

Statement of Community Involvement Pre-submission Draft

Timetable for production

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

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

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Current Stage

- **Consultation on Pre-Submission Draft SCI** (6 weeks), 30th January – 10th March 2006

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




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

PREVIOUS EXPERIENCES OF COMMUNITY INVOLVEMENT EXERCISES

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

Yes No.....

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

Q2 Based on your past experiences, how would you describe Herefordshire Council's general approach to community involvement on planning

Forward

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

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

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

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

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

Councillor P. Edwards
Cabinet Member (Environment)

Contents

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

1. Introduction –The new planning system

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

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

1.2 **Among the many changes, the Government has introduced the requirement under section 18 of the above Act to prepare a Statement of Community Involvement (SCI). The SCI sets out how the Council will engage with the community in respect of planning matters. This is the draft of such a statement which is published for pre submission consultation over a six week period from 30th January to 10th March 2006. The Council welcomes your views on any aspect of this document.**

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

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.

Statement of Community Involvement (SCI)

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

Development Plan Documents (DPD)

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

DPDs will include the following:

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

Supplementary Planning Documents (SPD)

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

Sustainability Appraisals (SA)

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

makes in achieving sustainable development in terms of social economic and environmental factors.

Annual Monitoring Report (AMR)

- 2.9** Finally the new planning system requires the Council to produce an Annual Monitoring Report. This report will consider the effectiveness of the policies within the Local Development Framework and identify what needs to be reviewed/prepared in the future.

Planning Applications

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

3. Role and purpose of the Statement of Community Involvement

- 3.1** As identified a key element of these planning reforms is to ensure more effective community involvement in the planning process particularly in the early stages of plan preparation. The Council fully embraces the Government's objectives for improving community involvement in the planning system and has embodied in its Strategy for Community Involvement ways in which the Council will seek the views of the community and build on existing consultation mechanisms to continue to make community involvement more effective.
- 3.2** In complementing the above, the Statement of Community Involvement seeks to explain the Council's policy for actively engaging the local community and stakeholders throughout the preparation, alteration and continuing review of planning documents and in the consideration of planning applications.
- 3.3** The new planning system through its SCI looks to overcome the traditional reactive way people have previously become involved in the planning process by recognising that people who are likely to be affected by new developments should in the future be encouraged to participate more directly in the preparation of the documents which will form this framework and in the processing of planning applications. For plan documents this will help strengthen the evidence base of LDDs as well as encourage a sense of local ownership and commitment to plan policies and their delivery. It is also hoped that for both plan documents and planning applications this front loading approach will help to resolve conflicts and reach a consensus on essential issues in the early stages of the process, thereby reducing the time taken by inquiries 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 making 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 conflicts early in the process and can generate a sense of ownership.
- Recognise and understand the different needs of all sections of the community and stakeholder interests and establish the most effective means of enabling all sections of the community to make their views known and help shape planning decisions in their areas;
- Explain how the results of the consultations will be fed into preparation of local development documents and how those involved will be kept informed;
- Set out standards for the Council to achieve and explain how the process will be resourced and managed and how the new planning process will be co-ordinated with other community involvement and consultation initiatives undertaken by the Council.
- To ensure that the Council complies with the adopted Statement of Community Involvement when preparing its Local Development Documents and this compliance must be kept under review and revised where necessary.

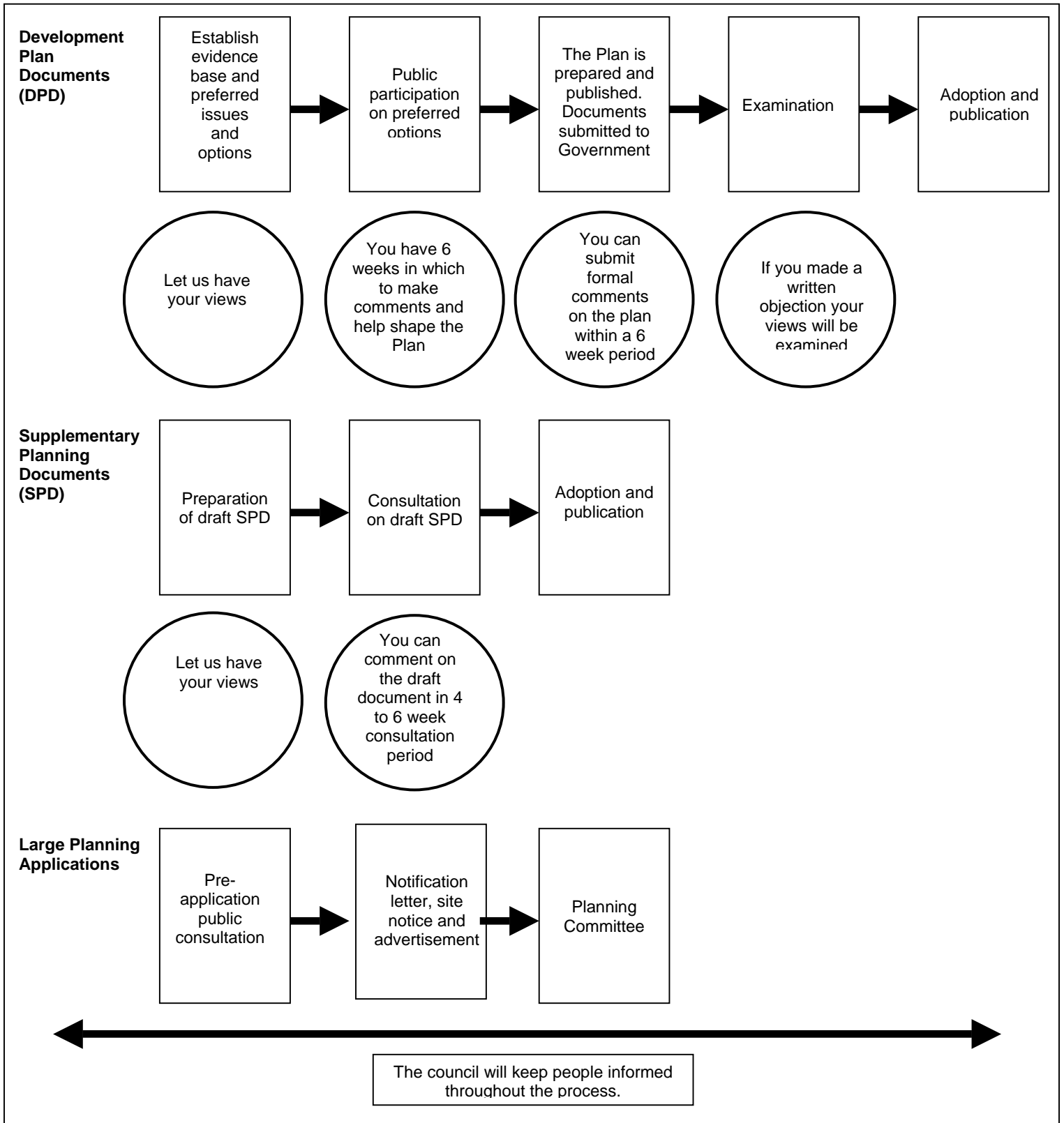
3.5 Minimum consultation requirements are set by the Government in the Town and Country Planning (Local Development)(England) Regulations 2004. This statement demonstrates how these will be met.

