

## Important

In this booklet we explain what some words mean.

When the word is first mentioned, it is in **bold green** writing.

A box then shows what the word means.

These words and what they mean are also in a words list at the back of the booklet.

If any of these words are used later in the booklet, they are in normal green writing. If you see words in **normal green** writing, you can look up what they mean in the words list.

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## Document Summary

This Statement of Community Involvement sets out how the Council will **engage** with the community in respect of planning matters.

### Engage

This means giving people all the information they need, so they have a chance to have their say.

Information should be available from the earliest stages and during the planning process.

- The reason for **consultation** should be clear
- Methods should be right and well-managed
- Information should be available to all
- Council decisions should show people's views have been thought about
- People should be given the chance wherever possible to stay informed

An important part of the Statement of Community Involvement is to recognise those groups who are at risk of being left out and to show how the Council will make sure information is available to everyone.

### Consultation

This means people are given an amount of time to have their say about something before any final decision is made.

## 1. Planning Documents

### 1.1 Local Development Documents

These are the Statement of Community Involvement, Development Plan Documents and Supplementary Planning Documents.

These Documents go together to form the **Local Plan** for the County.

### Local Plan

This is a group of documents which sets out the amount and location of new development in the county over the next 15 years.

### 1.2 Local Development Scheme

This is a list of what documents will be included in the **Local Plan** and timetable for their production. It is regularly reviewed to keep it up to date.

The Local Development Scheme can be found on the Council's website at:  
[www.herefordshire.gov.uk/local-plan](http://www.herefordshire.gov.uk/local-plan)

### 1.3 **Statement of Community Involvement**

This explains how and when people can be involved in the preparation of the Local Development Documents and decisions about planning applications.

The Statement of Community Involvement can be found on the Council's website at: [www.herefordshire.gov.uk/local-plan](http://www.herefordshire.gov.uk/local-plan)

### 1.4 **Development Plan Documents**

These will form part of the development plan for the area and include:

- The Core Strategy, which sets out the long term vision for the county and the **policies** needed to deliver that vision.
- Development Plan **policies** on issues like housing, employment, and retail which will guide development in the County.
- **Policies** showing where land that will be used for individual uses like housing and employment is.
- A Map showing where in the county is affected.

#### **Policies**

These are the guidelines written by the council against which new development proposals and planning applications are judged.

### 1.5 **Supplementary Planning Documents**

These documents cover a range of issues and give extra detail to development plan document **policies**.

### 1.6 **Neighbourhood Development Plans**

Every parish has the opportunity to write one of these plans to help shape the way their area develops within the guidelines of the **Local Plan**.

A Guide on how to write a Neighbourhood Development Plan and details of the help that is available can be found on the website at: [www.herefordshire.gov.uk/neighbourhood-planning](http://www.herefordshire.gov.uk/neighbourhood-planning)

### 1.7 **Sustainability Appraisals**

Sustainability Appraisals are to there to look at the social, economic and environmental impacts of all the Local Development Documents within the **Local Plan**.

### 1.8 **Authority Monitoring Report**

This report will look at the effectiveness of the **policies** within the **Local Plan** and show what needs to be reviewed or prepared in the future.

The Authority Monitoring Report also looks at the Council's performance in achieving the targets set in the Local Development Scheme.

### 1.9 Planning Applications

The council make sure that all valid planning applications are available for public viewing as early in the process as possible. This gives everyone the chance to have their say before the final decision is made.

## 2. What is the Statement of Community Involvement for?

- To identify who will be consulted on plan documents and planning applications and when they will have the chance to be involved in plan making and as part of decisions on planning applications.
- To set out useful ways people can be involved that are easy to understand and available to everyone during the planning process.
- To encourage early involvement in decision making between the community and all interested parties. This can help to settle any conflicts and can give a sense of ownership.
- Explain how the results of the consultations will be used and how those involved will be kept informed.

2.1 **Statutory consultation** requirements are set by the Government in the Town and Country Planning (Local Development) (England) Regulations 2012.

### **Statutory**

Expected by law.

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

3.1 There are certain organisations and bodies that the Council must ask for their opinion when preparing plan documents and deciding on planning applications.

3.2 The main groups to be contacted are:

- Central, Regional and Local Government organisations
- Bodies such as utility companies
- Community, voluntary, resident and interested groups
- Members of the public
- Parish/Town Councils
- Local businesses, developers and agents.

