



# statement of community involvement

Plymouth City Council - *Local Development Framework*  
Statement of Community Involvement - Adopted July 2006



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# preface

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“I think Plymouth’s time has now come. There is a real excitement in the air. People are really getting involved. You can see it on a Saturday afternoon when you look at the people, looking to see the progress with the P. & O. development in the City Centre.

There is an opportunity here for everybody to get involved through the Local Development Framework process. The MBM Vision for Plymouth, prepared by international architect David Mackay, I think rightly, concentrated on the city centre. But now it’s time to look at the city as the whole. We need to show more care for our communities, our neighbourhoods and who knows better about neighbourhoods than the communities that live in them. So I want every one to be very much involved”.



A handwritten signature in dark ink that reads "Jean Nelder". The signature is written in a cursive, flowing style.

Councillor Jean Nelder, Portfolio Holder for Strategic Planning Policy.

The Statement of Community Involvement was submitted to the Secretary of State in February 2006, in accordance with Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.

The SCI was successfully adopted in August with small changes recommended by a planning inspector. The SCI and supporting documents are available electronically from [www.plymouth.gov.uk/ldf](http://www.plymouth.gov.uk/ldf) and hard copies are available to view from the City Council Civic Centre offices (planning section).

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# part 1. context

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## 1. why produce a statement of community involvement?

“Planning shapes the places where people live and work. So it is right that people should be enabled and empowered to take an active part in the process. Strengthening community involvement is a key part of the Governments reforms.”

(Source: Office Deputy Prime Minister: Community Involvement in Planning: the Governments objectives. Feb. 2004)

### Purpose

**1.1.** For many people, planning is something they only get involved in when faced with development that directly affects them. Even then, their involvement is often frustratingly too late for them to really become part of the process.

**1.2.** The Council has always tried to involve people, by publicising development proposals and listening to views. Because we are committed to making Plymouth a better place, and believe that this can only be achieved by involving everyone, this Statement of Community Involvement (SCI) takes our commitment a stage further.

**1.3.** The Council recognises that it is in everyone’s interest that there is transparency and openness about development issues from the outset.

Equally, community issues and views need to be clearly understood and taken into account. Only by working together can decisions and plans be approved in the knowledge that stakeholders and the public generally have had a full opportunity to express their views and make representations in a genuine and transparent dialogue.

**1.4.** This document sets out the Council’s commitment to addressing these issues. It sets the standards for engaging in planning Plymouth’s future, as well as ensuring that everyone can comment on individual proposals. It provides a framework for ‘**who**’, ‘**how**’, ‘**what**’ and ‘**when**’ you can get involved. It embraces everyone, including recognising the need to target resources at those groups less likely to engage with the planning process (so called ‘hard-to-reach groups’).

## 2. the vision / principles for community involvement

“To be successful, the process of urban revitalisation has to be owned by the people whom it will affect most: existing residents. .... We therefore need to promote consultation alongside more proactive mechanisms for active participation, linking people with the decision-making processes which affect their own neighbourhoods.”

(Source: Final report of the Urban Task force. Chaired by Lord Rogers – 1999.)

## Vision

**2.1.** The Council aspires to make Plymouth **“one of Europe’s most vibrant cities, where an outstanding quality of life is enjoyed by everyone.”** We will achieve this by joining planning with other strategic initiatives, linking everyone into the decision making process in a way that meets our corporate communication vision, which is:-

**“to be an exemplar of good consultation practise by undertaking quality, effective and inclusive consultation.”**

**2.2.** This document is an important part of delivering this vision. It sets out the means of linking people to the decision making, so that planning decisions better relate to community aspirations and needs.

## Achieving the vision

**2.3.** The Statement of Community Involvement will:-

- Enable the community to know more about, and be more positively involved in, shaping the city’s development

- Provide opportunities to tap into the vast knowledge that local people, groups and organisations have about the city
- Widen the process of involvement so that the views of all sectors of the community can be listened to and taken into account.

**2.4.** This will be achieved by setting out clear principles for consulting on planning policy and applications - so that everyone understands how and when they can best engage with the process.

**2.5.** However, it has to be recognised that there needs to be balance between community aspirations and the city’s social, economic & environmental needs. It also has to be accepted that not all aspects of a plan, or how a planning application is dealt with, are open to debate. The agendas set at the central and regional government levels will have a bearing on what can be decided locally. In order not to raise unrealistic expectations, it needs to be understood that public consultation findings and individual objections are only part of the evidence base upon which the decision by the Local Planning Authority is ultimately taken.

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## How the SCI will be used

**2.6.** This Statement of Community Involvement will commit the Council to a clear approach that actively involves people and stakeholders in the consideration of development issues. It provides a basis against which all planning consultation can now be validated.

**2.7.** For example, for any decision to be made on a planning document, it has to have been through an appropriate level of consultation that meets the commitments set out in this document. If these are not met, then the document can be regarded as failing to meet a 'test of soundness', and further consultations will have to be held.

**2.8.** This concept of a 'test of soundness' is central to the validation process of the new planning system. The Government has set nine 'tests of soundness' which the Statement of Community Involvement will have to satisfy before it can be taken forward to adoption. These are set out in Appendix 4 with a note to clarify how the Council considers it is satisfying them.

## Key principles

**2.9.** The Council is committed to the following key principles, as a basis for guiding consultation.

- 1) Front loading** - to allow the earliest possible involvement of the community in the planning process
- 2) Joining up** – to provide for consultation that links well with other strategies
- 3) Targeted** - to reach the community and 'hard to reach' groups effectively
- 4) Transparency and Openness** – to ensure 'simple' methods of consultation and use of plain English
- 5) Capacity Building** – to give people the knowledge, confidence and opportunity to take part in discussing every stage of the planning process

### 1) Front loading

#### **2.10. What is front-loading?**

Effective community engagement at the outset - ideally before documents are produced. Without this:-

- Development proposals will be ill informed as to local aspirations and needs and may also be the poorer through lack of local knowledge

- The community will lack the essential information needed to inform their judgements relation to a development proposal
- The whole process of engagement is in danger, cause the success of consultation relies on trust between the community and the planning authority and the expectations set at the beginning.