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

4. When can you get involved?

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

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



5. Who will be involved in the consultation?

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

6. Links with other strategies

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

Partnership Document

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

Council Strategies

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

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

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

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

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

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

7. Understanding the County of Herefordshire

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

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

Community Profile

- 7.4 Any meaningful and practical programme of community engagement must have regard to the physical characteristics of the County and the dispersed nature of settlements and communities. Community profiling is a useful tool in understanding the make up of the County.
- 7.5 Herefordshire covers an area of 217,973 hectares with a population of 177,800 (ONS Mid Year Estimate 2004). Hereford provides the main service centre for the County with a population of 54,850 (Census 2001) and is supported by five satellite market towns, Bromyard, Ledbury, Leominster, Kington, and Ross on Wye. Just under half the population of the County live in villages and hamlets scattered across the rural area and Herefordshire has one of the five lowest county population densities in England. There are 58 County Councillors covering 41 wards and 134 Town and Parish Councils in Herefordshire. Any meaningful and practical programme of community engagement must have regard to the dispersed nature of its settlements and communities.
- 7.6 The age profile of Herefordshire's population is older than that for England and Wales and the West Midlands region. The County also has a low proportion of residents from black and other minority ethnic backgrounds. At the time of the 2001 Census, 2.5% of the County's population were from ethnic minorities which is very low by national and regional comparisons. With the exception of seasonal workers, no single group numbers more than a thousand. The biggest group probably remains the traveller communities. However, the total is almost certainly rising with the influx of people from Eastern Europe and Portugal, principally to work in manufacturing and agriculture.
- 7.7 In Herefordshire there are more people migrating into the County than out in all age ranges except 15-29 year olds, who are generally more mobile and move to areas of greater opportunities for employment and higher education.
- 7.8 The Census indicates that the County has a higher percentage of lone pensioner households (15%) than England and Wales and a lower percentage of lone parent households with dependent children (5% in Herefordshire compared to 6% nationally). The County also has a higher level of retired individuals than England and Wales as a whole (16% compared to 14%) and 3% of the workforce were classed as unemployed which is similar to the national position.
- 7.9 In terms of education 19% of the population have obtained qualifications at degree level or higher which is similar to that of England and Wales (20%)
- 7.10 18% of all people in Herefordshire define themselves as having a long term limiting illness (LLI) in the Census (same as nationally) with 33% of all

households having at least one person with an LLI (34% nationally). This reflects the age profile of the County.

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

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

7.12 Diversity of interests and those at risk of exclusion

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

Children and young people,
 Older people,
 People with disabilities,
 Ethnic minorities
 People located in dispersed rural areas
 Travellers and Gypsies.

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:

Hard to reach groups	Approach
Children and young people	Work with the Council's Youth service and education directorate 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.
People with disabilities	Utilise links with the Council's Community Involvement Coordinator and Local Access groups.
Ethnic minorities	Utilise links with the Council's Community Involvement Coordinator and Race Equality Officer
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 Race Equality Officer

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 accompany this SCI an additional report is being prepared which sets out the various forms of consultations that have been undertaken while preparing the document.
- 9.3** The consultations have been undertaken as specified in the regulations and a summary of the outcomes of these consultations is provided below. More information is provided in the accompanying consultation report.

Initial consultation

- 9.4** The following provides a summary of the initial information gathering consultation which was undertaken between 17th October 2005 to 30th November 2005. As part of the initial Regulation 25 process a variety of consultation methods were used to gain information on how successfully the Council has consulted people on planning matters in the past and how it could make improvements. The information gathered from this has provided a detailed evidence base from which to draft this first version of the SCI.
- 9.5** Methods of consultation are detailed in the above mentioned report and in summary include distribution of a questionnaire, leaflet and letter to over 1,000 people listed on the newly emerging LDF database, a press release, and public notice encouraging people to have their say.
- 9.6** The questionnaire achieved a response rate of 26%, which has provided a useful basis from which to draft the SCI. The following points provide a summary of the main findings of the exercise all of which have been taken account of in this SCI:
- Over 70% of respondents have been involved in planning matters before,
 - Only 25% of respondents have experienced difficulty in getting involved in planning matters,
 - The preferred form of keeping people informed on progress with future planning matters is via a letter (31%) followed by email (24%). 55% of respondents preferred hard copies of documents to comment on with 26% content with email versions,

- In respect of public participation, public meetings and presentations were ranked first followed by one to one meetings and public exhibitions third. This is noted, however, it needs to be balanced against the high costs of resourcing these methods of consultation,
- In respect of planning applications, 67% of respondents stated that the list of measures to keep people informed on planning applications was sufficient. In terms of improvements, the most responses indicated a requirement to be included on the electronic mailing list of all registered weekly planning applications. However, it should be noted that this is available to download from the website; from the home page Quick Links > Planning > Decision Planning Notices > Weekly List of Planning Decisions.

9.7 A significant number of general comments were also made to the questionnaire and the following provide a flavour of some of these:

- “People become cynical as consultation and putting a case forward takes time and it is felt that it is ignored by the planning section.”
- “Information needs to be in an accessible format”
- “Need sufficient time for the community to respond”
- “Support pre-consultation”
- “Closer liaison between Parish Council and the planning section”
- “Develop systems to involve migrant workers and travellers”
- “Develop links with Parish Plan groups”
- “Consult and take notice”
- “Provide member so of the public with all the facts”
- “Less use of acronyms”
- “Use of parish magazines”

9.8 In light of the above and 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 questionnaire and the resources available to manage the community involvement process.