3.3 A complete list of those who must be contacted is available from the Forward Planning Department in Hereford.

3.4 The groups and organisations will change over time and the planning consultation contact list will be checked regularly to keep an up to date list of groups and organisations to contact.

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

4.1 People can be involved from early stages in plan making, including Development Plan Documents, Supplementary Planning Documents and as part of the decisions on planning applications.

4.2 Section 10 will have more information on how Communities can come together and play a part in how the area around them develops in the future by writing their own Neighbourhood Development Plan.

#### 5. Different ways to engage people to prevent exclusion

##### Exclusion

People being left out and not having the chance to have their say.

5.1 Different ways of communication will suit different people. Using organisations that are there to provide a support network to specific groups of people is also important. With the use of good communication, everyone can find the information they need and will know how to get involved if they choose to. It is important when contact is made that the council invite feedback on what has been the most convenient and successful method of communication for the recipient, so this information can be used for future consultations.

5.2 The following table lists some pro-active approaches utilising links with groups and organisations used by the council.

Groups at risk of exclusion	Methods used
Minority Ethnic Groups	Links with the Council's Equality, Sustainable Communities Team, Integration & Partnership Team and social media.
Travellers/Gypsies	Links with the Herefordshire G & T strategy group, specific publications and national organisations/bodies supporting this specific group and social media.

Disabled People including those with numeracy, literacy disabilities	Links with the Council's Community Involvement Coordinator, organisations/bodies supporting this specific group, local access groups, and social media.
Older people	Contact local network groups supporting the elderly and social media.
Children and young people	Work with the Children's Wellbeing Directorate & Participation Officer, British Youth Council (BYC), School Councils, Youth Clubs and social media.
Those following different religions or with certain beliefs	Links with the Council's Equality, Integration & Partnership Team, Sustainable Communities Team and social media
Young single parents	Local community centres, post-natal groups, online forums and social media.
Homeless	Herefordshire Council Homelessness and Housing Advice Team.
People located in dispersed rural areas.	Use of the Council's website, community forums and groups, parish councilor and staff and social media.
Adults with Learning difficulties	Council's Adult Social Care team, organisations/bodies providing specific support for this group and social media.
Those who are too busy to respond	Ensure information is made easily accessible both on and offline.

\* Other organisations representing these groups are included in the contact list kept by the planning office.

In all future consultations, the council will pay regard to broader policies, including: Human Rights Act 1998, Freedom of Information Act 2000, Data Protection Act 1998, Equality Act 2010, Disability Discrimination Act 2005 and Race Relations Act 2000.

## 6. Communication Tools

- 6.1 The council use a number of different communication tools. The ones that are used will vary depending on what will work best for the **consultation**.

**This table shows the different types of communication used by the council**

Method	Main Considerations
Council web site	Information can be provided quickly and seen by the public from their own home or office at a time which is convenient for them.
Email	Information can be given quickly at low cost.
Social media	Use of sites such as Facebook and Twitter keep users informed with regular updates for low cost.
Formal adverts in local press	There are requirements to publish notices advertising certain planning applications
Press releases	Bringing local issues into the broader local arena. Releases are sent out to all main county publications.
Documents available in hard copy	Information available for those who don't have online access.
Leaflet, newsletters and brochures	Can explain subject in simple language and invite comment. The Parish newsletters are a good communication link and should be used where appropriate.



Formal written letter	Letters are sent when there is no other means of communication or a person has requested to be contacted to by post.
Public exhibitions, meetings, presentations and workshops	Good chance to get information out and receive feedback from people face to face. Meetings can be based in key areas to reach local residents.
Notices displayed on a site	Direct and local information to those around a site and in local area.
Through partnership organisations and focus groups, existing forums/panels	Useful for finding out what certain groups think.
Councilor networks	Councillors play a very important role in community engagement. They are a recognised point of contact for the local community with regard to Council matters.
One to one meetings and briefings	Useful for seeking views from targeted groups/individuals
Parish and Town Council networks	They can provide important contact with local communities. Many have developed their own websites and social media pages and can be used to provide information relevant to parish residents.
Questionnaire/surveys	More detailed information and feedback can be collected.