**2.11. How will we achieve this?** The Council will seek to involve people from the very start in making decisions by ‘front loading’ the consultation process in a number of ways:-

- Making best use of the wealth of information already available from previous studies and community engagement initiatives
- Ensuring that communities’ views are heard and their needs addressed by agreeing, at the outset:
  - clear objectives and a timetable for the engagement process
  - what specific methods of engagement will be used to make sure everyone is given the opportunity to get involved

- identifying who will be responsible for engaging which particular groups
- undertaking additional studies of areas or topics where needed, to inform the process.

## 2) Joining up consultation with other strategic initiatives

### 2.12. Why is this important?

The task of the Local Development Framework is to help deliver the spatial aspects of the “City Strategy “ “which is the Council’s Community Strategy” by providing an integrated approach which informs, takes account of and helps deliver a wide range of strategies. For it to be successful it must link into other corporate strategies.

### 2.13. How will we achieve this?

The Council already has an overall approach to consultation. In order to ensure consistency, the community engagement policies of this document will be based on the ‘core values’ set out in the Council’s Consultation & Participation Strategy 2004. It will also comply with the shared principles laid out in the Plymouth Compact agreed with representatives from the City’s community and voluntary sectors.( Appendix 1 refers.)

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**2.14.** Wherever possible we need to join up the consultation processes within the Council. Community engagement in the Local Development Framework will be used to inform other strategy development work, and vice versa. Examples include:-

- Regional Spatial Strategy and the Regional Economic Strategy
- The Economic Vision and Strategy for Plymouth
- City Growth Strategy
- Local Transport Plan
- Children's and Young Persons Plan
- Neighbourhood Renewal Strategy & Area based regeneration strategies
- Housing Strategy
- Community Cohesion
- Social Inclusion
- Civic Pioneers
- Schools Implementation Plan.

### **3) Targeted approach to community involvement**

**2.15. What is the 'Targeted Approach'?** Ensuring that consultation with local people matches the scale of the proposals and is effectively resourced.

### **2.16. How will we achieve this?**

Matching the level of engagement to the type of development issue being considered, by:-

- Ensuring the Local Development Framework is coordinated with other consultation initiatives
- Recognising the need to target resources to those groups less likely to engage with the planning process (so-called 'hard-to-reach' groups)
- Building flexibility into the Local Development Framework timetable to allow additional community involvement work to be undertaken as issues emerge or develop
- Raising awareness and helping groups to make their views known
- Making effective use of information technology, particularly through the Council's web site
- Seeking external resources and support for community management. e.g. through negotiation with developers and in relation to partnership projects.

#### 4) Transparency and openness

**2.17. Why is it important?** Helping people understand what is going on, so that they can contribute to the process, is recognised by the Council as being vital.

**2.18. How will we achieve this?** This document is committing the Council to communicate and consult appropriately and openly with everyone involved, as Local Development Framework documents, development proposals or subsequent changes are made. The Council will:

- Ensure processes are simple to follow and effectively communicated
- Provide easy access to information throughout the planning process
- Cut out technical jargon and ensure information is in plain english
- Ensure effective monitoring and feedback
- Provide a variety of simple, accessible means for people to provide comments (such as an easy-to-use electronic response form on the Council website) and make response forms available at all consultation events and locations where Local Development Documents can be read (the Civic Centre and Libraries)
- Share information about the planning system, through Area Committees and established networks (e.g. Plymouth Community Partnership and Plymouth Environmental Forum)
- Communicate on planning issues with the development industry through regular meetings of the Plymouth Regeneration Forum
- Hold briefings with councillors regarding Local Development Framework matters relating to their areas, to help inform and interpret community views.

#### 5) Capacity building

##### **2.19. What is capacity building?**

The Council recognises that in order to engage effectively with the planning process, all groups, communities and individuals need to extend their knowledge, skills and understanding of the planning system.

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### **2.20. How will we achieve this?**

Plymouth is one of the first Council's to have committed to the Government's Civic Pioneers programme. This means the Council will involve local people in the development of policies and practices, particularly those that will have a day- to-day impact on their lives. (See Appendix 2 for more information on Civic Pioneers and the outcomes the Council's Corporate Consultation Team aims to deliver in 2006/7.)

**2.21.** As well as working with existing partnerships (including the Plymouth Community Partnership and the Plymouth Guild of Voluntary Service), the Council will sign up to a Planning Aid Concordat. This will provide free, independent and professional planning advice to help local people get involved in the planning system. Planning Aid employs Community Planners specifically to work with community groups, providing training (such as in schools), support and information to help people play an active part in planning for their local areas.

**2.22.** The Council's Planning & Regeneration Service will help build capacity in the community through:

- Working with community development organisations that support communities and individuals (e.g. North Prospect Partnership, Groundwork Trust, Devonport Regeneration Company, Efford Building Communities, East End Partnership)
- Providing training to councillors on the new planning system to enable them to effectively represent their wards on planning matters
- Holding public meetings to raise awareness of the planning process
- Holding Community Planning Workshops to look at proposals and master plans for particular areas.

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## Applying these principles

**2.23.** The adoption of these principles will influence the most appropriate methods and style of consultation for different types of planning document, as well as the action taken as a result of consultation. They provide the basis for agreeing the aims of each consultation exercise, identifying who is to be informed by the process and who will be responsible for the decision made, so that a consistent approach is achieved.

**2.24.** How the Council will apply these principles of community engagement to the process of preparing Plymouth's new Local Development Framework is explained in Part 2 of this document. Part 3 outlines how these principles will be applied to the day to day planning application process. Further supporting Information is provided in Part 4 and the Appendices to this document.

# part 2 - local development framework process

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## 3. involvement in the local development framework

**3.1.** Plymouth's Local Development Framework will affect us all. It is vital that everyone understands what it involves, and is able to take an active part in its preparation.

### **Plymouth's new Local Development Framework**

**3.2.** The Government has introduced major changes to the planning system through the Planning and Compulsory Purchase Act 2004. A key aim is to allow greater public involvement whilst speeding up the development process.

**3.3.** At the heart of these changes is the replacement of Plymouth's current Local Plan with a new Local Development Framework (LDF). The LDF will present a long term strategy for the city's development, setting out how that strategy can be achieved through policies to guide development proposals and land allocations to meet the city's needs.

**3.4.** The format of the LDF will be very different from the previous Local Plan. It provides a more flexible approach to produce a range of documents tailored to meeting the city's needs. These different documents, known as Local Development Documents (LDDs), will

be brought together in a 'folder', which together will comprise Plymouth's Local Development Framework. This approach allows the plan to evolve in relation to needs, while at the same time limiting the task of updating it – as only parts of the plan will need to be reviewed at any one time.