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

Table 1 – Community involvement methods

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.
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. However, limitations for people with mobility or sight disabilities and where English is not a language that is understood.
Leaflet, newsletters and brochures	Can publicise and explain in simple language and invite comment. The Parish newsletters are a good communication link and should be utilised where appropriate. Newsletters can be sent to all residents; however, may be viewed as junk mail and disregarded. Can be expensive to distribute.
Formal written letter	Minimum requirements to consult statutory and other relevant consultation bodies by letter. High postage and administration costs.
Public Exhibitions/Public meetings/presentations	Can be used to circulate information, seek views and endorse proposals. Gives residents some flexibility in deciding when to visit and can encourage feedback. However people attending may not be representative of the whole community. It does take planning issues to the people and provides an opportunity for people to discuss local issues directly with planning officers in an environment which local people will be familiar and therefore comfortable with. High staff costs in producing display material and manning

	the exhibition with no guarantee of turn out. Countywide consultations require extensive coverage and numbers of events. Displaying information in local shops where people frequent should also be considered where appropriate.
Notices displayed on a site	Direct and local notification of proposals to those around a site, however notices can be vandalised or removed before the consultation period and this method is impractical for general development proposals and countywide issues.
Through partnership organisations and focus groups, existing forums/panels	Useful for topic based discussions and to find out what specific groups feel. Provides opportunity to discuss issues in depth and to have ongoing dialogue. However high direct costs of facilitating. Important to build on existing networks rather than reinvent.
Councillor networks	Councillors play a very important role in terms of community engagement. They are a recognised point of contact for the local community to go to with regard to Council matters. It is vital to ensure that Councillors are kept well briefed.
One to one meetings and briefings	Useful for seeking views from targeted groups/individuals however they are time consuming and impracticable to use on a comprehensive basis.
Parish and Town Council networks	Recognise that if Town and Parish Councils are effectively involved with consultation exercises they can provide an invaluable contact with local communities. Also opportunity to assist in the preparation and distribution of consultation material.
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.

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

Resourcing and managing the process

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

Role of elected members

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

Planning aid

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

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

Planning Advice Helpline 01691 7668044
Email wmcw@planningaid.rtpi.org.uk

10. Herefordshire's consultation standards for DPDs and SPDs

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

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

<p>DPD stage: Initial technical consultation – establish evidence base and prepare issues and options – Regulation 25</p> <p>(Ongoing community involvement process leading to development of preferred options)</p>
<p>Herefordshire Council will:</p> <ul style="list-style-type: none">• Notify and pre warn all consultees on the LDF database that issues and options documents are to be published for consultation and are available for inspection. This will give people time to prepare for the consultation.• Send copies of any issues and options documents to those relevant consultation bodies listed in the Regulations, PPS12, the SCI and any other interested party who requests it.• Make copies of any issues and options documents available for inspection at the Council offices and any other venue the Council considers appropriate.• Publish any issues and options documents on the Council website.• Select a combination of community involvement methods appropriate to this initial informal consultation stage.
<p>DPD Stage: Pre-submission consultation on preferred options – Regulation 26</p> <p>(Statutory 6 week consultation period on preferred options document and sustainability appraisal report)</p>
<p>Herefordshire Council will:</p> <ul style="list-style-type: none">• Notify and pre warn all consultees on the LDF database that the preferred options document and accompanying sustainability appraisal report will shortly be published for consultation and be available for inspection. This will give people time to prepare for the formal consultation.• Send copies of the preferred options document and accompanying sustainability appraisal report to those relevant consultation bodies listed in the Regulations,

PPS 12, the SCI and any other interested party who requests them.

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

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

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

Herefordshire Council will:

- Notify and pre warn all consultees on the LDF database (including those who

made representations at the preferred options stage) that the submission DPD and accompanying sustainability appraisal report will shortly be published and submitted to the Secretary of State for independent examination and that the formal consultation period will soon be commencing. This will give people time to prepare for the formal consultation.

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

- At the close of the 6 week period, make copies of any representations received available for inspection and if practicable publish them on the council's website (Regulation 31).
- Send to the Secretary of State a statement of the representations received, a summary of the main issues raised and copies of all representations (Regulation 31).
- **NB 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 inquiries 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 Authority, 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 Authority must adopt the submitted DPD as changed by the binding Inspector's report)

Herefordshire Council will:

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

Supplementary Planning Documents (SPDs)

- 10.2** SPDs are produced to expand on policy and provide additional information and guidance in support of policies and proposal in DPDs. They can be site specific or topic based. The process for preparing an SPD is similar to that for a DPD, but simplified. There is no requirement to prepare preferred options and SPDs are

not subject to independent examination. As with DPDs, their preparation is informed by community involvement and sustainability appraisal.

SPD Stage: Preparation of draft SPD

Herefordshire Council will

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

SPD Stage Consultation on draft SPD – Regulation 17/18

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

Herefordshire Council will:

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

SPD Stage: Adoption and publication

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

Herefordshire Council will:

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

11. Herefordshire's consultation standards for planning applications

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

Introduction

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

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

Significant Applications

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

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

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

Community involvement when a planning application is submitted

- 11.12** The Council has a practice of consulting widely on planning applications. Traditionally this has been done by sending individual letters to neighbours, erecting site notices, publicity in the local newspaper and notifications to Parish Councils. In addition all Ward Councillors are notified of applications within their ward. These practices will continue but there are now other wider opportunities for public consultation and involvement.
- 11.13** *Weekly List.* A weekly list of applications received is published and is available on the Council’s website, from the home page Quick Links > Planning > Decision Planning Notices > Weekly List of Planning Decisions.
- 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.
- 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 Assessments
 - Development affecting a public right of way (e.g. footpaths and bridleways)
 - Works affecting a listed building
 - Development in and/or affecting a conservation area
 - Development which would be a significant “Departure” from the Development Plan
 - Development Proposals by Herefordshire Council itself
- 11.17** *Discretionary Advertisements.* The Council recognises that adjoining landowners and other interested people may not be easy to identify in every

case and, in order to “reach” other interested parties makes wide use of discretionary advertisements in local news papers and site notices. Applications can be advertised in this way if the Council considers that there is likely to be significant local interest.

Which newspapers do we use?	
Hereford Times	Leominster, Bromyard, Kington, villages and rural areas
Hereford Journal	Hereford City and surrounding areas
Ledbury Recorder	Ledbury Area
Ross Gazette	Ross-on-Wye area

11.18 *Site Notices.* Herefordshire Council makes great use of site notices; most planning application sites are identified with site notices. All applications for Listed Building Consent and Conservation Area Consent have site notices. All site notices are printed on bright yellow laminated paper and attached to a feature such as a gatepost or lamppost as close as possible to the site (or the public entrance to the site). The site notice identifies the address and application details and gives a time period for response (usually 21 days after it has been posted.) Site notices are always used when there is some doubt about who owns or occupies the land next to a planning application site. An example of a Site Notice is given in Appendix 4.

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 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 we would not normally notify a house at the rear which takes access from a different road altogether. By comparison, where a proposed house extension can be clearly seen and may affect houses either side and to the rear then those properties would receive notification letters.

11.20 The letter invites neighbours to inspect the plans and to make any comments they wish, with the time period for response usually 21 days. Responses should be made in writing. All responses will be kept on the application file and will be available for public inspection. Consequently such letters cannot be kept as confidential.

- 11.21 Every planning application site is visited by a planning officer who will check which properties have been notified and decide whether further notification is needed.

