. By the submission of written evidence as a registered interested party during the Infrastructure Planning Commission's examination of applications.
 - 4. Being involved in open floor hearings chaired by Infrastructure Planning Commission Commissioners during any examination of proposals.
- 6.4 Further information on the Infrastructure Planning Commission, its decision making process and how to contribute views can be accessed on the following website: <http://infrastructure.independent.gov.uk>

Further Information

- 7.1 Further information on the planning policy process can be obtained by contacting the Spatial Planning Team, as detailed in Appendix 1. Alternatively, the following organisations offer advice and information on all aspects of the planning system and process:
- **Planning Portal** - This is a Government sponsored website setting out the current process and systems of town and country planning. The site can be used to learn about the planning system, the LDF process, and the latest government policy. The site also details how to apply for planning permission, how to find out about development near to where you live or work, and how to appeal against a planning decision (www.planningportal.gov.uk).
 - **Department for Communities and Local Government** - The Planning Directorate of the DCLG is the Government Department that legislates, regulates, and prepares guidance on planning in England and Wales. The PPS and PPG documents can be found here, as well as many government studies (<http://www.communities.gov.uk/planningandbuilding/>).
 - **Government Office for the North West** - Government Office for the North West is responsible for publishing the RSS and Regional Strategy. (www.gonw.gov.uk).
 - **Planning Aid** - Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Planning aid is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters. Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source (www.planningaid.rtpi.org.uk).

Helpline Tel: 0870 850 9804

Available between 9.00am and 5.00pm
Monday, Wednesday and Thursday

Email: nwcw@planningaid.rtpi.org.uk

Write to: North West Planning Aid
2nd Floor Friars Court
Sibson Road
Sale
M337SF

Appendix 1: Contact Details / How to Register Interest

Information on the LDF and the LDF consultation portal can be accessed using the following website link: <http://www.cheshireeast.gov.uk/ldf>.

Contact Details:

For all matters relating to the Local Development Framework and Planning Policy please contact the Spatial Planning Team:

Telephone: 01270 685893

E-mail: ldf@cheshireeast.gov.uk

Letter: Spatial Planning Team, Westfields, Middlewich Road, Sandbach, Cheshire, CW11 1HZ

For all matters relating to planning and other applications please contact the Development Management Section:

Telephone: (01270) 53 7502/03

E-mail: planning@cheshireeast.gov.uk

Letter: Development Management, Town Hall, Market Place, Macclesfield, Cheshire, SK10 1 DP

Local Development Framework Database:

If you wish to be consulted on the Local Development Framework please send your full contact details to the address below so that you can be added to the Local Development Framework consultation database.

Spatial Planning Team
Cheshire East Council
Westfields
Middlewich Road
Sandbach
Cheshire
CW11 1HZ

Telephone: 01270 685893

E-mail: ldf@cheshireeast.gov.uk

Appendix 2: Local Development Framework Consultee Involvement

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
Regulation 25 (2008): Community involvement and participation during preparation of a new, or revision of an existing DPD	When preparing a new DPD or making any revisions to an existing DPD we are required to: <ul style="list-style-type: none"> • Notify the specific and general consultation bodies that the Local Planning Authority considers may have an interest in the subject of the proposed DPD and invite them to make comments on what the DPD ought to contain. • Invite comments from residents and local businesses on the DPD. • Consider all representations made in response to the consultation on the DPD. • A list of specific and general consultation bodies can be found in Appendix 4. 	<ul style="list-style-type: none"> • Publish the documents on the Council's website and consultation portal. • Make available to view copies of consultation documents at main Council Offices (Westfields, Sandbach; Town Hall, Macclesfield; Delamere House, Crewe) and libraries • Invite representations and notification to LDF database consultees. • Press release. 	Will depend upon the type of research being undertaken. Potential methods include: <ul style="list-style-type: none"> • Meetings • Leaflets and brochures • Newsletters • Local radio • Exhibitions and displays • Presentations • Questionnaires / surveys • Focus groups / work shops • Theme-based fora