**3.5.** There are three main types of Local Development Documents:

#### **1) Development Plan Documents**

provide the framework for making planning decisions. These documents have to be consistent with National and Regional goals, but work for the city at a local level. Because of their importance to the way we live and work, they will be subject to an independent examination by a government appointed inspector.

Development Plan Documents planned in the first three years of Plymouth's Local Development Framework programme, include:

- **The Core Strategy** – This sets out Plymouth's long term vision and the strategic policies for delivering it, including key locations for change and the broad distribution of land uses. This is the central document to which all other LDF documents must relate

- 
- **Area Action Plans** – These will be at the heart of the Plymouth’s strategy, setting out policies and proposals to direct development to the city’s waterfront regeneration areas, as well as to significant opportunity areas. Area Action Plans will be produced for:- North Plymstock (incorporating Mineral considerations); Devonport; Millbay /Stonehouse; Northern Plymouth (Derriford / Seaton /Southway); Central Park,; City Centre /University; East End/Eastern Gateway; Hoe; Sutton Harbour
  - **Criteria Based Policies** – This document will provide a more detailed basis for assessing the contribution that development proposals will make to achieving the overall strategy
  - **Development Sites** – This document will identify sites allocated for development, (not covered by the Area Action Plans), required to implement the strategy
  - **Waste strategy** – This document will provide a cohesive planning framework for the city’s future waste arrangements
  - **The Proposals Map** – This illustrates site specific policies and proposals for each Development Plan Document as it is adopted
  - **Statement of Community Involvement** – This provides the framework and standards for public engagement and consultation on planning matters.
- 2) Supplementary Planning Documents** - These documents amplify some of the policies or proposals of the Development Plan Documents listed in (1) above. It is anticipated, in the first three years of Plymouth’s LDF programme, that additional guidance will be needed on Planning Obligations, Affordable Housing, Design matters and validation of planning applications.
- 3) Other Supporting LDF Documents**  
- **These include:-**
- **Local Development Scheme** – This sets out the scope and timetable for producing Plymouth’s Local Development Framework

- **Sustainability Appraisals** – This provides an assessment of the relative contribution each document makes to promoting the city’s objectives for social, economic, environmental and resource conservation. (Within this context there is also a requirement to meet the Strategic Environmental Assessment Directive.)

- **Annual Monitoring Report** – This assesses the Council’s performance in producing its LDF documents, and the extent to which the LDF Aims and Objectives are being met.

3.6. The diagram below shows the different types of documents which will form Plymouth’s LDF.

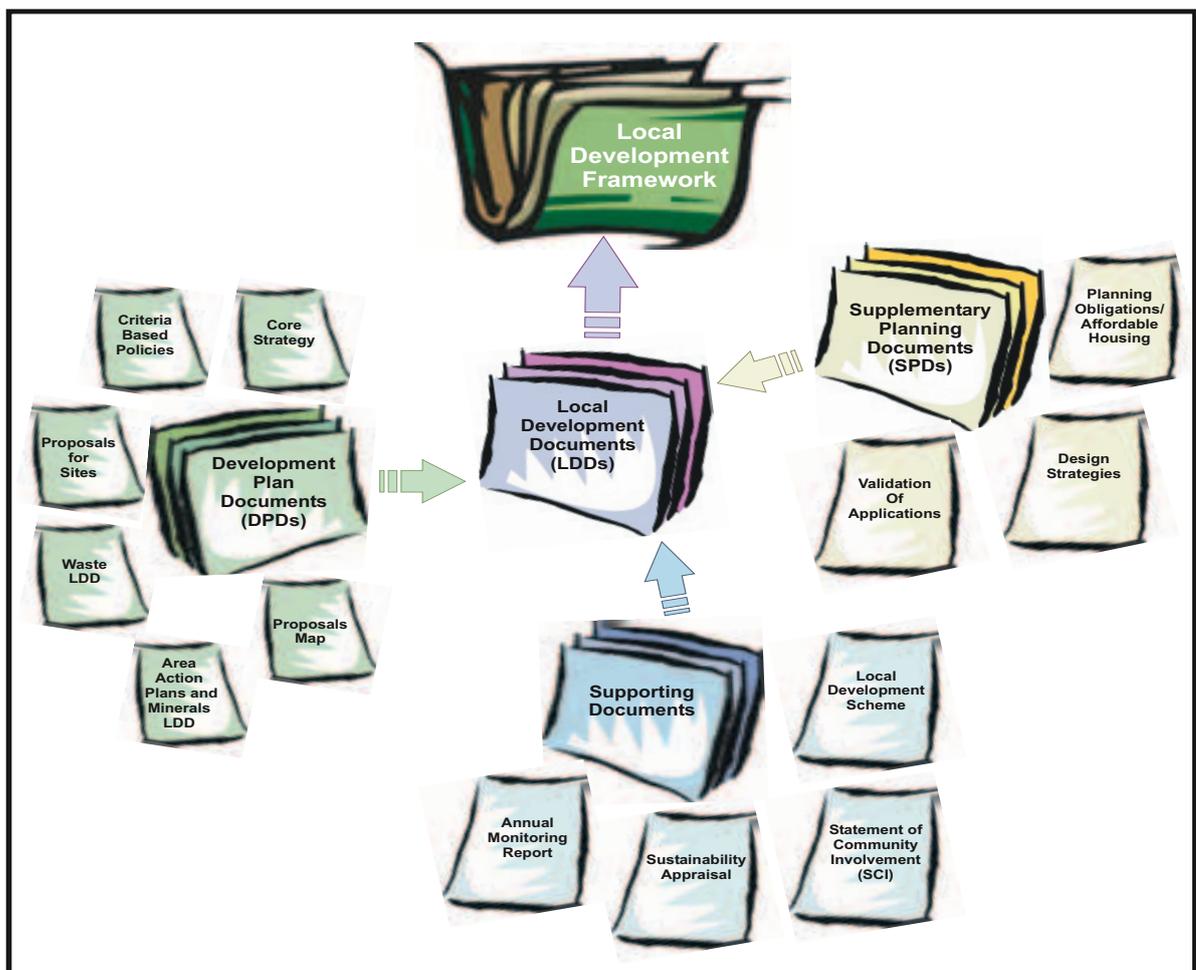


Diagram 1: Different types of Local Development Documents forming the Local Development Framework

## Status of existing planning documents.

**3.7.** Plymouth's new Local Development Framework will become, along with the Regional Spatial Strategy, the statutory development plan for Plymouth.

