

**Chief Executive's Office**

Chief Executive: N.M. Pringle

**To: All Members of Cabinet:  
R.J. Phillips (Leader)  
Mrs. L.O. Barnett  
P.J. Edwards  
Mrs. J.P. French  
J.C. Mayson  
D.W. Rule MBE (Deputy Leader)  
R.V. Stockton  
D.B. Wilcox  
R.M. Wilson  
J.W. Edwards (ex-officio)**

Your Ref:

Our Ref: NMP/CD

Please ask for: Mr. N.M. Pringle

Direct Line/Extension: (01432) 260044

Fax: (01432) 340189

E-mail: npringle@herefordshire.gov.uk

19th April, 2006

Dear Councillor,

**MEETING OF CABINET  
THURSDAY, 27TH APRIL, 2006 AT 2.00 P.M.  
THE COUNCIL CHAMBER, BROCKINGTON, 35 HAFOD ROAD, HEREFORD**

**AGENDA (05/25)**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest by members in respect of items on this agenda.

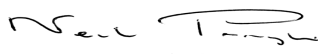
**3. STATEMENT OF COMMUNITY INVOLVEMENT**

To consider recommending the Statement of Community Involvement (SCI) to Council for approval for the purposes of submission to the Secretary of State and publication for consultation purposes. *(Pages 1 - 170)*

**4. STRATEGIC MONITORING COMMITTEE**

To note the report of the Strategic Monitoring Committee to Council. *(Report to follow)*

Yours sincerely,



**N.M. PRINGLE  
CHIEF EXECUTIVE**

Copies  
to:

Chairman of the Council  
Chairman of Strategic Monitoring Committee  
Vice-Chairman of Strategic Monitoring Committee  
Chairmen of Scrutiny Committees  
Group Leaders  
Directors  
Head of Legal and Democratic Services



---

**Putting People First Providing for our Communities Preserving our Heritage Promoting the County Protecting our Future**

County of Herefordshire District Council, PO Box 239, HEREFORD, HR1 1ZU

Main Switchboard (01432) 260000 - [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)



## **The Public's Rights to Information and Attendance at Meetings**

### **YOU HAVE A RIGHT TO:-**

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of the Cabinet, of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50, for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

Please Note:

Agenda and individual reports can be made available in large print or on tape. Please contact the officer named below in advance of the meeting who will be pleased to deal with your request.

The Council Chamber where the meeting will be held is accessible for visitors in wheelchairs, for whom toilets are also available.

A public telephone is available in the reception area.

### **Public Transport links**

- Public transport access can be gained to Brockington via the service that runs approximately every half hour from the 'Hopper' bus station at the Tesco store in Bewell Street (next to the roundabout junction of Blueschool Street / Victoria Street / Edgar Street).
- The nearest bus stop to Brockington is located in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

If you have any questions about this Agenda, how the Council works or would like more information or wish to exercise your rights to access the information described above, you may do so either by telephoning Mrs Christine Dyer on 01432 260222 or by visiting in person during office hours (8.45 a.m. - 5.00 p.m. Monday - Thursday and 8.45 a.m. - 4.45 p.m. Friday) at the Council Offices, Brockington, 35 Hafod Road, Hereford.



Where possible this agenda is printed on paper made from 100% Post-Consumer waste. De-inked without bleaching and free from optical brightening agents (OBA). Awarded the Nordic Swan for low emissions during production and the Blue Angel environmental label.

# **COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

## **FIRE AND EMERGENCY EVACUATION PROCEDURE**

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit.

You should then proceed to Assembly Point J which is located at the southern entrance to the car park. A check will be undertaken to ensure that those recorded as present have vacated the building following which further instructions will be given.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.



# STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

## PROGRAMME AREA RESPONSIBILITY: ENVIRONMENT

CABINET

27TH APRIL, 2006

---

### Wards Affected

County wide

### Purpose

To consider recommending the Statement of Community Involvement (SCI) to Council for approval for the purposes of submission to the Secretary of State and publication for consultation purposes.

### Key Decision

This is not a key decision.

### Recommendation

**THAT the Statement of Community Involvement be recommended to Council for approval for the purposes of submission to the Secretary of State and publication for consultation purposes.**

### Reasons

The SCI is required to be prepared as part of the Council's Local Development Framework.

### Considerations

#### Preparing the SCI

1. The purpose of the SCI is to:
  - Identify who will be consulted on particular types of documents and applications and when they will be actively involved in plan making and in reaching decisions on planning applications;
  - Set out transparent, accessible and meaningful approaches to community involvement in plan preparation and decision making on planning applications;
  - Encourage early involvement in decision making between the community, interest groups and stakeholders. This can help to resolve any initial conflicts and can generate a sense of ownership early in the process and on agreed outcomes;
  - Recognise and understand the different needs of all sections of the community and stakeholder interests and establish the most effective means of enabling all

---

Further information on the subject of this report is available from David Nicholson, Forward Planning Manager on 01432 261952

sections of the community to make their views known and help shape planning decisions in their areas;

- Explain how the results of the consultations will be fed into preparation of local development documents and how those involved will be kept informed;
- Set out standards for the Council to achieve and explain how the process will be resourced and managed and how the new planning process will be co-ordinated with other community involvement and consultation initiatives undertaken by the Council.
- To ensure that the Council complies with the adopted Statement of Community Involvement when preparing its Local Development Documents. This compliance must be kept under review and revised where necessary.

2. The process by which an SCI is to be prepared is laid down in regulations and covers the following stages:

- Initial consultation
- Draft SCI for public consultation
- Consider and amend SCI as appropriate
- Submit SCI to Secretary of State
- Possible public examination
- Binding Inspector's report
- Publish inspector's report
- Adopt the SCI with any revisions

3. It is hoped that a public examination into the soundness of the SCI will not be necessary. However if there are objections that cannot be met by the Council then these will be dealt with by an independent Inspector.

4. The Council's Local Development Scheme indicates that the SCI will be submitted to the Secretary of State by July 2006. The timetable below indicates the various stages that have been undertaken or are now proposed, in accordance with the statutory process, to achieve this end date.

October-November 2005	<ul style="list-style-type: none"> <li>• Pre-submission consultation (6 weeks)</li> </ul>
December 2005 - January 2006	<ul style="list-style-type: none"> <li>• Consideration of responses</li> <li>• Preparation of draft SCI</li> </ul>
February 2006	<ul style="list-style-type: none"> <li>• Publish draft SCI for formal pre-submission participation</li> <li>• 6 weeks statutory consultation period</li> </ul>
March – June 2006	<ul style="list-style-type: none"> <li>• Consideration of responses</li> <li>• Preparation of SCI submission draft</li> </ul>
June - July 2006	<ul style="list-style-type: none"> <li>• Submission to Secretary of State</li> <li>• Public deposit / public consultation</li> </ul>



## Consultation

5. An initial information gathering consultation was undertaken between 17th October 2005 and 30th November 2005. A variety of consultation methods were used to assess how successfully the Council has consulted people on planning matters in the past and how it could make improvements.
6. The information received from this consultation was used to prepare the pre submission draft SCI. This was the subject of a six week consultation lasting from 30th January to 17th March 2006.
7. A variety of consultation methods were used to encourage feedback on the pre submission draft. These included a questionnaire seeking further information on different elements of the SCI document, an informative workshop event, discussions with those representing groups at risk of exclusion, and a meeting with Parish Councils which was organised through the Herefordshire Association of Local Councils network. In addition a public notice was placed in local newspapers, encouraging feedback on the SCI which was available for viewing and comment on the web, and hard copies were available in the planning offices, info points and libraries across the County.
8. The following provides a summary of some of the main issues raised:
  - 68% of respondents were satisfied that the document was either fairly or very clear in its general approach on preparation of planning policy documents.
  - 74% of respondents were satisfied that the document was either fairly or very clear in its general approach to dealing with communication on planning applications.
  - 81% of respondents were satisfied with the consultation methods contained in the SCI.
  - 78% of respondents were satisfied with information setting out the consultation standards to be applied in preparing planning documents.
  - 81% of respondents felt that community consultation at the pre-application stage would be beneficial.
  - Further contact details have been provided for the hard to reach groups.
  - Greater use of simplified language, summary leaflets and the press was requested.
  - Support for Herefordshire Matters and for Planning Surgeries, which are now included within the SCI as a method of communicating on planning matters.
  - Request that consultations should be undertaken openly before decisions are taken.
  - All consultation documents should be made available free of charge – whilst documents are placed on the web site, a reasonable charge to cover printing costs is justified.

- Concern over neighbour notification not being comprehensive enough – this has to be assessed on an individual basis.
  - Request to extend timescales for responses to consultations – however, timescales are normally restricted by legislation.
  - Need for good feedback on planning decisions – whilst decisions are placed on the website, the release of further summaries are being considered.
  - Concern over the complexity of the process – the process is mainly determined by regulations.
  - Use of Town/ Parish/ village notice boards/facilities to display information – to be discussed with Parish Councils.
9. The information received through the consultation period has been considered and where appropriate the draft SCI has been amended. The amended document, the SCI submission draft, is enclosed for Cabinet members. Tracked changes have been used so it is easily identifiable where changes have been made. Further information on the consultations undertaken, including detailed responses to comments received, can be found in the full consultation report, also attached for Cabinet members. Copies of the SCI submission draft and the consultation report have been placed in the Members Room and are also available from Committee Services.

### **Next stage**

10. The SCI submission draft is subject to further consultation and this is proposed to take place between 12th June to 21st July 2006 for a six week period. This final consultation is different from the previous two exercises, which were about gathering information to improve the document. This time the consultation is about gaining support or otherwise to a document that is being submitted to the Secretary of State for consideration. If there are objections into the soundness of the document that cannot be met by the Council then these will be dealt with by an independent Inspector. The Inspector's report will be binding on the authority.
11. An appendix of the SCI lists all those organisations on the LDF database that the Council will consult where appropriate. This final consultation will be advertised by public notice and press release.

### **Risk Management**

Preparation of the Statement of Community Involvement is a statutory requirement in the plan making process.

### **Consultees**

Planning Committee 21st April, 2006.

### **Background Papers**

None identified.

## Statement of Community Involvement Submission Draft



**Statement of Community Involvement, Pre-Submission Draft, January 2006, Questionnaire**

**Introduction**

A draft Statement of Community Involvement (SCI) has been produced and is currently the subject of consultation, as required by statutory regulations.

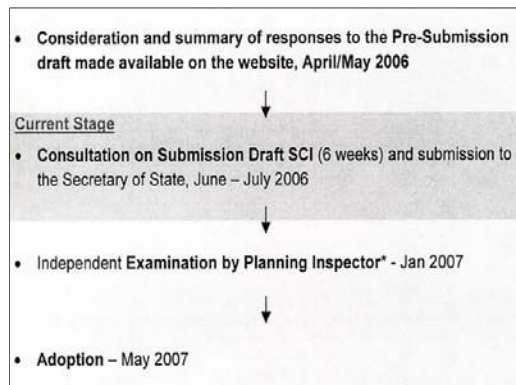
An initial questionnaire sent out in October 2005 provided useful information which has been incorporated into the draft SCI.

This follow up questionnaire:

- Helps to guide you through the chapters of the draft SCI in a structured way.
- Provides opportunities for feedback on its contents – have we got it right?

Please note that this questionnaire should be read in conjunction with the SCI.

**Q1** Chapter 7 (see paragraph 7.15) there is a list of community groups that are harder to include in consultation processes. Are there any others we have not considered?



June 2006

**Available in large print, Braille, audio tape and other languages on request – Phone 01432 383357**

## **Foreword**

Transparent, accessible and meaningful approaches to community involvement in decision making is an important part of the culture being developed in Herefordshire. The Herefordshire Plan has made great in-roads into achieving this looking to ensure joined up thinking and the involvement of local people in decisions which impact on their communities.

This Statement of Community Involvement looks to build on the progress made and provides a framework which identifies how the Council will engage with the community in respect of planning matters. This will ensure that people play a key role in deciding the future shape and appearance of their community.

No one knows their community like you do. It is therefore vital that you play an active part in terms of how communities grow and develop.

We value your views and welcome your involvement in the future planning of our County.

Thank you to everyone who has contributed so far to the process of preparing this document.

Councillor P. Edwards  
Cabinet Member (Environment)

## **Contents**

### Executive summary

1. Introduction –the new planning system
2. How will the new planning system work?
3. Role and purpose of the Statement of Community Involvement
4. When can you get involved?
5. Who will be involved in the consultation?
6. Links with other strategies
7. Understanding the county of Herefordshire
8. Herefordshire’s approach to community involvement
9. Community involvement techniques
10. Herefordshire’s consultation standards for DPDs and SPDs
11. Herefordshire’s consultation standards for planning applications
12. Monitoring and reviewing

## Executive summary

†The new planning system, which was introduced through the Planning and Compulsory Purchase Act 2004 is intended to speed up plan preparation, be more effective in involving the community on planning matters, produce shorter, more flexible plans which are more responsive to change and draw together strategies which influence the nature of places and how they function.

This Act has introduced major changes to the way development plan documents are prepared. However, the planning applications procedure is not significantly affected by the introduction of the new planning system.

The new system requires the Council to prepare a Local Development Framework which is made up of a number- of local development documents that together set out how the local area may change over the next few years.

One of these local development documents is a Statement of Community Involvement (SCI). The SCI sets out how the Council will engage with the community in respect of planning matters.

The process by which the SCI is prepared is laid out in statutory regulations so the SCI needs to comply and build on this established process.

The key areas that need to be addressed in the SCI are:

- **who** the Council will consult with on planning matters,
- **when** the Council will consult with them on planning matters and
- **how** the Council will consult on all planning matters.

Taking each of these in turn. The information in respect of **who** the Council will consult with on planning matters is laid out in **Appendices 2 and 3** of this SCI. Appendix 2 identifies over 1,000 national/regional/local bodies, organisations and individuals as consultees on preparation of development plan documents and appendix 3 lists consultees for planning applications.

An important part of the SCI is to identify those groups who are at risk of exclusion and identify ways in which their involvement in the process will be encouraged. Paragraph 7.15 lists the groups classed as those at risk of exclusion along with approaches for their involvement.

Section 10 of the SCI sets out **when** these consultees will be involved in the preparation of development plan documents-. This process is set out in statutory regulations.

**Chapter Section 10** specifies the procedure that will be followed for all development plan documents from start to finish establishing the consultation standards that will be applied. Key areas -include the need for prior notification of consultation events to provide a lead in time allowing people to get ready for the approaching consultation. In addition feedback is a key part of the process as is front loading ie involving people at the beginning of the process resolving conflicts early on. In addition **Chapter Section 11** provides similar information for planning applications.

With respect to **how** the Council will consult on planning matters a range of consultation methods are provided in **Chapter Section 9** of the SCI. A wide range of methods have

been identified to address the cross section of bodies that are involved in the preparation of development plan documents and the consideration of planning applications.

This SCI has been prepared in the context of widespread consultation in line with the regulations. The consultation processes and results have been documented in an accompanying report to this SCI titled Statement of Consultation - Consultation Report. This should be read in conjunction with this SCI.

The SCI is not a stand-alone document and has links with many other strategies, which are documented in the SCI in Chapter Section 6. These plans and strategies do not form part of the LDF however they will be a major influence on development plan preparation within the County.

The SCI refers to the issue of resources and identifies that the SCI needs to operate within the resources available. In addition the need to monitor and review the SCI every year through the Annual Monitoring Report is specified.



## 1. Introduction –The new planning system

1.1 The Planning and Compulsory Purchase Act 2004 has recently introduced a new planning system which will affect the way development plans are made and how planning applications are consulted upon. This new system is intended to:

- Speed up plan preparation
- Be more effective in involving the community
- Produce shorter, more flexible plans that are more responsive to change
- Draw together those strategies of other agencies which influence the nature of places and how they function.

1.2 **Among the many changes, the Government has introduced the requirement under section 18 of the above Act to prepare a Statement of Community Involvement (SCI). The SCI sets out how the Council will engage with the community in respect of planning matters. This is the submission draft of such a statement which is published for pre-submission consultation over a six week period from 12<sup>th</sup> June to 21<sup>st</sup> July 2006 ~~30<sup>th</sup> January to 17<sup>th</sup> March 2006~~. The Council welcomes your views on any aspect of this document.**

1.3 This submission draft of the SCI has been compiled following atwo comprehensive and successful initial consultation exercises which involved using a variety of consultation methods to gain information on how successfully the Council has consulted people on planning matters in the past and how it could make improvements. This initial consultation resulted in a 26% response. These responses which have been received and analysed have already provided a valuable insight as to how the Council should communicate and involve communities in planning matters and where appropriate have been incorporated as tracked changes within this final draft for further comment. A consultation report accompanies this SCI which provides further details on the consultation processes undertaken and demonstrates that the consultations have been undertaken as specified in the regulations.

## 2. How will the new planning system work?

2.1 As part of the previous planning system Herefordshire Council has prepared its Unitary Development Plan which is expected to be formally adopted in March 2007. The Council is committed to completing this plan under legislation referred to as 'transitional arrangements'. The UDP provides the land use framework for the County identifying what can be built and where and once adopted will be saved for a three year period while the authority moves over to the new system.

2.2 The new system requires the Council to prepare a Local Development Framework (LDF) which is a folder of Local Development Documents (LDDs) that set out how the local area may change over the next few years. Planning Policy Statement 12 provides detailed guidance on developing the new framework. Herefordshire's Local Development Framework is made up of:

## **Local Development Document (LDD)**

- 2.3** Local Development Documents comprise: Statement of Community Involvement, Development Plan Documents and Supplementary Planning Documents. Definitions of these documents are provided below.

## **Local Development Scheme (LDS)**

- 2.4** This is a list of what documents will be included in the Local Development Framework and timetable for their production. The LDS for Herefordshire can be found on the Council's website. The scheme is regularly reviewed. The LDS can be found on the Council's website at [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) and then take the following path Planning/Forward Planning/Local Development Framework/Local Development Scheme.

## **Statement of Community Involvement (SCI)**

- 2.5** This sets out how and when the local community can become involved in the preparation of the Local Development Documents and in the consideration of planning applications. The Council must comply with its adopted SCI when preparing its LDDs and this compliance will be tested when these are independently examined.

## **Development Plan Documents (DPD)**

- 2.6** DPDs will have the status as part of the development plan for the area. They must be subject to sustainability appraisal and community involvement during their preparation and can only be adopted after independent examination resulting in recommendations which are binding on the Council.

DPDs will include the following:

- a Core Strategy that sets out the long term vision for the area and the policies required to deliver that vision. The Core Strategy will be linked to the Community Plan, especially those parts relating to development and the use of land.
- Development Plan policies will be based on topics such as housing, employment, and retail and will guide development in the County.
- Site specific allocations of land for individual uses eg housing, employment
- A Proposals Map illustrating the spatial extent of the policies
- Action Area Plans for key areas of change.

## **Supplementary Planning Documents (SPD)**

- 2.7** These documents are optional and may cover a range of issues, both theme based and site specific which provide additional detail to the policies in the development plan document. They will be similar to and replace the Supplementary Planning Guidance (SPG) previously prepared. They are subject to sustainability appraisal and community involvement and do not require independent examination.

## **Sustainability Appraisals (SA)**

- 2.8** Sustainability Appraisals are to form an assessment of the social, economic and environmental impacts of the policies and proposals contained within the LDF. All LDDs are subject to an SA to assess the contribution the document or policy makes in achieving sustainable development in terms of social economic and environmental factors.

## **Annual Monitoring Report (AMR)**

- 2.9** Finally the new planning system requires the Council to produce an Annual Monitoring Report. This report will consider the effectiveness of the policies within the Local Development Framework and identify what needs to be reviewed/prepared in the future. The AMR also sets out the Council's performance in achieving the key milestones set in the LDS.

## **Planning Applications**

- 2.10** The planning applications procedure is not significantly affected by the introduction of the new planning system although some minor changes have been made. This SCI has a section on the consultation processes to be utilised in the planning application process.

## **3. Role and purpose of the Statement of Community Involvement**

- 3.1** As identified a key element of these planning reforms is to ensure more effective community involvement in the planning process particularly in the early stages of plan preparation. The Council fully embraces the Government's objectives for improving community involvement in the planning system and has embodied in its Strategy for Community Involvement ways in which the Council will seek the views of the community and build on existing consultation mechanisms to continue to make community involvement more effective.
- 3.2** In complementing the above, the Statement of Community Involvement seeks to explain the Council's policy for actively engaging the local community and stakeholders throughout the preparation, alteration and continuing review of planning documents and in the consideration of planning applications.
- 3.3** The new planning system through its SCI looks to overcome the traditional reactive way people have previously become involved in the planning process by recognising that people who are likely to be affected by new developments should in the future be encouraged to participate more directly in the preparation of the documents which will form this framework and in the processing of planning applications. For plan documents this will help strengthen the evidence base of LDDs as well as encourage a sense of local ownership and commitment to plan policies and their delivery. It is also hoped that for both plan documents and planning applications this front loading approach will help to resolve conflicts and reach a consensus on essential issues in the early stages of the process,

thereby reducing the time taken by ~~inquiries~~ examinations and revisions in the later stages.

**3.4** The role and purpose of this Statement of Community Involvement is to:

- Identify who will be consulted on plan documents and planning applications and when they will be actively involved in plan making and in reaching decisions on planning applications;
- Set out transparent, accessible and meaningful approaches to community involvement in plan preparation and decision making on planning applications;
- Encourage early involvement in decision making between the community, interest groups and stakeholders. This can help to resolve any initial conflicts and can generate a sense of ownership.
- Recognise and understand the different needs of all sections of the community and stakeholder interests and establish the most effective means of enabling all sections of the community to make their views known and help shape planning decisions in their areas;
- Explain how the results of the consultations will be fed into preparation of local development documents and how those involved will be kept informed;
- Set out standards for the Council to achieve and explain how the process will be resourced and managed and how the new planning process will be co-ordinated with other community involvement and consultation initiatives undertaken by the Council.
- To ensure that the Council complies with the adopted Statement of Community Involvement when preparing its Local Development Documents and this compliance must be kept under review and revised where necessary.

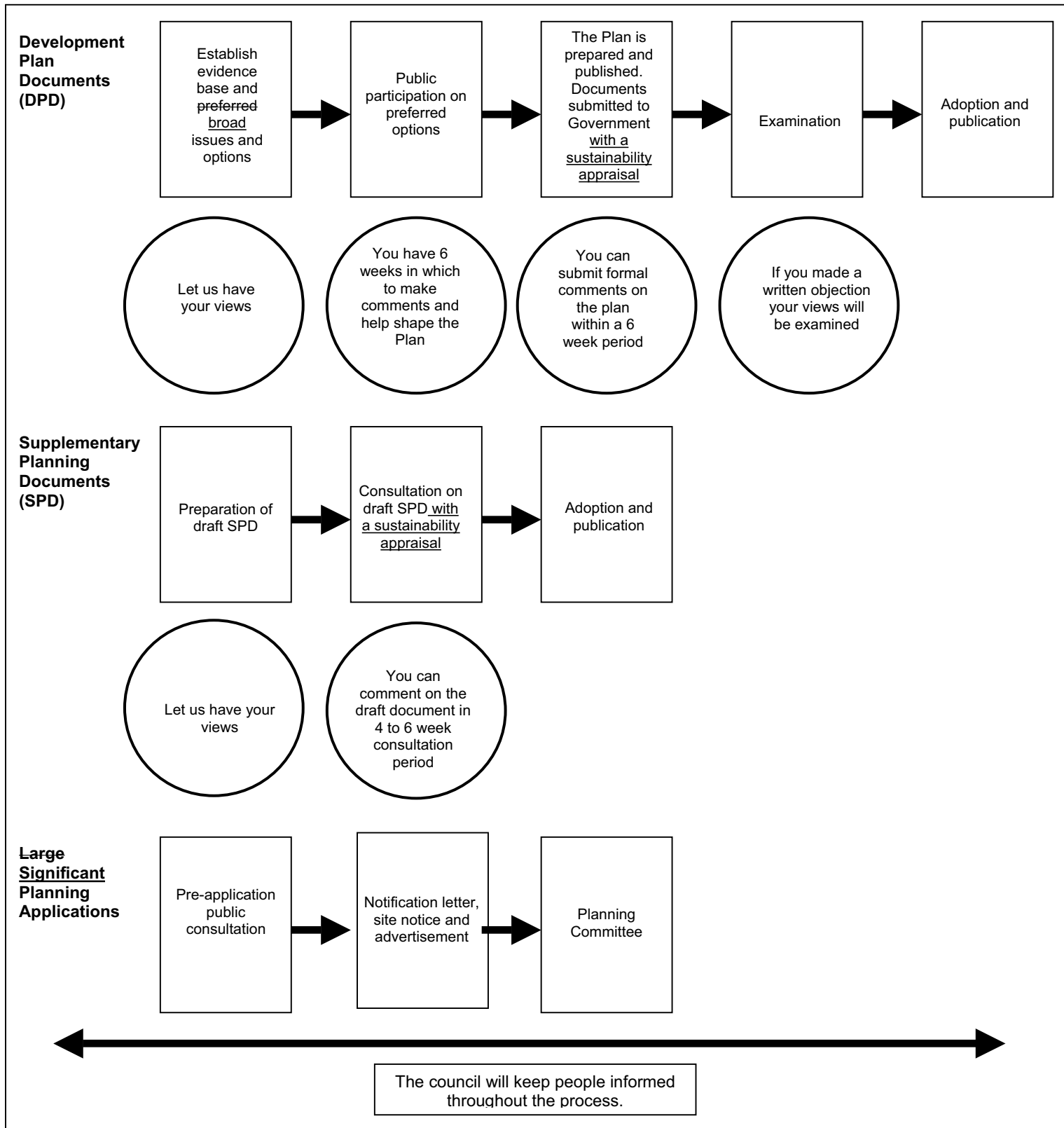
**3.5** Minimum consultation requirements are set by the Government in the Town and Country Planning (Local Development)(England) Regulations 2004. This statement demonstrates how these will be met.

**3.6** This Statement of Community Involvement and other Development Plan Documents will be formally examined by independent inspectors from the Government's Planning Inspectorates team.

## **4. When can you get involved?**

**4.1** People can be involved in all aspects of the planning system including the preparation and examination of DPDs and SPDs and in the consideration of planning applications. The diagram below shows the opportunities for involving people in each of these parts of the planning system. More details are provided in section 10.

# Main opportunities for people to get involved in preparing DPDs, SPDs and in the planning application process



## 5. Who will be involved in the consultation?

- 5.1 The 2004 Regulations and PPS12 (Annex E) set out those bodies that the Council must consult with when preparing plan documents and planning applications.
- 5.2 The Council's understanding of the different groups and organisations within the County is based largely on those groups which it has had previous contact with over matters concerning planning and preparation of the strategies identified in Section 6. The main groups are Central, Regional, Local Government organisations, statutory bodies, community, voluntary, resident and interested groups, members of the public, Parish/Town Councils, local businesses, members of the Herefordshire Partnership, and developers/agents. Appendix 2 provides a comprehensive list of LDF consultees. ~~The specific consultees are those bodies which must be consulted in accordance with the Act and regulations. It is likely that there are people and groups not mentioned on this list and in consulting on the draft SCI views are sought as to whether interests have been correctly identified and represented. Appendix 3 provides a similar list identifying those consulted where appropriate on individual planning applications.~~
- 5.3 The preparation of LDDs will be more relevant to some groups than others. The list will therefore be used as a guide to identifying the types of groups to involve and consult with. The groups and organisations will change over time and the LDF consultation database will be updated regularly to maintain an up to date and relevant list of groups and organisations to consult.

## 6. Links with other strategies

- 6.1 The new planning system aims to promote greater integration between the various strategies produced by local authorities and other organisations and the land use planning system.
- 6.2 For Herefordshire these strategies include:

### **Partnership Document**

**The Herefordshire Plan** which forms the County's Community Plan and provides a vision for the County and a context for the development of planning strategy and detailed policies.

### **Council Strategies**

**The Corporate Plan** which outlines the Council's plans, measures and intentions to deliver better services all of which is based on research into the needs of local people and their views on what the Council should be working on.

**The Community Involvement Strategy** ensures that action is being taken so that Herefordshire people are able to express their views and aspirations and shape the development of the Council's policies and services that affect them.

**The Customer Service Strategy** sets out how the Council best delivers customer focused services. One of the ways it seeks to achieve this is to work with community groups to develop and shape the future of Herefordshire.

**The Communications Strategy** states who the Council's key audiences are, the key messages that need to be communicated to them and how the Council will do this. It contains a comprehensive action plan and methodology to measure the impact of the strategy.

**Other Council Strategies** are produced including the Local Transport Plan, Economic Development Strategy, Housing Investment Strategy all of which will have an influence on specific policy areas of future planning documents.

- 6.3** Whilst these plans and strategies do not form part of the LDF they will be a major influence on LDD development within the County. The UDP reflected the ambitions of the Herefordshire Plan and this approach to plan making/ decision taking will be continued.
- 6.4** Information and views received during the preparation of these strategies should provide a useful evidence base for the proposed LDDs. Developing a clear and effective relationship between the LDF and these strategies is a key objective of this SCI.
- 6.5** For example from a policy perspective, the Council is seeking to put in place an LDF that is responsive to local opinions about planning and development and what is wanted in the area. The Herefordshire Plan brings together the aspirations and needs and priorities of the local community and in response guides and focuses the activities of the Council and a range of partner organisations. The LDF serves as a key delivery mechanism for those land use elements of the Herefordshire Plan.
- 6.6** Wherever possible public involvement in LDDs and other strategies will be integrated to help create a better understanding of policy linkages. In addition economies of scale can be achieved through sharing resources and working corporately. Work in preparing and reviewing the Herefordshire Plan has established an important communication network of groups and organisations which is being utilised in preparing the LDF and its database.
- 6.7** There are also linkages to be made at a Parish level in those Parishes where Parish Plans have or are being prepared. This is particularly the case where Parishes wish to see the LDF reflect the spatial elements of their plans. Parish Plans are based on extensive community involvement and can provide valuable information and evidence to help inform preparation of the LDF.

## **7. Understanding the County of Herefordshire**

- 7.1** To be in a position to be able to develop a sound and effective SCI which is based on an inclusive approach, the Council needs to have a clear understanding of Herefordshire's community in terms of:
- Community profile
  - Diversity of interests and hard to reach groups
  - Existing Partnerships and communication networks

- 7.2 This information will help identify any particular requirements and needs of different sections of the population and those under represented and hard to reach groups who traditionally have not engaged easily with the planning system.
- 7.3 The aim of this SCI is to give everyone an equal opportunity to become involved in the plan making process and to ensure that no one is disadvantaged or precluded from taking part and making their views known.

### **Community Profile**

- 7.4 Any meaningful and practical programme of community engagement must have regard to the physical characteristics of the County and the dispersed nature of settlements and communities. Community profiling is a useful tool in understanding the make up of the County.
- 7.5 Herefordshire covers an area of 217,973 hectares with a population of 177,800 (ONS Mid Year Estimate 2004). Hereford provides the main service centre for the County with a population of ~~54,850~~ 55,940 (~~Census 2001~~ ONS Mid Year Estimate 2004) and is supported by five satellite market towns, Bromyard, Ledbury, Leominster, Kington, and Ross on Wye. Just under half the population of the County live in villages and hamlets scattered across the rural area and Herefordshire has one of the five lowest county population densities in England. There are 58 County Councillors covering 41 wards and 134 Town and Parish Councils in Herefordshire. Any meaningful and practical programme of community engagement must have regard to the dispersed nature of its settlements and communities.
- 7.6 The age profile of Herefordshire's population is older than that for England and Wales and the West Midlands region. The County also has a low proportion of residents from black and other minority ethnic backgrounds. At the time of the 2001 Census, 2.5% of the County's population were from ethnic minorities which is very low by national and regional comparisons. With the exception of seasonal workers, no single group numbers more than a thousand. The biggest group probably remains the traveller communities. However, the total is almost certainly rising with the influx of people from Eastern Europe and Portugal, principally to work in manufacturing and agriculture.
- 7.7 In Herefordshire there are more people migrating into the County than out in all age ranges except 15-29 year olds, who are generally more mobile and move to areas of greater opportunities for employment and higher education.
- 7.8 The Census indicates that the County has a higher percentage of lone pensioner households (15%) than England and Wales and a lower percentage of lone parent households with dependent children (5% in Herefordshire compared to 6% nationally). The County also has a higher level of retired individuals than England and Wales as a whole (16% compared to 14%) and 3% of the workforce were classed as unemployed which is similar to the national position.
- 7.9 In terms of education 19% of the population have obtained qualifications at degree level or higher which is similar to that of England and Wales (20%)



**7.10** 18% of all people in Herefordshire define themselves as having a long term limiting illness (LLI) in the Census (same as nationally) with 33% of all households having at least one person with an LLI (34% nationally). This reflects the age profile of the County.

**7.11** Overall the physical and social nature of the County gives rise to the following issues for effective consultation in Herefordshire:

- The dispersed nature of the population
- The need to consider using different consultation methods in urban and rural locations
- To consider the widest range of consultation methods to ensure a meaningful response
- Consider ways of how to consult and involve a population that is relatively elderly
- How to consult with a relatively small number of ethnic residents and those at risk of social exclusion,
- How to engage with young people
- How to work with the large number of Town and Parish Councils in the County especially when some groups do not meet regularly.

**7.12 Diversity of interests and those at risk of exclusion**

As a result of previous experiences in engaging with different groups on planning matters and on the consultation work undertaken as part of the Herefordshire Plan it is understood that the following groups/ interests are harder to reach and less likely to participate and become involved:

Children and young people,  
Older people,  
~~People with disabilities~~ Disabled People,  
~~Ethnic minorities~~ Black and Minority Ethnic Groups (BME),  
People located in dispersed rural areas,  
Travellers and Gypsies,  
Those following different religions or with certain beliefs  
Adults with Learning difficulties.  
Homeless

**7.13** This is further substantiated in the Gaines report which was commissioned by Herefordshire Council from University College Chichester in September 2004. This report examines minority ethnic peoples experiences in Herefordshire and undertakes associated quantitative and qualitative research into areas like numbers, geographical spread, employment, income etc.

**7.14** In addition the Council has a diversity group, a race equality group and disability group. Planning needs to feed into and make use of these existing groups.

**7.15** In developing an inclusive approach to consultation the potential barriers to involvement need to be recognised and solutions sought. Initial thoughts on a suggested approach are set out below:

<b>Hard to reach groups Groups at risk of exclusion</b>	<b>Approach</b>
Children and young people	Work with the Council's Youth service <u>and Children's Services Directorate and the Youth Council, Shadow Partnership Board, School Councils, and Youth Clubs</u> and <del>education directorate</del> to develop better links with young people. Parish Plans also provide an opportunity for schools to work with their parish councils to help develop ideas for their area which can then be fed into the planning process.
Older people	Make contact with Age Concern. Parish Plans also provide an opportunity for parish councils to involve the elderly in providing a vision for the development of their village, town etc.
<del>People with disabilities</del> <u>Disabled People including those with numeracy, literacy disabilities</u>	Utilise links with the Council's Community Involvement Coordinator, <u>the Disability Action Group</u> and Local Access groups.
<del>Ethnic minorities</del> <u>Black and Minority Ethnic Groups</u>	Utilise links with the Council's Community Involvement Coordinator, <del>and</del> <u>Race Equality Officer and Communities Against Racism (CAR)</u>
People located in dispersed rural areas.	Utilise consultation methods eg use of the Council's website, community forums, parish plans
Travellers/Gypsies	Liaison with the Traveller Liaison Officer <u>and Travelling Health Project</u> and Race Equality Officer
<u>Those following different religions or with certain beliefs</u>	<u>Liaison with the Race Equality Officer</u>
<u>Adults with Learning difficulties</u>	<u>Liaison with the People's Union Self – advocacy network</u>
<u>Homeless</u>	<u>Herefordshire Homelessness Forum and the Council's Strategic Housing section.</u>

**\* Other organisations representing these groups are included in the consultee list provided at Appendix 2 of this SCI.**

## **7.16 Existing partnerships and communication networks**

It is important to recognise that well established local partnerships and communication networks representing many key organisations and groups exist and operate effectively within the County. To make good use of resources the Council will seek to engage with these partnerships and utilise these communication networks whenever it is possible and appropriate to do so.

## **8. Herefordshire's approach to community involvement**

Herefordshire Statement of Community Involvement 2006  
Pre-Submission Draft

## **Key principles to community involvement in Herefordshire**

- 8.1** In producing its SCI, the Council seeks to promote effective community involvement in the planning system. The Council corporately has a strong commitment to community engagement and has adopted the following objectives through its Strategy for Community Involvement:
- Opinion should be informed
  - Decisions should be based on evidence
  - Purpose should be clear
  - Consultation should be well planned and timely
  - Consultation should be inclusive
  - Methods should be appropriate and well-managed
  - Results should be acknowledged and fully considered
  - Accessible feedback should be given
  - Effectiveness should be evaluated
- 8.2** The Council is also producing a corporate communication strategy which will establish an overall framework within which the SCI will operate.
- 8.3** In following these principles the consultation approach developed within this SCI will reflect local circumstances, be deliverable building on existing practice, be meaningful and easy to understand and capable of being resourced and managed effectively.

## **9. Community involvement methods and techniques**

- 9.1** Section 7 identifies the key characteristics of the County. The dispersed population spread over a wide rural area raises particular problems in devising the most appropriate means of consultation to be used. There may also be problems in identifying representative groups to be consulted on behalf of ethnic minority or socially excluded groups, where fairly small numbers of people are involved. In order to widen the involvement of the community and especially those at risk of exclusion a broad range of methods will be used. In preparing this SCI and in developing the approach, it is necessary to give consideration as to how the authority informs, involves, consults and provides feedback.
- 9.2** ~~To accompany this SCI an additional report is being prepared which sets out the various forms of consultations that have been undertaken while preparing the document.~~
- 9.3** ~~The consultations have been undertaken as specified in the regulations and a summary of the outcomes of these consultations is provided below. More information is provided in the accompanying consultation report.~~

---

### **Initial consultation**

- 9.4** ~~The following provides a summary of the initial information gathering consultation which was undertaken between 17<sup>th</sup> October 2005 to 30<sup>th</sup> November 2005. As part of the initial Regulation 25 process a variety of consultation methods were~~

Herefordshire Statement of Community Involvement 2006  
Pre-Submission Draft

used to gain information on how successfully the Council has consulted people on planning matters in the past and how it could make improvements. The information gathered from this has provided a detailed evidence base from which to draft this first version of the SCI.

- 9.5** — Methods of consultation are detailed in the above mentioned report and in summary include distribution of a questionnaire, leaflet and letter to over 1,000 people listed on the newly emerging LDF database, a press release, and public notice encouraging people to have their say.
- 9.6** — The questionnaire achieved a response rate of 26%, which has provided a useful basis from which to draft the SCI. The following points provide a summary of the main findings of the exercise all of which have been taken account of in this SCI:
- Over 70% of respondents have been involved in planning matters before,
  - Only 25% of respondents have experienced difficulty in getting involved in planning matters,
  - The preferred form of keeping people informed on progress with future planning matters is via a letter (31%) followed by email (24%). 55% of respondents preferred hard copies of documents to comment on with 26% content with email versions,
  - In respect of public participation, public meetings and presentations were ranked first followed by one to one meetings and public exhibitions third. This is noted, however, it needs to be balanced against the high costs of resourcing these methods of consultation,
  - In respect of planning applications, 67% of respondents stated that the list of measures to keep people informed on planning applications was sufficient. In terms of improvements, the most responses indicated a requirement to be included on the electronic mailing list of all registered weekly planning applications. However, it should be noted that this is available to download from the website; from the home page Quick Links > Planning > Decision Planning Notices > Weekly List of Planning Decisions.
- 9.7** — A significant number of general comments were also made to the questionnaire and the following provide a flavour of some of these:
- “People become cynical as consultation and putting a case forward takes time and it is felt that it is ignored by the planning section.”
  - “Information needs to be in an accessible format”
  - “Need sufficient time for the community to respond”
  - “Support pre-consultation”
  - “Closer liaison between Parish Council and the planning section”
  - “Develop systems to involve migrant workers and travellers”
  - “Develop links with Parish Plan groups”
  - “Consult and take notice”
  - “Provide member so of the public with all the facts”
  - “Less use of acronyms”
  - “Use of parish magazines”
- 9.8** — In light of the above and tTo engage effectively over a range of planning documents the Council will use a combination of consultation methods appropriate to the policy area being prepared and its stage of preparation. Table 1 sets out a range of formal and informal community involvement methods and

techniques which are considered most appropriate for use. This is based on the Regulations, advantages and disadvantages of different methods, local circumstances and previous experiences, feedback from the SCI questionnaires and the resources available to manage the community involvement process.

- 9.9** There is no significance in the order of the various methods and it is not anticipated that every one of these methods need be used. The list should be regarded as a menu from which to choose.

**Table 1 – Community involvement methods**

<b>Method</b>	<b>Main Considerations</b>
Council web site	Information can be provided quickly and efficiently and accessed by the public from their own home or office at a time which is convenient to them. This can overcome the problems of trying to consult over dispersed rural communities. However access to the internet is not universal and therefore may disadvantage certain groups. The Council has web access at all Info Points and libraries and will continue to consider ways in which access to web based information can be improved. Need to ensure web pages are user friendly. Use is likely to increase. <u>Need to look at the potential of developing a web-based portal. The website needs to be publicised in the media.</u>
Email	Information and responses can be provided quickly and efficiently. Increased use of this means of communication is sought particularly with Town and Parish Councils and formal consultees.
Formal advertisements eg statutory notices	Statutory requirements to publish notices advertising planning applications and to invite representations during preparation of LDDs.
Media coverage- press releases, adverts, radio	To be undertaken in accordance with the Councils media team. It is cost effective in terms of bringing local issues into the local arena. Items may only be reported if they are considered newsworthy.
Consultation documents available for sale or CD or inspection at Council offices, by post and on the web	Traditional means of consultation and the information supplied can be in detail. <u>Information needs to be in plain English with simplified formats.</u> However, limitations for people with mobility or sight disabilities and where English is not a language that is understood.
Leaflet, newsletters and brochures	Can publicise and explain in simple

	language and invite comment. The Parish newsletters are a good communication link and should be utilised where appropriate. Newsletters can be sent to all residents; however, may be viewed as junk mail and disregarded. Can be expensive to distribute.
Formal written letter	Minimum requirements to consult statutory and other relevant consultation bodies by letter. High postage and administration costs.
Public Exhibitions/Public meetings/presentations	Can be used to circulate information, seek views and endorse proposals. Gives residents some flexibility in deciding when to visit and can encourage feedback. However people attending may not be representative of the whole community. It does take planning issues to the people and provides an opportunity for people to discuss local issues directly with planning officers in an environment which local people will be familiar and therefore comfortable with. High staff costs in producing display material and manning the exhibition with no guarantee of turn out. Countywide consultations require extensive coverage and numbers of events. Displaying information in local shops where people frequent should also be considered where appropriate.
Notices displayed on a site	Direct and local notification of proposals to those around a site, however notices can be vandalised or removed before the consultation period and this method is impractical for general development proposals and countywide issues.
Through partnership organisations and focus groups, existing forums/panels	Useful for topic based discussions and to find out what specific groups feel. Provides opportunity to discuss issues in depth and to have ongoing dialogue. However high direct costs of facilitating. Important to build on existing networks rather than reinvent.
Councillor networks	Councillors play a very important role in terms of community engagement. They are a recognised point of contact for the local community to go to with regard to Council matters. It is vital to ensure that Councillors are kept well briefed.

One to one meetings and briefings	Useful for seeking views from targeted groups/individuals however they are time consuming and impracticable to use on a comprehensive basis.
Parish and Town Council networks	Recognise that if Town and Parish Councils are effectively involved with consultation exercises they can provide an invaluable contact with local communities. Also opportunity to assist in the preparation and distribution of consultation material <u>eg on town/parish/village notice boards and other locations felt appropriate.</u>
Questionnaire/surveys	Enables quantifiable information to be collected. Questionnaires need to be well designed. No guarantee of likely response rate. Time consuming and costly.
Workshops	Organised discussion based event to present and gather information. Can be targeted at key stakeholders. Requires skilled facilitators to ensure objectives are achieved.
<u>Planning Surgeries</u>	<u>Planning Surgeries are held in Leominster, Ross, and Ledbury on a regular basis to discuss development control matters. These are popular and help those who have difficulty reaching the offices in Hereford.</u>

- 9.10** ~~In consulting on the SCI views are sought on whether there are any additional methods that should be considered for inclusion within the overall approach.~~

### **Resourcing and managing the process**

- 9.11** All key documents will be made available in a variety of formats. This will include paper and electronic and where required large print, languages other than English, or on audio cassette will be considered.
- 9.12** In preparing this approach to community consultation and to ensure that it is deliverable consideration has to be given to the resources available to manage the process. The LDS sets out the resources the Council has at its disposal to prepare the LDF. Officer time is a key resource issue. A balance has to be struck between consultation and the various production and management issues associated with the range of LDDs that are to be prepared.
- 9.13** In addition as an LDD is being prepared particular issues may arise which may require additional community involvement work and the approach needs to be sufficiently flexible to enable this to be incorporated in the LDD preparation process. An issue that needs serious thought is the possible limitations on the

ability of the community to fully engage in the consultation process. ~~Feedback on this is sought through consultation on this SCI.~~

### **Role of elected members**

- 9.14** Herefordshire Council has 58 councillors who are elected to represent the constituents of 41 wards. They have an important role to play in the community involvement process by keeping their local communities informed, representing their views and encouraging and assisting them to engage in the future planning and development of their area.
- 9.15** It is vital that all elected members are involved in the LDF preparation process to provide ownership, leadership and commitment to future implementation. Where appropriate and depending on the issue in question arrangements will be made with Councillors to involve them in emerging policy work. This approach will be additional to the Council's established procedures for decision making.

### **Planning Aid**

- 9.16** The West Midlands Planning Aid service offers free and independent planning advice to those individuals and community groups who cannot afford to pay consultants fees. They also provide a programme of training events aimed at helping people to understand the planning system and provide the necessary skills to enable people to actively play a part in influencing the future of their areas. The contact details are:

West Midlands Planning Aid  
Unit 319,  
The Custard Factory,  
Gibb Street,  
Birmingham,  
B9 4AA.

Planning Advice Helpline 01691 7668044  
Email [wmcw@planningaid.rtpi.org.uk](mailto:wmcw@planningaid.rtpi.org.uk)

## **10. Herefordshire's consultation standards for DPDs and SPDs**

- 10.1** The minimum legal requirements for consultation and public participation for the LDF are set down in formal regulations. Specified bodies must be consulted if the Council considers that the body may be affected by what is proposed. In addition to the formal bodies, it is the intention of the Council to involve the community at an early stage in the preparation of LDDs. This is essential to work towards the key objectives of openness and consensus and resolving conflicts.



The following table illustrates the main stages in the preparation of DPDs and SPDs.

**DPD stage: Initial technical consultation – establish evidence base and prepare issues and options – Regulation 25**

(Ongoing community involvement process leading to development of preferred options)

**Herefordshire Council will:**

- ~~Provide prior notification to~~ ~~Notify and pre warn~~ all consultees on the LDF database that issues and options documents are to be published for consultation and are available for inspection. This will give people time to prepare for the consultation.
- Send copies of any issues and options documents to those relevant consultation bodies listed in the Regulations, PPS12, the SCI and any other interested party who requests it.
- Make copies of any issues and options documents available for inspection at the Council offices and any other venue the Council considers appropriate.
- Publish any issues and options documents on the Council website.
- Select a combination of community involvement methods appropriate to this initial informal consultation stage.

**DPD Stage: Pre-submission consultation on preferred options – Regulation 26**

(Statutory 6 week consultation period on preferred options document and sustainability appraisal report)

**Herefordshire Council will:**

- ~~Provide prior notification to~~ ~~Notify and pre warn~~ all consultees on the LDF database that the preferred options document and accompanying sustainability appraisal report will shortly be published for consultation and be available for inspection. This will give people time to prepare for the formal consultation.
- Send copies of the preferred options document and accompanying sustainability appraisal report to those relevant consultation bodies listed in the Regulations, PPS 12, the SCI and any other interested party who requests them.
- Publicise the Preferred Options consultation stage through media coverage.
- Publish by local advertisement a formal notice inviting representations within a

specified 6 week period indicating where and when documents will be available for inspection.