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
<p>Regulation 27 (2008):</p> <p>Community involvement and participation following the publication of a new or revision to an existing DPD before submission.</p>	<p>After publication of the new or revised DPD and before submitting to the Secretary of State we are required to:</p> <ul style="list-style-type: none"> • Make the proposed or revised DPD, and details on how to submit comments on it, available: <ul style="list-style-type: none"> – At the Council's offices at Westfields, Sandbach – On the Council's website • Send a copy of the proposed or revised DPD and details on how to make comments to the specific consultation bodies. • Send details to the general consultation bodies on where, when and how the proposed, or revised DPD, can be inspected and how to make comments. • Advertise locally with information on where documents can be inspected and how to make comments on the DPD. • Invite any person or body to make representations on the DPD within the specified period of time, which will be at least 6 weeks from the time the DPD is made available for viewing. 	<ul style="list-style-type: none"> • Documents available for inspection at Council Offices at Westfields, Middlewich Road, Sandbach. • Documents available to view at Council Offices (Town Hall, Macclesfield, Delamere House, Crewe) and libraries. • Documents available to view on the Council's website and consultation portal. • Email or letter (including a copy of the statutory notice) to the LDF consultee database to include consultation bodies identified in Appendix 4. • Statutory notice in at least one local newspaper and on Council's website. • Press release 	<ul style="list-style-type: none"> • Meetings • Leaflets and brochures • Newsletters • Local radio • Exhibitions and displays • Presentations

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
<p>Regulation 30 (2008):</p> <p>Submission of proposed or revised DPD and related information to Secretary of State</p>	<p>Following submission of the proposed or revised DPD to the Secretary of State, as soon as reasonably practicable we are required to:</p> <ul style="list-style-type: none"> • Make the DPD and supporting documents submitted to Secretary of State available for inspection at Westfields, Sandbach. • Publish the DPD and supporting documents submitted to Secretary of State on the Council's website, including details on how, where and when individuals can inspect the documents. If practicable, copies of representations received or a summary of representations made, will be published on the website. • Send to each of the specific consultation bodies, the DPD and other documents submitted to the Secretary of State, as well as a statement detailing where the DPD and other documents can be inspected. • Notify the general consultation bodies with details of when and how the DPD and other documents can be inspected. 	<ul style="list-style-type: none"> • Make available for inspection the DPD and associated documents submitted to Secretary of State at Council Offices at Westfields, Middlewich Road, Sandbach. • Make available to view copies of DPD and associated documents submitted to Secretary of State at Council Offices (Town Hall, Macclesfield and Delamere House, Crewe) and libraries. • Publish the submission document and associated details and a summary of the representations on the Council's website and consultation portal. • Send copies of DPD and other documents copies submitted to Secretary of State to specific consultation bodies by email or letter. • Letter / email (including a copy of the statutory notice) to all those on LDF database consultees • Statutory notice in local newspaper and on the Council's website. • Press release 	

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
	<ul style="list-style-type: none"> Place an advertisement in a local newspaper to publicise the submission of the DPD and how, where and when the document can be inspected. Notify anyone who requested to be notified of the submission of the DPD. 		
Regulation 34 (2004): Public examination of proposed or revised DPD	<p>At least six weeks before the examination starts we need to:</p> <ul style="list-style-type: none"> Publish the time and place of the independent examination and name of person carrying out examination on the Council's website. The Council will also advertise the matter in a local newspaper. Inform anyone who has made representations (and not withdrawn them) of the details of the examination. 	<ul style="list-style-type: none"> Statutory notice available to inspect at Council Offices, Westfields, Sandbach. Statutory notice available on the Council's website. Letter / email (including a copy of the statutory notice) to all those on LDF consultees database. Statutory notice in local newspaper. Press release 	<ul style="list-style-type: none"> Notice available to view at main Council offices and libraries

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
Regulation 36 (2004): Adoption of proposed or revised DPD	Once the DPD has been adopted, as soon as practicable we are required to: <ul style="list-style-type: none"> • Make available to inspect the adopted DPD along with an Adoption Statement and the Sustainability Appraisal • Publish the Adoption Statement on the Council's website. • Advertise locally where the DPD, associated documentation and the Adoption Statement is available to inspect. • Send copies of the Adoption Statement to those who have requested to be notified of the adoption of the document • Send the DPD and Adoption Statement to the Secretary of State 	<ul style="list-style-type: none"> • Make available for inspection the adopted DPD, Adoption Statement, the Sustainability Appraisal and Habitats Regulations Assessment at Council Offices at Westfields, Middlewich Road, Sandbach. • Adopted DPD and Adoption Statement made available to view at Council Offices (Town Hall, Macclesfield and Delamere House, Crewe) and libraries. • Publish the DPD and Adoption Statement on the Council's website and consultation portal. • Letter / email (including a copy of the statutory notice) to LDF consultees database. • Statutory notice in local newspaper and on Council's website • Press release 	