**3.8.** In the period before the Local Development Framework is adopted, the current adopted Local Plan (1996) will be saved until September 2007 and retain its 'development plan status' providing the basis for planning decisions. In addition, the Council believes that its partially completed replacement, the City of Plymouth Local Plan, First Deposit, (FDLP - December 2001) together with its associated interim Planning Statements, will remain a 'material consideration', where relevant, in the determination of planning applications, until replaced by the LDF. However, the weight attached to these documents will decrease as they are replaced by the emerging Local Development Framework documents. For example, the Local Development Framework Preferred Options reports will take precedence, where there is a conflict with the First Deposit Local Plan.

## 4. how and when engagement will take place

**4.1.** The purpose of this section is to explain when you should engage in the production of LDF documents and also how (the methods of engagement) to get involved.

(The Table at paragraph 4.26 lists the range of engagement methods that will be used for the different stages of LDF production.)

### Key Stages

**4.2.** While the whole of the Local Development Framework process is one of continuous engagement, there are three distinct stages to producing a document. These stages become progressively more formal as the process moves forward. It starts with informal engagement of interested parties, moves through increasingly more formal stages of consultation, ending with formal representation being heard at an independent examination by a planning inspector who decides the outcome.

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4.3. The three key stages are:

- **Preparation** – This is about bringing together all the information required to produce a Local Development Framework document. It will involve the publication of background reports so as to encourage wide ranging public debates in order to establish resident and key stakeholder views. It is also about establishing effective relationships with individuals or groups so that all issues and options can be defined
- **Production** – This is about consulting everyone as the document is progressively refined. Firstly, based on the information gathered at the preparation stage, we will consult on the Issues and Options arising. Having taken into account everyone's views, there will be a further round of consultation to establish the weight of opinion for and against the Council's Preferred Options. It is about a genuine exchange of views with the objective of influencing decision making by the Local Planning Authority
- **Examination** – Based on the outcomes from these two stages, the Council will prepare the draft document for submission to the Secretary of State. There will be a further statutory consultation period where representations can be made to the Secretary of State. A planning inspector will then hold an independent examination. He or she will then consider all the representations made at this stage, and make a judgement on the final Local Development Framework document. This Inspector's report will be binding on all parties.

4.4. Documents which contain policies or proposals are subject to all three of these consultation stages (i.e. Development Plan Documents). But those documents which simply amplify an agreed policy or proposal, only have one consultation stage and are not subject to examination (i.e. Supplementary Planning Documents). However, the relative weight attached to these different types of documents, in dealing with planning matters, reflects the degree of consultation and examination that they have been through.

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**4.5.** The Council recognises that it is important to provide feedback on the consultation results at each of these stages. To achieve this the Council will publish a summary of representations made after each consultation stage. It will make these available on its website and in document format.

**4.6.** In terms of **when** people should engage, it can be seen that there are opportunities to engage throughout the process. However, the earlier you get involved, the more likely you will be able to inform the plan making process and affect the final outcome. To assist, the Council will publish on its web site a record of Local Development Framework progress, as well as forthcoming consultation stages. This will enable everyone to plan ahead for the different consultation events to come, and work with the Council to establish the form, method and timing of the most appropriate consultation events.

### **Methods of Engagement**

**4.7.** The Council will adopt a considered approach to the type and scale of involvement it proposes in relation to the type of Local Development Framework document and the stage of development that it has reached. The following sections discuss appropriate methods for each stage.

#### **Preparation stage**

**4.8.** Because the work done at the start of the process has such an influence on the final outcome, every effort will be made to involve everyone from the beginning in preparing all Local Development Framework documents. This is the time for informal meetings, getting views and gathering facts. While there are a number of ways this can be done, the precise types of engagement will depend on the content of the document, its role and the sector of the community effected by the document.

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4.9. We need to start by making the best use of existing information. It is important not to duplicate what has already been done and reduce consultation fatigue. This method of engagement will include the consideration of responses from recent consultation exercises and will involve reviewing:

- The Community Planning Studies, undertaken for each ward and published in 2001. These studies, were based upon extensive community engagement across the city and directly informed the preparation of the First Deposit Local Plan (FDLP), Dec 2001, as well as feeding into other corporate strategies
- The 3,569 representations made on the FDLP will assist the Council in putting together its policies and proposals for the Local Development Framework
- Major landowner consultations, inviting proposals for sites for consideration in the FDLP, will still be relevant for consideration in the Local Development Framework
- The Gender Audit undertaken for the FDLP

- The regeneration and development strategies for areas such as Devonport, Millbay, Barne Barton and the East End were based on extensive community engagement. This will inform the planning policy framework for these areas
- A number of other consultation exercises have /are being undertaken to inform corporate strategies. (e.g. The School's Implementation Plan and the Local Transport Plan). The outputs from these consultations will be considered as part of preparing Local Development Framework documents.

4.10. This initial preparation stage is recognised as being critical in terms of 'setting the agenda' for the future consultation stages. It will involve:

- Recognising who should be involved and how they can best be engaged in the process, prioritising resources to ensure the engagement of hard to reach groups and other community groups who have not traditionally been involved with the planning process, focussing in on issues likely to be of interest

- 
- Agreeing a timetable for the different stages of consultation, so that everyone knows when they can best get involved
  - Understanding who is responsible for engaging with particular groups, what the outcomes can realistically be, and how this will be fed back to the community
  - Ensuring the coordination of consultation with other Council departments.
- 4.11.** Where existing evidence is not adequate, the Council will work with local communities to evolve ideas for their area. To help communities identify their priorities, the Council will undertake ‘Sustainable Community Assessments’ to identify some of the key issues and opportunities, including assessments of the urban form. Considerations are:
- The first studies will be prioritised to the most deprived areas of Plymouth where action is a priority
  - The methods of engagement will include the publication of background reports as a basis for discussion with key stakeholders and community representatives. There will also be exhibitions and public forums to ensure a wide debate and enable everyone’s voice to be heard
  - The output of these studies will have wider corporate relevance. Not only will they help the Council to determine whether an Area Action Plan or some other planning policy intervention is needed. They will also provide information to other service providers about the needs in these areas.
- 4.12.** The outcomes from this preparation stage will play a key role in informing the next more formal production stage. It will also help establish the links with **who** should be engaged in production stage, as well as **how** that engagement can most effectively be carried out.