## 7. Role of elected members

Herefordshire Council has 53 councillors who are elected to represent the residents of 53 wards. They have an important role to play by keeping their local communities informed, representing their views, encouraging and assisting them to get involved in the future planning and development of their area.

## 8. Consultation on Development Plan Documents and Supplementary Planning Documents

8.1 There are organisations and bodies that the council must contact as part of a consultation. The Council also has a duty to involve the public at an early stage in the preparation of Local Development Documents.

### 8.2 Development Plan Documents

Development Plan Documents are produced to set out the local authority's policies and proposals for development and use of land and buildings in the area. There are stages of **consultation** that must take place, as well as **independent examination**.

#### Independent Examination

The document is read by an inspector who does not work for the council, the inspector will decide whether the plan is sound and can be adopted.

The stages of preparation are:

- First **consultation** (6 weeks) – to add to **evidence base** and prepare **issues and options**. People will be invited to give their feedback.

#### Evidence base

The background work collected to help make a decision.

#### Issues and options

Problems that may come up and choices available.

- Pre-submission draft **consultation** (6 weeks) – People will be asked to give their feedback on the **preferred options**.

#### Preferred options

All the feedback will be looked at after the consultation. The council will then decide which the best choices are taking all the responses into account.

- It may be that developers or individuals that give new options not known about. In this case, another **consultation** on these options will take place.
- The final document goes to the Secretary of State. People will be contacted to let them know when this has happened.
- The final document is examined by an Independent Planning Inspector.
- The Inspector will issue a report including any changes that must be made to the document.
- **Adoption** and publication of the final document.

## Adoption

The document becomes part of the **Local Plan**.

The Council may make a reasonable charge for a hard copy of a document. Specially modified versions can be made available in large print, audio cassette, Braille or languages other than English for those that require it at no cost.

### 8.3 Supplementary Planning Documents

Supplementary Planning Documents are there to give more detail to development plan document policies and do not require independent examination.

The stages of preparation are:

- First **consultation** (6 weeks) – to add to **evidence base** and prepare **issues and options**. People will be invited to give their feedback.
- **Adoption** and publication of the final document.

The council will keep a record of the feedback during a consultation and all this information will be published.

A summary of the consultation will also be available and will be part of the final evidence base during the preparation of Planning Documents.

## 9. Community involvement in the planning application process

9.1 Herefordshire Council is responsible for the processing and decision making of planning applications. This work which is done by the development management team and can include the following types of application:

- House extensions
- Large housing and employment development
- Minerals and waste

## 9.2 How can I find out about planning applications in Herefordshire?

- A weekly list of applications received is available to view on the council website. [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)  
If you do not have access at home, you can use the online services in libraries and customer service centres.
- Site notices
- Press notices in newspapers
- City, town and parish councils are told about all applications in their area.

### **How can I comment on a planning application?**

Once you become aware of a planning application the complete details of the proposal can be viewed on the Council's website.

If you wish to comment on any application within the given timescale then you can:-

Use the online comment form on the website

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

Write to us at: Planning Services, PO Box 230, Hereford, HR1 2ZB

(Oral/verbal or anonymous comments cannot be taken into account)

We recommend that when you make a comment that these relate to relevant planning matters

## 9.8 Relevant planning matters include:

- Planning policy
- The design and visual impact
- The impact on privacy/daylight/sunlight
- Environmental factors - noise, smell, pollution
- The economic benefits
- Highway issues - access, traffic, parking
- Impact on the landscape and ecology (nature conservation)
- Impact on the historic environment, heritage assets and their setting.

**.9 Matters which are not normally relevant:**

- Loss of a view
- Impact on property value
- Land ownership/property covenant
- Effect on trade/competition
- Personal circumstances of the applicant (except in exceptional circumstances)
- The number of representations

The Council itself does not undertake any form of public/community consultation at pre-application stage but if the development proposed is considered to be significant, it would strongly encourage the applicant to involve the community.

## **10. Neighbourhood Development Planning**

Communities now have the opportunity to come together and shape the development of the area in which they live.

Parishes do not have to prepare a Neighbourhood Development Plan, however there are a number of benefits to having one.