- Make copies of the preferred options document and accompanying sustainability appraisal report available for inspection at the Councils offices and any other venue the Council considers appropriate.
- Publish the preferred options document and accompanying sustainability appraisal report on the Council's web site.
- Publish guidance notes on how to make a representation and what will happen when a representation has been received.
- Produce a standard response form to enable people to make representations in writing or on line via the Councils website.
- Select a combination of community involvement methods appropriate to the document being produced and its stage of preparation.
- Undertake more targeted consultation as required to raise awareness amongst those at risk of exclusion and under represented groups and organisations.
- Where site specific development allocations are proposed, undertake more targeted consultation with the local community in the vicinity of the site.
- Where possible meet requests from any group, organisation or individual to attend pre arranged meetings.
- Acknowledge receipt of all representations submitted.
- Consider all representations received within the specified 6 week period and use them to help prepare the submission DPD. (Regulation 27) (Comments made at this stage will not be carried forward to independent examination).
- Publish a summary of the representations received indicating how they have been considered and whether any changes are proposed as a result.

#### **DPD Stage: Submission of the DPD to Secretary of State – Regulation 28**

(Statutory 6 week consultation period on submission DPD and sustainability appraisal report)

#### **Herefordshire Council will:**

- Provide prior notification to ~~Notify and pre warn~~ all consultees on the LDF database (including those who made representations at the preferred options stage) that the submission DPD and accompanying sustainability appraisal report will shortly be published and submitted to the Secretary of State for independent examination and that the formal consultation period will soon be commencing. This will give people time to prepare for the formal consultation.

- Publish and submit a statement of compliance demonstrating how the Council has complied with its SCI. This will set out who and how the Council consulted at pre-submission stage, the representations received and the main issues raised and how these have been addressed in the DPD.
- Send copies of the submission DPD and accompanying sustainability appraisal report to those relevant consultation bodies listed in the regulations, PPS12, the SCI and any other interested party who requested them.
- Publicise the submission stage via media coverage.
- Publish by local advertisement a formal notice inviting representations within a 6 week period, indicating where and when documents will be available for inspection.
- Make copies of the DPD, the accompanying sustainability appraisal report and other supporting documentation available for inspection at the Council offices and any other venue where pre-submission documents were displayed.
- Publish the DPD, the accompanying sustainability appraisal report and other supporting documentation on the Council's website.
- Publish guidance notes on how to make a representation for consideration by the Inspector and what will happen when a representation has been received.
- Produce a standard response form to enable people to make representations in writing or on line via the Councils website.
- Select a combination of community involvement methods appropriate to the document being produced and its stage of preparation.
- Undertake more targeted consultation as required to raise awareness amongst groups at risk of exclusion and under represented groups and organisations.
- Where site specific development allocations are proposed, undertake more targeted consultation with the local community in the vicinity of the site.
- Where possible meet requests from any group, organisation or individual to attend pre arranged meetings.
- Acknowledge receipt of all representations duly made within the specified 6 week period.
- Not accept any late representations received after the close of the specified 6 week period.
- At the close of the 6 week period, make copies of any representations received available for inspection and if practicable publish them on the council's website (Regulation 31).
- Send to the Secretary of State a statement of the representations received, a

summary of the main issues raised and copies of all representations (Regulation 31).

—**Site allocations representations.**

- Where developers or individuals submit representations on the submission DPD that promote alternative sites for development, the Council will, as soon as reasonably practicable:
- Notify all consultees on the LDF database (including those who made the representations at the preferred options and submission stages) that the representations promoting alternative sites have been received.
- Make copies of any site allocation representations received available for inspection and if practicable publish them on the Council's website (Regulation 32).
- Publish by local advertisement a formal notice inviting further representations within a specified 6 week period, indicating where and when the site allocation representations will be available for inspection (Regulation 32).
- Send the Secretary of State a statement of the additional representations received, a summary of the main issues raised and copies of all additional representations (Regulation 33).

**DPD stage: Independent Examination – Regulation 34**

(Anyone with an outstanding objection has the right to have their representation considered by an Independent Planning Inspector at an examination into the soundness of the DPD)

**Herefordshire Council will:**

- Notify any person who made a representation on the submission document, the time and place at which the independent examination will take place and the name of the person appointed to carry out the examination.
- Only those representations which are received during the six week period(s) will be examined.
- Written representations, round table discussions, informal hearings or formal examinations may be involved, with each carrying equal weight. Only those seeking changes to the Plan have the right to appear and the Government anticipates that written representations can deal with the majority of cases.
- Publish this information on the Council's website and by local advertisement in a formal notice (Regulation 34).

### **DPD Stage: Inspectors Report – Regulation 35**

(After examination, the Inspector will produce a report which is binding upon the Council, with specific recommendations as to how the DPD must be changed)

#### **Herefordshire Council will:**

- Notify all relevant consultees on the LDF database that the Inspector's report has been received and when it will be published.
- As soon as reasonably practicable publish the Inspector's report and make it available for inspection at the Council offices and any other venue where pre-submission documents were displayed.
- Publish the Inspector's report on the Council's website.

### **DPD stage: Adoption and publication – Regulation 36**

(The Council must adopt the submitted DPD as changed by the binding Inspector's report)

#### **Herefordshire Council will:**

- Notify all relevant consultees on the LDF database that the DPD has been adopted and send them a copy of the adoption statement.
- Publish the adopted DPD, the adoption statement and accompanying sustainability appraisal report and make these documents available for inspection at the Council offices and any other venue where pre-submission documents were displayed.
- Publish these documents on the Council's website.
- Publish by local advertisement a formal notice stating that the adopted DPD and the adoption statement are available for inspection, indicating where and when they can be inspected.

### **Supplementary Planning Documents (SPDs)**

- 10.2** SPDs are produced to expand on policy and provide additional information and guidance in support of policies and proposal in DPDs. They can be site specific or topic based. The process for preparing an SPD is similar to that for a DPD, but simplified. There is no requirement to prepare preferred options and SPDs are not subject to independent examination. As with DPDs, their preparation is informed by community involvement and sustainability appraisal.

### **SPD Stage: Preparation of draft SPD**

#### **Herefordshire Council will**

- Select a combination of community involvement methods appropriate to the SPD being produced at this informal stage of evidence gathering and preparation.
- Where a site specific SPD is being prepared, undertake more targeted consultation with the local community in the vicinity of the site.

### **SPD Stage Consultation on draft SPD – Regulation 17/18**

(Statutory 4-6 week consultation period on draft and sustainability appraisal report)

#### **Herefordshire Council will:**

- Make copies of the draft SPD and accompanying sustainability appraisal report available for inspection at the Council offices and any other venue the Council considers appropriate.
- Prepare a statement setting out who the Council consulted in preparing the draft SPD, the main issues raised and how they have been addressed.
- Publish the draft SPD, accompanying sustainability report and consultation statement and any other supporting documents on the Council's website.
- Publish by local advertisement a formal notice inviting representatives within a specified 4-6 week period, indicating where and when documents will be available for inspection.
- Send copies of the draft SPD, accompanying sustainability appraisal report, consultation statement and any other supporting documents to those specific and general consultation bodies the Council considers appropriate.
- Select a combination of community involvement methods appropriate to the SPD being produced at this stage of preparation.
- Where a site specific SPD is being prepared, undertake more targeted consultation with the local community in the vicinity of the site.
- Acknowledge receipt of all representations received within the specified 4-6 week period.
- Consider all valid representations received and use them to prepare the final version of the SPD.

## **SPD Stage: Adoption and publication**

(The Council will adopt the SPD having considered any representations received)

### **Herefordshire Council will:**

- Prepare a statement setting out the main issues raised by representations received and how they have been addressed in the SPD the Council intends to adopt (Regulation 18).
- Notify those specific and general consultation bodies who were consulted at draft stage that the SPD has been adopted and send them a copy of the adoption statement (Regulation 19).
- Make copies of the adopted SPD, adoption statement of representations received available for inspection at the Council offices and any other venue the Council considers appropriate (Regulation 19).
- Publish these documents on the Council's website (Regulation 19).

## **11. Herefordshire's consultation standards for planning applications**

**11.1** Herefordshire Council places great importance on public involvement in the planning application process. This section explains how the Council will encourage the community to become involved in this process and also explains the Council's expectations of applicants.

### **Introduction**

**11.2** This Statement of Community Involvement sets out a framework for involving the communities of the County in the processing of planning applications. The Council must consider all valid planning applications whether or not the proposals appear to comply or conflict with Council policies. All applicants are entitled to a decision on their planning applications within a reasonable timescale.

**11.3** Most people first become involved in the planning application process when they submit a planning application or are made aware of an application in their immediate locality. The extent of consultation will vary according to the scale and likely impact of the proposed development. The most significant applications will receive the widest publicity and public involvement.

### **Significant Applications**

**11.4** There are many types of planning applications ranging from house extensions to major engineering works and large redevelopment areas. The most "Significant" for the purposes of public consultation will be those which are likely to create the most public interest or controversy.

- 11.5** The Government defines “Major” planning applications as those that propose:
- Residential development of ten or more new houses
  - Residential development on a site of more than 0.5 hectares (1.2 acres)
  - New buildings with a floor space greater than 1,000 square metres (10,000 sq. ft.)
  - Any development with a site area of over 1 hectare (2.4 acres)
  - The working and winning of minerals or the use of land for mineral-working deposits
  - Waste development
- 11.6** Not all major applications are controversial, but the definition is useful to define their scale and is also used to define the target dates for determination of applications. Major planning applications are expected to be determined within thirteen weeks; all other applications are expected to be determined in eight weeks.
- 11.7** For the purposes of this Statement of Community Involvement the definition of “Significant” planning applications is:

<b>Definition of “Significant” Planning Applications</b>
<ul style="list-style-type: none"> <li>• Major applications which are likely to produce significant public interest or controversy.</li> <li>• Development which would be a departure from the Development Plan and would have a wide impact on the local environment.</li> <li>• Applications for uses which are themselves sensitive.</li> <li>• Proposals for conspicuous development in “Sensitive” or <del>“Least Resilient”</del> landscapes as defined in the relevant Development Plan.</li> </ul>

**Community involvement at pre-application stage**

- 11.8** The Council positively encourages applicants to enter into early discussions about their proposals. Sometimes this will also involve important consultees, such as the Environment Agency, English Nature and the Council’s Traffic Manager. Planning Officers will at this stage advise applicants if their proposals are likely to be considered “Significant” and therefore need to be the subject of specific community involvement measures. Consideration could be given to providing some site notices to Town/Parish Councils for them to be displayed in suitable off-site (but within the locality) locations, which they consider appropriate. In addition Town/Parish Councils will be encouraged to display the decision notices on planning applications.
- 11.9** Where a proposed planning application is identified as in the “Significant” category the Council will expect the following actions by the intended applicants:

<b>Applicant’s duties with “Significant” Planning Applications</b>
<ul style="list-style-type: none"> <li>• Write to local residents, Ward member(s) and the Parish or Town Council to inform them of the proposed development.</li> <li>• Arrange a public meeting or exhibition in the locality, at an accessible venue, to explain their proposals to the public and to gauge their response.</li> <li>• Support their planning application with their own Statement of Community Involvement giving details of the meeting/exhibition and explain how any comments made have been taken into account in the final submission for</li> </ul>



planning permission.

- 11.10** ~~The Council will encourage a~~ Applicants of “Significant” applications will be encouraged to discuss their proposals with the public and the relevant consultees and interest groups before they make their planning application. In this way would-be applicants can improve the public’s understanding of what is being proposed and, hopefully, achieve consensus over some or all of the key issues. There is a caveat though; the Council must stay impartial through this pre-application stage. Whilst Officers can provide some assistance their involvement must not be seen as committing the Council to a particular decision on any future application.
- 11.11** For all other applications the Council will encourage applicants to be open about their proposals and to consult with neighbours and other parties including the Parish/Town Council. Details of these discussions should be included with the application when submitted.

#### **Community involvement when a planning application is submitted**

- 11.12** The Council has a practice of consulting widely on planning applications. Traditionally this has been done by sending individual letters to neighbours, erecting site notices, publicity in the local newspaper and notifications to Parish Councils. In addition all Ward Councillors are notified of applications within their ward. These practices will continue but there are now other wider opportunities for public consultation and involvement.
- 11.13** *Weekly List.* A weekly list of applications received is published and is available on the Council’s website, from the home page Quick Links > Planning > Decision Planning Notices > Weekly List of Planning Decisions Applications.
- 11.14** *Website.* The Council’s website is being developed so that, from early in 2006, it will be possible to view the details of all planning applications including the forms, accompanying statements and submitted plans on-line. There will be a service of updating details where they have been changed through the course of the application’s progress. In addition there will be a facility for searches on individual addresses or planning applications within a set time period. Further coverage of the Council’s planning website will be considered for inclusion in Planning Notices and Press Releases.
- 11.15** *Statutory Advertising.* The regulations concerning planning applications require the Council to publicise certain types of planning and related applications through the “Public Notices” section of the classified advertisements in local newspapers. These planning applications must also have site notices (see panel below).
- 11.16** The following types of applications must be advertised in this way:
- Applications which need formal Environmental Impact Assessments

- Development affecting a public right of way (e.g. footpaths and bridleways)
- Works affecting a listed building
- Development in and/or affecting a conservation area
- Development which would be a significant “Departure” from the Development Plan
- Development Proposals by Herefordshire Council itself

**11.17 Discretionary Advertisements.** The Council recognises that adjoining landowners and other interested people may not be easy to identify in every case and, in order to “reach” other interested parties makes wide use of discretionary advertisements in local news papers and site notices. Applications can be advertised in this way if the Council considers that there is likely to be significant local interest.

Which newspapers do we use?	
Hereford Times	_Leominster, Bromyard, Kington, villages and rural areas
Hereford Journal	_Hereford City and surrounding areas
Leominster Journal	<u>Leominster Town and surrounding areas</u>
Ross Journal	<u>Ross on Wye and surrounding areas</u>
Ledbury Reporter	_Ledbury Area
Ross Gazette	Ross-on-Wye area
Malvern Gazette	<u>Ledbury/Malvern area</u>

**11.18 Site Notices.** Herefordshire Council makes great use of site notices; most planning application sites are identified with site notices. Almost All applications for Listed Building Consent and Conservation Area Consent have site notices. All site notices are printed on bright yellow laminated paper and attached to a feature such as a gatepost or lamppost as close as possible to the site (or the public entrance to the site). The site notice identifies the address and application details and gives a time period for response (usually 21 days after it has been posted.) Site notices are always used when there is some doubt about who owns or occupies the land next to a planning application site. An example of a Site Notice is given in Appendix 4. Consideration will be given to providing Town/ Parish Councils with some site notices and decision notices to place in suitable off-site (but within the locality) locations which the Town/Parish Council felt appropriate. Further consideration also needs to be given to the publicity of planning application decisions eg including a follow up notice on different coloured paper posted on the site. This colour coding system could be extended to differentiate between minor and major changes to applications.

Site Notices:
<ul style="list-style-type: none"> <li>• Are bright yellow.</li> <li>• Are displayed as close as practicable to the entrance to the site.</li> <li>• Identify the application site by name.</li> <li>• Describe the proposals and the reason(s) why the notice has been posted.</li> <li>• Give a date for response.</li> </ul>

- 
- 11.19** *Neighbour Notification.* The Council will normally send an individual letter to the occupiers of properties that adjoin the site of a planning application. This does however vary. For example, where a planning application solely concerns a new access at the front of a house the Council would not normally notify a house at the rear which takes access from a different road altogether. By comparison, where a proposed house extension can be clearly seen and may affect houses either side and to the rear then those properties would receive notification letters.
- 11.20** The letter invites neighbours to inspect the plans and to make any comments they wish, with the time period for response usually 21 days. Responses should be made in writing. All responses will be kept on the application file and will be available for public inspection. Consequently such letters cannot be kept as confidential.
- 11.21** Every planning application site is visited by a planning officer who will check which properties have been notified and decide whether further notification is needed.

<b>Where can planning applications be inspected?</b>
<ul style="list-style-type: none"> <li>• At Blueschool House, Blueschool Street, Hereford (all applications).</li> <li>• In the local “surgeries” at Leominster, Ledbury and Ross (local applications).</li> <li>• At “Info in Herefordshire” offices in Leominster and Ross (local applications).</li> <li>• From early 2006 on the Council’s website.</li> </ul>



- 11.22** Comments will be accepted from anyone who chooses to write about a planning application whether or not the letter writer received a neighbour notification letter. The matters raised in such a response will be taken into account by the Council in their determination of the application. However, it is worth bearing in mind that there are certain matters that cannot be taken into account when determining planning applications including the protection of private views over someone else’s property and the effect of a development on the value of the house next door. Neighbour responses are normally acknowledged. Please see the “Guide to making Representations” in Appendix 5.
- 11.23** The Council will take account of any comments received up to the day on which the application is determined. Planning applications cannot be determined during the notification periods for advertisements, site notices and other consultee letters. However, once those periods have expired planning applications normally proceed quickly to determination on the basis of the information received at that point.
- 11.24** *Parish and Town Councils.* All applications are notified to the relevant Parish or Town Council, and many applications go to more than one where they are close to parish boundaries or affect more than one parish anyway. The period for response is usually 21 days.

**11.25** *Other consultees.* There are many statutory and non-statutory consultees, and many of them can have a significant influence on the outcome of a planning application. Some deal with technical and complex matters, e.g. the Environment Agency and the Water Authorities. Some have specialist interests such as English Heritage, English Nature and the Conservation Advisory Panel. Some have a fairly narrow focus such as the Hereford and Gloucester Canal Trust, and others are interested in specific areas such as the AONB's and other special designated areas. Their comments are all valued and can influence the outcome of a planning application.

### **What if the proposals are amended?**

**11.26** Planning Officers will normally attempt to negotiate improvements to application proposals especially if an objection can be overcome and/or the quality of the proposal improved. This will sometimes require that re-consultation is needed. On these occasions it is at the discretion of the Planning Officer involved as to who gets re-consulted and how long is allowed for any response. A minor change is not likely to be subject to a re-consultation. If the necessary change is too significant then the developer will be invited to withdraw the current planning application and make a new one for the revised scheme. In these cases the whole consultation process will start afresh with the new application.

### **Community involvement in decision making**

**11.27** The majority of planning applications are dealt with through the Council's "Scheme of Delegated Powers to Officers", i.e. the decision is made by Officers on behalf of the Council. This is done where the proposals are uncontroversial and/or the decision is consistent with established Council and national planning policies. Around 80% of planning applications are determined in this way. After a delegated decision consultees are notified of the result and given a contact name if they need further information.

**11.28** Planning applications are referred to one of the three Area Planning Sub Committees or the main Planning Committee of the Council in the following circumstances:

- The Chairman of the relevant Committee has accepted a written request from the Ward member.
- When the Officer recommendation is for approval and objections have been received (within the relevant timescale) that raise significant material planning considerations.
- The proposal is contrary to policy but there are good reasons for recommending approval.
- The Head of Planning Services considers the application to be of sufficient sensitivity that it needs referring to Committee.

**11.29** A full explanation of the "Delegated" powers and the rules by which applications are referred to Committee is set out in the Council's Constitution.

- 11.30** There are three area Sub Committees – Northern, Central and Southern. These each meet once every four weeks. There will be occasions where planning applications are first reported to them and then referred on to the Planning Committee, which meets on a six-week cycle.
- 11.31** All Committee meetings are held at the Council Chamber at Brockington, Hafod Road, Hereford.
- 11.32** The Committee meetings are public and the agendas and reports are published five full working days in advance of each meeting. Copies of reports and minutes are available from the Council's offices and on the Council's website.
- 11.33** Members of the public who made comments on a particular application can speak at Committee in accordance with the Guide to Speaking At Committee (Appendix 6). Invitations to take part are sent one week prior to the meeting. This allows both objectors and supporters to make their key points in the meeting. The Councillors will then consider and debate the application based on the Officers' report, the comments received and the submitted plans.
- 11.34** Decisions on planning applications are made at Committee by simple majority voting, and the members of the public at Committee are able to see the voting take place.
- 11.35** After the decision has been issued objectors and supporters are normally informed of the outcome by letter. The public record of all planning applications and decisions is kept in the **Planning Register** that is available for public inspection at Blueschool House.
- 11.36** If the planning application is refused, or approved subject to conditions which the applicant finds to be unacceptable, then the applicant has a right of appeal to the **Planning Inspectorate**. This is an Agency of the government and is completely independent of the Council. Where appeals are received the Council will notify neighbours again and anyone who made representations in writing on the planning application.

**Other meetings and chances to discuss applications.**

- 11.37** Planning Officers will, by prior arrangement, visit Parish Council meetings and other public meetings to discuss planning policy issues.
- 11.38** Councillors can also be involved in the consultation process. Councillors receive notifications of planning applications in their Ward and can request, in accordance with the Council Constitution, that certain planning applications are reported to Committee and not dealt with under delegated powers.
- 11.39** It is, however, critical to the role of Councillors that they exercise caution if invited to attend meetings with developers, objectors or other groups with a particular interest in a planning application. There is a very strict **Code of Conduct** to ensure the Councillors remain impartial in their dealings with applications, and there are strict rules about "Declaring an Interest" where there is any possibility that the Councillor has a connection, however tenuous, with either the developer or any objectors. This is essential so that they can

perform their duties of representing the interests of the whole Council in all matters.

## **12. Monitoring and reviewing**

**12.1** Preparing this draft SCI has enabled the Council to give significant thought to how the authority is best able to involve people in planning matters from an early stage in the process.

**12.2** Once the document is adopted the Council will keep the SCI under review by:

- Monitoring the success of community involvement techniques by assessing the representations received during the planning process
- Any problems raised by consultees
- Advice on best practice.

**12.3** The document will be examined every year through the Annual Monitoring Report and any proposed review will be identified within the Council's LDS with a clear timetable for its production.

**12.4** ~~At this stage the document is very much a draft, representing work in progress. The Council is now seeking your views on how the draft SCI can be further improved before the document is finalised for submission to the Secretary of State. Comments and representations can be made on the attached questionnaire response form. The completed forms can be submitted by fax, email, by post, or simply handed into reception at the Town Hall, St Owens Street, Hereford or at the County's Info Points and libraries.~~

~~**12.5.1 12.5** The representations received will be used to prepare a revised version of the SCI ready to be submitted to the Secretary of State for independent examination in June 2006. When the SCI is submitted we will publish a notice and invite further representations within a specified six week period. Any representations received at this stage will go forward for consideration by a Planning Inspector who will conduct an examination in to the soundness of the SCI. Appendix 8 provides an anticipated timetable for production of the SCI.~~

~~**12.5.2** The representations received through the consultation process have where appropriate been included as tracked changes in this revised version of the SCI known as the submission draft. Following on from this the revised SCI has been submitted to the Secretary of State for independent examination. A representation form is available to make a support or object comment and this needs to be submitted by 21<sup>st</sup> July 2006. The completed forms can be submitted by fax, email, post or simply handed into reception at the Town Hall, St Owen's Street, Hereford or at the County's Info Points and libraries. All duly made representations received at this stage will go forward for consideration by a Planning Inspector. Appendix 9 provides an anticipated timetable for production of the SCI.~~

**12.6** For further information or clarification on any aspect of the SCI please contact the Forward Planning section on 01432 383357 or email [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)

## **Appendices**

### **Appendix 1 SCI Glossary**

#### **Consultation**

The dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies, or programming of action

#### **DPDs Development Plan Documents**

Planning documents that the Council must prepare which have to be subject to rigorous procedures of community involvement, consultation and independent examination. The DPD should include the following elements:

##### **a) Core strategy**

This document will provide the main planning framework for the District based on the vision, objectives and policies for achieving sustainable development. This document will link with the Regional Spatial Strategy and the Herefordshire Plan

##### **b) Site specific allocations of land**

This will set out future allocations for employment, housing and other types of development in line with the Core Strategy

##### **c) Area action plans**

These plans set out detailed guidance for areas subject to significant change or where conservation is needed

##### **d) Proposal maps**

Identifies on a map site specific proposals and other land use designations and constraints

#### **Examination in public**

An examination of objections into the soundness of the SCI and future Local Development Documents will be chaired by an independent Inspector

#### **Front loading**

Community involvement in the production of Local Development Documents to gain public input and seek consensus from the earliest opportunity.

#### **Local Development Documents**

The Local Development Framework consists of Local Development Documents. These can be Development Plan Documents, Supplementary Planning Documents (SPDs) or other statutory documents such as the Statement of Community Involvement (SCI) and Annual Monitoring Report (AMR)

#### **Local Development Framework**

This will provide the framework for delivering the planning strategy and policies for the Herefordshire Council

### **Local Development Scheme**

This is a three year timetable for the production of documents for the Local Development Framework

### **Issues and Options Document**

Summary of information gathered through the initial consultation. Identifies the key areas which need to be addressed and a variety of options for addressing them. The information will form the basis for the next round of consultation

### **Participation**

The extent and nature of activities undertaken by those who take part in public or community involvement

### **Planning and Compulsory Purchase Act 2004**

The piece of legislation that introduced the new development planning system of Local Development Documents which will eventually replace the Unitary Development Plan and also introduces a new statutory system for regional planning. The Act commenced in September 2004 and updates elements of the 1990 Town & Country Planning Act.

### **Planning Policy Statement**

These are statements prepared by the Government on a range of planning issues. The Local Development Documents should accord with guidance set out in the statements. They are intended to replace the existing series of Planning Policy Guidance notes (PPGs)

### **Planning Policy Statement 12**

This planning policy statement sets out the Government's policy on the preparation of local development documents, which will make up the Local Development Framework. It is supported by a detailed companion guide called Creating Local Development Frameworks. Both documents can be found on the ODPM website [www.odpm.gov.uk](http://www.odpm.gov.uk).

### **Proposals matters**

The advertisement of the Development Plan Document in the newspaper and Council website with essential information such as the title of the document, the subject matter, the consultation period and the address for representations to be sent to. It must also have a statement asking those who make representations to state a preference for notification of the submission of a document to the Secretary of State and of adoption of the document.

### **Public engagement**

Actions and processes taken or undertaken to establish effective relationships with individuals or groups so that more specific interactions can take place

### **Public Involvement**

Effective interactions between planners, decision makers, individual and representative stakeholders to identify issues and exchange views on a continuous basis

### **Significant application**

A significant application includes: Major applications which are likely to produce significant public interest or controversy, development which would be a departure from the Development Plan and would have a wide impact on the local environment,



applications for uses which are themselves sensitive and proposals for conspicuous development in "Sensitive" landscapes as defined in the relevant Development Plan.

### **Statement of Community Involvement**

This sets out the planning authority's proposals for involving the local community in plan making and development control. It is not a DPD but is subject to independent examination.

### **Strategic Environmental Assessment (SEA)**

An environmental assessment of certain plans and programmes, including those in the field of planning and land use, which complies with EU Directive 2001/42/EC. The environmental assessment involves the:

- preparation of an environmental report
- carrying out of consultations
- taking into account of the environmental report and the results of the consultations in decision making
- provision of information when the plan or programme is adopted
- showing that the results of the environment assessment have been taken into account

### **Sustainability Appraisal (SA)**

An assessment of the impacts of policies and proposals on economic, social and environmental matters contained within the Local Development Framework. The SEA will form the environmental part of the SA.

### **Supplementary Planning Document**

These will cover a range of issues and expand on the policies contained within the DPDs. They need to be subject to community involvement and consultation however they are not subject to independent examination. SPD are the replacement guidance for Supplementary Planning Guidance (SPG). The production of SPD should be set out in the Councils Local Development Scheme.

### **The Town and Country (Local Development) (England) Regulations 2004**

Sets out procedures for dealing with Local Development Documents and Sustainability Appraisal including preparation, consultation and dealing with inquiries.

### **Transitional arrangements**

The Planning and Compulsory Purchase Act 2004 introduced major changes to the way the planning system operates. Transitional arrangements have been put in place by Government to assist local authorities to progress from the old system of development plans to the production of Local Development Frameworks.

### **Valid representation**

Comments which are submitted in the appropriate way within the timescales specified and meets the requirements of the statutory regulations

## Appendix 2 - List of Proposed LDF consultees

The groups and organisations on this list are likely to change over time. An up to date LDF consultation list is available from the Forward Planning section of Planning Services.

### National

#### Army Territorial Centres

Association of Local Councils	H M Principal Inspector Health & Safety
BBC Transmission Headquarters	HM Inspectorate of Pollution
British Aggregates Association	HM Railway Inspectorate
British Association for Shooting and Conservation	Home Office P.L. (Sites and Planning Section)
British Energy	Joblink C/O Employment Service
British Gas Transco	Lambert Smith Hampton
British Horse Society	Learning & Skills Council
British Museum	Legal Services Commission
<del>British Railways Board</del> <u>BRB (Residuary) Ltd</u>	Meat Hygiene Services Inspector
British Roads Federation Limited	Mencap
Commission for Architecture and the Built Environment	National Air Traffic Services Ltd
Campaign for Real Ale Ltd	National Farmers Union
CCTE Business Link	National Federation of Builders
CD Rural Association	National Federation of Bus Users
Central Council for Physical Recreation & CTC	National Grid Transco
Chamber of Commerce	National Power Plc
Civil Aviation Authority	<del>National Town Planning Manager</del>
Confederation of British Industry WM	National Trust
Confederation of Passenger Transport	<u>Natural England</u>
Council for British Archaeology	Network Rail
Council for the Protection of Rural England	National Playing Field Association
Country Land & Business Association	Nuclear Electric Plc
<del>Countryside Agency</del>	Open Spaces Society
Crown Castle	Paul & Company
Crown Estate Commissioners	Pipeline Management Ltd
<u>Cyclist Touring Club</u>	<del>Planning Liaison</del>
Defence Estates	Post Office Property Holdings
Dept for Environment Food and Rural Affairs	Radiocommunications Agency
<u>English Heritage</u>	Rail Freight Group
Enterprise Link Manager	Rail Passengers Council
Environment Agency	<del>Rail Property Ltd</del>
Environmental Services Association	<del>Royal Commission Historical Monuments of England</del>
<del>Farming and Rural Conservation Agency</del>	<u>Rural Development Service</u>
Forestry Commission	Society for the Protection of Ancient Buildings
Freight Transport Association	Sport England
Garden History Society	<del>Strategic Rail Authority</del>
General Aviation Awareness Council, Bloomfields Ltd	<u>Taylor Woodrow Developments Ltd</u>
	The British Wind Energy Association

The Coal Authority  
The Employment Service  
The Georgian Group  
The Housing Corporation  
The Pension Service  
The Probation Service

The Ramblers Association  
The Stone Roofing Association  
The Theatres Trust  
Voluntary Sector Assembly  
Woodland Trust

### **Regional**

Advantage West Midlands  
Arriva Trains Wales  
~~British Rail Property Board (Midland Region)~~ BRB (Residuary) Ltd  
British Telecom  
British Waterways  
Business Link West Mercia  
Business Link West Mercia  
Central Trains Limited  
CENTRO  
Community First  
Country Landowners Association  
Crest Strategic Projects  
D2 Planning Ltd  
Dwr Cymru Welsh Water  
English Heritage  
~~English Nature~~  
English Sports Council (West Midlands)  
Environment Agency - Upper Severn Area  
Environment Agency (Wales)  
First Great Western Trains  
Forestry Authority (West England Conservancy)  
Government Office for the West Midlands  
Great Western Trains Co. Limited  
Highways Agency  
Hyder Consulting (Drainage)  
Lower Severn Drainage Board  
Lower Severn Internal Drainage Board  
Marches Energy Agency  
Marches Housing Association  
Marches Line Users Association  
Midland Area Association of Amenity Societies

Midland Red First  
Midlands Electricity Board  
Midlands Electricity Plc  
Minerals Valuers Office  
National Farmers Union  
National Trust  
Natural England (West Midlands)  
Network Rail (East)  
Network Rail (West)  
Physical Activity Network  
Policy Adviser - National Union of Agriculture  
Rail Users' Consultative Committee Western England  
Railtrack (Great Western)  
Railway Development (Midlands)  
Royal Society for the Protection of Birds  
Rural Community Council for Hereford & Worcester  
Rural Development Service West Midlands  
Severn Trent Water Ltd  
Tenant Farmers Association  
Thames Trains  
The National Trust  
Wales and Borders Trains  
Wales and West Railway  
~~West Mercia Housing Group~~  
West Midlands  
West Midlands Ldz  
West Midlands Local Government Association  
West Midlands Planning Consortium  
West Midlands Regional Health Authority  
West Midlands Regional Planning Body  
Westbury Homes

### **Local**

ABLE (Information and Advice)  
ADAS Rosemaund  
Age Concern  
Agricultural Assistance

Almeley Parish Plan  
Alzheimer's Society  
AONB Officer  
Archdiocese of Cardiff

Area Land Agent  
 Association for the Promotion of Herefordshire  
 AVRA (Arrow Valley Res Assoc) and Ramblers Assoc  
 Barkholme  
Barry Bufton Estate Agent  
Beaumonts Solicitors  
 Belmont Voice  
 Bloodstock  
 Bromyard Community Transport  
Bromyard Local History Society  
Bromyard Swimming Pool Trust  
 Byways & Bridleways Trust  
 Campaign to Protect Rural England  
 Common Agricultural Policy  
 Castle Street & District Residents Association  
~~Chair EYDCP Board~~  
 Chamber of Commerce Hereford & Worcester  
 Churches Together in Ross & District  
 City Centre Forum  
 City of Hereford Charter Trustees  
 Clyro Community Council  
Communities Against Racism  
 Community Council of Hereford and Worcester  
 Community First  
 Cotswold Line Promotion Group  
 County Association of Local Councils  
CPRE Campaign to Protect Rural England  
 Crucorney Community Council  
 Cycle Hereford  
Drug Service for Herefordshire  
 Department of Trade and Industry  
 Diagnostic Specialist  
~~DIAL (Disabled Information Advice Line)~~  
 Diocese of Hereford  
DRM Coaches  
 Eardisland Community Millennium Fund  
 East Herefordshire Area Committee  
 ECHO (extra choices across North)  
 English Nature  
Farm Wildlife Advisory Group (FWAG)  
 Fownhope Local History Group  
~~Fownhope Planning and UDP Group~~  
 Fownhope Residents Association  
 FRCA  
 Friends of the Black Hill  
 Friends of the Earth (Herefordshire)  
 Gladestry Community Council  
 Golden Valley Railway Partnership  
 Grosmont Community Council  
 Halo Leisure  
Hfd Against Supermarkets Squashing our Local Economor  
 Hereford & Worcester Ambulance Service  
 Hereford & Worcester Community Council  
 Hereford Access for All  
~~Hereford Access Group & Pedestrian Forum~~  
 Hereford Allotments Association  
 Hereford and Worcester Chamber of Commerce  
 Hereford and Worcester Fire Service  
 Hereford and Worcester FWAG  
 Hereford and Worcester Gardens Trust  
 Hereford and Worcester Scout Council  
 Hereford Careers Centre  
 Hereford Charter Trustees  
 Hereford City Centre Forum/HIA  
 Hereford City Partnership Ltd  
 Hereford City PCCG Vice Chairman Able Rep  
 Hereford Civic Society  
 Hereford Diocese  
 Hereford Hospitals NHS Trust  
Hereford RNIB  
 Hereford Road Action Association  
 Hereford Sixth Form College  
 Hereford Trades Council  
 Hereford TUC  
 Herefords Centre of Ind Living  
Herefordshire EYDCP  
 Herefordshire & Gloucestershire Canal Trust  
 Herefordshire & Worcs Earth Heritage Trust  
Herefordshire & Worcs Sports Partnership  
 Herefordshire Aero Club  
 Herefordshire and Worcestershire Employment Service  
Herefordshire Assoc. of Govenors  
 Herefordshire Assoc. of Local Councils  
 Herefordshire CAB  
Herefordshire Carers Support  
 Herefordshire College of Art & Design  
 Herefordshire College of Technology  
 Herefordshire Community National Health Service  
 Herefordshire Council for Voluntary Youth Services  
Herefordshire Disability Action Group  
 Herefordshire Federation of Womens' Institute  
 Herefordshire Food Links  
 Herefordshire Football Association  
 Herefordshire Health Authority  
 Herefordshire Joint Charter Group  
 Herefordshire Lifestyles  
 Herefordshire Market Towns Forum  
 Herefordshire Mencap

Herefordshire Nature Trust  
 Herefordshire Ornithological Club  
Herefordshire Pedestrian, Access & Cycle Forum  
 Herefordshire Society of Architects  
 Herefordshire Sports Council  
  
 Herefordshire Trade Federation  
 Herefordshire Trades Council  
 Herefordshire Voluntary Action  
 Herefordshire Wildlife Trust  
Herefordshire Young Farmers  
 Herefordshire Youth Consortium  
Herefordshire Youth Council  
 Holme Lacy College  
 Hope for Children and their Families  
 Housing Ambition Group  
 Individual/Hfd Travellers Support Group/FoE/CPRE  
 KC3  
 KGP Enterprises  
 Kings Acre Residents Association  
 King's Thorne Residents Group  
 Kington & District North Hereford Chamber Commerce  
 Kington Historical Society  
 Land Access and Recreation Association  
Ledbury & District Access Group  
 Ledbury & District Civic Trust Limited  
 Ledbury Area Cycle Forum  
 Leominster & District Chamber of Commerce  
Leominster & District Community Assoc  
Leominster Area Regeneration Company  
 Leominster Civic Trust  
 Leominster Historical Society  
 Leominster Shopmobility  
 Library Reading Group  
 Llangrove Village Voice  
 Llanigon Community Council  
 Llantilio Crossenny Community Council  
Local Youth Clubs  
 Lord Scudamore Primary School  
 Malvern Hills AONB Joint Advisory Committee  
 Malvern Hills Conservators  
 Malvern Hills District Agenda 21 Coordinating Group  
 Marden Women's Institute  
 Market Traders Association  
 Mediation Herefordshire  
Minister School, Leominster  
 Moreton on Lugg Local History Group  
Natural England  
 National Farmers Union  
 Northern Herefordshire Area

Offa's Dyke Association  
 Old Radnor Community Council  
 Pembridge United Charities  
 Physical & Sensory Support Services  
 Police - West Mercia  
~~Private to Personal - Chairman of Residents Assoc~~  
Rural Residents Association  
 Protect Ross on Wye  
 R. & B. Jerman  
 Rail for Herefordshire  
 Railway Development Society  
 Ramblers Association  
Regeneration Partnership Bromyard  
Regeneration Partnership Kington  
Regeneration Partnership Leominster  
Regeneration Partnership Ross  
 Resigned from Wellington Heath PC  
 River Lugg Internal Drainage Board  
 Rose and Ivy Cottage  
 Ross Charity Trustees  
 Ross Civic Society  
 Ross Community Development Steering Group  
 Ross Creative Learning Centre/Ledbury Youth First  
 Ross on Wye Comm Dev Ass  
 Rotherwas Access Group  
 Royal College for the Blind  
 Rural Residents Association  
 S.H.A.R.P.  
Shaw Homes  
 Southern Marches Partnership  
 St James and Bartonsham Community Association  
 St Martins Bowling Club  
 Supported Housing Young People's Project  
Sustrans  
 Sutton St Nicholas  
 Tenbury Tourism Association  
 The Bulmer Foundation  
 The Courtyard Trust  
 The Craswell Community Project  
~~The Estate Office~~  
 The Farming & Rural Conservation Agency  
 The Friends of Castle Green  
 The Greytree Trust  
 The Herefordshire Education & Business Partnership  
 The Kingstone Rural Protection Group  
 The Marches Consortium  
The People's Union  
 The Reasonable Adjustment Reablement Trust  
 The Ross on Wye & District Civic Society  
 The South Wye Regeneration Team

Transport 2000 (Hereford and Worcester)  
Traveller Health Project  
Travellers Support Group  
Unity Garden  
Victim Support  
West Mercia Area Probation  
West Mercia Constabulary  
West Mercia Police Authority

Withies Close Residents Association  
Woolhope Naturalists Field Club  
WRVS  
WRVS Country Cars  
Wye Valley  
Wye Valley AONB, Joint Advisory Committee  
Zig-Zag

### **Herefordshire Council**

An internal consultation list has been compiled and is available separately. This list will be kept under regular review and will be amended to ensure that requirements of this document are met.

### **Herefordshire Partnership Contacts**

ABLE Information & Advice  
Ace Coaches  
Alliance of Vol Orgs in Health & Social Care  
Barrs Court School, Head Teacher  
Belmont Abbey, Director of Public Health  
Blue Cedar Cottage  
Bowyers Coaches  
British Red Cross Society  
Bromyard Omnibus Company  
Business Network Broker  
c/o PMW Lettings  
Carers Action  
Centre for Home Education UK Ltd  
CLD Youth Counselling Trust  
Community Dev Workers Forum  
Community Mental Health Services  
Community Voluntary Action  
Connexions Herefordshire & Worcestershire  
~~Countryside Agency~~  
Deaf Direct  
Disability Network Group  
Dore Community Transport  
~~Elgar Housing Association~~  
Environment Agency Wales  
Extended Schools Development Worker  
Farm Shops Initiative  
Federation of Small Businessess  
First Midland Red Buses Ltd  
Flavours of Herefordshire  
Gateway Nursery  
Golden Valley Pro-Rail Partnership  
Government Office West Midlands  
Headway House  
Health Living Community  
Heart of England Fine Foods

Hereford & Worcester Ambulance Service NHS Trust  
Hereford & Worcester Employment Service  
Hereford & Worcester Fire & Rescue Service  
Hereford & Worcester Fire Brigade  
Hereford & Worcester Probation Service  
Hereford and Worcester County Scout Council  
Hereford Centre for the Arts  
Hereford Childrens Fund Panel  
Hereford Citizens Advice Bureau  
Hereford Dial-a-Ride/Community Transport Forum  
Hereford Industrial Assoc  
Herefordshire Bus Operators Forum  
Herefordshire Carers Support  
Herefordshire Citizens Advice Bureaux  
Herefordshire Community Safety & Drugs Partnership  
Herefordshire Council for Voluntary Youth Services  
Herefordshire Group Training  
Herefordshire Growing Point  
Herefordshire Health Authority  
Herefordshire Health Promotion Unit  
Herefordshire Homelessness Forum  
Herefordshire Housing  
Herefordshire Industrial Assoc  
Herefordshire Literacy Project  
Herefordshire Partnership  
Herefordshire Pedestrian Forum  
Herefordshire Primary Care Trust  
Herefordshire River Leaders  
Herefordshire Taxi Association  
Herefordshire Voluntary Action  
Herefordshire Witness Service  
Herefordshire Women's Aid  
Hfds Rural Transport Partnership  
Highways Agency  
Homestart Herefordshire

Herefordshire Statement of Community Involvement 2006  
Pre-Submission Draft

HP Bulmer Ltd	Ross & District Community Development Group
Job Centre	Ross Action Committee
Kidz First	Ross Country Cars
Kington Day Centre	Ross-on-Wye District Community Assoc
Learning & Skills Council	Rural Media Company
Ledbury & District Volunteer Bureau	Rural Regeneration Zone
Ledbury Community Association	Sargeant Brother Coaches
Ledbury Community Transport	SCORE
Ledbury Shopmobility	Shaw Trust
Ledbury Youth First	Shopmobility
Leominster Libraries	South Wye Regeneration Partnership
Library Users Group	<del>St Donat's Cottage</del>
Lifeline Car Scheme	<del>Stage Coach Red &amp; White</del> <u>Stagecoach in South Wales</u>
Lifestyles	Sun Valley Poultry Ltd (Wincanton)
Management Suite	Supported Housing Young People's Project
Marches Family Network	Sure Start
Meals on Wheels	Sustrans
Mencap	Teme Valley Youth Project
MIND Herefordshire	The Craswell Community Project
Museums	The Diocese of Hereford
<u>Natural England</u>	The Housing Corporation
Newton Farm Information Centre	Transport Sharing Scheme North Herefordshire (HVA)
'One to One' Befriending	University College Worcester
Parent Involvement Worker	Voluntary Sector Assembly
PLEA	West & East Midlands Strategic Rail Authority
Plynlimon Trust	West Midlands Conservancy
Poole Cottage	West Midlands European Network
PPI Forum	Wheels to Work (HVA)
Pre-Entry Guidance Worker for Higher Educ.	Worcestershire Health Authority
Rail for Herefordshire	Workmatch
Robert Owen Society	WRVS Office

**Parish Councils/Neighbouring Authorities All Parish/Town Councils and Neighbouring Local Authorities/Parish Councils**

All Town/Parish Councils within the County of Herefordshire

Abbeydore & Bacton Group Parish Council	Belmont Rural Parish Council
Aconbury Parish Meeting	Berrow Parish Council
Alfrick and Lulsley Parish Council	Birley with Upper Hill Parish Council
Allensmore Parish Council	Bishopstone & District Group Parish Council
Almeley Parish Council	Border Group Parish Council
Ashford Carbonel Parish Council	Brampton Abbots & Foy Group Parish Council
Aston Ingham Parish Council	Brecon Beacons National Park
Avenbury Parish Council	Bredenbury & District Group Parish Council
Aymestrey Parish Council	Breinton Parish Council
Ballingham, Bolstone & Hentland Parish Council	Bridstow Parish Council
Bartestree & Lugwardine Group Parish Council	Brilley Parish Council
Bedstone and Bucknell Parish Council	Brimfield and Little Hereford Group Parish Council

~~Brockhampton Group Parish Council~~  
~~Bromfield Parish Council~~  
~~Bromsberrow Parish Council~~  
~~Bromyard & Winslow Town Council~~  
~~Burford Parish Council~~  
~~Burghill Parish Council~~  
~~Callow & Haywood Group Parish Council~~  
~~Castlemorton Parish Council~~  
~~Gleghonger Parish Council- Caynham Parish Council~~  
~~Clifford Parish Council~~  
~~Clifton upon Teme Parish Council~~  
~~Clungunford Parish Council~~  
~~Colwall Parish Council~~  
~~Cradley Parish Council~~  
~~Credenhill Parish Council~~  
~~Cusop Parish Council~~  
~~Dinedor Parish Council~~  
~~Dinmore Parish Meeting~~  
~~Dormington & Mordiford Group Parish Council~~  
~~Dorstone Parish Council~~  
~~Drybrook Parish Council~~  
~~Dymock Parish Council~~  
~~Eardisley Group Parish Council~~  
~~Eastnor & Donnington Parish Council~~  
~~Eaton Bishop Parish Council~~  
~~English Bicknor Parish Council~~  
~~Ewyas Harold Group Parish Council~~  
~~Forest of Dean District Council~~  
~~Foxley Group Parish Council~~  
~~Garway Parish Council~~  
~~Gloucestershire County Council~~  
~~Goodrich & Welsh Bicknor Group Parish Council~~  
~~Gorsley & Kilcot Parish Council~~  
~~Greete Parish Council~~  
~~Hampton Charles Parish Meeting~~  
~~Hanley Parish Council~~  
~~Hatfield and District Group Parish Council~~  
~~Hay-on-Wye Town Council~~  
~~Hereford City Council~~  
~~Holme Lacy Parish Council~~  
~~Holmer & Shelwick Parish Council~~  
~~Hope Mansell Parish Council~~  
~~Hope under Dinmore Group Parish Council~~  
~~Hopton Castle Parish Meeting~~  
~~Humber, Stoke Prior & Ford Group Parish Council~~  
~~Huntington Parish Council~~  
~~Kempley Parish Council~~  
~~Kentchurch Parish Council- Knightwick Parish Council~~  
~~Kimbolton Parish Council~~  
~~Kingsland Parish Council~~  
~~Kingstone & Thruxton Group Parish Council~~  
~~Kington Rural and Lower Harpton Group Parish Council~~  
~~Kington Town Council~~  
~~Kinnersley and District Group Parish Council~~  
~~Knighton Town Council~~  
~~Lea Parish Council~~  
~~Ledbury Town Council~~  
~~Leigh & Bransford Parish Council~~  
~~Leintwardine Group Parish Council~~  
~~Leominster Town Council~~  
~~Linton Parish Council~~  
~~Little and West Malvern Parish Council~~  
~~Little Birch Parish Council~~  
~~Llangarron Parish Council~~  
~~Llanwarne & District Group Parish Council~~  
~~Longhope Parish Council~~  
~~Longtown Group Parish Council~~  
~~Lower Sapey Parish Council~~  
~~Ludford Parish Council~~  
~~Luston Group Parish Council~~  
~~Lydbrook Parish Council~~  
~~Madley Parish Council~~  
~~Malvern Hills District Council~~  
~~Malvern Town Council~~  
~~Malvern Wells Parish Council~~  
~~Marden Parish Council~~  
~~Martley Parish Council~~  
~~Mathon Parish Council~~  
~~Middleton-on-the-Hill and Leysters Parish Council~~  
~~Mitcheldean Parish Council~~  
~~Monkland and Stretford Parish Council~~  
~~Monmouth Town Council~~  
~~Monmouthshire County Council~~  
~~Moreton on Lugg Parish Council~~  
~~Much Cowarne Group Parish Council~~  
~~Much Dewchurch Parish Council~~  
~~Much Marcle Parish Council~~  
~~Newent Town Council~~  
~~North Bromyard Group Parish Council~~  
~~Ocle Pychard Parish Council~~  
~~Onibury Parish Council~~  
~~Orcop Parish Council~~  
~~Orleton Parish Council~~  
~~Oxenhall Parish Council~~