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

- 11.22 Comments will be accepted from anyone who chooses to write about a planning application whether or not the letter writer received a neighbour notification letter. The matters raised in such a response will be taken into account by the Council in their determination of the application. However, it is worth bearing in mind that there are certain matters that cannot be taken into account when determining planning applications including the protection of private views over someone else’s property and the effect of a development on the value of the house next door. Neighbour responses are normally acknowledged. Please see the “Guide to making Representations” in Appendix 5.

- 11.23 The Council will take account of any comments received up to the day on which the application is determined. Planning applications cannot be determined during the notification periods for advertisements, site notices and other consultee letters. However, once those periods have expired planning applications normally proceed quickly to determination on the basis of the information received at that point.

- 11.24 *Parish and Town Councils.* All applications are notified to the relevant Parish or Town Council, and many applications go to more than one where they are close to parish boundaries or affect more than one parish anyway. The period for response is usually 21 days.

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

What if the proposals are amended?

- 11.26 Planning Officers will normally attempt to negotiate improvements to application proposals especially if an objection can be overcome and/or the quality of the proposal improved. This will sometimes require that re-consultation is needed. On these occasions it is at the discretion of the

Planning Officer involved as to who gets re-consulted and how long is allowed for any response. A minor change is not likely to be subject to a re-consultation. If the necessary change is too significant then the developer will be invited to withdraw the current planning application and make a new for the revised scheme. In these cases the whole consultation process will start afresh with the new application.

Community involvement in decision making

- 11.27** The majority of planning applications are dealt with through the Council's "Scheme of Delegated Powers to Officers", i.e. the decision is made by Officers on behalf of the Council. This is done where the proposals are uncontroversial and/or the decision is consistent with established Council and national planning policies. Around 80% of planning applications are determined in this way. After a delegated decision consultees are notified of the result and given a contact name if they need further information.
- 11.28** Planning applications are referred to one of the three Area Committees or the main Planning Committee of the Council in the following circumstances:
- The Chairman of the relevant Committee has accepted a written request from the Ward member.
 - When the Officer recommendation is for approval and objections have been received (within the relevant timescale) that raise significant material planning considerations.
 - The proposal is contrary to policy but there are good reasons for recommending approval.
 - The Head of Planning Services considers the application to be of sufficient sensitivity that it needs referring to Committee.
- 11.29** A full explanation of the "Delegated" powers and the rules by which applications are referred to Committee is set out in the Council's Constitution.
- 11.30** There are three area Sub Committees – Northern, Central and Southern. These each meet once every four weeks. There will be occasions where planning applications are first reported to them and then referred on to the Planning Committee, which meets on a six-week cycle.
- 11.31** All Committee meetings are held at the Council Chamber at Brockington, Hafod Road, Hereford.
- 11.32** The Committee meetings are public and the agendas and reports are published five full working days in advance of each meeting. Copies of reports and minutes are available from the Council's offices and on the Council's website.
- 11.33** Members of the public who made comments on a particular application can speak at Committee in accordance with the Guide to Speaking At Committee (Appendix 6). Invitations to take part are sent one week prior to the meeting. This allows both objectors and supporters to make their key points in the meeting. The Councillors will then consider and debate the application based on the Officers' report, the comments received and the submitted plans.

- 11.34** Decisions on planning applications are made at Committee by simple majority voting, and the members of the public at Committee are able to see the voting take place.
- 11.35** After the decision has been issued objectors and supporters are normally informed of the outcome by letter. The public record of all planning applications and decisions is kept in the **Planning Register** that is available for public inspection at Blueschool House.
- 11.36** If the planning application is refused, or approved subject to conditions which the applicant finds to be unacceptable, then the applicant has a right of appeal to the **Planning Inspectorate**. This is an Agency of the government and is completely independent of the Council. Where appeals are received the Council will notify neighbours again and anyone who made representations in writing on the planning application.

Other meetings and chances to discuss applications.

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

12. Monitoring and reviewing

- 12.1** Preparing this draft SCI has enabled the Council to give significant thought to how the authority is best able to involve people in planning matters from an early stage in the process.
- 12.2** Once the document is adopted the Council will keep the SCI under review by:
- Monitoring the success of community involvement techniques by assessing the representations received during the planning process
 - Any problems raised by consultees

- Advice on best practice.
- 12.3** The document will be reviewed every year through the Annual Monitoring Report and any proposed review will be identified within the Council's LDS with a clear timetable for its production.
- 12.4** At this stage the document is very much a draft, representing work in progress. The Council is now seeking your views on how the draft SCI can be further improved before the document is finalised for submission to the Secretary of State. Comments and representations can be made on the attached questionnaire response form. The completed forms can be submitted by fax, email, by post, or simply handed into reception at the Town Hall, St Owens Street, Hereford or at the County's Info Points and libraries.
- 12.5** The representations received will be used to prepare a revised version of the SCI ready to be submitted to the Secretary of State for independent examination in June 2006. When the SCI is submitted we will publish a notice and invite further representations within a specified six week period. Any representations received at this stage will go forward for consideration by a Planning Inspector who will conduct an examination in to the soundness of the SCI. Appendix 8 provides an anticipated timetable for production of the SCI.
- 12.6** For further information or clarification on any aspect of the SCI please contact the Forward Planning section on 01432 383357 or email ldf@herefordshire.gov.uk

Appendices

Appendix 1 SCI Glossary

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 which is programmed for 2006 and will provide the main planning framework for the District based on the vision, objectives and policies for achieving sustainable development. This document will link with the Regional Spatial Strategy and the Herefordshire Plan

b) Site specific allocations of land

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

c) Area action plans

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

d) Proposal maps

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

Examination in public

An examination chaired by an independent Inspector into objections into the Local Development Document

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

Planning and Compulsory Purchase Act 2004

The piece of legislation that introduced the new development planning system of Local Development Documents which will eventually replace the Unitary Development Plan and also introduces a new statutory system for regional planning.

The Act commenced in September 2004 and updates elements of the 1990 Town & Country Planning Act.

Planning Policy Statement

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

Planning Policy Statement 12

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

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" or "Non resilient" landscapes as defined in the relevant Development Plan.

Statement of Community Involvement

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

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.

Sustainability appraisal

An assessment of the impacts of policies and proposals on economic, social and environmental matters contained within the Local Development Framework.

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.

