


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.

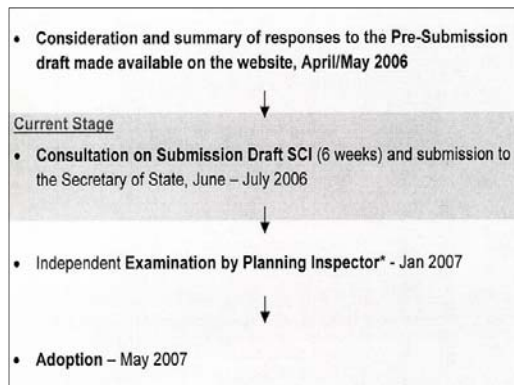
An initial questionnaire sent out in October 2005 provided useful information which has been incorporated into the draft SCI.

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?



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:

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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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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.

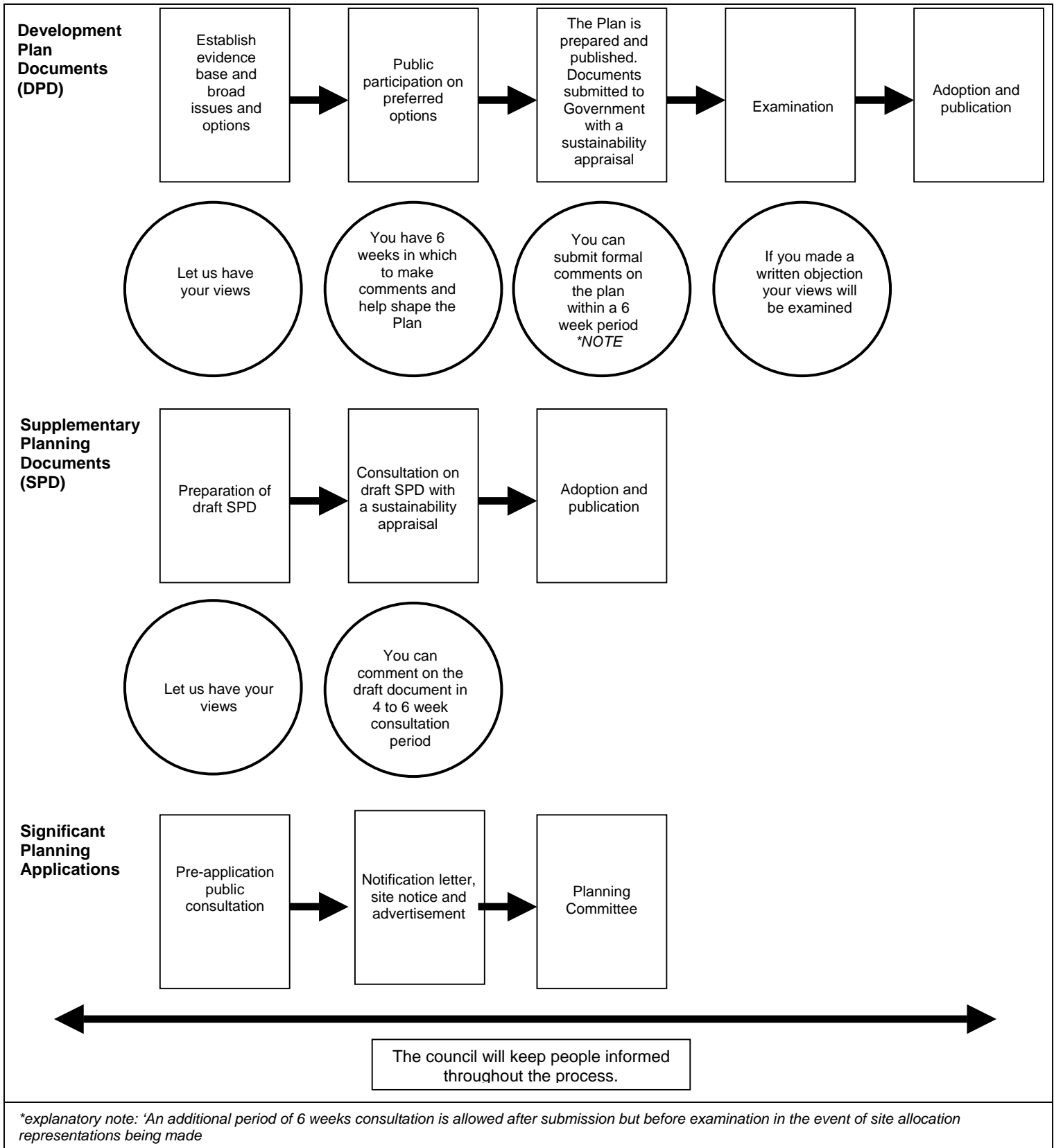
3.5 Minimum consultation requirements are set by the Government in the Town and Country Planning (Local Development)(England) Regulations 2004. This statement demonstrates how these will be met.

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.

Herefordshire Statement of Community Involvement 2007

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

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

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

Herefordshire Council will:

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

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

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

Herefordshire Council will:

- Provide prior notification to all consultees on the LDF database that the preferred options document and accompanying sustainability appraisal report will shortly be published for consultation and be available for inspection. This will give people time to prepare for the formal consultation.
- Send copies of the preferred options document and accompanying sustainability appraisal report to those relevant consultation bodies listed in the Regulations, PPS 12, the SCI and any other interested party who requests them.
- Publicise the Preferred Options consultation stage through media coverage.
- Publish by local advertisement a formal notice inviting representations within a specified 6 week period indicating where and when documents will be available for inspection.
- Make copies of the preferred options document and accompanying sustainability

appraisal report available for inspection at the Councils offices and any other venue the Council considers appropriate.

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

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

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

Herefordshire Council will:

- Provide prior notification to 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

Herefordshire Statement of Community Involvement 2007

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

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

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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

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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

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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

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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

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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

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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

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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

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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

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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 (Lyonsshall) 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

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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

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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

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.hmsso.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		