~~Pembridge Parish Council  
Pencombe Group Parish Council  
Peterstow Parish Council  
Pipe and Lyde Parish Council  
Pixley & District Parish Council  
Powys County Council  
Presteigne Town Council  
Putley Parish Council  
Pyons Group Parish Council  
Richard's Castle Parish Council  
Ross on Wye Town  
Ross Rural Parish Council  
Ruardean Parish Council  
Scrutiny & Democratic Dept  
Sellaek Parish Council  
Shobdon Parish Council  
Shropshire County Council  
South Shropshire District Council  
South Shropshire Housing Association  
St. Weonards Parish Council  
Stanford with Orleton Parish Meeting  
Stapleton Group Parish Council  
Staunton (Coleford) Parish Council  
Staunton on Wye and District Group Parish Council~~

~~Stoke Bliss, Kyre & Bockleton Parish Council  
Stoke Edith Parish Meeting (Chairman)  
Stoke Lacy Parish Council  
Stretton Grandison Group Parish Council  
Stretton Sugwas Parish Council  
Suckley Parish Council  
Tarrington Parish Council  
Tenbury Town Council  
Tittley and District Group Parish Council  
Upton Bishop Parish Council  
Vowchurch & District Group Parish Council  
Walford Parish Council  
Wellington Parish Council  
Welsh Newton & Llanrothal Group Parish Council  
Weston Beggard Parish Council  
Weston-under-Penyard Parish Council  
Whitchurch & Ganarew Group Parish Council  
Wigmore Group Parish Council  
Withington Group Parish Council  
Woolhope Parish Council  
Worcestershire County Council  
Wyeside Group Parish Council  
Yarkhill Parish Council  
Yarpole Group Parish Council~~

**Developers/Businesses**

A. J. Carlton  
Abbey Cars  
Active Commissions  
Adams Holmes Associates  
Advance Housing  
Advanced Planning and Architecture Ltd  
AJ Lowther and Son Ltd.  
Alan Pickford Consultancy  
Alder King  
Andrew Morris & Co  
Arena Lettings  
Arkwright Owens  
Ataghan Limited  
ATB Landbase  
AXYS Design  
Balfours Chartered Surveyors  
Banner Homes Group Plc  
Barton Willmore  
BE Planning  
Beard Company  
BITRE  
Blasemere Limited  
Bloor Homes

Border Oak  
Bovingdon Park Home Estate  
Boyer Planning Ltd  
Brightwells Limited  
Bromford Housing Group  
Bryant Homes Technical Services Ltd  
Building Design Practice  
Burgoynes (Lyonshall) Ltd  
Burton & Co  
C G M S  
C M S Ltd  
C. G. Property  
Camas Aggregates Limited  
Carter Jonas  
CB Hillier Parker Limited  
CDS Development Services Limited  
Chapman Warren  
Chase & Partners  
Chesterton  
Christopher F Knock  
Church Commissioners for England  
Churston Heard  
Clee, Tompkinson & Francis

Cluttons LLP	<del>Grantham, Brundell and Farran</del>
Cobb Property Ltd	Greenwood Development Planning
Cobrey Farms	Gregory Grey Associates
Colin Buchanan and Partners	GVA Grimley
Collier & Brain	H P Goodwin & Sons
Collins Engineering	H.J. Pugh & Co
Commission for Racial Equality	H.P.Bulmer Ltd
Connells Land and Planning	Halcrow Group Ltd
Cooperative Group Property Division	Hallam Land Management Limited
Corbett Farms Limited	Hanson, Regional Offices
CSJ Planning Consultants Ltd	Harlequin
David Champion & Associates	Harmers Ltd
David Edwards and Associates	Harris Lamb Planning
David Russell Associates	Hartwell Plc
David Walters Building Surveyor	Healey & Baker
DDM	Hereford Market Auctioneers Ltd
Dean-Walker Bateman Architects	Herefordshire Housing
Derek Prosser Associates	Hoddell Association
Development Plan UK	Hook Mason
Dialogue Communicating Planning	House Builders Federation
Doolittle & Dalley	Humberts
Doorbars	Huntsmans Quarries Limited
DPDS Consulting	I E Developments Ltd
Drivers Jonas	Interplan Architects
DTZ	<u>JBA Consulting</u>
Duchy of Cornwall	J & P Turner Corn and Seed Merchants
Edward Bulmer Limited	J. Patrick Power - Chartered Surveyors
Eign Enterprises Ltd	J.D. Gallimore Solicitors
Elgar Housing Association	JCS Planning
Equal Opportunities Commission	Jennings Homes Ltd.
Estate Dept LIDL UK	JM Probert & Son
EWS	John Farr and Associates
Finale Properties	John Needham Associates
Flint & Cook Estate Agents	John Parry Estate Agency
Forest Garden plc	Johnson, Blight and Dees
Form 2000 Ltd	Johnston Roadstone Limited
FPD Savills	Jones Day
Fuller Peiser	<u>KC3</u>
G. Herbert Banks	<u>KGP Enterprises</u>
Gabb & Co. Solicitors	King Sturge
Garner Southall Partnership	<u>Kingspan Insulation Ltd</u>
Geoff Jones Architect	Knight Frank
George Wimpey	Lafarge Aggregates Ltd
GL Hearn Planning	Lafarge Central Region
Gloucestershire Housing Association	Landmap Info Group Ltd
Gloucs HA	Langley-Taylor
GMA Planning	Lattice Property
Goldfinch (Projects) Ltd	Linton Design
Gough Planning Service	Littman Robeson

Lovell Johns  
 Lucas Land & Planning  
 Lynders Forest Nursery  
 Mainline Pipelines Ltd  
 Malcolm Scott Consultants Ltd  
 Marches Family Network  
Marches Housing Association  
 Marwalk Developments Ltd  
 Mason Hugo Properties  
 Matthew and Goodman  
 McCarthy & Stone  
 McCartneys  
 McLean Homes West Midlands  
 MF Freeman Ltd  
 Michael Latchem and Associates  
 Michael Rose & Co. Property Consultants  
 Micheal P Morris and Associates  
 Millbank Garages  
 Morbaine Ltd  
 Moreton C Cullimore (Gravels) Limited  
 Morris Bricknell  
 Mundy Construction Services  
 MVM Planning  
 Nash Rock, Stone and Lime Co. Limited  
 Nathaniel Lichfield & Partners  
 National Federation of House Builders (Midlands)  
 Neil Vesma Architects  
 New Earth Solutions Ltd  
 Nicholas Pearson Associates  
 Norman Marcus Consultants  
 Norris and Miles  
 Odeon Cinemas Ltd  
~~Oldfield King Planning~~  
 P.D. O'Herlihy Chartered Surveyors  
 P.P. Pudge & Sons  
 Paul Bainbridge Planning Consultancy  
 Paul Smith Associates  
 Peacock & Smith  
 Peacock & Smith (on behalf of WM Morrisons PLC)  
 Pegasus Planning Group  
 Pepper, Angliss and Yarwood  
 Persimmon Home, South Midlands  
 Peter Bishop & Associate  
 Peter Cripwell & Associates  
 Peter Evans Partnership Ltd  
 Peter Everall & Co  
 Phipps & Co Ltd  
 Planning Aid  
 Planning Issues  
Polytec Holden  
 Quarry Products Association  
 Rapleys  
 Redrow Homes  
 Renaissance Land Ltd  
 Rep. Private Sector Landlords  
 Richards Gray  
 RMC Group Services Ltd  
 Robert Hitchins Ltd  
 Robert Kilgour & Associates  
 Robert Turley Associates  
 Roger Tym and Partners  
 RPS  
 RPS Chapman Warren  
 RPS Planning  
 RRA Architects  
 Second Site Property  
 Shephard and Summers Ltd  
 Smith Woolley Chartered Surveyors  
 Smiths Gore  
 South Herefordshire Garages Ltd  
South Shropshire Housing Association  
 Special Metals Wiggin Limited  
 Stansgate Planning Consultants  
 Stoke Edith Estate Office  
 Stubbs Rich Architects  
 Sun Valley Foods Ltd  
 Sunderlands  
 T A Matthews Solicitors  
 Tarmac Quarry Products  
 TESS, Central Marches BDC  
 Tetlow King Planning  
 The Barton Willmore Planning  
 The Bell Cornwall Partnership  
 The Brock Planning Consultancy  
 The Land Use Consultancy  
 The Pilgrim Hotel  
 The Planning Bureau Ltd  
 Thompsons Land & Property  
 Three Counties Planning Consultancy  
 Tinkers Grove Cottage  
 Top Garage  
 Tufnell Town & Country Planning  
 Tupsley Court Farmers  
 Turner and Co  
 Vaughan Farm Limited  
 Venture House  
 Vodan Sandbrook Ltd  
 W.R. Skyrme and Sons

Walker Stewart  
Wall, Davies & James  
Ward Hadaway Solicitors  
Watery Lane Farm  
West Mercia Housing Group  
Weatherall Green & Smith  
Western Division

Wilkon Homes  
Williamson Associates Ltd  
Wimpey Homes  
Wood Frampton Ltd  
WS Atkins Planning Consultants  
Wye Leisure  
Wyedean Housing Association

**Others**

The database includes members of the public who have sought involvement in the preparation of planning documents.

### Appendix 3 Statutory consultees for Planning Applications

ADAS Rosemaund	Hyder Consulting (Drainage)
Advantage West Midlands	HM Inspectorate of Pollution
AONB Officer	HM Railway Inspectorate
BBC Transmission Headquarters	Kington & District North Hereford Chamber Commerce
Brecon Beacons National Park	Kington Historical Society
British Gas Transco	Ledbury & District Civic Trust Limited
British Horse Society	Leominster & District Chamber of Commerce
British Railways Board	Leominster Civic Trust
British Telecom	Leominster Historical Society
British Waterways	Lower Severn Drainage Board
Byways & Bridleways Trust	Malvern Hills Conservators
CABE	Malvern Hills District Council
CAP	Meat Hygiene Services Inspector
Civil Aviation Authority	Mencap
Commission for Architecture and the Built Environment	Midlands Electricity Board
Council for British Archaeology	Monmouthshire County Council
Council for the Protection of Rural England	National Air Traffic Services Ltd
Countryside Agency	National Trust
DEFRA	Network Rail
Department of Trade and Industry	Open Spaces Society
Dwr Cymru Welsh Water	Pipeline Management Ltd
English Heritage	Post Office Property Holdings
English Nature	Powys County Council
Environment Agency – Upper Severn Area	Radiocommunications Agency
	Rail Property Ltd
Forest of Dean District Council	Ross Civic Society
Forestry Commission	Royal Commission Historical Monuments of England
Fownhope Residents Association	RSPB
Garden History Society	Severn Trent Water Ltd
Gloucestershire County Council	Society for the Protection of Ancient Buildings
Government Office West Midlands	South Shropshire District Council
Grantham, Brundell and Farran	Sport England
Hereford Access for All	The Coal Authority
Hereford and Worcester Fire Service	The Farming & Rural Conservation Agency
Hereford and Worcester Gardens Trust	The Georgian Group
Herefordshire & Gloucestershire Canal Trust	The Ramblers Association
Herefordshire Health Authority	The Theatres Trust
Herefordshire Nature Trust	West Mercia Constabulary
Herefordshire Primary Care Trust	Woolhope Naturalists Field Club
Highways Agency	Worcestershire County Council

## **Appendix 3** **Organisations consulted where appropriate on planning applications**

### **Statutory Consultees**

West Midlands Regional Planning Body  
The relevant adjoining local planning authority  
Environment Agency  
Countryside Agency  
Highways Agency  
Historic Buildings and Monuments Commission  
English Nature  
Strategic Rail Authority  
Strategic Health Authority  
Dwr Cymru Welsh Water  
Severn Trent Water  
Health and Safety Executive

### **Government Departments**

ADAS  
DCMS  
Dept for Environment Food and Rural Affairs  
DTI  
GOWM  
ODPM

### **Other Consultees**

Advantage West Midlands  
Ancient Monuments Society  
AONB – Wye Valley  
AONB – Malvern Hills  
BBC  
British Gas Transco  
British Horse Society  
British Telecom  
British Waterways  
Byways and Bridleways Trust  
Commission for Architecture and the Built Environment  
Conservation Advisory Panel  
Council for British Archaeology  
English Heritage  
Forestry Commission  
Garden History Society  
Hereford Access For All  
Hereford and Worcester Fire and Rescue Service  
Hereford and Worcester Gardens Trust  
Herefordshire and Gloucestershire Canal Trust  
Herefordshire and Worcestershire Earth Heritage Trust  
Herefordshire Health Authority  
Herefordshire Primary Care Trust  
Herefordshire Nature Trust  
Lower Severn Drainage Board  
Malvern Hills Conservators  
Meat Hygiene Service  
Mencap  
Midlands Electricity Board

National Air Traffic Service  
Natural England  
National Trust  
Network Rail  
Open Spaces Society  
Pipeline Management Ltd  
Post Office Property Holdings  
Radiocommunications Agency  
RSPB  
Society for the Protection of Ancient Buildings  
Sport England  
The Coal Authority  
The Farming and Rural Conservation Agency  
The Georgian Group  
The Ramblers Association  
The Theatres Trust  
Town/Parish Councils  
Twentieth Century Society  
Victorian Society  
West Mercia Constabulary  
Woolhope Naturalists Field Club

Appendix 4

Site notice

# PLANNING NOTICE

Herefordshire Council has received an application for the following:-

**Proposal:**

**Location:**

**Application Number:**

**SAMPLE**

**Application Code/s:**   
(see foot of notice)

You can see the plans at:

**Southern Planning Services, Blueschool House, Blueschool Street, Hereford (telephone 01432 261967) or Info in Herefordshire, Swan House, Edde Cross Street, Ross-on-Wye (telephone 01432-260500)**

Opening hours are: 8.45 am – 4.45 pm (Monday to Thursday), 8.45 am – 4.30 pm (Friday). **Please telephone first, to check availability (telephone numbers as above).**

Please send us representations or comments to: **Southern Planning Services, PO Box 230, Blueschool House, Blueschool Street, Hereford, HR1 2ZB** by:

.....

To ensure your representation is considered it must be received on or before this date.

**JONATHAN BARRETT, HEAD OF PLANNING SERVICES**

Posted by: .....on behalf of Herefordshire Council

Date: .....

**The letters in the above box apply to this application, and are explained as follows:-**

<b>P</b> – Planning application	<b>AC</b> – Affects a Conservation Area
<b>L</b> – Listed Building Consent	<b>RW</b> – Affects a public right of way
<b>C</b> – Conservation Area Consent	<b>T</b> – Telecommunications mast
<b>SL</b> – Affects the setting of a Listed Building	<b>D</b> – Proposed development does not accord with the provisions of the Development Plan

DC5013MW



## **Appendix 5**

### **Guide to making representations**

#### **Introduction**

The Council welcomes your comments on planning applications. Local views are invaluable and help us in our consideration of development proposals.

This leaflet tells you how we publicise applications and how you can make effective representations. On request this leaflet is also available in large print, Braille or on tape.

#### **Publicity for planning and other applications**

The Council notifies interested parties and neighbours in line with government guidelines. This is done either in writing or by displaying a site notice. Some applications are also advertised in local newspapers.

#### **Neighbour notification**

Neighbour letters are sent to households having boundaries adjoining the application site. In cases where the application will have a wider impact as a result of noise or traffic generation, for instance, additional households will be notified. The letter will state a date by which any written reply should be received.

All current applications can be inspected at Blueschool House, Blueschool Street, Hereford during normal office hours (Monday-Thursday 8.45am – 4.45pm Friday 8.45-4.30pm). Staff are on hand to explain the plans to you if required. If you wish to speak to the case officer you should telephone to make an appointment. Local applications can also be inspected at the 'Info in Herefordshire' offices in Leominster and Ross and at the area offices in Bromyard, Ledbury and Kington.

Anyone is entitled to comment on an application whether or not they receive a letter.

#### **Site notices**

Site notices will be placed on or near the road frontage of an application site and are used where there is doubt about who interested parties are, adjacent land ownership is uncertain, or the application is likely to be of interest to more than near neighbours. Site Notices are a distinctive YELLOW colour and are laminated to protect them from adverse weather.

#### **Newspaper advertising**

Newspaper advertising appears in the Public Notices section of local weekly newspaper circulating in the area. The newspapers where public notices can be found are:

Hereford Journal	– Hereford City and surrounding area.
Hereford Times	– Leominster, Bromyard, Kington, villages and rural areas.
Ross Gazette	– Ross-on-Wye area.
Ledbury Reporter	– Ledbury area.

## Your response

It is vital to remember that the decision-makers are only able to take into account relevant remarks, which relate to land use planning considerations. These depend on the application but are generally planning policy and those concerning affect on local amenity, overlooking, loss of privacy, highway safety issues including increased traffic access/parking problems or possibly noise and smells.

The following are not usually relevant to making a planning decision:

- Matters controlled by other legislation, an example would be risk of pollution to a water course which would be a matter of licence by Environment Agency.
- Effect on private rights.
- Property values.
- Retention or protection of a domestic view.
- Personal circumstances of the owner or applicant.
- Moral issues.

## The development plan and planning policies

Planning policies that guide development control decisions are set out in published documents known as Development Plans. At the time of preparing this leaflet there is a County Structure Plan and four adopted District Plans: Leominster District Local Plan, Malvern Hills District Local Plan, Hereford City Local Plan and South Herefordshire District Local Plan covering the Herefordshire Council administrative area. Decisions should be made in accordance with adopted policies appearing in those documents unless material considerations indicate otherwise.

A replacement document that will be known as the Unitary Development Plan (UDP) is in preparation and it is anticipated this will become the adopted planning policy document.

## Timing of representations

In order that representations may be properly taken into account, it is important that the time allowed for submission as stated on the notification is strictly observed. Anyone making representations on an application will have their letter acknowledged and will be informed of the decision within 10 working days of the decision notice being issued.

The Local Planning Authority is able to make a decision on an application at any time after the publicity period has expired and in any event should make a decision within 8 weeks of a valid application being made. Area Sub Committee and Planning Committee agendas are available at least five working days before the meeting from Committee Services, Brockington, 35 Hafod Road, Hereford, HR1 2HQ. Telephone number 01432 260248, Fax 01432 260286.

All representations should be sent to the person stated in the letter at Blueschool House. Representations sent to Councillors cannot be considered unless they are copied to the case officer.

***All comments and written representations made on an application are open to public inspection.***

Representations received after the relevant statutory time limit will only be considered if they raise material planning matters.

It is vital that you comply with the stated time limits.

The Council operates a Code of Conduct on Planning Matters for Members and Officers providing guidance on lobbying of Councillors and other matters. A copy of the code will be made available on request.

Planning Services are situated at:

Blueschool House,  
Blueschool Street,  
Hereford,  
HR1 2ZB  
(Tel: 01432-261787 or 01432-261967)

## Appendix 6

### Guide to speaking at committee

#### Introduction

Herefordshire Council has introduced public speaking at planning meetings. There are three Area Planning Sub-Committees, North Central and South dealing with planning applications and related development control issues. There is also a main Planning Committee which deals with applications from Councillors and those referred to it by the Head of Planning Services. This leaflet explains the process by answering some of the questions you might ask. On request this leaflet is also available in large print, Braille or on tape.

***Please ensure that your mobile phone is switched off at the meeting and note that the following are not permitted:***

- visual aids such as plans or photographs.
- the circulation of material at the meeting.
- the taking of photographs.
- the use of voice recording equipment.

#### How will the scheme work?

This scheme only operates for planning applications that for various reasons are the subject of a report to the Planning Committee or to one of the three Area Planning Sub-Committees. In order to have the opportunity to speak you will have:

- made an application being the applicant or agent, or
- made your views known as the Parish/Town Council or as a member of the public on an application within the period specified for receipt of representations.

The right to speak applies equally to those who are objectors or supporters or their representatives.

If the application is to be considered by a Committee you will be notified in writing and advised of the procedure for registering your wish to speak. Time will be allowed for speaking after the Chairman of the meeting calls the item and officers have given their presentation. After speaking is completed Members will normally debate the merits of the application and make a decision. In the case of some applications, Members may decide to defer considering it because they want to first hold a site inspection or because they want further information about it. Public speakers will then be given the opportunity to either speak at the meeting or to defer speaking until the item comes back to a subsequent meeting.

Occasionally a decision to defer may be made towards the end of the debate and **after** public speaking has already taken place. In such cases the speakers will **not** be entitled to speak for a second time when the application goes back to the Committee. Speakers who registered to speak at a Sub Committee meeting will also be entitled to speak at a Planning Committee Meeting if the application is referred to it. (**note** those who did not register in time to speak at the Sub Committee will **not** be entitled to speak at the Planning Committee)

### What is the registration period?

The letter to you will set out the date and time of the meeting that will consider the application(s) you are interested in. In order to register your wish to speak you must contact Committee Services no later than **48 hours\*** before the start of the meeting by telephone, fax or e-mail. The telephone/fax number and e-mail address will be set out on the letter.

\*examples of the 48 hour period are:-

<b>Day of meeting</b>	<b>The 48 hour period before the meeting expires as follows</b>
2:00 pm on Wednesday	2:00 pm on Monday
2:00 pm on the first Wednesday following a bank holiday Monday	2:00 pm on Friday
2:00 pm on the first Wednesday following Easter bank holiday (Good Friday and Easter Monday)	2:00 pm on Thursday
10:00 am on Friday	10:00 am on Wednesday

Please be prepared to give details of a telephone number and times when you can be contacted to the Committee Services Officer. Where more than one person registers to speak for or against a proposal, speakers will be encouraged to share the time allotted. Where no agreement is reached the Committee Services Officer will allot the time to the first person to register.

If you have any special needs, please advise the Committee Services Officer on registration.

### Where and when are meetings held?

Normally meetings are held at Brockington at the time stated on your letter. A map will be provided showing the location of the Council Chamber.

### At the meeting

If you have registered to speak you are asked to arrive at the Council Chamber **30 minutes** before the meeting starts. Committee Services Officers will be in attendance to advise on seating and to answer any other queries that concern you.

### Order of speaking and time allotted

The order of speaking will normally be:

- (1) Parish/Town Council appointed representative(s) - **3 minutes in total**
- (2) Objectors - **3 minutes in total**
- (3) Applicant/Agent/Supporters - **3 minutes in total**

Please note that in each case there is just one 3 minute slot per category. Speakers are welcome to share a 3 minute slot. In exceptional circumstances the Chairman has discretion to allow a longer period for speaking

## What can I say?

Your comments should be limited to relevant planning issues already raised in your representation such as:

- planning policies, including those in the relevant Development Plan, which can be inspected at Planning Reception in Blueschool House;
- appearance and character of development;
- traffic generation, highway safety and parking;
- overshadowing, overlooking and loss of privacy;
- noise disturbance or other loss of amenities;
- layout and density of buildings.

You should avoid matters that cannot be considered by the Committee such as:

- boundary disputes, covenants or other property rights;
- personal remarks (eg the applicant's motives).

You may not ask questions of others at the meeting, nor, other than for clarification, will the Chairman ask you questions.

You will be notified in writing of the Committee's decision and the reasons for it after the meeting.

Once you have spoken you will take no further part in the meeting.

### Important information

It is advisable to contact the planning application Case Officer a few days before the meeting to confirm the application is still to be considered. Applications are sometimes withdrawn at short notice.

You do not have to attend a meeting since the points you have raised will be summarised in the report.

The Committee Agenda is available for public inspection at least **5 working days** before the meeting.

You should note that the Committee does not always agree with the recommendation of the Case Officer.

Committee Services can be contacted on:

<b>Telephone &amp; Fax No:</b>	<b>E-mail address:</b>
01432-261809	Publicspeaking@herefordshire.gov.uk

## Appendix 7

### Useful Information

The following documents can be accessed via: The Office of the Deputy prime Minister:  
<http://www.odpm.gov.uk> and following the link to Planning

Planning Policy Statement 12: Local Development Frameworks  
Companion Guide to Planning Policy Statement 12, Creating local Development Frameworks

Planning Policy Guidance Notes

Other Planning Policy Statements

Statements of Community Involvement and Planning Applications

Diversity and Equality in Planning – A good practice guide

Further information:

Planning and Compulsory Purchase Act  
<http://www.parliament.thestationeryoffice.co.uk>

The Town and Country Planning (Local Development)(England) Regulations 2004  
<http://www.legislation.hmso.gov.uk>

Local Development Frameworks: Assessing the soundness of SCIs and DPDs  
<http://www.planning-inspectorate.gov.uk/pins/>

RTPI Good Practice Note 1: Guidelines on Effective Community Involvement and Consultation.  
<http://www.rtpi.org.uk/resources/publications/p24.html>.

## Appendix 8

### Sources of Help and Advice

- **Forward Planning section**

Planning Services,  
PO Box 144,  
Hereford,  
HR1 2YH

Tel 01432 260142

Email [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)

- **Development Control section**

Planning Services,  
PO Box 230,  
Blueschool House,  
Blueschool Street,  
Hereford,  
HR1 2ZB.

Telephone 260342 and 261787

E-mail: [planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk)

- **Planning Aid**

West Midlands Planning Aid  
Unit 319,  
The Custard Factory,  
Gibb Street,  
Birmingham,  
B9 4AA.

Planning Advice Helpline 01691 7668044

Email [wmcw@planningaid.rtpi.org.uk](mailto:wmcw@planningaid.rtpi.org.uk)

- **The Planning Portal**

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

- **The Royal Town Planning Institute**

41 Botolph Lane,  
London,  
EC3R 8DL  
Tel 020 79299494

Email: [online@rtpi.org.uk](mailto:online@rtpi.org.uk)

Website: [www.rtpi.org.uk](http://www.rtpi.org.uk)



## Appendix 9

### Timetable for production

Under this timetable the following milestones for producing the Statement of Community Involvement are as follows:

- **Initial Consultation with Questionnaire** asking for people's preferences on becoming involved in the SCI due in by 30 November 2005



#### Current Stage

- **Consultation on Pre-Submission Draft SCI** (6 weeks), 30<sup>th</sup> January – 17<sup>th</sup> March 2006



- **Consideration and summary of responses to the Pre-Submission draft made available on the website, April/May 2006**



#### Current Stage

- **Consultation on Submission Draft SCI** (6 weeks) and submission to the Secretary of State, June – July 2006



- Independent **Examination by Planning Inspector\*** - Jan 2007



- **Adoption** – May 2007

\*This may not be required, in which case Adoption would be late 2006



## Statement of Community Involvement Consultation Report

---



---

June 2006

**Available in large print, Braille, audio tape and other languages on request – Phone 01432 383357**

## Contents

	Page
Section 1 Introduction	1
Section 2 Purpose and scope of the SCI	1
Section 3 Initial Consultation Regulation 25	2
Section 4 Pre-submission Consultation Regulation 26	15
<hr/>	
<b>Initial Consultation</b>	
Appendix 1 Copy of the Questionnaire	26
Appendix 2 Copy of the leaflet	30
Appendix 3 Public notice articles	32
Appendix 4 Results of questionnaire in percentages	33
Appendix 5 Results of questionnaire by frequencies	37
Appendix 6 Map of geographical responses	41
<b>Pre-submission Consultation</b>	
Appendix 7 Public notice, proposals Matters	42
Appendix 8 Herefordshire Matters article	43
Appendix 9 Pre-submission questionnaire	44
Appendix 10 Table of comments received from questionnaire	48
Appendix 11 List of workshop attendees	90
Appendix 12 Findings from workshop event	92
Appendix 13 Findings from HALC meeting	96

## **1 INTRODUCTION**

- 1.1 The preparation of the Statement of Community Involvement (SCI) is a **statutory requirement** under the **Planning and Compulsory Purchase Act (2004)**
- 1.2 This consultation report has been compiled to provide background information on the way Herefordshire Council has involved the community in the preparation of its SCI. The regulations<sup>1</sup> identify three formal consultation opportunities which once completed will be detailed in this report.
- 1.3 Two fact finding consultations have been undertaken and details of these are provided in this report. The information gathered from these exercises have informed the preparation of this submission draft of the SCI which is the subject of current consultation commencing on the 12<sup>th</sup> June and ending on 21<sup>st</sup> July 2006. A response form will be sent out and will be made widely available. This time the consultation is about gaining support or otherwise to a document that is being submitted to the Secretary of State for consideration. If there are objections into the soundness of the document that cannot be met by the Council then these will be dealt with by an independent Inspector. The Inspectors report will be binding on the authority.
- 1.4 This Consultation Report sets out the consultation methods used to engage the wider community at each stage in the preparation of the SCI and has regard to: -
- consultees and how they were consulted and ways in which the SCI has been distributed;
  - a summary of the main issues raised as a result of the consultation;
  - how those main issues have been addressed in the SCI

## **2 PURPOSE AND SCOPE OF THE STATEMENT OF COMMUNITY INVOLVEMENT**

- 2.1 The purpose of the Statement of Community Involvement (SCI) is to set out Herefordshire Council's policy for involving the community in the preparation and revision of all Local Development Framework planning documents and in consultations on planning applications.
- 2.2 Herefordshire Council supports the fact that effective community involvement in the planning system has several advantages:
- Improves the quality and efficiency of planning decisions, by drawing on local knowledge and tackles the conflicting needs within the community.
  - Promotes planning as a forward thinking, proactive system for delivering high quality development.

---

<sup>1</sup> The Planning and Compulsory Purchase Act 2004 introduced major changes to the way the planning system operates. Transitional arrangements have been put in place by Government to assist local authorities to progress from the old system of development plans to the production of Local Development Frameworks. This report has been prepared in accordance with Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.

- Leads to outcomes that are a better reflection of the views, aspirations and needs of the community and all its diversity.
- Promotes social cohesion by making connections with communities and offering them a real stake in decision making.

### **3 INITIAL CONSULTATION – Regulation 25**

#### **3.1 Introduction**

Initial work on the SCI began in July 2005 and has been timetabled into the Local Development Scheme for submission to the Secretary of State by July 2006. The Forward Planning team are responsible for production of the SCI and it was decided that baseline information was needed to better inform its production. This involved setting up an internal officer working group which would contribute to the preparation of a planning document and effectively involve the community on planning matters. The new planning act seeks early involvement of the community to resolve issues during the initial preparation of planning documents and planning applications. This is referred to as front loading.

#### **Consultation Methods**

#### **3.2 Internal Officer Working Group**

The first meeting of the Officer Working group took place in August 2005. The working group comprises officers from Forward Planning, Development Control, Policy & Community and Conservation, and utilises experience gained in consultation and community participation exercises.

3.3 The working group agreed that a questionnaire was required to gather information on what people thought of the current system and how planning could become more accessible to the public. A leaflet was also produced to help summarise the most important elements of the SCI.

3.4 Preferred methods and effective ways to engage the community were discussed. Issues arising from these meetings were fed, where possible, into the preparation of the SCI and in the production of the questionnaire and leaflet. Using the baseline information gathered during the Initial Consultation (under Regulation 25), this helped form the Pre-Submission Draft.

#### **3.5 Questionnaire and Leaflet**

The purpose of the questionnaire (Appendix 1) was to provide an evidence base for the SCI and to gain the public's view on how the Council has consulted in the past and how improvements could be made in the future. It has been helpful to gather views on emerging ideas for the draft SCI. As well as input from the working group, officers from Research & Policy assisted in the design and production of the final questionnaire and assessing responses.

3.6 The purpose of the leaflet (Appendix 2) was to raise awareness of the new planning system while also informing the public on how the SCI will proceed. This was also intended to assist people in providing a more informed response to the questionnaire.

3.7 The questionnaire asked a series of questions on how local communities would like to be consulted and their previous experience of involvement with planning. There were approximately 1000 questionnaires sent out to the

public. A response rate of approximately 26% provided detailed baseline information from which the SCI draft was drawn up.

3.8 The consultation period ran for six weeks from 17<sup>th</sup> October to 30<sup>th</sup> November 2005. The questionnaire and leaflet were available if required in various formats i.e. large print, Braille/text email or other languages on request, however no requests were made for any of these formats.

### 3.9 **Distribution**

A questionnaire, leaflet, letter and pre-paid envelope (Initial Consultation pack) was circulated to approximately 1000 individuals and organisations as listed at Appendix 2 and 3 of the SCI. The following is a summary of those in receipt of a questionnaire;

- Organisations listed on the Unitary Development Plan (UDP) database<sup>2</sup> which includes a range of local and national organisations; representatives from hard to reach groups such as elderly, youth, disabled and traveller groups.
- Organisations listed on the Development Control Database and the Community Plan database, held by Policy and Community
- Specific Internal officers
- All Councillors
- All Parish and Town Councils within Herefordshire and the bordering Parish Councils of Shropshire, Powys, Monmouthshire, Gloucestershire and Worcestershire.
- Statutory bodies such as neighbouring local authorities, Government Office West Midlands (GOWM) and the Highways Agency.

The questionnaire and leaflet were available at the following locations: all Council Information Points and all local libraries around the County, and at the Planning Services offices at Blueschool House and the Town Hall, Hereford.

3.10 The questionnaire and leaflet were also available to download from the Council's **website** ([www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf)). A **mailbox** was set up for those wishing to email their responses ([ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)).

### 3.11 **Public Notice**

A public notice advertising the publication, and methods of obtaining a copy of the Initial Consultation pack was placed in the Hereford Times on Thursday November 3<sup>rd</sup> 2005. A press release was also included in the Hereford Times on the same date. See Appendix 3 for a copy of the public notice and press release. A news item about the SCI survey was sent to Herefordshire Association of Local Councils (HALC<sup>3</sup>), which helped to distribute the message to Parish Councils. An article was placed in Herefordshire Matters<sup>4</sup>

---

<sup>2</sup> The UDP database is managed by the Forward Planning Team to record contact details for statutory and non-statutory consultees and other persons/organisations who have indicated that they wish to be informed of strategic planning issues facing Herefordshire in the past. Apart from anyone who has opted out of the consultation process, all contact details will continue to be used by members of the Forward Planning Team when consulting on LDF documents.

<sup>3</sup> HALC is an umbrella organisation representing all Parish Councils in Herefordshire.

<sup>4</sup> Herefordshire Matters is a Council magazine distributed to all households in the County on a quarterly basis



and the Council's internal newsletter Core News<sup>5</sup>. Both of these articles were available before or during the consultation.

### 3.12 **LDF Database**

As the Forward Planning team are working with a new planning system, a new database was necessary for future consultations to be more effective. In order to reach out to people already interested in planning matters the consultees in the UDP database formed our main consultee list. As the list of consultees contacted was based on previous Plans, people may no longer have an interest in being contacted, so they were given the option to opt out of the new process.

3.13 Through work on the **Herefordshire Plan**<sup>6</sup>, the Policy and Community team have developed a large database of consultees and with the consultee's agreement<sup>7</sup> these people have been included on the SCI mailing list. Consultation on Herefordshire's new planning documents needs to be co-ordinated with that of other Council strategies and plans. There is agreement on basic aims and principles of community consultation as this helps to make the overall work of consultation more joined up in meeting the holistic aspirations of people.

3.14 All respondent details to the SCI questionnaire will be transferred into a new LDF database for use in consultation on future planning documents.

### 3.15 **Summary of responses to initial consultation**

#### 3.16 **Introduction**

This summary highlights the key responses to the initial consultation and brings out the main points that were made by those who replied within the consultation period. Views/comments of late submissions will be considered in any revised statement. The first section summarises responses from all 262 people who answered the survey by the end of November 2005 which represented a response rate of 26%. The results have been produced in two ways different ways

- Percentages. Appendix 4
- Frequencies<sup>8</sup> Appendix 5

Percentages and frequency of results will be discussed throughout the report.

3.17 Some questions allowed people to tick more than one item so these percentages are calculated by the number of 'ticks' for each particular option and expressed as a percentage, e.g. question 4 and 11. In order to avoid confusion, the term 'citation' will be used to differentiate between the number of respondents to a question and the number of ticks applicable to a particular issue. So for example, the highest percentage in the results of a multiple

---

<sup>5</sup> Core News is a Council publication distributed quarterly to all Council staff.

<sup>6</sup> Herefordshire Plan is a community strategy prepared by the local strategic partnership, as required by the Local Government Act 2000.

<sup>7</sup> At the Initial Consultation stage, people on this database were all written to and given the opportunity to opt in or out of the SCI consultation.

<sup>8</sup> Frequency is the number of responses per question

answer question relates to the number of times the answer was chosen and is therefore a 'citation'.

3.18 The first three questions were used to gauge peoples view on their previous involvement in planning so the Council could estimate the level of satisfaction and assess any improvements that could be made.

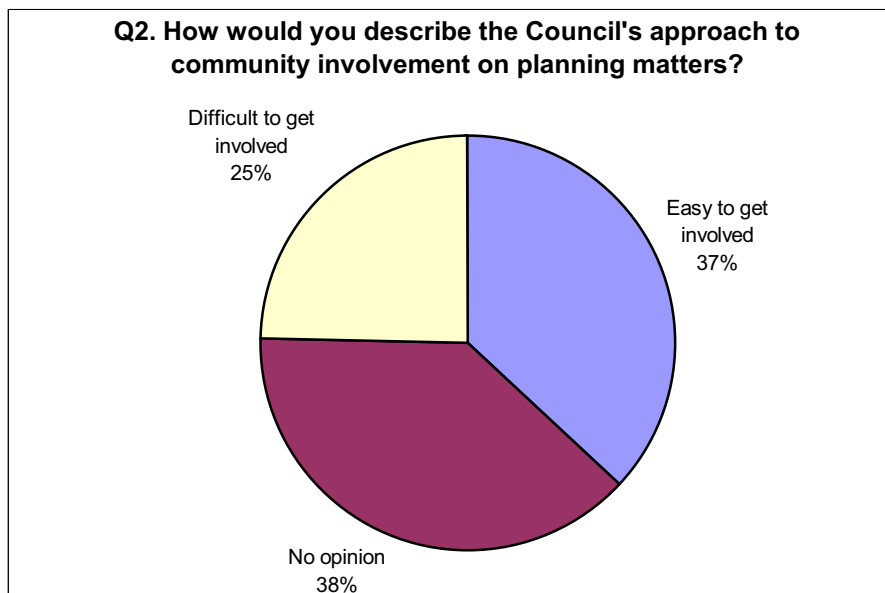
3.19 **Question 1. Has Herefordshire Council involved you in planning matters in the past?**

Yes 71%  
No 29%

The majority of people quoted involvement on issues surrounding the UDP and planning applications. Other areas of involvement in included development of Parish Plans. Local Area Forums, Herefordshire Plan, Ambition Groups and various development plans areas. 29% of people state no previous involvement, which has provided a new opportunity for this group to have an input in the planning system.

3.20 **Question 2. Based on your past experiences, how would you describe Herefordshire Council's general approach to community involvement on planning matters? Was it:**

There were 255 respondents to this question. There was a close tie with people finding planning matters easy to get involved and those of no opinion. 25 % of respondents had difficulty to getting involved. This question leads on to Question 3 whereby people were able to provide suggestions for better involvement.



3.21 **Question 3. Is there anything the Council could improve on to make it easier to get involved and let people have their say on planning matters?**

Yes 63%  
No 37%

There were 133 comments made in this section and they all relate to different aspects of the planning system. Some of the chosen comments below represent much of what was expressed.

*“By asking more open-ended question at earlier stages and engaging in more constructive discussion of the resulting answers”*

*“Clearer information, press releases not just small ads”*

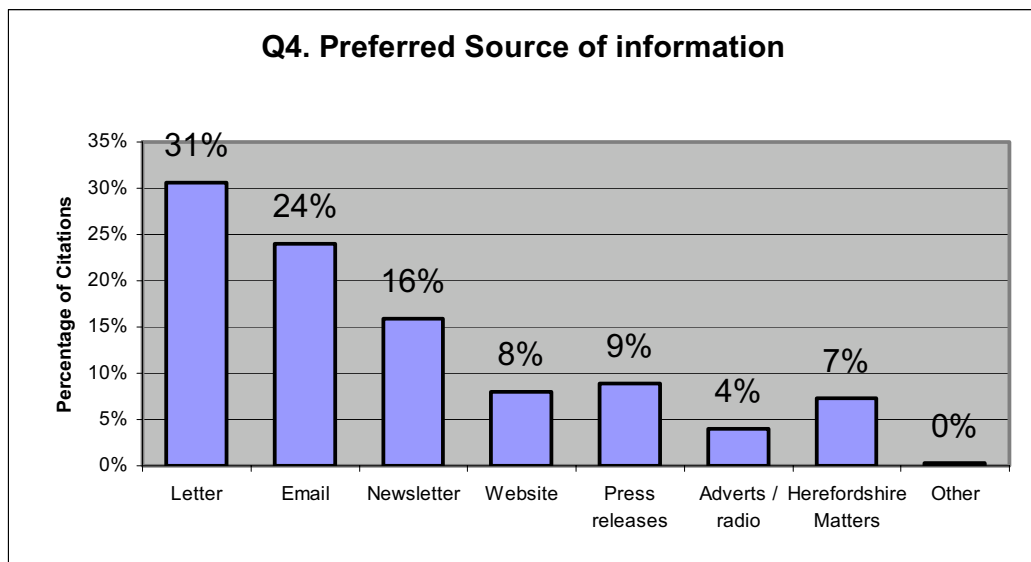
*“Community involvement - talks at local village halls”*

*“Council Planners could give their "first thoughts / areas of concern" when passing applications to Parish Councils”*

*“The Council could seek to gather the addresses of copy editors of all the rural newsletters/ parish magazines and send info to them for publication”*

These and other comments made provides a clearer indication of what is required by the public to facilitate their involvement in a more effective manner. The SCI in Chapters 10 and 11 provides opportunities for early involvement on planning documents and planning applications. The use of press releases, parish magazines and public presentations are also detailed in Chapter 9.

**3.22 Question 4. How would you prefer to be kept informed about progress made in the preparation of the future planning documents that will replace the existing UDP? You can tick more than one box.**



In the past several methods have been used to inform the community in planning issues, the most popular being by letter. 175 people want to receive information in this way. Other popular methods scoring highly were by email (137 respondents) with newsletters or leaflets chosen by 91 people. There were 567 responses to this question, which means most people chose more than one option. The least popular methods were the website, press releases, articles in the Herefordshire Matters or adverts and radio. However, these choices added up to 28% of responses to this question. This would

indicate that even though the most popular choices are the conventional methods by letter or email, a variety of other methods should also be used to keep people informed. The SCI has included all options. There was a useful comment made about the Council obtaining editor contacts for newsletters made in the survey, which is to be furthered, as it would be helpful to have such contacts.

**3.23 Question 4a. Do you have access to the Internet at home/work?**

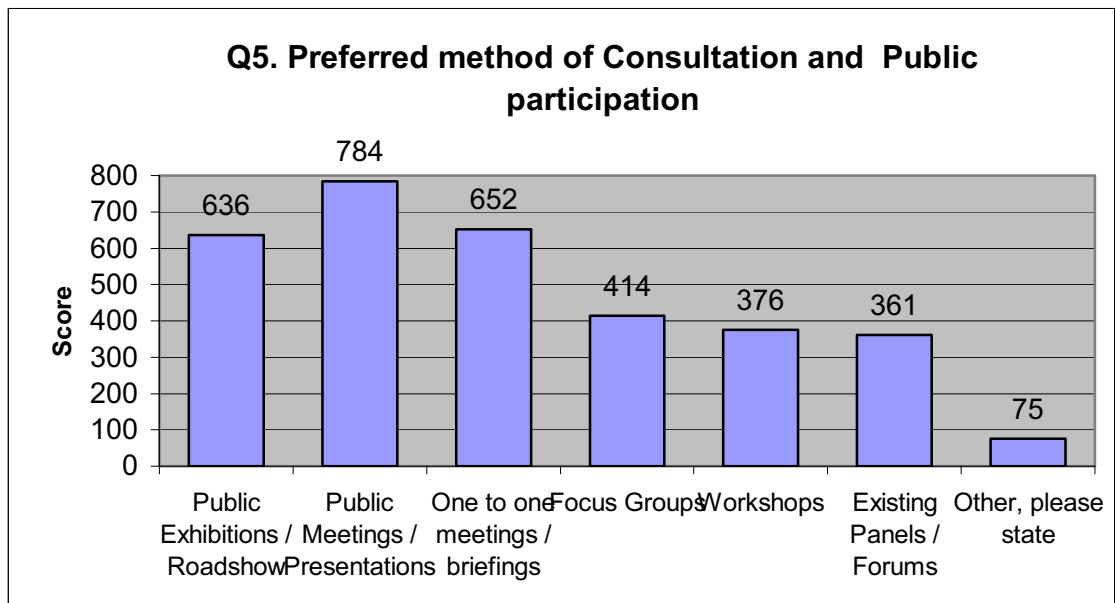
Yes 82%  
No 18%

This question was asked to determine respondent access to the Internet. 211 people have access, which shows the majority of respondents have access.

**3.24 Question 4b. If you answered 'yes', please tick this box if you would like to be informed via email.**

Of the 82% who indicated they had email, 71% chose to be informed in this way. In other words, 149 people chose email as a way to be informed. This ties in closely with the number of respondents choosing email as a preferred option in question 4. This would indicate that those who have access to the Internet mainly choose email as a way to be kept informed. The Council will endeavour to contact people by their preferred means.

**3.25 Question 5. When public participation and consultation is taking place during the preparation of planning documents which of the following would be of most use to you or your group? Please rank in order of preference, where 1 is most preferred.**



See table below for outcome of ranking order for each option

Table 1. Question 5 ranking order

Participation option	Rank
----------------------	------

Public meetings/presentations	1
One to one meetings	2
Public exhibitions/roadshows	3
Focus groups	4
Workshops	5
Existing panels and forums	6
Other	7

3.26 In this question people have been asked to rank their preferred choice of consultation and participation methods. Due to the nature of the question's ranking requirement, some method of scoring was applied. A scoring method was applied and hence the nature of this graph. The numbers on the graph do not relate to respondents but to a scoring method used based on how respondents ranked their choices. Table 1 shows how each option fared out in the ranking order.