Appendix 2 - List of Proposed LDF consultees

National

Association of Local Councils	Joblink C/O Employment Service
BBC Transmission Headquarters	Learning & Skills Council
British Aggregates Association	Legal Services Commission
British Association for Shooting and Conservation	Meat Hygiene Services Inspector
British Energy	Mencap
British Gas Transco	National Air Traffic Services Ltd
British Horse Society	National Farmers Union
British Museum	National Federation of Builders
British Railways Board	National Federation of Bus Users
British Roads Federation Limited	National Grid Transco
CABE	National Power Plc
Campaign for Real Ale Ltd	National Town Planning Manager
CCTE Business Link	National Trust
CD Rural Association	Network Rail
Central Council for Physical Recreation & CTC	NPFA
Chamber of Commerce	Nuclear Electric Plc
Civil Aviation Authority	Open Spaces Society
Confederation of British Industry WM	Pipeline Management Ltd
Confederation of Passenger Transport	Planning Liaison
Council for British Archaeology	Post Office Property Holdings
Council for the Protection of Rural England	Radiocommunications Agency
Country Land & Business Association	Rail Freight Group
Countryside Agency	Rail Passengers Council
Crown Castle	Rail Property Ltd
Crown Estate Commissioners	Royal Commission Historical Monuments of England
Defence Estates	Society for the Protection of Ancient Buildings
DEFRA	Sport England
E.S.A.	Strategic Rail Authority
Enterprise Link Manager	The British Wind Energy Association
Farming and Rural Conservation Agency	The Coal Authority
Forestry Commission	The Employment Service
Freight Transport Association	The Georgian Group
Garden History Society	The Housing Corporation
General Aviation Awareness Council, Bloomfields Ltd	The Pension Service
H M Principal Inspector Health & Safety	The Probation Service
Highways Agency	The Ramblers Association
HM Inspectorate of Pollution	The Stone Roofing Association
HM Railway Inspectorate	The Theatres Trust
Home Office P.L. (Sites and Planning Section)	Voluntary Sector Assembly
	Woodland Trust

Regional

Advantage West Midlands	Midland Red First
Arriva Trains Wales	Midlands Electricity Board
British Rail Property Board (Midland Region)	Midlands Electricity Plc
British Telecom	Minerals Valuers Office
British Waterways	National Farmers Union
Business Link West Mercia	National Trust
Business Link West Mercia	Network Rail (East)
Central Trains Limited	Network Rail (West)
CENTRO	Policy Adviser - National Union of Agriculture
Community First	Rail Users' Consultative Committee Western England
Country Landowners Association	Railtrack (Great Western)
Dwr Cymru Welsh Water	Railway Development (Midlands)
English Heritage	RSPB
English Nature	Rural Community Council for Hereford & Worcester
English Sports Council (West Midlands)	Rural Development Service West Midlands
Environment Agency - Upper Severn Area	Severn Trent Water Ltd
Environment Agency (Wales)	Tenant Farmers Association
First Great Western Trains	Thames Trains
Forestry Authority (West England Conservancy)	The National Trust
Great Western Trains Co. Limited	Wales and Borders Trains
Head of Local Government and Communities	Wales and West Railway
Head of Planning and Transport	West Mercia Housing Group
Hyder Consulting (Drainage)	West Midlands
Lower Severn Drainage Board	West Midlands Ldz
Lower Severn Internal Drainage Board	West Midlands Local Government Association
Marches Energy Agency	West Midlands Regional Health Authority
Marches Line Users Association	West Midlands Regional Planning Body
Midland Area Association of Amenity Societies	Westbury Homes

Local

ADAS Rosemaund	Herefordshire Sports Council
Age Concern	Herefordshire Trade Federation
Agricultural Assistance	Herefordshire Trades Council
Alzheimer's Society	Herefordshire Voluntary Action
AONB Officer	Herefordshire Wildlife Trust
Archdiocese of Cardiff	Herefordshire Youth Consortium
Area Land Agent	Holme Lacy College
Association for the Promotion of Herefordshire	Hope for Children and their Families
AVRA (Arrow Valley Res Assoc) and Ramblers Assoc	Housing Ambition Group
Barkholme	Individual/Hfd Travellers Support Group/FoE/CPRE
Belmont Voice	KC3
Bloodstock	KGP Enterprises
Bromyard Area Voluntary Action	Kings Acre Residents Association
Bromyard Community Transport	King's Thorne Residents Group

Byways & Bridleways Trust
 Campaign to Protect Rural England
 CAP
 Castle Street & District Residents Association
 Chair EYDCP Board
 Chamber of Commerce Hereford & Worcester
 Churches Together in Ross & District
 City Centre Forum
 City of Hereford Charter Trustees
 Clyro Community Council
 Community Council of Hereford and Worcester
 Community First
 Cotswold Line Promotion Group
 County Association of Local Councils
 CPRE
 CPRE Almeley Parish Plan
 Crucorney Community Council
 Cycle Hereford
 Department of Trade and Industry
 Diagnostic Specialist
 DIAL (Disabled Information Advice Line)
 Diocese of Hereford
 Eardisland Community Millennium Fund
 East Herefordshire Area Committee
 ECHO (extra choices across North)
 English Nature
 Fownhope Local History Group
 Fownhope Planning and UDP Group
 Fownhope Residents Association
 FRCA
 Friends of the Black Hill
 Friends of the Earth (Herefordshire)
 Gladestry Community Council
 Golden Valley Railway Partnership
 Grosmont Community Council
 Halo Leisure
 Hereford & Worcester Ambulance Service
 Hereford & Worcester Community Council
 Hereford Access for All
 Hereford Access Group & Pedestrian Forum
 Hereford Allotments Association
 Hereford and Worcester Chamber of Commerce
 Hereford and Worcester Fire Service
 Hereford and Worcester FWAG
 Hereford and Worcester Gardens Trust
 Hereford and Worcester Scout Council
 Hereford Careers Centre
 Hereford Charter Trustees
 Hereford City Centre Forum/HIA
 Kington & District North Hereford Chamber Commerce
 Kington Historical Society
 Land Access and Recreation Association
 Ledbury & District Civic Trust Limited
 Ledbury Area Cycle Forum
 Leominster & District Chamber of Commerce
 Leominster Civic Trust
 Leominster Historical Society
 Leominster Shopmobility
 Library Reading Group
 Llangrove Village Voice
 Llanigon Community Council
 Llantilio Crossenny Community Council
 Lord Scudamore Primary School
 Malvern Hills AONB Joint Advisory Committee
 Malvern Hills Conservators
 Malvern Hills District Agenda 21 Coordinating Group
 Marden Women's Institute
 Market Traders Association
 Mediation Herefordshire
 Moreton on Lugg Local History Group
 National Farmers Union
 Northern Herefordshire Area
 Offa's Dyke Association
 Old Radnor Community Council
 Pembridge United Charities
 Physical & Sensory Support Services
 Police - West Mercia
 Private ie Personal - Chairman of Residents Assoc
 Protect Ross on Wye
 R. & B. Jerman
 Rail for Herefordshire
 Railway Development Society
 Ramblers Association
 Resigned from Wellington Heath PC
 River Lugg Internal Drainage Board
 Rose and Ivy Cottage
 Ross Charity Trustees
 Ross Civic Society
 Ross Community Development Steering Group
 Ross Creative Learning Centre/Ledbury Youth First
 Ross on Wye Comm Dev Ass
 Rotherwas Access Group
 Royal College for the Blind
 Rural Residents Association
 S.H.A.R.P.
 South Herefordshire Voluntary Action
 Southern Marches Partnership
 St James and Bartonsham Community Association

