

Chief Executive's Office

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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

19th March, 2007

Dear Councillor,

MEETING OF CABINET
THURSDAY, 22ND MARCH, 2007 AT 2.00 P.M.
THE COUNCIL CHAMBER, BROCKINGTON, 35 HAFOD ROAD, HEREFORD

AGENDA (07/04)

**HEREFORDSHIRE COUNCIL - NOTICE UNDER REGULATION 15 OF THE LOCAL
 AUTHORITIES (EXECUTIVE ARRANGEMENTS((ACCESS TO INFORMATION) REGULATIONS
 2000 (AS AMENDED)**

Notice is hereby given that the following report contains a key decision. When the decision has been made, Members of the relevant Scrutiny Committee will be sent a copy of the decision notice and given the opportunity to call-in the decision.

Item No	Title	Portfolio Responsibility	Scrutiny Committee	Included in the Forward Plan Yes/No
9	Review of the Voluntary Code of Practice for the Use of Polytunnels in Herefordshire.	Environment	Environment	No
12	Withdrawal of Hereford City Council Support for Grounds Maintenance and its Impact on the Parks Service	Community Services	Community Services	No

1. APOLOGIES FOR ABSENCE

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

County of Herefordshire District Council, PO Box 240, HEREFORD, HR1 1ZT

Main Switchboard (01432) 260000 - www.herefordshire.gov.uk

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. GENDER EQUALITY SCHEME

To approve the Gender Equality Scheme 2007-2010. *(Pages 1 - 20)*

4. FUTURE OF POST OFFICE SERVICES IN RURAL HEREFORDSHIRE

To update Cabinet on the DTI consultation on the Post Office network and the progress being made on an initiative to develop sustainable options for the delivery of post office services to rural communities in Herefordshire.

(Pages 21 - 34)

5. HEREFORDSHIRE SATISFACTION SURVEY

To report the results of the recently completed survey and the actions being taken to follow these up. *(Pages 35 - 40)*

6. EXECUTIVE RESPONSE TO THE SCRUTINY REVIEW OF ICT

To set out the Executive response to the recommendations of the Scrutiny Review commissioned by the Strategic Monitoring Committee and conducted by a group of Members under the Chairmanship of Councillor BF Ashton. *(Pages 41 - 46)*

7. STATEMENT OF COMMUNITY INVOLVEMENT

To seek adoption of the Council's Statement of Community Involvement (SCI) and be informed of the Inspector's report into the soundness of the document. This document is required as part of the new planning system and will set out how the Council will consult on planning matters. *(Pages 47 - 258)*

8. LOCAL DEVELOPMENT FRAMEWORK TASK GROUP

This report proposes a mechanism for the alignment of the emerging Local Development Framework (LDF) with the Community Strategy, through the fostering of a collaborative relationship between the Council as local planning authority and the Herefordshire Partnership.

(Pages 259 - 262)

9. REVIEW OF THE VOLUNTARY CODE OF PRACTICE FOR THE USE OF POLYTUNNELS IN HEREFORDSHIRE



To report the findings of the Polytunnel Review Working Group as received by the Environment Scrutiny Committee at their meeting on the 12th March, 2007. (Pages 263 - 274)

10. RIVER WYE LITIGATION UPDATE

To receive an update on the settlement of the High Court litigation relating to the riparian rights within the College Hole on the River Wye. (Pages 275 - 276)

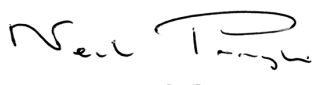
11. ELECTION COSTS

To note the proposed apportionment of election costs proposed between Herefordshire Council and the Parish and Group Parishes on which the Returning Officer would intend to act. (Pages 277 - 280)

12. WITHDRAWAL OF HEREFORD CITY COUNCIL SUPPORT FOR GROUNDS MAINTENANCE AND ITS IMPACT ON THE PARKS SERVICE

To inform Cabinet of Hereford City Council's decision to withdraw funding support for grounds maintenance in Hereford City for 2006/7 and to advise of the impact to services of this decision. (Pages 281 - 284)

Yours sincerely,



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

N.M. PRINGLE
CHIEF EXECUTIVE



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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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GENDER EQUALITY SCHEME

PORTFOLIO RESPONSIBILITY: CORPORATE STRATEGY AND FINANCE

CABINET

22ND MARCH, 2007

Wards Affected

County Wide

Purpose

To approve the Gender Equality Scheme 2007-2010.

Key Decision

This is not a key decision.

Recommendation

THAT

- (a) the requirement of the Gender Equality Duty be noted; (This has come into Force under the Sex Discrimination Act 1975, as amended by the Equality Act 2006) and;**
- (b) the proposed Gender Equality Scheme and resulting Action Plan be approved.**

Reasons

- All Members have a responsibility to lead and promote equality and diversity issues.
- The Gender Equality Duty is part of the Equality Duty 2006. The Equality Duty 2006 has, as one of the three functions, "to create a duty on public authorities to promote equality of opportunity between men and women and to prohibit sex discrimination in the workplace".

Considerations

1. The Gender Equality Duty requires all public authorities (including voluntary and private organisations that carry out public functions) as employers and as service providers to have due regard to eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 (SDA) and discrimination that is unlawful under the Equal Pay Act 1970 (EqPA). There is general duty and specific duty. The General Duty has three parts:

Further information on the subject of this report is available from
Neville Meredith, Race Equality Development Officer on (01432) 267307

- The need to eliminate unlawful discrimination.
- To eliminate harassment.
- To promote equality of opportunity between women and men.

2. Specific Duties are:

- Publish a Gender Equality Scheme and review on a three-year cycle. The Scheme must identify gender equality goals and produce an action plan to implement these. An annual progress report should also be produced.
- Publish an equal pay policy which must:
 - include pay arrangements
 - outline measures to ensure fair promotion and development opportunities
 - address three specific causes of the pay gap (which are pay discrimination, caring responsibilities and occupational segregation)
- Conduct gender specific impact assessment. Herefordshire Council has completed impact assessments in relation to gender (2004 –2007).

Risk Management

It is a legal requirement to have the Gender Equality Scheme in place by 6th April, 2007.

Alternative Options

There are no Alternative Options.

Consultees

Sources used to inform the GES and action plan:

- Minority Ethnic People's Experience in Herefordshire 04
- Disability Equality Scheme 06-09
- Race Equality Scheme 05-08
- Staff Opinion Survey 06
- Older People's Strategy 06
- Supporting the health of young people in Herefordshire 06
- Communities Against Racism group
- Rainbow Forum
- LGBT Staff Group
- Traveller's Health Project
- Herefordshire Women's Aid
- Equality Impact Assessments
- Herefordshire Branch of Unison
- Statistics from Register Offices

Appendices

Appendix 1 – The Gender Equality Scheme 2007-2010 and Action Plan

Background Papers

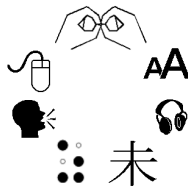
None identified.

DRAFT



HEREFORDSHIRE
COUNCIL

Gender Equality Scheme 2007-2010



If you would like help to understand this document, or would like it in another format or language, please call the Corporate Diversity Team on 01432 267307 or e-mail diversity@herefordshire.gov.uk.

A summary and easy-read version of this document is also available.

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1) Introduction

Herefordshire Council, in its role as a community leader, is committed to challenging and eradicating all forms of prejudice and discrimination in the county. This scheme and action plan sets out how the authority will challenge sex discrimination and promote equality of opportunity between men and women.

Men and women in Herefordshire, including Transsexual men and women, can also experience prejudice and discrimination based on their age, ethnicity, religion/belief, sexuality, marital/civil partnership status or disability.

Herefordshire Council's Corporate Diversity Team (CDT) is responsible for producing the Gender Equality Scheme (GES) and action plan. This has been produced with the help and support of the research team, legal team and HR.

2) Why Have a Gender Equality Scheme?

Gender discrimination in employment is still widespread:

- There is a 17% pay gap between the hourly earnings of full-time women and full-time men
- Part-time women earn 38% less than full time men, hour for hour
- Discrimination against pregnant employees is still widespread
- Pensions are designed for a traditionally male career path and parents and carers lose out as a result
- Only 18% of MPs are women
- 24% of UK MEPs are women¹

Many services are designed in a gender-blind way, which means they ignore the different needs that women and men have. For example, many transport services are designed to meet commuter needs (which are typically male) and little thought is given to fares for part-time workers and more complex routes (which are seen as typically female needs).

Previous legislation relied heavily on individuals taking action to challenge discrimination, but taking legal action as an individual can be very daunting. Also, individual cases have a limited impact on systematic causes of discrimination. For example, one employee could win an equal pay case but this would not necessarily mean that the person at the next

¹ Facts about Men and Women in GB (2005) Equal Opportunities Committee.

desk or the next department would not suffer unequal pay as a result. The Gender Equality Duty does not replace legal cases but is an additional tool for challenging discrimination and promoting equality.

3) The Legal Requirement

In July 05 the Government produced an Equality Bill, which set out how people were to be treated equitably (on the basis of their need) and not subjected to discrimination. As part of the Equality Bill the Gender Equality Duty was established for the public sector. This new legal duty places a requirement on public bodies to be proactive and to promote gender equality. It is widely accepted that, in its role as community leader, Herefordshire Council can help promote equality of opportunity between women and men.

The legislation requires both a General Duty and Specific Duties, as set out below.

a) General Duty

The General Duty requires all public authorities (including voluntary and private organisations that carry out public functions) as employers² and as service providers³ to have due regard to eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 (SDA) and discrimination that is unlawful under the Equal Pay Act 1970 (EqPA). The General Duty has three parts:

- The need to eliminate unlawful discrimination
- To eliminate harassment
- To promote equality of opportunity between women and men

b) Specific Duties

1. Publish a Gender Equality Scheme and review on a three year cycle the scheme must identify gender equality goals and produce an action plan to implement these. An annual progress report should also be produced.
2. Publish an equal pay policy which must:
 - include pay arrangements
 - outline measures to ensure fair promotion and development opportunities

² Employment practices include, for example, part time working, flexible working and recruitment

³ There is a need to understand the different service requirements of men and women

- address three specific causes of the pay gap (which are pay discrimination, caring responsibilities and occupational segregation)

3. Conduct gender-specific impact assessment.

The specific duty for the GES differs from the requirements in the Race Relations Act and Disability Discrimination Act in that all public authorities are required to comply, in the same way, with the same duties.

4) Historical Context of the Gender Equality Scheme

There has been a dramatic gender shift of people who are economically active in the labour market in the UK. In 1911 very nearly 90% of males and 30% of females over 15 were economically active. It is anticipated that by 2011, 69% of males and 57% of females over 16 will be economically active, with the female population making up 49% of the labour force.

In 1975 the Sex Discrimination Act (SDA) was introduced and for the first time, discrimination on the grounds of gender became unlawful. Change in legislation initiated legal challenges by both women and men to achieve equality as employees and as service users.

During the last 30 years the Equal Opportunities Commission has been instrumental in promoting equality for women and men. Key dates in the timeline illustrate how new legislation and groundbreaking cases have done much to improve equality for women and men in the UK. Major changes include:

- **1975 The Equal Pay Act.** Obligations on employers to pay equal wages to women and men.
- **1986 The Sex Discrimination Act (Amendment).** Equal retirement ages for men and women and lifted legal restrictions preventing women working night shift in factories.
- **1994 Trade Union Reform and Employment Rights Act** guaranteed every working woman the right to maternity leave.
- **1995** European Court forces UK government to allow men free prescriptions at 60 – the same age as women.
- **1999 Sex Discrimination (Gender Reassignment) Regulations.** Sex Discrimination Act amended to include Transsexual people.
- **1999 Employment Rights Act** passed to allow both men and women parental leave of up to 13 weeks for children under five years old.

- **2000 Part Time Workers Regulations** gave equal rights for part-time workers both male and female.
- **2004 Gender Recognition Act** provides legal recognition for Transsexual people's gender reassignment, including the right to a new birth certificate.
- **2007 Gender Equality Duty** places the responsibility on service providers to promote good gender equality policies and processes as opposed to leaving the responsibility to individuals to challenge discriminatory practice - practices that, wittingly or unwittingly, have continued 30 years after the introduction of the sex equality legalisation.

Further guidance can be found on the Equal Opportunities Commission's website www.eoc.org.uk.

5) Profile of Gender in Herefordshire

a) General Context

Herefordshire is a predominantly rural county of 842 square miles⁴ situated in the south-west corner of the West Midlands region bordering Wales. The city of Hereford is the major location in the county for employment, administration, health, education facilities and shopping. The five market towns of Leominster, Ross-on-Wye, Ledbury, Bromyard and Kington are the other principal centres.

b) Population

Since the Unitary Authority was formed in 1998, Herefordshire's usual resident population has grown by 5.0%, from 170,300 people in 1998 to 178,800 in 2005. This is a slightly higher rate of growth than experienced in England and Wales as a whole (3.6%).

Herefordshire has an older age profile than both the region and England and Wales, with a noticeably higher proportion of its population in the older age groups. At 2005, people aged 65 and over constitute 20.1% of the county's population, in comparison with 16.1% nationally.

⁴ 218,283 hectares, 2183 square km

For those aged under 65, proportions of males and females are very similar (50.1% and 49.9% respectively) whereas for those aged 65 and over the proportion of males is much lower (43.9% compared to 56.1%) resulting in a slight imbalance in the overall population (48.8% males and 51.2% females) at 2005.

Source: ONS mid year estimates

Analysis of 2001 Census data shows that, at 0.80 persons per hectare, Herefordshire has the 4th lowest population density in England (relative to the other 149 top tier authorities⁵) being slightly higher than that for Northumberland (0.61), North Yorkshire (0.71) and Cumbria (0.72). Furthermore, Herefordshire has a higher proportion of its population living in 'very sparse' areas (0.5 or fewer residents per hectare) than any of the other authorities.

Source: 2001 Census, ONS Crown Copyright

c) Households

Herefordshire has a slightly higher proportion of lone pensioner households, 15% compared to the West Midlands and England (both 14%).

Comparatively Herefordshire has a slightly lower proportion of other single person households (13%) compared to regionally (15%) and nationally (16%).

Herefordshire also has a slightly lower proportion (5%) of lone parent households with dependent children than the West Midlands (7%) and England (6%).

Source: 2001 Census, ONS Crown Copyright

d) Economic Activity

In Herefordshire the economic activity rate for those of working age (ie. proportion in employment or actively seeking work) for males is 85% whilst that for females is 78%. For the region as a whole, the rate for males is similar (83%) but for females it is lower (71%).

Self-employment rates are relatively high in Herefordshire, 21% for males of working age and 11% for females (compared to 12% and 4% respectively in the region).

Annual Population Survey 2005, ONS

⁵ Top tier authorities are those authorities that are responsible for services that must be provided at the county council level, ie. county councils, unitary authorities, metropolitan districts or city councils and London boroughs.

Herefordshire's unemployment rates are relatively low; 1.6% in January 2007 compared to 3.4% for the West Midlands region and 2.6% for England. 71% of unemployment claimants in Herefordshire were male, with the unemployment rate amongst males being 2.1% compared to 1.0% for females.

Source: Monthly Unemployment Claimant Counts, ONS

e) Earnings

In 2006, average (median) gross weekly earnings for full-time employees who work in Herefordshire were £390.60, compared to £415.50 for the West Midlands region and £453.30 for England.

The ratio of average gross weekly earnings for females to those of males for full-time employees working in Herefordshire was 0.72 (ie. women earn 28% less than men). This gender gap is greater than that experienced by neighbouring authorities or elsewhere in the region, with the exception of Coventry (0.68) and Solihull (0.72). However, it should be noted that gender pay gaps may well in part be due to the types work that males and females tend to do and the different level of pay associated with that industry.

Source: ASHE 2006, ONS

f) Qualifications

There is little difference between levels of qualification held by males and females of working age in Herefordshire and these are similar to elsewhere: 27% of males and 25% of females are qualified to Level 4 and above (compared to 23% for both in the region); 13% of males and 15% of females have no qualifications (compared to 17% and 19% respectively in the region).

Annual Population Survey 2005, ONS

6) Diversity Profile of Herefordshire Council

a) The Equality Standard

The Equality Standard for Local Government has been developed by the Employers Organisation to help local authorities achieve and maintain, through continuous improvement, the highest standard of equality in employment and service delivery. This Standard is a tool used to monitor the progress of Herefordshire Council as it strives to achieve level five, the highest level. Embedding the highest standards of equality and diversity throughout the council and community is a legal and moral commitment. The Gender Equality Scheme is a part of this process.

b) Council Policies

The GES, along with the Disability Equality Scheme (DES) and Race Equality Scheme (RES), inform the Council's Comprehensive Equality Policy.

c) Procurement and Contracting with Suppliers

Complying with the requirements of the Comprehensive Equality Policy and other equality schemes is a prerequisite for any organisation wishing to tender for contracts with Herefordshire Council.

d) Equality Impact Assessments (EIAs)

An EIA is an analysis of a Council service or policy. Its purpose is to ensure that every service and policy for, or delivered to, the general community is appropriate and accessible and does not, however unwittingly, disadvantage or discriminate against any group.

By law, we are required to assess all services and policies for possible racial discrimination. However the Council has broadened the scope of its assessments to include disability, gender, age, sexual orientation, religion and belief, geographical location and income. In this way, gender-specific priorities are identified.

EIAs do help to identify any possible areas where discrimination or disadvantage occur or may occur. This in turn will lead to actions that work to prevent and address this. The actions are added to each individual Service Plan, and monitored by the Head of Service.

e) Consultation

The Council considers community consultation crucial for effective and equitable service delivery. As such, a single officer coordinates all community consultation conducted by Herefordshire Council.

Comprehensive community consultation has not been carried out for the purpose of developing this GES. Instead, it has been informed by a number of existing research projects and consultation feedback, which includes:

- Minority Ethnic People's Experience in Herefordshire 04
- Disability Equality Scheme 06-09
- Race Equality Scheme 05-08
- Employee Opinion Survey 06
- Older People's Strategy 06 (Draft Document)

- Supporting the health of young people in Herefordshire 06
- LGBT Employee Group
- Equality Impact Assessments
- Herefordshire Branch of Unison
- Statistics from Register Offices
- Pay and Workforce Development Strategy

In addition, a number of groups were offered the opportunity to input directly into the scheme and action plan. These were:

- Herefordshire CAR (Communities Against Racism) Group
- Rainbow Forum (local Lesbian, Gay, Bisexual, Transgender support group)
- Travellers Health Project
- Herefordshire Women's Aid

Any gender-specific issues from these sources have been made explicit in the action plan and will be reviewed on an annual basis.

f) Proposed Council Values

The Council values, in development, are “service with integrity, equity and empathy”.

g) The Corporate Diversity Team

The Corporate Diversity Team was established in June 2005 to drive forward all issues of diversity, including disability. They work closely with colleagues from all services areas across the authority, including Human Resources and the Legal team.

Part of their remit is to address complaints or concerns on issues relating to both Council business and in the community. They support employees and members of the public who feel they have been treated unfairly, discriminated against, harassed or bullied. They also work proactively within the organisation and in the community to initiate and support projects which will improve the quality of people's lives or raise awareness of important issues.

h) Employee Groups

At present Herefordshire Council has three employee support groups, Race Equality, Disability and Lesbian, Gay, Bi-Sexual Transgender (LGBT). The groups are self-defining and all attendees are voluntary. Line managers are requested to support reasonable requests from their employees to attend these meetings. There is a commitment to support

gender-specific employee groups on the same lines. However, there will always need to be some negotiation if an employee wishes to attend more than one group.

i) Employee Profile

Herefordshire Council employee numbers can be broken down as follows:

- 4,351 (77.56%) are female, 1,259 (22.44%) are male.
- 2,619 (46.68%) are full-time, 2,991 (53.32%) are part-time.
- 1,618 (61.78%) of the full-time employees are female, and 1,001 (38.22%) are male.
- 2,733 (91.37%) of the part-time employees are female, and 258 (8.63%) are male.

The Council monitors a range of Corporate Health Best Value Performance Indicators including the percentage of the top 5% of wage earners. Monitoring shows that there is a disproportionate percentage of those in the top 5% compared with employees in general. The Council percentage is in the medium quartile for Unitary Councils nationally. Action is needed to improve performance against this indicator.

j) Complaints about Gender Inequality

- **Complaints about Council services:** There is a standard complaints procedure that is followed in the event of any complaint about Council services. This includes an appeals process.

All complaints where discrimination, prejudice or inequality are perceived are forwarded to the Corporate Diversity Team for investigation or input. Each complaint is designated to an individual officer who will contact all necessary parties and investigate. Customers' individual needs are taken into account at all times. They will seek to resolve the issue to the customer's satisfaction, and to make changes to Council services, policies or procedures, if appropriate, to ensure that problems do not arise again.

Complaints are therefore welcomed as a mechanism for identifying any gender inequalities.

- **Complaints about discrimination in the community, private sector or other organisations:** Herefordshire Council is keen to emphasise its community leadership role by championing the cause

of gender equality. The Corporate Diversity Team supports and advises anyone who feels they have been discriminated against or treated unfairly. However they cannot provide legal advice. Many complaints have been quickly and simply resolved by the informal involvement of a Council employee.

In cases where gender discrimination is an issue, customers are often advised to contact the Equal Opportunities Commission. Others are directed to the Citizens' Advice Bureau.

7) Monitoring, Evaluation and Review

It is vital that we monitor, evaluate and review this Scheme in order to meet our duties under the Gender Equality Duty. In addition, we need to ensure that the Scheme is effectively implemented in order to achieve the targets in the Council's Improvement Plan and to achieve the Local Authority Equality Standard.

The Corporate Diversity Team will continuously monitor the Scheme and its Action Plan. Performance against the action plan will be regularly reviewed at meetings of the Diversity Group, and reported into Council every six months. All actions in the Action Plan have a named officer or department in order to make this process easier to monitor.

We are required by law to review the document annually, and to fully review and develop it every three years. Both the annual reviews and updated schemes are public documents and will be available in hard copy, alternative formats as required, and on the internet.

8) Definitions

- The term "sex" is used to describe biological differences between men and women.
- The term "gender" refers to the wider social roles and relationships which structure the lives of men and women.
- "Trans" is used to describe Transsexual/Transgender men or women.

9) Gender Equality Scheme Action Plan 2007-2010

Need & How Identified	Task	Responsibility	Target Date
Gender Equality Scheme Review			
Legal requirement to review the GES action plan	To conduct an annual review of the GES action plan, revise and update where appropriate	Corporate Diversity Team (CDT)	March 2008
Legal requirement to revise the GES	Review and revise the GES on a three year cycle.2010 produce a revised GES	CDT	April 2010
Employment and Training			
Members and managers to be aware of the GES and requirements of the action plan	To provide briefing sessions at the appropriate forums	CDT	March 08
New Employees	Diversity presentation delivered at central induction to include information on the GES	CDT	On-going
To mainstream equality and diversity, including GES, into managerial roles and responsibilities	A system is available that enables equality and diversity objectives to be identified	Human Resources	Further roll-out in 360° management competencies by July 2008

Need & How Identified	Task	Responsibility	Target Date
To reduce the under-representation of females in senior management posts within the Council	Establish appropriate career progression and support mechanisms as part of the Pay and Workforce Development Strategy	Human Resources	Review annually as part of BPVI 11a
To ensure appropriate opportunity for work/life balance for all employees	Review working practices and policies to identify the possibilities for flexible working	Human Resources input as part of the Flexible Working Project Board	June 2007
	Application of family friendly policies	Human Resources	Ongoing
Service Delivery and Customer Care			
EIA Continue to assess for adverse impact of service delivery with regard to gender equality	EIA conducted on new and reviews conducted on existing policies to assess for adverse impact	Service lead on EIA	March 08
CAR group consultation Single point for complaints of gender discrimination	Develop and raise awareness of a protocol for reporting gender discrimination	CDT, complaints officers and equality/diversity partners	Dec 07
National indicators Women have a higher perception of danger and vulnerability	Understand what measures need to be undertaken to help women and men feel safer	Partnership organisations and the CDT	April 08

Need & How Identified	Task	Responsibility	Target Date
Policy Development			
To implement appropriate monitoring of the impact of employment policies in relation to gender	Ensure that policies do not unfairly discriminate and to promote good practice	Human Resources	Ongoing
Pay & Progression (Internal and External)			
To undertake an equal pay review to identify whether inequalities exist in pay	Implement appropriate remedial actions	Human Resources	August 2007
	Ensure fairness in the development of Pay. Reward and Recognition as part of the Pay and Workforce Development Strategy	Human Resources	2008-10
Seek to improve data capture to better understand access to work barriers	To enable forward action planning	Human Resources	On-going
Employees			
Employee consultation Eliminate harassment by continual development of anti-bullying policies	Raise awareness of confidential support and advice helping Employees to challenge bullying and harassment	CDT	December 07

Need & How Identified	Task	Responsibility	Target Date
Ensure employees and managers are aware of their responsibilities on sexual harassment, how to report and deal with to minimise distress for the individual	Review and implement the Bullying and Harassment policy and procedure ensuring that the elements relevant to sexual harassment are fully considered	Human Resources	October 07
Employee consultation Corporate commitment to develop gender specific Employee Groups	Work with Employees to develop gender specific Employee support groups	CDT	September 07
To become an Investor in People across all parts of the Council	Confirm a timescale for corporate assessment as an Investor in People	Human Resources (Learning and Development)	October 07
Herefordshire Council's Commitment as Community Leader			
Traveller Health Project Consultation. Gender bias resulting in reduced access to education for women/young women	To promote equality of opportunity into further and higher education challenging gender bias	CDT to work in partnership with Traveller support group, Traveller Health group and Traveller liaison officer	May 08
Herefordshire Rainbow Forum For many reasons some Transgender people are not able to take advantage of the new law allowing the issue of a new birth certificate to reflect gender reassignment	A variation of acceptable forms of identification, therefore facilitating the right to privacy	CDT and partner organisations	March 08

Need & How Identified	Task	Responsibility	Target Date
Herefordshire Women's Aid Women-only services which are flexible and responsive to individual needs	Increasing a woman centred service by women for women	Herefordshire Women's Aid, CDT and partner organisations	March 09

FUTURE OF POST OFFICE SERVICES IN RURAL HEREFORDSHIRE

PORTFOLIO RESPONSIBILITY: CORPORATE STRATEGY AND FINANCE

CABINET

22ND MARCH, 2007

Wards Affected

County-wide

Purpose

To update Cabinet on the DTI consultation on the Post Office network and the progress being made on an initiative to develop sustainable options for the delivery of post office services to rural communities in Herefordshire.

Key Decision

This is not a Key Decision.

Recommendation(s)

THAT the course of action proposed, be approved.

Reasons

Following on from the announcement in December 2006 by the Government on the closure of up to 2,500 post offices nationally, the DTI issued a consultation document on its future proposals for the post office network. Herefordshire Council has co-ordinated a response to this consultation and has used the opportunity to examine sustainable models for delivering post office services in the County. The State of Herefordshire Report indicates that 84% of residents found it easy to access post office services in 2005. The Council has a commitment to at least maintain this level of access.

Considerations

1. In December 2006 the Government announced the closure of a maximum of 2500 Post Offices that were deemed to be unprofitable. It is likely that the vast majority of Post offices that will be closed will be in rural locations and thus it is predicted that Herefordshire will be adversely affected. The Leader followed this announcement with a letter to the Government minister responsible (enclosed) arguing that before closures are contemplated the Government should "look at pilot projects and properly evaluate them and undertake a rigorous process of "rural proofing". This letter has been supported by a number of parish councils (15 to date), all eager to protect services in their communities.
2. This latest Government announcement highlights a problem that has been occurring over the last thirty years, that is the closure of village shops and post offices due to changing shopping patterns and other external factors. Many of the remaining rural

Further information on the subject of this report is available from
Anthony Bush, Parish Liaison and Rural Services Officer on (01432) 260611

retail outlets are struggling with some being unprofitable such that when the owner/manager retires no one is willing to take on the enterprise. This is the case with Hope under Dinmore Post Office that has remained closed since the sub-postmaster retired despite efforts by the parish council and others to find a replacement.

3. Many reports have illustrated that there is a need in rural areas for the services provided by the post office and village shop. The recent report from the Commission for Rural Communities entitled "Rural Disadvantage" has identified the elderly, disabled, carers, low income groups, the unemployed and the immobile as those in need of these rural services and particularly at risk when services are removed. In addition the thirty-nine Parish plans that have been completed in Herefordshire provide some evidence of community need.
4. Against this background, it is proposed to develop and evaluate sustainable models for use in Herefordshire to deliver these services. Within this, it is proposed to establish the critical conditions needed to achieve the development framework (e.g. transitional investment packages from Central Government).
5. These models will address needs in communities that currently have a post office but they can also meet those latent needs in communities that currently do not have any service post office provision (e.g. Tillington).
6. A Development Workshop was held on 27th February in Hereford. This was run by the Community Regeneration team with invited participants drawn from those relevant organisations such as ACRE, ViRSA, RSA, Community First, PostWatch, CRC and HALC*.
7. The outcomes of the Workshop included:-
 - i. Sustainable Models were presented to be considered by communities.
 - ii. Identification of some critical conditions for achieving the models
 - iii. Information to respond to the DTI Consultation.
8. Since the Workshop Herefordshire Council's response to the DTI consultation has been submitted (see attached).
9. Future Steps
 - To make communities and businesses aware of the various development options and signpost them to the relevant support organisations.
 - To work with the Post Office and Government to ensure enough time is made available to communities to enable them to assess options for change and develop forward plans.

Risk Management

Failure to be proactive in co-ordinating proposals for the future delivery of key services in the County, may affect the credibility of the Council in terms of its community leadership role.

It will be important to ensure that expectations are not raised for communities and that only sustainable models for delivery of post office services are promoted to rural communities.

Alternative Options

Do nothing – with consequences as laid out in risk management.