### **10.1 Neighbourhood Development Plans can:**

- Decide where and what type of development should happen within a parish
- Promote more development than provided for within the Herefordshire **Local Plan – Core Strategy**
- Provide less development in certain circumstances where justified.
- Include detailed planning **policies** for the parish which do not work against the Herefordshire Local Plan – Core Strategy

### **10.2 Neighbourhood Development Plans cannot:**

- Work against the **policies** within the Herefordshire **Local Plan – Core Strategy**, but should sit within general agreement of them.
- Be used to prevent development
- Be prepared by a body other than a parish or town council in Herefordshire
- Include County Matters such as Minerals and Waste

### 10.3 Who can create a Neighbourhood Development Plan?

In Herefordshire, only the parish or town council is the 'relevant body' who have the responsibility for producing a Neighbourhood Development Plan for their area. The parish/town can enlist help from others within the community but only the parish council can make a neighbourhood area application and submit the relevant draft documents to Herefordshire Council for consideration.

### 10.4 What might a Neighbourhood Development Plan include?

Neighbourhood Development Plans can contain a variety of issues and policies which are most relevant to a specific parish. Below is a list of possible issues which could be covered. Other items could be added to this list and parishes do not need to include every item.

- Identify sites for housing, including affordable housing
- Provision of a settlement boundary
- Provision for businesses to set up or expand in the parish
- Provision of cycle ways and footpaths
- Identify sites for community use, such as schools, village halls, health centre, leisure facilities
- Design guidance for your parish
- Protection and creation of open space, green amenity areas, nature reserves, allotments, play areas
- Protection of important local buildings and other historical assets
- Promoting of renewable energy schemes and projects
- Restrict the types of development or change of use, for example; non retail uses in town centres
- Provide sites for gypsies and travellers

### 10.5 Creating a Neighbourhood Development Plan (NDP)

The following stages need to be followed:

- Define the Neighbourhood Area  
(4 week **consultation** period)
- Write and publicise the draft Neighbourhood Development Plan  
(6 week **consultation** period)

- Submission of the final plan (6 week **consultation** period)
- Independent Examination
- **Referendum**

### **Referendum**

A chance for all parish members and people in surrounding area to vote yes/no as to whether a plan should be adopted. If more than half of voters say yes, then it will be.

- **Adoption** of the Neighbourhood Development Plan  
(**Neighbourhood Planning (General) Regulations 2012**)

#### 10.6 **Community Right to Build**

The Community Right to Build enables community organisations to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local **referendum**.

Communities may wish to build new homes or new community amenities, and providing they can prove overwhelming local support, the Community Right to Build will give communities the powers to deliver this directly.

All profits derived from a Community Right to Build Order proposal must be used for the benefit of the community, for example to provide and maintain local facilities such as village halls.

#### 10.7 **Neighbourhood Development Order**

A Neighbourhood Development Order allows communities to grant planning permission for development they want to see go ahead in a neighbourhood. For example, it enables them to allow certain developments, such as extensions to houses, to be built without the need to apply for planning permission.

Herefordshire Council conform to a Service Level Agreement developed specifically to ensure that all parishes wishing to take an active role in the shaping of their area will receive sufficient advice and support throughout the process.

## 11. Monitoring and reviewing

Preparing this Statement of Community Involvement 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.

11.1 The Council will keep the adopted Statement of Community Involvement under review by:

- Monitoring the success of community involvement techniques by reviewing the quantity of representations received and where they came from.
- Including an equality monitoring questionnaire as part of the survey to ensure participants are given the opportunity to raise any concerns about fair treatment. Individual feedback is used to inform and improve all future engagement.
- Advice on best practice including consulting with relevant council departments, such as Communications and Equality Monitoring.

The document will be examined every year through the Herefordshire Council Monitoring Report. Any proposed review will be identified within the Council's Local Development Scheme with a clear timetable for its production.

11.2 The document will be examined every year through the Herefordshire Council Monitoring Report. Any proposed review will be identified within the Council's Local Development Scheme with a clear timetable for its production.