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
Regulation 17 (2004): Community involvement and participation before adopting an SPD	<ul style="list-style-type: none"> • Prepare a statement of SPD matters to include title of SPD, subject matter covered, time period for representations, details of where representations should be sent and how individuals can request to be notified on SPD Adoption. • Make available copies of SPD and associated documentation at Council offices and libraries. • Prepare a Consultation Statement stating who was consulted, main issues raised and how they have been addressed in the SPD. • Publish on the Council's website, the SPD documents and SPD matters and details of where and when the documents can be viewed. • Send a copy of the SPD and associated documentation (including Consultation Statement and SPD matters) to the specific consultation bodies we consider will be affected by the SPD as well as any general consultation bodies we consider appropriate. • Advertise locally the consultation on the SPD and provide details of the documents' availability for inspection 	<ul style="list-style-type: none"> • Make SPD and associated documents available for inspection at Council Offices at Westfields, Sandbach. • Make SPD and associated documents available to view at Council Offices (Town Hall, Macclesfield, Delamere House, Crewe) and libraries. • Publish the SPD and associated documents on the Council's website and consultation portal. • Letter / email (including a copy of statutory notice) LDF consultees database. • Statutory notice in local newspaper and on the Council's website • Press release 	Will depend upon the type of research being undertaken. Possible additional methods include: <ul style="list-style-type: none"> • Meetings • Leaflets and brochures • Newsletters • Local radio • Exhibitions and displays • Presentations • Questionnaires / surveys • Focus groups / work shops • Theme-based fora
Statement of Community Involvement			

Appendix 2: Development Plan Document (DPD) Production – Preparation / Revision of a DPD			
Stage of DPD Production	What the Council is required to do	Consultation activities the Council will do (see Appendix 3)	Consultation activities the Council may do (see Appendix 3)
	<ul style="list-style-type: none"> Consult for a minimum 4 week period and no longer than 6 weeks from the period the SPD is made available for inspection. The SPD will not be adopted until all comments made to the consultation stage are considered and a statement prepared detailing the main issues raised in the comments received and any impacts upon the final version of the SPD. 		
Regulation 19 (2004): Adoption of the proposed SPD	As soon as practicable following adoption of an SPD we are required to: <ul style="list-style-type: none"> Make the SPD, associated documentation, Consultation Statement and Adoption Statement available to view and published on the website. Send a copy of the Adoption Statement to those requested to be notified. 	<ul style="list-style-type: none"> Make SPD and associated documents available for inspection at Council Offices at Westfields, Sandbach. Make SPD available to view copies at Council Offices (Town Hall, Macclesfield, Delamere House, Crewe) and libraries. Publish SPD and associated documents on the Council's website and consultation portal. Letter / email (including a copy of the adoption statement) to LDF consultees database. Press release 	

Appendix 3: LDF Methods of Consultation

During the production of the Local Development Framework a number of consultation methods will be utilized by the Council. The lists presented in both tables A and B (below) are both the standard and optional methods that will be used by the Council at different stages of Local Development Framework production.

In respect to the optional consultation methods, these methods go beyond the legal minimum and not all of the methods listed will be appropriate for each stage of document production. Therefore different methods may be employed dependent upon the issue and document consulted upon. Similarly alternative, new and / or innovative methods of consultation may be used when appropriate.

Table A: Standard Consultation Methods

Consultation Method	Description of Method
Council's website	The Council's website is used to display all the latest Council publications and consultation documents including all background documents. The website should be the first point of reference regarding information on planning policy and the LDF process.
Documents available to inspect	All consultation documents and background documents will be made available to inspect at Council Offices at Westfields, Middlewich Road, Sandbach.
Documents available to view	Consultation documents will be made available to view at the Council Offices at the Town Hall in Macclesfield, Delamere House in Crewe and libraries during the consultation period.
Publication of press notices / releases	The Council will issue press releases at key stages in the LDF process. The Council will also publish formal notices regarding consultation periods and the availability of consultation documents, in accordance with our statutory duty.
Invited representations	Contact will be made with local interest groups, including groups covering business, environmental, cultural and social issues in the public, private and voluntary sectors, and with the national, regional and local statutory consultees. Contact will be made by letter or e-mail and will inform consultees of the consultation and invite responses.