Consultees

*ACRE – Action with Communities in Rural England

ViRSA – Village Retail Services Association

CRC – Commission for Rural Communities

HALC – Herefordshire Association of Local Councils

RSA – Rural Shops Alliance

Appendices

Appendix 1 – Letter To Jim Fitzpatrick, Mp From Leader Of The Council

Appendix 2 - Response to the DTI consultation

Background Papers

None identified

Leader of the Council
Councillor R.J. Phillips

Jim Fitzpatrick, MP,
Parliamentary Under Secretary for
Employment Relations and Postal Services,
Department of Trade and Industry,
1 Victoria Street,
LONDON
SW1H 0ET

Your Ref:
Our Ref: RJP/JMW
Please ask for: Cllr. R.J. Phillips
Direct Line / Extension: 01432 260046
Fax: 01432 340189
E-mail: rjphillips@herefordshire.gov.uk

5th January, 2007

Dear Mr. Fitzpatrick,

POST OFFICE CLOSURES AND THE RURAL SUBSIDY

I write to you as Leader of Herefordshire Council to express my deep concern about the proposed closure of around 2,500 Post Offices and the potential that may have on some outlets in our County. I am somewhat astounded that a government that emphasises a great deal on the importance of communities and neighbourhoods should consider such drastic measures, which can only lead to exclude certain vulnerable sectors of our community.

The Index of Multiple Deprivation 2004 includes as one of its domains Barriers to Housing and Services. In Herefordshire 74 out of the 116 super output areas fall within 25% of the most deprived in terms of geographical barriers to services. 54 areas fall within the 10% most deprived in relation to this sub-domain in the County. 72% of the population live within 2km of a Post Office, a figure which is below the national and regional average and this is further exacerbated by the fact that only 31% of the population live within 4km of a Bank, and 56% of the population live within 4 km of a Cashpoint.

The County has the lowest wage levels in the West Midlands and a large proportion of our population live on fixed or low incomes. The closure of rural post offices and the services they provide would have a considerable impact on the quality of life and service provision to the Council's population.

I would support a wider and more active role for rural post offices and would urge the government to increase the accessibility of services through them whether benefits, administration and collection, or through increasing the number of private banks who allow their customers access to their accounts via Post Offices.

Continued ...



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

County of Herefordshire District Council, P O Box 239, Hereford HR1 1ZU

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Main Switchboard (01432) 260000 - www.herefordshire.gov.uk

- 2 -

I believe there is a sustainable future for Post Offices in the vast majority of rural communities and I would seek assurance from you that where proposal to keep open these offices which would otherwise close by establishing co-location or shared services that this be given serious consideration.

I would urge you to look at pilot projects and properly evaluate them and undertake a rigorous process of "rural proofing" before any closures are contemplated.

Yours sincerely,

R.J. PHILLIPS
LEADER OF THE COUNCIL



Herefordshire Council
-
**Response to DTI “The Post Office Network”
a consultation**

March 2007.

Herefordshire Council

-Response to DTI “The Post Office Network” a consultation

Summary

Herefordshire Council welcomes the Government's intention to improve access to the Post Office network nationally. It believes that, if (and only if) the proposals are implemented in full partnership with local authorities, communities and other local organisations; they offer a unique opportunity to help sustain rural communities and improve the quality of life of vulnerable people.

Herefordshire is a predominately rural county of 840 square miles. It has a higher proportion of its population (25.3%) living in very sparsely populated areas (with 0.5 or fewer residents per hectare) than any other county in England.

The Herefordshire population has a significantly older age profile than England and Wales, with 20% over 65 years of age (compared with 16% nationally). The number of people over 65 is forecast to increase by 50% to 2020. Most important, the increase in the number of people over 85 is forecast to be 79%.

The quality of life of this highly vulnerable and growing population of frail, older people, who are the heaviest users of post office services, would be seriously damaged were their access to these services to deteriorate as would other disadvantaged groups, those on low income, the disabled, the immobile and migrant workers, a growing minority in Herefordshire.

Currently, DEFRA data shows that 98.3% of rural households in Herefordshire are within 4 kilometres of a post office and 100% are within 6 kilometres. (Note: DEFRA data does not measure 3 miles access). Thus the proposal to introduce an access criterion based on 95% of households being within 3 miles (4.82 kilometres) would result in a significant diminution in access to post office services in Herefordshire.

This would fly in the face of the Government's stated objective in the consultation paper (paragraph 3.4) that, “A *national network is*

required which provides for those in need....and which ensures convenient access for communities with real social need”.

However, the announcement that the Government intends to meet such challenges by a more flexible approach to the provision of post office services is welcomed. This greater flexibility is seen by Herefordshire Council as an opportunity to improve access to sustainable services across the county.

Herefordshire Council welcomes the continuation of “*substantial further funding*” to support the changes necessary to ensure access to post office services in rural areas but urges the Government immediately to work in partnership with the Post Office, local councils and communities to deliver these improved services and **not wait until 2011 for this to happen.**

This would make a reality of the Government's vision in the “Strong and prosperous communities” Local Government White Paper of October 2006. As the Prime Minister says in the introduction:

“It is therefore essential for us to do everything we can to help local government do its job....and to enable communities to have a say in the issues that matter most to them”.

And as the Secretary of State for Communities and Local Government added:

“This means a stronger role for Councils to lead their communities, shape neighbourhoods and bring local public services together”.

DTI Consultation questions/response

Do you think the government's forward strategy for the post office network addresses all the key issues and challenges the network faces?

The forward strategy should recognise that it is Government policy to strengthen communities, including those in rural areas, and that all its policies should be in harmony with this approach, not work against it.

The Government proposals address many of the issues and challenges the network faces. However the forward strategy does not address adequately:-

- the key issue of how to meet the future needs of those communities that stand to lose their access to post office services by closure.
- the importance of recognising the impact of closures on community life in terms of loss of a place to meet and interact socially

and

- the provision of alternative sustainable scenarios and support to mitigate the deleterious effects of closure.

Further, the forward strategy, in seeking to develop plans to manage change in communities, should consider the delivery of post office services as part of a wider approach to sustainable communities, which requires close partnership between Government, local councils and the Post Office from the outset.

The forward strategy recognises that there can be no “one size fits all” solution; in order to ensure sustainable solutions, communities must be involved in all developments. It should be recognised that such a solution will require capital and revenue investment.

- Therefore investment during this period of change should be an essential part of the forward strategy, with its use determined in partnership with local councils, not just between the Government and the Post Office.

Finally it is argued that rather than the focussing on post office closures, the emphasis should be on integrating currently non-viable post office services with other service providers such as village shops, village halls and churches. This strategy would protect vital services and lead to more sustainable services overall.

Are there other significant factors affecting the future of the post office network which appear to have been overlooked in the government's proposed approach?

Services (whether private, public or community) should be developed in the round and all viewed as community assets with the potential to enhance the quality of life and protect the vulnerable. For instance, a village hall or pub could be used for the delivery of several services. Capital investment will sometimes be needed to adapt such community buildings to ensure they are fit for purpose.

The importance of post office services to the rural economy and to thriving communities is under recognised. Where services are threatened by closure, for whatever reason, an impact assessment

should be carried out to assess the effect the closure will have on the community. This impact assessment needs to be followed up with a development plan to ensure that the future needs of the local community are met on a sustainable basis.

A similar approach should be carried out where a post office is hosted by an existing outlet such as a village shop or village hall. In these cases the closure of the post office can start a domino effect, with the host's financial viability being compromised leading to the closure of the host as well and community being severely disadvantaged. Again, when closure is threatened, the impact on all services in the community should be considered.

Do you have comments on the access criteria proposed for deprived urban and rural areas?

Currently, Defra data shows that 98.3% of rural households in Herefordshire are within 4 kilometres of a post office and 100% are within 6 kilometres of a post office (note: DEFRA data does not measure 3 miles access). Thus a proposal to introduce access criteria based on 95% of households within 3 miles (4.82 kilometres) would result in a significant diminution of access to post office services in Herefordshire. This would fly in the face of the Government's stated objective in the consultation paper (paragraph 3.4) that, "*A national network is required which provides for those in need....and which ensures convenient access for communities with real social need*".

It is our view, therefore, that this single criterion is not fit for purpose and therefore should not be applied.

Any proposal for closure needs to be communicated fully and managed effectively in partnership with local councils and communities to ensure that there is no deterioration in access to post office services.

In order for a community-led solution to evolve, enough time has to be allowed. A consultation period of six weeks is far too short a timeframe to prepare these plans and will effectively ruin the business; 12 months would be more realistic. Thus, until such time as fully satisfactory alternative arrangements, ensuring at least equal access to services, can be put into place, existing services should remain open, so as to effect a seamless transfer of the business and ensure that customers are not disadvantaged.

Herefordshire Council welcomes the continuation of "substantial further funding" to support the changes involved in continuing the provision of post office services in rural Herefordshire but urges the Government

immediately to work in partnership with the Post Office, local councils , the voluntary sector and communities to deliver these improved services, not waiting until 2011.

Do you have any suggestions as to how services might be better delivered through the post office network?

The focus of activity should be the sustainable delivery of core post office services, which is likely to be achieved by an integrated approach to service delivery (for instance by transferring the post office from a private house to the community hall, as has happened successfully in Pencombe Herefordshire). By sharing resources the various services will be more cost-efficient and thus more sustainable.

In this context Herefordshire Council welcomes the continuation of the post office card account, which it sees as crucial to the ongoing financial viability of any enterprise. It is recommended that the Government does not allow the withdrawal of any more services from post office counters that would worsen their financial viability.

One of the key services is access to cash. Herefordshire Council supports the roll out of free to use ATMs and suggests that the placement of these services should be prioritised for rural areas. The opportunity to combine access to cash provision with the activities of the Credit Unions should be explored.

Do you have any comments on the Outreach arrangements as a means of maintaining service to small and remote communities?

Herefordshire Council supports efforts to find alternative ways of delivering post office services on a sustainable basis particularly if it results in increasing the financial viability of existing assets and an increase in the availability of services for communities.

In fact, Herefordshire Council sees the distinct possibility to **improve** access to services to more people by the creative use of outreach arrangements, meeting defined rural community needs, many of which have been identified through the Parish Plan consultation process in the County.

On the specific outreach options that have been trialled, Herefordshire Council would support all options as it is accepted that individual communities should be allowed to come up with their own creative solutions that meet their individual needs, there being no "one size fits all" solution.

Do you have any comments on the practicality of community ownership of parts of the post office network, which might involve the transfer of assets to community organisations and/or the establishment of local mutual or co-operative organisations to own and run local services?

Herefordshire Council believes that all business models should be investigated to ensure the continuation and enhancement of postal services. Models should include social enterprise, which combines the benefits of community involvement with cost containment. There are many examples where social enterprises have developed viable businesses to the benefit of communities in the wider sense. For instance, in Yarpole in Herefordshire, a community shop and post office has in 2 years developed successfully into the hub of the community and is now set to expand into the Parish church, developing further the multi-use concept of community buildings.

The Post Office will need to demonstrate considerable operational flexibility in its approach to these changes in service provision and provide support investment (by using the subsidy creatively) to enable enterprises to achieve financial sustainability. This should be worked out in partnership between the Post Office, local councils and communities.

March 2007.

HEREFORDSHIRE SATISFACTION SURVEY

PORTFOLIO RESPONSIBILITY: CORPORATE STRATEGY AND FINANCE

CABINET

22ND MARCH, 2007

Wards Affected

Countywide.

Purpose

To report to Cabinet the results of the recently completed survey and the actions being taken to follow these up.

Key Decision

This not a key decision.

Recommendations

THAT

- (a) the survey results be noted; and
- (b) the actions in paragraphs 19 and 20 be approved.

Reasons

1. In line with best practice, the Authority conducts an annual satisfaction survey. Every three years this doubles as the best value general survey required by Community and Local Government. The data are important for service planning purposes, our performance assessments and central to the authority's improvement plan.
2. Addressing the issues raised by this survey is particularly important as 'perception' type indicators such as these are a vital element of the proposed comprehensive area assessment. They are central to the wider direction set for local government in the recent White Paper. Overall satisfaction with authorities nationally has tended to lag behind satisfaction with individual services for a number of years. One reason is that the link between the services received and the correct identification of the responsible organisation remains relatively weak. However, improving public perceptions such as these will become an even greater challenge in future. Authorities will need to manage their accountabilities both as leaders of the public sector in an area and as commissioners for specific services much more actively & consistently than in the past.
3. The data have been validated by the Audit Commission and weighted to correct over and under representation on a number of demographic factors. A range of comparisons is now becoming available nationally. The research team should be commended for once again meeting all the required standards, comfortably exceeding the required response rate, not having any results amended by the Commission and conducting the survey at considerably lower cost than when it was produced under contract.

Further information on the subject of this report is available from
Tony Geeson, on (01432 261855)

4. The survey covers best value indicators, tracks perceptions of the Authority's service delivery and the quality of life in Herefordshire. In addition some optional questions have been included from previous surveys together with some that provide local indicators. The data are used by the Council but also by partners. Planning and library services are covered by separate surveys but summary results are included here.

Considerations

Best value indicators

5. Summary data for the best value indicators are given in Appendix A. These cover corporate health, waste, public transport as well as culture & recreation. Leaving aside distinctions between the results for the general public and service users [who generally rate services more highly]; Herefordshire is ahead of the single and upper tier authority average in nine of the thirteen main indicators for which comparisons are currently available. The authority's data largely mirrors national trends. For instance the percentage of complainants satisfied with the handling of complaints has risen to 36% while the average is 32% and rising. The four main indicators which are currently lower than the single and upper tier average are satisfaction with local bus services, with the provision of public transport information, with parks and open spaces and, importantly, with the authority overall.
6. Although it is generally agreed that local authority performance has improved significantly in the last decade there is evidence that public expectations have risen still faster. This may help explain why overall satisfaction with single and upper tier authorities nationally has fallen from 61% in 2000/1, to 53% in 2003/4 and 51% in the current survey. Herefordshire's figures are 59%, 48% and 43% notwithstanding high levels of support for the newly established unitary authority.
7. If the same thirteen indicators are compared across the New Unitary Benchmarking [NUB] group a somewhat similar picture emerges. Herefordshire scores higher than the NUB average in five, is essentially equal in four and has lower scores in the same four indicators described earlier in paragraph 5. The NUB average for overall satisfaction – 50% - is also below the single & upper tier average.
8. While a significant number of these indicators have improved since 2003, there is no room for complacency either locally or nationally and these results simply give added impetus to the drive to improve Herefordshire's overall indicator score. Both absolute & relative performances as well as the direction of travel are important locally & nationally.

Other perception and quality of life indicators

9. The survey asked respondents to list up to five factors that make somewhere a good place to live. The most popular factors were, health services [50%], the level of crime [49%], affordable decent housing [43%], education provision [32%] and the level of traffic congestion [30%]. This response is very similar to the 2003 findings. Only education provision is a 'new' top five choice. It is interesting to note that these factors are not only the responsibility of one organisation and are frequently addressed by partnerships. Respondents were also asked to select for this area those factors they felt most needed improving. Again the level of traffic congestion [48%] and affordable decent housing [30%] featured in the top five but so did road / pavement repairs [39%], activities for teenagers [38%] and public transport [25%]. These may point to areas where the authority can act to improve its overall perception scores. Four of these five 'need improving' factors also scored highly in the previous survey in 2003; further reducing the level of crime is no longer a top five issue and has been replaced by public transport

although the scores remain close.

10. Turning to changes in the quality of life net improvements are perceived [more people saying things have got better than worse] in education, access to nature & sports and leisure facilities. The level of traffic congestion, wage levels & local cost of living, road and pavement repairs, affordable decent housing and the level of crime are felt to have got worse. Again these factors are similar to the views expressed in the last survey. Overall 69% of respondents are satisfied with the local area as a place to live.
11. When access to services is examined respondents had the most difficulty with theatres / cinemas [only 47% finding it fairly or very easy to access] followed by dentists [54%], local hospital [57%] council or neighbourhood office [58%] and sports / leisure facilities [64%]. All other facilities listed were felt to be accessible by at least 2/3 of those who responded, in some cases e.g. local shops by over 85%
12. Satisfaction levels with the more detailed aspects [i.e. below the headline best value indicators described earlier and in Appendix A] of household waste collection, doorstep recycling and local recycling facilities show a consistent, relatively high, level of satisfaction both in this survey & in 2003. Responses to questions about the local tip are a variable but overall, still high. All these services are perceived to have improved.
13. As would be expected, given the headline indicators for public transport information and the local bus service mentioned in paragraph 5 earlier, the more detailed picture for these services shows greater variability with some results improving and other staying the same or declining slightly.
14. Detailed results for sports / leisure facilities, libraries, museums & galleries, theatres & concert halls and parks & open spaces show that, since 2003 usage has remained broadly constant or is rising and satisfaction amongst users of these services is, in all cases, higher than the public at large.
15. Overall satisfaction with planning services, personal social services & education services have been low for a number of years across the country but satisfaction levels amongst users of these services are considerably higher in all cases and always exceed 50%.
16. Finally; turning to information about the Council and its services, the public feel particularly well informed about how to pay bills and how & where to vote but poorly informed about what is being done to tackle anti-social behaviour locally. The public find out about the Council from the local media [38%] and via information from the Council [35%]. The preferred method of contact is telephone [63%] followed by 'in person' [31%]. Satisfaction with various aspects of customer service is in all cases over 60%. The public generally believes that the Council treats all types of people fairly, is working to make the area cleaner & greener and a better place to live but gives lower scores currently to issues like value for money, efficiency, promoting residents interests and acting on their concerns. There may be a need to provide more information on these non-service issues and these views may be linked to the national trend for higher service scores than authority wide ones.

Conclusions and Actions

17. The Local Government Association [LGA] has been running a 'reputation' campaign aiming, in part, to strengthen connections between authorities and the services provided. Herefordshire should utilise this valuable source of information and advice. The Council's service performance continues to justify its CPA rating but the overall satisfaction score does not adequately reflect this service performance. It is important to understand exactly what lies behind this contradiction locally and eliminate it. Local factors may play a part,

adverse publicity at the time of any survey is known to effect results, and this is one of the issues that officers and members will need to address in the months ahead. Equally survey methods are known to play a part in the results obtained with face-to-face surveys yielding higher overall satisfaction scores than postal surveys. This factor alone may explain some of the differences in the comparisons beginning to emerge from the Audit Commission.

18. There are a number of actions being taken. These are described in paragraphs 19 and 20 below. The costs of these will be met from within existing budgets and no new financial consequences are expected.
19. Following usual practice, the research team will be producing a detailed analysis of all the results, including the growing number of comparisons. It will be possible, eventually, to provide analyses in a variety of ways; for instance by age group or area. Understanding and addressing differences within the County like these are central to the 'place-shaping' role envisaged by Sir Michael Lyons and will be as important in future as continuing to improving our absolute and relative results.
20. More specifically the early rounds of the 2007 Herefordshire Voice panel will be used to identify the underlying reasons behind some of the key results including the overall satisfaction score. As mentioned previously, the LGA reputation campaign has used IPSOS/MORI to gather data on those issues that particularly affect public satisfaction and these data will also be analysed for lessons that can be applied locally. Evidence can also be gathered from relatively high performing authorities and we have scope to share Herefordshire's experience in those areas where we perform well.
21. The results of the survey will be reported to the Strategic Monitoring Committee [30th March] along with any initial observations Cabinet wish to make.

Risk Management

These survey results are important in the short term for a number of inspections and audit reports and, as previously noted, are predicted to be a fundamental part of the comprehensive area assessment that will replace the 'harder test' of the CPA. The authority's response will have a significant bearing these & the authority's wider reputation.

Alternative Options

Not to take any specific action.

Consultees

CMB have considered these preliminary results and their views incorporated in the report. As part of the follow up actions being proposed staff, users and the general public will be consulted both on the results and appropriate follow up actions.

Appendices

- 1 Best value performance indicator results.

Background Papers

Best value user satisfaction surveys 2006 -07 – Communities and Local Government. February 2007

Herefordshire satisfaction survey 2006 - summary data

APPENDIX A

Best value performance indicator results

Corporate Health	2000	2003	2005	2006 Score
BV3: % satisfied with the way the Authority runs things	59%	48%	49%	43 %
BV4: % satisfied with the handling of complaints	34%	29%	31%	36 %

Waste	2000	2003	2005	2006 Score
BV89: % satisfied that the Authority has kept the land clear of litter and rubbish	59%	62%	65%	66 %
BV90A: % satisfied with the waste collection service overall	79%	89%	88%	82 %
BV90B1: % satisfied with the provision of local waste recycling facilities	60%	67%	74%	70 %
BV90C: % satisfied with the local tip	58%	82%	79%	87 %

Public Transport	2000	2003	2005	2006 Score
BV103: % satisfied with the provision of public transport information	47%	48%	41%	48 %
BV104: % satisfied with the local bus service	47%	51%	36%	49 %

Culture and Recreation	2000	2003	2005	2006 Score
BV119A: % satisfied with sports and leisure facilities	54%	49%	49%	58 %
BV119B: % satisfied with libraries	69%	68%	64%	70 %

Culture and Recreation	2000	2003	2005	2006
				Score
BV119C: % satisfied with museums and galleries	53%	48%	42%	45 %
BV119D: % satisfied with theatres and concert halls	58%	57%	52%	48 %
BV119E: % satisfied with parks and open spaces	65%	67%	66%	69 %

SCRUTINY REVIEW OF ICT SERVICES

PORTFOLIO RESPONSIBILITY: CORPORATE AND CUSTOMER SERVICES AND HUMAN RESOURCES

CABINET

22ND MARCH, 2007

Wards Affected

County-wide

Purpose

To respond to the recommendations of the scrutiny review commissioned by the Strategic Monitoring Committee and conducted by a group of Members under the chairmanship of Councillor Ashton.

Key Decision

This is not a Key Decision.

Recommendations

THAT

- (a) the response as detailed below be agreed and referred to the Strategic Monitoring Committee; and
- (b) an action plan be developed setting out how and within what timescale the recommendations will be addressed.

Reasons

The Strategic Monitoring Committee agreed to include a review of ICT Services in its forward work programme. Scoping statements including the membership of the review team was reported to the committee in October 2005 and the review commenced in April 2006. The review was undertaken between April and November 2006, and this allowed further time was taken to consider a further piece of work on schools involvement with ICT Services.

The Strategic Monitoring Committee considered the review group's findings and recommendations at its meeting on 22nd December.

Considerations

1. The recommendations arising from the ICT review need to be set in the complex environment in which the Council is now operating. Its recommendations need to be considered along with
 - (a) The Medium Term Financial Strategy and the priorities for the Council as set out in the Corporate Plan 2007-2010 and the Operating Plan for 2007-2008

Further information on the subject of this report is available from
Jane Jones, Director of Corporate and Customer Services (01432) 260037

- (b) The overall strategy for the Herefordshire Connects programme. The procurement phase of the selection process for a strategic partner is nearing completion and this will set out the Council's direction over the next three to five years.
 - (c) Publication of a draft ICT Strategy. This is essential to underpin the development of the Herefordshire Connects programme where technology will act as an enabler to the main business transformation programme. There are also many common themes within the recommendations: standardisation, firm financial base, treatment of assets.
 - (d) The work of the strategic review group on accommodation and its complementary assessment of the potential for flexible working in the authority.
 - (e) The way in which these proposals can be implemented along side the development of the Public Service Trust.
2. The executive wishes to thank the review group for its constructive and thorough analysis of the current position in relation to ICT, the challenges which need to be tackled, and identification of benefits which can fall out if they are met. This paper therefore seeks to set out a preliminary response, to highlight work already in progress and to undertake to provide a further report to the committee within a six month period once the landscape issues referred to above become clearer.

Each of the recommendations is taken in turn and the response set below.

- (a) **Responsibility for the line management for all the authority's ICT staff should be placed within the ICT Services Division and implemented with immediate effect.**

This position has already been agreed in principle by the Corporate Management Board. Although the recommendation makes specific reference to staffing in one directorate there is a need to separate out what is effectively service considerations and technical support and make adjustments to line management arrangements accordingly. In Children's and Young Peoples Services this implies a separation of curriculum and technical support. For each area of the Council where staff are involved in some technical activity this clarification needs to be sought and will form part of overall realignment through the Herefordshire Connects programme.

- (b) **Consideration is given to the control for ICT expenditure being placed within the ICT Services Division subject to overall responsibility being held by the Director of Resources.**
- (c) **A review of the financing of ICT Services is undertaken examining the way directorates account for ICT spend subject to recommendation (b) above, base budget for ICT Services, as well as the corporate funding of ICT programmes.**

Overall responsibility for management of the budget arrangements for the Council rests with the Director of Resources in her role as section 151 officer. Within that framework the Director of Corporate and Customer Services has overall responsibility for the budget contained within the directorate and under financial standing orders needs to manage those as a whole. The commitment to the Herefordshire Connects programme has already placed an embargo on any further ICT development and procurement activity (with the exception of desktops). There is

an exceptions process which has been overseen to date by the Herefordshire Connects Board and will shortly shift to the Information Policy Group. In future therefore the expenditure on ICT platforms and software will be subject to the same rigours as at present and signed off a business case approach demonstrating clear benefits on how these will be realised. More specifically in relation to the ICT budgets – corporate ICT projects and the trading account, the Director of Corporate and Customer Services has agreed with the Director of Resources that a fresh look needs to be taken at how these are set out, managed and accounted for.

The ICT projects budget needs to be focussed on support to the implementation of the Herefordshire Connects programme. To date much of it has been used to supplement external funding for web services, to implement necessary email upgrades and to develop a corporate approach to GIS and to put in place server replacement capacity. A more fundamental review is required in respect of the trading account and there is an emerging view about insufficient investment in this area and the need for that to be reflected in any revision of the medium term financial strategy. That work has started.

- (d) **A council-wide policy should be developed and implemented that provides for greater standardisation of desktops and server infrastructure and that ICT Services should have the responsibility for the management and control of this policy ensuring that it provides equipment and software to meet the requirements of the post rather than the wishes of the individual. Further, that this policy provides all ICT assets are corporate and not the possessions of individual services or staff. In effect this means that ICT assets will not be relocated with individuals but rather that individuals will be relocated to existing assets.**

The authority needs to consider provision such as the community network and other infrastructure as a corporate asset and deal with it accordingly.

The call for greater standardisation for both servers and desktops is welcomed. Complexity of the server infrastructure and desktop configurations in the Council has long been a source of frustration and support take up disproportionate account of capacity. The ICT Strategy also sets out the need to standardise. Work is already well advanced on server consolidation as referred to above. In terms of desktops, BT is currently conducting an eleven week analysis of the requirements of specific job roles. This will not prescribe the technology to be used but will set out a range of options. Clearly the move to standardisation also involves consideration of the way in which ICT is financed in the future because for a transitional period at least there will be a 'gap', which needs to be managed and ultimately a rolling programme of replacement every three to four years. Again this will need to be picked up in conjunction with the funding review.

- (e) **The existing ICT procurement policies and procedures, including taking positive action to address non-compliance, are enforced. Further that the appointment of the Strategic Procurement & Efficiency Review manager will progress the need to develop the council-wide procurement policy.**

The principle on non-compliance will require any proposals to purchase outside of agreed guidelines to be thrown back and to be the subject of action within the directorates. Since being appointed the Strategic Procurement and Efficiency Review Manager has already set about reviewing the council's procurement policies including that for ICT.

- (f) **Consideration is given to dedicated public relations support to the Head of ICT and the means by which this might be delivered.**

The Council has a corporate communications team, which increasingly offers support for specific directorates on the basis of an agreed communication strategy. This has already been implemented successfully within the Children and Young Peoples Directorate and a similar package is being deployed to ICT Services. There is also work to be done internally in improving communication from ICT to other customers, for example, schools, members and there are a number of mechanisms already in hand, for example ICT liaison meetings with schools and the review of ICT support to members which can assist this development.

- (g) **As part of the corporate review of SLAs the ICT Service ensures that the ICT SLAs are clearly worded, and describe clearly the range of services to be provided, charges and any relevant financial arrangements and are communicated to all relevant officers and issued no later than the start of each financial year moving forward.**

CMB has commissioned a working group of SMT members to conduct a review of all SLA's within the authority. The interim report is expected in May and comprises representatives of not just the providers of support services through SLA's, but also the services which receive them.

- (h) **The responsibility for providing ICT training and its procurement be centralised under the management of the ICT service. As part thereof, the identification of ICT training needs should be formalised as part of induction and recorded.**

Identification of ICT training needs will be derived from a number of sources. In part there is the expectation of the authority on officers to use the equipment they are provided with effectively to set out clearly levels might be achieved. It is recommended that the induction programme for all new staff includes a compulsory module on ICT, as it does for Diversity. It will also be a requirement to set out specific training programmes to accompany the introduction of new hardware and software systems. This again will form a significant element in the implementation of Herefordshire Connects. It will also be necessary to review the training needs that arise as a result as SRD interviews and capture these across the Council so that appropriate remedial actions can be taken. ICT Services needs to work with the HR training and development function to identify and then provide a suitable response to the requirements.

- (i) **The options for offering a variety of income generating services to local partners not covered under existing SLAs are explored.**

The executive supports the view that in the future there may well be opportunities for income generation but this stage recommends attention be focussed on getting the 'ship in order' first.

- (j) **Improvement to the implementation of project management throughout the authority continues and the interface between Corporate Programmes and project delivery within Directorates is strengthened.**

Since the ICT Review commenced the Council has implemented a set of governance arrangements for its transformation programme. This includes project boards to oversee key developments in accommodation, adult services, children and young people services, customer services, workforce strategy and Herefordshire Connects. All of these are allocated project managers and are being quality assured to make sure they meet principles of Prince2 project management. In addition CMB has

endorsed the necessity for other projects to ensure adequate project management arrangements and this will form part of the project approval process. There is an issue of how this resource is financed in the future and consideration should be given to it being clearly identified as a cost in the project approval process.

- (k) **That the feedback from schools be analysed and an improvement plan prepared to address the many concerns identified, with a view to ICT Services becoming the preferred provider of services to schools funded and maintained by the Local Authority.**

The Council has now implemented a series of ICT liaison meetings between representatives of the high schools and primary schools, Corporate and Customer Services (ICT Services) and the Children and Young Peoples Directorate. An independent satisfaction survey was commissioned through HEDRA and feedback provided to the high schools in early December. Feedback has recently been given to the primary schools. ICT Services had already implemented some of the recommendations including, for example, regular report back on incident reporting and set out a clear timetable for discussion of 07/08 SLA's with schools.