For further information or clarification on any aspect of the Statement of Community Involvement please contact Info in Herefordshire on 01432 260500 or email [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk)

: <http://www.facebook.com/hfdscouncil>

: <http://twitter.com/HfdsCouncil>

: <http://www.flickr.com/photos/hfdscouncil>



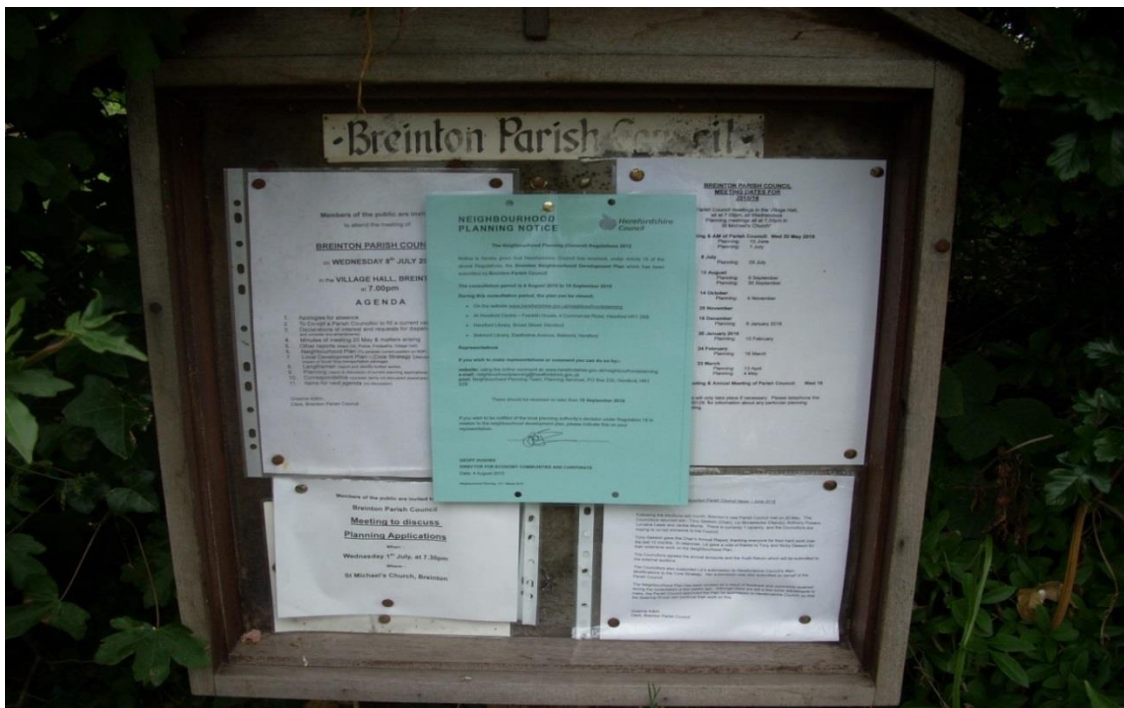
# Appendices

## Appendix 1 – Planning notices

### Planning application notice



### Neighbourhood planning notice



## Appendix 2 – Useful information

For more detailed information relating to regulations and procedures, please refer to the full-length version of the Statement of Community Involvement on the Herefordshire Council website.  
[www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

The National Planning Policy Framework sets out the government's planning policies for England and how these are to be applied.

[www.National Planning Policy Framework](http://www.NationalPlanningPolicyFramework)

The Localism Act 2011, introduced in order to shift power away from central government and towards local authorities and neighbourhood communities in the planning decision making process.

[www.Localism Act 2011](http://www.LocalismAct2011)

This guide outlines how planners can better understand the important role that planning can play in supporting the Government's commitment to tackling disadvantage by reviving the most deprived neighbourhoods, reducing social exclusion, and supporting society's most vulnerable groups

[www.Diversity and Equality in Planning - A good practice guide](http://www.DiversityandEqualityinPlanning)

With the aim of an integrated and well-rounded approach, the preparation of the Statement of Community Involvement has been informed by a number of Council strategies.

These include: Herefordshire Council Corporate Plan 2013-2015, Economic Development Strategy for Herefordshire 2011-2016, Herefordshire and Shropshire Housing Strategy 2015-2016, Herefordshire County Council Local Transport Plan 2013/14-2014/15

### Further information

[www.Planning and Compulsory Purchase Act 2012](http://www.PlanningandCompulsoryPurchaseAct2012)

[www.Planning Inspectorate](http://www.PlanningInspectorate)

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

## Appendix 3 – Sources of help and advice

Forward Planning section

Blueschool House

Blueschool Street

HR1 2LX

Tel no 01432 383357

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

Neighbourhood Planning

Tel no 01432 260386

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

The Royal Town Planning Institute

41 Botolph Lane, London,

EC3R 8DL

Tel 020 79299494

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

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