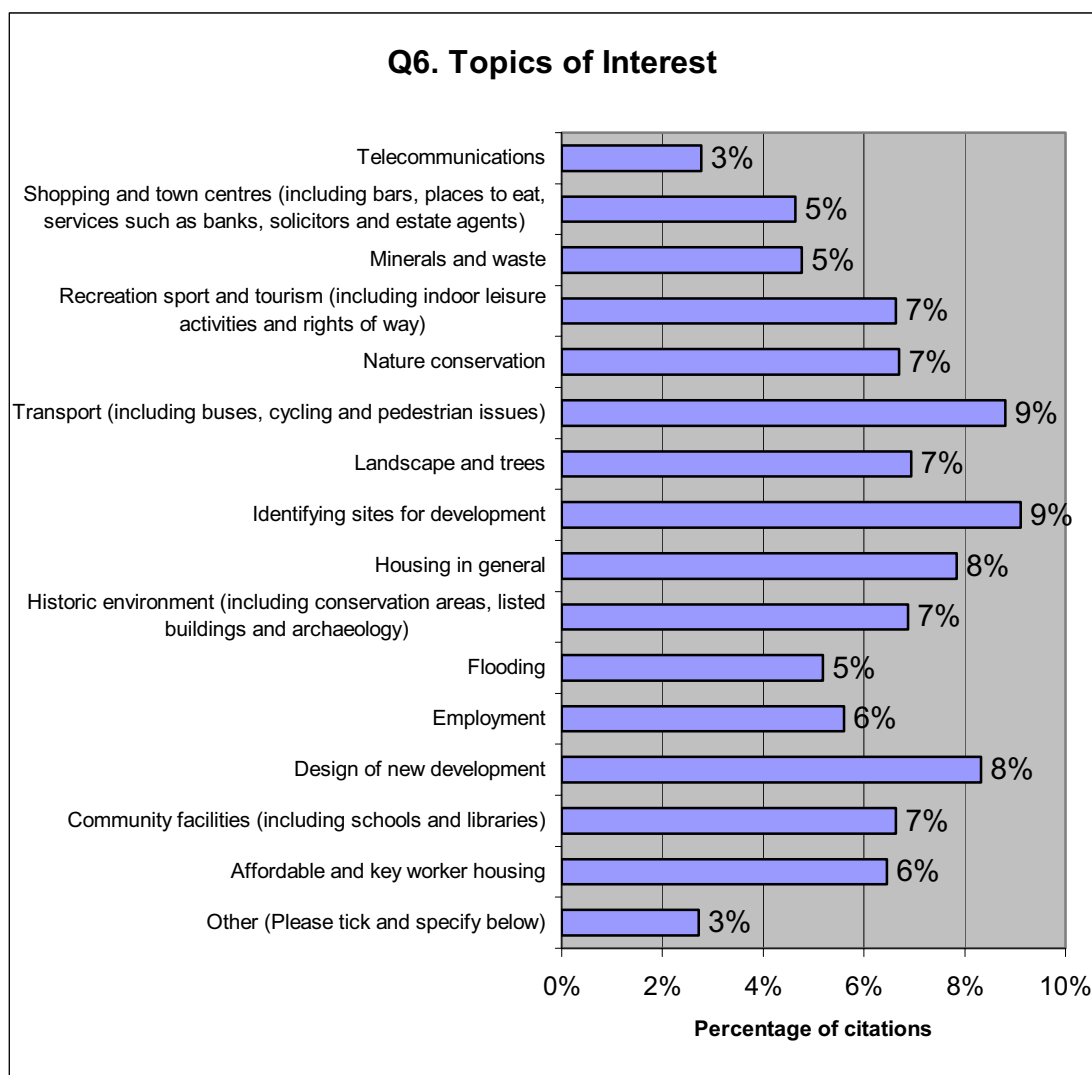
3.27 The leading choice was public meetings/presentations with 62 respondents ranking this as a preferred choice. The next highest scoring method was one to one meetings/briefings which 67 people ranked highly. Public exhibitions/roadshows were also ranked highly with 42 responses. The lower ranking choices were, focus groups, workshops, existing panels and forums. This ranking order shows that some options are more appropriate than others for some individuals/groups in the community. The level of resources will need to be assessed against the exercise in question to determine whether the Council can offer one to one meetings. This will need to be assessed on a case-by-case basis. All the consultation and participation methods have been included in the SCI.

3.28 11 respondents chose 'Other' as an option some of the comments were mainly participation by letter, email, informal meetings, sending documents for comment was sufficient and Parish Council consultation and presentation.

3.29 **Question 6. What topics are of most interest to you or your group?**

Most people often ticked up to five choices here and the most popular citations of choice was identifying sites for development (9%, 151 citations) and transport issues (9%, 146 citations). People were also very interested in design of new development (8%, 138 respondents) and housing in general (8%, 130 respondents). There is also an equal interest in the community facilities (7%, 110 respondents) and recreation, sport and tourism (7%, 110 respondents).

3.30 Topics that were of least interest were telecommunications (3%, 46 citations), minerals and waste (5%, 79 citations) and shopping and town centres (5%, 77 citations).



3.31 Much of the items listed in this question had to be generalised but people did respond with more specific areas of interest in the “Other category”. Topics put forward from those who replied ‘Other’ formed 3% (45 citations) of responses. Issues not listed in the above but raised by respondents were:

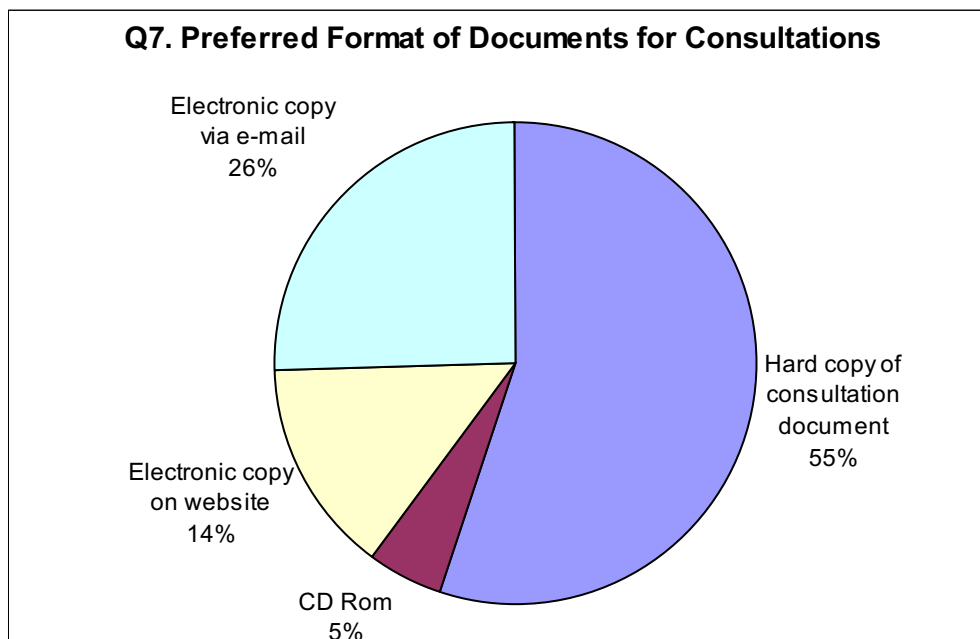
**Table 2. Other options for question 6.**

Agricultural planning (including polytunnels), rural diversification, services for migrant workers	Equal opportunities and disability issues, including access to services
Protection of rural environment, excessive farm building and industrial development in rural areas	Spatial Strategy, SPDs and DPDs, Parish Plans
Commercial developments	Recycling
Drainage issues, surface water run off, works close to watercourses	Proposed road alterations and highway improvements, traffic calming, quiet lanes, cycle routes.

Facilities for older people including warden controlled housing in rural areas.	Impact of noise and light, visual amenity of the environment
Facilities for young people	Public art
Services for gypsies, travellers, victims of domestic violence, homeless offenders, drug users.	Community development and community safety
Climate change	Hospitals

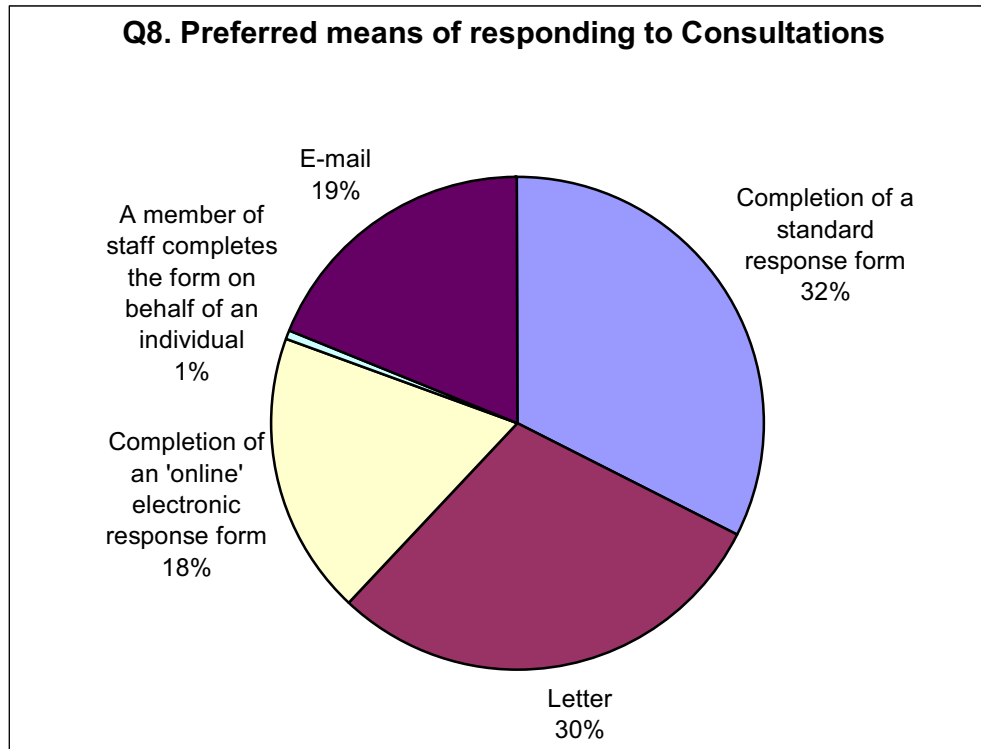
3.32 The answers to this question will help the Council to direct its efforts and prioritise the production of documents. People who have expressed an interest in a particular topic will be included in future consultation on topic related documents.

3.33 **Question 7. When documents are prepared for consultation in what format would you prefer to receive them?**



The most popular format for consultation documents is a hard copy of the document (55%). The next most popular format is an electronic copy via email (26%). The least popular method is by CD Rom at 5%. The website will continue to undergo improvements and additional information will be added over time. Requests for documents via email will be noted on the LDF database for future consultations.

3.34 **Question 8. Having been consulted, which of the following is your preferred means of responding?**



The most popular method for responding to consultations is by completion of a standard response form (32%), followed by completion of a letter (30%) and then by email (19%) and an online response form (18%). Two respondents took up the option for assistance with a form. This chart shows a varied preference for ways to respond. 37% are open to using e-formats to correspond to consultations.

**3.35 Question 9. The Council currently undertakes the following activities to inform the community about planning applications that have been made to the Council. Are these measures sufficient to keep you informed?**

67% of respondents (166 people) said that the list of measures currently taken by the Council was enough to keep them informed. 33% (83 people) said that what the Council does at the moment is not enough.

**3.36 Question 10. If you answered 'no' to question 9, what else should the Council consider doing to keep you better informed?**

Those that answered no to question 9 were asked in Question 10 what else the Council should consider doing to keep them better informed. 99 people gave ideas for this.

3.37 As with the UDP, people prefer to receive information about planning applications by letter. While the Council writes to all households in the vicinity of a planning application site to notify them, issues a non mandatory site notice and is now displaying application details on the Council's website, respondents highlighted several areas where they think improvements could be made. The most frequent response was that people are included in an electronic mailing list of all registered weekly planning applications.



3.38 The other comments that the Council received about how they could keep people better informed about planning applications included:

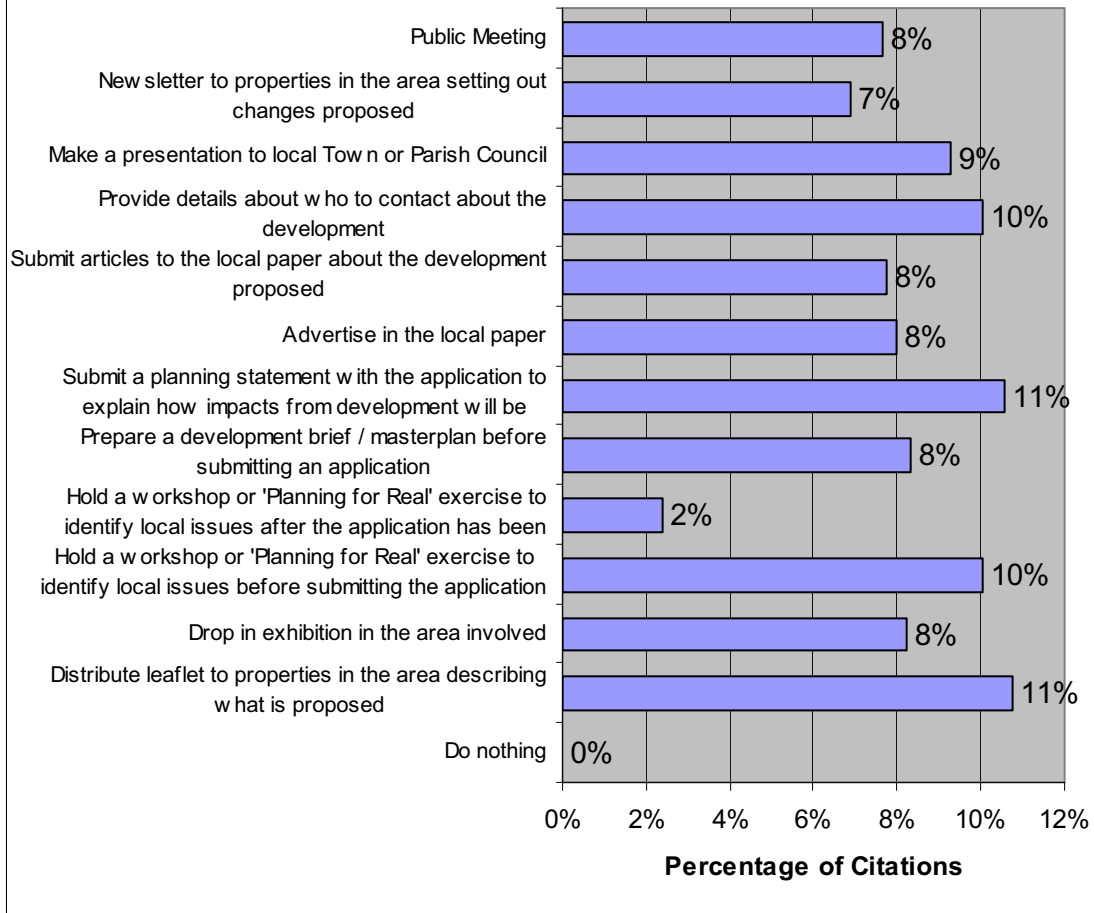
- There should be the opportunity for early involvement in the process i.e. encourage resident involvement at the pre-application stage of a significant application.
- The Council should widen the area of properties it informs when development is proposed.
- Definition of the term 'vicinity' in the wider rural area should be taken into account.
- Notification letters to properties in close proximity to a proposed development could be better designed/worded. Especially for those with mental/visual/literacy impairments.
- Site notices should be available in local shop/notice board
- Plans could be displayed in the area to which they refer e.g. local library, post office.
- Details of application and consultation responses should be published on the Council website and allow for tracking of progress.

Interest was also shown in the advertisement of applications in the local paper, on the Council's website. The Council is working towards improving access to online planning applications; plans will be made available in early 2006. The results show that the ways people prefer to be contacted by the Council or contact the Council are various. The methods chosen depend on the situation and who the recipients are.

3.39 **Question 11. How should developers involve the community when they propose to submit a major planning application to Herefordshire Council?**

People could choose as many types of consultation as they wished from the list provided. This produced a dataset of 1541 responses indicating that people ticked as many as 4-5 items (see graph over).

**Q11. Preferred methods of Involvement with Developers proposing Planning Applications.**



3.40 The most popular choice was, 'developers should distribute leaflets to properties in the area describing what it is proposed' (166 responses). The next most popular choice was 'submit a planning statement with the application to explain how impacts from development will be addressed' (163 responses). Holding a 'Planning for Real' exercise to identify local issues before submitting a planning application (155 responses) providing details about 'who to contact about the development proposed' scored equally the same. These were the top four choices. Holding a 'Planning for Real' exercise to identify local issues before submitting a planning application proved to be much more popular than holding this event after the application has been submitted (37 responses). All of the other activities proved to be relatively popular. However, a workshop exercise after an application has been submitted proved unpopular.

3.41 This information will help the Council to encourage applicants to get involved with the community in the ways that local people feel most comfortable with. However, the Council will not be able to insist on these measures being undertaken by developers.

### 3.42 **Question 12. Your Contact Details**

Almost everyone (99%) provided a postal contact address and (70%) provided an email address. We respect the confidentiality of information (confidentiality is not generally relevant to consultations on planning matters, the contents of all comments and contributions being in the public domain).

3.43 Appendix 6 shows where people who answered the survey live. It indicates that responses were well spread and received from most areas of the County (within the consultation period) demonstrating and data provided is representative of issues facing both urban and rural communities in Herefordshire.

## **CONCLUSION**

3.44 In general this was a fact-finding exercise which will lead to the production of a pre-submission draft SCI. There were many useful comments made in this survey. The Council will take the time to consider what has been said and offer a more robust response through the draft SCI consultation process. The key issues emerging from this consultation were:

- Current involvement is generally of a reactive rather than a pro-active nature; people want to be involved at the concept stage.
- Going to the people rather than expecting them to come to us.
- Resource implications for the local community, e.g. Use local shops for displaying information.
- Widen the use of the Council website.
- The need for simple language that informs people of all the facts.
- Articles in newsletters of other organisations and linking in with Parish magazines may be a good way to get greater involvement
- The six-week consultation period prescribed by the regulations is not enough time for groups to get make a response.

3.45 It is considered that the pre-submission draft SCI has where possible and appropriate addressed issues raised through the consultation process and the Council is very grateful to all those who took part. As always the aspirations have also to be balanced against timescales which are set in statutory regulations and available resources. The Council takes into consideration that local groups do not meet often and the SCI has taken this into account by giving people advance warning of forthcoming documents (see section 10). The SCI has tried to take a balanced view taking on board where possible the requests that have been received particularly in offering a range of methods of consultation and participation.

---

End of Initial Consultation Report

---

## **4. PRE-SUBMISSION CONSULTATION ON THE DRAFT SCI – REGULATION 26**

### **4.1 Introduction**

Following on from the initial consultation, the next stage in the production of the SCI has been the preparation and consultation on the SCI Pre-submission draft which ran from 30<sup>th</sup> January to 17<sup>th</sup> March 2006. This is a report on the second stage of the consultation exercise.

### **4.2 Internal Officer Working Group**

Before the SCI Draft went out for consultation, it was examined by the officer working group<sup>9</sup>. The findings from the initial questionnaire with ways to incorporate them into the SCI Draft were discussed. The working group made suggestions on how the SCI Draft and Questionnaire draft could be improved to enable the best response from people. The suggestions from the working group and the comments from the initial consultation led to the finalisation of the first SCI Draft and Questionnaire.

### **4.3 Consultation methods**

During the consultation period a variety of consultation methods were used to encourage widespread feedback on this draft document. The aim of this consultation was to gather more information to improve the document and try and overcome concerns early in its preparation. The methods used are listed below.

### **4.4 Questionnaire**

An SCI Draft, questionnaire, letter and pre-paid envelope (Pre-submission consultation pack) was circulated to approximately 1000 individuals and organisations listed in Appendix 2 and 3 of the SCI and was made available in planning offices, info points and libraries across the County.

### **4.5 Public notification**

A public notice advertising the publication, and methods of obtaining a copy of the Pre-submission consultation pack was placed in the Hereford Times on Thursday February 2nd 2006 (see Appendix 7). A press release was submitted to the Hereford Times but was not printed. A radio interview was carried out on BBC Hereford and Worcester but was not broadcast.

### **4.6 Website**

The website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) also had a copy of the SCI and response forms available as well as Proposal matters<sup>10</sup>.

### **4.7 Workshop event**

It was clear from the initial consultation that people's preferred method of engagement for consultation on planning documents should be events that the public can attend and engage with planners. The Council responded by

---

<sup>9</sup> The working group was established back in summer 2005 and comprises officers from Forward Planning, Development Control, Policy & Community and Conservation, and utilises experience gained in consultation and community participation exercises.

<sup>10</sup> The advertisement of the Development Plan Document in the newspaper and Council website with essential information such as the title of the document, the subject matter, the consultation period and the address for representations to be sent to. It must have also have a statement asking those who make representations to state a preference for notification of the submission of a document to the Secretary of State and of adoption of the document.

organising a workshop event and engaging in discussions with people. Approximately 80 representatives from a wide spectrum of organisations and bodies attended. In addition a comment corner was also provided at the event to provide opportunity for people to quietly provide comment if preferred.

#### 4.8 **Other notification**

A news item about the SCI was sent to Herefordshire Association of Local Councils, which helped to distribute the message to Parish Councils and a presentation and discussion evening was arranged allowing Parish Councils to provide further information on the SCI. An article was placed in Herefordshire Matters<sup>11</sup> (see Appendix 8) and the Council's internal newsletter, Core News<sup>12</sup>. The Pre-submission consultation pack were available if required, in various formats i.e. large print, Braille/text email or other languages on request, however no requests were made for any of these formats.

#### 4.9 **Discussions with those representing groups of exclusion**

The SCI process has, probably, for the first time involved planning staff in discussions with groups representing hard to reach groups. This network is still in its early stages however the foundations have been laid from which to build on in the future. 5 of the questionnaire response forms were received from groups representing people which are classed as hard to reach.

#### 4.10 **SUMMARY OF RESPONSES TO PRE-SUBMISSION CONSULTATION**

##### 4.11 **Introduction**

This section highlights the key responses to the Pre-submission consultation which were received through the following means,

- questionnaire/responses by letter and email.
- workshop event
- presentation to HALC
- discussions with those representing groups of exclusion

4.12 Each method will be addressed separately with a summary of respondent's comments.

##### 4.13 **Questionnaire**

The purpose of the Questionnaire (see Appendix 9) was to enable a structured response to the SCI Draft. It has been helpful to gather views on emerging ideas for the draft SCI. As well as input from the Working Group, officers from Policy & Research assisted in the design and production of the final questionnaire.

4.14 There were approximately 1000 questionnaires sent out to the public. A response rate of approximately 12% (123 organisations and individuals) provided detailed information from which the SCI Draft was amended where necessary. There has been a lower response rate than the previous consultation which demonstrates that the SCI reflects the information which arose from the first consultation.

---

<sup>11</sup> Herefordshire Matters is a Council magazine distributed to all households in the County on a quarterly basis

<sup>12</sup> Core News is a Council publication distributed quarterly to all Council staff.

4.15 The majority of responses came from local groups and organisations which have provided some interesting suggestions for improvements to consultation. There was a good response rate from Parish Councils. The smallest group of respondents came from National organisations. The rest came from businesses as well as some useful comments from planning consultants.

4.16 This section of the report provides an overall summary of the responses made to each question on the questionnaire. Appendix 10 of the report provides an individual response to each comment received. Paragraphs quoted in the questions refer to the SCI Pre-submission Draft.

4.17 **Question 1. Chapter 7 (see paragraph 7.15) there is a list of community groups that are harder to include in consultation processes. Are there any others we have not considered?**

The majority of people did not make any further suggestions for groups to be included. Many of the suggestions were for amendments and updates on data already included. Some useful information was received, in relation to contacts for hard to reach groups, which has been included in the SCI.

4.18 **Question 2. From your experience are there any consultation methods that would be particularly suitable for engaging any of the groups at risk of exclusion?**

- Greater use of summary leaflets was suggested and it is now proposed to include an executive summary within the SCI.
- Some people suggested more resource intensive methods of consultation which could not be accommodated in the SCI eg visiting day centres/coffee mornings and personal interviews with the travelling community.
- Support was given for greater use of the local press and newsletters like Herefordshire Matters which are already referred to in the SCI
- Support was given for planning surgeries which have now been included within the SCI as a method of consultation
- Provision of planning information for Parish Councils to display on local information boards and at local facilities (shops etc) was identified and has been included as a method of consultation in the SCI.

4.19 **Question 3. In your view are the methods of consultation and participation described in Chapter 9 (see table below paragraph 9.9) the right ones for engaging the community in the preparation of planning policy documents?**

This question allowed for a simple yes or no answer and 90 people responded to this question.

- 73 people or 81% were satisfied with consultation methods in table 1, page 16.
- 17 people or 19% were not satisfied with the consultation methods. Question 4 elaborates more on the comments made by people.

4.20 **Question 4. If you answered ‘no’ to question 3, please state why and what additional methods you would add?**

This question had a wide variety of useful responses.

- There were references to improved electronic access for people, for example a web based portal for people to participate as and when they wish. There is an icon on the Council’s Home page “Have your say” which enables people to see all current Council consultations.
- There were references to using plain English with less use of acronyms. To overcome this issue there will be an extended glossary to explain the terminology better.
- Consultation was requested before any decisions were taken which is exactly what the SCI is striving to achieve and is laid out in Chapter 10.
- Consultation documents to be free of charge.

4.21 **Question 5/a. Chapter 10 provides information on the process for producing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Have we got this right and if not how can we improve it?**

- There were 93 respondents to this question with 78% of respondent’s stating that they were satisfied with information included in Chapter 10 of the SCI which lays out the consultation standards to be applied in preparing LDF documents.
- The remaining 22% (20 people) were not satisfied with the use of acronyms and terminology, and that the document should be more reader friendly. In response the SCI will be amended to extend the glossary and provide an executive summary.
- Comments were made on the importance of feedback, which again is a key part of the SCI.
- The extension of response periods was also sought however these are laid down in statutory regulations and cannot therefore be amended. The development plan process seeks in Chapter 10 of the SCI to provide prior notification of consultation periods to allow necessary arrangements to be put in place which will hopefully assist.
- The need to make the initial stage of consultation more active with maximum publicity and good feedback was usefully made.

4.22 **Question 6. In Chapter 11 the section on involvement of the community at the pre-application stage (see paragraph 11.8 to 11.11) discusses how developers or applicants might undertake community consultation. Do you think that this will be of benefit to the community?**

Response	Number of people	Percentage of people
Yes	74	81%

No	4	5%
Don't know	13	14%

4.23 **Question 7. If you have answered 'no' to question 6, could you please explain why you feel that such consultation would not be beneficial?**

- Respondents were concerned over what would happen if developers did not carry out the pre –application community consultation. In response the new system encourages this to be undertaken in order to give higher priority and greater influence to the public in decision-making.
- There was concern that the meeting may become 'out of hand'. It is hoped that this will not be the case and that public examination of projects at an early stage is likely to raise the possibility that the public can influence the outcome. Public meetings and focus groups should be facilitated by trained facilitators. Herefordshire Partnership is sponsoring training of facilitators for focus groups and public meetings. The use of smaller focus groups will make meetings easier to handle.
- The issue of whether the applicant would try to avoid the pre application consultation by trying to have the application registered as not significant was raised. It was agreed that this needs to be looked at further.
- Some responses were seeking all developers to be required to undertake pre application consultations. However the companion guide to PPS 12 was referred to during the drafting of the SCI which states that SCI's should encourage developers to undertake pre-application discussions and early community consultation although they cannot prescribe that this is done. It is considered that the SCI has gone as far as it can on this matter.

4.24 **Question 8. Chapter 11 describes the methods used to consult the community when a planning application is submitted to the Council (see paragraphs 11.12 to 11.25). These are the methods that the Council currently uses. Are there any other additional methods that you would like to suggest?**

- There was concern over neighbour notifications and it is acknowledged that it may not be obvious in rural areas however the problem is overcome through the site notice.
- Support was given for public notices and a request was made that more maps and pictures were used. However there is concern that the notices would become too crowded.
- There was a request that Parish and Town Councils be immediately informed of any amendments/alterations to planning applications. However this is at the officer's discretion. In many cases officers send out a whole new application if there are major changes.
- Follow up site notices with a decision notice on a different coloured piece of paper. This is to be considered further.
- Planning Officers to attend Market Town Forums is being sought.

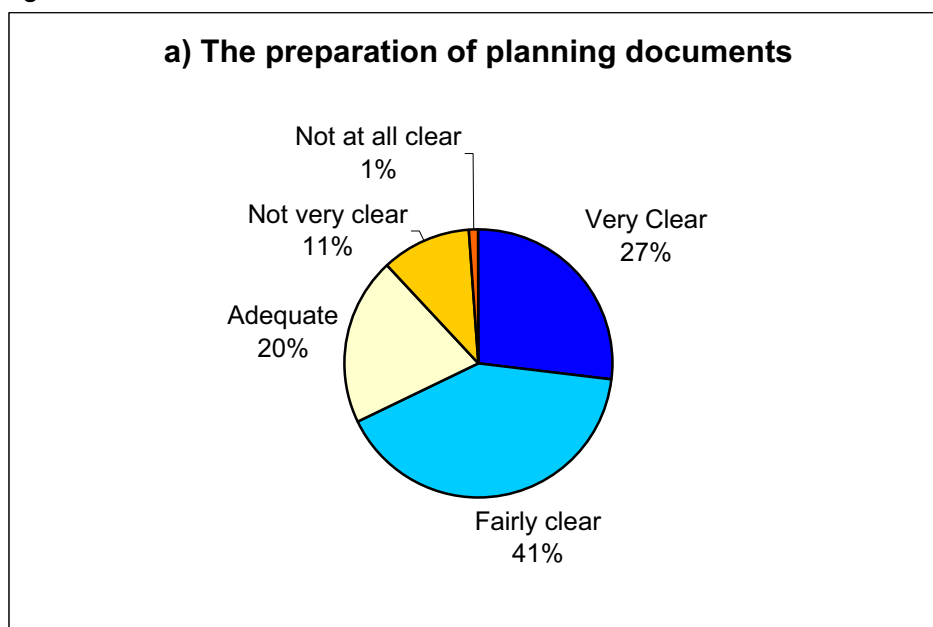


4.25 **Question 9. The list of consultees in Appendix 2 identifies the organisations that we will consult on planning issues. We are continuing to develop our database of contacts. Are there any other organisations that should be included on our list of consultees?**

- This question provided an opportunity for people to update the Council on any organisations that would like to be consulted on a relevant planning matter. Useful suggestions were made which have been added to the list at Appendix 2. Some of these organisations may change with time. However, the list will be a useful reference point when embarking on the Local Development Framework<sup>13</sup> process and in consulting the relevant bodies on planning applications. The LDF database will be updated when the Forward Planning section is notified of any changes to details.

4.26 **Question 10. How clear is this document in setting out how the Council intends to engage the community in the planning process?**

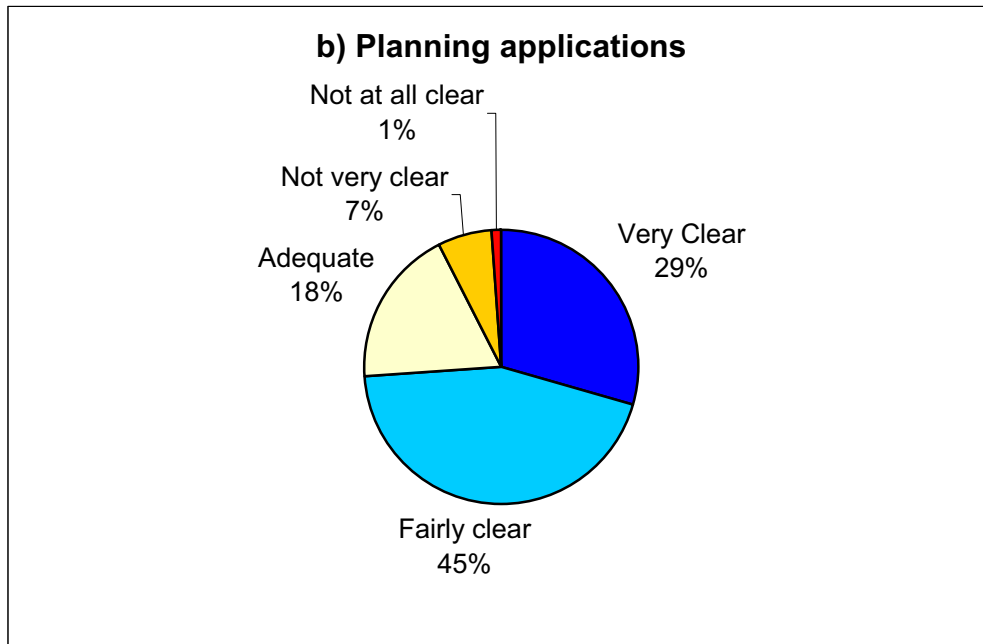
Figure 1.0



- 68% of respondents (63 people) were satisfied that the document was either fairly clear or very clear in its approach to the preparation of planning documents. Only 12% (11 people) said it was not clear. These were from the same members of the public, Parish Councils and local interest groups.

<sup>13</sup> This will provide the framework for delivering the planning strategy and policies for Herefordshire Council

Figure 1.1



- This level of satisfaction set out for planning applications is similar to the level of satisfaction in the preparation of planning policy documents. 74% of respondents (68 people) were satisfied that the document was either fairly clear or very clear in its approach to dealing with communication on planning applications. The remaining 8% (7 people) said they were not clear and these who were from members of the public, Parish Councils and local interest groups.

Comments have been noted and the necessary changes made to improve the document.

**4.27 Question 11 If you feel that the document is not clear, please could you indicate which points or sections are unclear and suggest how we could make improvements?**

22 people responded to this question and the majority of suggestions for change referred to:

- cutting down on the use of acronyms,
- simplifying the document
- write in plain English
- keep as short as possible
- more diagrams and flow charts

The main response to these suggestions has resulted in the drafting of an executive summary and a glossary defining any unexplained terminology.

#### 4.28 **Workshop event**

#### 4.29 **Background and introduction**

4.30 This section reports upon the outcome of a Statement of Community Involvement Workshop that was held during the Regulation 26 consultation period.

The aims of the SCI workshop were to:

- Find out the consultation needs of stakeholders.
- Gather ideas for improved methods of consultation
- Find out how can information be made more accessible
- Start and develop a closer working relationship with stakeholders
- Gather information on how to engage successfully with hard to reach groups
- Identify parts of the current process that key stakeholders are satisfied /dissatisfied with and why.
- Raise awareness about the main changes to the planning system

#### 4.31 **Methodology**

4.32 The workshop was held as part of the consultation process on the Pre-submission stage of the SCI. The workshop helped to provide another opportunity for evidence gathering on how the SCI Draft represents stakeholder views. This event was held at Bishops Frome Village Hall on the 23<sup>rd</sup> February 2006 and everyone on the LDF database was invited to the event.

4.33 The workshop was attended by 83 individuals representing 56 organisations, the majority of which were local organisations, see Appendix 11 for a list of attendees. The workshop programme comprised of a presentation on the SCI followed by group discussions and concluded with a more general presentation on the new planning system.

4.34 The group discussions allowed a more detailed look at SCI issues and centred around the following areas:

- What have been your experiences with planning consultations?
- How can we improve our consultation methods in respect of development plan making and on planning applications?
- How can we involve hard to reach groups in the new planning system?
- What would encourage you to become involved in planning issues in the future?
- Some responses we received through the initial questionnaire relate to issues outside the control of the planning system. What could be done to explain the process to people so that responses are appropriate to planning?
- What are your views on pre application discussions/ consultations

- How can we improve the accessibility of planning information? Are there any other approaches to providing information which have not been identified in the SCI?
- Can you suggest any newsletters that the Council can submit information to?
- Is the information easy to understand?
- Some comments received through the initial questionnaire related to the consultation opportunities being tightly constrained by timescales set out in statutory regulation, How can planning services address this issue whilst keeping within Government Regulations?
- Is there any other area not covered in today's workshop that you would like to raise?

4.35 The information below provides a summary of the issues raised at the workshop event.

#### **General communication concerns**

- Feeling that the views expressed will not be acted upon or that the Council does not appear to listen to what people say.
- The planning system has an air of secrecy about it and it is difficult to know how to communicate effectively
- Need clear references on access to information

#### **Development Plans**

- The time constraint for responding to consultations is insufficient. It is difficult to respond in the timescales particularly if documents are complex
- Use surgeries to publicise planning documents

#### **Planning applications**

- The current practice of neighbour notification by letter is insufficient
- Insert maps and pictures into site notices
- Inconsistent advice on pre application consultation
- Not enough time for Parish Councils to consult residents
- Danger of intimidation if personal names are revealed on some application objections
- Parish Councils to receive applications on CD or in an electronic format

#### **Responses concerning methods of consultation**

- The document could be reduced in size by being less wordy and full of jargon. It needs a summary in plain english.
- The Website is an unreliable means of consultation
- The website information could be improved with more information
- Additional consultation making use of local shops and notice boards etc.
- Parish Councils should be provided with training and support to deal with the nature of some planning issues. This would enable them to contribute more effectively.
- Request individual feedback on detailed comments

### **Hard to reach groups**

- The hard to reach list includes a wide range of people with differing needs when it comes to consultation. How is the Council going to approach such groups.
- More effort is required on engagement with young people. The SCI would not be read by most young people.

The table at Appendix 12 identifies these issues which were raised along with an officer response and proposed recommendations on how the SCI is to be amended as a result of the workshop event.

#### **4.36 Presentation to Herefordshire Association of Local Councils**

4.37 This section summarises the feedback of an evening presentation given to Herefordshire Association of Local Councils (HALC) members on Tuesday 7<sup>th</sup> March 2006. The event was held at Brockington council offices and all Parish Councillors were invited with 20 attending. This event drew out some different suggestions not already mentioned but were quite particular to rural parishes.

4.38 During the evening there was a presentation on the SCI followed by a question and answer session. The following is a summary of the main points raised at the event.

4.39 Responses to these comments made by HALC members are provided at Appendix 13 of this report along with proposed recommendations on how the SCI is to be amended.

In summary these related to:

- Indication that there is a lack of feedback especially when the decision taken are contrary to the views of the Parish Council.
- The consultation process involved with some of the amendments made in the UDP was highlighted as being deficient by one Parish Council and was felt that the changes 'just appeared'
- The involvement of the Parish Council in Section 106 agreements was discussed and the question was raised as to whether a Parish Council could negotiate with developers
- Concern raised over the pre application discussions and how that relates to Codes of Conduct
- The timetabling of the consultation processes and how that fits in with Parish Councils,
- It is considered that there is or could be consultation fatigue with so much correspondence/ consultation documents to consider
- The feeling of there being a Hereford City bias

- Significant applications, concern about this definition; 6 houses in a village would have a more significant impact than a similar scheme in a market town or Hereford
- The use of the e-planning schemes, email etc in consultation and supplying information is an opportunity to address some of these issues, e.g. planning application lists and decision notices as lists could be emailed out and then displayed on parish notice boards or put in parish magazines or newsletters

#### **4.40 Conclusion**

4.41 It is considered that the Regulation 26 consultations were comprehensive and robust resulting in wide ranging feedback which has led to amendments being made to the SCI. A variety of consultation methods have been applied providing ample opportunity for involvement. The information and networks being established in respect of the harder to reach groups is encouraging and more efforts are needed to build on these foundations. All responses have been given full consideration and as stated are available at appendices of this report.



# Statement of Community Involvement on Planning in Herefordshire - Questionnaire

October/November 2005

## PREVIOUS EXPERIENCES OF COMMUNITY INVOLVEMENT EXERCISES

**Q1 Has Herefordshire Council involved you in planning matters in the past?**

Yes .....  No.....

*If you answered 'Yes' please state briefly what you have been involved in*

**Q2 Based on your past experiences, how would you describe Herefordshire Council's general approach to community involvement on planning matters? Was it:**

Easy to get involved  No opinion   
 Difficult to get involved

**Q3 Is there anything the Council could improve on to make it easier to get involved and let people have their say on planning matters?**

Yes .....  No .....

*If yes, please state\*\**

## PREPARATION OF NEW PLANNING DOCUMENTS

### KEEPING YOU INFORMED AND UP TO DATE

**Q4 How would you prefer to be kept informed about progress made in the preparation of the future planning documents that will replace the existing Unitary Development Plan? You can tick more than one box**

Letter <input type="checkbox"/>	Press releases <input type="checkbox"/>
Email <input type="checkbox"/>	Adverts/radio <input type="checkbox"/>
Newsletter/Leaflet <input type="checkbox"/>	Herefordshire Matters <input type="checkbox"/>
Website/LDF web page <input type="checkbox"/>	Other – please state <input type="checkbox"/>

**Q4a Do you have access to the Internet at home/work?**

Yes .....  No .....

**Q4b If you answered 'yes', Please tick this box if you would like to be informed**

via email.

## INVOLVING YOU IN THE PRODUCTION OF PLANNING DOCUMENTS

**Q5** When public participation and consultation is taking place during the preparation of planning documents which of the following would be of most use to you or your group? Please rank in order of preference, where 1 is most preferred.

Public Exhibitions/Roadshow	<input type="text"/>	Focus Groups	<input type="text"/>
Public Meetings/Presentations	<input type="text"/>	Workshops	<input type="text"/>
One to one meetings/briefings	<input type="text"/>	Existing Panels/Forums	<input type="text"/>
		Other, please state	<input type="text"/>

**Q6** What topics are of most interest to you or your group? (This question will help the Council to direct its efforts and prioritise the production of documents)

Please tick all that apply

Affordable and key worker housing	<input type="checkbox"/>	Landscape and trees	<input type="checkbox"/>
Community facilities (including schools and libraries)	<input type="checkbox"/>	Transport (including buses, cycling and pedestrian issues)	<input type="checkbox"/>
Design of new development	<input type="checkbox"/>	Nature conservation	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Recreation sport and tourism (including indoor leisure activities and rights of way)	<input type="checkbox"/>
Flooding	<input type="checkbox"/>	Minerals and waste	<input type="checkbox"/>
Historic environment (including conservation areas, listed buildings and archaeology)	<input type="checkbox"/>	Shopping and town centres (including bars, places to eat, services such as banks, solicitors and estate agents)	<input type="checkbox"/>
Housing in general	<input type="checkbox"/>	Telecommunications	<input type="checkbox"/>
Identifying sites for development	<input type="checkbox"/>	Other (Please tick and specify below)	<input type="checkbox"/>

*Other, please state*

## CONSULTING YOU

**Q7** When documents are prepared for consultation in what format would you prefer to receive them?

Hard copy of consultation document	<input type="checkbox"/>
Electronic copy via e-mail	<input type="checkbox"/>
Electronic copy to view and download from the website	<input type="checkbox"/>
CD Rom	<input type="checkbox"/>



## HELPING YOU RESPOND

**Q8 Having been consulted, which of the following is your preferred means of responding?**

Completion of a standard response form		Letter	
Completion of an 'online' electronic response form		E-mail	
A member of staff completes the form on behalf of an individual ( <i>this applies only to those who are unable to use the above methods</i> )			

## PLANNING APPLICATIONS

**Q9 The Council currently undertakes the following activities to inform the community about planning applications that have been made to the Council.**

1. Encourages pre-application discussions.
2. Holds surgeries at certain Info Shops.
3. Consults households in the vicinity of a planning application.
4. Erects a site notice for certain applications.
5. Publishes advertisements in local newspapers.
6. Consults Parish/Town Councils with application plans.
7. Notifies Ward Councillor.
8. Displays application details and plans at Council Offices and Info Shops.
9. Publishes a weekly list of planning applications.
10. Notifies Town/Parish Councils of any significant application amendments.
11. Sends copies of planning applications to the Info Shops.
12. Allows public speaking at planning Committee.
13. Publishes a monthly bulletin of planning decisions.

**Are these measures sufficient to keep you informed?**

Yes .....

No .....

**Q10 If you answered 'no' to question 9, what else should the Council consider doing to keep you better informed\*\*?**

**Q11 How should developers involve the community when they propose to submit a major planning application to Herefordshire Council?**

Please tick all that apply

Distribute leaflet to properties in the area describing what is proposed	
Drop in exhibition in the area involved	
Hold a workshop or 'Planning for Real' exercise to identify local issues before submitting the application	
Hold a workshop or 'Planning for Real' exercise to identify local issues after the application has been submitted	
Prepare a development brief/masterplan before submitting an application	
Submit a planning statement with the application to explain how impacts from development will be addressed	
Advertise in the local paper	
Submit articles to the local paper about the development proposed	
Provide details about who to contact about the development	
Make a presentation to local Town or Parish Council	
Newsletter to properties in the area setting out changes proposed	
Public Meeting	
Do nothing	

**Any Other Comments?**

Please use the space below to make any other comments\*\* you feel appropriate to help us develop our approach to informing, involving and consulting the community and stakeholders during the preparation of the LDF.

--

**Q12 Your Contact Details\***

Name:	
Organisation:	
Address:	
E-mail:	
Tel:	

\*In accordance with the data protection Act 1998, your details will be retained on the Councils' Local Development Framework (LDF) database and will be used solely for the purpose of preparing the LDF. They will not be passed on to any third party.

\*\*Please continue on additional sheets if necessary

**Thank you for taking the time to fill in this form. Please return the questionnaire in the pre-paid envelope provided by Wednesday 30<sup>th</sup> November 2005, or drop it in at any of the Info Shops or Libraries.**

## So have your say....

The **SCI questionnaire** provides an opportunity for you to have your say on how you want to be involved in the County's planning functions. The following issues are addressed in the questionnaire.

1. What is your view on past consultations?
2. How should the community be involved in future planning matters?
3. What types of planning matters should you be involved in?
4. Who should be involved?

101

**17 October 2005 to 30th November 2005**

Or by **contacting the Forward Planning Team**

**Email:** [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)

**Tel:** 01432 260142

**Fax:** 01432 260289

**Post:** Forward Planning, PO Box 144,  
Town Hall, Hereford, HR1 2PJ

### How will this affect the Herefordshire Unitary Development Plan (UDP)?

The UDP sets out the current strategy of the Council and the policies used to assess planning applications. The UDP has recently been through a public inquiry and the Inspector's Report is anticipated early 2006. The Council will consider the Inspector's recommendations for change and the Council will publish the changes in the form of Proposed Modifications late 2006. The UDP will be operative as part of the Local Development Framework for a 3 year period from the date of adoption.

You can view the UDP at the Town Hall in Hereford, Information Points and local libraries around the County. It can also be downloaded from the Herefordshire Council website on: [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) > planning > Forward Planning > UDP.

### Additional Information

The Council's website will include more detailed information and regular updates on the progress of the Local Development Framework.

The *Office of the Deputy Prime Minister* (ODPM) is the central legislative body for planning and more information can be found on this website; [www.odpm.gov.uk](http://www.odpm.gov.uk)



Environment  
Directorate  
Planning

## Statement of Community Involvement for Planning in Herefordshire

### Information Leaflet

**Stage: Initial Consultation by Questionnaire, October 2005**



Appendix 2  
Copy of the leaflet

### How do you want to be involved?

- In helping us draw up Herefordshire's new planning documents, the Local Development Framework (LDF)
- In consultation on planning applications

## Background to the Statement of Community Involvement

### Changes to the planning system

The Government has made major changes to the planning system under the new **Planning and Compulsory Purchase Act 2004**. One of the main principles of the Act is to involve communities in the planning system, so that they're better able to influence the direction of future development in their area.

The **Local Development Framework (LDF)** will be the new set of planning documents to incorporate this change and deliver a high quality of development in the County. The document that will address **your involvement** in the new planning process will be the **Statement of Community Involvement (SCI)**.

### What is the SCI?

The SCI is a key document that will set out how the Council intends to achieve community involvement and consultation in preparing all new planning documents and in assessing planning applications.

### What will the SCI contain?

The SCI will address:

- Principles for community involvement;
- Our understanding of the local circumstances in Herefordshire;
- The standards for community involvement that the Council intends to adopt in preparation of planning documents;
- The standards to be adopted when dealing with planning applications; and
- Monitoring and reviewing ways to continue improving our standards for community involvement.

### What is the purpose of the SCI?

- Identify who will be consulted in the production of the LDF;
- Set out appropriate methods for community involvement in plan making;
- Encourage early involvement in decision making;
- Tackle the conflicting needs within the community;
- Outlining the standards for involving people in planning matters; and
- Once adopted, the Council must comply with the standards agreed in the SCI.

### Timetable for production

Under this timetable the following milestones for producing the Statement of Community Involvement are as follows:

#### Current Stage

- **Initial Consultation with Questionnaire** asking for people's preferences on becoming involved in the SCI, due in by **30th November 2005**



- **Consultation on Pre-Submission Draft SCI** (6 weeks), mid February 2006 — end of March 2006



- Consideration and summary of responses to the Pre-Submission draft made available on the website, April/May 2006



- **Consultation on Submission Draft SCI** (6 weeks) and submission to the Secretary of State, June — July 2006



- Independent **Examination by Planning Inspector** \* - Jan 2007



- **Adoption** - May 2007

\*This may not be required, in which case Adoption would be late 2006



## Appendix 3 Public Notice Articles

Reg 25

+

THE HEREFORD TIMES, THURSDAY, NOVEMBER 3, 2005 31

# Planning for a better service

PLANNING officers at Herefordshire Council are asking for the views of local people to help them improve the quality of service they provide.

Whether it's drawing up a new land use plan, dealing with a planning application for a major superstore, making sure a new housing estate has a play area or simply approving a conservatory, the council's planners understand they have an influence on all our lives.