The other main focus of this activity to date has been on piloting a remote access solution required by the DFES by 2008, in a high school and a primary school. That is due to report back on the 20th March. There has been continued involvement from both pilot schools in that activity. In addition, the remainder of schools have been kept up to date directly with progress on the project.

The recommendations contained in chapter seven of the ICT review report has been shared with schools and a request made to work with the authority in building the improvement plan. This was agreed at the last meeting. Nonetheless it is important to recognise that the relationship with schools will never be a straight forward and easy one to pursue and that the Council will need to work hard to ensure that any communications to schools is effectively disseminated to all.

- (l) **A single website for all council services is developed ensuring consistent branding and access to services for all. Further that the website should consider the potential for a single, obvious directory of contacts for all council services.**

This principle is already accepted and some websites have migrated. The executive accepts that this process needs to be speeded up and will request a timetable for completion of the exercise.

- (m) **The options for “growing own talent” through training and the use of a form of “golden handcuffs”, possibly by means of recouping the cost of training should the individual leave the authority within a given period, be explored by Human Resources.**

The review team was right to highlight the difficulty in recruiting to some posts in this area and the challenges faced in keeping staff once they have undertaken training and possess highly marketable and sometimes scarce skills. This is not unique to Herefordshire. Work is already underway between HR and ICT Services on developing a recruitment and retention strategy for ICT Services. This was highlighted in the workforce strategy priorities for 07/08.

Risk Management

The ICT Review conducted by the Strategic Monitoring Committee highlighted a number of

key issues which the Council needs to address if the service is to be developed in line with the Council's business needs.

Alternative Options

None

Consultees

Corporate Management Board
Schools ICT Liaison Group

Appendices

None

Background Papers

None identified.

STATEMENT OF COMMUNITY INVOLVEMENT

PORTFOLIO RESPONSIBILITY: ENVIRONMENT

CABINET

22ND MARCH, 2007

Wards Affected

Countywide.

Purpose

To seek adoption of the Council's Statement of Community Involvement (SCI) and be informed of the Inspector's report into the soundness of the document. This document is required as part of the new planning system and will set out how the Council will consult on planning matters.

Key Decision

This is not a key decision.

Recommendation

THAT the Inspector's report be received and that the Statement of Community Involvement be adopted as the Council's policy in respect of consultation on planning matters in line with the Town and Country Planning (Local Development) (England) Regulations 2004.

Reasons

It is a requirement of the Planning and Compulsory Purchase Act 2004 that as part of the Local Development Framework a Statement of Community Involvement is prepared which sets out the Council's policy in respect of consultation on planning matters.

Considerations

1. The Planning and Compulsory Purchase Act 2004 introduced new provisions and requirements for development planning. The need to prepare a Statement of Community Involvement is a requirement of this new system. The process by which an SCI is prepared is laid down by Government in the Town and Country Planning (Local Development) (England) Regulations 2004.
2. 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;

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

- 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 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;
- 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.

3. The process by which an SCI is prepared is laid down by Government in the Town and Country Planning (Local Development) (England) Regulations 2004. The following provides a summary of some of the key regulations:
 - Reg 25 – Initial consultation
 - Reg 26 – Draft SCI for public consultation
 - Reg 27 – Consider and amend SCI as appropriate
 - Reg 28 – Submit SCI to Secretary of State
 - Reg 34 – Possible public examination
 - Reg 35 – Binding Inspector’s report
 - Reg 35 – Publish Inspector’s report
 - Reg 36 - Adopt the SCI with any revisions.

- 4 The enclosed Consultation Statement provides a summary of the consultations which have been undertaken throughout the SCI process and which have informed the preparation of the document. The consultation at the submission stage (Regulation 28) was about gaining support or otherwise to a document that had been submitted to the Secretary of State for consideration. There were 11 objectors, resulting in 31 individual objections to various parts of the SCI; and 32 supporting representations. In line with Regulation 33 copies of all representations that were received at this stage, which relate to the nine tests of soundness of the document and could not be met by the Council, were submitted to the Secretary of State for consideration. The Inspector has now given consideration to these and the Council is now in receipt of the Inspector’s report which is binding on the authority.

- 5 The nine tests of soundness are identified below and can be found at paragraph 4.24 of PPS 12:

1	Does the SCI comply with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004?
2	Does the SCI's strategy for community involvement link with other community involvement initiatives (eg the community strategy)?
3	Does the SCI identify in general terms which local community groups and other bodies will be consulted?
4	Does the SCI identify how the community and other bodies can be involved in a timely and accessible manner?
5	Are the methods of consultation to be employed suitable for the intended audience and for the different stages in preparation of local development documents?
6	Are the resources available to manage community involvement efficiently?
7	Does the SCI show how the results of the community involvement will be fed into the preparation of development plan documents and supplementary planning documents?
8	Does the SCI set out a mechanism for reviewing the SCI?
9	Does the SCI clearly describe the policy for consultation on planning applications?

6. The Inspector dealt with the representations through the written representation procedure. Appendix 1 provides an extract from the Inspector's report and includes his 12 recommendations. These are all binding on the authority. The Inspector found that subject to the 12 recommendations set out in his report, the Herefordshire SCI is sound.
7. In line with Regulation 35 the Council is required to publish the Inspector's report. The Report needs to be made available at all deposit locations throughout the County, on the Council's website and a letter needs to be sent to all those who made a representation at the submission stage notifying them of the publication of the report.
8. In line with Regulation 36 there is now a requirement to formally adopt the SCI with the revisions identified in the Inspector's report and issue an adoption statement. A copy of the revised SCI is enclosed with this report.

Risk Management

The production of this Statement of Community Involvement is a statutory requirement.

Alternative Options

There are no alternative options as preparation and adoption of the Statement of Community Involvement is a statutory requirement.

Consultees

Planning Committee on the 30th September 2005, 20th January 2006, 21st April 2006 and

2nd March 2007.

Other consultees as set out in Consultation Statement.

Appendices

Appendix 1: Summary of the Inspector's report

Background Papers

- SCI Pre-Submission Draft (January 2006)
- SCI Submission Draft (June 2006)
- SCI Inspector's report (February 2007)
- SCI Consultation Statement (February 2007)
- The Planning and Compulsory Purchase Act 2004
- Town and Country Planning (Local Development)(England) Regulations 2004.
- Planning Policy Statement 12

Summary of the Inspectors report

The following provides an extract of the Inspector's report into the soundness of Herefordshire Council's SCI.

Test 1: Does the SCI comply with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004?

- The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004 and I am satisfied that this has been conducted satisfactorily.
- Having regard to "DPD matters" and "proposals matters", see Regulation 24 (4), the Council should have included a statement regarding notification requests in earlier documentation, including the advertisements.
- This test is met subject to the following recommendation:

Recommendation

(R1) The Council are to notify all those who made a representation on the submission SCI of the publication of the Inspector's report and adoption of the SCI.

Test 2: Does the SCI's strategy for community involvement link with other community involvement initiatives (eg the community strategy)?

- Section 6 recognises the links between the LDF, the SCI and the Community Strategy. Paragraph 6.6 acknowledges that the LDF is a way of delivering the aims of the Community Strategy, and states that the Council will utilise existing strategies in the consultation on LDDs. The SCI also makes reference to other community strategies (in Paragraph 6.2), such as the Local Transport Plan, Economic Development Strategy and Housing Investment Strategy and states that consideration will be given to how these will be linked in terms of objectives and consultation.
- This test is met.

Test 3: Does the SCI identify in general terms which local community groups and other bodies will be consulted?

- The Council has set out in Section 5 and Appendix 2 of the SCI those groups which will be consulted. This list includes the statutory bodies from PPS12 Annex E. It is stated at Paragraph 5.3 of the SCI that the Council hold a database of consultees' details and that this will be updated as necessary.
- In the interests of clarity, the title of Appendix 2 should be amended and I recommend accordingly.

- The re-organisation of certain consultation bodies, such as Post Office Property Holdings, should be acknowledged in the SCI and I recommend an additional sentence be added to this effect.
- This test is met subject to the following recommendations:

Recommendations

(R2) In Appendix 2 at the top of Page 41, the word 'Proposed' should be deleted from the title.

(R3) In Appendix 2 at the top of Page 41, replace the introductory paragraph with the following sentence:

"Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur. An up to date consultation list is available from the Forward Planning section of Planning Services."

Test 4: Does the SCI identify how the community and other bodies can be involved in a timely and accessible manner?

- The first section of the table in Paragraph 10.1 at Page 23 shows that the Council will involve and inform people from the early stages of DPD preparation. Table 1 on Pages 19 - 21 sets out the range of methods the Council will employ to do this. The Council clarify in the table on Pages 23 - 28 the stages at which consultation will take place and who will be consulted at those stages. It shows that consultation will take place with the key stakeholders during the issues and options stage of DPD production in accordance with Regulation 25. I am satisfied that providing these stages are followed the consultation proposed will be undertaken in a timely and accessible manner.
- For the sake of completeness, the diagram on Page 11 should contain a reference to the additional period of consultation for site allocation representations under Regulations 32 and 33.
- This test is met subject to the following recommendation:

Recommendation

(R4) In the diagram on Page 11, within the third circular text box on the second row, add an asterisk referring to an explanatory note within the diagram to read as follows:

"An additional period of 6 weeks consultation is allowed after submission but before the examination in the event of site allocation representations being made."

Test 5: Are the methods of consultation to be employed suitable for the intended audience and for the different stages in preparation of local development documents?

- Table 1 on Pages 19 - 21 sets out the methods that the Council propose to use to involve the community and stakeholders. These cover a range of recognised consultation techniques that will present information via a range of different media. The Council acknowledge the benefits and disadvantages of the different methods

and indicate at what stages of LDD preparation the various methods might be employed.

- Section 7 of the SCI acknowledges that the Council may have to provide extra support to facilitate consultation with certain groups or individuals, and proposes (in Part 9) how they might do this. Paragraphs 7.1 – 7.3, 7.12 – 7.16, 9.9, 9.11 and 9.13 – 9.16 explain how the Council will make their information accessible to all members of society.
- The notice on the inside front cover should contain full contact details for obtaining documents in alternative formats and I provide a recommendation to this effect.
- Contact details for obtaining LDF documents in alternative formats should also be provided at an appropriate point in the body of the SCI and I provide a recommendation accordingly.
- Explicit reference should be made within the SCI to the Race Relations Act and Disability Discrimination Act.
- I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.
- This test is met subject to the following recommendations:

Recommendations

(R5) Replace the notice on the inside front cover with the following statement:

“This and other Local Development Framework documents can be made available on request in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Emma Lawrence, Herefordshire Council, Forward Planning, P.O. Box 4, Plough Lane, Hereford, HR4 0XH Tel: 01432 383357 E-mail: elawrence@herefordshire.gov.uk”

(R6) In Paragraph 9.11, replace the words ‘will be considered’ with a new sentence to read:

“Documents in other formats may be obtained from: Emma Lawrence, Herefordshire Council, Forward Planning, P.O. Box 4, Plough Lane, Hereford, HR4 0XH Tel: 01432 383357 E-mail: elawrence@herefordshire.gov.uk”

(R7) A new numbered paragraph should be added following Paragraph 9.11 as follows:

“The Council will make every effort to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000.”

Test 6: Are the Resources available to manage community involvement efficiently?

- Paragraph 9.12 of the SCI explains how the Council will seek to ensure that sufficient resources are put in place to achieve the scale of consultation envisaged.
- In response to my request for additional information, the Council have proposed an amendment to the SCI. This provides greater clarity and I recommend this amendment be made to the SCI.
- This test is met subject to the following recommendation:

Recommendation

(R8) Following Paragraph 9.12, insert a new numbered paragraph to read as follows:

“The budget for Local Development Framework preparation will meet the costs of the legal requirements for community involvement in plan-making. The Council's Local Development Scheme sets out a phased programme for the preparation of Local Development Documents, ensuring that consultation activities are staggered and that the SCI's requirements can be met without undue pressure on resources. Resources for the Local Development Framework are assessed through the Council's budget review process, which will include consultation requirements. Where possible, consultations will be coordinated with other departments, external stakeholders and local communities to lever in more resources.”

Test 7: Does the SCI show how the results of the community involvement will be fed into the preparation of development plan documents and supplementary planning documents?

- Paragraphs 9.14 and 9.5 and Section 10 provide information on how the results of community involvement will be taken into account by the Council and used to inform decisions. It is clear from Section 10 that the Council also propose to report on consultation processes and that this material will be publicly available. However, the SCI provides insufficient detail on decision-making processes and how the results of consultation inform the content of the LDDs.
- In response to my request for further detail on how decisions are taken with regard to consultation, the Council have proposed additional text for the SCI. In the interests of clarity, I recommend that this be included.
- This test is met subject to the following recommendation:

Recommendation

(R9) At the end of Section 10, add a final numbered paragraph headed “Decision Making Processes” to read as follows:

“The Council will maintain a record of consultation responses received during the preparation of planning documents and will present a transparent decision-making process to the community. Consultation responses are one of the matters to be taken into account by Councillors when making decisions on plan-making. A Statement of Compliance will be produced for every planning document which will include summaries of all consultation responses received as well as officers' responses which will identify where the document has been amended in light of responses received. The Statement of Compliance will be

reported to members no later than the date that they consider making decisions on planning documents. The comments received will be made publicly available so they can be viewed by others with an interest in the matter.

When a DPD is submitted to the Secretary of State, the Regulations require that a Statement of Compliance is also provided. The Inspector when testing the soundness of the DPD at examination will use the Statement of Compliance to determine whether the SCI has been correctly followed. If there has been a failure to comply with the SCI or the Regulations, in a way that undermines the DPD, the Inspector can recommend that the document be withdrawn.”

Test 8: Does the SCI set out a mechanism for reviewing the SCI?

- Section 12 of the SCI provides information on monitoring and explains that the SCI will be formally reviewed in accordance with the LDS. Paragraphs 2.9 and 12.3 confirm the Council’s intent to review the SCI on an annual basis through the Annual Monitoring Report.
- I am satisfied that the Council has mechanisms for reviewing the SCI and have identified potential triggers for the review of the SCI.
- This test is met.

Test 9: Does the SCI clearly describe the policy for consultation on planning applications?

- The SCI at Section 11 clearly describes the Council’s policy for consultation on planning applications. This section meets the minimum requirements and provides additional methods of consultation. Section 11 also distinguishes between procedures appropriate to different types and scale of application, and includes information (Paragraphs 11.27 – 11.39) on how the consultation results will inform decisions.
- It would be useful if the SCI made specific reference to the longer statutory time period for consultation that may be applicable in certain circumstances, and I recommend a change to acknowledge this.
- Subject to the following recommendations this test is met.

Recommendation

(R10) In Paragraph 11.18 at the fourth sentence add the following sentence to the text in parentheses:

“Some bodies, such as Natural England, are allowed a longer period of time to comment on applications where this is prescribed by legislation.”

Conclusions

11.1 The Council have set out in Appendix 17 of their Consultation Report (October 2006) a number of proposed changes to the SCI in response to representations received on the submission document. These suggested amendments do not affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI. I therefore agree that they be included and they are listed in Appendix C of this Report.

- 11.2 Whilst I have attempted to identify as many consequential amendments as possible that may follow from my recommendations, it seems inevitable that issues of consistency may arise. In the event of any doubt, please note that I am content for such matters, plus any minor spelling, grammatical or factual matters to be amended by the Council, so long as this does not affect the substance of the SCI.
- 11.3 Subject to the recommendations set out in this Report, the Herefordshire Council SCI (June 2006) is sound.

Recommendations

(R11) The Council should implement their proposed changes as listed in Appendix C of this Report except where covered by a Recommendation in the body of this Report.

(R12) The Council should remove Appendix 9 and all other references to previous stages of this document.

The proposed changes in Appendix C include:

- Delete the old Appendix 9 and replace with a new Appendix 9 which provides guidance notes on how to make a representation at submission stage.
- Amend Appendix 2 into the categories of 'Specific', 'General' and 'Other' to reflect the advise Annex 5 of PPS12
- Delete Hereford Charter Trustees and Strategic Rail Authority from Appendix 2
- Include the following LDF consultees to Appendix 2 – Museums, Libraries and Archives – West Midlands, Tourism West Midlands, Midlands Architecture and Designed Environment.
- Replace reference to ODPM with the Department for Communities and Local Government
- Delete Tetlow King from Appendix 2 and replace with West Midlands RSL Planning Consortium
- Amend Hereford and Worcester Ambulance Service NHS Trust to West Midlands Ambulance Service NHS Trust in Appendix 2.

Statement of Community Involvement Consultation Statement



March 2007

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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 regulations¹ identify three formal consultation opportunities which have been completed and are 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 the submission draft of the SCI which was the subject of consultation from 12th June until 24th July 2006 and was also submitted to the Secretary of State for consideration. A binding Inspector's Report has now been issued and all recommendations made by the Inspector have been taken on board and the SCI has been amended accordingly into a final adopted version.
- 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.
 - Leads to outcomes that are a better reflection of the views, aspirations and needs of the community and all its diversity.

¹ 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.

- 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 17th October to 30th 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) database² 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). A **mailbox** was set up for those wishing to email their responses (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 3rd 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 (HALC³), which helped to distribute the message to Parish Councils. An article was placed in Herefordshire Matters⁴ and the Council's internal newsletter Core News⁵. Both of these articles were available before or during the consultation.

² 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.

³ HALC is an umbrella organisation representing all Parish Councils in Herefordshire.

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

⁵ Core News is a Council publication distributed quarterly to all Council staff.

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**⁶, the Policy and Community team have developed a large database of consultees and with the consultee's agreement⁷ 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
- Frequencies⁸ 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 answer question relates to the number of times the answer was chosen and is therefore a 'citation'.

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

⁷ 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.

⁸ Frequency is the number of responses per question

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.

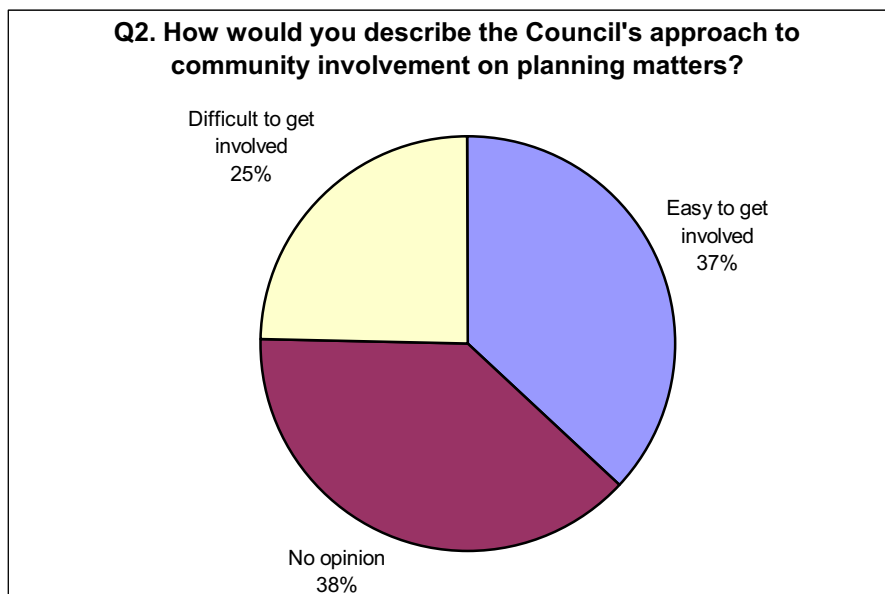
3.19 **Question 1. Has Herefordshire Council involved you in planning matters in the past?**

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”

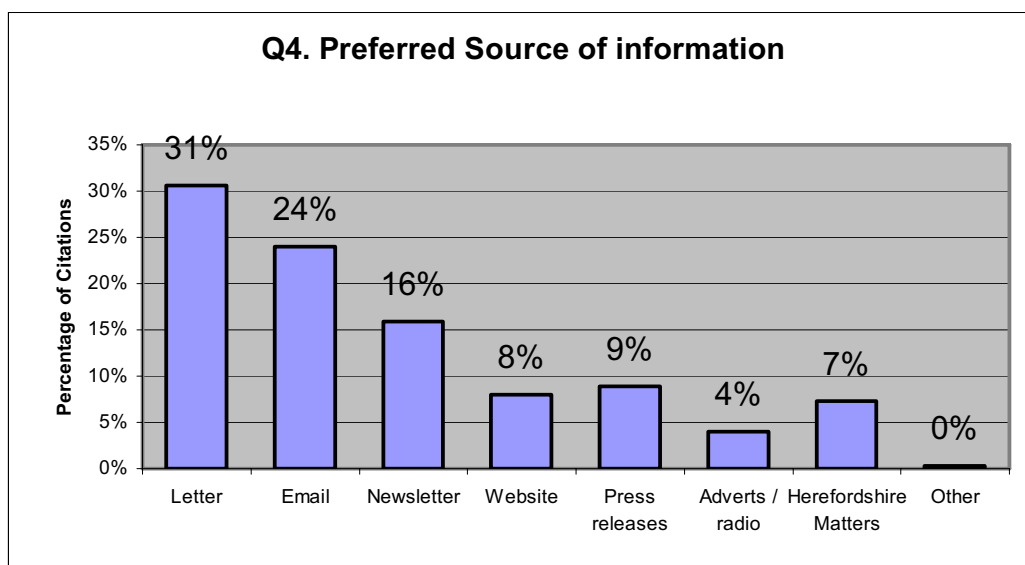
“Community involvement - talks at local village halls”

“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?

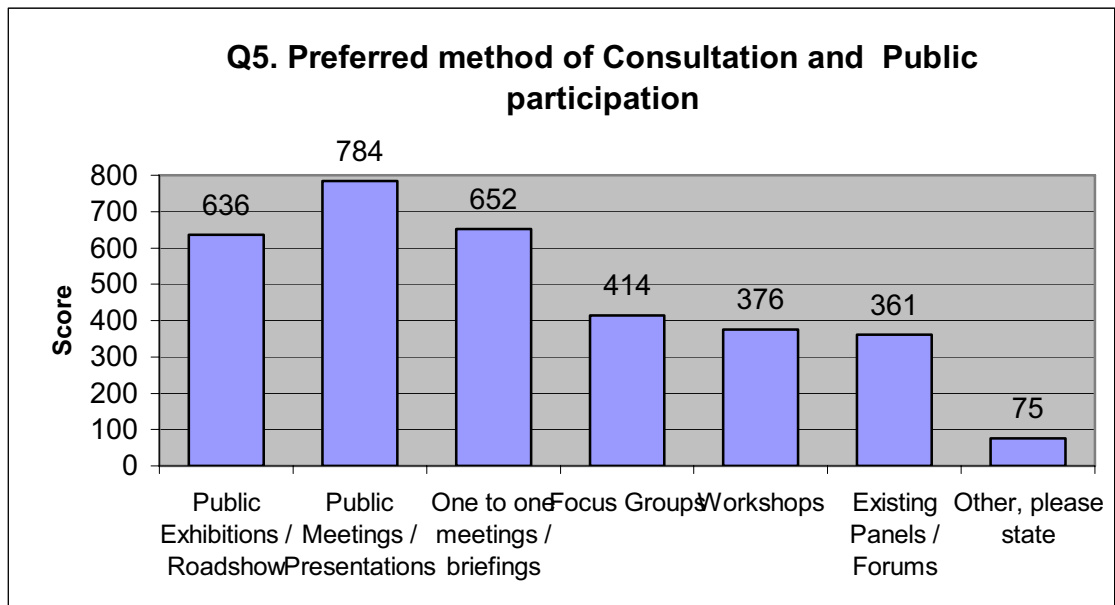
Yes 82%
No 18%

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.

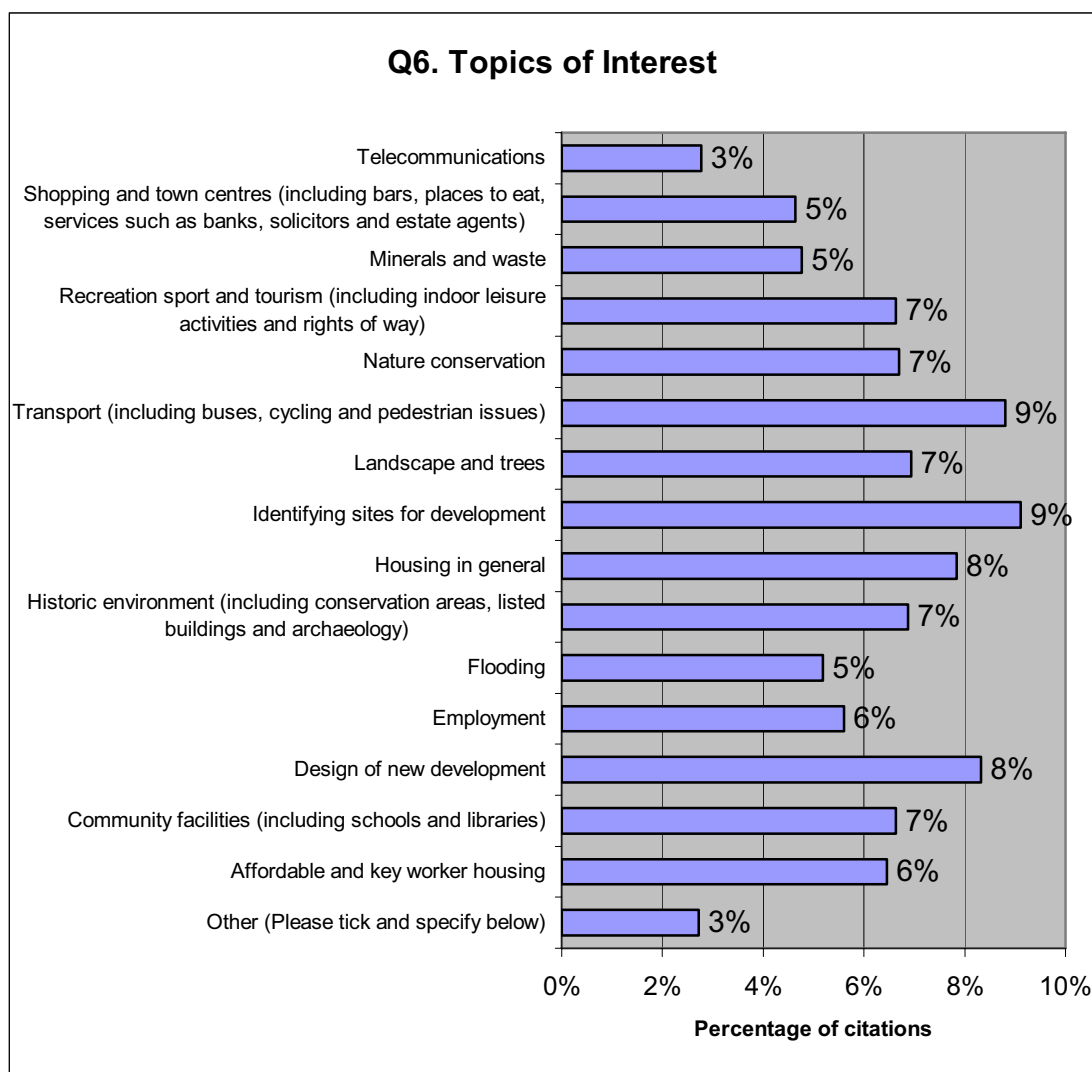
3.27 The leading choice was public meetings/presentations with 62 respondents ranking this as a preferred choice. The next highest scoring method was one to one meetings/briefings which 67 people ranked highly. Public exhibitions/roadshows were also ranked highly with 42 responses. The lower ranking 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:

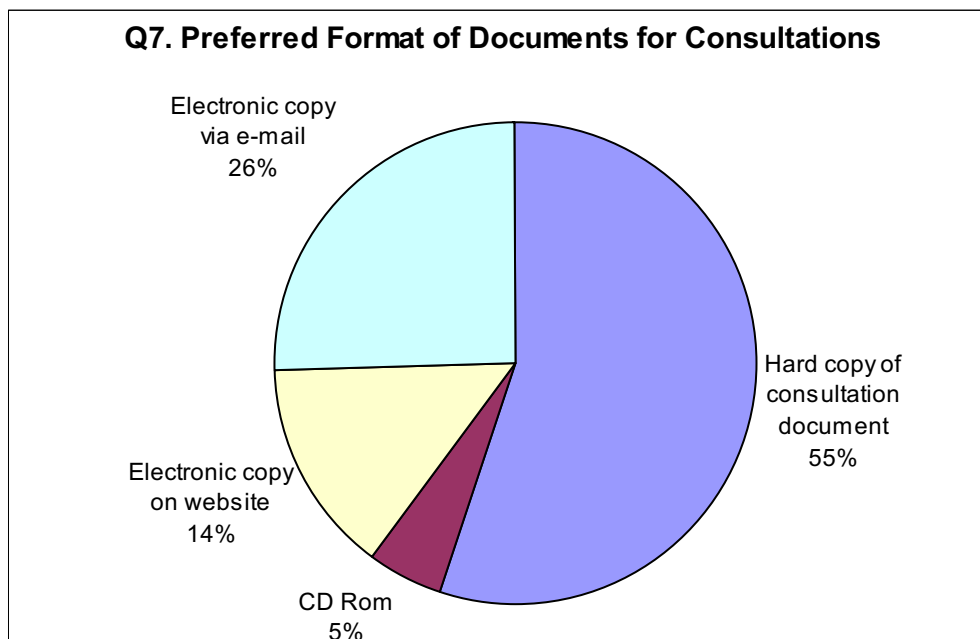
Table 2. Other options for question 6.