Consultation Method	Description of Method
	<p>In an effort to reduce resources, e-mail consultation, with electronic links to the appropriate document on the Council webpage, will be the Council's preferred means of consultation.</p>
Notification to LDF consultee database	<p>E-mails and / or letters will be sent to consultees who have notified the Council of their wish to be consulted on the LDF.</p> <p>In an effort to reduce resources, e-mail consultation, with electronic links to the appropriate document on the Council webpage, will be the Council's preferred means of consultation.</p>
Notification to Town and Parish Councils	<p>Notification and consultation will take place at various stages in the production of documents of the Local Development Framework.</p> <p>In an effort to reduce resources, e-mail consultation, with electronic links to the appropriate document on the Council webpage, will be the Council's preferred means of consultation.</p>
Consultation portal	<p>The Council will host all consultation documents and advertise consultations through the consultation portal hosted on the following website link:</p> <p>http://www.cheshireeast.gov/ldf</p> <p>Responses to consultations can be made directly through the consultation portal. A summary of representations received will be placed on the consultation portal.</p>

Table B: Optional Consultation Methods

Consultation Method	Description of Method
Meetings	The opportunity for meetings with relevant stakeholders, including community groups, Local Strategic and Area Partnerships, landowners, developers, and town and parish councils is seen by the Council as an appropriate way to gather information or seek views at early stages of document preparation, and also to refine documents and update community members at later stages in the process. The opportunity for individual meetings may be appropriate and carried out in certain circumstances on request.
Leaflets and brochures	These can both be used to publicise the consultation and to offer a brief summary of the proposals. These forms of promotional publication are likely to be used at earlier stages of the consultation process.
Newsletters	These can be used to raise awareness and update on progress with the preparation of the various documents.
Local radio	Use of local radio can help to highlight the issues involved, and to inform the public about consultation opportunities. There is scope for these media to reach a wider and different audience to other consultation methods, helping to engage with hard to reach groups.
Presentations	These will be utilised at key stages of the LDF process in circumstances deemed appropriate by the Council and dependent on the scale and importance of issue / document being consulted upon. This will enable planning officers to inform a group of progress and proposals, to enable discussion of issues, and to encourage feedback from the group.
Focus groups / work shops	When there is a recognised need or desire to discuss a particular issue in more detail, the Council will set up a focus group. These generally consist of a group of people who have an interest in a particular issue, with a facilitator being used to aid the discussion.

Consultation Method	Description of Method
Exhibitions and displays	Exhibitions will be held in appropriate locations dependent on the document or issue concerned. A prominent local venue will be used and any exhibition advertised effectively on the website.
Questionnaires / surveys	These provide an opportunity to reach a targeted audience and help with ongoing feedback. Questionnaires may be used for local development documents, particularly at key consultation stages.
Theme-based forum's	These offer an opportunity for regular meetings of a formal, professional group based around a particular theme, e.g. the Housing Market Partnership. These offer the possibility to garner continuous consultation and feedback with formal bodies.

Appendix 4: LDF List of Stakeholders

Specific LDF Stakeholders

The following organisations will be consulted in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008, 2009 and 2010. Please note that this list is not exhaustive and will relate to successor bodies where re-organisations occur:

- Responsible Regional Authority - 4NW
 - North West Development Agency
 - Cheshire West & Chester Council
 - Derbyshire County Council
 - High Peak Borough Council
 - Manchester City Council
 - Newcastle under Lyme Borough Council
 - Peak District National Park Authority
 - Shropshire Council
 - Staffordshire County Council
 - Staffordshire Moorlands Borough Council
 - Stockport MBC
 - Stoke on Trent City Council
 - Trafford MBC
 - Warrington MBC
 - West Midlands Regional Assembly
 - East Midlands Development Agency
 - East Midlands Regional Assembly
 - West Midlands Development Agency
 - Town and Parish Councils in the Borough
 - Town and Parish Councils adjacent to the Borough
-
- English Heritage
 - Environment Agency
 - Homes and Communities Agency
 - Natural England
 - The Secretary of State for Transport
 - Primary Care Trust (PCT)
 - The Coal Authority
 - Relevant Telecommunications Companies
 - Relevant Electricity and Gas Companies
 - Relevant Sewerage and Water Undertakers