To enable the service to improve, the council is seeking the views of people who have come into contact with the planning team previously.

"We want to know if the service you received was good, bad, or indifferent," said Councillor Phil Edwards, Cabinet Member (Environment).

"We want to know what worked well and what didn't. We also want to know how

people would like to be involved in future planning decisions.

"We can only make improvements in the way planning services consult if you help us - we need your input."

The questionnaire and information leaflet can be found at all libraries, info shops, on the council's website at [www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf) or by calling 01432 260142.

The consultation period runs until November 30.

The information gathered as a result of the questionnaire will be fed into a document called a statement of community involvement.

This document sets out how the council's planning services will carry out future consultation and how the views of local people will form a key role in guiding future development in the county.



HEREFORDSHIRE  
COUNCIL

### Town and Country Planning Regulations 2004

Statement of Community Involvement for  
Planning in Herefordshire  
Initial Consultation by Questionnaire

Public consultation Exercise  
17 October to 30 November 2005

Notice is hereby given that a 6-week public consultation exercise will be taking place from the 17 October 2005 to 30 November 2005 to gain local people's views on the way in which the community is consulted on planning issues. The questionnaire provides an opportunity for people to have their say on how they would like to be involved in the County's planning functions. The information gathered as a result of the questionnaire will be fed into a document called the Statement of Community Involvement (SCI). The SCI will set out how the Council intends to achieve community involvement and consultation in preparing all new planning documents and in assessing planning applications.

The questionnaire and accompanying leaflet can be downloaded from the Council's website at [www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf). All Information Points, local libraries around the County, Blueschool House and the Town Hall, Hereford also have copies available. The questionnaire, leaflet and prepaid envelope can also be obtained on request.

Dr D Nicholson  
Forward Planning Manager  
3rd November 2005

Forward Planning, Town Hall, Hereford, HR1 2PJ  
Tel: 01432 260142  
Fax: 01432 260289  
Email: [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)

Articles placed in Hereford Times, Thursday, November 3 2005

## Planners need your views!

Planning Officers at Herefordshire Council are asking for the views of local people to help them improve the way in which the community is consulted on planning issues.

Whether it's dealing with a planning application for a superstore, making sure a new housing estate has a play area or simply approving a conservatory, the Council's planners influence all our lives.

That's why it's crucial that planners are able to access and listen to the views of local people on how this important service should be developed.

To enable the Planning Service to improve, the Council is seeking the views of people who have come into contact with the planning team previously.

"We want to know how you want to be consulted on planning issues which affect your area," said Cllr Phil Edwards, Cabinet Member (Environment).

"We want to know what ways of consulting you worked well and what didn't.

"We also want to know how people would like to be involved in future planning decisions.

"We can only make improvements in the way Planning Services consults if you help us - we need your input," added Cllr Edwards.

The questionnaire and information leaflet can be found at all libraries, Info shops, and the Council's website, [www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf).

Alternatively telephone (01432) 260142. The consultation period runs until November 30.

The information gathered as a result of the questionnaire will be fed into a document called a Statement of Community Involvement.

Article in Herefordshire Matters, November 2005

**Appendix 4  
Results of questionnaire in percentages**



**Statement of Community  
Involvement on Planning in  
Herefordshire - Questionnaire  
October/November 2005**

**PREVIOUS EXPERIENCES OF COMMUNITY INVOLVEMENT EXERCISES**

**Q1 Has Herefordshire Council involved you in planning matters in the past?**

Yes .....  71%                      No.....  29%

*If you answered 'Yes' please state briefly what you have been involved in*

**Q2 Based on your past experiences, how would you describe Herefordshire Council's general approach to community involvement on planning matters? Was it:**

Easy to get involved  37%                      No opinion  38%  
Difficult to get involved  25%

**Q3 Is there anything the Council could improve on to make it easier to get involved and let people have their say on planning matters?**

Yes .....  63%                      No .....  37%

*If yes, please state\*\**

Longer consultation time (1%)

**PREPARATION OF NEW PLANNING DOCUMENTS**

**KEEPING YOU INFORMED AND UP TO DATE**

**Q4 How would you prefer to be kept informed about progress made in the preparation of the future planning documents that will replace the existing Unitary Development Plan? You can tick more than one box**

Letter	<input type="checkbox"/> 31%	Press releases	<input type="checkbox"/> 9%
Email	<input type="checkbox"/> 24%	Adverts/radio	<input type="checkbox"/> 4%
Newsletter/Leaflet	<input type="checkbox"/> 16%	Herefordshire Matters	<input type="checkbox"/> 7%
Website/LDF web page	<input type="checkbox"/> 8%	Other – please state	<input type="checkbox"/> 0%
		Example of bad form – where is the space to "state"	<input type="checkbox"/> 33%

**Q4a Do you have access to the Internet at home/work?**

Yes .....  82%                      No .....  18%

**Q4b If you answered 'yes', Please tick this box if you would like to be informed via email.**

71%

## INVOLVING YOU IN THE PRODUCTION OF PLANNING DOCUMENTS

**Q5** When public participation and consultation is taking place during the preparation of planning documents which of the following would be of most use to you or your group? Please rank in order of preference, where 1 is most preferred.

Public Exhibitions/Roadshow	5%	Focus Groups	4%
Public Meetings/Presentations	8%	Workshops	4%
One to one meetings/briefings	8%	Existing Panels/Forums	4%
		Other, please state e-mail	1%
			9%

**Q6** What topics are of most interest to you or your group? (This question will help the Council to direct its efforts and prioritise the production of documents)

Please tick all that apply

Affordable and key worker housing	6%	Landscape and trees	7%
Community facilities (including schools and libraries)	7%	Transport (including buses, cycling and pedestrian issues)	9%
Design of new development	8%	Nature conservation	7%
Employment	6%	Recreation sport and tourism (including indoor leisure activities and rights of way)	7%
Flooding	5%	Minerals and waste	5%
Historic environment (including conservation areas, listed buildings and archaeology)	7%	Shopping and town centres (including bars, places to eat, services such as banks, solicitors and estate agents)	5%
Housing in general	8%	Telecommunications	3%
Identifying sites for development	9%	Other (Please tick and specify below)	3%

*Other, please state*

Reciprocity, holistic extended family liaison (2%)

## CONSULTING YOU

**Q7** When documents are prepared for consultation in what format would you prefer to receive them?

Hard copy of consultation document	55%
Electronic copy via e-mail	26%
Electronic copy to view and download from the website	14%
CD Rom	5%

## HELPING YOU RESPOND

**Q8 Having been consulted, which of the following is your preferred means of responding?**

Completion of a standard response form	32%	Letter	30%
Completion of an 'online' electronic response form	18%	E-mail	19%
A member of staff completes the form on behalf of an individual ( <i>this applies only to those who are unable to use the above methods</i> )	1%		

## PLANNING APPLICATIONS

**Q9 The Council currently undertakes the following activities to inform the community about planning applications that have been made to the Council.**

1. Encourages pre-application discussions.
2. Holds surgeries at certain Info Shops.
3. Consults households in the vicinity of a planning application.
4. Erects a site notice for certain applications.
5. Publishes advertisements in local newspapers.
6. Consults Parish/Town Councils with application plans.
7. Notifies Ward Councillor.
8. Displays application details and plans at Council Offices and Info Shops.
9. Publishes a weekly list of planning applications.
10. Notifies Town/Parish Councils of any significant application amendments.
11. Sends copies of planning applications to the Info Shops.
12. Allows public speaking at planning Committee.
13. Publishes a monthly bulletin of planning decisions.

**Are these measures sufficient to keep you informed?**

Yes ..... 67%

No ..... 33%

**Q10 If you answered 'no' to question 9, what else should the Council consider doing to keep you better informed\*\*?**

What about applications submitted and granted on Delegated Powers (1%)



**Q11 How should developers involve the community when they propose to submit a major planning application to Herefordshire Council?**

Please tick all that apply

Distribute leaflet to properties in the area describing what is proposed	11%
Drop in exhibition in the area involved	8%
Hold a workshop or 'Planning for Real' exercise to identify local issues before submitting the application	10%
Hold a workshop or 'Planning for Real' exercise to identify local issues after the application has been submitted	2%
Prepare a development brief/masterplan before submitting an application	8%
Submit a planning statement with the application to explain how impacts from development will be addressed	11%
Advertise in the local paper	8%
Submit articles to the local paper about the development proposed	8%
Provide details about who to contact about the development	10%
Make a presentation to local Town or Parish Council	9%
Newsletter to properties in the area setting out changes proposed	7%
Public Meeting	8%
Do nothing	0%

**Any Other Comments?**

Please use the space below to make any other comments\*\* you feel appropriate to help us develop our approach to informing, involving and consulting the community and stakeholders during the preparation of the LDF.

--

**Q12 Your Contact Details\***

Name:	
Organisation:	
Address:	
E-mail:	
Tel:	

\*In accordance with the data protection Act 1998, your details will be retained on the Councils' Local Development Framework (LDF) database and will be used solely for the purpose of preparing the LDF. They will not be passed on to any third party.

\*\*Please continue on additional sheets if necessary

**Thank you for taking the time to fill in this form. Please return the questionnaire in the pre-paid envelope provided by Wednesday 30<sup>th</sup> November 2005, or drop it in at any of the Info Shops or Libraries.**



**Appendix 5  
Results of questionnaire by frequencies**

**Statement of Community  
Involvement on Planning in  
Herefordshire - Questionnaire  
October/November 2005**

**PREVIOUS EXPERIENCES OF COMMUNITY INVOLVEMENT EXERCISES**

**Q1 Has Herefordshire Council involved you in planning matters in the past?**

Yes .....  No.....

*If you answered 'Yes' please state briefly what you have been involved in*

**Q2 Based on your past experiences, how would you describe Herefordshire Council's general approach to community involvement on planning matters? Was it:**

Easy to get involved	<input type="text" value="88"/>	No opinion	<input type="text" value="91"/>
Difficult to get involved	<input type="text" value="59"/>		

**Q3 Is there anything the Council could improve on to make it easier to get involved and let people have their say on planning matters?**

Yes .....  No .....

*If yes, please state\*\**

**PREPARATION OF NEW PLANNING DOCUMENTS**

**KEEPING YOU INFORMED AND UP TO DATE**

**Q4 How would you prefer to be kept informed about progress made in the preparation of the future planning documents that will replace the existing Unitary Development Plan? You can tick more than one box**

Letter	<input type="text" value="175"/>	Press releases	<input type="text" value="51"/>
Email	<input type="text" value="137"/>	Adverts/radio	<input type="text" value="23"/>
Newsletter/Leaflet	<input type="text" value="91"/>	Herefordshire Matters	<input type="text" value="42"/>
Website/LDF web page	<input type="text" value="46"/>	Other – please state	<input type="text" value="2"/>
		Example of bad form – where is the space to “state”	<input type="text" value="1"/>

**Q4a Do you have access to the Internet at home/work?**

Yes .....  No .....

**Q4b If you answered 'yes', Please tick this box if you would like to be informed**

## INVOLVING YOU IN THE PRODUCTION OF PLANNING DOCUMENTS

**Q5** When public participation and consultation is taking place during the preparation of planning documents which of the following would be of most use to you or your group? Please rank in order of preference, where 1 is most preferred.

Public Exhibitions/Roadshow	42	Focus Groups	30
Public Meetings/Presentations	62	Workshops	31
One to one meetings/briefings	67	Existing Panels/Forums	32
		Other, please state	11
		e-mail	1

**Q6** What topics are of most interest to you or your group? (This question will help the Council to direct its efforts and prioritise the production of documents)

Please tick all that apply

Affordable and key worker housing	107	Landscape and trees	115
Community facilities (including schools and libraries)	110	Transport (including buses, cycling and pedestrian issues)	146
Design of new development	138	Nature conservation	111
Employment	93	Recreation sport and tourism (including indoor leisure activities and rights of way)	110
Flooding	86	Minerals and waste	79
Historic environment (including conservation areas, listed buildings and archaeology)	114	Shopping and town centres (including bars, places to eat, services such as banks, solicitors and estate agents)	77
Housing in general	130	Telecommunications	46
Identifying sites for development	151	Other (Please tick and specify below)	45

*Other, please state*

Reciprocity, holistic extended family liaison (1)

## CONSULTING YOU

**Q7** When documents are prepared for consultation in what format would you prefer to receive them?

Hard copy of consultation document	182
Electronic copy via e-mail	85
Electronic copy to view and download from the website	47

## HELPING YOU RESPOND

### Q8 Having been consulted, which of the following is your preferred means of responding?

Completion of a standard response form	113	Letter	103
Completion of an 'online' electronic response form	64	E-mail	66
A member of staff completes the form on behalf of an individual ( <i>this applies only to those who are unable to use the above methods</i> )	2		

## PLANNING APPLICATIONS

### Q9 The Council currently undertakes the following activities to inform the community about planning applications that have been made to the Council.

1. Encourages pre-application discussions.
2. Holds surgeries at certain Info Shops.
3. Consults households in the vicinity of a planning application.
4. Erects a site notice for certain applications.
5. Publishes advertisements in local newspapers.
6. Consults Parish/Town Councils with application plans.
7. Notifies Ward Councillor.
8. Displays application details and plans at Council Offices and Info Shops.
9. Publishes a weekly list of planning applications.
10. Notifies Town/Parish Councils of any significant application amendments.
11. Sends copies of planning applications to the Info Shops.
12. Allows public speaking at planning Committee.
13. Publishes a monthly bulletin of planning decisions.

#### Are these measures sufficient to keep you informed?

Yes .....

No .....

### Q10 If you answered 'no' to question 9, what else should the Council consider doing to keep you better informed\*\*?

What about applications submitted and granted on Delegated Powers (1)

**Q11 How should developers involve the community when they propose to submit a major planning application to Herefordshire Council?**

Please tick all that apply

Distribute leaflet to properties in the area describing what is proposed	166
Drop in exhibition in the area involved	127
Hold a workshop or 'Planning for Real' exercise to identify local issues before submitting the application	155
Hold a workshop or 'Planning for Real' exercise to identify local issues after the application has been submitted	37
Prepare a development brief/masterplan before submitting an application	128
Submit a planning statement with the application to explain how impacts from development will be addressed	163
Advertise in the local paper	123
Submit articles to the local paper about the development proposed	119
Provide details about who to contact about the development	155
Make a presentation to local Town or Parish Council	143
Newsletter to properties in the area setting out changes proposed	106
Public Meeting	118
Do nothing	1

**Any Other Comments?**

Please use the space below to make any other comments\*\* you feel appropriate to help us develop our approach to informing, involving and consulting the community and stakeholders during the preparation of the LDF.

--

**Q12 Your Contact Details\***

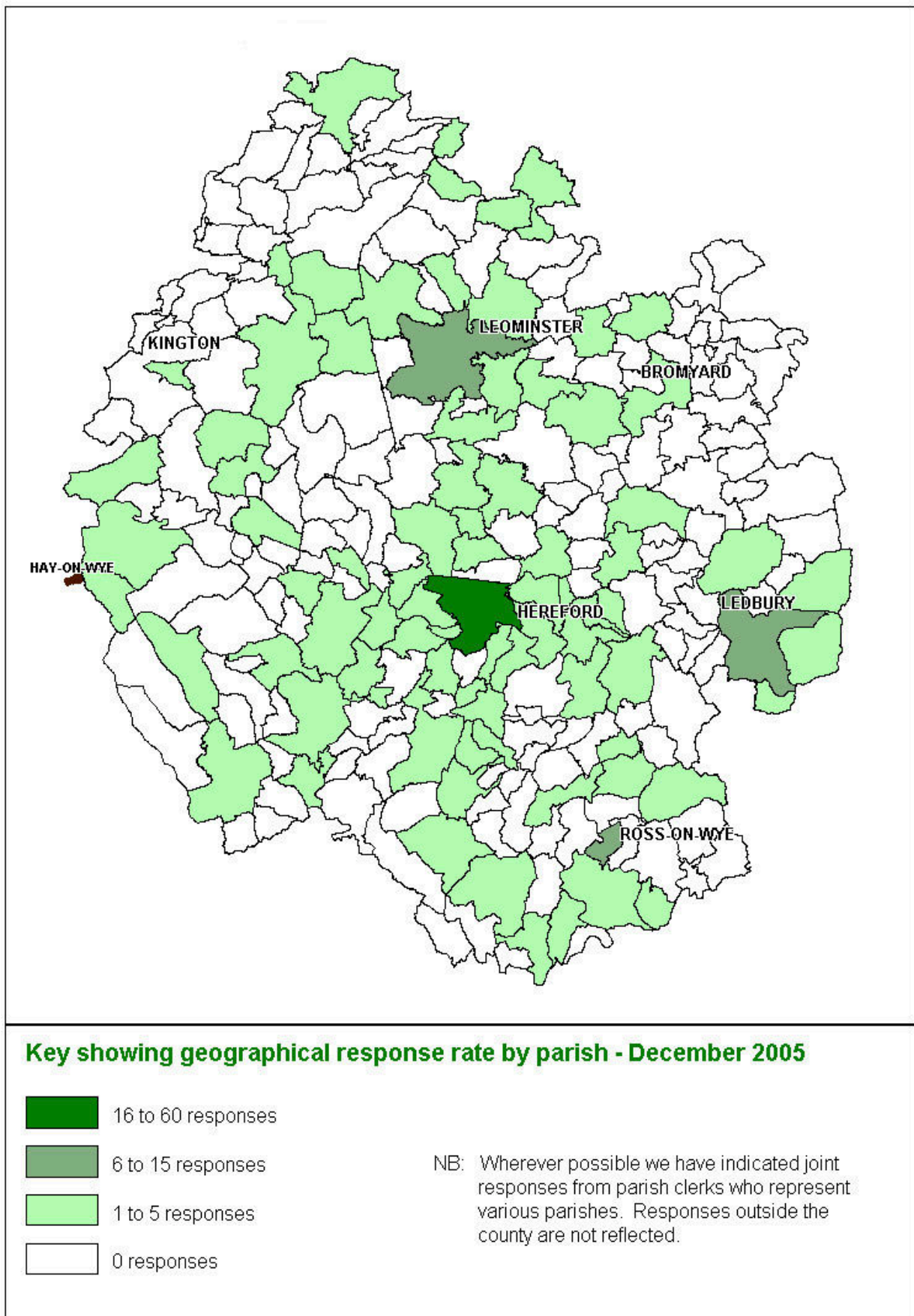
Name:	
Organisation:	
Address:	
E-mail:	
Tel:	

\*In accordance with the data protection Act 1998, your details will be retained on the Councils' Local Development Framework (LDF) database and will be used solely for the purpose of preparing the LDF. They will not be passed on to any third party.

\*\*Please continue on additional sheets if necessary

**Thank you for taking the time to fill in this form. Please return the questionnaire in the pre-paid envelope provided by Wednesday 30<sup>th</sup> November 2005, or drop it in at any of the Info Shops or Libraries.**

## Appendix 6 Map of geographical responses





## Appendix 7 Public Notice – proposal matters

**PLANNING AND COMPULSORY PURCHASE ACT 2004  
THE TOWN AND COUNTRY PLANNING (LOCAL DEVELOPMENT)(ENGLAND) REGULATIONS 2004  
NOTICE OF PUBLIC PARTICIPATION  
STATEMENT OF COMMUNITY INVOLVEMENT, PRE-SUBMISSION DRAFT**

**Proposed Subject Matter:** Herefordshire Council has prepared a Draft Statement of Community Involvement (SCI) as part of the Local Development Framework (LDF) for the County. The SCI sets out how the community will be engaged in the preparation of planning documents that make up the framework and in the planning application process. When the Statement of Community Involvement is adopted it will form a Local Development Document within the LDF.

**Availability:** Copies of the draft Statement of Community Involvement have been published under Regulation 26 of the above regulations and along with a questionnaire response form are available at the locations listed below.

PLANNING OFFICES HEREFORD		
Planning Services	Blueschool House, Blueschool St.	<b>Monday to Thurs</b> - 8.45am - 4.45pm. <b>Fri</b> - 8.45am - 4.30pm.
Forward Planning	Town Hall, St Owen Street	<b>Monday to Thurs</b> - 9.00am - 5.00pm. <b>Fri</b> - 9.00am - 4.30pm.
LIBRARIES		
Belmont	Belmont Community Centre, Eastholme Avenue	<b>Tues &amp; Thurs</b> - 10.00am - 1.00pm, 2.00pm - 5.00pm. <b>Fri</b> - 2.00pm - 4.30pm, 5.00pm - 7.00pm. <b>Sat</b> - 10.00am - 1.00pm
Bromyard	The Bromyard Centre, Cruxwell Street	<b>Mon to Fri</b> - 8.15am - 9.30pm. <b>Sat &amp; Sun</b> - 9.00am - 6.00pm
Colwall	Humphry Walwyn Library	<b>Mon</b> - 5.00pm - 7.30pm. <b>Tues &amp; Fri</b> - 10.00am - 1.00pm and 2.00pm - 5.30pm. <b>Wed</b> - 2.00pm - 7.30pm. <b>Sat</b> - 10.00am - 1.00pm and 2.00pm - 4.00pm
Hereford	Broad Street	<b>Tues, Wed, Fri</b> - 9.00am - 7.30pm. <b>Thurs</b> - 9.00am - 5.30pm. <b>Sat</b> - 9.30am - 4.00pm
Kington	64 Bridge Street	<b>Tues &amp; Fri</b> - 10.00am - 5.30pm. <b>Thurs &amp; Sat</b> - 10.00am - 1.00pm
Ledbury	Bye Street	<b>Tues &amp; Thurs</b> - 9.00am - 5.30pm. <b>Wed &amp; Fri</b> - 9.00am - 7.30pm. <b>Sat</b> - 9.30am - 4.00pm
Leintwardine	Community Centre, High Street	<b>Tues</b> - 10.00am - 1.00pm. <b>Fri</b> - 2.30pm - 5.30pm
Leominster	8 Buttercross	<b>Tues &amp; Fri</b> - 9.00am - 5.30pm. <b>Wed &amp; Thurs</b> - 9.00am - 7.30pm. <b>Sat</b> - 9.30am - 4.00pm
Ross on Wye	Cantilupe Road	<b>Tues &amp; Thurs</b> - 9.00am - 7.30pm. <b>Wed &amp; Fri</b> - 9.00am - 5.30pm. <b>Sat</b> - 9.30am - 4.00pm
Weobley	Old Police Court, Back Lane	<b>Mon</b> - 10.00am - 1.00pm. <b>Thurs</b> - 3.00pm - 6.00pm
INFO IN HEREFORDSHIRE		
Bromyard	The Bromyard Centre, Cruxwell Street	<b>Mon to Fri</b> - 8.15am - 9.30pm. <b>Sat &amp; Sun</b> - 9.00am - 6.00pm
Hereford	Garrick House, Widemarsh Street	<b>Mon to Thurs</b> - 8.45am - 5.15pm. <b>Fri</b> - 8.45 - 4.45pm
Kington	2 Mill Street	<b>Mon to Thurs</b> - 9am - 12.30pm & 1.00pm - 4.00pm <b>Fri</b> - 9.00am - 12.30pm & 1.00pm - 3.30pm
Ledbury	St Katherines, High Street	<b>Mon to Thurs</b> - 8.45am - 5.15pm. <b>Fri</b> - 8.45 - 4.45pm
Leominster	11 Corn Square	<b>Mon to Thurs</b> - 8.45am - 5.15pm. <b>Fri</b> - 8.45 - 4.45pm
Ross on Wye	Swan House, Edde Cross Street	<b>Mon to Thurs</b> - 8.45am - 5.15pm. <b>Fri</b> - 8.45 - 4.45pm

On the Council's website: [www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf)

**Consultation Period:** Written representations on the Draft Statement of Community Involvement should be submitted on the response form provided and must be submitted within the six-week consultation period ending 17th March 2006 to:

Dr D Nicholson, Forward Planning Manager, PO Box 144, Town Hall, Hereford, HR1 2PJ

Email: [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk) Fax: 01432 260289

Please indicate in your response if you wish to be notified of either or both of the following: -

- (i) when the SCI has been submitted to the Secretary of State for independent examination;
- (ii) that the SCI has been adopted

**Further information:** If you have difficulties with reading or obtaining the draft Statement of Community Involvement or require further information, please contact the Forward Planning team on tel: 01432 383357.



**HEREFORDSHIRE  
COUNCIL**

## **Have your say on planning!**

Residents of Herefordshire are being invited to have a say on how they should be involved in planning issues.

The Council has drawn up a "Statement of Community Involvement," (SCI) which sets out how it will engage the community when it consults on planning applications and prepares development plans (plans which show future use of land).

The document – drawn up as part of a new planning system – sets out how the Council's Planning Services will carry out future consultation and how the views of local people will form a key role in guiding future development in the County.

Copies of the draft and response form are in all the libraries and Info Shops across the County and the Council's website [www.herefordshire.gov.uk/ldf](http://www.herefordshire.gov.uk/ldf).

Representations need to be with the Council by Friday, March 17.

Anyone wanting more information should contact the Forward Planning Team on (01432) 383357.





## Statement of Community Involvement, Pre-Submission Draft, January 2006, Questionnaire

### Introduction

A draft Statement of Community Involvement (SCI) has been produced and is currently the subject of consultation, as required by statutory regulations.

An initial questionnaire sent out in October 2005 provided useful information which has been incorporated into the draft SCI.

This follow up questionnaire:

- Helps to guide you through the chapters of the draft SCI in a structured way.
- Provides opportunities for feedback on its contents – have we got it right?

Please note that this questionnaire should be read in conjunction with the SCI.

**Q1 Chapter 7 (see paragraph 7.15) there is a list of community groups that are harder to include in consultation processes. Are there any others we have not considered?**

**Q2 From your experience are there any consultation methods that would be particularly suitable for engaging any of the groups at risk of exclusion?**

**Q3 In your view are the methods of consultation and participation described in Chapter 9 (see table below paragraph 9.9) the right ones for engaging the community in the preparation of planning policy documents?**

*Please tick the appropriate box*

Yes

No

**Q4 If you answered 'no' to question 3, please state why and what additional methods you would add?**

**Q5 Chapter 10 provides information on the process for producing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Have we got this right,?**

Yes

No

**Q5a How could we improve it?**

**Q6 In Chapter 11 the section on involvement of the community at the pre-application stage (See paragraph 11.8 to 11.11) discusses how developers or applicants might undertake community consultation. Do you think that this will be of benefit to the community?**

Yes

No

Don't know

**Q7 If you have answered 'no' to question 6, could you please explain why you feel that such consultation would not be beneficial?**

**Q8 Chapter 11 describes the methods used to consult the community when a planning application is submitted to the Council (see paragraphs 11.12 to 11.25) These are the methods that the Council currently uses. Are there any other additional methods that you would like to suggest?**

**Q9** The list of consultees in Appendix 2 identifies the organisations that we will consult with on planning issues. We are continuing to develop our database of contacts. Are there any other organisations that should be included on our list of consultees?

**Q10** How clear is this document in setting out how the Council intends to engage the community in the planning process?

*Please tick the appropriate box*

**a) The preparation of planning policy documents.**

Very clear	Fairly clear	Adequate	Not very clear	Not at all clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**b) Planning applications**

Very clear	Fairly clear	Adequate	Not very clear	Not at all clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q11** If you feel that the document is not clear, please could you indicate which points or sections are unclear and suggest how we could make improvements?

**Please complete the following contact details\* to assist in database management:**

Name:	
Organisation:	
Address:	
E-mail:	
Tel:	

\*In accordance with the data protection Act 1998, your details will be retained on the Councils' Local Development Framework (LDF) database and will be used solely for the purpose of preparing the LDF. They will not be passed on to any third party.

Thank you for taking the time to complete this questionnaire. If there are any further points related to the draft SCI that have not been addressed in this questionnaire, please let us know.

Please return the completed questionnaire in the pre-paid envelope by the 17th March 2006 to the following address:

Statement of Community Involvement  
Herefordshire Council  
Forward Planning  
PO Box 144, Town Hall  
Hereford  
HR1 2PJ

Alternatively you can return the questionnaire via our fax number 01432 260289, email to [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk) or hand deliver to any of the County Info Points or Libraries.

**Need help? If you would like this information in a different format e.g. Braille, other languages, audio tape, large print, computer disc or have difficulty in filling the form in, please contact the Forward Planning office on 01432 383357.**

**Appendix 10**  
**Table of responses**

	A	B	C	D	E
1	<b>Question 1 : Chapter 7 (see paragraph 7.15) there is a list of community groups that are harder to include in consultation processes. Are there any others we have not considered?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	Not as far as I am aware	Comment noted	No change
4	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Sport and Recreation for Young People	Paragraph 7.15 already identifies Children and Young People as a hard to reach group. This identifies the need for planners to engage with young people on all relevant issues including sport and recreation.	No change
5	SCI 297/D	Bulmers	Migrant workers	Migrant workers tend to work in the County on a temporary basis before moving on elsewhere. It is therefore difficult within the resources available to engage with these people in a useful and meaningful way as their knowledge of the area will be limited and there needs temporary.	No change
6	SCI 26/D	George Wimpey	Consultation comments by email	Comments can be sent via email as identified in paragraph 9.9	No change
7	SCI 209/D	Arrow Valley Residents Association	No	Comment noted	No change
8	SCI 52/D	Chamber of Commerce	The Business community and private sector often have low response rates both nationally and locally	The comment is noted. The SCI has included over 250 businesses in its appendix 2. All these will be consulted at appropriate times during the preparation of LDF documents.	No change
9	SCI 337/D	Rail for Herefordshire	Add following to database: HASSLE, C/O 72, Park Street, Hereford, HR1 2RD	Comments noted and database will be amended accordingly. A corresponding amendment will be made to appendix 2 of the SCI to include these details.	Amend Appendix 2 of the SCI and the SCI database to include attached details.
10	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	No	Comment noted	No change
11	SCI 3/D	Ledbury and District Civic Society	No	Comment noted	No change
12	SCI/63/D	Voluntary Sector Assembly	No	Comment noted	No change
13	SCI 338/D	Belmont Rural Website	Youth clubs, all local organisation	Paragraph 7.15 already identifies Children and Young People as a hard to reach group. The first approach will be made to the Youth Service who will then advise who would be most appropriate group to talk to on particular issue. Youth clubs will provide a very useful focus for meeting young people and discussing issues.	Amend appendix 2 of the SCI to include reference to Youth Clubs.
14	SCI 72/D	Belmont Rural Parish Plan Coordinator	Not obviously	Comment noted	No change
15	SCI 339/D	Collins Engineering	Cannot think of any	Comment noted	No change
16	SCI 341/D	Arkwright Owens	No (but someone will find one)	Comment noted	No change
17	SCI 342/D	ABLE (Information and advice)	No	Comment noted	No change
18	SCI 343/D	Environment Ambition Group	Unemployed, self employed and some professional groups eg lawyers	Comment noted, however, this would require significant resources to monitor and to keep up to date.	No change
19	SCI 344/D	Workmatch Ltd	No	Comment noted	No change
20	SCI 345/D	Age Concern Leominster and District	No	Comment noted	No change
21	SCI 296/D	Breinton Parish Council	Neighbourhood Watch Schemes, Resident Associations	These are useful groups which provide helpful local information. It is not considered that these groups would be classed as hard to reach. They are generally well organised and recognised with an active network of people campaigning for their particular area.	No change
22	SCI 197/D	Colwall Parish Council	No – comprehensively covered	Comment noted	No change
23	SCI 347/D	Herefordshire Council Councillor	School Governors when development may be of concern to them	Whilst the Children's Services Directorate of the Council will be the first point of contact as identified in paragraph 7.15 of the SCI there may be instances when individual school governors may need to be consulted on a development issue relative to them. Table 7.15 and Appendix 2 should be amended to include School Governing Bodies as appropriate.	Amend table at paragraph 7.15 and appendix 2 of the SCI to include attached details
24	SCI 24/D	Kington History Society	Satisfactory but make more space of local newspapers editorial space	Comment noted. The Planning section prepares with the Council's communication team press releases on a regular basis to keep people informed of the Plan process. This however does not guarantee that the article will be printed. This is the decision of the newspaper editor.	No change
25	SCI 220/D	Brock Planning Consultancy	No	Comment noted	No change
26	SCI 139/D	ECHO	Adults with learning difficulties. A way of accessing this group of people is through the People's Union Self – advocacy Network Coordinator is Mary Anne Thomas 01432 263757	Comments noted and database will be amended accordingly. A corresponding amendment will be made to appendix 2 of the SCI to include these details. In addition an amendment will be made to paragraph 7.15 of the SCI to include this group of people as hard to reach.	Amend, Paragraph 7.15, Appendix 2 of the SCI and the SCI database to include attached details.
27	SCI 352/D	Brecon Beacons National Park Authority	No	Comment noted	No change
28	SCI 351/D	Ledbury and District Access Group	Ledbury and District Access Group	Local Access groups are already identified as a hard to reach group in paragraph 7.15	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
29	SCI 350/D	Herefordshire Council Councillor	Faith group minorities – often have good voluntary groups but can be inward looking and unaware of larger community.	Issues around Religion and beliefs have been added into the table at paragraph 7.15 which identifies those groups which may be at risk of exclusion within planning consultation processes and therefore require extra efforts to encourage their involvement.	Amend paragraph 7.15 and supporting text to include reference to Religion and beliefs as a group at risk of exclusion
30	SCI 349/D	Herefordshire Council Councillor	No	Comment noted	No change
31	SCI 16/D	Morris Bricknell	National Framers Union (NFU), County Landowners Association (CLA)	Both these organisations are already listed in Appendix 2 of the SCI.	No change
32	SCI 12/D	Herefordshire Council Youth Service	No, but are 'older people' really at risk of being excluded.	Comment noted. There could be instances when older people become isolated from the activities of the community	No change
33	SCI 232/D	Yarkhill Parish Council	No	Comment noted	No change
34	SCI 272/D	Welsh Water	No	Comment noted	No change
35	SCI 355/D	Herefordshire Council Councillor	No	Comment noted	No change
36	SCI 356/D	Pipe and Lyde Parish Council	No	Comment noted	No change
37	SCI 92/D	Michael Latchem and Associates LTD	Not known	Comment noted	No change
38	SCI 258/D	Member of the Public	People with reading disabilities	Paragraph 7.15 already identifies people with disabilities as a hard to reach group. This will be included as an example.	Amend paragraph 7.15 under People with disabilities to include people with a reading disability.
39	SCI 280/D	Much Cowarne Group Parish Council	No	Comment noted	No change
40	SCI 191/D	Planning Advisor to Offas Dyke Association	No	Comment noted	No change
41	SCI 357/D	DEFRA	Second Home owners not living regularly in the area? Contact via post to home. People suffering illness and receiving treatment away?	It would be very difficult to identify and contact second home owners and those away from home suffering illness. The Council does not have the resources to undertake such survey work and keep it up to date.	No change
42	SCI 136/D	Hereford Travellers Support Group	In sufficient consideration given to reaching gypsies and other travellers. Page 15 of the statement (Para 7.15) mention the Traveller Liaison Officer and the Race Relations Officer. They cannot speak for all travellers, but could be a channel of communication only.	Within the resources available the Traveller Liaison Officer and the Race Relations Officer are seen as the most appropriate people to approach in the first instance to gather information on the needs of travellers. The table at paragraph 7.15 has been expanded to include reference to the Travellers Health Project.	Amend appendix 2 and paragraph 7.15 to include the Travellers Health Project.
43	SCI 133/D	Morrison's Supermarkets	No	Comment noted	No change
44	SCI 245/D	Member of the Public	You have not considered adequately the normal rural resident. The Parish Council do not provide an adequate route to most people.	The Council has to work within its resources and Parish Councils provide very valuable information on local planning issues. However Parish Council's need the support and involvement of local people to ensure that they work effectively. Some members of the public are on the SCI database and will be kept informed with the opportunity to be involved on preparation of planning documents.	No change
45	SCI 358/D	Member of the Public	No	Comment noted	No change
46	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	No	Comment noted	No change
47	SCI 282/D	Ledbury Town Council	People with literacy and numeracy problems	Paragraph 7.15 already identifies people with disabilities as a hard to reach group. This will be included as an example.	Amend paragraph 7.15 under People with disabilities to include people with literacy and numeracy disabilities.
48	SCI 359/D	Eardisland Parish Council	No	Comment noted	No change
49	SCI 137/D	Access for All	Need to contact younger people, people with learning difficulties and disabled people for their views, through schools, day centres, social workers etc.	Both young people and people with disabilities are identified as a hard to reach group within paragraph 7.15 of the SCI.	No change
50	SCI 360/D	SUSTRANS	Please insert Herefordshire Cycling Forum details: Contact details via Mark Edwards, Integrated Transport Assistant Officer, Herefordshire Council, medwards@Herefordshire.gov.uk	Comments noted and database will be amended accordingly. A corresponding amendment will be made to appendix 2 of the SCI to include these details.	Amend Appendix 2 of the SCI and the SCI database to include attached details.
51	SCI 261/D	Fownhope Residents Association	No	Comment noted	No change
52	SCI 205/D	Almeley Parish Plan	Older people' and 'Dispersed rural population' are not valid groups (see attached reasons). You should concentrate on those who are too busy to bother with planning - housewives, working people, sports enthusiasts, shoppers, pub regulars ... and those who don't mix with their neighbours.	Comment noted. Parish Councils are to be encouraged to make more information available. This could be pursued through village/parish newsletters, notices in shops/parish notice boards etc County Councillors also play a valuable role in informing local people as recognised in paragraph 9.14.	No change

2	A	B	C	D	E
	Ref No	Organisation	Comment Made	Response	Recommendation
53	SCI 364/D	CTC Right to Ride, Ledbury Area	Members of HM Forces serving overseas	It would be very difficult to identify and contact all members of HM Forces serving overseas. The Council does not have the resources to undertake such survey work and keep it up to date. However local garrisons could be included within appendix 2	Amend Appendix 2 of the SCI to include attached details.
54	SCI 363/D	Duchy of Cornwall	None we can think of.	Comment noted	No change
55	SCI 361/D	D2 Planning Ltd	No	Comment noted	No change
56	SCI 91/D	Bartestree with Lugwardine Parish Council	No	Comment noted	No change
57	SCI 366/D	Collier and Brain Ltd	The business community viz Chambers of Commerce.	The Chambers of Commerce are identified as a consultee in Appendix 2 of the SCI.	No change.
58	SCI 367/D	Leominster Town Council	Homeless	It is considered that the homeless are a hard to reach group and as such paragraph 7.15 and associated text has been amended to include this group.	Amend paragraph 7.15 to include reference to the homeless.
59	SCI 368/D	Herefordshire Carers Support	Family carers - approx 17,500 in Hfds, 500+ young carers.	It is hoped and expected that these people would get involved in the Council's normal consultation processes. However the Herefordshire Carers Support will be added to Appendix 2 to act as a voice for these people.	Amend Appendix 2 and database to include Herefordshire Carers Support
60	SCI 218/D	Kings Acre Residents Association	Not known	Comment noted	No change
61	SCI 372/D	Leintwardine Group Parish Council	The indigenous, traditional local population	All those listed in appendix 2 have an important part to play in planning the future of the County. In addition to Parish Councils a long list of local organisations is also included providing opportunities for local people to have their say. In addition individual members of the public are registered on the SCI database. It is considered that the representations of local people are well covered in the SCI.	No change
62	SCI 194/D	Sport England	No	Comment noted	No change
63	SCI 373/D	Hfds and Worcs Earth Heritage Trust	University of the Third Age U3A, local history groups, Young Farmers, societies rather than council officers.	These groups are not considered to be hard to reach and some are already on the LDF database eg local history groups. It is proposed, however, that Young Farmers be included on the list as they could represent the views of young people who have been identified as a group at risk of exclusion.	Amend Appendix 2 of the SCI to include the Young Farmers organisation details.
64	SCI 369/D	Cradley and Storrige Parish Council	Support the need to broaden access and involvement. Need to consider young working people, particularly those with young families. The internet is an important channel for involving these people providing they are made aware of the opportunity	Comment noted. The Council within available resources are furthering its web database as documented in section 9 of the SCI.	No change
65	SCI 375/D	CPRE	Please note CPRE now stands for Campaign to Protect Rural England and should replace Council for the Protection of Rural England	Comment noted	Amend Appendix 2 of the SCI to include the CPRE details.
66	SCI 30/D	Brimfield and Little Hereford GPC	No	Comment noted	No change
67	SCI 59/D	RPS Planning	No	Comment noted	No change
68	SCI 384/D	Luston Group Parish Council	No	Comment noted	No change
69	SCI 198/D	Kings Thorn Residents Group	People for whom English is not their first language.	The SCI at paragraph 9.11 states that consideration will be given to making planning documents available in languages other than English when a request is made.	No change
70	SCI 383/D	Cycle Hereford	No	Comment noted	No change
71	SCI 382/D	Tarrington Parish Council	No	Comment noted	No change
72	SCI 380/D	Linton(s) Parish Council	No as a parish cllr I find the 'nimbi' effect will bring most people out.	Comment noted	No change
73	SCI 379/D	St James and Bartonsham Community Assoc	Unwaged incl parents with young children. Unemployed, students/trainees.	Comment noted, however, this would require significant resources to monitor and to keep up to date.	No change
74	SCI 376/D	Herefordshire Council	Students at Hereford RNIB College	Paragraph 7.15 refers to disabled people which would include those with sight problems. The Royal College for the Blind is identified as a consultee at appendix 2.	No change
75	SCI 388/D	Pixley and District Parish Council	Need to add those who do not have a reasonable standard of education to the list of hard to reach groups. Concerned that planning matters will 'go over their heads'.	Comments noted. It is proposed to amend Paragraph 7.15 to include those with literacy and numeracy issues. In addition an executive summary and extended glossary is suggested to help in summarising and explaining the key parts of the SCI. Planning Aid who are referred to in paragraph 9.16 of the SCI provide training events to help educate people about the planning process which may assist.	Amend paragraph 7.15 under People with disabilities to include people with literacy and numeracy disabilities. Include an executive summary and extended glossary at appendix 1.