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

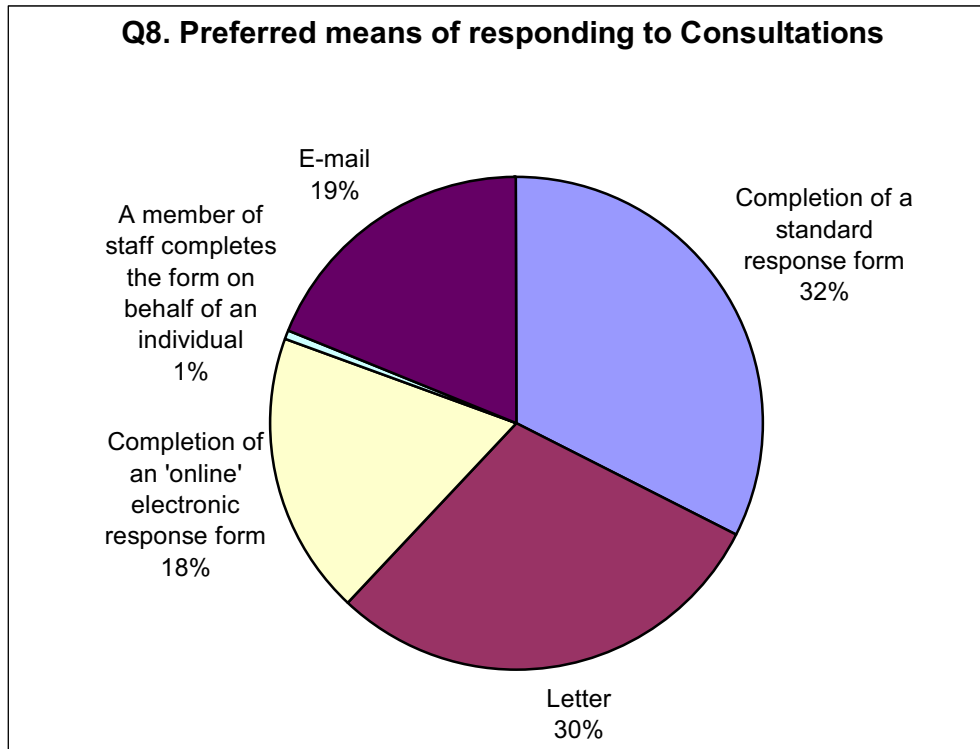
3.32 The answers to this question will help the Council to direct its efforts and prioritise the production of documents. People who have expressed an interest in a particular topic will be included in future consultation on topic related documents.

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:

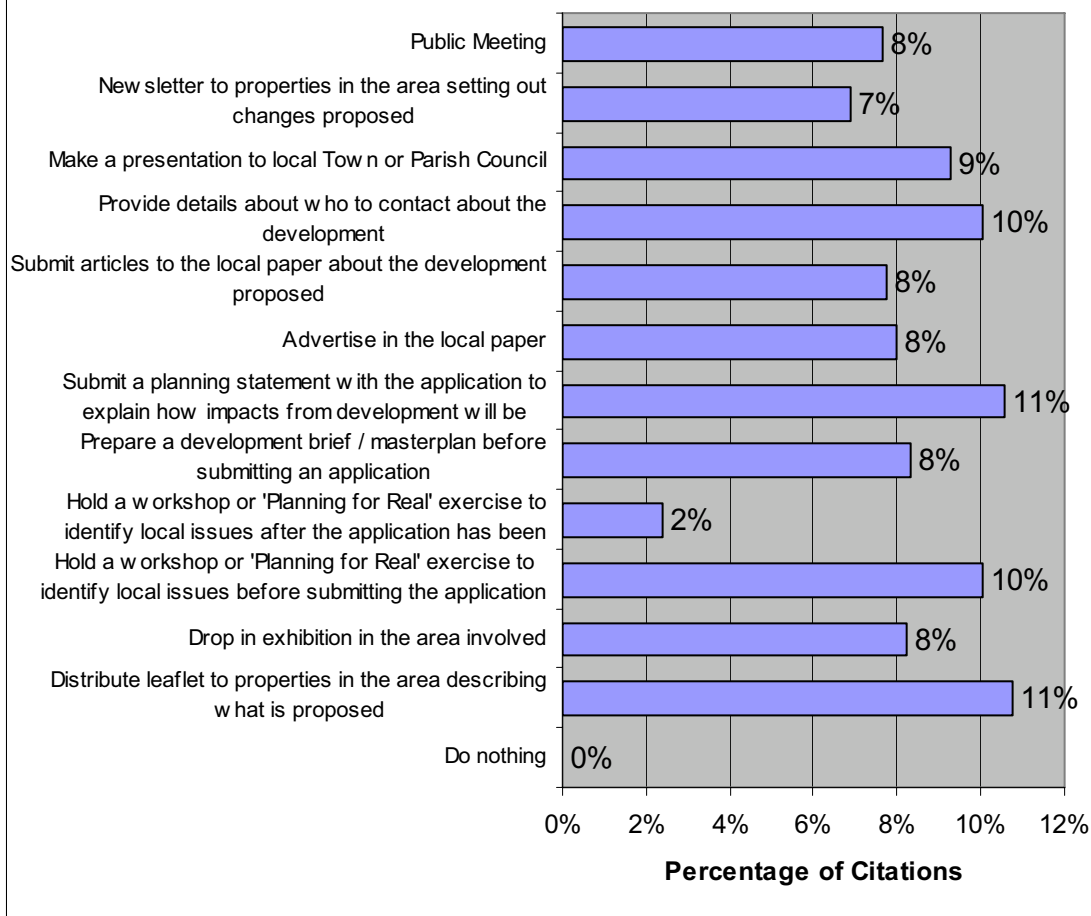
- There should be the opportunity for early involvement in the process i.e. encourage resident involvement at the pre-application stage of a significant application.
- The Council should widen the area of properties it informs when development is proposed.
- Definition of the term 'vicinity' in the wider 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.

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 30th January to 17th 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 group⁹. 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 also had a copy of the SCI and response forms available as well as Proposal matters¹⁰.

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

⁹ 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.

¹⁰ 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 Matters¹¹ (see Appendix 8) and the Council's internal newsletter, Core News¹². 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.

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

¹² 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?**

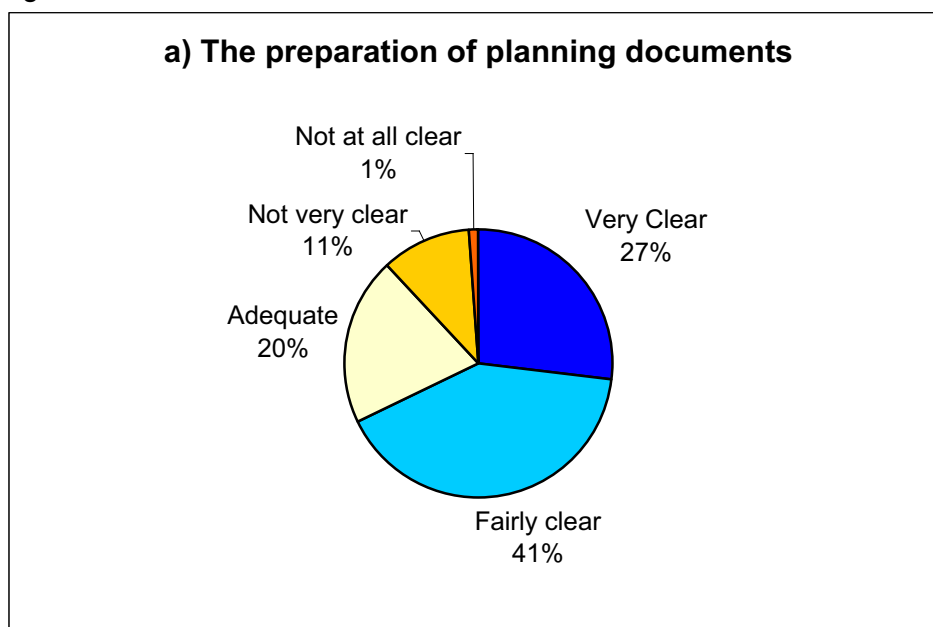
- There was concern over neighbour notifications and it is acknowledged that it may not be obvious in rural areas however the problem is overcome through the site notice.
- Support was given for public notices and a request was made that more maps and pictures were used. However there is concern that 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 Framework¹³ 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?**

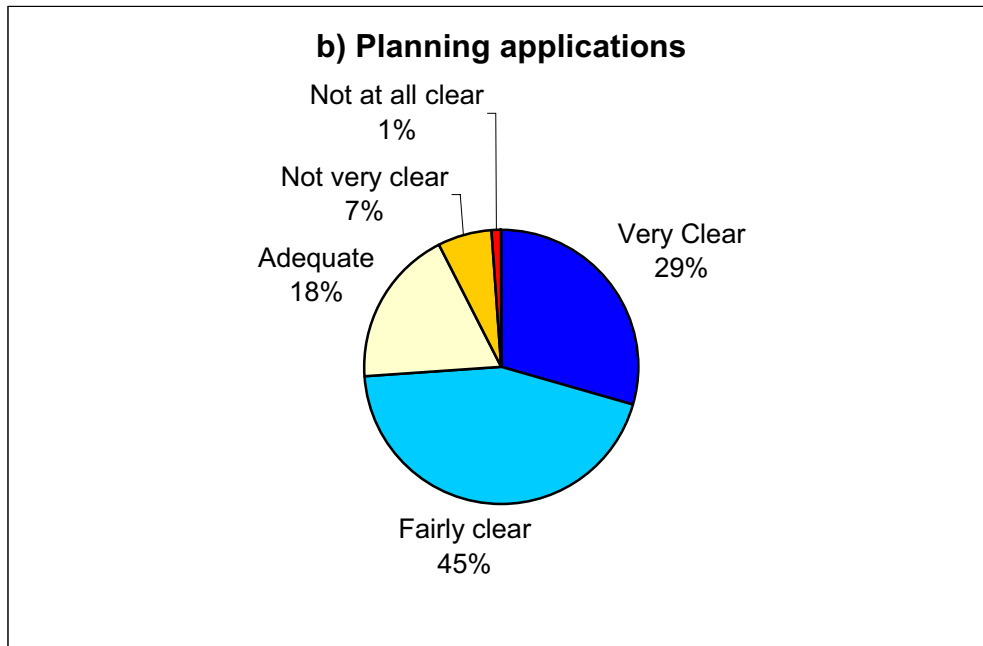
Figure 1.0



- 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.

¹³ 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 23rd 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 7th 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.

SCI SUBMISSION DRAFT CONSULTATION – REGULATION 31

5.1 Introduction

All the responses made to the SCI during the SCI Pre-submission consultation, were considered and where appropriate have resulted in the SCI being amended. The next stage in the production of the SCI has been the preparation and consultation on the SCI Submission draft which ran from 12th June to 24th July 2006. This section of the report provides a summary on the third stage of the consultation exercise.

5.2 Internal officer working group

Before the SCI Submission Draft went out for consultation, it was examined by the officer working group. The comments and responses to the Pre-Submission consultation were drafted¹ and members of the working group made suggestions on ways to respond to the comments made as well as providing reasons for the responses. The suggestions from the working group and the comments from the Pre-Submission consultation led to the finalisation of the SCI Submission Draft which was approved by the Council and then was submitted to the Secretary of State.

5.3 Consultation methods

The following consultation methods were carried out during this consultation round:

5.4 Submission consultation pack

The SCI Submission Draft, Consultation Report, the DPD matters, Representation Form, letter and pre-paid envelope (Submission consultation pack) were circulated to approximately 1000 individuals and organisations listed in Appendix 2 and 3 of the SCI and in addition was made available in planning offices, Info points and libraries across the County. The purpose of the Representation Form (Appendix 14) was to enable a structured response to the SCI Submission Draft. Guidance notes were provided to assist with completing the form.

5.5 Public notification

A public notice advertising the publication, and methods of obtaining a copy of the Submission consultation pack was placed in the Hereford Times on Thursday June 8th 2006 (Appendix 15). A press release was submitted to the Hereford Times but was not printed.

5.6 Website

The website www.herefordshire.gov.uk/ldf also had a copy of the SCI and response forms available as well as Proposal matters and the consultation report.

5.7 Other notification

An article was placed in Herefordshire Matters² (Appendix 16). The Submission consultation packs 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.

¹ See Statement of Community Involvement, Consultation Report, June 2006, Table 10 'Table of responses'

² Herefordshire Matters is a Council magazine distributed to all households in the County on a quarterly basis

5.8 **SUMMARY OF RESPONSES TO SUBMISSION CONSULTATION**

5.9 **Introduction**

This section provides a summary of the representations received through the submission consultation.

5.10 **Responses**

5.11 This round of consultation gave people the opportunity to either object or support the SCI document.

5.12 There were approximately 1000 Response Forms sent out to the public with a response rate of approximately 4% (42 organisations and individuals). This represented a lower response rate than the previous Pre-Submission consultation, which demonstrates that the SCI has been amended to meet concerns expressed through the previous consultations.

5.13 The responses came from an equal mix of local and national groups and organisations. There were 11 objectors resulting in 31 individual objections to various parts of the SCI and 32 supports with one organisation not commenting. For the purpose of this report the comments supporting and objecting the document will be dealt with separately.

5.14 One objector wishes to appear and present their case at a public examination. Five objectors wish to have their objection considered as a written representation; five objectors have not indicated a preference.

5.15 Representations received are available at the same locations as the SCI was available for inspection. In addition Representations received have been published on our website³.

5.16 **Support**

There was a mixture of organisations supporting the document including parish councils, and a variety of local, regional, national organisations and companies. Those supporting the SCI were generally satisfied but also made some additional comments mainly with regard to amendments to appendix 2/3

5.17 **Objection**

Again there was mixture of organisations objecting to parts of the document. The majority of objections came from planning consultants and developers. The rest of the objections came from an individual mix of local, regional and national organisations and businesses.

5.18 **Submission database of representations**

Summaries of all the representations received are provided at (Appendix 17). A response has been made to each of the objections raised offering where necessary, possible changes to the final SCI that would improve the document.

³ www.herefordshire.gov.uk/ldf

5.19 **Conclusions**

The consultation at the submission stage was about gaining support or otherwise to a document that had been submitted to the Secretary of State for consideration. All representations received at the Submission stage were submitted to the Inspector and were dealt with by written representations as there was no requirement for a public examination.

6 INSPECTOR'S REPORT

6.1 The Inspector has now given consideration to the representations and the Council is now in receipt of the Inspector's report which is binding on the authority. All representations received have been examined through the nine Tests of Soundness⁴. The Inspector found that subject to the 12 recommendations set out in his report, the Herefordshire SCI is sound.

6.2 In line with Regulation 35 the Council have published the Inspectors Report. The report is available at all Info Points and Libraries throughout the County, on the Council's website and a letter has been sent to all those who made a representation at the submission stage notifying them of the publication of the Inspectors report. In line with Regulation 36 the Council in March 2007 has formally adopted the SCI with the revisions identified in the Inspectors report and has issued an adoption statement. All those on the SCI database have been informed of this.

7 CONCLUSION

This consultation statement has provided a detailed summary of the varied consultation processes that have been applied during preparation of the SCI. This document demonstrates that the statutory regulations have been fully met and ensured production of a document which sets out the Council's policy on how it will consult on planning matters.

The council is very grateful to all those who took part in the process and helped inform preparation of the SCI. Your involvement in future planning documents would be very welcome.

⁴ The nine tests of soundness can be found at paragraph 4.24 of PPS 12



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	<input type="checkbox"/>	Letter	<input type="checkbox"/>
Completion of an 'online' electronic response form	<input type="checkbox"/>	E-mail	<input type="checkbox"/>
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>)	<input type="checkbox"/>		<input type="checkbox"/>

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 30th 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?

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17 October 2005 to 30th November 2005

Or by **contacting the Forward Planning Team**

Email: 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 > 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



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

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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 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. 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

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.

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 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***

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

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	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 30th 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*

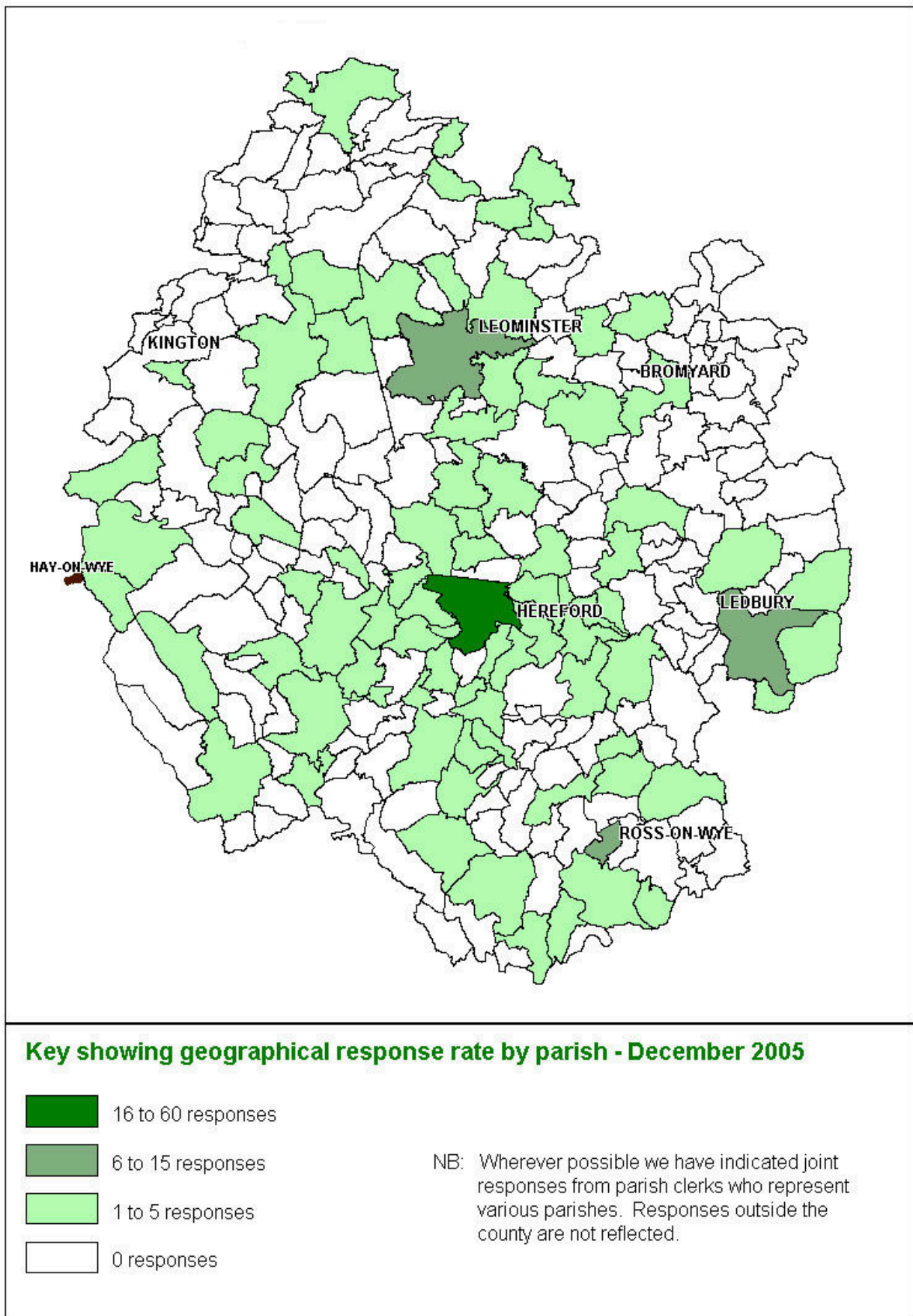
Name:	
Organisation:	
Address:	
E-mail:	
Tel:	

*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 30th 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.	Monday to Thurs - 8.45am - 4.45pm. Fri - 8.45am - 4.30pm.
Forward Planning	Town Hall, St Owen Street	Monday to Thurs - 9.00am - 5.00pm. Fri - 9.00am - 4.30pm.
LIBRARIES		
Belmont	Belmont Community Centre, Eastholme Avenue	Tues & Thurs - 10.00am - 1.00pm, 2.00pm - 5.00pm. Fri - 2.00pm - 4.30pm, 5.00pm - 7.00pm. Sat - 10.00am - 1.00pm
Bromyard	The Bromyard Centre, Cruxwell Street	Mon to Fri - 8.15am - 9.30pm. Sat & Sun - 9.00am - 6.00pm
Colwall	Humphry Walwyn Library	Mon - 5.00pm - 7.30pm. Tues & Fri - 10.00am - 1.00pm and 2.00pm - 5.30pm. Wed - 2.00pm - 7.30pm. Sat - 10.00am - 1.00pm and 2.00pm - 4.00pm
Hereford	Broad Street	Tues, Wed, Fri - 9.00am - 7.30pm. Thurs - 9.00am - 5.30pm. Sat - 9.30am - 4.00pm
Kington	64 Bridge Street	Tues & Fri - 10.00am - 5.30pm. Thurs & Sat - 10.00am - 1.00pm
Ledbury	Bye Street	Tues & Thurs - 9.00am - 5.30pm. Wed & Fri - 9.00am - 7.30pm. Sat - 9.30am - 4.00pm
Leintwardine	Community Centre, High Street	Tues - 10.00am - 1.00pm. Fri - 2.30pm - 5.30pm
Leominster	8 Buttercross	Tues & Fri - 9.00am - 5.30pm. Wed & Thurs - 9.00am - 7.30pm. Sat - 9.30am - 4.00pm
Ross on Wye	Cantilupe Road	Tues & Thurs - 9.00am - 7.30pm. Wed & Fri - 9.00am - 5.30pm. Sat - 9.30am - 4.00pm
Weobley	Old Police Court, Back Lane	Mon - 10.00am - 1.00pm. Thurs - 3.00pm - 6.00pm
INFO IN HEREFORDSHIRE		
Bromyard	The Bromyard Centre, Cruxwell Street	Mon to Fri - 8.15am - 9.30pm. Sat & Sun - 9.00am - 6.00pm
Hereford	Garrick House, Widemarsh Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Kington	2 Mill Street	Mon to Thurs - 9am - 12.30pm & 1.00pm - 4.00pm Fri - 9.00am - 12.30pm & 1.00pm - 3.30pm
Ledbury	St Katherines, High Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Leominster	11 Corn Square	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Ross on Wye	Swan House, Edde Cross Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm

On the Council's website: 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 **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.

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

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

Appendix 9
Pre-submission questionnaire



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 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	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?				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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	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?				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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

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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

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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	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?				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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	Question 4 : If you answered 'no' to question 3, please state why and what additional methods you would add?				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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	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

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1	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?				
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

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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

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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

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	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	SCI59/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
89	SCI 387/D	Kings Caple Parish Plan Steering Group	Yes	Comments noted	No change
90	SCI 30/D	Brimfield and Little Hereford GPC	Yes	Comments noted	No change
91	SCI 384/D	Luston Group Parish Council	Yes	Comments noted	No change
92	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
93	SCI 85/D	National Farmers Union	Yes	Comment noted	No change
94	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
95	SCI 382/D	Tarrington Parish Council	Yes	Comment noted	No change
96	SCI 77/D	Little Birch Parish Council	Yes	Comment noted	No change
97	SCI 381/D	Mervyn Bufton	Yes	Comment noted	No change
98	SCI 380/D	Linton(s) Parish Council	Yes, make sure parish councils are sent copies of SPDs	Comment noted	No change
99	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
100	SCI 284/D	Bromyard and Winslow Town Council	Yes, as long as what is proposed is adhered to.	Comment noted	No change
101	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
102	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
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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

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1	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				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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

	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

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	A	B	C	D	E
1	Question 7 : If you have answered 'no' to question 6, could you please explain why you feel that such consultation would not be beneficial?				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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

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1	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				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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

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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

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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

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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	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				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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			3rd Floor, George Nott House, 119 Holloway Road, Birmingham, B11 9P, Tel 0121 6311733 email perminderb@sustrans.org.uk.		
43			Sustrans HQ, National Cyclist Network Centre, 2, Cathedral Square, Bristol, Bs1 5DD, Tel 0117 9268893 Fax 0117 9294173, website sustrans.org.uk		
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

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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

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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

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1	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				
2	Ref No	Organisation	Comment Made	Response	Recommendation
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

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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

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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	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?								
2	Ref No	Organisation	Comment Made	Response	Recommendation				
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	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 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?						
13			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		
14			Presubmission Draft			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 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.						
16			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
17			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
18			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
19			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
20			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
21			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
22	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 4th 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 of 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			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.	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.	No change
49	SCI 375/D	CPRE	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.	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.	No change
50			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	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
51			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	SCI 386/D	GOWM	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 ¹
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.	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

¹ 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.

Development Plans		
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
Planning applications		
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.	
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.	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 meet 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 http://www.planningportal.gov.uk/	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 Councils through 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 97

	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.	
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.	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 liase 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

Comment Made	Response	Recommendation¹
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

¹ 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 ² 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

² 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.



For official use only:

Ref no:

Date recd:

Date ack:

Submission Statement of Community Involvement (SCI) June 2006 Response Form

Please use this Response Form to object to, or support the Statement of Community Involvement (SCI). Please read the guidance notes on page 4 before making a representation. A separate form should be used for each objection or support. Comments must be received by 24th July.

1. Please complete your name and contact details

Name: (BLOCK CAPITALS)	
Organisation: (if applicable)	
Address:	
Post Code:	
Daytime telephone no:	E-mail address:
Fax no:	
Agents Name: (BLOCK CAPITALS)	
Organisation: (if applicable)	
Address:	
Post Code:	
Daytime telephone no:	E-mail address:
Fax no:	

2. Please select one of the following:

Are you:

Supporting:

Objecting:

If objecting, which part of the SCI does your objection relate to?

Section

Paragraph

3. Your objection can only be based on the Government's following nine tests of soundness. Please indicate which test(s) you think the SCI fails. Please tick all that apply.

1	The SCI fails to comply with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004	
2	The SCI's strategy for community involvement fails to link with other community involvement initiatives (eg the community strategy)	
3	The SCI fails to identify in general terms which local community groups and other bodies will be consulted	
4	The SCI fails to identify how the community and other bodies can be involved in a timely and accessible manner	
5	The methods of consultation to be employed are not suitable for the intended audience and for the different stages in preparation of local development documents	
6	Resources are not available to manage community involvement efficiently	
7	The SCI fails to show how the results of the community involvement will be fed into the preparation of development plan documents and supplementary planning documents	
8	The SCI does not set out a mechanism for reviewing the SCI	
9	The SCI fails to clearly describe the policy for consultation on planning applications.	

4. If objecting, please give details of what change(s) you would like to see to the SCI to resolve your objection and state why, having regard to the tests of soundness listed above.

(Continue on a separate sheet if necessary)

5. If there is to be a future hearing/inquiry to consider outstanding issues, can your objection be considered by written representation or do you consider it necessary to attend a public examination? *Please tick appropriate box.*

Written representation Public examination

6. If others may have made a similar objection, would you be willing to present a joint case at any future hearing/inquiry? *Please tick appropriate box.*

Yes No

Signature Date

Please return completed form(s) together with **five** copies of any supporting documents to:

Dr D J Nicholson, Statement of Community Involvement, Herefordshire Council, Forward Planning, PO Box 144, Town Hall, Hereford, HR1 2PJ. Alternatively you can return the response form via our fax number 01432 260289 or email to ldf@herefordshire.gov.uk.

Forms must be returned by Monday 24 July 2006.

To assist in our future mailing, would you please inform us of any change of name or address.

Guidance Notes on making a representation

The six week consultation period for making representations to the SCI runs from Monday 12th June 2006 to Monday 24th July 2006.

When considering making a representation you should be aware that the SCI is about the planning **process** not the setting of planning **policy**. Therefore, representations about specific planning issues, development sites and enforcement problems are unlikely to be appropriate.

There are a number of things to remember when completing the form:

- If you wish to object to the SCI please make clear in what way the SCI, or part thereof, is not sound having regard to the tests set out on page 2 of this form. Please also state how the SCI should be changed.
- Please use this form for making comments in support of, or in objection to, the SCI. Remember all completed forms must be received by **Monday 24th July 2006**.
- Please note only those objectors whose objections are made within the six week consultation period have a right to have their objections considered at a future Hearing/Public Local Inquiry. The Council is not obliged to accept any late representations.
- Please note that representations need to be made to the SCI document and not the accompanying consultation report.
- Forms should be completed in black ink or typed.
- Please complete a separate form for each matter objected to.
- Each form should clearly identify the change you are supporting/objects to. If you are submitting additional documents in support of your representation(s) please supply **five** copies with each completed form.

What happens to my representation?

Your representation will be acknowledged. Your individual comments, in support or objection to the SCI will be checked to see if they have been “duly made”. Each comment will be given a specific reference and acknowledged in writing.

- Submitted representations can be viewed by the public. They will be available as soon as possible following submission from the planning offices in Hereford at the Town Hall and Blueschool House, Libraries and Info points across the County and the Council’s website.
- The Council will then carefully consider all representations made.
- A public examination to consider any outstanding objections, should it be required, is anticipated to commence in January 2007.
- The Inspector’s report on objections to the SCI will inform any final adjustments which may be required to the SCI and will be binding on the Council.

The Herefordshire Council’s SCI will be adopted as a Local Development Document (LDD) and will form part of the statutory Local Development Framework (LDF) for the County. It is anticipated this will happen in May 2007.

If required further copies of the SCI, the accompanying consultation report and response forms can be obtained from the planning offices at Hereford Town Hall, Blueschool House, Libraries and Info Points across the County, and from the Council’s website www.herefordshire.gov.uk

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.

Public Notice

Planning and Compulsory Purchase Act 2004 The Town and Country Planning (Local Development)(England) Regulations 2004, Regulation 28 Notice of Public Participation Statement of Community Involvement, Submission Draft

Proposed Subject Matter: Herefordshire Council has prepared a 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: Under Regulation 28 of the above Regulation, the Submission SCI has now been submitted to the Secretary of State and has been published for consultation purposes along with a response form and consultation statement, which are available at the locations, listed below.

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

On the Council's website: www.herefordshire.gov.uk/ldf

Consultation Period: Written representations on the Statement of Community Involvement should be submitted on the response form provided and must be submitted within the six-week consultation period ending 24th July 2006 to:

Dr D Nicholson, Forward Planning Manager, PO Box 144, Town Hall, Hereford, HR1 2PJ
Email: ldf@herefordshire.gov.uk Fax: 01432 260289.

Only those representations received within this six-week consultation period will have the right to have their representations considered by the Secretary of State.

Further information: If you have difficulties with reading or obtaining the 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

A detailed document which clearly sets out how residents can get involved in the council's planning process is nearing completion.

Called the "Statement of Community Involvement," (SCI), it states how the council will engage with communities when it consults on planning applications and prepares development plans (plans which show future use of land).

Extensive consultation - involving hundreds of people having their say on how they feel they would like to be involved – has already taken place.

Where appropriate these views have been taken on board and the SCI has now received backing from the Cabinet and full Council.