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## Production stage

**4.13.** Once the statutory production stage commences the engagement process becomes locked into a timetable that becomes progressively more formal. Methods of engagement will be based around generating a debate related to the publication of documents designed to narrow a wide range of options to those which will be taken forward into the final document. The debate will be based around the document being made publicly available to view and comment upon and supported through advertisement and articles in the media, as well as exhibitions and meetings. The emphasis is on getting everyone to write to the Council with their views. We need to know whether all the options have been considered, as well as the relative weight of support or objection to the Council's preferred options.

**4.14.** The Local Development Framework production stage is different dependent on the type of document being produced.

**4.15.** Development Plan Documents form part of the statutory development plan for Plymouth and therefore need to go through a more formal and structured system of consultation. This will involve:

- The publication of Issues/Options papers designed to promote a wide ranging debate, getting everyone to express and write in with their views
- The publication of Preferred Options papers, which build on the views considered at the Issues / Options stage, setting out what the Council thinks should be done. Again, the purpose is get everyone to express their views through discussions and meetings, as well as write in so that the Council can establish the weight of opinion for and against its Preferred Options
- In support of both these stages, the council will publish a sustainability assessment of each Local Development Framework document designed to inform the debate about the relative contribution each option makes to creating a more sustainable Plymouth. Again, there will be an opportunity to write in expressing an opinion as to whether these assessments reflect the likely outcomes

- In addition to this the council will carry out and publish the results of an equality impact assessment of the Local Development Framework documents
- In terms of feedback, and seeing what others have said, everyone's comments will be made available for inspection and the Council will publish a summary of the responses. This will enable everyone to see how the plan is evolving in response to public opinion.

**4.16.** Supplementary Planning Documents (SPDs), because they focus on amplifying policies or proposals that have already been consulted on, are dealt with through a shorter process that does not involve an independent examination. Methods of engagement will be based around the publication of a draft document, expressing the Council's preferred views on the matter. This will provide a starting point for discussions and meetings with interested parties, enabling people to express and write in with their views. The purpose is to establish the weight of opinion for and against the proposal.

When an appropriate measure of agreement is reached, the Supplementary Planning Document will be adopted by the Council as part of the Local Development Framework, becoming a material consideration in planning matters.

### **Independent examination stage**

**4.17.** At the end of the production stage, the draft Development Plan Document is submitted to the Secretary of State. (Note, this requirement does not apply to Supplementary Planning Documents). At this stage it will be published for representations to be made to the Secretary of State, so that they can be heard at an examination to be chaired by independent inspector.

**4.18.** It is important that anyone wishing to make a representation in support or objection to a Local Development Framework document, does so at this stage – irrespective of whether they have made comments during the earlier production stage. (Please note:- Representations made at the Issues /Options or Preferred Options stages will not be taken forward as representations to be considered at the independent examination.)

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**4.19.** The opportunity to make representations falls into two distinct parts. After submission there will be a 6 week period for anyone to make written representations in terms of supporting or objecting to certain aspects of the plan. Following this, all representations made will be published for a further 6 week period, enabling anyone to make further representations on what has been said.

**4.20.** Any representation made has the right to be heard at the independent examination. However, the purpose of the examination is to determine the soundness of the plan. Therefore, for an objection to be successful, it needs to address the question of whether a specific proposal is soundly based, and /or in suggesting alternatives it needs to demonstrate the soundness of an alternative proposal.

**4.21.** The nature of the examination will depend in part on how those people wishing to express their views wish to do this. The Government expects the majority of representations will be through written representation. However the opportunity to make verbal representations to the inspector is available. Both means of giving representations carry equal weight in the examination.

**4.22.** The outcome of the independent examination process will be a published report by the planning inspector making recommendations on any changes that the Secretary of State deems necessary to the Development Plan Document. These recommendations are binding on all parties and will be incorporated into the final document before it is adopted by the Council.

#### **Statutory minimum consultation requirements**

**4.23.** The legal requirement for consultation on a Local Development Framework document is set out in the Town and Country Planning Regulations 2004. The Council is required to consult all the groups listed in, (paragraph 5.30 refers), list (A), as well as those on list (B) and (C) who are affected directly by the document. (While these are generic lists, the names and addresses they refer to are published, making them available for anyone to write in to request it be updated - either at the Civic Centre or through the PCC website at <http://www.plymouth.gov.uk/homepage/environment/planning/planningpolicy/ldf/ldfguide.htm> ).

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**4.24.** The Council is also required to consult for a statutory six week period during the Preferred Options and Submission stages. It is however the Council's aim that there should be genuine community engagement throughout the process, including prioritising of the so called 'hard-to-reach' groups. To assist this process the Council will make the draft documents available as early as possible in advance of the start of the statutory consultation period.

**4.25.** In addition to the statutory minimum consultation required for LDD production, English Heritage, Countryside Agency, English Nature and the Environment Agency also have to be consulted in relation to the Sustainability Appraisal (SA).

**4.26.** The following table sets out how the Council intends to involve people in the LDF process - the methods of engagement - highlighting the benefits of each method and the resource implication. Not all the methods will be used for every document, but rather the methods chosen will relate to the type of document, scale of involvement and the stage the document has reached.

<b>Method of Involvement</b>	<b>Benefits</b>	<b>Staff Resource Implications</b>	<b>Financial Resource Implications</b>	<b>Type of document</b>	<b>Stage suitable to</b>
<u>Document Publication.</u> <u>Documents will be made available at Civic Centre, Local Libraries and Housing Offices.</u> <u>Electronic copies available</u> <u>www.plymouth.gov.uk</u>	Enables everyone to view LDF documents through a variety of means and at accessible locations. Complies with Government requirements.	Medium	Medium	All LDF documents.	At key LDF stages:- Issues/Options Preferred Option Submission, and Adoption
<u>Notification /writing to statutory bodies and other consultees.</u>	Notifies statutory and general consultees of an LDF publication and allows them to comment upon them. Complies with Government requirements.	Low	Low	All LDF documents.	All stages of LDF production