	A	B	C	D	E
1	<b>Question 2 : From your experience are there any consultation methods that would be particularly suitable for engaging any of the groups at risk of exclusion?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 335/D	CPRE	Paper based, plain English, simplified formats, meaningful timescales, feedback very important	These are useful points to raise which have been included and referred to in section 9 of the SCI.	No change
4	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	No	Comment noted	No change
5	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Via Herefordshire Sports Council	Comments noted and database will be amended accordingly to include Herefordshire Sports Council. A corresponding amendment will be made to appendix 2 of the SCI to include these details.	Amend Appendix 2 of the SCI to include Herefordshire Sports Council and the SCI database to include attached details
6	SCI 297/D	Bulmers	On site briefings (at caravan sites or wherever) or place of employment	Difficult to understand what is meant by "On site briefings". Any meetings outside Council premises need the permission of the landowner in any event and are usually held when requested.	No change
7	SCI 26/D	George Wimpey	Consultation comments by email and reduce the size of meetings to make them effective meetings	The SCI at section 9 refers to the use of email and this method of communication will be positively encouraged through the LDF process. Whatever representations are received need to be reported to the Committee whether they arrive by email or otherwise. Comment noted on the length of meetings.	No change
8	SCI 209/D	Arrow Valley Residents Association	Present ones adequate. If people choose to be travellers they should not expect to be spoon-fed	Comments noted.	No change
9	SCI 52/D	Chamber of Commerce	One to one briefings on business impacts in a specific area	The use of one to one briefings are already identified in section 9.	No change
10	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	No	Comments noted	No change
11	SCI 3/D	Ledbury and District Civic Society	Greater emphasis on use of local press including 'freebies'	Press releases and public notices are issued on a regular basis to update people on the plan process and on development control matters. Statutory public notices will always be printed, however, with press articles there is no guarantee that the press will print the article.	No Change
12	SCI 63/D	Voluntary Sector Assembly	No	Comments noted	No change
13	SCI 174/D	Voluntary Sector Assembly	Offering assistance in future consultations especially the assistance with the Hard to reach groups.	This offer of assistance is appreciated. Comment noted	No change
14	SCI 338/D	Belmont Rural Website	Reduced wordage, simpler syntax and vocabulary. Emphasis on why response is important. Examples of change following public responses.	Useful comments. An executive summary is proposed for inclusion to assist with identifying the key parts to the SCI. The glossary has been included at appendix 1 to define technical words which need to be included within this document. All amendments which are made to this SCI as a result of listening to consultations received will be recognised through tracked changes.	Include an executive summary
15	SCI 72/D	Belmont Rural Parish Plan Coordinator	Not consulting all groups presents difficulties whatever method used.	The database provides an overall list of bodies that could be consulted on any one development plan document. Given limited resources it will always be difficult to consult with all groups	No change
16	SCI 341/D	Arkwright Owens	A 'surgery' approach may prove popular for general planning enquiries but will inevitably be inefficient in terms of officers time	Planning surgeries are held regularly to discuss development control matters. In addition local meetings, exhibitions are held to discuss development plan issues and these are usually arranged through the Town/Parish Council . In addition planning officers respond daily to general planning enquiries over the telephone/email. These methods of communicating are identified in section 9 of the SCI.	Add Planning surgeries to the list of community involvement methods laid out in section 9 of the SCI
17	SCI 48/D	Ross Community Development Group	Clear and simple articles/notices in local papers - particularly "free" newspapers.	Press releases and public notices are issued on a regular basis to update people on the plan process and on development control matters. Statutory public notices will always be printed, however, with press articles there is no guarantee that the press will print the article. The use of the press and newsletters are identified in section 9 of the SCI.	No change
18	SCI 342/D	ABLE (Information and advice)	No	Comments noted	No change
19	SCI 343/D	Environment Ambition Group	The Democs /People's cafe idea is a possibility – however it takes a lot of time and is difficult to organise – that's why they are hard to reach.	This is a good idea however is beyond available resources as suggested in the consultation response	No change
20	SCI 344/D	Workmatch Ltd	No	Comments noted	No change
21	SCI 345/D	Age Concern Leominster and District	Visiting day centres/coffee mornings where older people attend	This is a good idea however is beyond available resources.	No change
22	SCI /346/D	Herefordshire Council Councillor	Use Parish Newsletters and Herefordshire Matters	Both Parish newsletters and Herefordshire Matters are used as a way to consult on planning matters. These methods of consultation are identified in section 9 of the SCI.	No change
23	SCI 296/D	Breinton Parish Council	By post (databases needed), not website or email, press releases.	The use of the post as a method for distributing hard copies of planning documents is identified in section of the SCI. The planning section engages with a wide variety of people and organisations so a variety of methods of consultation are required to meet the needs of everyone.	No change
24	SCI 197/D	Colwall Parish Council	No	Comments noted	No change
25	SCI 347/D	Herefordshire Council Councillor	Voluntary organisations with special interest in the group	Appendix 2 identifies a wide variety of voluntary groups as well as Herefordshire Voluntary Action all of which will be consulted where appropriate on the preparation of LDF documents.	No change
26	SCI 24/D	Kington History Society	No	Comments noted	No change
27	SCI 220/D	Brock Planning Consultancy	No	Comments noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
28	SCI 139/D	ECHO	Simple questionnaire with sufficient time for people to discuss within their self advocacy groups and then respond.	The use of questionnaires is identified in section 9 of the SCI.	No change
29	SCI 352/D	Brecon Beacons National Park Authority	No	Comments noted	No change
30	SCI 350/D	Herefordshire Council Councillor	Faith Group Liaison officer?	Issues around Religion and beliefs have been added into the table at paragraph 7.15 which identifies those groups which may be at risk of exclusion within planning consultation processes and therefore require extra efforts to encourage their involvement.	Amend paragraph 7.15 and supporting text to include reference to Religion and beliefs as a group at risk of exclusion
31	SCI 349/D	Herefordshire Council Councillor	Text for children. Offer email response, website, dispersed areas	Resources do not allow for all planning documents to include text for children, however, it is the overall intention to provide user friendly documents which are easily understood and coherent. The use of email and the web are methods of consultation which are identified in section 9 of the SCI.	No change
32	SCI 16/D	Morris. Bricknell	Meeting in a local public house	Venues for local meetings need to be of an appropriate size and suitable for purpose. Some public houses could fit this requirement.	No change
33	SCI 12/D	Herefordshire Council Youth Service	Face to face workshops and 'planning for real' exercises	Both workshops and public meetings, which would cover planning for real exercises, are already mentioned in section 9 of the SCI.	No change
34	SCI 232/D	Yarkhill Parish Council	Special Site briefings	One to one meetings and briefings are already covered in section 9 of the SCI.	No change
35	SCI 272/D	Welsh Water	No	Comments noted	No change
36	SCI 355/D	Herefordshire Council Councillor	No	Comments noted	No change
37	SCI 356/D	Pipe and Lyde Parish Council	Notices in local shops or post offices	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend paragraph 9.9 and paragraph 11.18 to reflect attached.
38	SCI 238/D	Hereford Civic Society	Planning surgeries, better and less Legal Public Notices	Planning surgeries are held regularly to discuss development control matters. In addition local meetings, exhibitions are held to discuss development plan issues and these are usually arranged through the Town/Parish Council. The SCI will be amended to make reference to the use of Planning surgeries as a way to consult on planning matters. The use and content of legal planning notices is laid down in statutory regulations so there is no opportunity to change how and when they are used.	Add Planning surgeries to the list of community involvement methods laid out in section 9 of the SCI.
39	SCI 191/D	Planning Advisor to Offas Dyke Association	No	Comments noted	No change
40	SCI 357/D	DEFRA	Email in many cases. Increased communication with Parish Councils	The use of email is identified as a community involvement technique in section 9 of the SCI. All Parish Councils are a statutory consultee on planning matters and are therefore in regular dialogue with Planning Services.	No change
41	SCI 136/D	Hereford Travellers Support Group	By personal interviews and conversations with a range of members of the Travelling community, none of whom will be able to claim they represent the whole.	This method of community involvement goes beyond available resources.	No change
42	SCI 133/D	Morrison's Supermarkets	No	Comments noted	No change
43	SCI 245/D	Member of the Public	The Herefordshire website could be augmented with interactive message boards and newsgroups, web forms and email.	Comment noted. The Council's website is being regularly improved and this is referred to in section 9. These suggestions will be considered through this process.	No change
44	SCI 358/D	Member of the Public	No	Comments noted	No change
45	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	People located in dispersed rural areas use Parish Magazine, delivered free to every household.	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. The use of newsletters is identified as community involvement technique in section 9 of the SCI.	No change
46	SCI 282/D	Ledbury Town Council	Involvement with Herefordshire Youth Council (in process of being set up); School Councils; Citizenship classes in school curriculum; Youth Service eg Ledbury Youth First.	These methods of consultation with children and young people are proposed for inclusion within paragraph 7.15 of the SCI	Amend paragraph 7.15 to include attached methods of engagement with children and young people.
47	SCI 359/D	Eardisland Parish Council	Parish and Village Notice Boards	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then display in parish village notice boards. It is proposed to include this method of consulting within section 9 of the SCI.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
48	SCI 137/D	Access for All	Produce a simple to read leaflet with bright colours and large print rather than large booklet. Main point only less long winded.	It is proposed to include an executive summary to help in identifying key parts to the SCI. This in turn will help in making the document easier to read. The document will be made available in large print if requested.	Include an executive summary and state clearly that the SCI will be made available in large print etc at the beginning of the document.
49	SCI 261/D	Fownhope Residents Association	No	Comments noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
50	SCI 205/D	Almeley Parish Plan	Parish Plans are not very strong methods of communication, once they are completed. Websites need wide publicity in other media. Very few people attend local forums. Get more into supermarkets, post offices, pubs, clubs onto buses and get them to nudge their customers and members.	The land use elements of Parish Plans which are adopted as supplementary planning information form a material planning consideration in determining planning applications and are therefore important documents representing the views of local people. The ability to publicise information needs to be balanced against resources and it is not considered possible to do all that which is listed. Planning services will consult as widely as possible within the resources available and the ongoing support of the Parish Council to assist with this is sought and appreciated.	No change
51	SCI 363/D	Duchy of Cornwall	Parish meetings/working groups/workshops.	These methods of engagement are identified in section 9 of the SCI	No change
52	SCI 361/D	D2 Planning Ltd	It is necessary to ensure that groups are kept informed about the process. There needs to be regular updates to all interested groups.	Feedback and an understanding of the process is key to the SCI. This is laid out in section 10 of the SCI.	No change
53	SCI 188/D	Herefordshire Nature Trust	Use playing for real or planning for real with children's groups if planning is to affect children directly. Involve voluntary groups as well as statutory eg Travellers Support Group	Planning for real is covered in public meetings which is identified in section 9 of the SCI. Both voluntary and statutory organisations have been included as consultees on planning matters in Appendix 2 of the SCI including the Travellers Support group.	No change
54	SCI 91/D	Bartestree with Lugwardine Parish Council	For rural communications - use of parish magazines. Display planning applications in local post office.	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. The use of newsletters is identified as community involvement technique in section 9 of the SCI. In addition consideration could be given to providing Town/Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards etc.
55	SCI 366/D	Collier and Brain Ltd	Meaningful consultation is always difficult to achieve especially with silent or apathetic minorities/majorities. We have been here before with Skeffington et al...	Comments noted	No change
56	SCI 367/D	Leominster Town Council	Probation Service, Police, Drug-User Agencies	These are all identified in Appendix 2 except the Drug Agencies. Appendix 2 of the SCI will be amended to include local groups like DASH.	Amend appendix 2 of the SCI to include Drug Agencies like DASH.
57	SCI 368/D	Herefordshire Carers Support	Going to where they are, telephone, ensuring meetings start at late time eg after 10am and finish before 3pm, to fit in with paid carer/day care.	Where possible and within available resources meetings will take place at the easiest place for the individual/ group. Again timings of meetings can be arranged to fit in with other commitments.	No change
58	SCI 218/D	Kings Acre Residents Association	No	Comments noted	No change
59	SCI 372/D	Leintwardine Group Parish Council	Door to door canvassing in the area of the planning proposal. Website is probably the least useful.	This is a good idea however is beyond available resources.	No change
60	SCI 194/D	Sport England	Use of multi media for young people	It is agreed that innovative consultation methods are required to engage young people on planning matters. This will be furthered through the new Youth Council and the Council's Youth Services section.	Amend paragraph 7.15 to include reference to Youth Councils.
61	SCI 30/D	Brimfield and Little Hereford GPC	Road shows - visiting the parishes.	Useful comments. The list at paragraph 9.9 refers to public exhibitions which would cover road shows.	No change
62	SCI 59/D	RPS Planning	No	Comments noted	No change
63	SCI 384/D	Luston Group Parish Council	None that have not already been noted.	Comments noted	No change
64	SCI 198/D	Kings Thorn Residents Group	Travelling workshops.	Useful comments. The list at paragraph 9.9 refers to public exhibitions which would cover travelling workshops.	No change
65	SCI 85/D	National Farmers Union	People located in dispersed rural areas often do not have access to broadband. Communication by letter and local press should still be in place.	Communication by letter and local press is provided in the list at paragraph 9.9	No change
66	SCI 383/D	Cycle Hereford	Via GP surgeries, clinics etc. Post offices, public houses, voluntary organisations. Employment centres.	Consideration could be given to providing Town/Parish Councils with some planning information to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend paragraph 11.18 and paragraph 9.9 to reflect attached.
67	SCI 382/D	Tarrington Parish Council	No experience	Comment noted	No change
68	SCI 380/D	Linton(s) Parish Council	No Just make sure the parish councils have the information and time to consult.	Comment noted. The consultation response times are laid down in statutory regulations and cannot therefore be extended.	No change
69	SCI 284/D	Bromyard and Winslow Town Council	Adult literacy classes. Visits to the housebound.	Paragraph 7.15 already identifies older people and people with disabilities as hard to reach groups. Literacy problems will be included as an example of a disability. Resources would not allow visits to housebound although consultations with organisations like Age Concern will be undertaken.	Amend paragraph 7.15 under People with disabilities to include people with literacy and numeracy disabilities.
70	SCI 379/D	St James and Bartonsham Community Assoc	Via health conduits ie GP Surgeries, notice boards, PCT via social conduits ie shops/post offices, pubs, schools, job centre, benefits offices, vol orgs, family centres.	Consideration could be given to providing Town/Parish Councils with some planning information to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend paragraph 11.18 paragraph 9.9 to reflect attached.
71	SCI 378/D	Linton Parish Council	Notices etc in job centres, all government offices where they young and unemployed hang out.	This is a good idea however difficult to action within available resources. However consideration could be given to providing Town/Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend paragraph 11.18 paragraph 9.9 to reflect attached.
72	SCI 376/D	Herefordshire Council	Home visits to sheltered/extra sheltered accom and residential homes if and when requested. There is usually a common room available where residents could be consulted en bloc.	Home visits are a good idea however they go beyond available resources. However, older people are identified as a consultee and consultations with organisations like Age Concern will be undertaken.	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
73	SCI 388/D	Pixley and District Parish Council	Community forums are useful in getting local people into a meeting to discuss local issues face to face.	Forums and public meetings are already recognised in paragraph 9.9 of the SCI.	No change
74	SCI 146/D	Leominster Shopmobility	No but don't assume that everyone has access to the internet/websites	Comments noted. This is why Section 9 provides a variety of consultation methods	No change

	A	B	C	D	E
1	<b>Question 3 : In your view are the methods of consultation and participation described in Chapter 9 (see table below paragraph 9.9) the right ones for engaging the community in the preparation of planning policy documents?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 335/D	CPRE	Yes	Comments noted	No Change
4	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	Yes	Comments noted	No Change
5	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Yes	Comments noted	No Change
6	SCI 297/D	Bulmers	Yes	Comments noted	No Change
7	SCI 26/D	George Wimpey	Yes	Comments noted	No Change
8	SCI 209/D	Arrow Valley Residents Association	No	Comments noted	See response to question 4
9	SCI 52/D	Chamber of Commerce	Yes	Comments noted	No Change
10	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	Yes	Comments noted	No Change
11	SCI 3/D	Ledbury and District Civic Society	Yes	Comments noted	No Change
12	SCI/63/D	Voluntary Sector Assembly	Yes	Comments noted	No Change
13	SCI 338/D	Belmont Rural Website	Yes	Comments noted	No Change
14	SCI 72/D	Belmont Rural Parish Plan Coordinator	Yes	Comments noted	No Change
15	SCI 339/D	Collins Engineering	Yes	Comments noted	No Change
16	SCI 340/D	BRB (Residuary) Ltd	Yes	Comments noted	No Change
17	SCI 341/D	Arkwright Owens	Yes	Comments noted	No Change
18	SCI 48/D	Ross Community Development Group	Yes	Comments noted	No Change
19	SCI 342/D	ABLE (Information and advice)	Yes	Comments noted	No Change
20	SCI 343/D	Environment Ambition Group	Depends	Comments noted	See response to question 4
21	SCI 64/D	Lafarge Aggregates Ltd	Yes	Comments noted	No Change
22	SCI 344/D	Workmatch Ltd	Yes	Comments noted	No Change
23	SCI 345/D	Age Concern Leominster and District	Yes	Comments noted	No Change
24	SCI 346/D	Herefordshire Council Councillor	Yes	Comments noted	No Change
25	SCI 296/D	Breinton Parish Council	Yes	Comments noted	No Change
26	SCI 197/D	Colwall Parish Council	Yes	Comments noted	No Change
27	SCI 347/D	Herefordshire Council Councillor	Yes	Comments noted	No Change
28	SCI 24/D	Kington History Society	Yes	Comments noted	No Change
29	SCI 220/D	Brock Planning Consultancy	Yes	Comments noted	No Change
30	SCI 139/D	ECHO	Yes	Comments noted	No Change
31	SCI 352/D	Brecon Beacons National Park Authority	Yes	Comments noted	No Change
32	SCI 351/D	Ledbury and District Access Group	No	Comments noted	See response to question 4
33	SCI 350/D	Herefordshire Council Councillor	Yes	Comments noted	No Change
34	SCI 349/D	Herefordshire Council Councillor	Yes	Comments noted	No Change
35	SCI 16/D	Morris Bricknell	No	Comments noted	See response to question 4
36	SCI 12/D	Herefordshire Council Youth Service	Yes	Comments noted	No Change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
37	SCI 232/D	Yarkhill Parish Council	Yes	Comments noted	No Change
38	SCI 272/D	Welsh Water	Yes	Comments noted	No Change
39	SCI 355/D	Herefordshire Council Councillor	Yes	Comments noted	No Change
40	SCI 356/D	Pipe and Lyde Parish Council	Yes	Comments noted	No Change
41	SCI 238/D	Hereford Civic Society	Yes	Comments noted	No Change
42	SCI 92/D	Michael Latchem and Associates LTD	Yes	Comments noted	No Change
43	SCI 258/D	Member of the Public	Yes	Comments noted	No Change
44	SCI 280/D	Much Cowarne Group Parish Council	Yes	Comments noted	No Change
45	SCI 189/D	Fownhope Local History Group	Yes	Comments noted	No Change
46	SCI 191/D	Planning Advisor to Offas Dyke Association	Yes	Comments noted	No Change
47	SCI 357/D	DEFRA	No	Comments noted	See response to question 4
48	SCI 136/D	Hereford Travellers Support Group	Yes and No	Comments noted	See response to question 4
49	SCI 133/D	Morrison's Supermarkets	Yes	Comments noted	No Change
50	SCI 245/D	Member of the Public	No	Comments noted	See response to question 4
51	SCI 358/D	Member of the Public	Yes	Comments noted	No Change
52	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	Yes	Comments noted	No Change
53	SCI 282/D	Ledbury Town Council	No	Comments noted	See response to question 4
54	SCI 359/D	Eardisland Parish Council	Yes	Comments noted	No Change
55	SCI 137/D	Access for All	No	Comments noted	See response to question 4
56	SCI 360/D	SUSTRANS	Yes	Comments noted	No Change
57	SCI 261/D	Fownhope Residents Association	Yes	Comments noted	No Change
58	SCI 205/D	Almeley Parish Plan	No	Comments noted	See response to question 4
59	SCI 364/D	CTC Right to Ride, Ledbury Area	No	Comments noted	See response to question 4
60	SCI 229/D	Shropshire County Council	Yes	Comments noted	No Change
61	SCI 256/D	Llangrove Village Voice	Yes	Comments noted	No Change
62	SCI 363/D	Duchy of Cornwall	Yes	Comments noted	No Change
63	SCI 361/D	D2 Planning Ltd	Yes	Comments noted	No Change
64	SCI 188/D	Herefordshire Nature Trust	Yes	Comments noted	No Change
65	SCI 91/D	Bartestree with Lugwardine Parish Council	No	Comments noted	See response to question 4
66	SCI 366/D	Collier and Brain Ltd	Yes	Comments noted	No Change
67	SCI 367/D	Leominster Town Council	Yes	Comments noted	No Change
68	SCI 368/D	Herefordshire Carers Support	Yes	Comments noted	No Change
69	SCI 218/D	Kings Acre Residents Association	Yes	Comments noted	No Change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
70	SCI 370/D	Stagecoach in South Wales	Yes	Comments noted	No Change
71	SCI 303/D	Llangarron Parish Council	Yes	Comments noted	No Change
72	SCI 372/D	Leintwardine Group Parish Council	Yes	Comments noted	No Change
73	SCI 194/D	Sport England	Yes	Comments noted	No Change
74	SCI 373/D	Hfds and Worcs Earth Heritage Trust	Yes	Comments noted	No Change
75	SCI 387/D	Kings Caple Parish Plan Steering Group	Yes	Comments noted	No Change
76	SCI 30/D	Brimfield and Little Hereford GPC	Yes	Comments noted	No Change
77	SCI 59/D	RPS Planning	Yes	Comments noted	No Change
78	SCI 384/D	Luston Group Parish Council	Yes	Comments noted	No Change
79	SCI 198/D	Kings Thorn Residents Group	No	Comments noted	No Change
80	SCI 85/D	National Farmers Union	Yes	Comments noted	No Change
81	SCI 383/D	Cycle Hereford	Yes	Comments noted	No Change
82	SCI 382/D	Tarrington Parish Council	Yes	Comments noted	No Change
83	SCI 77/D	Little Birch Parish Council	No	Comments noted	No Change
84	SCI 381/D	Mervyn Bufton	Yes	Comments noted	No Change
85	SCI 380/D	Linton(s) Parish Council	Yes	Comments noted	No Change
86	SCI 284/D	Bromyard and Winslow Town Council	Yes	Comments noted	No Change
87	SCI 379/D	St James and Bartonsham Community Assoc	No	Comments noted	No Change
88	SCI 377/D	Whitbourne Parish Council	Yes	Comments noted	No Change
89	SCI 376/D	Herefordshire Council	Yes	Comments noted	No Change
90	SCI 324/D	Friends of the Earth Herefordshire	No	Comments noted	No Change
91	SCI 388/D	Pixley and District Parish Council	All the basics seem to be there. Concerned that important consultation is not being picked up at the local level. Use of media and website may help	Comments noted. The use of the media and website are identified at paragraph 9.9 of the SCI	No Change
92	SCI146/D	Leominster Shopmobility	Yes	Comments noted	No Change

	A	B	C	D	E
1	<b>Question 4 : If you answered 'no' to question 3, please state why and what additional methods you would add?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 209/D	Arrow Valley Residents Association	How can we persuade the Council that polytunnels must require planning permission? The definition of significant planning applications, bullet point 4 on page 27 must surely bring them into the planning system	The planning status of polytunnels is the subject of current (March 2006) proceedings in the High Court - the Council cannot presume the outcome of that process but, once the decision of the court is known, it will be able to review its policy on polytunnels.	No change
4	SCI 52/D	Chamber of Commerce	Methods are correct, but greater prioritisation needs to be given to partnership organisations	The comments are noted, however, it is not considered appropriate that prioritisation should be given to any particular group. The aim of the SCI is to give everyone an opportunity to engage with the planning system.	No change
5	SCI 343/D	Environment Ambition Group	It's a case of choosing the most appropriate, however the list is comprehensive enough.	Comments noted	No change
6	SCI /346/D	Herefordshire Council Councillor	Use Herefordshire Matters	Herefordshire Matters is a valuable consultation tool and has been used in the past to keep people informed on the progress of development plan preparation It will continue to be used in the future. Section 9 refers to the use of newsletters which would include publications like Herefordshire Matters.	No change
7	SCI 296/D	Breinton Parish Council	Public consultations should be undertaken before decisions are taken. There should be genuine open minded approach to all consultations	This is a key part of the new planning process and is identified in section 10 under DPD stage Initial technical consultation - establish evidence base. Consultations will be undertaken to gather information and views before decisions are made. This is essential to work towards the key objectives of openness and consensus and resolving conflicts early in the plan process.	No change
8	SCI 351/D	Ledbury and District Access Group	Planning Officers should be prepared to meet local groups when planning issues are considered contentious.	Planning officers are available to discuss contentious planning issues with local groups as and when necessary. This can occur through a variety of means including public meetings, through already established groups or one to one briefings and meetings where resources permit. These are all addressed in section 9 of the SCI. It is not however Council policy for development control officers to hold meetings into applications that are being processed. This could prejudice officers in reaching their conclusion and prompt statutory consultation responses.	No change
9	SCI 16/D	Morris Bricknell	Important for Councillors and Council representatives to talk to people and make them feel that their thoughts are important	Section 9 of the SCI at paragraph 9.14 - 9.15 and in the table at 9.9 emphasises the important role that Councillors play in listening and representing the views of local people in their area. This will continue to be the case under the new planning system. It is very important that officers, Councillors and local people talk and this is at the heart of the SCI. Section 9 identifies a variety of different methods as to how this communication could take place.	No change
10	SCI 357/D	Pipe and Lyde Parish Council	Notices in local shops or post offices	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend paragraphs 11.18 and 9.9 to reflect attached.
11	SCI 238/D	Hereford Civic Society	Make web site user friendly and updates easy to identify	The website is under constant review and this comment will be taken on board in those considerations.	No change
12	SCI 358/D	DEFRA	E mail of weekly list of planning decisions would be proactive and therefore fits with forward planning thinking. Simply having information available on a website is insufficient in terms of communicating. In conjunction with other positive methods of OMM as set out in 9.9	The weekly list of planning applications is available on the website and available "24/7" - along with copies of plans received. Where statute requires DEFRA to be notified then they are sent their own copies - this may change as part of the Government's modernisation agenda.	No change
13	SCI 136/D	Hereford Travellers Support Group	Three forms are used all through the document 'consultation', 'public participation' and 'public involvement'. These need to be defined and more emphasis placed on PARTICIPATION. It is only by participating that the community feel it is being taken seriously.	Comments noted. The glossary will be amended to include definitions of terms identified in the consultation response.	The glossary at appendix 1 be amended as identified.
14	SCI 245/D	Member of the Public	The current planning documents in the LDF are opaque and too full of planning speak and jargon for normal readers to comprehend. You have to either rewrite them or educate everyone in the County.	It is a challenging exercise to explain a technical process in non planning speak. However it is one that the SCI needs to overcome to ensure people understand how and when they can become involved in the planning process. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public. The point about education is an important one and the use of Planning Aid to assist with this is referred to in paragraph 9.16 of the SCI.	Include an executive summary and an extended glossary at appendix 1
15	SCI 282/D	Ledbury Town Council	1. Consultation documents should be freely available free and not for sale. 2. Herefordshire Matters which is freely available to all residents is another community involvement method.	The Council is anxious to ensure that consultation documents are easily accessible and that cost is not a constraint. In many cases there has been a reduced cost to Herefordshire residents and businesses. Whilst costs need to be attempted to be recovered documents will either be freely available or cost left to a minimum. Newsletters are already referred to in paragraph 9.9.	No change
16	SCI 137/D	Access for All	I feel you covered most groups and people you have involved but reach more younger people.	Comments noted. Young people have been identified as a hard to reach group and the advice of the Council's youth services is being sought on how improved engagement can come about. In addition the newly set up Youth Council will prove very useful in gaining views on planning matters from the younger population of the County. Reference to this newly established group will be referred to in the SCI at table 7.15	Amend table 7.15 to refer to the newly established Youth Council.
17	SCI 205/D	Almeley Parish Plan	An opinion poll, carefully constructed to reach a representative cross section of the uninterested, with good inducements to respond.	The use of a questionnaire approach to gather local information has been referred to and has been included within table 1 at paragraph 9.9 of the SCI.	No change
18	SCI 334/D	Kinnersley and District Group Parish Council	Promote planning matters in local parish magazines like 'The Signal' which covers the group parish council area.	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. The use of newsletters is identified as community involvement technique in section 9 of the SCI.	No change



2	A	B	C	D	E
	Ref No	Organisation	Comment Made	Response	Recommendation
19	SCI 364/D	CTC Right to Ride, Ledbury Area	A web-based portal is increasingly useful, but it should take advantage of advanced features such as RSS feeds. This allows an individual to "opt in" at their discretion, rather than requiring Herefordshire Council to place them on a list of consultees/interested parties.	Noted, the Council will further explore this possibility and make appropriate reference in section 9 of the SCI	Amend section 9 of the SCI to make reference to a web based portal
20	SCI 91/D	Bartestree with Lugwardine Parish Council	As in question 2.	See response to question 2	See response to question 2
21	SCI 366/D	Collier and Brain Ltd	Officer at strategic planning level seconded to deal with Ross/HR9 (for example) strategic planning delivery issues - very important. Someone fairly senior able to guide/negotiate/consult widely/interact and plan on a pragmatic basis if necessary.	Resources do not permit the town of Ross having its own Senior Planning Officer. The Council is planning for the whole of the County and Ross needs to be addressed in this context. All local issues are addressed by a relevant officer as and when they occur.	No change
22	SCI 198/D	Kings Thorn Residents Group	You seem to want to stay within existing frameworks. Any of the methods which would more directly involve people you seem to consider too expensive or time consuming.	Depending on the issue proposed, the Council will consider consultation methods appropriate for the target audience. As Table 1 after para 9.10 states " views are sought on whether there are any additional methods that should be considered".	No change
23	SCI 77/D	Little Birch Parish Council	For contentious planning applications it would be good idea for planning staff to attend parish council meetings.	Parish Council's need to retain their independence and Planning Officers cannot be seen to be expressing a view on an application at an early stage nor to be influencing the PC in their response. Officers are happy to attend Parish Council's to discuss general planning issues.	No change
24	SCI 379/D	St James and Bartonsham Community Assoc	Specific targeting methods. Target via their traditional comfort zones! Notice boards with simple response leaflets outlining applications. Advertise meetings in the same way, so people can engage in process at any stage of planning app.	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters and on notice boards. The use of newsletters is identified as a community involvement technique in section 9 of the SCI.	No change
25	SCI 378/D	Linton Parish Council	Same as Q2.	Comment noted. The consultation response times are laid down in statutory regulations and cannot therefore be extended.	No change
26	SCI 324/D	Friends of the Earth Herefordshire	Seem to have lost the Local Area Forum format which would be suitable for most of these planning layers. Regular meetings, progress tracked, understanding developed.	Local Area Forums were renamed "Community Forums" about a year ago. They are still held in six locations about every three months. The next round starts 4 April 2006.	No change
27	SCI 388/D	Pixley and District Parish Council	No further comment.	Comment noted.	No change

	A	B	C	D	E
1	<b>Question 5/a : Chapter 10 provides information on the process for producing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Have we got this right? How could we improve it?</b>				
2	Ref No	Organisation	Comment Made	Response	Recommendation
3	SCI 335/D	CPRE	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
4	SCI 375/D	CPRE	section 10. Status of Submitted documents. Need to state that all submitted responses and associated evidence should be placed in the public domain.	The information in section 10 identifies that consultations received and responses made will be published and made available on the web.	No change
5			section 10. (i)The limited discretion of the Council should be spelt out in this section (ii) should be noted that officers' reports on draft planning documents or individual applications and the records of Council decisions on them, will indicate whether they are being forced by policy at a higher level or result from genuine Council discretion.	The Council consult widely on development plan documents and at various stages of preparation. Officer comments are made with a view to national/regional policy and advice.	No change
6			There should be a stage preceding the current first stage of Initial Technical Consultation. This should consist of consultation over the scope of the evidence base and any other research that will be needed in order to prepare issues and options.	This is not required through the regulations and with the need to speed the planning process up this is seen as an unnecessary, time consuming and costly addition to the process.	No change
7	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
8	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
9	SCI 297/D	Bulmers	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
10	SCI 26/D	George Wimpey	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
11	SCI 209/D	Arrow Valley Residents Association	Seeks abolishment of retrospective planning applications	Planning law has always allowed for retrospective planning applications to be made - and there is no prospect of that legal position changing.	No change
12	SCI 52/D	Chamber of Commerce	Satisfied with process for producing DPDs and SPDs however perhaps target specific responses from key stakeholders in specific areas ie employment site, gain responses from Chamber of Commerce, Federation of Small Businesses to gain wider business views	Comments noted. The preparation of development plan documents will be more relevant to some groups than others. The list at appendix 2 will therefore be used as a guide identifying the types of groups to involve and consult with depending on the subject matter. This is referred to in paragraph 5.3 of the SCI.	No change
13	SCI 336/D	Sargeants Bros LTD	Send details of planning applications to the Public Transport department and local bus companies especially on planning applications that are on any particular route and may have an impact on the operational running of buses.	Planning application details are available on the Council website. The Transportation Team of the Council is notified and has access to the full database of planning applications. There is no obligation to notify private sector companies and resources do not permit this to happen. The weekly list of applications can be viewed on the website.	No change
14	SCI 337/D	Rail for Herefordshire	No, once something is written down it is very difficult to change it. People should be asked at the very beginning of the planning process what planning measures should be pursued. This could be done via email, public meeting or letter.	This is a key part of the new planning process and is identified in section 10 under DPD stage Initial technical consultation - establish evidence base. Consultations will be undertaken to gather information and views before decisions are made. This is essential to work towards the key objectives of openness and consensus and resolving conflicts early in the plan process.	No change
15	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
16	SCI 3/D	Ledbury and District Civic Society	Satisfied with process for producing DPDs and SPDs	Comments noted	No change
17	SCI/63/D	Voluntary Sector Assembly	Yes	Comments noted	No change
18	SCI 338/D	Belmont Rural Website	See question 2	See response to question 2	See response to question 2
19	SCI 72/D	Belmont Rural Parish Plan Coordinator	Yes	Comments noted	No change
20	SCI 339/D	Collins Engineering	Yes	Comments noted	No change
21	SCI 340/D	BRB (Residuary) Ltd	Yes	Comments noted	No change
22	SCI 341/D	Arkwright Owens	Yes	Comments noted	No change
23	SCI 48/D	Ross Community Development Group	Yes	Comments noted	No change
24	SCI 342/D	ABLE (Information and advice)	Yes	Comments noted	No change
25	SCI 343/D	Environment Ambition Group	Yes	Comments noted	No change
26	SCI 344/D	Workmatch Ltd	Yes	Comments noted	No change
27	SCI 345/D	Age Concern Leominster and District	Yes	Comments noted	No change
28	SCI /346/D	Herefordshire Council Councillor	Yes	Comments noted	No change
29	SCI 296/D	Breinton Parish Council	Yes	Comments noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
30	SCI 197/D	Colwall Parish Council	Yes	Comments noted	No change
31	SCI 347/D	Herefordshire Council Councillor	Yes	Comments noted	No change
32	SCI 24/D	Kington History Society	Yes, but update progress in the local newspapers (I think more than one mention in the news is useful to site people's interest and observations.	Press releases and public notices are issued on a regular basis to update people on the plan process and on development control matters. Statutory public notices will always be printed, however, with press articles there is no guarantee that the press will print the article. The use of the press and newsletters are identified in section 9 of the SCI.	No change
33	SCI 220/D	Brock Planning Consultancy	Yes	Comments noted	No change
34	SCI 139/D	ECHO	Yes	Comments noted	No change
35	SCI 352/D	Brecon Beacons National Park Authority	Yes, however difficult to comment due to different system in Wales	Comments noted	No change
36	SCI 351/D	Ledbury and District Access Group	Yes	Comments noted	No change
37	SCI 350/D	Herefordshire Council Councillor	Yes	Comments noted	No change
38	SCI 349/D	Herefordshire Council Councillor	Yes	Comments noted	No change
39	SCI 16/D	Morris Bricknell	Yes, but to the general public appears far to long winded and complicated	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended Glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary
40	SCI 12/D	Herefordshire Council Youth Service	Yes	Comments noted	No change
41	SCI 232/D	Yarkhill Parish Council	Yes	Comments noted	No change
42	SCI 272/D	Welsh Water	Yes	Comments noted	No change
43	SCI 355/D	Herefordshire Council Councillor	Yes	Comments noted	No change
44	SCI 356/D	Pipe and Lyde Parish Council	Yes	Comments noted	No change
45	SCI 238/D	Hereford Civic Society	Yes	Comments noted	No change
46	SCI 92/D	Michael Latchem and Associates LTD	Yes	Comments noted	No change
47	SCI 258/D	Member of the Public	No – Less use of jargon, eg what is an issues and options document, Why say pre warn? There's not much point in post warning!	The issues and options document is a summary of information gathered through the initial consultation. It identifies the key areas which need to be addressed and a variety of options for addressing them. This information will then form the basis for the next round of consultation. The point about pre warn in accepted and this will be deleted from the relevant parts of the tables in section 10.	Delete reference to pre warn in the tables in section 10 and just refer to prior notification. Add issues and options to glossary
48	SCI 280/D	Much Cowarne Group Parish Council	No, too complicated, too much jargon, so difficult to follow that one would not know if the process is being followed or not.	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended Glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary
49	SCI 189/D	Fownhope Local History Group	Yes	Comments noted	No change
50	SCI 191/D	Planning Advisor to Offas Dyke Association	Yes, I cannot suggest any way to improve it. It seems very sensible and comprehensive	Comments noted	No change
51	SCI 357/D	DEFRA	No, SPDs 4-6 week consultation period to be decided on. How to determine valid representations? Surely have to consider all representations.	Regulation 18 specifies the timescales for consultation on SPD's and these must be applied in the SCI. A valid representation is one which has been submitted in the appropriate way within the timescales specified and meets the requirements of the statutory regulations. Only valid representations can be considered as laid out in section 10.	No change
52	SCI 136/D	Hereford Travellers Support Group	Yes	Comments noted	No change
53	SCI 133/D	Morrison's Supermarkets	Yes	Comments noted	No change
54	SCI 245/D	Member of the Public	No. Because most people will not understand them you either have to precede the consultation with education and briefings, or use more specialized forums or interest groups as a way to engage a representative subset.	Comments noted. The use of briefings and forums as a way of engaging people is referred to in section 9 of the SCI. The point about education is an important one and the use of Planning Aid to assist with this is referred to in paragraph 9.16 of the SCI.	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
55	SCI 358/D	Member of the Public	Yes reduce or even cut out altogether the use of acronyms – make the document reader friendly – otherwise it is fine.	It is not possible to remove all acronyms as these are key terms in the planning process and need to be referred to. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary
56	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	Yes	Comments noted	No change
57			No. The following additions/amendments should be made to this section:		
58			1. DPD and SPD require independent examination binding the Council	DPDs require independent examination binding the Council as identified in the table in section 10 under Regulation 35 and 36. However under the regulations SPDs are not subject to an independent examination.	No change
59			2. Are Parish Plans included in SPDs?	Once the UDP has been adopted Parish Plans could be prepared/adopted as SPD.	No change
60			3. Pre submission stage. 'Acknowledge receipt of all representations submitted within 3 days either by post or email'	All representations will be acknowledged as quickly as possible, however, it is not considered necessary to indicate a timescale leaving no flexibility. The Council has established customer service standards which set out response times for different forms of communication and these will be applied.	No change
61			4. Submission stage. Send copies of the submission etc at no cost'	All consultation documents sent to consultees on the SCI database will be free of charge.	No change
62	SCI 282/D	Ledbury Town Council	5. Where possible meet requests etc; the wording 'where possible should be omitted.	Where possible Planning Services will meet requests for meetings. However this can only be done within the resources available hence why the text needs to remain as written	No change
63			6. Independent examination stage. 'Only those seeking changes to the Plan have the right to appear and speak.'	This is correct however the request for change needs to be made through a valid representation which needs to be made at the regulation 28 consultation. This is already referred to within section 10. The table which looks at the procedures for Independent Examination identifies that only those valid representations which are received during the regulation 28 consultation will be examined by an independent inspector.	No change
64			7. Inspectors report. There should be a defined time limit between Inspectors Report and Adoption.	This is not possible to estimate for all DPD documents. Without knowing the level of objections it is very difficult to accurately specify how long it will take between the Inspectors report and reaching adoption. The time taken will be the absolute minimum as this new planning system is looking to speed the whole process up.	No change
65	SCI 359/D	Eardisland Parish Council	Yes	Comments noted	No change
66	SCI 137/D	Access for All	Yes. Require clear and understandable wording, less jargon and less abbreviations, make it less complicated.	It is not possible to remove all acronyms as these are key terms in the planning process and need to be referred to. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary
67	SCI 360/D	SUSTRANS	Yes	Comments noted	No change
68	SCI 261/D	Fownhope Residents Association	Yes	Comments noted	No change
69			If you want to 'front load' the process you must make the initial stage more active. If you don't get a lot of people involved at this stage, they will be disillusioned if they come in at a later stage.	Comments noted.	No change
70	SCI 205/D	Almeley Parish Plan	Give it maximum publicity. Invite the public to suggest any and everything which you haven't	Maximum publicity will be given to events. The information gathering exercise is about just this getting everyone's views on a subject and then preparing options for further consideration.	No change
71			Above all, when you produce the second stage you must give full reasoning for your choice of option and say why you have rejected any others which have been offered.	Feedback is a key part of the new planning process and the SCI identifies how the Council will ensure good feedback on its consultations.	No change
72			If you are not fully open with the public, you will lose the goodwill on which consultation relies.	Comments noted	No change
73	SCI 229/D	Shropshire County Council	Yes	Comments noted	No change
74	SCI 256/D	Llangrove Village Voice	Yes	Comments noted	No change
75	SCI 363/D	Duchy of Cornwall	Yes	Comments noted	No change
76	SCI 361/D	D2 Planning Ltd	Yes	Comments noted	No change
77	SCI 188/D	Herefordshire Nature Trust	Yes	Comments noted	No change
78	SCI 91/D	Bartestree with Lugwardine Parish Council	Yes	Comments noted	No change
79	SCI 366/D	Collier and Brain Ltd	Streamline the whole process please. The whole process is very time consuming and looks expensive. We are concerned about the length of time consultation takes and imposition of costs on local government by central government. The sheer amount of time taken to prepare the UDP and now preparation of LDFs - too lengthy, too costly.	The process for preparing DPDs is laid out in statutory regulations so needs to be applied within the SCI. The overall aim of the new planning process is to speed the system up. The need for front loading is looking for debate on issues early on working towards consensus in order to reduce the length of inquiry time at the later stages of the plan process.	No change

	A	B	C	D	E
	Ref No	Organisation	Comment Made	Response	Recommendation
80	SCI 367/D	Leominster Town Council	Yes	Comments noted	No change
81	SCI 368/D	Herefordshire Carers Support	Yes	Comments noted	No change
82	SCI 218/D	Kings Acre Residents Association	Yes	Comments noted	No change
83	SCI 370/D	Stagecoach in South Wales	Yes	Comments noted	No change
84	SCI 303/D	Llangarron Parish Council	The process is unwieldy due to its complex nature and long time span. Once process is complete it becomes out of date and revisions are adopted. Difficult for community to accept - where interest is generally about very local/even parochial matters. Its important to consult/listen and continue dialogue, explaining outcomes and changes also appropriate stages to maintain interest and inclusivity.	The Planning process is laid down in statutory regulations and therefore needs to be applied in line with these. The SCI outlines the process which will be followed from beginning to end and highlights the importance of listening to the views of local people and the need for good feedback.	No change
85	SCI 372/D	Leintwardine Group Parish Council	By avoiding the ODPM as much as possible. This office is so illogical and incompetent that any blessing issues has the kiss of death about it.	Planning falls under the remit of the ODPM and therefore it is not possible to avoid this Government Office	No change
86	SCI 194/D	Sport England	Yes	Comments noted	No change
87	SCI 385/D	West Midlands Amenity Societies Association (West MASA)	The six week consultation period under Regulation 26 is too short.	The SCI has to conform with the regulations. It is not possible to alter timescales which are laid out in statutory regulations. To help with making responses to LDF consultations within the six week period the SCI identifies that prior notifications will be given to allow time for any arrangements that may need to be organised.	No change
88	SCI 59/D	RPS on behalf of Taylor Woodrow Developments Ltd	We welcome and encourage community involvement at an early stage in the preparation of documents. However, further recognition should be given to the role of developers in both shaping policy and informing the preparation of LDDs. Para 10.1: Welcomes the commitment to publish notes on how to make a representation. Recommend that these guidance notes be included in the SCI as an appendix with explicit reference to the 9 tests of soundness	Comments noted. However, it is not just developers that help shape policy. Everyone consulted and involved in making a response has the potential to amend/shape policy. It is not appropriate to single out developers. Section 10 identifies that the guidance notes will explain how and when to make a representation. It is not considered appropriate to produce a standard format for this as different LDD documents may require different arrangements.	No change No change
90	SCI 387/D	Kings Caple Parish Plan Steering Group	Yes	Comments noted	No change
91	SCI 30/D	Brimfield and Little Hereford GPC	Yes	Comments noted	No change
92	SCI 384/D	Luston Group Parish Council	Yes	Comments noted	No change
93	SCI 198/D	Kings Thorn Residents Group	Yes but with SPDs take care to ensure that there has been genuine community involvement. "Local community in the vicinity of site" must mean more than a few properties around a specific site ie anything affecting a village or parish should be widely considered upon in that area especially as SPDs are not subject to independent examination.	This is very important and is central to the SCI in ensuring full community involvement in the preparation of planning documents including SPDs.	No change
94	SCI 85/D	National Farmers Union	Yes	Comment noted	No change
95	SCI 383/D	Cycle Hereford	Yes. Add some form of flow chart, if only a summary, to show interaction and timing of whole process. Process should be more clearly defined.	The flow chart on page 9 of the SCI provides a summary of the process.	No change
96	SCI 382/D	Tarrington Parish Council	Yes	Comment noted	No change
97	SCI 77/D	Little Birch Parish Council	Yes	Comment noted	No change
98	SCI 381/D	Mervyn Bufton	Yes	Comment noted	No change
99	SCI 380/D	Linton(s) Parish Council	Yes, make sure parish councils are sent copies of SPDs	Comment noted	No change
100	SCI 311/D	CPRE (PLAN Network)	No, while organisations like CPRE are generally speaking alert to this process, the general public is not reached with impact/thoroughness. Helping all PCs with matters like community notice boards and news sheets with some degree of insistence. Herefordshire Matters is not reaching all households and is an 'everything in the garden is lovely' document. Use it to engage the populace and make it a working document. This would make the council a whole lot more believable.	The Council has consulted widely on the production of its SCI. The list at Appendix 2 demonstrates this. Groups like Community First are established to help with the ideas like community notice boards. Any properties not receiving Herefordshire Matters should inform the Council as it is the intention to send it every household in the County.	No change
101	SCI 284/D	Bromyard and Winslow Town Council	Yes, as long as what is proposed is adhered to.	Comment noted	No change
102	SCI 379/D	St James and Bartonsham Community Assoc	Stages of planning process need to be more clearly defined and more simply laid out in fewer words ie simple English, bullet points, flow charts etc.	The flow chart on page 9 of the SCI provides a summary of the process.	Include an executive summary and an extended glossary
103	SCI 378/D	Linton Parish Council	Yes simpler.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended Glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
104	SCI 377/D	Whitbourne Parish Council	Yes	Comment noted	No change
105	SCI 376/D	Herefordshire Council	No the public in general should be informed at the outset via a press announcement so that any individual or group can get involved in any of the subsequent stages of consultation.	Paragraph 9.9 identifies that use of the media as a consultation method.	No change
106	SCI 324/D	Friends of the Earth Herefordshire	Please make sure that systems of reference through the development of these planning frameworks and documents are clear and consistent so that it is as straightforward as possible to refer to earlier formulations and objections/suggestions, so that participants are readily able to track development and impact.	Comments noted	No change
107	SCI 388/D	Pixley and District Parish Council	Everything seems to be there but sometimes timescales are too short.	Comments noted. The SCI has to conform with the regulations. It is not possible to alter timescales which are laid out in statutory regulations.	No change
108	SCI 146/D	Leominster Shopmobility	Yes. A seemingly complex system. How will you ensure that every procedure has been correctly undertaken	Comments noted. The planning process is set out in statutory regulations and these regulations have been rolled into the consultation standards included in Section 10 and 11 of the SCI. Planning Services need to ensure that these regulations are met.	No change

	A	B	C	D	E
1	<b>Question 6 : In section 11 the section on involvement of the community at the pre-application stage (see paragraph 11.8 to 11.1) discusses how developers or applicants might undertake community consultation. Do you think that this will be of</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 335/D	CPRE	Yes	Comment noted	No change
4	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	Yes	Comment noted	No change
5	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Yes	Comment noted	No change
6	SCI 297/D	Bulmers	Yes	Comment noted	No change
7	SCI 26/D	George Wimpey	Don't Know	Comment noted	No change
8	SCI 52/D	Chamber of Commerce	Don't know	Comment noted	No change
9	SCI 337/D	Rail for Herefordshire	Yes	Comment noted	No change
10	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	Yes	Comment noted	No change
11	SCI 3/D	Ledbury and District Civic Society	Yes	Comment noted	No change
12	SCI/63/D	Voluntary Sector Assembly	Yes	Comment noted	No change
13	SCI 338/D	Belmont Rural Website	Don't know	Comment noted	No change
14	SCI 72/D	Belmont Rural Parish Plan Coordinator	Yes	Comment noted	No change
15	SCI 339/D	Collins Engineering	Yes	Comment noted	No change
16	SCI 340/D	BRB (Residuary) Ltd	Yes	Comment noted	No change
17	SCI 341/D	Arkwright Owens	Yes	Comment noted	No change
18	SCI 48/D	Ross Community Development Group	Yes	Comment noted	No change
19	SCI 342/D	ABLE (Information and advice)	Yes	Comment noted	No change
20	SCI 343/D	Environment Ambition Group	Yes	Comment noted	No change
21	SCI 64/D	Lafarge Aggregates Ltd	Yes	Comment noted	No change
22	SCI 344/D	Workmatch Ltd	Yes	Comment noted	No change
23	SCI 345/D	Age Concern Leominster and District	Don't know	Comment noted	No change
24	SCI /346/D	Herefordshire Council Councillor	Yes	Comment noted	No change
25	SCI 296/D	Breinton Parish Council	Yes	Comment noted	No change
26	SCI 197/D	Colwall Parish Council	Yes	Comment noted	No change
27	SCI 347/D	Herefordshire Council Councillor	Yes	Comment noted	No change
28	SCI 24/D	Kington History Society	Yes	Comment noted	No change
29	SCI 220/D	Brock Planning Consultancy	No	Comment noted	No change
30	SCI 139/D	ECHO	Don't know	Comment noted	No change
31	SCI 352/D	Brecon Beacons National Park Authority	Yes	Comment noted	No change
32	SCI 351/D	Ledbury and District Access Group	Don't know	Comment noted	No change
33	SCI 350/D	Herefordshire Council Councillor	Yes	Comment noted	No change
34	SCI 349/D	Herefordshire Council Councillor	Yes	Comment noted	No change
35	SCI 16/D	Morris Bricknell	Yes	Comment noted	No change
36	SCI 12/D	Herefordshire Council Youth Service	Yes	Comment noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
37	SCI 232/D	Yarkhill Parish Council	Yes	Comment noted	No change
38	SCI 272/D	Welsh Water	Yes	Comment noted	No change
39	SCI 355/D	Herefordshire Council Councillor	No	Comment noted	No change
40	SCI 356/D	Pipe and Lyde Parish Council	Yes	Comment noted	No change
41	SCI 238/D	Hereford Civic Society	Yes	Comment noted	No change
42	SCI 92/D	Michael Latchem and Associates LTD	Yes	Comment noted	No change
43	SCI 258/D	Member of the Public	Don't know	Comment noted	No change
44	SCI 280/D	Much Cowarne Group Parish Council	Yes	Comment noted	No change
45	SCI 189/D	Fownhope Local History Group	Yes	Comment noted	No change
46	SCI 191/D	Planning Advisor to Offas Dyke Association	Yes, if the community responds in an appropriate way.	Comment noted	No change
47	SCI 357/D	DEFRA	Yes	Comment noted	No change
48	SCI 136/D	Hereford Travellers Support Group	Yes	Comment noted	No change
49	SCI 133/D	Morrison's Supermarkets	Yes	Comment noted	No change
50	SCI 245/D	Member of the Public	Yes	Comment noted	No change
51	SCI 358/D	Member of the Public	Yes	Comment noted	No change
52	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	Don't know	Comment noted	No change
53	SCI 282/D	Ledbury Town Council	Don't know	Comment noted	No change
54	SCI 359/D	Eardisland Parish Council	Yes	Comment noted	No change
55	SCI 137/D	Access for All	Yes	Comment noted	No change
56	SCI 360/D	SUSTRANS	Yes	Comment noted	No change
57	SCI 261/D	Fownhope Residents Association	Yes	Comment noted	No change
58	SCI 205/D	Almeley Parish Plan	Yes	Comment noted	No change
59	SCI 364/D	CTC Right to Ride, Ledbury Area	Don't know	Comment noted	No change
60	SCI 229/D	Shropshire County Council	Yes	Comment noted	No change
61	SCI 256/D	Llangrove Village Voice	Yes	Comment noted	No change
62	SCI 363/D	Duchy of Cornwall	Yes	Comment noted	No change
63	SCI 361/D	D2 Planning Ltd	Yes	Comment noted	No change
64	SCI 188/D	Herefordshire Nature Trust	Yes	Comment noted	No change
65	SCI 91/D	Bartestree with Lugwardine Parish Council	Yes	Comment noted	No change
66	SCI 366/D	Collier and Brain Ltd	Yes - very valuable - more guidance is required about what developer consultations needed in particular cases.	Comment noted	No change
67	SCI 367/D	Leominster Town Council	Yes	Comment noted	No change
68	SCI 368/D	Herefordshire Carers Support	Yes	Comment noted	No change
69	SCI 218/D	Kings Acre Residents Association	Don't know	Comment noted	No change