The next stage is to consult on this virtually final version – this time the consultation is about gaining support, or otherwise, to a document that will be submitted to the Secretary of State for consideration.

If there are objections to the document that cannot be met by the Council, then these will be dealt with by an independent Inspector.

Following this, the Inspector's report will be binding on the authority.

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

Published in Herefordshire Matters - May 2006

Statement of Community Involvement Submission Draft Representation Database

		Q1: Supporting/Objecting?	Q2: Which test does the SCI fail on?	Q3: If Objecting to SCI what could we do to resolve?		
Ref No	Organisation	Comment Made	Comment Made	Comment Made	Council Response	Recommendation
		Written Rep or Public Examination				
SCI408/S	Highways Agency	Objecting		Would welcome an executive summary into the main document as this assists the reading of the SCI. The draft SCI does not identify many consultation techniques ie workshops, focus groups, town exhibitions and public meetings.	The SCI has an executive summary at the start of the document. The SCI at table 1 provides a variety of community involvement methods including workshops, focus groups, exhibitions and public meetings	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting Para 8.1 - 8.3 Public Examination	Nos 4, 5	To have the objectives fully effective there should be some reference to time scale eg Accessible feedback should be given.	This section refers to the Council's adopted Strategy for Community Involvement and has incorporated the key objectives from this strategy into the SCI to ensure integration between the two documents. Timescales will vary depending on the document being produced. Regulations provide some timescale requirements and the Local Development Scheme establishes a work programme. It is not considered appropriate for an SCI to be prescriptive on timescales. The Council has established customer service standards which set out response times for different forms of communication and these will be applied. The SCI at paragraph 8.1 already refers to accessible feedback.	The Inspector is respectfully requested not to include timescales within the SCI.
SCI361/D/S	D2 Planning	Objecting Para 9.14 - 9.15 Public Examination	Nos 4, 5	Elected Members have an important role but must be transparent, well founded and take into account adopted policies and proposals of the Council, reference to this should be included within the SCI.	It is not considered necessary to include this detail in the SCI. Councillors operate under a Code of Conduct. The important role that elected members have in representing the views of local people is recognised in the SCI at paragraphs 9.14 and 9.15.	The Inspector is respectfully requested not to include this additional text to paragraphs 9.14 and 9.15 of the SCI.
SCI59/D/S	RPS Planning	Section 10 Written Representation	No 4	Our Comments on pre-submission draft para 10.1 have not been taken into account. Guidance notes referred to at the 7th bullet in table under para 10.1 "pre-submission consultation on preferred options" be included as appendix in SCI either separately or amalgamated with the notes at Appendix 5. Guidance notes should include ref to the 9 Tests of Soundness.	It would be useful to include guidance notes on how to make a representation. The scripting of standard guidance notes may however be difficult to achieve at the more informal presubmission stage. At this stage of DPD production the consultation methods applied may vary depending on the DPD document being prepared. It would be difficult to provide specific advice and needs to be treated on a document by document basis. However at the more formal submission stage guidance notes can be prepared. These could be placed at Appendix 9 and replace the timetable which is recommended for deletion. An example of these guidance notes is attached for consideration by the Inspector.	The Inspector is respectfully requested to include guidance notes on how to make a representation at submission stage to be included at appendix 9 of the SCI.
SCI361/D/S	D2 Planning	Objecting 11.1 - 11.36 Public Examination	No 9	In para 11.2 re decision on planning applications within a 'sensible timescale'. Explain this phrase in more detail. It is noted that reference to a timescale is given in para 11.6 and it should be included in this para.	The word referred to in the SCI is "reasonable". This is purely an introductory paragraph. Timescales are provided in paragraph 11.6 of the SCI.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.7 Public Examination		Para 11.7 re definition of significant planning apps. Whilst an application may be a departure from the Development Plan it need not have a wide impact on the local environment. The phrase application for uses, which are themselves sensitive is vague and whether a use is sensitive depends on a variety of circumstances. This equally applies to the final definition concerning 'conspicuous development'. These definitions are ill-conceived and essentially predetermine views and decisions on these applications.	Paragraph 11.7 of the SCI provides a general definition of what would constitute a significant application. A judgement will be made on each individual circumstance. This avoids a lengthy prescriptive list of development types. None of the definitions has an implication of predetermination. Once the SCI is in use the Council will review how the identification of significant applications is working in practice. However for the purpose of this SCI the information in paragraph 11.7 is considered adequate.	The Inspector is respectfully requested not to make any changes to the SCI on this point

Statement of Community Involvement Submission Draft Representation Database

Ref No	Organisation	Q1: Supporting/Objecting? Comment Made	Q2: Which test does the SCI fail on? Comment Made	Q3: If Objecting to SCI what could we do to resolve? Comment Made	Council Response	Recommendation
SCI410/S	Fownhope Residents Association	Objecting Section 11 para 7 Written Representation	No 9	Bullet 4 delete 'conspicuous', rationale as written 2 tests are needed a) is the site 'sensitive' if so b) is the development 'conspicuous'. We contend that any development in a sensitive landscape should be considered significant? Therefore, the word 'conspicuous', which is subjective in the eyes of the beholder, is redundant.	Paragraph 11.7 is so worded so as to avoid a lengthy prescriptive list. More work will be undertaken separate to this SCI to explain in more detail the term significant application. However for the purpose of this SCI the information in paragraph 11.7 is considered adequate.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.8 Public Examination		Para 11.8 proper feedback is needed for both applicants and important councillors etc and others. We object to this paragraph until ref is made about providing feedback within a reasonable timescale.	Feedback is clearly implicit and this would be provided in accordance with the Council's service standards. Councillors are unlikely to be involved at this stage. The SCI has already referred to accessible feedback at paragraph 8.1	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI408/S	Highways Agency	Objecting 11.8 - 11.25		Section 11.8 should include the Agency and section 11.25 should include the HA alongside the Environment Agency.	The organisations listed here are only used as examples to demonstrate a point. Statutory consultees can be seen in appendix 3.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI404/S	The Home Builders Federation	Objecting 11.9		Re Pre-application consultation with local community, this has to remain optional and not compulsory. Should remain the applicant's decision without unreasonable penalty. In response to the Council's recommendation to previous representation, the Federation would welcome the inclusion of the following statement within the SCI "The Council can only request and not require developers to carry out the extra consultation. The Council cannot refuse planning applications because a developer refuses to carry out extra consultation".	It is accepted that the wording of PPS 12 uses the word 'encourage'. However, to give some kind of support to pre application discussions and in the interests of sound planning applications it is felt to be reasonable and correct for the Council to expect pre applications discussions to be undertaken on applications which fall into the significant category . Section 11.9 does not require pre-application discussions. This is fully within the spirit of community involvement. For such applications the Council does not consider that an expectation is unreasonable. Indeed the ODPM Statement of Community Involvement and Planning Applications states..The SCI can be expected to encourage pre-application discussions.' It is considered that the SCI reflects both this document and PPS12.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI59/D/S	RPS Planning	Objecting 11.9 Written Representation		Ref para 11.9 to actions that the Council "will expect" should be changed to will "encourage". Title of table within para 11.12 "applicant's duties" should be "good practice for applicants on significant planning applications".	The wording is not considered unreasonable or misleading especially as it is not mandatory. The Council will discuss with applicant's the requirements in each case.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI33/D/S	Wm Morrison Supermarkets Plc	Objecting Section 11 Para 11.9 Written Representation	No 1	The 'Companion Guide to PPS12: Creating Local Development Frameworks', published by Office of Deputy Prime Minister in 2004 states: "Statements of Community Involvement should encourage developers to undertake pre-application discussions and early community consultation although they cannot prescribe that this is done". The SCI as currently drafted is therefore not consistent with the PPS12 as above. We suggest that para 11.9 should be "Where a proposed planning application is identified as in the "significant" category the Council will encourage the following actions by the intended applicants".	It is accepted that the wording of PPS 12 uses the word 'encourage'. However, to give some kind of support to pre application discussions and in the interests of sound planning applications it is felt to be reasonable and correct for the Council to expect pre applications discussions to be undertaken on applications which fall into the significant category . Section 11.9 does not require pre-application discussions. This is fully within the spirit of community involvement. For such applications the Council does not consider that an expectation is unreasonable. Indeed the ODPM Statement of Community Involvement and Planning Applications states..The SCI can be expected to encourage pre-application discussions.' It is considered that the SCI reflects both this document and PPS12.	The Inspector is respectfully requested to consider retaining the text as written in the SCI at Section 11 Para 11.9.

Statement of Community Involvement Submission Draft Representation Database

Ref No	Organisation	Q1: Supporting/Objecting? Comment Made	Q2: Which test does the SCI fail on? Comment Made	Q3: If Objecting to SCI what could we do to resolve? Comment Made	Council Response	Recommendation
SCI59/D/S	RPS Planning	Objecting Section 11, 11.9 Representation Written	No 4	Our comments have been ignored. The Description "applicant's duties" is both contrary and inconsistent to guidance found within PPS12, and is misleading in terms of the level of expectation based on applicants when consulting the community on significant planning applications.	All comments have been carefully considered with feedback provided through the consultation report. The wording is not considered unreasonable or misleading especially as it is not mandatory. The Council will discuss with applicant's the requirements in each case.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI59/D/S	RPS Planning	Objecting 11.9 - 11.11 Written Representation		Re para 7.7.2 of the Companion Guide to PPS12 - the SCI should make clear at para 11.9 - 11.11 that pre-application community involvement is not mandatory.	The SCI does not require it	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.10 Public Examination		Disappointing to read in para 11.10 that Council sees its role as impartial throughout the pre application stage. Council Officers should add informal statement about the proposals say in principle. Crest object until it is amended along the lines suggested.	PPS 12 Companion Guide paragraph 7.7.2. refers to the need for the Council to remain impartial	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.20 Public Examination		21 day period is noted in para 11.20 for neighbours etc to make any comments on an application. Representations received after the 21 days should not be accepted and this para should be amended accordingly.	The Council's position is set out in Appendix 5 (Pages 57/58). Representations received after the relevant statutory time limit will only be considered if they raise material planning matters.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.26 Public Examination		Crest consider para 11.26 should advise that amendments will be accepted during the determination of the application.	Clearly the Council will accept amendments during the determination of the application so long as they are not too significant. Paragraph 11.26 refers to this.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting 11.28 Public Examination		Para 11.28 clarification is required on the number of objections that are required and what are 'significant material planning considerations'. Further clarification when an application is for 'sufficient sensitivity'.	The procedure is as set out in the Council's Constitution and does allow a flexible approach. One material objection is sufficient however.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting Public Examination		Re Applicant's duties - further clarification needs to be given on the extent of local residents. Crest therefore object until further clarification is provided on this issue.	The Council would expect discussions in each specific case.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI321/D/S	Hereford City Council	Objecting		Please note there remains a very real need to address meaningfully the issue of delegation of non-contentious development control functions to all parish councils within the country, where the particular parish council requests the same.	This is noted, however, it is not an issue for consideration within this SCI.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI59/D/S	RPS Planning	Objecting Appendix 1 Written Representation	No 4	The new term "valid application" has been included in glossary. This is defined as comments which are submitted in the appropriate way with a timescale specified and meets the requirements of the statutory regulations. This is a very woolly definition and if it is to remain included in the SCI, it should explain what the "appropriate way" is.	The term referred to in the glossary is "valid representation". The Council's policy on this is set out in Appendix 5.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI59/D/S	RPS Planning	Objecting Appendix 2 Written Representation	No 4	Please move Taylor Woodrow Developments Limited from the sub-heading of "national" to the sub title "developers/businesses".	As requested by GOWM the Inspector is being requested to consider amendments to appendix 2 to reflect the advise of PPS12. An example of the revised appendix 2 is attached for consideration by the Inspector.	The Inspector is respectfully requested to amend appendix 2 as suggested

Statement of Community Involvement Submission Draft Representation Database

Ref No	Organisation	Q1: Supporting/Objecting?	Q2: Which test does the SCI fail on?	Q3: If Objecting to SCI what could we do to resolve?	Council Response	Recommendation
SCI321/D/S	Hereford City Council	Objecting Appendix 2		Hereford Charter Trustees ceased to exist on 31/3/00 - delete from p43.	Noted.	The Inspector is respectfully requested to consider the deletion of Hereford Charter Trustees from page 43 of appendix 2
SCI386/D/S	Government Office for the West Midlands	Objecting Appendix 2		Please add the following to list of consultees - Museums, Libraries and Archives - West Midlands, Tourism West Midlands, Midlands Architecture and Designed Environment.	Noted. Suggest including these additional consultees to appendix 2.	The Inspector is respectfully requested to consider the addition of Museums, Libraries and Archives - West Midlands, Tourism West Midlands, Midlands Architecture and Designed Environment to the list of LDF consultees at appendix 2.
SCI386/D/S	Government Office for the West Midlands	Objecting Appendix 2 and 3		Changes have been made to Appendix 2 and 3 and would therefore wish to see LDF consultees identified as "specific", "general" and "other" as defined in Annex 5 of PPS12.	Noted. Suggest amending appendix 2 to reflect the advise of PPS12.	The Inspector is respectfully requested to consider amending appendix 2 into the categories of "specific", "general" and "other" as defined in Annex 5 of PPS12 as shown.
SCI83/D/S	Woodland Trust	Objecting Appendix 3 Written Representation	Nos 3, 4, 9	Appendix 3 - Would like to be added as a consultee for planning applications that directly or indirectly affect the irreplaceable habitat of ancient woodland. Quoted ODPM, PPS9, 2005, Para 10 re Ancient Woodland.	The Woodland Trust can view full details of all applications on the Council's website. The Council would be prepared to consider a formal request for notification under which there can be discussions and agreement on the range and type of applications and those areas of the County which the organisations interests covers.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI191/D/S	Offa's Dyke Association	Objecting - Appendix 3 (pg 53) Written Representation	Nos 3, 4, 9	Offa's Dyke Association has no objections to the SCI in general and this "objection" is made in the hope of Offa's Dyke Association being included in the list of "organisations to be consulted where appropriate on planning applications" set out in appendix 3. ODA is included on appendix 2, list of proposed LDF consultees, (local organisation p44 of SCI) and I hope that it will be possible to include ODA in appendix 3 as well.	The Offa's Dyke Association can view full details of all applications on the Council's website. The Council would be prepared to consider a formal request for notification under which there can be discussions and agreement on the range and type of applications and those areas of the County which the organisations interests covers.	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI361/D/S	D2 Planning	Objecting Appendix 6 Public Examination		Crest consider reference should be made in SCI to the opportunity for applicants to present to members on significant planning applications. If this approach is not accepted, should be open to applicants during the presentation of the application rather than allow them a 3-5 minute presentation.	This would not be in the interests of natural justice and may give rise to issues of probity. The Council is satisfied that its public speaking procedure (Appendix 6) is adequate	The Inspector is respectfully requested not to make any changes to the SCI on this point
SCI59/D/S	RPS Planning	Objecting Appendix 9 Written Representation	No 8	Appendix 9 should appropriately set out the mechanisms for reviewing the SCI.	Appendix 9 has been used throughout the production of the SCI to provide information on the process and timescale being followed. The matter of reviewing the SCI is dealt with at section 12 of the document. Now the SCI is moving towards adoption it is considered appropriate for appendix 9 to be deleted from the document.	The Inspector is respectfully requested to consider the deletion of appendix 9.
SCI407/S	Moreton C Cullimore (Gravels) Limited	Objecting		Would like a provision for some small extension of villages in Herefordshire, in particular Mathon where the company has a land holding of 25 acres to include restored land and a lake from mineral workings.	This is a planning policy matter and not an issue for consideration through the SCI.	This is a planning policy matter and not an issue for consideration through the SCI.
SCI386/D/S	Government Office for the West Midlands	Objecting		Replace refs to ODPM with the Department for Communities and Local Government.	Noted. Suggest changing ODPM references to Department for Communities and Local Government.	The Inspector is respectfully requested to consider replacing reference to ODPM with the Department for Communities and Local Government.
SCI106/S	Mrs E M Bennett	Supporting			Support is noted	

Statement of Community Involvement Submission Draft Representation Database

		Q1: Supporting/Objecting?	Q2: Which test does the SCI fail on?	Q3: If Objecting to SCI what could we do to resolve?		
Ref No	Organisation	Comment Made	Comment Made	Comment Made	Council Response	Recommendation
SCI226/S	Border Group Parish Council	Supporting			Support is noted	
SCI331/S	Workmatch Ltd	Supporting			Support is noted	
SCI348/D/S	Network Rail	Supporting			Support is noted	
SCI211/D/S	West Midlands RSL Planning Consortium c/o Tetlow King Planning	Supporting Written Representation		Chapter 5 - Please reference West Midlands RSL Planning Consortium in the list of consultees to ensure that those RSLs not listed are represented.	Chapter 5 provides a general summary of consultation groups contained in appendix 2 and it is not considered appropriate to list a specific organisation. After a discussion with Tetlow King it has been agreed that Tetlow King be deleted from Appendix 2 and replaced with the West Midlands RSL Planning Consortium.	The Inspector is respectfully requested to consider the deletion of Tetlow King and inclusion of West Midlands RSL Planning Consortium in appendix 2. This has been included within the revised appendix 2 which is attached.
SCI362/D/S	First Great Western	Supporting		Add First Great Western to Appendix 3, page 5.3. Delete Strategic Rail Authority from Appendix 3 as no longer exists.	FGW are an operating company. The Council consult Network Rail and this is reflected at Appendix 3	The Inspector is respectfully requested to delete Strategic Rail Authority from Appendix 3 as it no longer exists.
SCI363/D/S	Duchy of Cornwall	Supporting			Support is noted	
SCI373/D/S	Herefordshire & Worcestershire Earth Heritage Trust	Supporting			Support is noted	
SCI380/D/S	Linton's Parish Council	Supporting		Well done.	Support is noted	
SCI272/D/S	Dwr Cymru Welsh Water	Supporting			Support is noted	
SCI194/D/S	Sport England	Supporting			Support is noted	
SCI392/S	Bovale Limited	Supporting			Support is noted	
SCI393/S	West Mercia Probation Area	Supporting			Support is noted	
SCI394/S	Marches Family Network	Supporting			Support is noted	
SCI395/S	Herefordshire Group Training Association	Supporting			Support is noted	
SCI396/S	Stanton King Associates	Supporting Written Representation			Support is noted	
SCI397/S	The Countryside Agency	Supporting			Support is noted	
SCI398/S	Hereford Allotments and Leisure Gardeners	Supporting			Support is noted	
SCI399/S	Herefordshire & Gloucestershire Canal Trust	Supporting			Support is noted	
SCI400/S	Gloucestershire County Council	Supporting			Support is noted	
SCI401/S	Pershore Group of Colleges	Supporting			Support is noted	
SCI402/S	Savills	Supporting			Support is noted	
SCI403/S	West Midlands Ambulance Service NHS Trust	Supporting		Name change from Hereford & Worcester Ambulance Service NHS Trust to West Midlands Ambulance Service NHS Trust	Noted.	The Inspector is respectfully requested to amend Hereford & Worcester Ambulance Service NHS Trust to West Midlands Ambulance Service NHS Trust in Appendix 2.
SCI405/S	New Earth Solutions Ltd	Supporting			Support is noted	
SCI406/S	Kington Rural and Lower Harpton Group Parish Council	Supporting			Support is noted	
SCI240/S	Leominster Civic Trust	Supporting			Support is noted	
SCI92/D/S	Michael Latchem & Associates Ltd	Supporting Written Representation			Support is noted	
SCI275/S	Bishopstone and District Group Parish Council	Supporting			Support is noted	
SCI137/D/S	Hereford Access	Supporting			Support is noted	
SCI242/S	Brilley Parish Council	Supporting			Support is noted	
SCI361/D/S	D2 Planning	Supporting Para 9.1 - 9.10 Public Examination			Support is noted	
SCI361/D/S	D2 Planning	Supporting Para 10.1 - 10.2 (pgs 23-29) Public Examination			Support is noted	
SCI196/S	Environment Agency	No Comment				

Appendix 18

Suggested amendments to

Appendix 2 & Appendix 9 of SCI

Appendix 2 - List of Proposed LDF Consultees

Specific Consultation Bodies

The following bodies have been identified in accordance with PPS12:

All Town/Parish Councils within the County of Herefordshire

Alfrick and Lulsley Parish Council
Ashford Carbonel Parish Council
Bedstone and Bucknell Parish Council
Berrow Parish Council
Bromfield Parish Council
Bromsberrow Parish Council
Burford Parish Council
Castlemorton Parish Council
Clifton upon Teme Parish Council
Clungunford Parish Council
Drybrook Parish Council
Dymock Parish Council
English Bicknor Parish Council
Gorsley & Kilcot Parish Council
Greete Parish Council
Hanley Parish Council
Hopton Castle Parish Meeting
Kempley Parish Council
Knighton Town Council
Leigh & Bransford Parish Council
Little and West Malvern Parish Council
Longhope Parish Council
Lower Sapey Parish Council
Ludford Parish Council
Lydbrook Parish Council
Malvern Town Council
Malvern Wells Parish Council
Martley Parish Council
Mitcheldean Parish Council
Monmouth Town Council
Newent Town Council
Onibury Parish Council
Oxenhall Parish Council
Presteigne Town Council
Richard's Castle Parish Council
Ruardean Parish Council
Stanford with Orleton Parish Meeting
Staunton (Coleford) Parish Council
Stoke Bliss, Kyre & Bockleton Parish Council
Suckley Parish Council
Tenbury Town Council

Brecon Beacons National Park
Forest of Dean District Council
Gloucestershire County Council
Malvern Hills District Council
Monmouthshire County Council
Powys County Council
Shropshire County Council
South Shropshire District Council
Worcestershire County Council

Advantage West Midlands
BBC Transmission Headquarters
British Energy
British Gas Transco
British Telecom
Commission for Rural Communities
Dwr Cymru Welsh Water
Electronic Communication Companies
English Heritage
Environment Agency
Environment Agency - Upper Severn Area
Environment Agency (Wales)
Gas Companies
Government Office for the West Midlands
Highways Agency
Midlands Electricity Board
Midlands Electricity Plc
National Grid Transco
National Power Plc
Natural England
Natural England (West Midlands)
Nuclear Electric Plc
Radiocommunications Agency
Royal Commission Historical Monuments of England
Severn Trent Water Ltd
South West Regional Development Agency
Strategic Rail Authority
The Georgian Group
The Theatres Trust
Welsh Development Agency
West Midlands Regional Health Authority
West Midlands Regional Planning Body

Government Departments

Department for Cultural, Media and Sport
Department for Education and Skills (GOWM)
Department for Environment, Food and Rural Affairs (DEFRA)
Department for Transport (GOWM)
Department of Constitutional Affairs
Department of Health
Department of Trade and Industry (GOWM)
Department of Work and Pensions
Government Office for the West Midlands (GOWM)
Home Office
Ministry of Defence
Office of Government Commerce (property Advisers to the Civil Estate)

General Consultation Bodies

(Interest/community groups and voluntary bodies etc)

ABLE (Information and Advice)
ADAS Rosemaund
Age Concern
Agricultural Assistance
Alliance of Vol Orgs in Health & Social Care
Alzheimer's Society
Association for the Promotion of Herefordshire
Association of Local Councils

AVRA (Arrow Valley Res Assoc) and Ramblers Assoc
Belmont Voice
Bovingdon Park Home Estate
British Association for Shooting and Conservation
British Horse Society
British Museum
British Red Cross Society
British Roads Federation Ltd
British Wind Energy Association
Bromyard Swimming Pool Trust
Bulmer Foundation
Byways & Bridleways Trust
Campaign for Real Ale Ltd
Carers Action
Castle Street & District Residents Association
Central Council for Physical Recreation & CTC
Centre for Home Education UK Ltd
Chamber of Commerce
Chamber of Commerce Hereford & Worcester
Church Commissioners for England
Churches Together in Ross & District
City Centre Forum
City of Hereford Charter Trustees
CLD Youth Counselling Trust
Clyro Community Council
Coal Authority
Commission for Architecture and the Built Environment
Commission for Racial Equality
Communities Against Racism
Community Council of Hereford and Worcester
Community Dev Workers Forum
Community First
Community Mental Health Services
Community Voluntary Action
Confederation of British Industry WM
Confederation of Passenger Transport
Connexions Herefordshire & Worcestershire
Cotswold Line Promotion Group
Council for British Archaeology
Country Land & Business Association
Country Landowners Association
County Association of Local Councils
Courtyard Trust
Craswell Community Project
Crucorney Community Council
Cycle Hereford
Cyclist Touring Club
Deaf Direct
Disability Network Group
Dore Community Transport
Drug Service for Herefordshire
Eardisland Community Millennium Fund
East Herefordshire Area Committee
ECHO (extra choices across North)
Employment Service
English Sports Council (West Midlands)
Enterprise Link Manager

Environmental Services Association
Equal Opportunities Commission
Farm Shops Initiative
Farm Wildlife Advisory Group (FWAG)
Farming & Rural Conservation Agency
Federation of Small Businesses
Flavours of Herefordshire
Forestry Authority (West England Consultancy)
Fownhope Local History Group
Fownhope Residents Association
Freight Transport Association
Friends of Castle Green
Friends of the Black Hill
Friends of the Earth (Herefordshire)
Garden History Society
General Aviation Awareness Council, Bloomfields Ltd
Golden Valley Pro-Rail Partnership
Golden Valley Railway Partnership
Greytree Trust
Grosmont Community Council
Gypsy Council
Health and Safety Executive
Health Living Community
Heart of England Fine Foods
Help the Aged
Hereford & Worcester Employment Service
Hereford Access for All
Hereford Allotments Association
Hereford and Worcester Chamber of Commerce
Hereford and Worcester County Scout Council
Hereford and Worcester FWAG
Hereford and Worcester Gardens Trust
Hereford Careers Centre
Hereford Centre for the Arts
Hereford Charter Trustees
Hereford Childrens Fund Panel
Hereford City Centre Forum/HIA
Hereford City Partnership Ltd
Hereford City PCCG Vice Chairman Able Rep
Hereford Civic Society
Hereford Dial-a-Ride/Community Transport Forum
Hereford Diocese
Hereford Industrial Assoc
Hereford Market Auctioneers Ltd
Hereford RNIB
Hereford Road Action Association
Hereford Trades Council
Hereford TUC
Herefords Centre of Ind Living
Herefordshire & Gloucestershire Canal Trust
Herefordshire & Worcs Earth Heritage Trust
Herefordshire & Worcs Sports Partnership
Herefordshire Aero Club
Herefordshire and Worcestershire Employment Service
Herefordshire Assoc of Governors
Herefordshire Assoc. of Local Councils
Herefordshire Association for the Blind

Herefordshire Bus Operators Forum
Herefordshire CAB
Herefordshire Carers Support
Herefordshire Citizens Advice Bureaux
Herefordshire Community National Health Service
Herefordshire Community Safety & Drugs Partnership
Herefordshire Council for Voluntary Youth Services
Herefordshire Council for Voluntary Youth Services
Herefordshire Disability Action Group
Herefordshire EYDCP
Herefordshire Federation of Womens' Institute
Herefordshire Food Links
Herefordshire Football Association
Herefordshire Group Training
Herefordshire Growing Point
Herefordshire Health Promotion Unit
Herefordshire Homelessness Forum
Herefordshire Industrial Assoc
Herefordshire Joint Charter Group
Herefordshire Lifestyles
Herefordshire Literacy Project
Herefordshire Market Towns Forum
Herefordshire Mencap
Herefordshire Nature Trust
Herefordshire Ornithological Club
Herefordshire Pedestrian, Access & Cycle Forum
Herefordshire River Leaders
Herefordshire Society of Architects
Herefordshire Sports Council
Herefordshire Taxi Association
Herefordshire Trade Federation
Herefordshire Trades Council
Herefordshire Voluntary Action
Herefordshire Wildlife Trust
Herefordshire Witness Service
Herefordshire Women's Aid
Herefordshire Young Farmers
Herefordshire Youth Consortium
Herefordshire Youth Council
Hfd Against Supermarkets Squashing our Local Economy
Hfds Rural Transport Partnership
HM Inspectorate of Pollution
HM Principal Inspector Health & Safety
HM Railway Inspectorate
Homestart Herefordshire
Hope for Children and their Families
House Builders Federation
Housing Corporation
Individual/Hfd Travellers Support Group/FoE
Job Centre
Joblink c/o Employment Service
Kings Acre Residents Association
King's Thorne Residents Group
Kingstone Rural Protection Group
Kington & District North Hereford Chamber Commerce
Kington Historical Society
Land Access and Recreation Association

Land Use Consultancy
Learning & Skills Council
Ledbury & District Access Group
Ledbury & District Civic Trust Limited
Ledbury & District Volunteer Bureau
Ledbury Area Cycle Forum
Ledbury Community Association
Ledbury Community Transport
Ledbury Shopmobility
Ledbury Youth First
Ledbury Youth First
Legal Services Commission
Leominster & District Community Assoc
Leominster Area Regeneration Company
Leominster Civic Trust
Leominster Historical Society
Leominster Shopmobility
Library Reading Group
Library Users Group
Lifeline Car Scheme
Lifestyles
Llangrove Village Voice
Llanigon Community Council
Llantilio Crossenny Community Council
Malvern Hills AONB Joint Advisory Committee
Malvern Hills Conservators
Malvern Hills District Agenda 21 Coordinating Group
Marches Consortium
Marches Energy Agency
Marches Family Network
Marches Line Users Association
Marden Women's Institute
Market Traders Association
Mediation Herefordshire
Mencap
Midland Area Association of Amenity Societies
MIND Herefordshire
Minerals Valuers Office
Moreton on Lugg Local History Group
National Air Traffic Services Ltd
National Farmers Union
National Federation of Builders
National Federation of Bus Users
National Playing Field Association
National Trust
National Union of Agriculture
Northern Herefordshire Area Committee
Offa's Dyke Association
Old Radnor Community Council
'One to One' Befriending
Open Spaces Society
Pembridge United Charities
Pension Service
People's Union
Physical & Sensory Support Services
Physical Activity Network
Planning Aid