Hereford City Partnership Ltd	St Martins Bowling Club
Hereford City PCCG Vice Chairman Able Rep	Supported Housing Young People's Project
Hereford Civic Society	Sustrans
Hereford Diocese	Sutton St Nicholas
Hereford Hospitals NHS Trust	Tenbury Tourism Association
Hereford Road Action Association	The Bulmer Foundation
Hereford Sixth Form College	The Courtyard Trust
Hereford Trades Council	The Craswell Community Project
Hereford TUC	The Estate Office
Hereford Voluntary Action	The Farming & Rural Conservation Agency
Herefords Centre of Ind Living	The Friends of Castle Green
Herefordshire & Gloucestershire Canal Trust	The Greytrees Trust
Herefordshire & Worcs Earth Heritage Trust	The Herefordshire Education & Business Partnership
Herefordshire Aero Club	The Kingstone Rural Protection Group
Herefordshire and Worcestershire Employment Service	The Marches Consortium
Herefordshire Assoc. of Local Councils	The Reasonable Adjustment Reablement Trust
Herefordshire CAB	The Ross on Wye & District Civic Society
Herefordshire College of Art & Design	The South Wye Regeneration Team
Herefordshire College of Technology	Transport 2000 (Hereford and Worcester)
Herefordshire Community National Health Service	Travellers Support Group
Herefordshire Council for Voluntary Youth Services	Unity Garden
Herefordshire Federation of Womens' Institute	Victim Support
Herefordshire Food Links	West Mercia Area Probation
Herefordshire Football Association	West Mercia Constabulary
Herefordshire Health Authority	West Mercia Police Authority
Herefordshire Joint Charter Group	Withies Close Residents Association
Herefordshire Lifestyles	Woolhope Naturalists Field Club
Herefordshire Market Towns Forum	WRVS
Herefordshire Mencap	WRVS Country Cars
Herefordshire Nature Trust	Wye Valley
Herefordshire Ornithological Club	Wye Valley AONB, Joint Advisory Committee
Herefordshire Society of Architects	

Herefordshire Council

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

Herefordshire Partnership Contacts

ABLE Information & Advice	Herefordshire Women's Aid
Ace Coaches	Hfds Rural Transport Partnership
Alliance of Vol Orgs in Health & Social Care	Highways Agency
Barrs Court School, Head Teacher	Homestart Herefordshire
Belmont Abbey, Director of Public Health	HP Bulmer Ltd
Blue Cedar Cottage	Job Centre
Bowyers Coaches	Kidz First
British Red Cross Society	Kington Day Centre
Bromyard Omnibus Company	Learning & Skills Council

Business Network Broker	Ledbury & District Volunteer Bureau
c/o PMW Lettings	Ledbury Community Association
Carers Action	Ledbury Community Transport
Centre for Home Education UK Ltd	Ledbury Shopmobility
CLD Youth Counselling Trust	Ledbury Youth First
Community Dev Workers Forum	Leominster Libraries
Community Mental Health Services	Library Users Group
Community Voluntary Action	Lifeline Car Scheme
Connexions Herefordshire & Worcestershire	Lifestyles
Countryside Agency	Management Suite
Deaf Direct	Marches Family Network
Disability Network Group	Meals on Wheels
Dore Community Transport	Mencap
Elgar Housing Association	MIND Herefordshire
Environment Agency Wales	Museums
Extended Schools Development Worker	Newton Farm Information Centre
Farm Shops Initiative	'One to One' Befriending
Federation of Small Businessess	Parent Involvement Worker
First Midland Red Buses Ltd	PLEA
Flavours of Herefordshire	Plynlimon Trust
Gateway Nursery	Poole Cottage
Golden Valley Pro-Rail Partnership	PPI Forum
Government Office West Midlands	Pre-Entry Guidance Worker for Higher Educ.
Headway House	Rail for Herefordshire
Health Living Community	Robert Owen Society
Heart of England Fine Foods	Ross & District Community Development Group
Hereford & Worcester Ambulance Service NHS Trust	Ross Action Committee
Hereford & Worcester Employment Service	Ross Country Cars
Hereford & Worcester Fire & Rescue Service	Ross-on-Wye District Community Assoc
Hereford & Worcester Fire Brigade	Rural Media Company
Hereford & Worcester Probation Service	Rural Regeneration Zone
Hereford and Worcester County Scout Council	Sargeant Brother Coaches
Hereford Centre for the Arts	SCORE
Hereford Childrens Fund Panel	Shaw Trust
Hereford Citizens Advice Bureau	Shopmobility
Hereford Dial-a-Ride/Community Transport Forum	South Wye Regeneration Partnership
Hereford Industrial Assoc	St Donat's Cottage
Herefordshire Bus Operators Forum	Stage Coach Red & White
Herefordshire Carers Support	Sun Valley Poultry Ltd (Wincanton)
Herefordshire Citizens Advice Bureaux	Supported Housing Young People's Project
Herefordshire Community Safety & Drugs Partnership	Sure Start
Herefordshire Council for Voluntary Youth Services	Sustrans
Herefordshire Group Training	Teme Valley Youth Project
Herefordshire Growing Point	The Craswell Community Project
Herefordshire Health Authority	The Diocese of Hereford
Herefordshire Health Promotion Unit	The Housing Corporation
Herefordshire Homelessness Forum	Transport Sharing Scheme North Herefordshire (HVA)
Herefordshire Housing	University College Worcester
Herefordshire Industrial Assoc	Voluntary Sector Assembly

Herefordshire Literacy Project
Herefordshire Partnership
Herefordshire Pedestrian Forum
Herefordshire Primary Care Trust
Herefordshire River Leaders
Herefordshire Taxi Association
Herefordshire Voluntary Action
Herefordshire Witness Service

West & East Midlands Strategic Rail Authority
West Midlands Conservancy
West Midlands European Network
Wheels to Work (HVA)
Worcestershire Health Authority
Workmatch
WRVS Office