Method of Involvement	Benefits	Staff Resource Implications	Financial Resource Implications	Type of document	Stage suitable to
<p><b><u>Electronic Resources</u></b>                      - Making information available on the Council's LDF Web site, using notification by emails, &amp; electronic response forms.</p> <p><b><u>Through written responses /representations</u></b>                      Questionnaires and /or Response Forms</p>	<p>Allows direct and easy access to keep everyone up to date with progress, enabling effective engagement. Complies with minimum government guidance to place LDF documents on the web during consultation stages, as well as e-governance requirements</p> <p>Allows everyone to comment on LDF documents so that their views can be taken into account. Provides the Council with feed back at key stages of LDF document production - complying with government requirements.</p>	<p>Low</p> <p>Medium</p> <p>Preparing questionnaires &amp; analysing responses has resource implications</p>	<p>Low</p> <p>Medium</p> <p>Questionnaires can require specialist input which has financial implications.</p>	<p>All LDF documents.</p> <p>All LDF documents.</p>	<p>All stages of LDF production</p> <p>At key LDF stages:-                      Issues/Options                      Preferred Option                      Submission.</p>
<p><b><u>Local Media</u></b>                      -Adverts                      -Press releases                      -Articles /News stories.</p>	<p>Raises awareness and helps people identify when they can get involved in the LDF production or consultation stages. Complies with government requirements</p>	<p>Low</p>	<p>Low, (although advertising can be expensive)</p>	<p>All LDF documents.</p>	<p>At each stage of LDF production                      Issues/Options                      Preferred Option                      Submission.                      Adoption</p>

<b>Method of Involvement</b>	<b>Benefits</b>	<b>Staff Resource Implications</b>	<b>Financial Resource Implications</b>	<b>Type of document</b>	<b>Stage suitable to</b>
<b><u>Public exhibitions /displays</u></b> For example, open days and display stands in libraries, shopping centres and council offices.	Allows people to view LDF documents, inviting comment form a broad audience on both initial options and draft plans and proposals, as they emerge.	High	High	All LDF documents, particularly Core Strategy, & site /area specific documents	All stages of LDF production, but particularly at Key stages:- Issues/Options Preferred Option Submission.
<b><u>Meetings</u></b>	Allows key stakeholders and /or community groups to have a forum for the exchange of ideas, issues and views on subjects /areas.	Medium	Low	All LDF documents.	All stages of LDF production
-Stakeholder meetings					
-Steering groups					
-Focus groups	Focus groups are considered a particularly helpful way to engage those who don't normally participate, including 'hard to reach' groups.				
-Community meetings					
<b><u>Workshops</u></b>	Enabling focused but informal discussions on particular issues to establish community views – particularly scoping documents, the processes to be undertaken, and defining priorities	Medium	Medium	All LDF documents. Particularly AAPs.	Initial preparation stages
- Community planning work shops					
<b><u>Committee meetings</u></b>	Enabling councillors and the community to be informed about LDF issues, providing an opportunity for questions to clarify process and document content.	Medium	Low	All LDF documents.	All stages: Issues/Options Preferred Option Submission.
-Area committees					
-Scrutiny Panel meetings					

<b>Method of Involvement</b>	<b>Benefits</b>	<b>Staff Resource Implications</b>	<b>Financial Resource Implications</b>	<b>Type of document</b>	<b>Stage suitable to</b>
<b><u>Attending existing panels, forums and groups</u></b>	Tapping into existing conduits for information to allow specific groups/ organisations to be targeted, and avoiding consultation fatigue.	Medium	Low	All LDF documents.	All stages of LDF production, but particularly at Key stages:- Issues/Options Preferred Option
<b><u>Linking with existing community involvement initiatives.</u></b>	Offers the ability to join up working and offer community member to engage in multiple activities together which effect their lives				
<b><u>Supporting Planning Aid</u></b>	Offers a valuable way for communities and individuals to gain free help/guidance from qualified planners - increasing communities ability to engage with the planning process	Low	Low	All LDF documents, particularly AAPs	All stages of LDF production, but particularly at Key stages:- Issues/Options Preferred Option
<b><u>Studies and assessments</u></b>	Gain a more detailed understanding of area and communities on which to base further work	High	High	All LDF documents, particularly AAPs	Preparation Stage
<b><u>Engaging with groups and individuals not normally involved</u></b>	Ensuring that all sectors of the community can and have the opportunity to take part in the LDF and have their input into shaping their city and local area	High	High	All LDF documents.	All stages of LDD production, very important in preparation stage
<b><u>-Hard-to-reach groups</u></b>					

<b>Method of Involvement</b>	<b>Benefits</b>	<b>Staff Resource Implications</b>	<b>Financial Resource Implications</b>	<b>Type of document</b>	<b>Stage suitable to</b>
<b><u>Internal corporate discussions</u></b>	Ensures a joined up approach to the development of the city and its services	Low	Low	All LDF documents.	All stages of LDD production, very important in preparation stage
<b><u>Expert panels -Design Panel</u></b>	Opportunity to gain expert opinion and input on specific planning issues to better inform LDF documents	Medium	Medium	All LDF documents.	Preparation, Issues and Options and Preferred options stages of DPDs and preparation and draft document consultation on SPDs
<b><u>Promotional publications DVD's Leaflets and summary documents</u></b>	Increases peoples awareness of LDF and offers shorter summaries or information in different ways to help increase communities understanding	Medium	High	All LDF documents.	All consultation stages

## part 3 - planning application process

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### 5. how and when involvement and engagement will take place

**5.1.** All planning applications (including Listed Building and Conservation Area Consents) for development within Plymouth are dealt with by the Development Consents Unit in the Planning and Regeneration Service. As a Local Planning Authority, Plymouth City Council is responsible for determining all development proposals within the city. These can range from supermarkets and new offices down to the simplest house extension.

**5.2.** This Statement of Community Involvement sets out the two distinct stages of Community Involvement in the process of determining applications:

#### **Pre-submission Consultation**

**Consultation by the Developer, on Significant Applications is strongly encouraged at the pre-application stage.**

**5.3.** Consultation will take the form of one or more of the following depending on the nature of the proposal:

- Public meetings
- Public exhibitions
- Community Planning Workshops
- Interactive workshops
- Media briefings

Website information

Plymouth Design Panel

Post submission Consultation

Or other consultation methods agreed with the Council

**5.4.** Once a Planning application has been submitted, the City Council takes over responsibility for carrying out consultation through statutory publicity and notification

#### **Significant Applications**

**5.5.** For the purposes of this Statement of Community Involvement, the following types of proposals are considered to constitute 'Significant applications'.