Plynlimon Trust
Probation Service
Protect Ross on Wye
Rail for Herefordshire
Rail Freight Group
Rail Passengers Council
Rail Users' Consultative Committee Western England
Railway Development Society
Ramblers Association
Regeneration Partnership Bromyard
Regeneration Partnership Kington
Regeneration Partnership Leominster
Regeneration Partnership Ross
Rep. Private Sector Landlords
Robert Owen Society
Ross & District Community Development Group
Ross Action Committee
Ross Charity Trustees
Ross Community Development Steering Group
Ross Country Cars
Ross Creative Learning Centre
Ross on Wye & District Civic Society
Ross on Wye Community Development Association
Ross-on-Wye District Community Association
Rothewas Access Group
Royal College for the Blind
Royal Society for the Protection of Birds
Rural Community Council for Hereford & Worcester
Rural Development Service
Rural Development Service West Midlands
Rural Media Company
Rural Regeneration Zone
Rural Residents Association
SCORE
SHARP
Shopmobility
Society for the Protection of Ancient Buildings
South Wye Regeneration Partnership
Southern Marches Partnership
Sport England
St James and Bartonsham Community Association
St Martins Bowling Club
Stone Roofing Association
Supported Housing Young People's Project
Sustrans
Teme Valley Youth Project
Tenant Farms Association
Tenbury Tourism Association
TESS, Central Marches BDC
The Herefordshire Education & Business Partnership
The Reasonable Adjustment Reablement Trust
The South Wye Regeneration Team
Transport 2000 (Hereford and Worcester)
Transport Sharing Scheme North Herefordshire (HVA)
Traveller Health Project
Travellers Support Group
Unity Garden

Victim Support
Voluntary Sector Assembly
Voluntary Sector Assembly
West & East Midlands Strategic Rail Authority
West Mercia Housing Group
West Midlands Conservancy
West Midlands European Network
West Midlands Ldz
West Midlands Local Government Association
West Midlands Planning Consortium
West Midlands RSL Planning Consortium
Wheels to Work (HVA)
Withies Close Residents Association
Woodland Trust
Woolhope Naturalists Field Club
Workmatch
WRVS Country Cars
Wye Valley AONB, Joint Advisory Committee
Zig Zag

Other Consultees

(Landowners, developers, builders, property companies and agents)

Active Commissions
Adams Holmes Associates
Advance Housing
Advanced Planning and Architecture Ltd
Alan Pickford Consultancy
Alder King
Andrew Morris & Co
Archdiocese of Cardiff
Area Land Agent
Arena Lettings
Arkwright Owens
Ataghan Limited
ATB Landbase
AXYS Design
Balfours Chartered Surveyors
Banner Homes Group Plc
Barkholme
Barry Bufton Estate Agent
Barton Willmore
Barton Willmore Planning
BE Planning
Beard Company
Beaumonts Solicitors
Bell Cornwall Partnership
Belmont Abbey, Director of Public Health
Blasemere Limited
Bloor Homes
Border Oak
Boyer Planning Ltd
Brightwells Limited
British Waterways
Brock Planning Consultancy
Bromford Housing Group
Bryant Homes Technical Services Ltd
Building Design Practice

Burton & Co
C G M S
C M S Ltd
C. G. Property
Carter Jonas
CB Hillier Parker Limited
Chapman Warren
Chase & Partners
Chesterton
Christopher F Knock
Churston Heard
Clee, Tompkinson & Francis
Cluttons LLP
Cobb Property Ltd
Colin Buchanan and Partners
Collier & Brain
Connells Land and Planning
Cooperative Group Property Division
Crest Strategic Projects
Crown Castle
Crown Estate Commissioners
CSJ Planning Consultants Ltd
D2 Planning Ltd
David Champion & Associates
David Edwards and Associates
David Russell Associates
David Walters Building Surveyor
DDM
Dean-Walker Bateman Architects
Defence Estates
Derek Prosser Associates
Development Plan UK
Dialogue - Communicating Planning
Doolittle & Dalley
Doorbars
DPDS Consulting
Drivers Jonas
DTZ
Duchy of Cornwall
Elgar Housing Association
Finale Properties
Flint & Cook Estate Agents
Forestry Commission
Form 2000 Ltd
FPD Savills
Fuller Peiser
G. Herbert Banks
Gabb & Co. Solicitors
Garner Southall Partnership
Geoff Jones Architect
George Wimpey
GL Hearn Planning
Gladestry Community Council
Gloucestershire Housing Association
GMA Planning
Goldfinch (Projects) Ltd
Gough Planning Service

Greenwood Development Planning
Gregory Grey Associates
GVA Grimley
H P Goodwin & Sons
H.J. Pugh & Co
H.P.Bulmer Ltd
Halcrow Group Ltd
Hallam Land Management Limited
Harmers Ltd
Harris Lamb Planning
Healey & Baker
Herefordshire Housing
Hoddell Association
Hook Mason
Humberts
Huntsmans Quarries Limited
I E Developments Ltd
Interplan Architects
J. Patrick Power - Chartered Surveyors
J.D. Gallimore Solicitors
JBA Consulting
JCS Planning
Jennings Homes Ltd.
JM Probert & Son
John Farr and Associates
John Needham Associates
John Parry Estate Agency
Johnson, Blight and Dees
Jones Day
King Sturge
Knight Frank
Lambert Smith Hampton
Landmark Info Group Ltd
Langley-Taylor
Lattice Property
Linton Design
Littman Robeson
Lucas Land & Planning
Malcolm Scott Consultants Ltd
Marches Housing Association
Marwalk Developments Ltd
Mason Hugo Properties
Matthew and Goodman
McCarthy & Stone
McCartneys
McLean Homes West Midlands
Michael Latchem and Associates
Michael Rose & Co. Property Consultants
Micheal P Morris and Associates
Morbaine Ltd
Morris Bricknell
Mundy Construction Services
MVM Planning
Nathaniel Lichfield & Partners
Neil Vesma Architects
New Earth Solutions Ltd
Nicholas Pearson Associates

Norman Marcus Consultants
Norris and Miles
P M W Lettings
P.D. O'Herlihy Chartered Surveyors
P.P. Pudge & Sons
Paul & Company
Paul Bainbridge Planning Consultancy
Paul Smith Associates
Peacock & Smith
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 Bureau Ltd
Planning Issues
Post Office Property Holdings
R & B Jerman
Rapleys
Redrow Homes
Renaissance Land Ltd
Richards Gray
Robert Kilgour & Associates
Robert Turley Associates
Roger Tym and Partners
RPS Chapman Warren
RPS Planning
RRA Architects
Second Site Property
Shaw Homes
Shaw Trust
Shephard and Summers Ltd
Smith Woolley Chartered Surveyors
Smiths Gore
South Shropshire Housing Association
Stansgate Planning Consultants
Stoke Edith Estate Office
Stubbs Rich Architects
Sunderlands
Sure Start
T A Matthews Solicitors
Taylor Woodrow Developments Ltd
Tetlow King Planning
Thompsons Land & Property
Three Counties Planning Consultancy
Tufnell Town & Country Planning
Tupsley Court Farmers
Turner and Co
Vodan Sandbrook Ltd
W.R. Skyrme and Sons
Walker Stewart
Wall, Davies & James
Ward Hadaway Solicitors
Weatherall Green & Smith

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

(Commercial businesses, farms)

A. J. Carlton
Abbey Cars
Ace Coaches
AJ Lowther and Son Ltd
Bloodstock
Burgoynes (Lyonshall) Ltd
Camas Aggregates Limited
Cobrey Farms
Collins Engineering
Corbett Farms Limited
Edward Bulmer Limited
Eign Enterprises Ltd
Estate Dept LIDL UK
EWS
Forest Garden plc
Halo Leisure
Hanson, Regional Offices
Harlequin
Hartwell Plc
HP Bulmer Ltd
J & P Turner Corn and Seed Merchants
Johnston Roadstone Limited
KGP Enterprises
Kingspan Insulation Ltd
Lafarge Aggregates Ltd
Lafarge Central Region
Lovell Johns
Lynders Forest Nursery
MF Freeman Ltd
Millbank Garages
Moreton C Cullimore (Gravels) Limited
Nash Rock, Stone and Lime Co. Limited
Odeon Cinemas Ltd
Pilgrim Hotel
Polytec Holden
Quarry Products Association
RMC Group Services Ltd
Robert Hitchins Ltd
Sargeant Brother Coaches
South Herefordshire Garages Ltd
Special Metals Wiggin Limited
Sun Valley Foods Ltd
Sun Valley Poultry Ltd (Wincanton)
Tarmac Quarry Products
Top Garage
Vaughan Farm Limited
Watery Lane Farm
Wye Leisure

(Service providers, statutory undertakers)

Army Territorial Centres
Arriva Trains Wales
Barrs Court School, Head Teacher
BITRE
Bowyers Coaches
BRB (Residuary) Ltd
British Aggregates Association
Bromyard Community Transport
Bromyard Omnibus Company
Business Link West Mercia
Business Network Broker
Campaign to Protect Rural England
CCTE Business Link
CD Rural Association
CDS Development Services Limited
Central Trains Limited
CENTRO
Civil Aviation Authority
DRM Coaches
ESG Herefordshire Limited
First Great Western Trains
First Midland Red Buses Ltd
Gateway Nursery
Great Western Trains Co Ltd
Hereford & Worcester Ambulance Service
Hereford & Worcester Fire & Rescue Service
Hereford & Worcester Fire Brigade
Hereford & Worcester Probation Service
Hereford and Worcester Fire Service
Hereford Hospitals NHS Trust
Hereford Sixth Form College
Herefordshire College of Art & Design
Herefordshire College of Technology
Herefordshire Health Authority
Herefordshire Partnership
Herefordshire Primary Care Trust
Holme Lacy College
Housing Ambition Group
Hyder Consulting (Drainage)
KC3
Kidz First
Kington Day Centre
Leominster Libraries
Local Youth Clubs
Lord Scudamore Primary School
Lower Severn Drainage Board
Lower Severn Internal Drainage Board
Mainline Pipelines Ltd
Meals on Wheels
Meat Hygiene Services Inspector
Midland Red First
Minister School, Leominster
Museums
Network Rail
Newton Farm Information Centre

Pipeline Management Ltd
Police - West Mercia
Railtrack (Great Western)
River Lugg Internal Drainage Board
Stagecoach in South Wales
Thames Trains
University College Worcester
Wales and Borders Trains
Wales and West Railway
West Mercia Area Probation
West Mercia Constabulary
West Mercia Police Authority
Worcestershire Health Authority

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.

Others

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

Appendix 9

Guidance Notes on making a representation to a DPD at Submission Stage

The six week consultation period for making representations to the **[document name]** runs from **[this date]** to **[that date]**.

Representations made on the **[document name]** must be linked to one of the tests of soundness which have been produced by the Government to ensure that when a DPD is produced it is done so in a sound way ensuring that the correct processes and procedures have been followed.

How to make a representation

There are a number of things to remember when completing the form:

- If you wish to object to the **[document name]** please make clear in what way the **[document name]**, or part there of, is not sound having regard to the tests set out on page 2 of this form. Please also state how the **[document name]** should be changed.
- Please use this form for making comments in support of, or in objection to, the **[document name]**. Remember all completed forms must be received by **[this date]**.
- Please note only those objectors whose objections are made within the six week consultation period have a right to have their objections considered at a future Hearing/Public Local Inquiry. The Council is not obliged to accept any late representations.
- Please note that representations need to be made to the **[document name]** and not **[the accompanying report/s]**.
- Forms should be completed in black ink or typed.
- Please complete a separate form for each matter objected to.
- Each form should clearly identify the change you are supporting/objects to. If you are submitting additional documents in support of your representation(s) please supply **five** copies with each completed form.

What happens to my representation?

Your representation will be acknowledged. Your individual comments, in support or objection to the **[document name]** will be checked to see if they have been “duly made”. Each comment will be given a specific reference and acknowledged in writing.

- Submitted representations can be viewed by the public. They will be available as soon as possible following submission from the planning offices in Hereford at the Town Hall and Blueschool House, Libraries and Info points across the County and the Council’s website.
- The Council will then carefully consider all representations made.
- A public examination to consider any outstanding objections, should it be required, is anticipated to commence in **[this date]**.
- The Inspector’s report on objections to **[document name]** will inform any final adjustments which may be required to the **[document name]** and will be binding on the Council.

The Herefordshire Council’s **[document name]** will be adopted as a Local Development Document (LDD) and will form part of the statutory Local Development Framework (LDF) for the County. It is anticipated this will happen **[this date]**..

If required further copies of the **[document name]**, **[the accompanying report/s]** and response forms can be obtained from the planning offices at Hereford Town Hall, Blueschool House, Libraries and Info Points across the County, and from the Council's website www.herefordshire.gov.uk

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.

Your objection can only be based on the Government's following nine tests of soundness. Please indicate which test(s) you think the document fails. *Please tick all that apply.*

9 Tests of Soundness		
1	The [document name] , fails to comply with the Local Authority's Local Development Scheme	
2	The [document name] fails to comply with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the Regulations where no SCI exists	
3	The [document name] fails as it has not been the subject of a sustainability appraisal.	
4	<ul style="list-style-type: none"> a. The [document name] fails as it is not a spatial plan, or it has not had regard to other plans, policies and strategies relating to the area or adjoining areas. b. It is not consistent with national policy c. It is not in conformity with the regional spatial strategy 	
5	The [document name] fails to have regard to the authority's Community Strategy.	
6	The strategies/policies/allocations in the plan are not coherent and consistent within and between DPDs prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant.	
7	The strategies/policies/allocations in the plan fail to represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are not founded on a robust and credible evidence base.	
8	The [document name] does not set out a mechanism for implementation and monitoring.	
9	The [document name] is not reasonably flexible to enable it to deal with changing circumstances.	
Source: PPS12 Local Development Frameworks Para 4.24		

The County of Herefordshire District Council

The Town and Country Planning (Local Development) (England) Regulations 2004

Statement of Community Involvement Adoption Statement

This statement has been prepared in accordance with Regulation 24(4) and Regulations 36 of the Town and Country Planning (Local Development)(England) Regulations 2004, and gives notice that the County of Herefordshire District Council formally adopted its Statement of Community Involvement (SCI) on the **xxth March 2007**.

The SCI sets out how the community will be engaged in the preparation of development plan documents and in development control decisions.

An independent inspector was appointed by the Government to examine the soundness of the submitted SCI. The Council received the Inspector's Report in February 2007 setting out binding changes to be made to the submitted SCI.

The Adopted SCI and the accompanying Inspector's report are available to view online at www.herefordshire.gov.uk. Both documents can also be viewed in the following locations

INFO in Herefordshire		
Bromyard	The Bromyard Centre, Cruxwell Street	Mon to Fri - 8.15am - 9.00pm. Sat & Sun - 9.00am - 4.00pm
Hereford	the Hereford Centre, Garrick House, Widemarsh Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm. Sat 9.00am - 1.00pm
Kington	2 Mill Street	Mon to Thurs - 9am - 12.30pm & 1.00pm - 4.00pm Fri - 9.00am - 12.30pm & 1.00pm - 3.30pm
Ledbury	St Katherines, High Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Leominster	11 Corn Square	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Ross on Wye	Swan House, Edde Cross Street	Mon to Thurs - 8.45am - 5.15pm. Fri - 8.45 - 4.45pm
Libraries		
Belmont	Belmont Community Centre, Eastholme Avenue	Tues, Thurs & Fri- 9.30am - 1.00pm and 2.00pm - 5.00pm. Sat - 10.00am - 1.00pm
Bromyard	The Bromyard Centre, Cruxwell Street	Mon to Fri - 8.15am - 9.30pm. Sat & Sun - 9.00am - 6.00pm
Colwall	Humphry Walwyn Library	Mon - 5.00pm - 7.30pm. Tues & Fri - 10.00am - 1.00pm and 2.00pm - 5.30pm. Wed - 2.00pm - 7.30pm. Sat - 10.00am - 1.00pm and 2.00pm - 4.00pm

Hereford	Broad Street	Tues, Wed, Fri - 9.00am - 7.30pm. Thurs - 9.00am - 5.30pm. Sat - 9.30am - 4.00pm
Kington	64 Bridge Street	Tues & Fri - 10.00am - 5.30pm. Thurs & Sat - 10.00am - 1.00pm
Ledbury	Bye Street	Tues & Thurs - 9.00am - 5.30pm. Wed & Fri - 9.00am - 7.30pm. Sat - 9.30am - 4.00pm
Leintwardine	Community Centre, High Street	Tues - 10.00am - 1.00pm. Fri - 2.30pm - 5.30pm
Leominster	8 Buttercross	Tues & Fri - 9.00am - 5.30pm. Wed & Thurs - 9.00am - 7.30pm. Sat - 9.30am - 4.00pm
Ross on Wye	Cantilupe Road	Tues & Thurs - 9.00am - 7.30pm. Wed & Fri - 9.00am - 5.30pm. Sat - 9.30am - 4.00pm
Weobley	Old Police Court, Back Lane	Mon - 10.00am - 1.00pm. Thurs - 3.00pm - 6.00pm

Any person aggrieved by the SCI may make an application to the High Court under section 113 of the Planning and Compulsory Purchase Act. Any challenge must be made on the grounds that the document is not within the appropriate power or a procedural requirement has not been complied with. An application under section 113 must be made no later than **xxxx(6 weeks form publication of advert)**


Any person aggrieved by the SCI may apply to the High Court for permission to apply for a judicial review of the decision to Adopt the SCI. Any such application must be made promptly and in any event not later than 3 months from xxth March 2007.

For further information, or if you have difficulties with reading or obtaining the SCI, please contact the Forward Planning team, Tel: 01432 260000, or e-mail ldf@herefordshire.gov.uk.

Andrew Ashcroft Head of Planning Services

Statement of Community Involvement



 **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.

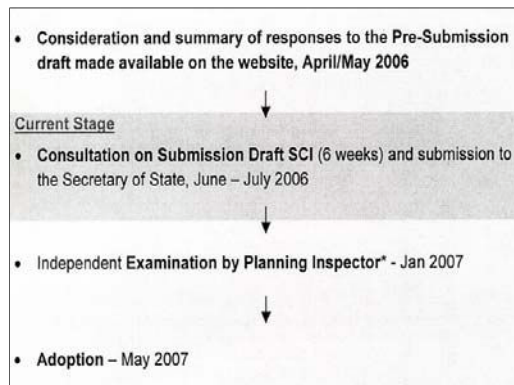
An initial questionnaire sent out in October 2005 provided useful information which has been incorporated into the draft SCI.

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?



Adopted March 2007

This and other Local Development Framework documents can be made available on request in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact:

**Emma Lawrence,
Herefordshire Council,
Forward Planning,
PO Box 4,
Plough Lane,
Hereford,
HR4 0XH.
Tel: 01432 260000
Email: elawrence@herefordshire.gov.uk**

Foreword

Transparent, accessible and meaningful approaches to community involvement in decision making is an important part of the culture being developed in Herefordshire. The Council's Community Strategy 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 to the process of preparing this document.

Councillor P. Edwards
Cabinet Member (Environment)

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3. Role and purpose of the Statement of Community Involvement
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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

Appendices

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. **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 **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 **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 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.

1.3 This SCI has been compiled following comprehensive and successful 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. 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 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 Council's Community Strategy, 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 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.
- Ensure that the Council complies with the adopted Statement of Community Involvement when preparing its Local Development Documents and compliance be kept under review and revised where necessary.

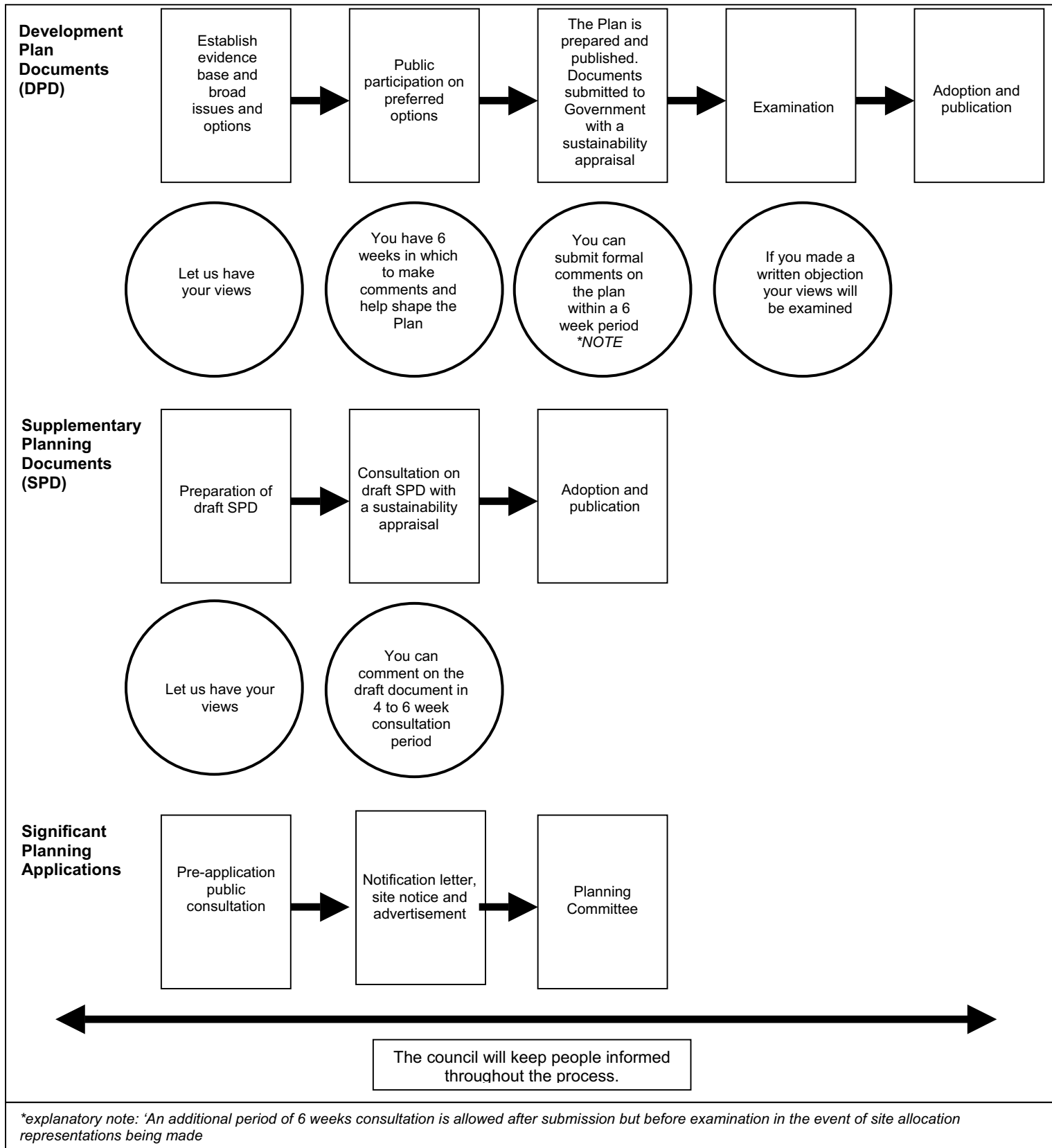
3.5 Minimum consultation requirements are set by the Government in the Town and Country Planning (Local Development)(England) Regulations 2004. This statement demonstrates how these will be met.

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. 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 Council's Community Strategy 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 Council's Community Strategy 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 Community Strategy 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 Community Strategy.
- 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 Council's Community Strategy 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 55,940 (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 Council's Community Strategy 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,
Disabled People,
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:

Groups at risk of exclusion	Approach
Children and young people	Work with the Council's Youth service and Children's Services Directorate and the Youth Council, Shadow Partnership Board, School Councils, and Youth Clubs 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.
Disabled People including those with numeracy, literacy disabilities	Utilise links with the Council's Community Involvement Coordinator, the Disability Action Group and Local Access groups.
Black and Minority Ethnic Groups	Utilise links with the Council's Community Involvement Coordinator, Race Equality Officer and Communities Against Racism (CAR)
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 and Travelling Health Project and Race Equality Officer
Those following different religions or with certain beliefs	Liaison with the Race Equality Officer
Adults with Learning difficulties	Liaison with the People's Union Self – advocacy network
Homeless	Herefordshire Homelessness Forum and the Council's Strategic Housing section.

*** 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

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 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.

- 9.3 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

Method	Main Considerations
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. Need to look at the potential of developing a web-based portal. The website needs to be publicised in the media.
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. Information needs to be in plain English with simplified formats. 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

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	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 eg on town/parish/village notice boards and other locations felt appropriate.
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.
Planning Surgeries	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.

Resourcing and managing the process

- 9.4** 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. Documents in other formats may be obtained from: Emma Lawrence, Herefordshire Council, Forward Planning, PO Box 4, Plough Lane, Hereford, HR4 0XH. Tel: 01432 260000. Email: elawrence@herefordshire.gov.uk
- 9.5** The Council will make every effort to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 9.6** 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.
- 9.7** The budget for Local Development Framework preparation will meet the costs of the legal requirements for community involvement in plan making. The Council's Local Development Scheme sets out a phased programme for the preparation of Local Development Documents, ensuring that consultation activities are staggered and that the SCI's requirements can be met without undue pressure on resources. Resources for the Local Development Framework are assessed through the Council's budget review process, which will include consultation requirements. Where possible, consultations will be coordinated with other
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departments, external stakeholders and local communities to lever in more resources.

- 9.8** 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.

Role of elected members

- 9.9** 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.
- 9.10** 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

- 9.11** 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

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.

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

<p>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)</p>
<p>Herefordshire Council will:</p> <ul style="list-style-type: none">• Provide prior notification to 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.
<p>DPD Stage: Pre-submission consultation on preferred options – Regulation 26 (Statutory 6 week consultation period on preferred options document and sustainability appraisal report)</p>
<p>Herefordshire Council will:</p> <ul style="list-style-type: none">• Provide prior notification to 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

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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 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 (Appendix 9).
- 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)

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).

10.3 Decision Making Process

The Council will maintain a record of consultation responses received during the preparation of planning documents and will present a transparent decision making process to the community. Consultation responses are one of the matters to be taken into account by Councillors when making decisions on plan making. A Statement of Compliance will be produced for every planning document which will include summaries of all consultation responses received as well as officers' responses which will identify where the document has been amended in light of responses received. The Statement of Compliance will be reported to members no later than the date that they consider making decisions on planning documents. The comments received will be made publicly available so they can be viewed by others with an interest in the matter.

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When a DPD is submitted to the Secretary of State, the Regulations require that the Statement of Compliance is also provided. The Inspector when testing the soundness of the DPD at examination will use the Statement of Compliance to determine whether the SCI has been correctly followed. If there has been a failure to comply with the SCI or the Regulations, in a way that undermines the DPD, the Inspector can recommend that the document be withdrawn.

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
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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:

Definition of “Significant” Planning Applications
<ul style="list-style-type: none"> • 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. • Proposals for conspicuous development in “Sensitive” landscapes as defined in the relevant Development Plan.

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:

Applicant’s duties with “Significant” Planning Applications
<ul style="list-style-type: none"> • Write to local residents, Ward member(s) and the Parish or Town Council to inform them of the proposed development. • 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. • 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 planning permission.

- 11.10** 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 Notices > Weekly List of Planning 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 Hereford Journal Ross Journal Ledbury Reporter Ross Gazette Malvern Gazette

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. Some bodies, such as Natural England, are allowed a longer period of time to comment on applications where this is prescribed by legislation.) 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"> • Are bright yellow. • Are displayed as close as practicable to the entrance to the site. • Identify the application site by name. • Describe the proposals and the reason(s) why the notice has been posted. • Give a date for response.

11.19 *Neighbour Notification.* The Council will normally send an individual letter to the occupiers of properties that immediately 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. The notification system is based on the council's GIS system and this may not identify recently built dwellings or properties that have had a change in name. In cases where not all the adjoining properties can be identified a site notice will be used. The system is based on named addresses and there will be no notification necessarily to the owners of property or to owners/occupiers of open land. A

planning officer visits every planning application site and there will be a check of those properties notified and whether a further notification is needed.

- 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. Planning applications can be inspected at Info Points and on the Council's website.
- 11.21** 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.
- 11.22** 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.
- 11.23** *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.
- 11.24** *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?

- 11.25** 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 for the revised scheme. In these cases the whole consultation process will start afresh with the new application.

Community involvement in decision making

- 11.26** 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.
- 11.27** 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.
- 11.28** 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.
- 11.29** 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.
- 11.30** All Committee meetings are held at the Council Chamber at Brockington, Hafod Road, Hereford.
- 11.31** 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.
- 11.32** 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.

- 11.33** 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.
- 11.34** 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.
- 11.35** 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.

- 11.36** Planning Officers will, by prior arrangement, visit Parish Council meetings and other public meetings to discuss planning policy issues.
- 11.37** 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.
- 11.38** 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 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** For further information or clarification on any aspect of the SCI please contact the Forward Planning section on 01432 260000 or email 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 Council's Community Strategy.

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 Department for Communities and Local Government website www.Department_for_Communities_and_Local_Government.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.

Herefordshire Statement of Community Involvement 2007

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 LDF consultees

Please note, this list is not exhaustive and also relates to successor bodies where reorganisations occur. An up-to-date consultation list is available from the Forward Planning Section of Planning Services.