Government Departments

The Council will consult with Government Office for the North West on each Development Plan Document. Government Office for the North West will be the first

point of contact for consultation with central Government departments; other Government departments will be consulted where necessary:

General LDF Stakeholders

The following are defined as general consultation bodies and will be consulted, as appropriate, in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008, 2009 and 2010:

- Voluntary Bodies, some or all of whose activities benefit any part of the Local Authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the Local Authority's area;
- Bodies which represent the interests of different religious groups in the Local Authority's area;
- Bodies which represent the interests of disabled persons in the Local Authority's area; and
- Bodies which represent the interests of business people in the Local Authority's area;

Other LDF Stakeholders

Where necessary, the Council will consult with a wide range of additional agencies and groups. The Council has a Local Development Framework database, which includes a range of stakeholders, individuals, groups and organisations who have requested to be consulted on the preparation of Local Development Documents. A comprehensive list of stakeholders held on the Local Development Framework database is available to view on request.

Examples of types of stakeholders include:

- Airport Operators
- Highways Agency
- Landowners
- Fire Authority
- House Builders and Developers
- Local Strategic Partnership
- Minerals and Waste Operators and Trade Associations
- Environmental and Amenity Groups at Local, Regional and National Level
- Strategic Transport Authorities
- National controllers of waterways and navigation authorities

Appendix 5: Development Management Consultees

STATUTORY CONSULTTEES - *These bodies must be consulted if the Council considers that the body would be affected by what is proposed in a planning application. This list is not exhaustive.*

- 4NW
- Brine Compensation Board
- British Waterways
- Civil Aviation Authority
- Individual Airports (in their role as Aerodrome Safeguarding Authority)
- Coal Authority
- Department for Culture Media & Sport
- Department for Environment, Food & Rural Affairs
- English Heritage
- Environment Agency
- Garden History Society
- Health & Safety Executive
- Highways Agency
- Local Planning Authorities adjoining Cheshire East
- Manchester Airport
- Manchester University (Jodrell Bank)
- Natural England
- Network Rail
- North West Regional Development Agency
- Sport England
- Theatres Trust
- Town & Parish Councils
- United Utilities (or other relevant sewerage undertaker)

NON-STATUTORY CONSULTTEES - *These bodies may be consulted if the Council considers that the body would be affected by what is proposed in a planning application. This list is not exhaustive.*

- Adlington Civic Society
- Ancient Monuments Society
- Bollin Valley Partnership
- Bollington Civic Society
- Bridgewater Canal
- British Gas Plc
- British Pipeline Agency
- Campaign to Protect Rural England
- Cheshire & Wirral Ornithological Society
- Cheshire Brine Subsidence Compensation Board
- Cheshire Constabulary
- Cheshire Family Practitioner Committee
- Cheshire Fire and Rescue Service
- Cheshire Wildlife Trust

- Civic Trust
- Coal Authority
- Commission for Architecture and the Built Environment
- Council for British Archaeology
- DBERR
- DEFRA
- East Cheshire Ramblers
- Edge Assoc
- Footpaths Preservation Societies
- Forestry Commission
- Friends of the Earth
- Georgian Group
- Health Protection Agencies/Health Authorities
- Highways Agency (Northern Region)
- H M Alkali Inspectorate
- Inland Waterways
- Knutsford Civic Society
- Macclesfield Access Group
- Macclesfield Canal Society
- Macclesfield Civic Society
- Manchester Airport - in accordance with agreed criteria
- MANWEB Plc
- Ministry of Defence
- Ministry of Defence (Defence Estates)
- Mersey Basin Campaign
- National Farmers Union
- National Grid
- National Trust
- Network Rail London North Western
- North West Tourist Board
- Parish & Town Councils
- Peak District National Park Authority
- Planning Inspectorate
- Powergen Plc
- Prestbury Amenity Society
- Ramblers Association
- Royal Commission on Historic Monuments
- Royal Society for the Protection of Birds
- Scottish Power
- Society for the Protection of Ancient Buildings
- Sports Council (North West Region)
- Styal Village Association
- Transco
- Twentieth Century Society
- Unipen
- United Utilities
- Victorian Society
- Wilmslow Fire Safety Office
- Wilmslow Trust
- Woodford Aerodrome

- Woodland Trust

Appendix 6: Development Management Methods of Consultation for Planning Applications