Parish Councils/Neighbouring Authorities

Abbeydore & Bacton Group Parish Council
Aconbury Parish Meeting
Alfrick and Lulsley Parish Council
Allensmore Parish Council
Almeley Parish Council
Ashford Carbonel Parish Council
Aston Ingham Parish Council
Avenbury Parish Council
Aymestrey Parish Council
Ballingham, Bolstone & Hentland Parish Council
Bartestree & Lugwardine Group Parish Council
Bedstone and Bucknell Parish Council
Belmont Rural Parish Council
Berrow Parish Council
Birley with Upper Hill Parish Council
Bishopstone & District Group Parish Council
Border Group Parish Council
Brampton Abbots & Foy Group Parish Council
Brecon Beacons National Park
Bredenbury & District Group Parish Council
Breinton Parish Council
Bridstow Parish Council
Brilley Parish Council
Brimfield and Little Hereford Group Parish Council
Brockhampton Group Parish Council
Bromfield Parish Council
Bromsberrow Parish Council
Bromyard & Winslow Town Council
Burford Parish Council
Burghill Parish Council
Callow & Haywood Group Parish Council
Castlemorton Parish Council
Clehonger Parish Council
Clifford Parish Council
Clifton upon Teme Parish Council
Clungunford Parish Council
Colwall Parish Council
Cradley Parish Council

Leominster Town Council
Linton Parish Council
Little and West Malvern Parish Council
Little Birch Parish Council
Llangarron Parish Council
Llanwarne & District Group Parish Council
Longhope Parish Council
Longtown Group Parish Council
Lower Sapey Parish Council
Ludford Parish Council
Luston Group Parish Council
Lydbrook Parish Council
Madley Parish Council
Malvern Hills District Council
Malvern Town Council
Malvern Wells Parish Council
Marden Parish Council
Martley Parish Council
Mathon Parish Council
Middleton-on-the-Hill and Leysters Parish Council
Mitcheldean Parish Council
Monkland and Stretford Parish Council
Monmouth Town Council
Monmouthshire County Council
Moreton on Lugg Parish Council
Much Cowarne Group Parish Council
Much Dewchurch Parish Council
Much Marcle Parish Council
Newent Town Council
North Bromyard Group Parish Council
Ocle Pychard Parish Council
Onibury Parish Council
Orcop Parish Council
Orleton Parish Council
Oxenhall Parish Council
Pembridge Parish Council
Pencombe Group Parish Council
Peterstow Parish Council

Credenhill Parish Council	Pipe and Lyde Parish Council
Cusop Parish Council	Pixley & District Parish Council
Dinedor Parish Council	Powys County Council
Dinmore Parish Meeting	Presteigne Town Council
Dormington & Mordiford Group Parish Council	Putley Parish Council
Dorstone Parish Council	Pyons Group Parish Council
Drybrook Parish Council	Richard's Castle Parish Council
Dymock Parish Council	Ross on Wye Town
Eardisley Group Parish Council	Ross Rural Parish Council
Eastnor & Donnington Parish Council	Ruardean Parish Council
Eaton Bishop Parish Council	Scrutiny & Democratic Dept
English Bicknor Parish Council	Sellack Parish Council
Ewyas Harold Group Parish Council	Shobdon Parish Council
Forest of Dean District Council	Shropshire County Council
Foxley Group Parish Council	South Shropshire District Council
Garway Parish Council	South Shropshire Housing Association
Gloucestershire County Council	St. Weonards Parish Council
Goodrich & Welsh Bicknor Group Parish Council	Stanford with Orleton Parish Meeting
Gorsley & Kilcot Parish Council	Stapleton Group Parish Council
Greete Parish Council	Staunton (Coleford) Parish Council
Hampton Charles Parish Meeting	Staunton-on-Wye and District Group Parish Council
Hanley Parish Council	Stoke Bliss, Kyre & Bockleton Parish Council
Hatfield and District Group Parish Council	Stoke Edith Parish Meeting (Chairman)
Hay-on-Wye Town Council	Stoke Lacy Parish Council
Hereford City Council	Stretton Grandison Group Parish Council
Holme Lacy Parish Council	Stretton Sugwas Parish Council
Holmer & Shelwick Parish Council	Suckley Parish Council
Hope Mansell Parish Council	Tarrington Parish Council
Hope under Dinmore Group Parish Council	Tenbury Town Council
Hopton Castle Parish Meeting	Titley and District Group Parish Council
Humber, Stoke Prior & Ford Group Parish Council	Upton Bishop Parish Council
Huntington Parish Council	Vowchurch & District Group Parish Council
Kempley Parish Council	Walford Parish Council
Kentchurch Parish Council	Wellington Parish Council
Kimbolton Parish Council	Welsh Newton & Llanrothal Group Parish Council
Kingsland Parish Council	Weston Beggard Parish Council
Kingstone & Thruxton Group Parish Council	Weston-under-Penyard Parish Council
Kington Rural and Lower Harpton Group Parish Council	Whitchurch & Ganarew Group Parish Council
Kington Town Council	Wigmore Group Parish Council
Kinnersley and District Group Parish Council	Withington Group Parish Council
Knighton Town Council	Woolhope Parish Council
Lea Parish Council	Worcestershire County Council
Ledbury Town Council	Wyeside Group Parish Council
Leigh & Bransford Parish Council	Yarkhill Parish Council
Leintwardine Group Parish Council	Yarpole Group Parish Council

Developers/Businesses

A. J. Carlton
Abbey Cars
Active Commissions
Adams Holmes Associates
Advanced Planning and Architecture Ltd
AJ Lowther and Son Ltd.
Alan Pickford Consultancy
Alder King
Andrew Morris & Co
Arena Lettings
Arkwright Owens
Ataghan Limited
ATB Landbase
AXYS Design
Balfours Chartered Surveyors
Banner Homes Group Plc
Barton Willmore
BE Planning
Beard Company
BITRE
Blasemere Limited
Bloor Homes
Border Oak
Bovingdon Park Home Estate
Boyer Planning Ltd
Brightwells Limited
Bromford Housing Group
Bryant Homes Technical Services Ltd
Building Design Practice
Burgoynes (LyonsHall) Ltd
Burton & Co
C G M S
C M S Ltd
C. G. Property
Camas Aggregates Limited
Carter Jonas
CB Hillier Parker Limited
CDS Development Services Limited
Chapman Warren
Chase & Partners
Chesterton
Church Commissioners
Churston Heard
Clee, Tompkinson & Francis
Cluttons LLP
Cobb Property Ltd
Cobrey Farms
John Needham Associates
John Parry Estate Agency
Johnson, Blight and Dees
Johnston Roadstone Limited
Jones Day
King Sturge
Knight Frank
Knock & Knock
Lafarge Aggregates Ltd
Lafarge Central Region
Landmap Info Group Ltd
Langley-Taylor
Lattice Property
Linton Design
Littman Robeson
Lovell Johns
Lucas Land & Planning
Lynders Forest Nursery
Mainline Pipelines Ltd
Malcolm Scott Consultants Ltd
Marches Family Network
Marwalk Developments Ltd
Mason Hugo Properties
Matthew and Goodman
McCarthy & Stone
McCartneys
McLean Homes West Midlands
MF Freeman Ltd
Michael Latchem and Associates
Michael Rose & Co. Property Consultants
Micheal P Morris and Associates
Millbank Garages
Morbaine Ltd
Moreton C Cullimore (Gravels) Limited
Morris Bricknell
Mundy Construction Services
MVM Planning
Nash Rock, Stone and Lime Co. Limited
Nathaniel Lichfield & Partners
National Federation of House Builders (Midlands)
Neil Vesma Architects
New Earth Solutions Ltd
Nicholas Pearson Associates
Norman Marcus Consultants
Norris and Miles
Odeon Cinemas Ltd
Oldfield King Planning