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

All Town/Parish Councils within the County of Herefordshire

Alfrick and Lulsley Parish Council
Ashford Carbonel Parish Council
Bedstone and Bucknell Parish Council
Berrow Parish Council
Bromfield Parish Council
Bromsberrow Parish Council
Burford Parish Council
Castlemorton Parish Council
Clifton upon Teme Parish Council
Clungunford Parish Council
Drybrook Parish Council
Dymock Parish Council
English Bicknor Parish Council
Gorsley & Kilcot Parish Council
Greete Parish Council
Hanley Parish Council
Hopton Castle Parish Meeting
Kempley Parish Council
Knighton Town Council
Leigh & Bransford Parish Council
Little and West Malvern Parish Council
Longhope Parish Council
Lower Sapey Parish Council
Ludford Parish Council
Lydbrook Parish Council
Malvern Town Council
Malvern Wells Parish Council
Martley Parish Council
Mitcheldean Parish Council
Monmouth Town Council
Newent Town Council
Onibury Parish Council
Oxenhall Parish Council
Presteigne Town Council
Richard's Castle Parish Council
Ruardean Parish Council

Herefordshire Statement of Community Involvement 2007

Stanford with Orleton Parish Meeting
Staunton (Coleford) Parish Council
Stoke Bliss, Kyre & Bockleton Parish Council
Suckley Parish Council
Tenbury Town Council

Brecon Beacons National Park
Forest of Dean District Council
Gloucestershire County Council
Malvern Hills District Council
Monmouthshire County Council
Powys County Council
Shropshire County Council
South Shropshire District Council
Worcestershire County Council

Advantage West Midlands
BBC Transmission Headquarters
British Energy
British Gas Transco
British Telecom
Commission for Rural Communities
Dwr Cymru Welsh Water
Electronic Communication Companies
English Heritage
Environment Agency
Environment Agency - Upper Severn Area
Environment Agency (Wales)
Gas Companies
Government Office for the West Midlands
Highways Agency
Midlands Electricity Board
Midlands Electricity Plc
National Grid Transco
National Power Plc
Natural England
Natural England (West Midlands)
Nuclear Electric Plc
Radiocommunications Agency
Royal Commission Historical Monuments of England
Severn Trent Water Ltd
South West Regional Development Agency
Strategic Rail Authority
The Georgian Group
The Theatres Trust
Welsh Development Agency
West Midlands Regional Health Authority
West Midlands Regional Planning Body

Herefordshire Statement of Community Involvement 2007

Government Departments

Department for Cultural, Media and Sport
Department for Education and Skills (GOWM)
Department for Environment, Food and Rural Affairs (DEFRA)
Department for Transport (GOWM)
Department of Constitutional Affairs
Department of Health
Department of Trade and Industry (GOWM)
Department of Work and Pensions
Government Office for the West Midlands (GOWM)
Home Office
Ministry of Defence
Office of Government Commerce (property Advisers to the Civil Estate)

General Consultation Bodies

(Interest/community groups and voluntary bodies etc)

ABLE (Information and Advice)
ADAS Rosemaund
Age Concern
Agricultural Assistance
Alliance of Vol Orgs in Health & Social Care
Alzheimer's Society
Association for the Promotion of Herefordshire
Association of Local Councils
AVRA (Arrow Valley Res Assoc) and Ramblers Assoc
Belmont Voice
Bovingdon Park Home Estate
British Association for Shooting and Conservation
British Horse Society
British Museum
British Red Cross Society
British Roads Federation Ltd
British Wind Energy Association
Bromyard Swimming Pool Trust
Bulmer Foundation
Byways & Bridleways Trust
Campaign for Real Ale Ltd
Carers Action
Castle Street & District Residents Association
Central Council for Physical Recreation & CTC
Centre for Home Education UK Ltd
Chamber of Commerce
Chamber of Commerce Hereford & Worcester
Church Commissioners for England
Churches Together in Ross & District
City Centre Forum
City of Hereford Charter Trustees
CLD Youth Counselling Trust
Clyro Community Council

Herefordshire Statement of Community Involvement 2007

Coal Authority
 Commission for Architecture and the Built Environment
 Commission for Racial Equality
 Communities Against Racism
 Community Council of Hereford and Worcester
 Community Dev Workers Forum
 Community First
 Community Mental Health Services
 Community Voluntary Action
 Confederation of British Industry WM
 Confederation of Passenger Transport
 Connexions Herefordshire & Worcestershire
 Cotswold Line Promotion Group
 Council for British Archaeology
 Country Land & Business Association
 Country Landowners Association
 County Association of Local Councils
 Courtyard Trust
 Craswell Community Project
 Crucorney Community Council
 Cycle Hereford
 Cyclist Touring Club
 Deaf Direct
 Disability Network Group
 Dore Community Transport
 Drug Service for Herefordshire
 Eardisland Community Millennium Fund
 East Herefordshire Area Committee
 ECHO (extra choices across North)
 Employment Service
 English Sports Council (West Midlands)
 Enterprise Link Manager
 Environmental Services Association
 Equal Opportunities Commission
 Farm Shops Initiative
 Farm Wildlife Advisory Group (FWAG)
 Farming & Rural Conservation Agency
 Federation of Small Businesses
 Flavours of Herefordshire
 Forestry Authority (West England Consultancy)
 Fownhope Local History Group
 Fownhope Residents Association
 Freight Transport Association
 Friends of Castle Green
 Friends of the Black Hill
 Friends of the Earth (Herefordshire)
 Garden History Society
 General Aviation Awareness Council, Bloomfields Ltd
 Golden Valley Pro-Rail Partnership

Herefordshire Statement of Community Involvement 2007

Golden Valley Railway Partnership
 Greytrees Trust
 Grosmont Community Council
 Gypsy Council
 Health and Safety Executive
 Health Living Community
 Heart of England Fine Foods
 Help the Aged
 Hereford & Worcester Employment Service
 Hereford Access for All
 Hereford Allotments Association
 Hereford and Worcester Chamber of Commerce
 Hereford and Worcester County Scout Council
 Hereford and Worcester FWAG
 Hereford and Worcester Gardens Trust
 Hereford Careers Centre
 Hereford Centre for the Arts
 Hereford Charter Trustees
 Hereford Childrens Fund Panel
 Hereford City Centre Forum/HIA
 Hereford City Partnership Ltd
 Hereford City PCCG Vice Chairman Able Rep
 Hereford Civic Society
 Hereford Dial-a-Ride/Community Transport Forum
 Hereford Diocese
 Hereford Industrial Assoc
 Hereford Market Auctioneers Ltd
 Hereford RNIB
 Hereford Road Action Association
 Hereford Trades Council
 Hereford TUC
 Herefords Centre of Ind Living
 Herefordshire & Gloucestershire Canal Trust
 Herefordshire & Worcs Earth Heritage Trust
 Herefordshire & Worcs Sports Partnership
 Herefordshire Aero Club
 Herefordshire and Worcestershire Employment Service
 Herefordshire Assoc of Governors
 Herefordshire Assoc. of Local Councils
 Herefordshire Association for the Blind
 Herefordshire Bus Operators Forum
 Herefordshire CAB
 Herefordshire Carers Support
 Herefordshire Citizens Advice Bureaux
 Herefordshire Community National Health Service
 Herefordshire Community Safety & Drugs Partnership
 Herefordshire Council for Voluntary Youth Services
 Herefordshire Council for Voluntary Youth Services
 Herefordshire Disability Action Group
 Herefordshire Statement of Community Involvement 2007

Herefordshire EYDCP
 Herefordshire Federation of Womens' Institute
 Herefordshire Food Links
 Herefordshire Football Association
 Herefordshire Group Training
 Herefordshire Growing Point
 Herefordshire Health Promotion Unit
 Herefordshire Homelessness Forum
 Herefordshire Industrial Assoc
 Herefordshire Joint Charter Group
 Herefordshire Lifestyles
 Herefordshire Literacy Project
 Herefordshire Market Towns Forum
 Herefordshire Mencap
 Herefordshire Nature Trust
 Herefordshire Ornithological Club
 Herefordshire Pedestrian, Access & Cycle Forum
 Herefordshire River Leaders
 Herefordshire Society of Architects
 Herefordshire Sports Council
 Herefordshire Taxi Association
 Herefordshire Trade Federation
 Herefordshire Trades Council
 Herefordshire Voluntary Action
 Herefordshire Wildlife Trust
 Herefordshire Witness Service
 Herefordshire Women's Aid
 Herefordshire Young Farmers
 Herefordshire Youth Consortium
 Herefordshire Youth Council
 Hfd Against Supermarkets Squashing our Local Economy
 Hfds Rural Transport Partnership
 HM Inspectorate of Pollution
 HM Principal Inspector Health & Safety
 HM Railway Inspectorate
 Homestart Herefordshire
 Hope for Children and their Families
 House Builders Federation
 Housing Corporation
 Individual/Hfd Travellers Support Group/FoE
 Job Centre
 Joblink c/o Employment Service
 Kings Acre Residents Association
 King's Thorne Residents Group
 Kingstone Rural Protection Group
 Kington & District North Hereford Chamber Commerce
 Kington Historical Society
 Land Access and Recreation Association
 Land Use Consultancy

Herefordshire Statement of Community Involvement 2007

Learning & Skills Council
 Ledbury & District Access Group
 Ledbury & District Civic Trust Limited
 Ledbury & District Volunteer Bureau
 Ledbury Area Cycle Forum
 Ledbury Community Association
 Ledbury Community Transport
 Ledbury Shopmobility
 Ledbury Youth First
 Ledbury Youth First
 Legal Services Commission
 Leominster & District Community Assoc
 Leominster Area Regeneration Company
 Leominster Civic Trust
 Leominster Historical Society
 Leominster Shopmobility
 Library Reading Group
 Library Users Group
 Lifeline Car Scheme
 Lifestyles
 Llangrove Village Voice
 Llanigon Community Council
 Llantilio Crossenny Community Council
 Malvern Hills AONB Joint Advisory Committee
 Malvern Hills Conservators
 Malvern Hills District Agenda 21 Coordinating Group
 Marches Consortium
 Marches Energy Agency
 Marches Family Network
 Marches Line Users Association
 Marden Women's Institute
 Market Traders Association
 Mediation Herefordshire
 Mencap
 Midland Area Association of Amenity Societies
 MIND Herefordshire
 Minerals Valuers Office
 Moreton on Lugg Local History Group
 National Air Traffic Services Ltd
 National Farmers Union
 National Federation of Builders
 National Federation of Bus Users
 National Playing Field Association
 National Trust
 National Union of Agriculture
 Northern Herefordshire Area Committee
 Offa's Dyke Association
 Old Radnor Community Council
 'One to One' Befriending

Herefordshire Statement of Community Involvement 2007

Open Spaces Society
 Pembridge United Charities
 Pension Service
 People's Union
 Physical & Sensory Support Services
 Physical Activity Network
 Planning Aid
 Plynlimon Trust
 Probation Service
 Protect Ross on Wye
 Rail for Herefordshire
 Rail Freight Group
 Rail Passengers Council
 Rail Users' Consultative Committee Western England
 Railway Development Society
 Ramblers Association
 Regeneration Partnership Bromyard
 Regeneration Partnership Kington
 Regeneration Partnership Leominster
 Regeneration Partnership Ross
 Rep. Private Sector Landlords
 Robert Owen Society
 Ross & District Community Development Group
 Ross Action Committee
 Ross Charity Trustees
 Ross Community Development Steering Group
 Ross Country Cars
 Ross Creative Learning Centre
 Ross on Wye & District Civic Society
 Ross on Wye Community Development Association
 Ross-on-Wye District Community Association
 Rothewas Access Group
 Royal College for the Blind
 Royal Society for the Protection of Birds
 Rural Community Council for Hereford & Worcester
 Rural Development Service
 Rural Development Service West Midlands
 Rural Media Company
 Rural Regeneration Zone
 Rural Residents Association
 SCORE
 SHARP
 Shopmobility
 Society for the Protection of Ancient Buildings
 South Wye Regeneration Partnership
 Southern Marches Partnership
 Sport England
 St James and Bartonsham Community Association
 St Martins Bowling Club

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Stone Roofing Association
Supported Housing Young People's Project
Sustrans
Teme Valley Youth Project
Tenant Farms Association
Tenbury Tourism Association
TESS, Central Marches BDC
The Herefordshire Education & Business Partnership
The Reasonable Adjustment Reablement Trust
The South Wye Regeneration Team
Transport 2000 (Hereford and Worcester)
Transport Sharing Scheme North Herefordshire (HVA)
Traveller Health Project
Travellers Support Group
Unity Garden
Victim Support
Voluntary Sector Assembly
Voluntary Sector Assembly
West & East Midlands Strategic Rail Authority
West Mercia Housing Group
West Midlands Conservancy
West Midlands European Network
West Midlands Ldz
West Midlands Local Government Association
West Midlands Planning Consortium
West Midlands RSL Planning Consortium
Wheels to Work (HVA)
Withies Close Residents Association
Woodland Trust
Woolhope Naturalists Field Club
Workmatch
WRVS Country Cars
Wye Valley AONB, Joint Advisory Committee
Zig Zag

Other Consultees

(Landowners, developers, builders, property companies and agents)

Active Commissions
Adams Holmes Associates
Advance Housing
Advanced Planning and Architecture Ltd
Alan Pickford Consultancy
Alder King
Andrew Morris & Co
Archdiocese of Cardiff
Area Land Agent
Arena Lettings
Arkwright Owens
Ataghan Limited

Herefordshire Statement of Community Involvement 2007

ATB Landbase
AXYS Design
Balfours Chartered Surveyors
Banner Homes Group Plc
Barkholme
Barry Bufton Estate Agent
Barton Willmore
Barton Willmore Planning
BE Planning
Beard Company
Beaumonts Solicitors
Bell Cornwall Partnership
Belmont Abbey, Director of Public Health
Blasemere Limited
Bloor Homes
Border Oak
Boyer Planning Ltd
Brightwells Limited
British Waterways
Brock Planning Consultancy
Bromford Housing Group
Bryant Homes Technical Services Ltd
Building Design Practice
Burton & Co
C G M S
C M S Ltd
C. G. Property
Carter Jonas
CB Hillier Parker Limited
Chapman Warren
Chase & Partners
Chesterton
Christopher F Knock
Churston Heard
Clee, Tompkinson & Francis
Cluttons LLP
Cobb Property Ltd
Colin Buchanan and Partners
Collier & Brain
Connells Land and Planning
Cooperative Group Property Division
Crest Strategic Projects
Crown Castle
Crown Estate Commissioners
CSJ Planning Consultants Ltd
D2 Planning Ltd
David Champion & Associates
David Edwards and Associates
David Russell Associates

Herefordshire Statement of Community Involvement 2007

David Walters Building Surveyor
DDM
Dean-Walker Bateman Architects
Defence Estates
Derek Prosser Associates
Development Plan UK
Dialogue - Communicating Planning
Doolittle & Dalley
Doorbars
DPDS Consulting
Drivers Jonas
DTZ
Duchy of Cornwall
Elgar Housing Association
Finale Properties
Flint & Cook Estate Agents
Forestry Commission
Form 2000 Ltd
FPD Savills
Fuller Peiser
G. Herbert Banks
Gabb & Co. Solicitors
Garner Southall Partnership
Geoff Jones Architect
George Wimpey
GL Hearn Planning
Gladestry Community Council
Gloucestershire Housing Association
GMA Planning
Goldfinch (Projects) Ltd
Gough Planning Service
Greenwood Development Planning
Gregory Grey Associates
GVA Grimley
H P Goodwin & Sons
H.J. Pugh & Co
H.P.Bulmer Ltd
Halcrow Group Ltd
Hallam Land Management Limited
Harmers Ltd
Harris Lamb Planning
Healey & Baker
Herefordshire Housing
Hoddell Association
Hook Mason
Humberts
Huntsmans Quarries Limited
I E Developments Ltd
Interplan Architects

Herefordshire Statement of Community Involvement 2007

J. Patrick Power - Chartered Surveyors
J.D. Gallimore Solicitors
JBA Consulting
JCS Planning
Jennings Homes Ltd.
JM Probert & Son
John Farr and Associates
John Needham Associates
John Parry Estate Agency
Johnson, Blight and Dees
Jones Day
King Sturge
Knight Frank
Lambert Smith Hampton
Landmark Info Group Ltd
Langley-Taylor
Lattice Property
Linton Design
Littman Robeson
Lucas Land & Planning
Malcolm Scott Consultants Ltd
Marches Housing Association
Marwalk Developments Ltd
Mason Hugo Properties
Matthew and Goodman
McCarthy & Stone
McCartneys
McLean Homes West Midlands
Michael Latchem and Associates
Michael Rose & Co. Property Consultants
Micheal P Morris and Associates
Morbaine Ltd
Morris Bricknell
Mundy Construction Services
MVM Planning
Nathaniel Lichfield & Partners
Neil Vesma Architects
New Earth Solutions Ltd
Nicholas Pearson Associates
Norman Marcus Consultants
Norris and Miles
P M W Lettings
P.D. O'Herlihy Chartered Surveyors
P.P. Pudge & Sons
Paul & Company
Paul Bainbridge Planning Consultancy
Paul Smith Associates
Peacock & Smith
Pegasus Planning Group

Herefordshire Statement of Community Involvement 2007

Pepper, Angliss and Yarwood
Persimmon Home, South Midlands
Peter Bishop & Associate
Peter Cripwell & Associates
Peter Evans Partnership Ltd
Peter Overall & Co
Phipps & Co Ltd
Planning Bureau Ltd
Planning Issues
Post Office Property Holdings
R & B Jerman
Rapleys
Redrow Homes
Renaissance Land Ltd
Richards Gray
Robert Kilgour & Associates
Robert Turley Associates
Roger Tym and Partners
RPS Chapman Warren
RPS Planning
RRA Architects
Second Site Property
Shaw Homes
Shaw Trust
Shephard and Summers Ltd
Smith Woolley Chartered Surveyors
Smiths Gore
South Shropshire Housing Association
Stansgate Planning Consultants
Stoke Edith Estate Office
Stubbs Rich Architects
Sunderlands
Sure Start
T A Matthews Solicitors
Taylor Woodrow Developments Ltd
Tetlow King Planning
Thompsons Land & Property
Three Counties Planning Consultancy
Tufnell Town & Country Planning
Tupsley Court Farmers
Turner and Co
Vodan Sandbrook Ltd
W.R. Skyrme and Sons
Walker Stewart
Wall, Davies & James
Ward Hadaway Solicitors
Weatherall Green & Smith
Westbury Homes
Wilkon Homes

Herefordshire Statement of Community Involvement 2007

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

(Commercial businesses, farms)

A. J. Carlton
Abbey Cars
Ace Coaches
AJ Lowther and Son Ltd
Bloodstock
Burgoynes (Lyonshall) Ltd
Camas Aggregates Limited
Cobrey Farms
Collins Engineering
Corbett Farms Limited
Edward Bulmer Limited
Eign Enterprises Ltd
Estate Dept LIDL UK
EWS
Forest Garden plc
Halo Leisure
Hanson, Regional Offices
Harlequin
Hartwell Plc
HP Bulmer Ltd
J & P Turner Corn and Seed Merchants
Johnston Roadstone Limited
KGP Enterprises
Kingspan Insulation Ltd
Lafarge Aggregates Ltd
Lafarge Central Region
Lovell Johns
Lynders Forest Nursery
MF Freeman Ltd
Millbank Garages
Moreton C Cullimore (Gravels) Limited
Nash Rock, Stone and Lime Co. Limited
Odeon Cinemas Ltd
Pilgrim Hotel
Polytec Holden
Quarry Products Association
RMC Group Services Ltd
Robert Hitchins Ltd
Sargeant Brother Coaches
South Herefordshire Garages Ltd
Special Metals Wiggin Limited
Sun Valley Foods Ltd

Herefordshire Statement of Community Involvement 2007

Sun Valley Poultry Ltd (Wincanton)
Tarmac Quarry Products
Top Garage
Vaughan Farm Limited
Watery Lane Farm
Wye Leisure

(Service providers, statutory undertakers)

Army Territorial Centres
Arriva Trains Wales
Barrs Court School, Head Teacher
BITRE
Bowyers Coaches
BRB (Residuary) Ltd
British Aggregates Association
Bromyard Community Transport
Bromyard Omnibus Company
Business Link West Mercia
Business Network Broker
Campaign to Protect Rural England
CCTE Business Link
CD Rural Association
CDS Development Services Limited
Central Trains Limited
CENTRO
Civil Aviation Authority
DRM Coaches
ESG Herefordshire Limited
First Great Western Trains
First Midland Red Buses Ltd
Gateway Nursery
Great Western Trains Co Ltd
Hereford & Worcester Ambulance Service
Hereford & Worcester Fire & Rescue Service
Hereford & Worcester Fire Brigade
Hereford & Worcester Probation Service
Hereford and Worcester Fire Service
Hereford Hospitals NHS Trust
Hereford Sixth Form College
Herefordshire College of Art & Design
Herefordshire College of Technology
Herefordshire Health Authority
Herefordshire Partnership
Herefordshire Primary Care Trust
Holme Lacy College
Housing Ambition Group
Hyder Consulting (Drainage)
KC3
Kidz First

Herefordshire Statement of Community Involvement 2007

Kington Day Centre
Leominster Libraries
Local Youth Clubs
Lord Scudamore Primary School
Lower Severn Drainage Board
Lower Severn Internal Drainage Board
Mainline Pipelines Ltd
Meals on Wheels
Meat Hygiene Services Inspector
Midland Red First
Minister School, Leominster
Museums
Network Rail
Newton Farm Information Centre
Pipeline Management Ltd
Police - West Mercia
Railtrack (Great Western)
River Lugg Internal Drainage Board
Stagecoach in South Wales
Thames Trains
University College Worcester
Wales and Borders Trains
Wales and West Railway
West Mercia Area Probation
West Mercia Constabulary
West Mercia Police Authority
Worcestershire Health Authority

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.

Others

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

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 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
Department for Communities and Local Government

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

Herefordshire Statement of Community Involvement 2007

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

Herefordshire Council Internal Consultation

Internal consultation takes place within the Council on planning applications and includes environmental health, transportation and housing. The consultations undertaken will vary and will be dependent on the application submitted.

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, the Hereford Centre, Garrick House, Widemarsh Street, Hereford (telephone 01432 260000) 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.

ANDREW ASHCROFT, 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:-

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

DC5013MW

Appendix 5

Guide to making planning application 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 Info Points during normal office hours. 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.

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. The UDP forms a saved plan for 3 years and will be revised through the Local Development Framework (LDF) process.

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 260000, 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: 01432-260000)

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:-

Day of meeting	The 48 hour period before the meeting expires as follows
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:

Telephone & Fax No:	E-mail address:
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.DepartmentforCommunitiesandLocalGovernment.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 4,
Plough Lane,
Hereford,
HR4 0XH.

Tel 01432 260000

Email ldf@herefordshire.gov.uk

- **Development Control section**

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

Telephone 01432 260000

- **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

- **The Planning Portal**

Website: www.planningportal.gov.uk

- **The Royal Town Planning Institute**

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

Email: online@rtpi.org.uk

Website: www.rtpi.org.uk

Appendix 9

Guidance Notes on making a representation to a DPD at Submission Stage

The six week consultation period for making representations to the **[document name]** runs from **[this date]** to **[that date]**.

Representations made on the **[document name]** must be linked to one of the tests of soundness which have been produced by the Government to ensure that when a DPD is produced it is done so in a sound way ensuring that the correct processes and procedures have been followed.

How to make a representation

There are a number of things to remember when completing the form:

- If you wish to object to the **[document name]** please make clear in what way the **[document name]**, or part there of, is not sound having regard to the tests set out on page 2 of this form. Please also state how the **[document name]** should be changed.
- Please use this form for making comments in support of, or in objection to, the **[document name]**. Remember all completed forms must be received by **[this date]**.
- Please note only those objectors whose objections are made within the six week consultation period have a right to have their objections considered at a future Hearing/Public Local Inquiry. The Council is not obliged to accept any late representations.
- Please note that representations need to be made to the **[document name]** and not **[the accompanying report/s]**.
- Forms should be completed in black ink or typed.
- Please complete a separate form for each matter objected to.
- Each form should clearly identify the change you are supporting/objects to. If you are submitting additional documents in support of your representation(s) please supply **five** copies with each completed form.

What happens to my representation?

Your representation will be acknowledged. Your individual comments, in support or objection to the **[document name]** will be checked to see if they have been "duly made". Each comment will be given a specific reference and acknowledged in writing.

- Submitted representations can be viewed by the public. They will be available as soon as possible following submission from the Libraries and Info points across the County and the Council's website.
- The Council will then carefully consider all representations made.
- A public examination to consider any outstanding objections, should it be required, is anticipated to commence in **[this date]**.
- The Inspector's report on objections to **[document name]** will inform any final adjustments which may be required to the **[document name]** and will be binding on the Council.

The Herefordshire Council's **[document name]** will be adopted as a Local Development Document (LDD) and will form part of the statutory Local Development Framework (LDF) for the County. It is anticipated this will happen **[this date]**..

If required further copies of the **[document name]**, **[the accompanying report/s]** and response forms can be obtained from the Libraries and Info Points across the County, and from the Council's website www.herefordshire.gov.uk

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 260000.

Your objection can only be based on the Government's following nine tests of soundness. Please indicate which test(s) you think the document fails. Please tick all that apply.

9 Tests of Soundness		
1	The [document name] , fails to comply with the Local Authority's Local Development Scheme	
2	The [document name] fails to comply with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the Regulations where no SCI exists	
3	The [document name] fails as it has not been the subject of a sustainability appraisal.	
4	<ul style="list-style-type: none"> a. The [document name] fails as it is not a spatial plan, or it has not had regard to other plans, policies and strategies relating to the area or adjoining areas. b. It is not consistent with national policy c. It is not in conformity with the regional spatial strategy 	
5	The [document name] fails to have regard to the authority's Community Strategy.	
6	The strategies/policies/allocations in the plan are not coherent and consistent within and between DPDs prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant.	
7	The strategies/policies/allocations in the plan fail to represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are not founded on a robust and credible evidence base.	
8	The [document name] does not set out a mechanism for implementation and monitoring.	
9	The [document name] is not reasonably flexible to enable it to deal with changing circumstances.	
Source: PPS12 Local Development Frameworks Para 4.24		

LOCAL DEVELOPMENT FRAMEWORK TASK GROUP

PORTFOLIO RESPONSIBILITY: ENVIRONMENT

CABINET

22ND MARCH, 2007

Wards Affected

Countywide.

Purpose

This report proposes a mechanism for the alignment of the emerging Local Development Framework (LDF) with the Community Strategy, through the fostering of a collaborative relationship between the Council as local planning authority and the Herefordshire Partnership.

Key Decision

This is not a key decision.

Recommendations

THAT

- (a) the progressive development of a collaborative approach with the Herefordshire Partnership, designed to ensure the alignment of the Local Development Framework with the Community Strategy, be supported;**
- (b) a LDF Task Group with Herefordshire Council and Partnership representatives be established as a first step in developing a collaborative approach to guiding work on the Core Strategy.**

Reasons

The Local Development Framework is required to be aligned clearly to the Community Strategy, particularly in terms of work on the Core Strategy. The proposed LDF Task Group will enable this relationship to be established.

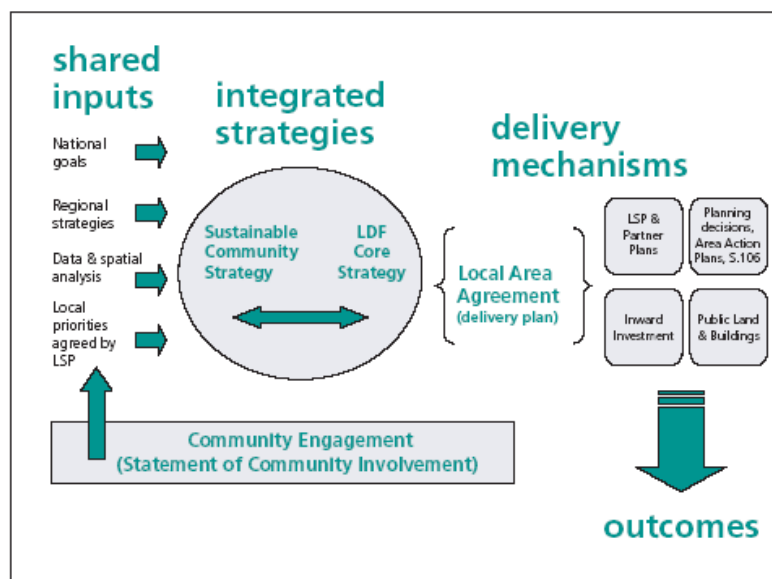
Considerations

1. Government guidance emphasises that there should be complete coherence between the Community Strategy (CS) and all other plans for the area. This includes spatial planning, delivered through the Local Development Framework. Spatial planning is wider than traditional land-use planning. As well as the usual aspects of land use, the approach embraces all other aspects which make places attractive to live in and sustainable. For instance, social aspects such as health, employment and crime prevention need to be integrated.
2. As well as a wider focus, the new spatial planning approach moves away from a former approach to consultation – what may be termed ‘plan first, consult later’. The emphasis now is on consensus building from the start, working alongside stakeholders and communities in strategy and vision formulation. In this way it seeks

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

to embed community responsive policy making at its heart in delivering sustainable development along with positive social, economic and environmental outcomes.

3. Within the overall approach set in the Regional Spatial Strategy (RSS), the new system is to be delivered at local level through a portfolio of planning documents which collectively comprise the Local Development Framework.
4. Over time, the LDF will replace the UDP as it sets out a spatial planning strategy for the County. The RSS and LDF, together with national planning policies, form the basis for taking decisions on applications for planning permission.
5. The Government's intention is that spatial planning in the LDF should be aligned not only with national and regional plans (the RSS and the Regional Economic Strategy) but also with the shared local priorities set in the CS. This should ensure that the Community Strategy takes full account of spatial and environmental issues; that LDF objectives are aligned with CS priorities, and that the Local Area Agreement is not only based on CS priorities but is also supported by local planning policy to deliver agreed outcomes.
6. The particular LDF document of interest at this stage is the Core Strategy. This sets out a spatial vision for the future development of the County. Work on this is now beginning and it is essential that the key spatial planning priorities emerging are aligned with the priorities of the Community Strategy in a two way relationship. The overall approach envisaged by Government is as follows:



Source: DCLG 2007 Planning Together: Local Strategic Partnerships (LSPs) and Spatial Planning: a practical guide

7. To deliver this aspiration will require collaborative working at a variety of levels and a fuller appreciation of how spatial planning can make positive contributions to Local Area Agreement outcomes. For example, safer and stronger communities may be delivered through a wide range of planning decisions – in terms of designing out crime, ensuring access to local services, affordable housing, recreational and sports provision, landscaping and biodiversity. Similarly, economic development and

enterprise may be delivered through spatial planning in the availability of land and premises, tackling transport congestion, and the provision of infrastructure and suitable housing.