#### **Major Applications which are Departures from the Adopted Local Plan or LDF.**

**5.6.** Departures are defined in Circular 07/99, Town and Country Planning (Development Plans and Consultation) (Departures) Directions 1999). Major applications comprise larger scale housing, retail and commercial developments. As a departure, these proposals will not have been through the formal process of the Local Development Framework and therefore issues of principle will need to be established as well as the form that the development would take on the site.

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**Applications where an Environmental Impact Assessment is required**

**5.7.** As defined by the Environmental Impact Assessment Regulations (Town and Country Planning) (Environmental Impact Assessment) (England and Wales) Regulations 1999). These include schemes such as waste disposal facilities and aggregates extraction as well as industrial and other major developments which are of more than local significance, developments which are proposed for particularly environmentally sensitive or vulnerable locations, and for developments with unusually complex and potentially hazardous environmental effects.

**Large Scale Retail proposals**

**5.8.** As defined under the Town and Country Planning (Shopping Development) (England and Wales) Direction [as Annex D to Planning Policy Guidance note 6 Town Centres and Retail Development and substituted by Circular 15/93]. This relates to new developments in excess of 20,000sqm in floor area (or 2,500sqm where combined with existing provisions would exceed 20,000sqm).

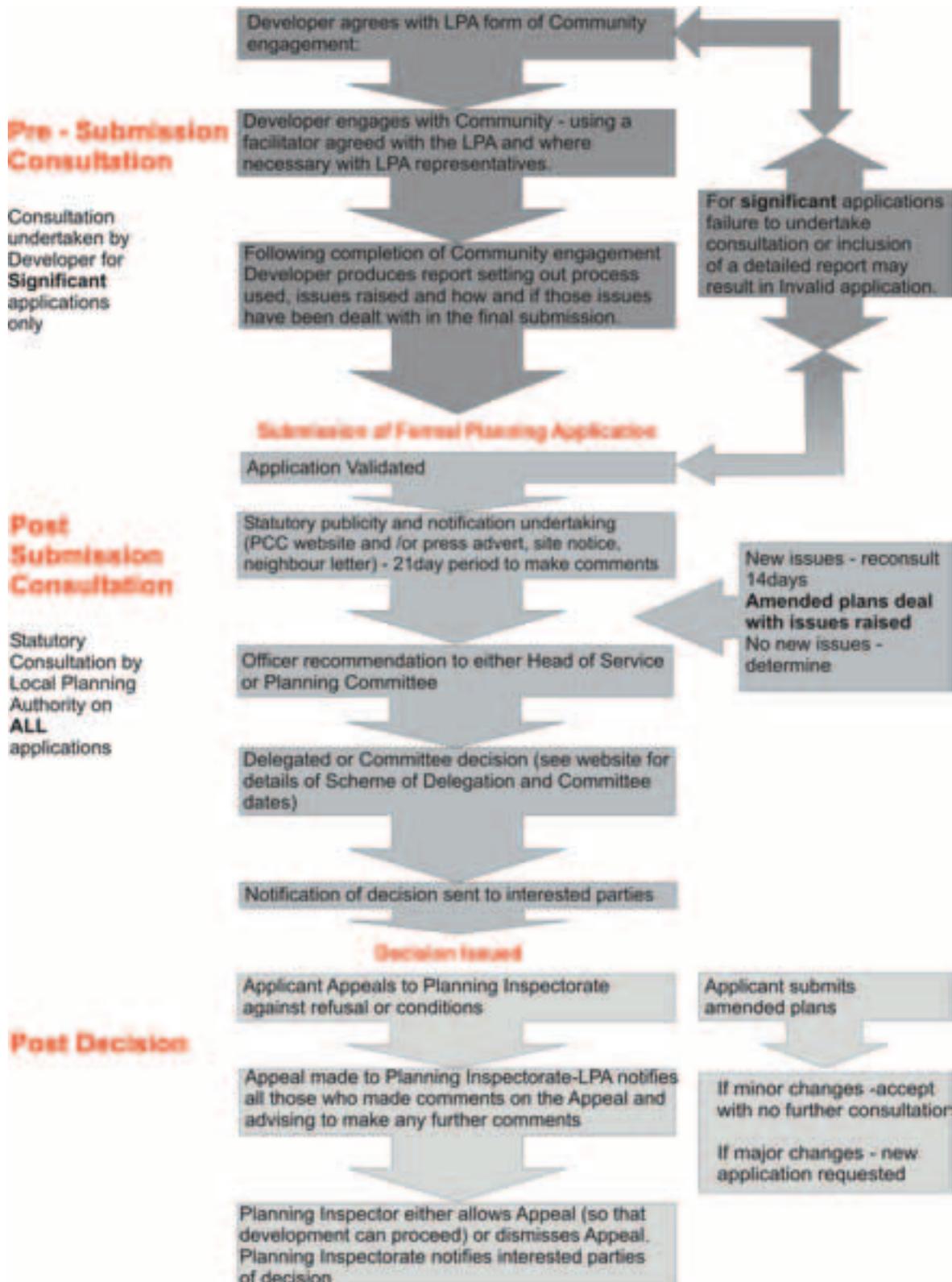
**Large Scale residential developments on Greenfield Land**

**5.9.** Development proposals which fall within the Town and Country Planning (Residential Development on Greenfield Land (England) Direction 2000. These include proposals for 150 or more homes, or residential sites over 5 hectares, on Greenfield land

**Development proposed on playing fields**

**5.10.** As set out in the Town and Country Planning (Playing Fields) (England) Direction 1998. The Direction applies to any proposal for development of any playing field owned by a local authority or used by an educational institution, as specified in the Direction.

The following flow diagram explains the planning application process:



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## **Commenting on planning proposals**

**5.11.** Not all issues raised by people can be considered in the determination of a planning application. For example, the affect that a proposal may have on the value of someone's property, or the presence of restrictive covenants that fall outside planning control. More detailed information on 'material planning considerations' is included on the Council's website.

**5.12.** However in respect of some developments, some issues may have a greater bearing on the decision than others. It is therefore important that people take the opportunity to make comments so that all issues can be considered by the Planning Authority.

### **How do I make comments?**

**5.13.** At pre-submission stage, the method of community involvement will determine how comments can be made. This may take the form of a workshop or simply require someone to submit comments in writing.

**5.14.** Once a planning application has been submitted, all comments must be received in writing within the specified consultation period. Comments can be submitted either by letter, to

Development Consents, Planning and Regeneration, Floor 9, Civic Centre, Plymouth PL1 2EW

or by e-mail ([letters.of.representation@plymouth.gov.uk](mailto:letters.of.representation@plymouth.gov.uk)).