Colin Buchanan and Partners
 Collier & Brain
 Collins Engineering
 Commission for Racial Equality
 Connells Land and Planning
 Cooperative Group Property Division
 Corbett Farms Limited
 CSJ Planning Consultants Ltd
 David Champion & Associates
 David Edwards and Associates
 David Russell Associates
 David Walters Building Surveyor
 DDM
 Dean-Walker Bateman Architects
 Derek Prosser Associates
 Development Plan UK
 Dialogue Communicating Planning
 Doolittle & Dalley
 Doorbars
 DPDS Consulting
 Drivers Jonas
 DTZ
 Duchy of Cornwall
 Edward Bulmer Limited
 Eign Enterprises Ltd
 Elgar Housing Association
 Equal Opportunities Commission
 Estate Dept LIDL UK
 EWS
 Finale Properties
 Flint & Cook Estate Agents
 Forest Garden plc
 Form 2000 Ltd
 FPD Savills
 Fuller Peiser
 G. Herbert Banks
 Gabb & Co. Solicitors
 Garner Southall Partnership
 Geoff Jones Architect
 George Wimpey
 GL Hearn Planning
 Gloucestershire Housing Association
 Gloucs HA
 GMA Planning
 Goldfinch (Projects) Ltd.
 Gough Planning Service
 Grantham, Brundell and Farran
 Greenwood Development Planning
 Gregory Grey Associates
 P.D. O'Herlihy Chartered Surveyors
 P.P. Pudge & Sons
 Paul Bainbridge Planning Consultancy
 Paul Smith Associates
 Peacock & Smith
 Peacock & Smith (on behalf of WM Morrisons PLC)
 Pegasus Planning Group
 Pepper, Angliss and Yarwood
 Persimmon Home, South Midlands
 Peter Bishop & Associate
 Peter Cripwell & Associates
 Peter Evans Partnership Ltd
 Peter Everall & Co
 Phipps & Co Ltd
 Planning Aid
 Planning Issues
 Quarry Products Association
 Rapleys
 Redrow Homes
 Renaissance Land Ltd
 Rep. Private Sector Landlords
 Richards Gray
 RMC Group Services Ltd
 Robert Hitchins Ltd
 Robert Kilgour & Associates
 Robert Turley Associates
 Roger Tym and Partners
 RPS
 RPS Chapman Warren
 RPS Planning
 RRA Architects
 Second Site Property
 Shephard and Summers Ltd
 Smith Woolley Chartered Surveyors
 Smiths Gore
 South Herefordshire Garages Ltd
 Special Metals Wiggins Limited
 Stansgate Planning Consultants
 Stoke Edith Estate Office
 Stubbs Rich Architects
 Sun Valley Foods Ltd
 Sunderlands
 T A Matthews Solicitors
 Tarmac Quarry Products
 TESS, Central Marches BDC
 Tetlow King Planning
 The Barton Willmore Planning
 The Bell Cornwall Partnership
 The Brock Planning Consultancy

GVA Grimley
H P Goodwin & Sons
H.J. Pugh & Co
H.P.Bulmer Ltd
Halcrow Group Ltd
Hallam Land Management Limited
Hanson, Regional Offices
Harlequin
Harmers Ltd
Harris Lamb Planning
Hartwell Plc
Healey & Baker
Hereford Market Auctioneers Ltd
Herefordshire Housing
Hoddell Association
Hook Mason
House Builders Federation
Humberts
Huntsmans Quarries Limited
I E Developments Ltd
Interplan Architects
J & P Turner Corn and Seed Merchants
J. Patrick Power - Chartered Surveyors
J.D. Gallimore Solicitors
JCS Planning
Jennings Homes Ltd.
JM Probert & Son
John Farr and Associates

The Land Use Consultancy
The Pilgrim Hotel
The Planning Bureau Ltd
Thompsons Land & Property
Three Counties Planning Consultancy
Tinkers Grove Cottage
Top Garage
Tufnell Town & Country Planning
Tupsley Court Farmers
Turner and Co
Vaughan Farm Limited
Venture House
Vodan Sandbrook Ltd
W.R. Skyrme and Sons
Walker Stewart
Wall, Davies & James
Ward Hadaway Solicitors
Watery Lane Farm
Weatherall Green & Smith
Western Division
Wilkon Homes
Williamson Associates Ltd
Wimpey Homes
Wood Frampton Ltd
WS Atkins Planning Consultants
Wye Leisure
Wyedean Housing Association

Others

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

Appendix 3

Statutory consultees for Planning Applications

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

PLANNING NOTICE

Herefordshire Council has received an application for the following:-

Proposal:

Location:

Application Number:

SAMPLE

Application Code/s:

(see foot of notice)

You can see the plans at:

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

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

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

.....

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

JONATHAN BARRETT, HEAD OF PLANNING SERVICES

Posted by:on behalf of Herefordshire Council

Date:

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

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

DC5013MW

Appendix 5

Guide to making representations

Introduction

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

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

Publicity for planning and other applications

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

Neighbour notification

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

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

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

Site notices

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

Newspaper advertising

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

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

Your response

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

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

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

The development plan and planning policies

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

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

Timing of representations

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

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

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

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

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

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

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

Planning Services are situated at:

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

Appendix 6

Guide to speaking at committee

Introduction

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

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

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

How will the scheme work?

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

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

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

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

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

What is the registration period?

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

*examples of the 48 hour period are:-

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.odpm.gov.uk> and following the link to Planning

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

Planning Policy Guidance Notes

Other Planning Policy Statements

Statements of Community Involvement and Planning Applications

Diversity and Equality in Planning – A good practice guide

Further information:

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

The Town and Country Planning (Local Development)(England) Regulations 2004
<http://www.legislation.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 144,
Hereford,
HR1 2YH

Tel 01432 260142

Email ldf@herefordshire.gov.uk

- **Development Control section**

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

Telephone 260342 and 261787

E-mail: planning_enquiries@herefordshire.gov.uk

- **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

Timetable for production

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

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



Current Stage

- **Consultation on Pre-Submission Draft SCI** (6 weeks), 30th January – 10th March 2006



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



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



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



- **Adoption** – May 2007

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