Consultation Method	Description of Method
Council website	Copies of a submitted application, and all responses and representations made, will be accessible from the Council's website
Council Offices and libraries	Copies of a submitted application will be made available for public viewing at the Council Offices, and at the nearest public library
Invited representations	A copy of all planning applications will be forwarded to the relevant Town and Parish Councils for comment. The Council has a statutory duty to consult certain groups and bodies on the receipt of an application. The specific consultees for an application will vary from case to case. In addition, the Council is committed to consulting a range of local community and interest groups where applicable. A full list of consultees is set out in Appendix 5.
Local Liaison Groups	A liaison group is often set up following the grant of planning permission. These groups generally contain representatives of the County, District & Parish Councils, operators, other relevant bodies such as the Environment Agency, applicants and resident's group. They meet regularly to discuss site issues, future proposals as well as acting as a means of local liaison. It is a statutory requirement to consult these groups if subject to a Section 106 agreement on a previous permission

Consultation Method	Description of Method
Site Notices	<p>These are a statutory requirement of the application process. Site notices, where required, are normally posted as near as possible to the site, but not necessarily on the site itself, in a highly visible location (often lampposts, street furniture, road signs and fences).</p> <p>At sites for minor development, site notices will only be used where land owners cannot be identified e.g. where the site is next to open land or in rural locations. Site notices will always be posted for development affecting the setting of a listed building, and development affecting the character or appearance of a conservation area.</p>
Public meetings	<p>These are often formal, open invitation meetings, and are likely to be used only for larger, or more contentious, applications</p>
Neighbour notification	<p>Occupiers of premises most likely to be directly affected by a proposal, including neighbours opposite the site if within 20m, are notified individually by letter that an application has been received. This letter contains details of where to view the plans, the name of the relevant case officer, where to forward any comments they may wish to make, and a deadline for receipt of any comments.</p> <p>In the majority of cases there is a minimum statutory 21-day period allowed for public consultation. As a minimum, all properties whose boundaries border the application site will be notified about any proposed development. In other instances, neighbour notification is at the discretion of the case officer. Where a significant number of properties are likely to be affected then the case officer might consider a press notice to be in the public interest.</p> <p>For all new major waste disposal facilities and mineral workings, and ancillary development on these sites, all properties within a 400m radius will be notified as a minimum.</p>

Consultation Method	Description of Method
Press notices	<p>The Council will publicise applications by formal press notice where it meets one of the following criteria:</p> <ul style="list-style-type: none"> • It requires an Environmental Impact Assessment • It is a departure from the Development Plan • It affects a Public Right of Way • It affects the setting of a Listed Building • It affects the character or appearance of a Conservation Area • It is considered of a greater than local significance • It is a telecommunication mast with a height of 20m or over

Appendix 7: Consultation Responses to Draft SCI

The Statement of Community Involvement was subject to consultation over an eight week period between 23rd November 2009 and 18th January 2010. A total of 17 responses were received during that time from the following individuals / stakeholder groups:

- North West Development Agency
- Network Rail
- National Grid
- Middlewich Town Council
- Andrew Holland, Planning Consultant (representing seven congregations of Jehovah's witnesses residing within the area served by Cheshire East Borough Council)
- Bollington Town Council
- Manchester Airport
- National Trust
- How Planning
- Natural England
- Environment Agency
- Highways Agency
- Friends, Families and Traveller and Traveller Law Reform Project (FFT)
- East Cheshire Ramblers
- Sandy Lane Action Group
- Prestbury Parish Council
- Government Office for the North West

Consultation responses received on the Statement of Community Involvement has resulted in modifications to the final version of the document; a summary is presented below:

- Consultees added to Local Development Framework Database;
- Reference to specific consultation methods and hard to reach groups has been expanded within the document;
- The format and presentation of the document has been amended to detail the process of consultation on Local Development Framework documents, to include additional tables in the Appendices of the document and to explain clearly opportunities for stakeholder involvement;
- Explanatory text has been added to the Development Management section of the Statement of Community Involvement;
- A reduction in the usage of abbreviations in the document.

A separate document detailing the specific consultation responses made to the draft Statement of Community Involvement and responses of the Borough Council has been prepared and is available on request.