67



	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
70	SCI 370/D	Stagecoach in South Wales	Yes	Comment noted	No change
71	SCI 303/D	Llangarron Parish Council	Yes	Comment noted	No change
72	SCI 372/D	Leintwardine Group Parish Council	Yes	Comment noted	No change
73	SCI 194/D	Sport England	Yes	Comment noted	No change
74	SCI 387/D	Kings Caple Parish Plan Steering Group	Yes	Comment noted	No change
75	SCI 30/D	Brimfield and Little Hereford GPC	Yes	Comment noted	No change
76	SCI 59/D	RPS Planning	No	Comment noted	No change
77	SCI 384/D	Luston Group Parish Council	Yes	Comment noted	No change
78	SCI 198/D	Kings Thorn Residents Group	Yes	Comment noted	No change
79	SCI 85/D	National Farmers Union	Yes	Comment noted	No change
80	SCI 383/D	Cycle Hereford	Don't know	Comment noted	No change
81	SCI 382/D	Tarrington Parish Council	Yes	Comment noted	No change
82	SCI 77/D	Little Birch Parish Council	Yes	Comment noted	No change
83	SCI 381/D	Mervyn Bufton	Yes	Comment noted	No change
84	SCI 380/D	Linton(s) Parish Council	Yes	Comment noted	No change
85	SCI 311/D	CPRE (PLAN Network)	Yes	Comment noted	No change
86	SCI 284/D	Bromyard and Winslow Town Council	Yes	Comment noted	No change
87	SCI 379/D	St James and Bartonsham Community Assoc	Don't know	Comment noted	No change
88	SCI 378/D	Linton Parish Council	Yes	Comment noted	No change
89	SCI 377/D	Whitbourne Parish Council	Yes	Comment noted	No change
90	SCI 376/D	Herefordshire Council	Yes	Comment noted	No change
91	SCI 324/D	Friends of the Earth Herefordshire	No (or Yes but)	Comment noted	No change
92	SCI 388/D	Pixley and District Parish Council	Approve pre application consultation and regard it as a positive step forward. However there will be arguments over what is meant by significant especially if there is not a tight definition and failure to abide by the consultation standards at the pre-application stage should bar an application from proceeding to submission.	A general definition of 'significant' is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed. The Companion Guide to PPS 12 states that developers should be encouraged to undertake pre application discussions and early community consultation although this cannot be prescribed. The wording in the SCI is as far as the authority can go.	No change
93	SCI 146/D	Leominster Shopmobility	Yes	Comment noted	No change

	A	B	C	D	E
1	<b>Question 7 : If you have answered 'no' to question 6, could you please explain why you feel that such consultation would not be beneficial?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	The SCI does not explain what happens if the developer does not respond to encouragement (see also 4.26 initial consultation report no reason given) No enforcement makes the SCI draft just hot air	Enforcement action is discretionary and must be seen to be proportionate to the breach of control in question. In most cases breaches of control are remedied without recourse to formal proceedings. The criteria and processes for enforcement are explained in the Enforcement Policy which is available on the Council's website.	No Change
4	SCI 26/D	George Wimpey	If done with small groups or representatives for groups with meetings chaired.	Comment noted	No Change
5	SCI 52/D	Chamber of Commerce	Ensure these meetings are convenient at a time to many not just the few	Comment noted	No Change
6	SCI 220/D	Brock Planning Consultancy	At paragraph 11.9 you refer to 'applicants duties' There is no statutory basis for the applicant to involve the community at pre-application stage and the definition of significant is open to different interpretations. This section should be deleted.	This goes to the heart of the new procedures. The Companion Guide to PPS 12 allows local planning authorities to encourage such pre-application consultation to take place in order to give a higher priority and greater influence to the public in decision making. A general definition of 'significant' is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed.	No Change
7	SCI 12/D	Herefordshire Council Youth Service	Website – regularly updated with comments is very good. Possibly link to local people via email to notify something local/replace letters.	Difficult to know who is the correct/best organisation to get regular email notifications in this way. The website is updated daily so that would imply a lot of email traffic - would it be effective?	No Change
8	SCI 355/D	Herefordshire Council Councillor	The larger proportion of responders do not contribute within planning regs. As a result their opinions do not achieve their expectations which lowers their estimations of Councillors and the Council as a whole, we need to promote ourselves.	Guidance is provided on the website and on request concerning "Making representations on planning applications". Planning staff are also available to explain why some matters are "material" and some are not. After a decision is made notifications of the outcome are sent out with a contact name for more information.	No Change
9	SCI 238/D	Hereford Civic Society	Ensure Developers do consult and if not what happens?	Under the new system if an application is categorised as "Sensitive" then the application can be turned away if the pre-application consultation has not been done.	No Change
10	SCI 258/D	Member of the Public	This might help but developers are bound to present matters to support their interests	Indeed - developers will always wish to present their application in the best light - but at least if it is given more/better publicity then the public should be better informed when it comes to making their comments.	No Change
11	SCI 189/D	Fownhope Local History Group	Need to clarify traffic and environmental impact of proposed development.	This information is normally provided with larger applications anyway. Under the new system more information can be demanded at the start of the process.	No Change
12	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	Para 11.10 is fraught with problems. Outside the auspices of a Parish/Town Council, meetings called by an applicant could all too easily lead to unreasonable acquiescence or unreasonable hostility.	There is always a risk that public meetings may get out of hand - but public examination of projects at an early stage is likely to raise the possibility that they can influence the outcome.	No Change
13	SCI 282/D	Ledbury Town Council	11.8 The word 'Significant' should be defined. Who is the final authority to define 'Significant'.	A key question. At present it would be left to the discretion of the planning officer involved. A general definition is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed.	No Change
14			11.9 The word 'except' should be changed to 'require' and the following wording added. 'The Council require developers to consult local residents etc and prove they have done so before submitting an application that is considered 'Significant'.	The Companion Guide to PPS 12 states that developers should be encouraged to undertake pre application discussions and early community consultation although this cannot be prescribed. The wording in the SCI is as far as the authority can go.	No Change
15			11.10 The wording 'encourage' should be changed to 'require'		No Change
16			11.11 The wording 'should be included' to be changed to 'must be included'.		No Change
17	SCI 205/D	Almeley Parish Plan	But you will come under a lot of pressure from applicants to classify their applications as 'not significant' and the system will depend on your ability to be seen to resist.	Agreed - guidelines need to be developed for both "sides" of this argument. A general definition is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed.	No Change
18	SCI 364/D	CTC Right to Ride, Ledbury Area	Pre-consultation is obviously good if carried out with the intension of informing and being informed by the ensuing debate. It is CTC experience that developers are often unwilling to change entrenched positions and use the short planning period as a means of constraining debate and reducing the opportunity for objections. If the pre-application consultation period is given weight in the planning process, it may be beneficial: only time will tell.	Comment noted	No Change
19	SCI 363/D	Duchy of Cornwall	There is a danger of the nimbi effect where some people will be closed to discussion and this could be unhelpful to the process, especially where several join together. The general need for development should be accepted but more attention to sustainability and design.	Agreed. Comments noted	No Change
20	SCI 361/D	D2 Planning Ltd	Pre-application consultation can be beneficial but it should be left to the applicant to determine the type of consultation. The LPA can include a list of possible actions but it need not be followed if not relevant. There is a potential problem that if a list approach is adopted then it will be viewed as a way of not registering applications.	This potential problem should be resolved by pre-application discussions with the planning office over the appropriate types/levels of public involvement at the early stages.	No Change
21	SCI 30/D	Brimfield and Little Hereford GPC	Paper advertising - more widely for those parishes on the border ie Shropshire and Worcestershire like ourselves.	Press releases and public notices are issued on a regular basis to update people on the plan process and on development control matters. Statutory public notices will always be printed, however, with press articles there is no guarantee that the press will print the article. Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. In addition consideration could be given to providing Town/Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
22	SCI 383/D	Cycle Hereford	SCI would have to be a formal/legal document other side there is no accountability.	Once the SCI is formally adopted all LDDs will need to ensure that they are being produced in line with the standards laid out in the SCI. The same applies for planning applications.	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
23	SCI 379/D	St James and Bartonsham Community Assoc	Developers can only give their side as a marketing process when they consult. We need to hear the objective arguments too where's the accountability from developer? Process needs a formal statement, confirming public views and adherence to process.	This is the role of the planning officer to listen and hear the views of the public and developer at these pre-application consultation events and see what can be achieved on the site to meet the needs of the community involved.	No Change
24	SCI 378/D	Linton Parish Council	it would be a good idea for the developers or applicants (if they are not local) to find out a bit more about the area they intend to build/live in.	This would form part of the pre-application consultation discussions	No Change
25	SCI 324/D	Friends of the Earth Herefordshire	Applaud the aim that opinion should be informed but the developer may not be an unbiased source of information. It would be helpful if planners could guide communities local organisations and interest groups as to the evidence base and policy framework to be taken into account when applications are being evaluated.	This is the role of the planning officer to listen and hear the views of the public and developer at these pre-application consultation events and see what can be achieved on the site to meet the needs of the community involved. The reports that are received at planning committee provide an explanation justifying the decisions being taken. Planning officers are available to explain their decisions if requested.	No Change
26	SCI 388/D	Pixley and District Parish Council	No further comment.	Comments noted	No Change

	A	B	C	D	E
1	<b>Question 8 : Chapter 11 describes the methods used to consult the community when a planning application is submitted to the Council (see paragraphs 11.12 to 11.25). These are the methods that the Council currently uses. Are there any other</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	If applicants are not legally required to cooperate what representations are you and other Councils making to the government to have this changed.	There are cases where the developer is legally bound to provide information and carry out publicity. The SCI system extends this from EIA applications to smaller but "Sensitive" ones.	No change
4	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Applicant to meet with objectors to try and alleviate problems prior to the application being heard	Agreed this is encouraged through the SCI at paragraph 11.8	No change
5	SCI 297/D	Bulmers	Does 11.13 list applications or decisions? It suggests decisions, however it needs to be applications	The Weekly list applies to applications received. There is an error in the pathway web link at paragraph 11.13 which will be amended	Amend pathway link on Councils website which is referred to in paragraph 11.13.
6	SCI 209/D	Arrow Valley Residents Association	The council must listen to the community on the major problem of polytunnels	The Council must stay within the law and also consider the benefits to agriculture and employment. This is not a "Black and white" issue.	No change
7	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	No	Comment noted	No change
8	SCI 338/D	Belmont Rural Website	No	Comment noted	No change
9	SCI 72/D	Belmont Rural Parish Plan Coordinator	Plans should also be in local libraries	They are effectively available in all local libraries by virtue of being on the internet.	No change
10	SCI 339/D	Collins Engineering	Yes, greater effort needs to be made to inform the neighbouring property if the owner is not the occupier. At Whitestone recently there has been applications dealing with a proposed station. We own the surrounding land but only discovered by accident. There are exceptional cases where this can be difficult but I do not believe any attempt is made, even when the owner is well known or, at least, easy to find.	It is by no means obvious in rural areas who owns the next field. Changes of ownership can happen at any time - and the owner is under no obligation to inform the planning authority of any changes of ownership. This problem is addressed through the posting of site notices.	No change
11	SCI 340/D	BRB (Residuary) Ltd	Email notification to neighbours (if email address is already on file) in addition to postal notification	The email address of neighbours is unlikely to be known by the Council.	No change
12	SCI 341/D	Arkwright Owens	No	Comment noted	No change
13	SCI 48/D	Ross Community Development Group	Site notices should give more details of the proposal - this is where most people learn of individual applications. Most notices observed tell us very little!	The notices give the information required by law. There's not much more space on them for anything else. The key elements are the reference number (which can be used to enquire of the Council or look up on the Council's website) and the dates for receipt of representations.	No change
14	SCI 343/D	Environment Ambition Group	No	Comment noted	No change
15	SCI 344/D	Workmatch Ltd	No	Comment noted	No change
16	SCI 197/D	Colwall Parish Council	No	Comment noted	No change
17	SCI 24/D	Kington History Society	In response to a planning application, if professional advice has to be sought by someone affected, twenty one days to respond may be a bit tight, question - accept this if slightly late.	The 21 day period is set in statute. Is it reasonable to the developer to expect him to wait for extended consultation periods before getting a decision? Comments received after the 21 day period will be considered if the application has not already been determined	No change
18	SCI 220/D	Brock Planning Consultancy	No	Comment noted	No change
19	SCI 352/D	Brecon Beacons National Park Authority	No (possibly display a site notice on the web)	The information on the website covers the same points (and much more) than on the site notice.	No change
20	SCI 350/D	Herefordshire Council Councillor	Publicise the Council's website via the media	Agreed	Amend SCI at paragraph 11.14 and section 9.
21	SCI 349/D	Herefordshire Council Councillor	No	Comment noted	No change
22	SCI 16/D	Morris Bricknell	Councillors should get more involved with proposals in their area	For probity reasons Councillors must stay impartial if they are to be allowed to debate and vote on cases in Planning Committee.	No change
23	SCI 12/D	Herefordshire Council Youth Service	Should your responses reflect the community profile eg age, gender, ethnicity etc? ie do you only get '40 plus' responding?	No formal analysis has been done of the age profile of respondents to planning applications. It is, however very likely that those with the greatest interest in property matters will be the most likely to respond. Certain types of applications e.g. for play area, or hot food takeaways, or extending permitted hours of clubs, are likely to generate opposing views from different age groups.	No change
24	SCI 232/D	Yarkhill Parish Council	No	Comment noted	No change
25	SCI 272/D	Welsh Water	No	Comment noted	No change
26	SCI 355/D	Herefordshire Council Councillor	You cannot do better than hold a public meeting to explain a major controversial application. This has to be adequate.	Comment noted	No change
27	SCI 356/D	Pipe and Lyde Parish Council	No	Comment noted	No change
28	SCI 238/D	Hereford Civic Society	More maps and pictures in public notices.	The information given on a Public notice is prescribed by Regulation. Further maps/pictures could possibly make them too crowded. Also copyright issues.	No change
29	SCI 92/D	Michael Latchem and Associates LTD	No	Comment noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
30	SCI 258/D	Member of the Public	Do please continue with notices in newspapers. This gives information to people who may be concerned, but are not next door.	Comment noted	No change
31	SCI 280/D	Much Cowarne Group Parish Council	No	Comment noted	No change
32	SCI 191/D	Planning Advisor to Offas Dyke Association	Offa's Dyke Association would be an 'other consultee' We have a specialist interest in the National Trail and its immediate surroundings and welcome the opportunity to comment on any planning applications/ development proposed which might directly or indirectly have an effect on the Trail or indeed the Dyke.	Comment noted. The Offa's Dyke Association is identified as an LDF consultee at appendix 2 of the SCI under the Local heading.	No change
33	SCI 357/D	DEFRA	Email weekly list? Email site notices/application details available on internet.	Weekly lists are now provided on the Council's internet.	No change
34	SCI 136/D	Hereford Travellers Support Group	The suggestions made at the workshops on Feb 23rd should be included including a follow up notice on different coloured paper posted on the site.	An interesting idea. Consideration is to be given to publicity of planning application decisions.	Amend paragraph 11.18 paragraph 9.9 to reflect attached.
35	SCI 133/D	Morrison's Supermarkets	No	Comment noted	No change
36	SCI 245/D	Member of the Public	You have listed methods to communicate the application, but real consultation involves two way process and you need to define how you will act on the results.	See the Council guide to "Making representations on Planning Applications"	No change
37	SCI 358/D	Member of the Public	No	Comment noted	No change
38	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	NOTE 11.2.6 Parish/Town Council should be immediately informed of any amendments/alterations to planning applications. This should not be at the discretion of the Planning Officer concerned. Except in the case of very minor changes, such amendments should be treated as re-submissions.	Officer's discretion will always be used. In many cases they demand whole new applications - whereas in some minor cases there really is no need to re-consult. It depends on the nature of the objections/comments received.	No change
39	SCI 282/D	Ledbury Town Council	11.12 An additional method of community involvement: Advertise on Village/Parish Notice Board.	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
40			11.18 Wording 'Most planning application sites etc to be changed to 'All planning application sites'. The site notice must show a small plan.	There would be copyright and other practical issues in including a site plan on the notice. The submitted site plans are not always accurate and this may not be identified until too late. The requirements for Public Notices are set out in other Regulations. Not every application requires one.	No change
41			11.20 A copy of the response must be sent to the appropriate local Town/Parish Council	Copies of responses are available to be seen. It is not possible to require respondents to send copies to local Councils	No change
42			11.21 Why are there not local surgeries in Bromyard and Kington	Planning surgeries have and continue to operate when there is a need and call to hold them.	No change
43			11.22 'Neighbour responses are normally acknowledged' This wording should be changed to 'Neighbour responses must be acknowledged within 7 working days'	Not all neighbour responses require a response - some are anonymous. The speed of acknowledging them is rarely critical to the timing of the decision.	No change
44			11.24 A mechanism must be in place to allow applications to be determined by Parish/Town Councils who meet less frequently than every 21 days.	In order to determine applications within set periods the time for consultees cannot be extended. The period is set in statute anyway.	No change
45			11.26 Amended Plans. An application where significant changes are made and a new application submitted then the original application with plans must be submitted to consultees for cross-reference and continuity.	Plans are available on the website for just this purpose.	No change
46			11.28 'in the following circumstances' should be changed to 'any one of the following circumstances'.	Paragraph 11.28 as written correctly identifies the circumstances for referral.	No change
47			11.35 wording 'are normally informed' to be changed to 'must be informed'.	There are cases where this is not necessary, or even possible.	No change
48	SCI 359/D	Eardisland Parish Council	Parish Notice Boards. Use land registry to identify surrounding/ neighbouring properties	Most applications are subjects of a site notice. This is the more effective, cheaper and quicker method. Use of Town/Parish notice boards etc is being given consideration.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
49	SCI 137/D	Access for All	Local radio other wise you covered it well.	Comments noted. The use of the media is identified at section 9 of the SCI.	No change
50	SCI 261/D	Fownhope Residents Association	No	Comments noted.	No change
51	SCI 205/D	Almeley Parish Plan	Require parish Councils to publicise applications when they receive them from you, and to publish their own comments, preferably before the end of the comment period, to help people formulate their own comments. If you give Parish Councils a few more days out of your 56, it would be helpful.	Interesting idea. Parishes definitely have a role in providing a local source of information close to application sites and the SCI has been amended accordingly. The regulations specify response times and these are a statutory requirement and cannot be amended.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
52	SCI 364/D	CTC Right to Ride, Ledbury Area	Please see Q4 response. RSS feeds on each planning list and on each individual application would be immensely valuable.	Comment noted. The Council within available resources are furthering its web database as documented in section 9 of the SCI.	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
53	SCI 256/D	Llangrove Village Voice	Site notice on village notice board for significant applications. Possible individual letter to all residents in small rural areas where significant or major application at pre-application stage, after application if not possible.	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
54	SCI 363/D	Duchy of Cornwall	You should be able to visit HCC website and for each parish/ward you should be able to tick a box to be notified by email of new applications when made. I would hope that when a weekly list of applications is uploaded you could press a button to update all recipients.	Comment noted. The Council within available resources are furthering its web database as documented in section 9 of the SCI.	No change
55	SCI 361/D	D2 Planning Ltd	No	Comment noted	No change
56			Para 11.5 For clarity define major as residential development of 10 or more new dwellings rather than houses and does floor space mean footprint on the ground or footprint multiplied by number of floors - needs clarification.	The definition of 'major' which is provided at paragraph 11.5 is a government definition. Floor space is total area and not just footprint.	No change
57			Para 11.7 'major applications which are likely to produce significant interest or controversy' the word 'likley' requires a subjective assessment. Any major development in a Conservation Area is 'likley to produce significant public interest.' A better and more objective definition would be desirable. 'Proposals for conspicuous development in 'sensitive' or 'least resilient' landscapes as defined in the relevant Development Plan'. The word 'conspicuous' requires a subjective assessment and a better, and more objective definition would be desirable. Also difficulty with terms 'sensitive' or least resilient landscapes. Use more familiar terms like Conservation Area or AONB. A better phrasing may be 'Proposals for major development in a Conservation Area, an AONB or 'sensitive' or 'least resilient' landscapes as defined in the relevant Development Plan.As an alternative in the case of any doubt the case officer should take a precautionary approach towards more public consultation which will avoid later controversy. Also need to address the need for Conservation Area Assessments.	It is agreed that the definition of significant needs further work and the views provided will be considered during this process. With respect to Conservation Area Assessments the Council has set out a programme for the review of these Conservation Areas based on those having the greatest priority. The programme includes the preparation of character appraisals and management proposals which are currently underway	Text as identified on Conservation Area Assessments will be included within the SCI at Chapter 11
58			Para 11.8 This stage is very welcome - Does this operate at present?	This does take place at present and is encouraged.	No change
59			Para 11.9 Proposals welcome however description 'arrange a public meeting or exhibition in the locality to explain their proposals' should be more prescriptive. The exhibition should have good quality before and after images which will allow people to have a useful input. Inadequate descriptions do not allow good public input which may be interpreted as no objections received and proposals supported. Define locality.	It would be expected that developers would discuss the form of the exhibition/meeting with Officers and also define the extent of "local" It is agreed that any exhibition material should be of high quality.	No change
60			Para 11.10 The fact that the public can object to any proposed planning application should be acknowledged in these paragraphs. The implication is that the community involvement process is a process to persuade the public to support a particular application. The public's negative comments should be recorded as part of the developers SCI.	The point is for increased public involvement. The "implication" is not accepted but negative comments should be recorded.	Amend paragraph 11.10 as requested.
61			Para 11.13 The pathway to the relevant section of the website for weekly lists is incorrect. The final button is Weekly list of planning APPLICATIONS not decisions.	Agreed the links should be revised	Amend pathway link on Councils website which is referred to in paragraph 11.13.
62			Para 11.16 Applications requiring advertisement. Since these types of application must be advertised it follows that where one of these applications is considered 'significant' and pre application must be carried out by the developer then the effect of the proposals on eg the public right of way, or the Conservation Area must be addressed in that consultation. Planning officers should determine whether a public right of way or Conservation Area is affected as it is not unknown for developers to answer this question incorrectly or incompletely on the planning application form.	Agreed - this does happen now	No change
63	SCI 110/D	Member of the Public	11.20 Neighbour Consultation and responses. Provision should be made for people to record their comments verbally. Literacy levels are such that sections of the community may be excluded from the process. The UDP should be made available on the web and at offices and libraries in paper form and via the internet connections. There should be a FAQ section giving brief answers in Plain English and references directly to the policy document. A good search engine to interrogate the UDP would be useful. The public should be able to copy and paste policy statements so that they can quote them in their policy responses. The statement that 'representations sent to Councillors cannot be considered unless they are copied to the case officer' is non sensical. Councillors should be required to check that officers have received a copy and if not the Councillor should send a copy.	Comments can only be accepted in writing so as to avoid claims of misrepresentation.	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
64			11.23 Last opportunity to make comments. If the 'Council will take account of any comments received up to the day on which the application is determined' this should be made explicit in the Guide to Making Representations leaflet (appendix 5) and in notifying people of the desirable consultation period.	The Guide makes it clear that "late" representations will be considered but only if they raise material planning matters	
65			11.25 Other Consultees. Believe that the public are confused about the relative merits of their comments when compared with the comments made by 'other consultees'. The word complexity suggest that the public do not offer expertise on complexity. In practice it should be acknowledged that 'experts' can be prone to error and their comments should be subject to 'expert' assessment rather than blind faith that they are correct.	This assumption is not accepted	No change
66			11.26 Amendments to Proposals. It should be recognised that although planning officers should attempt to negotiate improvements to application proposals, this should not imply Planning Officer 'support' for any amended plan. The absence of any further comments from those reconsulted should not imply that 'no objections' were received to the revised plan or worse that it was therefore supported.	To a degree it depends on the nature of the amendment. If the amendment overcomes the previously stated objection then on re-consultation why should planning officers not assume that there is no objection if no response is made. It would not make sense to report an application to Committee on the basis of an objection to an aspect of the development that had been removed. A case by case decision is made.	No change
67			11.28 Referral to Area Sub Committees. If planning applications are referred to one of the Area Sub Committees when 'The Chairman of the relevant Committee has accepted a written request from the Ward member', then the public should be informed of this process in the Guide to Making representations (appendix 5).	When applications are reported to Committee - those making representations (within the time limit) are notified under the public speaking provisions.	No change
68			11.33 Community Involvement at Sub Committee. The fact that a planning application has been referred to Committee should be notified to everyone originally consulted on the application, and not just those who may have returned comments on the application. This right is explicit in Para 11.23.	11.23 is the position but the public speaking notification can only apply to those who have commented in the timescale	No change
69			11.36 Community Involvement at Public Inquiry. There is a large hole in the SCI at this stage. It is not sufficient to simply state that 'the Council will notify neighbours again and anyone who made representations in writing on the planning application'. A new section should be added which includes: a statement saying where the inquiry will be held, the convenience of the ease of attendance by members of the local community should be given greater weight in deciding the venue for the inquiry than the convenience of travel by 'external participants' such as witnesses who will travel by car due to documents that they will need to bring with them. The Inquiry	We comply with the choice/suitability of the venue and the publicity requirements as set out by the Planning Inspectorate (PI). The management of the Inquiry itself is for the PI. We aim to choose appropriate venue but this cannot be prescriptive. Often convenient locations in terms of the closeness to the appeal site are not suitable in terms of the facilities that they offer. A case by case decision is made.	No change
70			should be in a building suitable for the purpose - disabled access, parking, photocopying and fax facilities and access by public transport. The Inquiry should be held in a location that allows the greatest number of people affected by the application to attend easily. Consideration should be given to the use of schools out of term time. The realisation that people cannot attend the entire duration of an Inquiry should be recognised. The public should be made aware that attendance at any time for any length of time will be recognised by the Inspector who will normally ask people to make statements or even ask questions of witnesses. This openness of the process must lead to greater involvement of the local community in the determination of planning applications.		
71	SCI 83/D	Woodland Trust	The Trust would like to see a list of consultees for planning applications similar to that in Appendix 2, for consultation on planning applications relevant to the consultant's specialis field. Eg the Woodland Trust would like to be consulted on all applications that directly or indirectly affect the irreplaceable habitat of ancient woodland.	To list as suggested would be overly lengthy and repetitive.	No change
72	SCI 365/D	South Wye Regeneration Office	Helpful for a planning officer to attend Market Town Forums on a regular basis. Section 106 agreements. It would be helpful if planning included within the statement how it intended to engage with communities to identify community benefit and what support could be provided to local communities in negotiations. On major developments consultation with the community should be lead by community development experts paid for by the developer. In addition there appears to be inconsistency in the level of detail within s106 agreements. It would be helpful if the SCI could indicate how Parish Plans will be used by the planning authority.	Always happy to attend meetings to discuss planning issues but difficult for individual cases. The land use elements of adopted Parish Plans are a material planning consideration in respect of planning applications. Parish Plans are a useful way of identifying community needs which could be used when negotiating section 106 agreements.	No change
73	SCI 91/D	Bartestree with Lugwardine Parish Council	Parish magazines - display planning applications in village post offices /shop/pub.	Consideration could be given to providing Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Parish Council felt appropriate. Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Parish/Village notice boards etc.
74	SCI 366/D	Collier and Brain Ltd	Yes - I would like to consider this on a case by case basis. Is Hfds LPA saying it would like pre-application discussions at earliest pre-submission stage?	The SCI at section 11 makes clear its expectation of developers in undertaking community consultations at the pre application stage.	No change
75	SCI 367/D	Leominster Town Council	No	Comments noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
76	SCI 218/D	Kings Acre Residents Association	No	Comments noted	No change
77	SCI 303/D	Llangarron Parish Council	Para 11.5 and 11.9 the terms 'major' and 'significant' are used in relation to size and impact of development. In this rural area of Herefordshire the governments 10+ houses is very large - many much smaller development can make an enormous impact on the community. Consideration needs to be given how to ensure rural communities are appropriately consulted about these and smaller proposal developments. Site notices - attention needs to be paid to ensure site notices are fully visible to the public. Suggest that in addition to site notice a copy notice is displayed at suitable/central community locations. On large applications it may be necessary to display a number of notices on 4-5 different boundaries and 4-5 community locations to ensure full coverage.	The community will always be consulted whatever the application. The point about scale is taken - it may be possible for a case by case basis on less than 10 houses. A general definition of 'significant' is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed. Consideration could also be given to providing Town/Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards etc.
78	SCI 372/D	Leintwardine Group Parish Council	You have to accept that some people are just not interested. There is a limit to the amount of nurse maiding that the council can be expected to do.	Agreed. Comment noted	No change
79	SCI 194/D	Sport England	You should be able to view the applications on line.	This is now possible	No change
80	SCI 373/D	Hfids and Worcs Earth Heritage Trust	Parish notice boards	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
81	SCI 369/D	Cradley and Storrige Parish Council	Parish Councils offer an excellent channel for community involvement. However to encourage more community involvement, improvements are required to the way the Council provides feedback on decisions made. This is with particular reference to planning application decisions. Greater feedback will help people to feel involved and more likely to want to contribute.	Planning Officers are always available to fully explain decisions if requests are made	No change
82			Another disincentive to community involvement in planning matters is the sense of powerlessness engendered by the readiness with which retrospective planning permissions seem to be given. Need more rigorous action by enforcement officers and more rigorous application of building regulations which would encourage greater confidence in and thus participation in the planning process.	Planning Officers do pursue unauthorised work but the law is a major issue	No change
83			Yellow site notices could be improved. A colour coding system of minor and major changes might encourage more local interest.	Yellow is now recognised for site notices but worth considering different colour for majors	Amend paragraph 11.18 to reflect this.
84			Community involvement in the planning process would also be greater if more effort were to be made consistently to ensure that all neighbours and others to be affected by a development were to be notified (see paragraphs 11.19 and 11.20). This does not always occur at present and it would be better to consult too many than risk leaving out those who might be affected.	Planning Officers aim to strike a balance. Where neighbours cannot be identified a notice is also used.	No change
85			Feel strongly that elected members have much more to contribute to the planning process. 80% of applications dealt through delegated powers reflects this. Officers should more readily and systematically consult with elected members on significant applications within the members' wards. This would result in greater public involvement within the planning process.	Members are notified of all applications in their ward at the start of the process	No change
86	SCI 174/D	Voluntary Sector Assembly	Whilst individual sectors of the Community Voluntary Sector (CVS) may have specific views about the planning process, it does not seem appropriate for us to make any specific comments on behalf of the whole sector.	Comments noted	No change
87	SCI 321/D	Hereford City Council	The Local Planning Authority (LPA) should delegate full powers of determination in respect of all planning applications of a pre-agreed minor nature to any Parish Council requesting this power. The attendance of a development Control officer at that meeting should also be agreed. Or if there is a degree of complexity to a plan.	Decision making on planning applications rests solely with the local planning authority which is Herefordshire Council	No change
88	SCI 385/D	West Midlands Amenity Societies Association (West MASA)	Do not agree that Officers should have delegate powers	The arrangements for decision taking on planning applications is laid out in statutory regulations	No change
89	SCI 305/D	House Builders Federation (HBF)	From 11.8 onwards, The SCI should make clear that a pre-application community involvement is optional and not mandatory. A valid planning application must not be turned away for the lack of pre-application consultation exercise. Neither should a refusal be on this basis. There are frequently situations where commercial confidentiality would preclude such consultations and this must be acknowledged within the SCI.	The SCI uses the words 'expect' and 'encourage' with respect to pre application discussions and significant applications. No where does it state that this is a statutory requirement.	No change



	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
90	SCI 59/D	RPS on behalf of Taylor Woodrow Developments Ltd	Significant applications. This definition is welcome and should be subject to wider consultation than the statutory minimum.	The definition of significant has been available for consultation through the SCI process and further work on this definition is recognised	No change
91			Para 11.9 support the principle of community consultation but object to the wording here. The terminology is misleading in terms of expectation and it fails to differentiate between the types of consultation recommended for different stages of an application's preparation and determination. The SCI fails to draw distinction between a recommendation and a statutory requirement for pre-application consultation, for which there is none.	The SCI uses the words 'expect' and 'encourage' with respect to pre application discussions and significant applications. No where does it state that this is a statutory requirement.	No change
92			Para 11.16 Reference to 'Environmental Assessment' should be the full term 'Environmental Impact Assessment'	Comment noted	Amend para 11.16 delete Environmental Assessment and include Environmental Impact Assessment
93	SCI 387/D	Kings Caple Parish Plan Steering Group	Site notices (11.18) should be used for all applications. Planning applications listed in the newspapers (eg Hfd Times) should be sorted by Parish to make it easier to review.	11.18 makes clear the circumstances where a site notice is used. They are not necessary where all the neighbours can be identified. It would not be practical to list the applications by Parish.	
94	SCI 30/D	Brimfield and Little Hereford GPC	Notes on advertising also apply here.	Press releases and public notices are issued on a regular basis to update people on the plan process and on development control matters. Statutory public notices will always be printed, however, with press articles there is no guarantee that the press will print the article. Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. In addition consideration could be given to providing Town/Parish Councils with same site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town/Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
95	SCI 384/D	Luston Group Parish Council	Please use parish notice boards.	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
96	SCI 198/D	Kings Thorn Residents Group	Regarding "significant" planning applications as well as the government definition county Hereford council also make room for community members to say what they feel is significant ie if you received a petition from say 50 or more people?	A general definition is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed.	No change
97	SCI 85/D	National Farmers Union	No	Comments noted	No change
98	SCI 383/D	Cycle Hereford	Current method is inadequate in Hereford City - due to parish status. Community/resident associations must be inc as statutory consultees (county wide). Cycle Hereford should be a statutory consultee for all apps within city boundary.	They cannot be statutory consultees. We can agree to notify other bodies. Any group should make a formal request for notification and explain the range/type of application on which they are interested	No change
99	SCI 77/D	Little Birch Parish Council	Yes planning staff to attend parish council meetings when comments are required from the pc concerning contentious applications.	Parish Council's need to retain their independence and Planning Officers cannot be seen to be expressing a view on an application at an early stage nor to be influencing the Parish Council in their response. Officers are happy to attend Parish Council's to discuss general planning issues.	No change
100	SCI 380/D	Linton(s) Parish Council	No just make sure parish councils are advised in good time and not as I found recently - Ross Gazette advised Monday parish council advised Friday!	Comments noted. The regulations set consultation periods and therefore cannot be extended in this SCI.	No change
101	SCI 311/D	CPRE (PLAN Network)	Site notices to be additionally posted by parish clerks on community notice boards centrally placed in settlements.	Consideration could be given to providing Town/Parish Councils with some site notices to place in suitable off-site (but within locality) locations which the Town/Parish Council felt appropriate. Town Parish Councils should be encouraged to be a local voice.	Amend section 9 and paragraph 11.18 of the SCI to include reference to Town/Parish/Village notice boards.
102	SCI 284/D	Bromyard and Winslow Town Council	Representative from town/parish councils allowed to speak at site meetings. Always ask to comment on applications in adjoining parishes.	The current procedure is set out in the Council's Constitution and is not a matter for the SCI	No change
103	SCI 379/D	St James and Bartonsham Community Assoc	All community and resident assoc should be consulted (in addition to parish level). Their comments should form part of statutory decision making process.	They cannot be statutory consultees. We can agree to notify other bodies. Any group should make a formal request for notification and explain the range/type of application on which they are interested.	No change
104	SCI 378/D	Linton Parish Council	Send out your letters giving more time for people to reply. At moment only 3 days notice. Make sure plans etc are with the local councils in time to reply. At moment come in after one meeting and the reply has to be in before the next meeting.	Comments noted. The regulations set consultation periods and therefore cannot be extended in this SCI.	No change
105	SCI 376/D	Herefordshire Council	Yes where site inspections are called by committee an objector and a supporter should be allowed to address the committee on site regarding relevant issues about the site in question and its immediate environ.	The current procedure is set out in the Council's Constitution and is not a matter for the SCI	No change
106	SCI 324/D	Friends of the Earth Herefordshire	See comment above re Local Area Forums. LAFs would be especially relevant in the context of controversial planning applications. Pleas'd plans are available on line. Objections and any statements in support of planning applications should also be made online. The deciding factors on which a planning application is determined should be clearly set out in the decision or in the recommendation to Councillors on the determination.	Within the statutory timescale it would be difficult to include the LAF now called Community Forum. We are improving our on line service. The issues are clearly set out as suggested	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
107	SCI 388/D	Pixley and District Parish Council	Public debate is stifled. Concern over the rules covering speaking at committees. Do not agree that the nine minutes all round is either fair or adequate. In addition need more information on what does/ does not constitute a material planning consideration.	Do not agree. Advice on what is a material planning consideration is given in Appendix 5 and on line.	No change
108	SCI 146/D	Leominster Shop mobility	Add Leominster Journal to your list of newspapers	Agree with suggested amendment to Para 11.17	Amend Para 11.17 to include reference to the Leominster Journal

	A	B	C	D	E
1	<b>Question 9 : The list of consultees in Appendix 2 identifies the organisations that we will consult with on planning issues. We are continuing to develop our database of contacts. Are there any other organisations that should be included on our list?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 336/D	CPRE	Regeneration Partnerships	It is the intention to list all regeneration partnerships in appendix 2. A check will be made and where necessary the list will be added to.	Amend appendix 2 if necessary to include all regeneration partnerships
4	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	Wellington Heath Parish Council, Shaw Homes LTH	The Town/Parish Council list will be deleted from appendix 2 and will be replaced by a statement that all Town/Parish Councils in the County will be consulted on planning matters. Add Shaw Homes as requested.	Delete the list of Town/Parish Councils from appendix 2 and replace with a statement that all Town/Parish Councils in the County will be consulted on planning matters. Add Shaw Homes as requested to appendix 2.
5	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	Herefordshire Sports Council, C/O Bryan White, Tower Road, Hereford	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
6	SCI 52/D	Chamber of Commerce	Please remove Ian Jones Business Link West Mercia and replace with Christine Jones	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
7	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	No	Comment noted	No change
8	SCI 338/D	Belmont Rural Website	See response to question 1 . It is proposed to make reference to Youth Clubs and many local organisations are already listed in appendix 2	See response to question 1	See response to question 1. Amend appendix 2 to refer to local youth clubs under the Local heading.
9	SCI 72/D	Belmont Rural Parish Plan Coordinator	Seems complete but too long for detailed check. I am sure that anyone left out will tell you	Comment noted	No change
10	SCI 340/D	BRB (Residuary) Ltd	DFT Rail (formerly Strategic Rail Authority). Also the following LDF consultees are now amalgamated into one company, namely BRB (Residuary) Ltd: British Railways Board (appendix 2 national and appendix 3) Rail Property Ltd (appendix 2 national and appendix 3) Strategic Rail Authority (appendix 2 national) British Rail Property Board (Midland Region) (appendix 2 regional)	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
11	SCI 341/D	Arkwright Owens	No (but there must be some)	Comment noted	No change
12	SCI 342/D	ABLE (Information and advice)	DIAL is now ABLE (Information and advice) – Please amend database	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
13	SCI 343/D	Environment Ambition Group	Environment Ambition Group. Lots of names will change soon: English Nature to become Natural England and the Ambition Groups look set to become a thing of the past.	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
14	SCI 344/D	Workmatch Ltd	DIAL is now ABLE (Information and advice) – Please amend database	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
15	SCI 197/D	Colwall Parish Council	No	Comment noted	No change
16		English Nature	Please note that English Nature should be referred to in Appendix 2 rather than the Royal Commission.	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
17	SCI 24/D	Kington History Society	No	Comment noted	No change
18	SCI 220/D	Brock Planning Consultancy	Add Brock Planning Consultancy to the list of Developers and Businesses	Brock Planning Consultancy is already listed with the other Developers and Businesses	No change
19	SCI 139/D	ECHO	Add to appendix and database:  The People's Union, Advocacy house, East Street, Hereford Social Housing providers eg Advance Housing, Marches Housing Association	Make addition to appendix 2 as requested. Also check that all Housing Associations are listed and make amendments as necessary.	Make addition and amendments to appendix 2 as requested
20					
21					
22	SCI 352/D	Brecon Beacons National Park Authority	No	Comment noted	No change
23	SCI 351/D	Ledbury and District Access Group	Add to appendix - Local consultee: Ledbury and District Access Group, Salters Yard, Bye Street, Ledbury, HR8 2AA	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
24	SCI 350/D	Herefordshire Council Councillor	Voluntary Sector Assembly – including the list of churches as advertised in the Hereford Times	The Voluntary Sector Assembly are identified as a consultee in Appendix 2 of the SCI	No change
25	SCI 349/D	Herefordshire Council Councillor	Cabinet Member (Resources) for any application involving council owned property	Herefordshire Council is listed in Appendix 2.	No change
26	SCI 232/D	Yarkhill Parish Council	Lugg Drainage Board	The River Lugg Internal Drainage Board is already listed in Appendix 2 under Local organisations	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
27	SCI 355/D	Herefordshire Council Councillor	9.6 Consulting Town and Parish Councils. You do not say or explain what you are looking for by this consultation. You are not looking for approval or none approval so be helpful by giving example and a suggested response.	The purpose of this consultation is to gather more information to improve the SCI before the next round of consultation which will be more formal ie a support or object response form. This approach is in line with the new planning system and as laid out in section 10 of the SCI. The questionnaire approach was trying to be helpful in guiding people through the document providing useful comments which could be analysed and responded to.	No change
28	SCI 356/D	Pipe and Lyde Parish Council	No	Comment noted	No change
29	SCI 92/D	Michael Latchem and Associates LTD	Not Known	Comment noted	No change
30	SCI 258/D	Member of the Public	Please add Bosbury Parish Council	The Town/Parish Council list will be deleted from appendix 2 and will be replaced by a statement that all Parish Councils in the County will be consulted on planning matters.	Delete the list of Town/Parish Councils from appendix 2 and replace with a statement that all Town/Parish Councils in the County will be consulted on planning matters.
31	SCI 280/D	Much Cowarne Group Parish Council	Cant think of anything	Comment noted	No change
32	SCI 191/D	Planning Advisor to Offas Dyke Association	ODA is pleased to be listed within 'local consultees' and would welcome consultations on any planning issues which might affect the National Trail and its environs.	Comment noted	No change
33	SCI 357/D	DEFRA	Regional – Replace English Nature with Natural England (West Midlands), Local – Replace English Nature with Natural England and add Farm Wildlife Advisory Group (FWAG) and under Herefordshire Partnership add Parish Councils including Bosbury. Delete FRCA, the Farming and Rural Conservation Agency, and the DEFRA contact of Mr David Rayner at the Bristol office. All DEFRA consultations will be dealt with by the Government Office.	The Town/Parish Council list will be deleted from appendix 2 and will be replaced by a statement that all Town/Parish Councils in the County will be consulted on planning matters. Make other amendments to appendix 2 as requested	Delete the list of Town/Parish Councils from appendix 2 and replace with a statement that all Town/Parish Councils in the County will be consulted on planning matters. Make other amendments to appendix 2 as requested
34	SCI 133/D	Morrison's Supermarkets	No	Comment noted	No change
35	SCI 245/D	Member of the Public	It will not be adequate to confine consultation to a few groups who fail to represent the vast majority of the (silent) population. For this to be taken seriously you've got to show how you will consult most (say 75%) of the residents.	The Council has to operate within its resources and has therefore identified a broad range of groups and organisations to consult with. In addition consultations will be publicised in the press and media and through newsletters where possible eg Herefordshire Matters which is delivered to everyone in the County	No change
36	SCI 358/D	Member of the Public	No	Comment noted	No change
37	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	The list seems very comprehensive	Comment noted	No change
38	SCI 282/D	Ledbury Town Council	No	Comment noted	No change
39	SCI 359/D	Eardisland Parish Council	Eardisland Parish Council, Kingspan	Add Kingspan to list of businesses in appendix 2. The Town/Parish Council list will be deleted from appendix 2 and will be replaced by a statement that all Town/Parish Councils in the County will be consulted on planning matters.	Delete the list of Town/Parish Councils from appendix 2 and replace with a statement that all Town/Parish Councils in the County will be consulted on planning matters. Add Kingspan to list of businesses in appendix 2.
40	SCI 137/D	Access for All	No	Comment noted	No change
41	SCI 360/D	SUSTRANS	Sustrans: West Midlands Office,	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
42			<a href="mailto:6311733_email_perminderb@sustrans.org.uk">3rd Floor, George Nott House, 119 Holloway Road, Birmingham, B11 9P, Tel 0121 6311733 email perminderb@sustrans.org.uk.</a>		
43			Sustrans HQ, National Cyclist Network Centre, 2, Cathedral Square, Bristol, Bs1 5DD, Tel 0117 9268893 Fax 0117 9294173, website <a href="http://sustrans.org.uk">sustrans.org.uk</a>		
44			1. You may delete 'Fownhope planning and UDP group' since their activity has been subsumed by the Fownhope Residents Association	Make deletion to appendix 2 as requested	Make deletion to appendix 2 as requested

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
45	SCI 261/D	Fownhope Residents Association	2. We find it odd that Fownhope Parish Council is not included, surely it should be	The Town/Parish Council list will be deleted from appendix 2 and will be replaced by a statement that all Town/Parish Councils in the County will be consulted on planning matters.	Delete the list of Town/Parish Councils from appendix 2 and replace with a statement that all Town/Parish Councils in the County will be consulted on planning matters.
46	SCI 205/D	Almeley Parish Plan	None of your document defines 'community' but your list of organisations is not representative of the population of the County. One large part (40%) consists of governmental bodies and public utilities. No doubt you must consult these, but they serve the community, they are not part of it. Another larger part (30%) seems to be commercial firms, developers and their agents. Again, their views are important, but they represent those who the Plan will need to control, and their views are not necessarily those of the community in whose name the Plan operates. The result of consultation with these two groups should be shown separately from results of consultation with the public at large.	All those listed in appendix 2 have an important part to play in planning the future of the County. In addition to Town/Parish Councils a long list of local organisations is also included providing opportunities for local people to have their say. In addition individual members of the public are registered on the SCI database. Consultation has to be balanced against available resources and it is considered that the SCI has struck an acceptable and achievable balance on consultation.	No change
47	SCI 211/D	Tetlow King	Supports the Pre - submission SCI in principle and wishes to be consulted at all stages of the LDF process. They request that the West Midlands Planning Consortium is included at appendix 2 in the list of consultees.	Comments noted. Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
48	SCI 95/D	River Lugg Internal Drainage Board	Please note that Grantham Brundell and Farran referred to in the list of consultees were merged with JBA Consulting at the end of 2004 and this will need to be amended. Otherwise no other comments on the SCI.	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
49	SCI 190/D	English Heritage	Sent details of English Heritage's general guidance on the production of SCI and recommendations of the historic environment sector. Seek that an amendment is made to appendix 2 that English Heritage should be referred to rather than the Royal Commission.	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested
50	SCI 364/D	CTC Right to Ride, Ledbury Area	CTC, Surrey address. CTC is the UK and Ireland's largest and longest established national cycling membership organisation with a membership of over 70,000 individuals. Has a well developed network which helps inform the local debate over cycling issues (re planning and highway matters).	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
51	SCI 299/D	Shropshire County Council	Appendix 3 - should include Shropshire County Council	Make addition to appendix 3 as requested	Make addition to appendix 3 as requested
52	SCI 361/D	D2 Planning Ltd	Crest Strategic Projects, Weybridge and D2 Planning Ltd, Bristol	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
53	SCI 83/D	Woodland Trust	The Woodland Trust is pleased to be included in the 'List of proposed LDF consultees in Appendix 2 to be consulted on planning policies in the development of the LDF.	Comments noted.	No change
54	SCI 91/D	Bartestree with Lugwardine Parish Council	No	Comments noted.	No change
55	SCI 366/D	Collier and Brain Ltd	I have had enough time to consider but I doubt the list needs to be extended.	Comments noted	No change
56	SCI 367/D	Leominster Town Council	No	Comments	No change
57	SCI 368/D	Herefordshire Carers Support	Yes - Herefordshire Carers Support on issues which affect family carers and young carers and the people they care for.	Make addition to appendix 2 as requested	Make addition to appendix 2 as requested
58	SCI 218/D	Kings Acre Residents Association	Not known	Comments noted	No change
59	SCI 370/D	Stagecoach in South Wales	Under Herefordshire Partnership contacts, please rename Stage Coach Red and White to Stagecoach in South Wales.	Make amendment to appendix 2 as requested	Make addition to appendix 2 as requested
60	SCI 372/D	Leintwardine Group Parish Council	It is possible that such a long list of consultees could be counter productive. Rather than adding, some pruning might be more useful. The main crux is local consultation.	The SCI seeks to include as many relevant bodies, groups and local organisations as is needed to ensure that it is representative. Not all those on the database will be consulted at all times. The list forms a base from which organisations will be identified for consultation depending on the subject of the development plan document being prepared.	No change
61	SCI 194/D	Sport England	Physical Activity Network - West Midlands - Contact Suzanne Gardner. 0781 214 3615. Herefordshire and Worcestershire County Sports Partnership - Contact Steve Brewster 07967 052989.	Make amendments to appendix 2 as requested	Make addition to appendix 2 as requested
62	SCI 373/D	Hfds and Worcs Earth Heritage Trust	Hfds and Worcs Earth Heritage Trust. The Trust is already consulted about planning applications which affect geology, landscape and RIGS (regionally important geological and geomorphologic sites) but is not included on p 46 in the list of consultees. This will become more important with PPS9 and the Herefordshire LGAP (local geodiversity action plan) which is being set up.	Make amendment to appendix 2 as requested	Make addition to appendix 2 as requested
63	SCI 59/D	RPS on behalf of Taylor Woodrow Developments Ltd	Include our client Taylor Woodrow Developments Ltd in appendix 2	Make amendment to appendix 2 as requested	Make addition to appendix 2 as requested