8. In Herefordshire, the UDP was developed through partnership working via the thematic groups of the Partnership. There is a proven history of collaborative working which is expected to provide a firm base on which to build in integrating the Local Area Agreement, CS and LDF.
9. The first step though is to focus on the Core Strategy of the LDF and develop a clear mechanism for ensuring alignment with the Community Strategy. It is recommended that a small Task Group be established to achieve this. This would be on a start and finish basis and comprise:
 - Herefordshire Council Cabinet Members covering the portfolio areas of environment, housing, transportation and economic development/regeneration
 - Herefordshire Partnership Board representatives for community, economy and environment.
10. The role of the Group would be to provide a forum for the broad consideration of the spatial development of the County, and ensure consistency and coherence across the Council and Partnership, including the RSS and the Regional Economic Strategy and other relevant strategies.
11. Meetings of the Group would be needed at key stages of the Core Strategy process, including initial scoping of issues and options; to consider consultation responses on issues and options; and to develop and agree a preferred option for submission to Government. Task group meetings would run ahead of formal approval by the Council's Cabinet and Council as required.

Risk Management

It is important that close relationships are developed between the Community Strategy and the Local Development Framework and any risks are associated with not fostering such an approach rather than otherwise.

Alternative Options

Not to foster a collaborative approach between the local planning authority and the Herefordshire Partnership in terms of working on the Local Development Framework or to establish an LDF Task Group.

Consultees

Herefordshire Partnership Board.

REVIEW OF THE VOLUNTARY CODE OF PRACTICE FOR THE USE OF POLYTUNNELS IN HEREFORDSHIRE

PROGRAMME AREA RESPONSIBILITY: ENVIRONMENT

CABINET

22ND MARCH, 2007

Wards Affected

Countywide

Purpose

To report the findings of the Poly tunnel Review Working Group.

Key Decision

This is a key decision because it is likely to be significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards. It was not included in the Forward Plan however inclusion in the agenda gives the required notice in accordance with Section 15 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.

Background

1. In accordance with the decision of Cabinet on 14th October 2004, that the Poly tunnel Voluntary Code be reviewed every two years, the Poly tunnel Review Working Group met in March and May 2006. It was apparent that a planning law case relating to Enforcement Notices served by Waverley Borough Council in Surrey, might have a strong bearing on the review of the code and therefore on the legal position. The work of the Group was suspended pending the outcome of the Waverley case.
2. The Waverley case related to Poly tunnels erected at Tuesley Farm, Waverley, Near Godalming in Surrey. Enforcement Notices had been served by the District Council in respect of those Poly tunnels. The grower had challenged the notices at appeal and had lost. The grower had subsequently fought to overturn the Planning Inspectors decision by referring the case to the High Court. The matter ultimately came before Mr Justice Sullivan who handed down judgment on 15th December, 2006. A transcript of the judgment came into the Councils position in February 2007.
3. The Review Group met on 1st March 2007 and received advice from the Legal Practice Manager and the Development Control Manager. A summary setting out the basis of that advice is attached as Appendix 1.
4. The Review Group considered the advice and reported to the Environment Scrutiny Committee, which received the report on 12th March 2007.

Recommendations

THAT

Further information on the subject of this report is available from
K. O'Keefe, Legal Practice Manager, on 01432 260005

- (a) all *new* polytunnel developments within the County (be they for soil grown crops or table top growing or otherwise howsoever) be treated as development requiring planning consent. The usual application form will need to be completed in those circumstances;
- (b) enforcement proceedings be continued and/or initiated in accordance with the priorities below:
 - (i) Enforcement proceedings to be continued in respect of those sites where notices have already been served and/or are in preparation
 - (ii) Enforcement proceedings to be initiated during the growing season of 2007 in all cases where polytunnels are already known, or are suspected, to be outside the Code of Practice, there is a threat to acknowledged planning interests, and are approaching four years in situ
 - (iii) Enforcement proceedings to be initiated after the end of growing season 2007 in all other cases where planning applications have not, by then, been submitted and there is a threat to acknowledge planning interest; and
- (c) the Executives response be reported to the Environment Scrutiny Committee in due course.

Reasons

It is important that advice to the Council reflects the legal position whether established through statute sub-legislation or case law in the discharge of its functions. The Waverley case sets binding legal precedent, which must be followed, if the Council is to avoid the risk of challenge.

Alternative Options

As an alternative, Cabinet could choose not to implement the recommendations.

Risk Management

Having regard to the clear nature of the judgment in the Waverley Case, it is considered that the Council would risk challenge by judicial review and/or referral to the Local Government Ombudsman if it failed to take account of the High Court Judgment.

Consultees

The Director of the Environment, the Head of Planning Services, the Legal Practice Manager and the Development Control Manager.

Background Papers

None identified.

SUMMARY OF LEGAL ADVICE IN RESPECT OF THE HIGH COURT DECISION RELATING TO TUESLEY FARM, NR GODALMING, SURREY

Introduction

1. I am asked to advise in connection with the law relating to Poly tunnels as it now stands in light of the judgement of Mr Justice Sullivan in the case of Hall Hunter Partnership v the Secretary of State (1), Waverley Borough Council (2) and Tuesley Farm Campaign Residents Group (3).
2. Judgement was handed down on 15 December 2006 and related to Tuesley Farm, near Godalming, Surrey.

Background

3. The law relating to Spanish poly tunnels has been hitherto somewhat indistinct. There has previously been no binding legal authority.
4. The Cardiff Rating case (1948) was a case which considered whether a mobile furnace could amount to a rateable hereditament. Mr Justice Denning (as he then was) indicated that such issues as the method of attachment to the ground, size and so forth were material in determining whether or not the furnace in question was a building and therefore liable to rates. This was not a planning case. In the case of Skerrits of Nottingham, the Planning Inspector held that a marquee erected alongside a hotel (at an identical location for around two-thirds of each year) was a development and required planning permission. In the case of Brinkman, table top growing of crops under a poly tunnel was held to be development requiring planning permission.
5. Until the Tuesley Farm decision, the law was open to interpretation. Herefordshire Council under its successive voluntary codes of practice had determined that where soil-grown crops were to be propagated under poly tunnels, then provided the tunnels were moved after two years (and other conditions also applying) then planning consent need not be sought for the poly tunnels in question. That was an entirely sensible and proper course to adopt within the meaning of the law, as it then stood.

The Tuesley Judgement

6. The Tuesley judgement was an appeal to High Court under Section 289 of the Town and Country Planning Act by the Hall Hunter Partnership in respect of a planning inspector dismissing two appeals lodged by the grower with regard to enforcement notices which had been served by Waverley District Council. The first enforcement notice related to the stationing of caravans without planning permission, to accommodate around 650 crop pickers. The second enforcement notice was against the construction of 40 hectares (99 acres) of poly tunnels.

7. Tim Straker QC appeared on behalf of the grower and contended that either polytunnels were not “development” within the meaning of Section 55 (1) of the Town and Country Planning Act or in his fall back position if they were development, then they were permitted development within Class A in Part 4 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 [hereinafter referred to as GPDO]. With regard to the first ground that the polytunnels were not “development”, the learned judge considered the historic cases of Cardiff Rating Authority and Skerrits. The judge noted that the polytunnels would take around 45 man hours to erect around one acre using heavy machinery that bent the upright frames into a hoop design and buried their ends into the ground to a depth of about a metre. The judge concluded “*as a matter of fact and degree the polytunnels have a substantial degree of physical attachment to the ground which enables them to remain in place for whatever term is necessary to serve the purpose for which they are designed*”. The judge commented that to move the polytunnels, they would need to be taken to pieces, rather than moved in one piece. They would take around 32 man hours per acre to dismantle. The judge concluded that this would amount to a demolition and by definition a building operation.

8. The judge concluded that as in the Skerrits case, the structure was not “*transient, ephemeral or fleeting*”. The judge further concluded that polytunnels in this case were also not transient, ephemeral or fleeting. The learned judge stated that the polytunnels were in consequence development. The fall back advocated by the grower was that the erection of polytunnels was permitted by the GPDO. Clearly, certain operational development for agricultural purposes is permitted by GPDO. Part 4 of Schedule 2 to the GPDO grants deemed permission for certain “temporary buildings and uses” Class A permits the provision on land of “*buildings, movable structures, works, plants or machinery required temporarily in connection with and for the duration of operations being carried on, in, under or over the land ...*”. However the judge was astute to point out that development is permitted development under Class A if planning permission is not required for these operations. The judge concluded that the Inspector had properly directed himself there was as a matter of fact and degree the existence of blocks of polytunnels up to nine months of the year within a single planning unit of the farm could not reasonably be regarded as “*required temporarily*” for the purpose of Class A in Part 4 of the Regulations and dismissed the appeal.

Conclusions and Recommendation

9. The law relating to polytunnels has now crystallised. There is nothing within the judgement that makes the ruling within the case site-specific to Tuesley Farm. The judge has given a clear indication that polytunnels of the magnitude within that case are development requiring planning permission. I have been informed that the grower is not seeking to further pursue the litigation to the Court of Appeal. The judgement therefore stands.

10. I therefore recommend that full cognizance is taken of the judgement within the context of the Polytunnel Review Working Group’s forthcoming work programme. It would seem clear that all *new* polytunnel developments within the county (be they for soil grown crops or table top growing or otherwise howsoever) be treated as development requiring planning consent. The usual application form will need to be completed in those circumstances.

11. The Polytunnel Review Working Group have been advised of several classes of polytunnel development within the County, which includes:-

- polytunnels which have, hitherto, fallen within the terms of the Code of Practice, and therefore have not been the subject of planning applications, and
 - polytunnels which are known to require express planning permission irrespective of the Code of Practice and for which applications have already been invited, and
 - polytunnels which are currently the subject of enforcement proceedings
12. As a result of the current review of the Code of Practice it is anticipated that, where polytunnels satisfy the “Tuesley” test of development which requires planning permission, growers will be invited to submit planning applications in the future. There can be a lot of work required to support such planning applications, going a long way beyond the mere identifying of the land of which the polytunnels are expected to be erected and/or remain. In many cases there may need to a wildlife survey, which typically needs to be done in the summer months, and there may be other needs such as flood risk assessments, economic impact assessments, landscape assessments and, in a limited number of cases, a full Environmental Impact Assessment. It is not, therefore, reasonable to expect all growers to submit planning applications within a week or two of being advised of the need for a planning application.
13. Where polytunnels are erected without the necessary express grant of planning permission then the local authority has the option of pursuing planning enforcement proceedings. This could, for example, take the form of an Enforcement Notice which required the removal of the polytunnels from the land and its reinstatement as open agricultural fields. Before serving such a notice the local authority needs to consider the expediency of such action. This entails a number of judgements:
- has the grower been afforded a reasonable amount of time to make a planning application?
 - Is the development immune from enforcement action anyway?
 - Is long-term damage being done to acknowledged planning interests?
 - Would planning permission be likely to be granted anyway?
14. The “Four year rule” is germane to the second point above. Where built development has been in place for over four years it becomes immune from enforcement action. Thus, in cases where growers are known to be actively preparing a planning application (e.g., an agent has confirmed that he has been instructed and a timetable for submission agreed) and the polytunnels are still within the four year period, then it might not be expedient to pursue enforcement action straight away. In cases where planning permission would be likely to be granted the role of a planning application may be merely to impose certain conditions on the development and, therefore, in those cases an Enforcement Notice may not be required in the short term. However, where it appears that the four year period is close to being completed and there are clear planning interests at stake it is important to get an enforcement notice served before the four year period expires.
15. In the light of the above it is suggested that enforcement proceedings be continued and/or initiated in accordance with the priorities below:

- (a) Enforcement proceedings to be continued in respect of those sites where notices have already been served and/or are in preparation
- (b) Enforcement proceedings to be initiated during the growing season of 2007 in all cases where polytunnels are already known, or are suspected, to be outside the Code of Practice, there is a threat to acknowledged planning interests, and are approaching four years in situ
- (c) Enforcement proceedings to be initiated after the end of growing season 2007 in all other cases where planning applications have not, by then, been submitted and there is a threat to acknowledged planning interests.

POLYTUNNEL UPDATE FOR ENVIRONMENT SCRUTINY COMMITTEE – 12 MARCH 2007

E & J PRICE, OAKCHURCH FARM, STAUNTON-ON-WYE, HEREFORDSHIRE, HR4 7NE

- Polytunnel checklist submitted 2003, 2004 and 2005
- Enforcement investigations revealed non-rotation of polytunnels occurring
- Agent confirmed that planning applications will be submitted

MR A DAVISON, HAYGROVE FARM, FALCON LANE, LEDBURY, HR8 2JL

Site: Haygrove Farm

- Polytunnel checklists submitted 2004, 2005
- DNE2005/3587/U – Existing use for polytunnels – Refused 14/12/05 due to insufficient evidence
- Application for planning permission or new lawful development certificate expected to be submitted

Site: Whitehouse Farm, How Caple, HR1 4SR

- Polytunnel checklist returned 2005 and 2006

EC DRUMMOND AND SON, THE HOMME, HOM GREEN, ROSS-ON-WYE, HR9 7TF

- Polytunnel checklists submitted 2003, 2004, 2005 and 2006

MR R OAKELEY, BIDDLESTONE ORCHARDS, LLANGROVE, HR9 6NT

- Polytunnel checklists submitted 2003, 2004, 2005 and 2006

MR A SNELL, PENCOYD COURT FARM, HAREWOOD END, HR2 8JY

- Polytunnel checklists submitted 2003, 2004, 2005, 2006
- Application for planning permission to be invited for site with non-rotational crops

MR M SAVIDGE, ROCK FARM, LEA, ROSS-ON-WYE, HR9 7JZ

- Polytunnel checklists submitted 2004, 2005 and 2006

MR J DAVIES, BROOK FARM, MARDEN, HEREFORD, HR1 3ET**Site: Nine Wells West**

- DCCW2004/0804/F – Proposed erection of permanent polytunnels – Application withdrawn
- DCDW2005/0698/F – Siting of polytunnels in connection with raised bed strawberry production – Application withdrawn 18/08/05
- DCCW2006/2543/F – Siting of polytunnels in connection with raised bed strawberry production – Application refused 18th October 2006
- Planning enforcement notice served on 28th February 2007.

Site: Nine Wells East

- Polytunnel checklist submitted 2006
- Blackberries/Raspberries being grown in grow bags, divorced from the ground with hoops, no polythene in place
- Letter sent requesting planning application
- Agent confirmed planning application will be submitted
- Scoping opinion undertaken – not EIA development

Site: Brook Farm – Field 2274

- Polytunnel checklist submitted 2006
- Blackberries/Raspberries being grown in grow bags, divorced from the ground with hoops and polythene in place
- Letter sent requesting planning application
- Agent confirmed planning application will be submitted
- Scoping opinion undertaken – not EIA development

Site: Brook Farm – Field 3155

- Polytunnel checklist submitted 2006
- Operating in accordance with the code of practice

Site: The Wymm, Marden

- Polytunnel checklist submitted 2006
- Operating in accordance with the code of practice
- Part of site failed – clarification being sought as to which area failed

Site: Drakeley Farm, Marden

- Polytunnel checklist submitted 2005 and 2006
- Monitor removal of polytunnels in 2007

Site: Brierley Court, Leominster

- Polytunnels on site in excess of terms of code, some have recently been removed but those near to ancient monument remain. Need to monitor whether others have been retained.

Site: Wharton Court, Leominster

- Polytunnel checklist submitted 2005 and 2006
- All tunnels removed.

Site: Wickton Court, Leominster

- Polytunnel checklist submitted 2005 and 2006
- Now operating parts of site beyond terms of code.

Site: Ivington Court, Leominster

- Polytunnel checklist submitted 2007
- Applicant advised planning permission required

Site: Tarrington/Stoke Edith

- Ground currently being prepared with ground plastic
- Polytunnel checklist submitted 2006

Site: Land between A49 and Haywood Industrial Park

- Polytunnel checklist submitted 2007 – indicated tunnels in excess of two years.
- Agent has confirmed polythene will be phased over tunnels in order to comply with code of practice

Site: Stretton Court Farm

- Polytunnel checklist submitted 2007 – indicated tunnels in excess of two years.
- Agent has confirmed polythene will be phased over tunnels in order to comply with code of practice

**S.D WELLS, LOWER HOPE LIVESTOCK AND FRUIT LTD,
ULLINGSWICK, HR1 3JF**

- Polytunnel checklists submitted 2005 and 2006.

**MR V POWELL, BRICK HOUSE FARM, CANON PYON,
HEREFORD, HR4 8PH**

- Polytunnel checklist submitted 2005 and 2006 for an area of temporary polytunnels
- DCCW2003/2321/F – Erection of 1.62 Hectare of Spanish polytunnels (23 tunnels in total) – tabletop growing – Granted 29/10/03
- DCCW2004/4212/F – Erection of 2.59 hectares of Spanish polytunnels to use in soft fruit growing (table top method) – Granted 09/03/05
- DCCW2005/2947/F – Removal of condition 12 from planning permission DCCW2004/4212/F to allow the retention of two Spanish polytunnels approved under planning permission DCCW2003/2321/F – Refused 24/10/05 – Refusal subject to an appeal
- Appeal upheld 10/07/06 – Condition removed
- Monitor removal of polytunnels under checklist returns in 2007

**MR N COCKBURN, PENNOXSTONE COURT FARM, KINGS
CAPLE, HEREFORD, HR1 4TX****Pennoxstone Court & Poulstone Court**

- Polytunnel checklists submitted 2003, 2004 and 2005. No checklist submitted for 2006. Site investigations have revealed that fields have been used in excess of the terms of the code.
- Enforcement notice served on 18th November 2005 on field containing raspberries – Enforcement notice subject to appeal – Withdrawn
- Planning application submitted 11th October 2006 for erection of polytunnels to be rotated around fields as required by crops under cultivation.
- Report to Southern Area Planning Sub-committee 20th December 2006 recommending refusal.

- Application withdrawn by applicant 19th December 2006 with a view to submitting a new planning application and Certificate of Lawfulness.
- Planning Enforcement notice served on the whole farm on 26th February 2007.

MR G LEEDS, LOWER WITHERS FRUIT FARM, WELLINGTON HEATH

- Retrospective planning application requested to be submitted for:
 - Amenity building, including kitchen and washing facilities
 - Propagation Unit
 - Permanent polytunnels – Tabletop growing
- Agent has confirmed planning application will be submitted

OUTCOME OF SETTLEMENT NEGOTIATIONS IN CONNECTION WITH HIGH COURT PROCEEDINGS RELATING TO THE RIVER WYE

PORTFOLIO RESPONSIBILITY: ENVIRONMENT

CABINET

22ND MARCH, 2007

Wards Affected

Central Ward
St Martins and Hinton Ward

Purpose

To report to Cabinet on the settlement of High Court litigation concerning both fishing rights and mooring rights on a stretch of the River Wye largely corresponding to the area between Old Wye Road Bridge and the Victoria Foot Bridge within the City of Hereford.

Key Decision

This is not a Key Decision

Recommendation

THAT the report be noted

Reasons

To inform Cabinet of the outcome of settlement negotiations with the Church Commissioners for England and Wales and the Hereford and District Angling Association

Considerations

1. High Court proceedings were commenced in proceedings entitled Barton –v- The Church Commissioners of England (1) The County of Herefordshire District Council (2) and The Angling Association (3) some years ago.
2. There were competing claims for fishing rights within the area of river described within this report and detailed and careful analysis has been made by the parties of historical documents dating back many centuries. The claims of the parties to their respective rights were capable of differing interpretations and arguments.
3. Upon receiving Counsel's advice, Cabinet previously authorised the County Secretary and Solicitor to settle the proceedings on the best available terms.

Further information on the subject of this report is available from
Kevin O'Keefe, Legal Practice Manager, on (01432 260005)

4. After protracted negotiation the proceedings have been settled. The following is a summary of the key terms of the settlement:
- The Council acknowledges that the claims to fishing rights asserted by the Church Commissioners (limited to that stretch of river between the Victoria Foot Bridge and the Old Wye Road Bridge) are valid.
 - The Council acknowledges that a lease of those fishing rights granted to the Angling Association by the Church Commissioners over a decade ago was validly given
 - In return for the above, the Angling Association grant to the Council a lease of their coarse fishing rights in the area upon payment of an annual rent of one peppercorn
 - The Council has secured the rights for persons under the age of eighteen to fish in the said stretch of river free of charge
 - The Council has been granted both mooring rights and full fishing rights in respect of an area of the river known as Corporation Wharf, near the Castle Green Training Centre. The mooring rights allow the launching of vessels, canoes and similar water craft.
 - The Council has agreed to make a contribution towards the Church Commissioners' legal costs of £30,000.

Risk Management

The costs arising to date from the original litigation which was commenced by the former Hereford City Council exceeds the sum made as a contribution to the costs by between seven and eight fold. In assessing the risk, it is important that Cabinet is aware that that assessment is based on the cost of the litigation to date and the potential exposure to costs would have continued to escalate as would the Council's own costs in continuing to proceed with the action. There was a risk of losing the case in its entirety which as well as exposing the Council to the risk of costs, would have resulted in a failure to secure the fishing and other rights referred to in this report and which were secured as part of the settlement.

Alternative Options

There are none, the case has been settled.

Consultees

Director of Environment

Appendices

None

Background Papers

None identified.

ELECTION COSTS

REPORT BY: HEAD OF LEGAL & DEMOCRATIC SERVICES ON BEHALF OF THE RETURNING OFFICER

CABINET

22ND MARCH, 2007

Wards Affected

County-wide.

Purpose

To note the proposed apportionment of election costs proposed between Herefordshire Council and the Parish and Group Parishes on which the Returning Officer would intend to act.

Key Decision

This is not a key decision.

Recommendations

THAT the apportionment of election costs be approved.

Reasons

To clarify the apportionment of election costs for Herefordshire Council and Group Parishes and Parish Councils.

Considerations

Cabinet is invited to comment on the proposals put forward by the Returning Officer in relation to the forthcoming election. Consultation has taken place with the Parish Councils through Herefordshire Association of Local Councils (HALC) who have approved the principle of the election costs as set out in Appendix 1.

Financial considerations are also set out in Appendix 1.

Risk Management

To clarify the cost implications of the elections for Parishes and Group Parishes.

Consultees

HALC.

Appendices

Appendix 1 – Election Costs

Background Papers

None identified.

Further information on the subject of this report is available from
Alan McLaughlin, Head of Legal and Democratic Services on (01432 260200)

ELECTION COSTS

FULL TERM ELECTIONS

- Divided 50/50 between the parishes/groups and Herefordshire Council.
- Calculation – Items that are sent out to every elector will be charged on a pence per elector, i.e. Poll Cards, and postal votes, and ballot papers, etc
Items that are sent out to each Parish will be charged on a pence per parish, i.e. Notices and Nomination packs, etc.
Items that are used by several parishes will be divided amongst those parishes, i.e. Polling Stations and Staff, etc
Items that are used by all parishes will be divided amongst all the parishes, i.e. Counting station and Staff, etc
- Nomination Process Fee
 1. This fee will cover the charges for tasks from the beginning of the election to the Withdrawal of Nominations date;
 2. Every parish/group will get charged this fee, whether the elections are contested or uncontested.
- Poll cards
 1. If a District Ward is contested, the cost will be split 50/50 between Herefordshire Council and the parish, poll cards will be issued automatically;
 2. If the District Ward is uncontested then the parishes within that Ward will be asked if they require Poll Cards and will pay 100% of the cost.
- Polling Stations and Election Staff
 1. The cost for the Polling Station and Election Staff will be divided by the number of parishes that use that Polling Station.
- Election Process Fee
 1. This fee will cover the charges for tasks from the Withdrawal of Nominations date to the end of the election;
 2. Every parish/group will get charged this fee only if there is a contested election.
- Group Parish Councils
 1. Will receive one invoice that lists the parishes that come under the Group Parish Council;
 2. Each parish will state whether the parish election was contested or uncontested;
 3. Each parish will be charged the Nomination Process Fee and, if a contested election, will be charged an Election Process Fee, which will be itemised in to what tasks came under both the Nomination and Election Process Fee headings.
- Single Parish Councils
 1. Will receive one invoice;
 2. Will state whether the parish election was contested or uncontested;
 3. Will be charged the Nomination Process Fee and, if a contested election, will be charged an Election Process Fee, which will be itemised in to what tasks came under both the Nomination and Election Process Fee headings.

CASUAL VACANCY ELECTIONS

1. Each parish election that is contested because someone resigns, dies or is disqualified after the full term elections will have a Nomination Process Fee and an Election Process fee, and will be charged 100% of the costs;
2. Each parish election that is uncontested because someone resigns, dies or is disqualified after the full term election will have a Nomination Process Fee, and will be charged a 100% of the costs.

COSTS

ELECTORS	NOMINATION PROCESS	ELECTION PROCESS	CASUAL VACANCIES
0-300	£30.00	£350.00	£500.00
301 - 600	£50.00	£450.00	£700.00
601 - 1000	£70.00	£650.00	£2,000.00
1001 - 2000	£100.00	£1,050.00	£3,500.00
2001 - 3000	£130.00	£2,000.00	£4,500.00
3000 - 6000	£250.00	£3,000.00	£6,000.00
6000 - 8000	£300.00	£4,500.00	£7,000.00
up to 30000	£350.00	£17,000.00	£8,000.00

WITHDRAWAL OF HEREFORD CITY COUNCIL SUPPORT FOR GROUNDS MAINTENANCE AND ITS IMPACT ON THE PARKS SERVICE

PROGRAMME AREA RESPONSIBILITY: COMMUNITY SERVICES

CABINET

22ND MARCH, 2007

Wards Affected

Alyestone
Belmont
Central
Hinton
St Martins
St Nicholas
Three Elms
Tupsley

Purpose

To inform Cabinet of Hereford City Council's decision to withdraw funding support for grounds maintenance in Hereford City for 2006/7 and to advise of the impact to services of this decision.

Key Decision

This is a key decision because it is significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards.

Recommendation

THAT: Cabinet

- (a) **Notes the unilateral decision of the City Council to vary the terms on which the City Council would contribute to grounds maintenance within the City;**
- (b) **Accepts that the situation is not capable of resolution between the parties prior to the forthcoming elections;**
- (c) **Accepts that the residents of Hereford City should not be disadvantaged as a consequence of the unilateral breach of understanding and adjusts the base budget by £130,000 to allow that activity to be funded pending a permanent resolution;**
- (d) **Requests that reports be prepared for the successor administration:**
 - (i) **In relation to the potential contractual recovery of the sums unpaid in 2006/2007;**

- (ii) **In relation to the options available for the balance of 2007/2008 with a view to minimising the effect of the reduction of funding on the environment of the City;**
- (iii) **Following enquiry of the City Treasurer to illustrate how the sums included in the City Council's precept for this purpose in 2006/2007 were actually expended.**

Reasons

The contribution from Hereford City Council which was forthcoming from 2002/3 via an SLA ceased in 2004/5 and carried over for 12 months at a reduced rate for 2005/6. This accounted for approx 40% of actual cost of grounds maintenance expenditure in its last year.

The loss of this contribution will make a basic programme of maintenance undeliverable across the City and impact upon the ability of HJS to provide sufficient core capacity to undertake a Countywide service.

Considerations

1. The contribution from Hereford City Council was previously agreed as part of service level agreement which includes a financial contribution to other services including the operation of CCTV in the city. This relates only to the contribution in respect of grounds maintenance in the city.
2. The contract period with the City Council was from 1st April 2002 to 31st March 2005 with a right for either party to terminate sooner on six months notice. Although a new contract has not been signed the arrangements have continued by agreement. The legal principle in such circumstances is that the same terms apply as the original contract, subject to any changes that have been agreed in correspondence or verbally, or in the absence of any clear agreement on terms that would make commercial sense. If there is no evidence that it was agreed to continue for a further three years a likely assumption is that the arrangements continue from year to year, subject to confirmation of renewal or termination on a reasonable period of notice. The notice period would depend on factors such as length of notice required to terminate the employment contracts of any staff affected.
3. For the financial year 2006/7, the City Council Treasurer advised that Hereford City Council would continue to provide substantial financial support (£130k) subject to an additional breakdown of the grounds maintenance activities undertaken. This was provided in very great detail for an agreed number of sites. Once submitted, the Parks Manager was advised that while the breakdown was sufficient and acceptable, Hereford City Council had now decided that they would not fund any core activity on the basis that such a move would in their view constitute double taxation. This was notified to the Parks Manager by e-mail on 4th January 2007. A sum of £33,125 was however paid as a Section 137 contribution.

4. Hereford City Council have further advised that they are still minded to support some enhancement schemes for city parks in future years provided that these are subject to formal bid applications and that they do not constitute any form of maintenance activity which they deem to be the responsibility of the Herefordshire Council.
5. The main arguments put forward for this withdrawal are double taxation and parity of resourcing with that of other market towns (who they claim make no contribution to the core costs of grounds maintenance of Herefordshire Council owned land). In terms of the double taxation issue we can demonstrate quite clearly that within Herefordshire Council's overall budget there is an expenditure line for grounds maintenance and an income line for Hereford City Council's contribution, therefore the net cost in Herefordshire Council's budget is zero, so no cost falls on Council tax payers. If Hereford City Council include the cost of grounds maintenance in their budget, tax payers will only pay for the service once - so it cannot be double taxation.
6. The whole grounds maintenance programme for the City will be undermined by the reductions in resource. Key decisions will need to be made around the future of the service and the nature of the Council's service delivery agreement with HJS.
7. The 'Britain in Bloom' initiatives across the market towns will no longer be supportable.
8. The Council's GEM targets in respect of grounds maintenance will not be deliverable.
9. The implications for the HJS workforce are such that the reduction would mean the redundancy of up to 15 full-time employees.

Risk Management

A large proportion of the core resource for grounds maintenance of the City parks has been withdrawn. There is now insufficient resource to carry out even a minimalist regime across even the highest profile sites. Balancing the budget would mean the total withdrawal of maintenance from some 50% of sites in the city, a scenario which is likely to evoke legal challenge.

Financial Implications

If the full contribution expected from the City Council for 2006/07 is not forthcoming there will be an overspend on this budget heading of approximately £97,000 for the year. An addition to the base will impact on projected general reserve levels for the future by up to £130,000 in each financial year.

Alternative Options

There are no alternative options.

Consultees

Legal Practice Manager

Director of Resources

Director of Adult & Community Services

Principal Accountancy Manager

Hereford City – Town Clerk, City Treasurer,
Councillor D. Fleet and Councillor Mrs P. Andrews.

Background Papers

SLA Hereford City Council 2002/3 – 2004/5

Correspondence with City Council 4th January 2007

Submission to Hereford City Council for Revenue Support 2006/7