Appendix 8: Glossary of Terms

AMR	Annual Monitoring Report	A report submitted to the Government by Local Planning Authorities assessing progress with and the effectiveness of a Local Development Framework.
AAP	Area Action Plan	A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
-	Core Strategy	A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy.
-	Development Plan	<p>A document setting out the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. It includes Unitary, Structure, and Local Plans prepared under transitional arrangements.</p> <p>It also includes Regional Spatial Strategies and Development Plan Documents prepared under the Planning & Compulsory Purchase Act of 2004.</p>
DPD	Development Plan Document	<p>Development Plan Documents are prepared by Local Planning Authorities and outline the key development goals of the Local Development Framework.</p> <p>Development Plan Documents include the Core Strategy and, where needed, Area Action Plans. There will also be an adopted Proposals Map which</p>

		<p>illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs.</p> <p>All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.</p> <p>DPDs form an essential part of the Local Development Framework.</p>
HRA	Habitats Regulations Assessment	An assessment, required by the Habitats Directive and the Habitats Regulations, to any plan or project not directly connected with the management of a site but likely to have a significant effect on it.
-	Independent Examination	The process by which a planning inspector may publicly examine a Development Plan Document (DPD), in respect, before issuing a binding report. The findings set out in the report of binding upon the local authority that produced the DPD.
LAA	Local Area Agreement	A three year agreement, based on local Sustainable Community Strategies, that sets out the priorities for a local area agreed between Central Government, represented by the Government Office (GO), and a local area, represented by the Local Authority and other key partners through Local Strategic Partnerships (LSPs).
LDD	Local Development Document	<p>These include Development Plan Documents (which form part of the Statutory Development Plan) and Supplementary Planning Documents (which do not form part of the Statutory Development Plan).</p> <p>LDDs collectively deliver the spatial planning strategy for the Local Planning Authority's area.</p>

LDF	Local Development Framework	<p>The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the Local Planning Authority's Local Development Documents. An LDF is comprised of:</p> <ul style="list-style-type: none"> • Development Plan Documents (which form part of the statutory development plan) • Supplementary Planning Documents <p>The Local Development Framework will also comprise of:</p> <ul style="list-style-type: none"> • the Statement of Community Involvement • the Local Development Scheme • the Annual Monitoring Report • any Local Development Orders or Simplified Planning Zones that may have been added.
LDS	Local Development Scheme	<p>The Local Planning Authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with government and reviewed every year.</p>
LSP	Local Strategic Partnership	<p>An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a Local Authority area, with the objective of improving people's quality of life.</p>
-	Material Consideration	<p>A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.</p>

PPS	Planning Policy Statements	Issued by central government to replace the existing Planning Policy Guidance notes in order to provide greater clarity and to remove from national policy advice on practical implementation, which is better expressed as guidance rather than policy.
RSS	Regional Spatial Strategy	A strategy for how a region should look in 15 to 20 years time and possibly longer. The Regional Spatial Strategy identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal. Most former Regional Planning Guidance is now considered RSS and forms part of the development plan. Regional Spatial Strategies are prepared by Regional Planning Bodies.
SA	Sustainability Appraisal	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
SCI	Statement of Community Involvement	The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The Statement of Community Involvement is an essential part of Local Development Frameworks.
SCS	Sustainable Community	A programme issued by the government to set the framework for delivering sustainable communities over the next 15-20 years. The main areas of focus

	Strategy	<p>are housing supply, new growth areas, decent homes and the countryside and local environment.</p> <p>A Plan or Strategy for enhancing the quality of life of the local community which each local authority has a duty to prepare under the Local Government Act 2000. The plan is developed and implemented by the Local Strategic Partnership.</p>
SPD	Supplementary Planning Document	<p>A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.</p>
-	Tests of Soundness	<p>To be “sound” a DPD should be JUSTIFIED, EFFECTIVE and consistent with NATIONAL POLICY.</p> <p>“Justified” means that the document must be:</p> <ul style="list-style-type: none"> • founded on a robust and credible evidence base • the most appropriate strategy when considered against the reasonable alternatives <p>“Effective” means that the document must be:</p> <ul style="list-style-type: none"> • deliverable • flexible • able to be monitored <p>The concepts of justification and effectiveness are expanded at paragraphs 4.36 – 4.38 and 4.44 – 4.47 of Planning Policy Statement 12, which can be found on the Communities and Local Government website at www.communities.gov.uk. In addition, the Planning Inspectorate have issued guidance on soundness including key questions to be answered in its publication “Local Development Frameworks – Examining Development Plan Documents: Soundness Guidance (August 2009), which is available on its website at http://www.planning-inspectorate.gov.uk/pins/index.htm</p>

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