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
64			Would like to stress the need for Herefordshire Council's commitment to early consultation on each application	Comment noted	No change
65	SCI 291/D	Pembridge Parish Council	A useful method of consulting people about nearby proposals would be a half a page flyer with basic information on it.	Planning Services have used the Herefordshire Association of Local Councils to distribute information to Town/Parish Councils or have written direct to parishes with information on planning matters which the Town/Parish Council could then include in local parish newsletters. The use of newsletters is identified as community involvement technique in section 9 of the SCI.	No change
66			It is the Parish Council's view that the term significant developments be reviewed. Any development of more than £1/2 million should require the developer to inform the Parish Council at least 28 days before lodging the application so that it can get the response of local people. Herefordshire Council could also meet the PC within this timescale.	A general definition of 'significant' is provided at paragraph 11.7 of the SCI. However detailed guidelines could/should be developed. Response times to consultations are laid out in statutory regulations and cannot therefore be extended in this SCI.	No change
67	SCI 30/D	Brimfield and Little Hereford GPC	Neighbouring parishes - who are not of the county but which the development may considerably affect.	The SCI in its appendix 2 includes neighbouring parish and local authorities in its list of consultees for the preparation of Local Development Documents.	No change
68	SCI 384/D	Luston Group Parish Council	No	Comments noted	No change
69	SCI 198/D	Kings Thorn Residents Group	All residents groups or associations.	The Council has to operate within its resources. There are too many community/residents associations to list then all. It is considered that the list at Appendix 2 provides a good representation of local people.	No change
70	SCI 85/D	National Farmers Union	The Farming and Rural Conservation Agency were replaced by the Rural Development Service when MAFF became DEFRA (Appendix 2). English Nature, Countryside Agency and DEFRA Rural Development Service will soon become Natural England.	Make amendments to appendix 2 as requested	Make amendment to appendix 2 as requested
71	SCI 383/D	Cycle Hereford	All community/resident association.	The Council has to operate within its resources. There are too many community/residents associations to list then all. It is considered that the list at Appendix 2 provides a good representation of local people.	No change
72	SCI 381/D	Mervyn Bufton	The Minister School, Leominster. The growing number of religious organisations that provide infant care centres.	Make amendments to appendix 2 as requested	Make amendment to appendix 2 as requested
73	SCI 380/D	Linton(s) Parish Council	No you have too many already, on page 38 which is 'resigned from Wellington Parish Council'?	The SCI needs to strike a balance between its available resources and a comprehensive inclusive consultation database. It is considered that the SCI has the balance right.	No change
74	SCI 284/D	Bromyard and Winslow Town Council	Bromyard swimming pool trust. DRM Coaches - Barry Bufton Estate Agent. Bromyard local history society. Beaumonts solicitors. Polytec Holden. Local schools. All industrialists.	Make most amendments to appendix 2 as requested, however, it is not possible to consult all industrialists and schools within available resources.	Make most amendments to appendix 2 as requested, however, it is not possible to consult all industrialists and schools within available resources.
75	SCI 379/D	St James and Bartonsham Community Assoc	All community/resident association.	The Council has to operate within its resources. There are too many community/residents associations to list then all. It is considered that the list at Appendix 2 provides a good representation of local people.	No change
76	SCI 376/D	Herefordshire Council	Leominster and District Community Assoc, School Road, Leominster. Hereford RNIB College, Venns Lane, Hfd.	Make amendments to appendix 2 as requested. The Blind college is already mentioned at appendix 2.	Make amendments to appendix 2 as requested
77	SCI 388/D	Pixley and District Parish Council	I didn't see any second. There are a lot of ex-military personnel retired to the county.	It is hoped and expected that these people would get involved in the Council's normal consultation processes.	No change
78	SCI 206/D	Cluttons	Amend Church Commissioners to Church Commissioners for England	Make amendment to appendix 2 as requested	Make amendment to appendix 2 as requested

	A	B	C	D	E
1	<b>Question 10 : How clear is this document in setting out how the Council intends to engage the community in the planning process? a) The preparation of planning policy documents b) Planning applications</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 335/D	CPRE	a) Adequate b) Fairly clear	Comments noted	No change
4	SCI 309/D	Mr G N Rose, Resigned from Wellington Heath Parish Council	a) Fairly clear b) Not very clear due to reasons explained in question responses to question 6, 7 and 8.	Comments noted	No change
5	SCI 155/D	Mr A Morris, Estate Agents and Auctioneers	a) Very clear b) Very clear	Comments noted	No change
6	SCI 297/D	Bulmers	a) Very clear b) Very clear	Comments noted	No change
7	SCI 26/D	George Wimpey	a) Adequate b) Adequate	Comments noted	No change
8	SCI 209/D	Arrow Valley Residents Association	a) Fairly clear b) Fairly clear	Comments noted	No change
9	SCI 52/D	Chamber of Commerce	a) Not very clear b) adequate	Comments noted	No change
10	SCI 13/D	Goodrich and Welsh Bicknor Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
11	SCI 3/D	Ledbury and District Civic Society	a) Very clear b) Very clear	Comments noted	No change
12	SCI/63/D	Voluntary Sector Assembly	a) Adequate b) Adequate	Comments noted	No change
13	SCI 338/D	Belmont Rural Website	a) Adequate b) Adequate	Comments noted	No change
14	SCI 72/D	Belmont Rural Parish Plan Coordinator	a) Very clear b) Very clear	Comments noted	No change
15	SCI 339/D	Collins Engineering	a) Fairly clear b) Fairly clear	Comments noted	No change
16	SCI 88/D	General Aviation Awareness Council	a) Fairly clear b) Fairly clear	Comments noted	No change
17	SCI 340/D	BRB (Residuary) Ltd	a) Very clear b) Very clear	Comments noted	No change
18	SCI 341/D	Arkwright Owens	a) Fairly clear b) Fairly clear	Comments noted	No change
19	SCI 48/D	Ross Community Development Group	a) Fairly clear b) Fairly clear	Comments noted	No change
20	SCI 342/D	ABLE (Information and advice)	a) Adequate b) Adequate	Comments noted	No change
21	SCI 343/D	Environment Ambition Group	a) Very clear b) Very clear	Comments noted	No change
22	SCI 64/D	Lafarge Aggregates Ltd	a) Fairly clear b) Fairly clear	Comments noted	No change
23	SCI 344/D	Workmatch Ltd	a) Adequate b) Adequate	Comments noted	No change
24	SCI 345/D	Age Concern Leominster and District	a) Adequate b) Adequate	Comments noted	No change
25	SCI /346/D	Herefordshire Council Councillor	a) Adequate b) Very clear	Comments noted	No change
26	SCI 296/D	Breinton Parish Council	a) Very clear b) Very clear	Comments noted	No change
27	SCI 197/D	Colwall Parish Council	a) Very clear b) Very clear	Comments noted	No change
28	SCI 347/D	Herefordshire Council Councillor	a) Fairly clear b) Fairly clear	Comments noted	No change
29	SCI 24/D	Kington History Society	a) Very clear b) Very clear	Comments noted	No change
30	SCI 220/D	Brock Planning Consultancy	a) Fairly clear b) Fairly clear	Comments noted	No change
31	SCI 139/D	ECHO	a) Adequate b) Adequate – too much text	Comments noted	No change
32	SCI 352/D	Brecon Beacons National Park Authority	a) Very clear b) Very clear	Comments noted	No change
33	SCI 351/D	Ledbury and District Access Group	a) Adequate b) Adequate	Comments noted	No change
34	SCI 350/D	Herefordshire Council Councillor	a) Adequate b) Adequate	Comments noted	No change
35	SCI 349/D	Herefordshire Council Councillor	a) Very clear b) Very clear	Comments noted	No change
36	SCI 16/D	Morris Bricknell	a) Fairly clear b) Fairly clear	Comments noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
37	SCI 12/D	Herefordshire Council Youth Service	a) Fairly clear b) Fairly clear	Comments noted	No change
38	SCI 232/D	Yarkhill Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
39	SCI 272/D	Welsh Water	a) Fairly clear b) Fairly clear	Comments noted	No change
40	SCI 355/D	Herefordshire Council Councillor	a) Adequate b) Adequate	Comments noted	No change
41	SCI 356/D	Pipe and Lyde Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
42	SCI 238/D	Hereford Civic Society	a) Not very clear b) Not very clear	Comments noted	No change
43	SCI 92/D	Michael Latchem and Associates LTD	a) Very clear b) Very clear	Comments noted	No change
44	SCI 258/D	Member of the Public	a) Not very clear b) Not very clear	Comments noted	No change
45	SCI 280/D	Much Cowarne Group Parish Council	a) Not at all clear b) Not at all clear	Comments noted	No change
46	SCI 189/D	Fownhope Local History Group	a) Fairly clear b) Fairly clear	Comments noted	No change
47	SCI 191/D	Planning Advisor to Offas Dyke Association	a) Very clear b) Very clear	Comments noted	No change
48	SCI 357/D	DEFRA	a) Very clear b) Very clear	Comments noted	No change
49	SCI 136/D	Hereford Travellers Support Group	a) Adequate b) Fairly Clear	Comments noted	No change
50	SCI 133/D	Morrison's Supermarkets	a) Very clear b) Very clear	Comments noted	No change
51	SCI 245/D	Member of the Public	a) Not very clear b) Not very clear	Comments noted	No change
52	SCI 358/D	Member of the Public	a) Very clear b) Very clear	Comments noted	No change
53	SCI 123/D	Humber, Ford and Stoke Prior Group Parish Council	a) Very clear b) Very clear	Comments noted	No change
54	SCI 282/D	Ledbury Town Council	a) Fairly clear b) Fairly clear	Comments noted	No change
55	SCI 359/D	Eardisland Parish Council	a) Adequate b) Fairly clear	Comments noted	No change
56	SCI 137/D	Access for All	a) Very clear b) Fairly clear	Comments noted	No change
57	SCI 360/D	SUSTRANS	a) Very clear b) Very clear	Comments noted	No change
58	SCI 261/D	Fownhope Residents Association	a) Very clear b) Very clear	Comments noted	No change
59	SCI 205/D	Almeley Parish Plan	a) Not very clear, b) Fairly clear	Comments noted	No change
60	SCI 364/D	CTC Right to Ride, Ledbury Area	a) Fairly clear b) Adequate	Comments noted	No change
61	SCI 229/D	Shropshire County Council	a) Very clear b) Very clear	Comments noted	No change
62	SCI 256/D	Llangrove Village Voice	a) Very clear b) Very clear	Comments noted	No change
63	SCI 363/D	Duchy of Cornwall	a) Fairly clear b) Fairly clear	Comments noted	No change
64	SCI 361/D	D2 Planning Ltd	a) Fairly clear b) Fairly clear	Comments noted	No change
65	SCI 188/D	Herefordshire Nature Trust	a) Adequate b) Fairly clear	Comments noted	No change
66	SCI 91/D	Bartestree with Lugwardine Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
67	SCI 366/D	Collier and Brain Ltd	a) Fairly clear b) Fairly clear	Comments noted	No change
68	SCI 367/D	Leominster Town Council	a) Adequate b) Adequate	Comments noted	No change
69	SCI 368/D	Herefordshire Carers Support	a) Fairly clear b) Fairly clear	Comments noted	No change



	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
70	SCI 218/D	Kings Acre Residents Association	a) Not very clear b) Not very clear	Comments noted	No change
71	SCI 370/D	Stagecoach in South Wales	a) Fairly clear b) Fairly clear	Comments noted	No change
72	SCI 303/D	Llangarron Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
73	SCI 372/D	Leintwardine Group Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
74	SCI 194/D	Sport England	a) Very clear b) Very clear	Comments noted	No change
75	SCI 373/D	Hfids and Worcs Earth Heritage Trust	a) Fairly clear b) Fairly clear	Comments noted	No change
76	SCI 387/D	Kings Caple Parish Plan Steering Group	a) Fairly clear b) Fairly clear	Comments noted	No change
77	SCI 30/D	Brimfield and Little Hereford GPC	a) Fairly clear b) Fairly clear	Comments noted	No change
78	SCI 59/D	RPS Planning	a) Adequate b) Adequate	Comments noted	No change
79	SCI 384/D	Luston Group Parish Council	a) Not very clear b) adequate	Comments noted	No change
80	SCI 198/D	Kings Thorn Residents Group	a) Fairly clear b) Fairly clear	Comments noted	No change
81	SCI 85/D	National Farmers Union	a) Fairly clear b) Very clear	Comments noted	No change
82	SCI 383/D	Cycle Hereford	a) Adequate b) Fairly clear	Comments noted	No change
83	SCI 382/D	Tarrington Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
84	SCI 77/D	Little Birch Parish Council	a) Adequate b) Adequate	Comments noted	No change
85	SCI 381/D	Mervyn Bufton	a) Fairly clear b) Fairly clear	Comments noted	No change
86	SCI 380/D	Linton(s) Parish Council	a) Very clear b) Very clear	Comments noted	No change
87	SCI 311/D	CPRE (PLAN Network)	a) Fairly clear b) Fairly clear	Comments noted	No change
88	SCI 284/D	Bromyard and Winslow Town Council	a) not very clear	Comments noted	No change
89	SCI 379/D	St James and Bartonsham Community Assoc	a) Not very clear b) adequate	Comments noted	No change
90	SCI 378/D	Linton Parish Council	a) Not very clear b) Not very clear	Comments noted	No change
91	SCI 377/D	Whitbourne Parish Council	a) Fairly clear b) Fairly clear	Comments noted	No change
92	SCI 376/D	Herefordshire Council	a) Fairly clear b) Very clear	Comments noted	No change
93	SCI 324/D	Friends of the Earth Herefordshire	a) Very clear b) Fairly clear	Comments noted	No change
94	SCI 388/D	Pixley and District Parish Council	a) Fairly clear b) Very clear	Comments noted	No change
95	SCI 146/D	Leominster Shopmobility	a) Fairly clear b) Fairly clear	Comments noted	No change

	A	B	C	D	E
1	<b>Question 11 : If you feel that the document is not clear, please could you indicate which points or sections are unclear and suggest how we could make improvements?</b>				
2	<b>Ref No</b>	<b>Organisation</b>	<b>Comment Made</b>	<b>Response</b>	<b>Recommendation</b>
3	SCI 335/D	CPRE	Acronyms and Simplify the sentences eg notify and pre warn.	It is not possible to remove all acronyms as these are key terms in the planning process and need to be referred to. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
4	SCI 52/D	Chamber of Commerce	A lot of jargon, but a best attempt has been made.	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
5	SCI 338/D	Belmont Rural Website	It's a very long document. Perhaps it needs to be. Why not consider an initial page which summarises the highlights in very short sentences?	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
6	SCI 345/D	Age Concern Leominster and District	Less use of acronyms	It is not possible to remove all acronyms as these are key terms in the planning process and need to be referred to. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended Glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
7	SCI 139/D	ECHO	The amount of text makes this rather daunting	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary
8	SCI 16/D	Morris Bricknell	So comprehensive and detailed wonder if general person in the street will find it all too much.	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
9	SCI 12/D	Herefordshire Council Youth Service	Hard Subject – but keep as short as possible	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary
10	SCI 238/D	Hereford Civic Society	Tighten up the document and make it less wordy – see enclosed letter.	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary
11			Initial Consultation Report Page 9/10 table 2 – other options. Most of these options are important, particularly Agriculture, Rural environment and commercial development and if they had been included in the original consultation would have produced interesting responses on such items as polytunnels, transport and commercial developments. How do we ensure we are consulted in future on particular items?	The Hereford Civic Society is listed in appendix 2 as a consultee under Local organisations. This means that the Society will be consulted on all Development Plan Documents which are related to the work and interests of the Civic Society.	No change
12			Page 11/12 para 4.23 all these points are valid and need to be taken account of in the SCI.	Wherever possible and where resources permit the SCI has been drafted to take on board many of the views and comments gained from the initial consultation	No change
13			Presubmission Draft		
14			Page 10 para 6.2 this refers to the Herefordshire Council Strategy Documents which is too woolly and vague and do not form a valid basis.	section 6 of the SCI is explaining a very important point and that is that the SCI is not a stand alone document and that it needs to complement and integrate with other strategies that are being produced and the SCI provides a short list of some of these documents. These strategies will play a major influence on LDD development within the County.	No change
15			Page 11 para 6.5 the LDF succeeds the UDP on land use matters. Feel that other factors such as economics, transport, attracting inward investment should also feature in this type of document.	The planning system only deals with land use issues. However land use issues relate to all the things listed in the consultation response hence the need for the LDF to have close links with other strategies being produced so an overall picture is developed.	No change
16			Page 17/18 Table 1. Need user friendly web site where updates can be easily viewed.	The Council web site is already mentioned within Table 1.	No change
17			Page 18 Agree role of Councillors however concern over codes regarding declaration of interests and participation in debate which inhibit Councillors from being properly involved in planning matters.	Comments noted. Councillors have a very important role to play in representing the views of local people. They do have to operate under a code of conduct.	No change
18			Page 19 para 9.12 Need adequate resources to make the system work	Comments noted. Resources are a key issue and the SCI needs to work within these available resources.	No change
19			Page 27 paras 11.7 and 11.9 who defines significant? Developers are expected to consult. What if they do not do so? Will this affect the view of the planners in examining the application?	At present the only definition of "Significant" is given in the SCI itself. There is a case for developing guidelines. Once the SCI is in effect then applications can be turned away if they do not comply with its requirements.	No change
20			Page 28 paras 11.15 and 11.16. Publicity. Need to be clear which notices appear in which paper and with their legal format they are not user friendly	Comments noted. Statutory regulations control the advertisement of planning applications.	No change
21			Appendix 3 Statutory consultees need to add Hereford Civic Society	The Civic Society is not a statutory consultee. Appendix 3 has been reviewed. The list is not definitive.	Amend appendix 3 to show Statutory consultees only.

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
23	SCI 258/D	Member of the Public	Found this whole document very hard to read. It is full of acronyms, which are similar to one another. It is repetitive. It refers to various things without explaining what they are. Para 2.8 is a good example – what does it mean?	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public. In respect of paragraph 2.8 the regulations specify that each development plan document needs to be accompanied by a sustainability appraisal which checks to see that the content of the document is contributing to the overall aims of sustainable development. A definition of a Sustainability Appraisal is provided at the glossary in appendix 1.	Include an executive summary and an extended glossary at appendix 1.
24	SCI 280/D	Much Cowarne Group Parish Council	I think the document needs to be simpler more direct and use normal language. The two documents (Pre-submission draft) and Initial consultation report are very voluminous and confusing. I think they are unnecessarily complicated.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
25	SCI 133/D	Morrison's Supermarkets	Change para 11.9 to 'Where a proposed planning application is identified as in the 'significant' category the Council will expect encourage the following actions by the intended applicants.' This will bring the SCI in line with the Companion guide to PPS12.	To give some kind of support to pre application discussions and in the interests of sound planning applications the Council would expect this to happen.	No change
26	SCI 245/D	Member of the Public	I suggest you engage a public communication consultant to advise how to get the principles across without jargon or planning speak. It's a non trivial but vital exercise to ensure that every document seen by the public is written for widespread consumption.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public. The SCI has been prepared with assistance from a working group including the Council's Community Involvement Coordinator to try and make the final document user friendly.	Include an executive summary and an extended glossary at appendix 1.
27	SCI 358/D	Member of the Public	See comment to question 5a.	See response to question 5a	See response to question 5a
28	SCI 359/D	Eardisland Parish Council	Use of plain English would make it much easier to follow.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
29	SCI 137/D	Access for All	Do you have it in Braille, different languages and on talking tapes. Make it more accessible for all ages and abilities. No young people at the meeting a group of village elders.	The availability of key documents in a variety of formats is referred to at paragraph 9.11 of the SCI.	No change
30	SCI 261/D	Fownhope Residents Association	Just one small observation. In para 11.7 4 <sup>th</sup> bullet point we believe the word 'conspicuous' is not needed. Any development in a sensitive area is likely to be conspicuous and lead to public involvement	The word will remain in place and each development will be decided on its merit.	No change
31	SCI 205/D	Almeley Parish Plan	It does not say how you will get a response from the 150 or so rural parishes which do not seem to have replied to your initial questionnaire. It does not say how you will get a representative response from those of the public who are not actively interested in planning.	The Council has engaged Parish Councils early in this process and many have provided responses to the consultations on the SCI. The response rate is good.	No change
32			It does not say how you will evaluate the responses which you do not get.	Only valid representations which meet the standards set out in section 10 and in the relevant parts of section 11 can be taken into consideration.	No change
33			It is written in a bureaucratic style and presented in an un – attractive format which makes it difficult for ordinary readers to understand and discourages them from trying to do so.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
34			It conveys the unintended impression that you are going through the obligatory motions without really wanting any massive community response to your consultation.	The involvement of the community in preparation of this SCI is very important and the response rate of 26% to the initial questionnaire was encouraging providing useful information which has been fed into this SCI. The list at Appendix 2 provides a comprehensive list of potential consultees.	No change
35			Write it in plainer English.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
36	SCI 183/D	Herefordshire Council	The reference to the Council's Youth service and education Directorate on page 13 needs to be changed to Children's Services Directorate. Reference can also be made to the Youth Council and Shadow Partnership Board	Make amendments to Page 13 as requested	Make amendments to Page 13 as requested
37	SCI 300/D	National Trust	The National Trust owns property in the County and would like to discuss consultation on planning applications with the Council as there have been occasions when it has not been consulted on applications adjacent to its property. The Trust's property boundaries have been digitized onto GIS and the Trust would like to explore the possibility of supplying this information to Planning Services.	This may be worth considering - although there may be compatibility issues between the data.	No change
38	SCI 374/D	Early Year Development and Childcare Partnership (EYDCP)	7.15 table change education directorate to Children's Services	Make amendments as requested	Make amendments as requested
39			8.2 list Malvern Gazette	EYDCP has been added to the database and is represented by the Herefordshire Council entry in appendix 2.	Add EYDCP to SCI database
40			Add (EYDCP) to appendix 2		

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
41			Add Malvern Gazette to Appendix 5	Agree suggested amendment	Make amendments as requested
42	SCI 363/D	Duchy of Cornwall	Anything to reduce written content and use of an acronyms would help. May be more diagrams in flow chart style with summaries of documents would help.	It is not possible to remove all acronyms as these are key terms in the planning process and need to be referred to. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition a Glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	No change
43	SCI 118/D	Herefordshire Council	Para 7.15 hard to reach groups. Use areas of deprivation or something similar. Identify areas where extra effort to engage people may be required. Para 11.17 add Leominster Journal. Appendix 1 under SPDs should parish plans be mentioned?	This is a good idea, however, these areas are covered by a regeneration partnership as with South Wye which are on the SCI database at appendix 2 as a consultee. Parish Plans are referred to at paragraph 6.1 of the SCI. Agree with suggested amendment to Para 11.17	Make amendments as requested to para 11.17
44	SCI 218/D	Kings Acre Residents Association	Better documentation -useful papers sometimes include. Ensure applicant supplies adequate map. Ensure papers can be understood by layman.	It is a common complaint from applicants that they are being asked to provide too much information! A balance needs to be struck.	No change
45	SCI 372/D	Leintwardine Group Parish Council	It is ok but crisp, clear sentences which are jargon free are always best. Councils love jargonistic titles which are often long windily politically correct which often obscure the true nature of what is being described.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
46	SCI 204/D	Highways Agency	The Highways Agency welcomes being listed as a statutory consultee by the Council and supports the SCI's aim of promoting greater community involvement in the process. In addition the agency is keen to reiterate the importance of being involved in pre - planning application discussions.	Comments noted.	No change
47	SCI 174/D	Voluntary Sector Assembly	Seems to be a general lack of understanding as regards planning. It may well assist engagement with the process if all those contacted about planning matters were sent a simple explanatory booklet/leaflet about planning or links to other information. Costs of such a task are appreciated as well as how such information may be interpreted. Otherwise it is difficult to have effective engagement with people.	Comments noted. ODPM provide advice notes on the new planning process which may assist. In addition Appendix 7 provides useful contacts and section 9 refers to Planning Aid which provides free and independent planning advice and training to those individuals and community groups who cannot afford to pay consultant fees.	No change
48	SCI 375/D	CPRE	Para 6.2. If the Herefordshire Partnership and any material produced by it, including the Herefordshire Plan (to be renamed 'Herefordshire Community Strategy') is part of the process in this plan, then the exact status of the Partnership should be summarised here i.e. how the Partnership was funded, how the Plan is authorised, possible conflict with the SCI.  Para 9.14/15 Table 1 and Appendix 2. The inclusion of Herefordshire Councillors and Parish/Town Councils alongside special interest groups such as developers, businesses and other interest groups should not be the case. It gives the impression that they are no more than an interest group. It should be made more explicit about the role of those listed above in representing the views of the whole community.  Para 9.14/15 Herefordshire Councillors tend to get involved too late in the drafting of a document. There should be a more formal arrangement for notifying Councillors at the beginning of any consultation over a planning document and that they should be encouraged to consult within their wards	The SCI explains how, when and who will be consulted on planning matters. In addition it highlights the need for planning to feed in and relate to other strategies including the Herefordshire Plan. The SCI in paragraph 6.5 explains the relationship that the SCI has with the Herefordshire Plan. It is not considered necessary to go further in this document.  Each group identified has an important role to play in respect of planning matters. The SCI in table 1 identifies a variety of community involvement methods to be applied, paragraphs 9.14 and 9.15 explain the important role of elected Councillors which is required as part of the SCI guidance notes and the information supplied at appendix 2 is a key part of the SCI outlining the list of LDF consultees.  Elected Councillors who sit on planning committee and the Cabinet member for the Environment are kept well briefed on the preparation of planning documents. They are responsible for approving planning documents before they are subject to public consultation as well as their final formal adoption.	No change  No change  No change
51	SCI 386/D	GOWM	Para. 2.4 It would be helpful to include the Government's web address here	Comment noted	Amend para 2.4 to include Council Website address here
52			Para. 2.6 The AMR also sets out the LPA's performance in achieving the key milestones set in the LDS. This role should be included in the paragraph	Comment noted. This amendment has been made to paragraph 2.9 of the SCI .	Amend para 2.9 to include reference to the AMR
53			Diagram (page 9) DPD: The first box should refer to 'broad' issues and options rather than preferred options. DPDs and SPDs. The diagram would also benefit from reference to sustainability appraisals in relation to DPDs and SPDs.	Comment noted	Amend diagram on page 9 as requested
54			Diagram (page 9) Planning applications: It should be made clear that community engagement relates to all applications and not just those considered to be significant or major.	Comment noted and accepted. However the Companion guide to PPS 12 refers to the need to encourage community consultation at the pre application stage and this is what the diagram is trying to explain in a simple way.	No change
55			Appendix 3: It would be helpful to identify the 'specific' and 'general' consultees as defined in Annex 5 of PPS12. It would also help clarity to identify those Government Departments to be consulted through Government Office	Comment noted	Amend appendix 3 as requested
56	SCI 385/D	West Midlands Amenity Societies Association (West MASA)	Sections 8 & 9. Need a reference to Civic Societies in these sections.	Comment noted. The local civic societies have been included within the consultees lists in appendix 2.,	No change
57			Hereford Civic Society is omitted from Appendix 2 'local' list and similarly from appendix 3	Hereford Civic Society is included in this list page 39. The Society is not a statutory consultee that should be included in Appendix 3.	No change
58			Para 3.4. There should be a reference to Test 5 in the tests of Soundness in the SCI's role and purpose. I.e Methods of consultation to be employed must be suitable for the intended audience and for the different stages in the preparation of Local Development Documents (LDDs)	The SCI needs to met all of the tests of soundness. The SCI at section 9 provides a range of consultation methods that could be applied depending on the audience and the stage of production.	No change
59			Section 5. It is acknowledged that this section is in accordance with Test 5 in the tests of soundness.	Comment noted	No change

	A	B	C	D	E
2	Ref No	Organisation	Comment Made	Response	Recommendation
60	SCI 59/D	RPS on behalf of Taylor Woodrow Developments Ltd	Section 6. We welcome the Council's acknowledgement of the importance of developing a clear effective relationship between the LDF and other Council Strategies and links to existing networks.	Comment noted	No change
61			Section 9. Para 9.9: The table fails to identify which of these methods is deemed most appropriate for consulting on a particular LDD or policy area. It is recommended therefore that a clear description of the varying methods to be used with particular LDDs and the different stages of each should be included within the SCI.	It would be premature to specify what methods of consultation will be implied for each LDD in the SCI. A combination of community involvement methods appropriate to the document being produced and its stage of preparation would be selected at the time.	No change
62			Para 9.11: The SCI fails to make clear how sufficient resources will be made available to manage wider resources on large planning applications. This needs further consideration.		
63			Para 12.5 Reference to appendix 8 should be amended to appendix 9.	Comment noted	Amend Para 12.5. Delete Appendix 8 and replace with Appendix 9
64	SCI 371/D	Upton Bishop Parish Council	Upton Bishop Parish Council have significant experience of having the views of the community in relation to planning applications ignored in the decision making process and of being informed of planning decisions at variance with the views and position of the local community. Please identify the relevant section of the pre-submission draft, the initial consultation report which provides an assurance that in future the expressed views of the local community will be seriously considered by the decision makers and will be a significant factor in the decision making process without such an assurance this whole process may well be no more than spin and window dressing.	Section 10 of the SCI sets out the consultation standards to be applied in the preparation of Development Plan Documents (DPDs). All DPDs will need a statement of compliance which will need to demonstrate that the consultation standards of the SCI have been met. Section 11 establishes the consultation approach for development control.	No change
65	SCI 30/D	Brimfield and Little Hereford GPC	11.26 amendments to applications are not always clear - highlight the words/parts that are to be amended. Following up decisions made - ensuring that permission granted is being carried out for those applications granted i.e. the points of the determinations are adhered to.	The Case Officer can readily explain the amendment to the Parish Council	No change
66	SCI 384/D	Luston Group Parish Council	A simpler document using plain English. A summary of the main points would be very helpful.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
67	SCI 85/D	National Farmers Union	More feedback on the planning process is essential so that rural communities feel involved and engaged.	Comments noted. This is an important part of this SCI as identified in Sections 10 and 11 of the SCI.	No change
68	SCI 383/D	Cycle Hereford	KGP Enterprises listed under 'local' (p37) should be moved to developers/businesses (p43-45). Ditto Westbury Homes under 'regional'. It is not all clear how the consultation process will work - will everyone in appendix 2 be consulted on every application? If not how will selection be made and by whom? How does the council propose to ensure engagement is enduring and consistent in quality, given the apparent enormity of the process?	Amendments will be made to appendix 2 as requested. Paragraph 5.3 explains that the list at appendix 2 will be used as a guide to identifying the types of groups to involve and consult with dependent on the development plan being produced at that time. Section 9 of the SCI outlines the consultation methods that will be applied where appropriate.	Make amendments to appendix 2 as requested
69	SCI 380/D	Linton(s) Parish Council	I think you've done a great job, if anyone doesn't understand it (including the ODPM) that really is their problem not yours.	Comments noted and appreciated.	No change
70	SCI 311/D	CPRE (PLAN Network)	Ok you will have received suggestions on lightening up access to the process. The mail problem is access to actual individual planning applications. Travelling 14 miles to see copies exemplifies a major democratic deficit. So copies/drawings all libraries/communication centres widely/frequently publicised. Surgeries in Kington, Bromyard and somewhere central in DCSW, published. Aware of need for officers to take other works with them to get on with. If quiet laptops not heavy boxes.	Applications can now be viewed on the Council's website.	No change
71	SCI 284/D	Bromyard and Winslow Town Council	A lot of unnecessary jargon, too much use of abbreviations, repetitive, far too long.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
72	SCI 379/D	St James and Bartonsham Community Assoc	Improve accountability in process of input and response. Include summarised responses, from all parties. Resourcing this process. How does the council propose to ensure that engagement is consistent in quality and sustained?	Accountability is clear and responses to consultations are summarised	No change
73	SCI 378/D	Linton Parish Council	Cut down the size of the documents and put in simpler language.	It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at appendix 1.
74	SCI 388/D	Pixley and District Parish Council	Afraid exhaustion has set in.	Comments noted	No change

A range of consultees have written back to say that they are supportive of the document and have no further comment to make this includes:

SCI 76/D - Advantage West Midlands

SCI 352/D – Malvern Hills AONB

SCI 362/D - First Great Western Link

SCI 333/D - Byways and Bridleways Trust

**Appendix 11**  
**23 February 2006 Workshop Attendees**

Contact Name	Organisation
Mr B.C. Baldwin	Member of the public
Ms Ann Marshall	Member of the public
Mr Goodwin	Member of the public
Mr Esat Kurt	Member of the public
Mr Mel Lockie	Member of the public
Mr Chris Peers	ABLE Information & Advice
Mrs G Beresford	Almeley Parish Council
Mr B Pettit	Arrow Valley Residents Association
Cllr E Davies	Ashperton Parish Council
Mrs V Robinson	Belmont Rural Parish Council
Mr R Robinson	Belmont Voice
Cllr Patrick Shave	Bishop's Frome Parish Council
Cllr Patricia Morgan - Chairman	Bishop's Frome Parish Council
Mr Ronnie Mills	Bishopstone & District Group Parish Council
Mr Brian Merrick	Bishopstone & District Group Parish Council
Mr Barry Megson	Bishopstone & District Group Parish Council
Cllr David Tilford	Bodenham Parish Council
Mr Alan Geach	Brampton Abbots and Foy Parish Council
Mrs Brenda Pomfret	British Horse Society
Cllr Gill Churchill	Bromyard and Winslow Town Council
Mr Gary Woodman	Chamber of Commerce
Mr Christopher Knock	Christopher F Knock
Mr David Ward	CPRE
Mr Ian Jardin	CPRE
Mr Gill	Cradley Parish Council
Mr Adam West	DEFRA
Mr David Curtis	Duchy of Cornwall
Ms Moira Jenkins	Earth Heritage Trust
Miss Emma Lewis	Estate Dept Lidl UK
Mrs Liz Overstall	Ewyas Harold Group Parish Council
Mr Geoff Jones	Geoff Jones Architect
Mr R Hanson	Hatfield and District Group Parish Council
Mr C Price	Hatfield and District Group Parish Council
Mr. D. Price	Hereford Access Group & Pedestrian Forum
Cllr Martin Fellows	Hereford City Council
Ms Cynthia Spaul	Hereford City Partnership Ltd
Mr Garry Thomas	Hereford Civic Society
Mr John Faulkner	Hereford Civic Society
Mr Wally Thrush	Herefordshire & Gloucestershire Canal Trust
Mr C R Penny C Eng, FICE, MRTPI	Herefordshire & Gloucestershire Canal Trust
Ms Carol Trachonitis	Herefordshire Council
Ms Jane Thomas	Herefordshire Council

Ms Kim Hart	Herefordshire Council
Ms Ann Hyde	Herefordshire Council Community Youth Service
Ann Hyde Colleague	Herefordshire Council Community Youth Service
Mr Toni Fagan	Herefordshire Council, Market Town Support Officer
Mr Shane Smith	Herefordshire Council, Parish Liaison
Miss Helen Beale	Herefordshire Council, Property Services
Mr Mike Fry	Herefordshire Council, Welfare Rights
Mr Paul Towner	Herefordshire Homelessness Forum
Ms Susanna Piohtee	Herefordshire Housing
Ms Francesca Griffith	Herefordshire Nature Trust
Ms Jane Jones	Herefordshire Partnership, Programme Officer
Ms Helen Lee	Herefordshire Primary Care Trust
Ms Sue Brazendale	Herefordshire Voluntary Action
Mr M Wingfield	Housing Ambition Group
Mr Brian Richardson	Individual/Hfd Travellers Support Group/FoE/CPRE
Mr Brian Watkins	Kingsland Parish Council
Mrs K Barnes	Kington Town Council
Mr Peter Watts	Ledbury Town Council
Mr Keith Francis	Ledbury Town Council
Ms Marion Campbell	Ledbury Youth First
Mrs Valerie Hands	Leominster Civic Trust
Mr Robert Oliver	Leominster Civic Trust
Ms Sue Sharples	Library Reading Group
Ms Jane Oakley	Llangrove Village Voice
Mr Tim Hancox	Llangrove Village Voice
Mr D Freeman	Longtown Group Parish Council
Dr A Lauers	Longtown Group Parish Council
Ms Deborah Watts	Luston Group and Eardisland Parish Council
Ms Valerie Whittaker	Malvern Hills Conservators
Mr Gould	Marden Parish Council
Ms Kate Davies	McCartneys
Mr Gilbert	National Farmers Union
Ms Sarah Faulkner	National Farmers Union
Dr Janet Stevens	Ocle Pychard Group Parish Council
Mr Carl Mort	RPS Planning
Mr George Stoyan	South Shropshire Housing Association
Mr Sid Palmer	The Ramblers Association
Mrs Rosamund Skelton, Vice Chairman	The Ross on Wye & District Civic Society
Mr P J Anderson	The Ross on Wye & District Civic Society
Mr K Shilton	Weston-under-Penyard Parish Council
Mr Andrew Blake	Wye Valley AONB, Joint Advisory Committee



## Appendix 12 Findings from the workshop event

Comment Made	Response	Recommendation <sup>1</sup>
<b>General communication concerns</b>		
Feeling that the views expressed will not be acted upon or that the Council does not appear to listen to what people say.	Under the regulations the Council is committed to meeting the standards of practice outlined in Chapter 10 and 11 of the document. Views of consultees are key to the process and the feedback given will provide important information on improving the SCI document. The consultation report provides a detailed documentation of the widespread consultation that has been undertaken while preparing the SCI along with tables which detail responses received from consultees along with an officer response and linked recommendation proposing changes or not to the SCI document. It is hoped that this approach demonstrates that the Council does value and has given significant consideration to the views that have been provided during the SCI consultation events.	No change
The planning system has an air of secrecy about it and it is difficult to know how to communicate effectively	The purpose of the SCI is to document how, when and who will be consulted on planning matters. The process has been laid out clearly in Chapters 10 and 11. This document has been prepared to overcome difficulties in how to communicate effectively with Planning Services. The Planning service will look at providing an educational opportunity for people to learn more about planning, for example assistance from West Midlands Planning.	No change
Clear references on access to information	On all future documents/notices, it will be made clear how information can be obtained. The usual methods will be via the website, a hard copy, and an electronic copy by email. Copies can also be produced in other languages and formats if advance warning is given. Chapter 9 of the SCI provides details on how information can be accessed.	No change

<sup>1</sup> Please note that the changes refer to the SCI document. Many comments made through the representations relate to matters outside the scope of this document. However, the Council does take these comments seriously and they will be dealt with as explained in our reasons.

<b>Development Plans</b>		
The time constraint for responding to consultations is insufficient. It is difficult to respond in the timescales particularly if documents are complex	Timescales are established by statutory regulations and cannot therefore be changed. However, the SCI looks to provide prior notification of consultation events to provide opportunity for any necessary arrangements to be put in place before the consultation period commences. The Council will endeavour to keep documents as clear and simple as possible.	No change
Use surgeries to publicise planning documents	Planning surgeries are held regularly to discuss development control matters. In addition local meetings, exhibitions are held to discuss development plan issues and these are usually arranged through the Town/Parish Council . In addition planning officers respond daily to general planning enquiries over the telephone. These methods of communicating are identified in Chapter 9 of the SCI.	Add Planning surgeries to the list of community involvement methods laid out in Chapter 9 of the SCI
<b>Planning applications</b>		
The current practice of neighbour notification by letter is insufficient	It is considered that the system of neighbour notification is sufficient with the use of individual letters and site notices.	No change
Insert maps and pictures into site notices	The information given on a Public notice is prescribed by Regulation. Further maps/pictures could possibly make them too crowded. Also copyright issues.	No change
Inconsistent advice on pre application consultation	The SCI sets out clearly the position on pre application consultation at paragraph 11.8 in line with the companion guide to PPS12.	No change
Not enough time for Parish Councils to consult residents	Timescales are established by statutory regulations and cannot be changed. Parishes definitely have a role in providing a local source of information close to applications. Consideration could be given to providing Parish Councils with same site notices to place in suitable off site (but within locality) locations which the Parish felt appropriate.	Amend Section 9 and paragraph 11.8 of the SCI to include reference to Parish/Village notice boards.
Danger of intimidation if personal names are revealed on some application objections	It is not possible to consider anonymous representations. An objection needs to be based on a person's perception of an issue with a new development. Many anonymous representations can be written by any one person or organisation and this would be an imbalance in view and is therefore an invalid representation.	No change
Parish Councils to receive	This is a good idea however it is not possible to do this at present. Plans need	No change

applications on CD or in an electronic format	to be printed off on A1 printers and most Parish Councils would not have access to one of these.	
<b>Responses concerning methods of consultation</b>		
The document could be reduced in size by being less wordy and full of jargon. It needs a summary in plain english.	Comments noted. It is proposed that an executive summary be included which will identify the key areas of the SCI and provide a simple summary of the SCI contents. In addition an extended glossary has been provided at Appendix 1 to define the technical terms. It is hoped that this will assist in making the document clearer to members of the public.	Include an executive summary and an extended glossary at Appendix 2.
The Website is an unreliable means of consultation	Use of the Council's website is growing. Improving and increasing web based communication is in line with the Government's E-government agenda. It is appropriate to use this method provided it is one of several types of consultation. In addition Chapter 9 provides information on other methods of consultation which will be used as appropriate so a range of methods are available to met all needs. Hard copies of documents will normally be available in libraries and Info Points around the County.	No change
The website information could be improved with more information	Use of the Council's website is growing. Improving and increasing web based communication is in line with the Government's E-government agenda. Chapter 9 of the SCI refers to the website as a way of publicising information. A useful and informative website for general questions on planning is the Planning Portal <a href="http://www.planningportal.gov.uk/">http://www.planningportal.gov.uk/</a>	No Change
Additional consultation making use of local shops and notice boards etc.	Consideration could be given to providing Parish Councils with planning information to place in suitable locations which the Parish Council felt appropriate.	Amend paragraph 11.8 and Section 9 to reflect this.
Parish Councils should be provided with training and support to deal with the nature of some planning issues. This would enable them to contribute more effectively.	Paragraph 9.16 of the SCI provides information on the need for training and provides a contact for Planning Aid who offer free and independent advice and training on planning matters to groups like Parish Councils. Training is currently underway with Parish Councilsthrough HALC. This can be continued and furthered as and when required.	No change
Request individual feedback on detailed comments	Everyone on the LDF database will receive a copy of the Submission draft of the SCI and accompanying consultation report. The consultation report provides a detailed	No change

	documentation of the widespread consultation that has been undertaken while preparing the SCI along with tables which detail responses received from consultees along with an officer response and linked recommendation proposing changes or not to the SCI document.	
<b>Hard to reach groups</b>		
The hard to reach list includes a wide range of people with differing needs when it comes to consultation. How is the Council going to approach such groups.	The Council has considered the various needs of different groups and individuals. It considers that it has taken appropriate steps to make information available. When the time comes to consult these groups on either the development plan or a planning application then the Council will liaise with the relevant Council resources to discuss ways to involve people and initiate special arrangements. Links will be made to the Corporate Community Involvement Strategy and the Corporate Diversity Group. Table 7.15 of the SCI specifies approaches to be taken for each of the recognised hard to reach groups.	No change
More effort is required on engagement with young people. The SCI would not be read by most young people.	The SCI recognises children and young people as a hard to reach group at table 7.15 and identifies approaches that need to be taken to engage with these people. In addition the SCI is proposed for amendment to include details of the newly emerging Youth Council and youth clubs.	Amend Appendix 2 and paragraph 7.15 of the SCI to include attached methods of engagement with children and young people.

**Appendix 13**  
**Findings from the HALC meeting**

<b>Comment Made</b>	<b>Response</b>	<b>Recommendation<sup>1</sup></b>
Indication that there is a lack of feedback, especially from Development Control or on related matters regarding applications and the decision made and the reasons why a decision is made, especially when it is contrary to the views of the Parish Council. In essence they want more than just the decision	A decision will always be explained if specifically requested. All refusal notices are provided with an explanation. Applications granted consent refer to policies in the UDP and Adopted Area Plans. Copies of Committee reports are available online.	No change
Settlement boundaries and the consultation process involved with some of the amendments made in the UDP was highlighted as being deficient by one Parish Council and was felt that the changes 'just appeared'	A robust form of consultation and feedback was applied through the UDP process in line with the statutory regulations and throughout this process there was detailed consultation with Parish Councils	No change
The involvement of the Parish Council in Section 106 agreements was raised and can a Parish Council seek to negotiate with developers	This is not possible. These negotiations need to be undertaken by the planning officer. The Parish Council could usefully inform the Council of any needs that the local community may require which could be discussed through the planning obligation process. Parish Plans are also a useful means of expressing needs of a community.	No change
Concern raised over the pre application discussions and how that relates to Codes of Conduct	The SCI sets out clearly the position on pre application consultation at paragraph 11.8 in line with the companion guide to PPS12. Development Control	No change

<sup>1</sup> Please note that the changes refer to the SCI document. Many comments made through the representations relate to matters outside the scope of this document. However, the Council does take these comments seriously and they will be dealt with as explained in our reasons.

	Officers work to and internal Manual which informs them how of policy and practice should be carried out when dealing with planning applications.	
The timetabling of the consultation processes and how that fits in with Parish Councils, as some don't meet very regularly and then only have days or week or so to respond	Timescales are established by statutory regulations and cannot therefore be changed. However, the SCI looks to provide prior notification of consultation events to provide opportunity for any necessary arrangements to be put in place before the consultation period commences.	No change
It is considered that there is or could be consultation fatigue with so much correspondence/ consultation documents to consider	It is proposed that the published Local Development Scheme <sup>2</sup> gives stakeholder groups notice well ahead of any formal consultation. The inclusion of the SCI timetable in Appendix 9 of the SCI Submission Draft shows the key milestones for production of the SCI. This should help organisations to know when they should expect consultation to happen.	No change
Many policies or the feeling of there being a Hereford City bias and policy is directed from Hereford out with aspects irrelevant or not appropriate in regards to the rural hinterland	The whole of the County is important in terms of planning and both urban and rural areas have their different challenges. Both Town and Parish Councils receive the same consultation opportunities. Hereford City is a sub regional focus and therefore a focus for development. However the rural areas have specific policies that are relevant to the	No change

<sup>2</sup> LDS is a three year timetable for the production of documents for the new Local Development Framework.

	issues that are being faced by them. The Council would like to hear from those who make this claim with some evidence.	
Significant applications, concern about this definition; 6 houses in a village would have a more significant impact than a similar scheme in a market town or Hereford	Amend paragraph 11.7 to state that detailed work should be undertaken to provide additional information to support the definition of 'significant' provided within the SCI.	Amend paragraph 11.7 to state that detailed work should be undertaken to provide additional information to support the definition of 'significant' provided within the SCI.
The use of the e-planning schemes, email etc in consultation and supplying information is an opportunity to address some of these issues, e.g. planning application lists and decision notices as lists could be emailed out and then displayed on parish notice boards or put in parish magazines or newsletters	List of applications and decisions are on the website. Consideration could be given to providing Parish Councils with planning information to place in suitable locations which the Parish Council felt appropriate.	Amend paragraph 11.8 and Section 9 of the SCI to reflect this.