**5.15.** Comments received outside of the formal consultation period will only be considered if circumstances allow, but it should be remembered that a Planning Authority can decide on a proposal as soon as the consultation period expires. Therefore, only in circumstances where an application is still under consideration will late comments be considered.

### **Who determines applications?**

**5.16.** Once the consultation and publicity period has been completed, a recommendation is made by the Head of Planning and Regeneration. In accordance with the City Council's Scheme of Delegation, the final decision is then made either by the Head of Planning and Regeneration or considered by the Planning Committee.

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**5.17.** Details of the scheme of delegation are included on the Council's Website.

**5.18.** A list of all Planning Committee meetings, reports and minutes are available on the Council's Website.

### **Public speaking at Planning Committee**

**5.19.** Those who have either submitted an application, or have submitted written comments on an application that is subsequently to be considered at Planning Committee have the opportunity to speak at the meeting when the proposal is being discussed. Details of public speaking arrangements are available on the Council's website.

### **Find out more**

**5.20.** Further information on the planning application process, current planning applications and decisions are available on the council's website and from the Civic Centre.

# part 4 - supporting information

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## 6. supporting information

**6.1.** The following sections provide further supporting information that is required by the regulations to be included with the Statement of Community Involvement.

### **How has the SCI been prepared**

**6.2.** The process of preparing this document has included the following consultation stages:-

- An Interim Statement of Community Involvement, reflecting the Government's minimum standards for community consultation, was made publicly available in July 2004. The availability of this interim document for public consultation was advertised as part of the wider Local Development Framework Issues/Options consultation stage during March /April 2005
- To help develop the Statement of Community Involvement, a Task Group of community representatives and members of the public (including hard to reach groups) was set up. The Task Group met nine times between the period February 2004 – August 2005, as well as holding a final 'sign off' meeting in November 2005. The Council is extremely grateful for the assistance given by the members of this group
- A further consultation on the Draft Statement of Community Involvement was undertaken at the wider Local Development Framework Preferred Options stage during August /September 2005. A summary report documenting the comments made at this stage has been published
- At the Preferred Options stage, (September 2005), a separate consultation event was held to establish the views of "hard-to-reach groups" on the Statement of Community Involvement

- The process of revising the SCI, to reflect the comments received during the above stages, has been reported to the Sustainable Communities Overview and Scrutiny Panel at their meetings on 29 September 2005 and 26th October 2005.

## Resources

**6.3.** Community involvement has clear implications for resource management. In responding to this challenge, the Council will apply the principles outlined in the document to ensure effective consultation.

**6.4.** To achieve this the Council will supplement its efforts by requiring major developments to contribute resources to the consultation process, through partnership working agreements. It is also important that the Council employs a wide range of public consultation methods to ensure effective engagement with all interested groups and individuals. It will also seek to maximise the return from all ongoing consultations so as to avoid duplication and reduce 'consultation fatigue'.

**6.5.** The Council's Planning and Regeneration Service Strategy Unit is responsible for the production of the Local Development Framework and will be providing the majority

of the resources for its consultation stages. The Unit's budget will be managed to include document publication, advertising and publicity, consultation and research, and the costs of examinations. In addition, staff will be used flexibly to deliver effective community involvement in a coordinated way with other services.

**6.6.** Consultation which is carried out after a planning application has been submitted will continue to be resourced by the Council's Development Consents team.

**6.7.** Pre-application consultation, (outlined in Part 3), will usually be resourced by the applicant, with the assistance of the Development Consents team where necessary. The Council will also work in Partnership with developers to jointly fund community workshops and other special events.

## Monitoring and reviewing the Statement of Community Involvement

**6.8.** The principles and procedures set out in this document will be kept under review to monitor the effectiveness of consultation methods and the feedback generated by the community. This process will involve:

- An annual review which will include a formal dialogue with stakeholders to discover their perceptions of the consultation and public participation processes
- Continual monitoring as part of the process of submitting a Development Plan Document to the Secretary of State, to see how effective the consultation process has been in shaping the final document
- Assessing whether the method of consultation used meets the 'best value' criteria of economy, efficiency and effectiveness.

**6.9.** Where techniques have proved to be unsuccessful, or where revised procedures are required, a formal review of the SCI will be undertaken with its re-submission to the Secretary of State.

**6.10.** The performance of the SCI will also be measured in relation to the Government's indicators and targets, as well as the Council's indicators and targets outlined in Appendix 3.

### **Potential for Joint Working**

**6.11.** While Plymouth does not propose to enter into any formal joint working arrangements – because some of the issues relating to Plymouth future development have implications

for adjoining Local Authorities, the potential for joint working arrangements will be kept under review. This is particularly relevant to progressing the Devon Structure Plan proposals for the Sherford New Community on the City border with South Hams, and in respect of waste and minerals planning matters.

**6.12.** In terms of co-ordinating consultation arrangements that relate to cross border matters, the Council will have to regard to meeting at least the minimum standards set out in the relevant adjoining authorities SCI. With regard to consulting on the proposed New Community at Sherford, Plymouth City Council has agreed with South Hams District Council to co-ordinate, wherever possible, consultation events, as well as the publication and submission of documents, that relate to these proposals, to ensure a joined up approach.

### **Who will we consult**

**6.13.** The following lists sets out who the Council will consult at the statutory stages in preparing its Local Development Framework documents.

**6.14.** These lists are not prescriptive of individual consultees but show the broad spectrum of bodies that will be consulted. A separate database is held, and publicly accessible on the Council's web site, which identifies the individual consultees in each of these categories. This list will be updated, upon notification of any changes of address etc. Representations can also be made by individuals or groups for inclusion on the lists.

Please note this list also relates to successor bodies when re-organisations occur.

The database is available to view at [www.plymouth.gov.uk/ldf](http://www.plymouth.gov.uk/ldf)

**List A – Specific consultation bodies that the Council shall consult with in order to comply with statutory requirements:**

1. Relevant Strategic Planning Authorities

- Cornwall County Council
- Dartmoor National Park Authority
- Devon County Council
- Torbay Council

2. Relevant District Councils

- Caradon District Council
- South Hams District Council
- West Devon Borough Council

3. Relevant Town and Parish Councils

- Antony Parish Council

- Bickleigh Parish Council
- Brixton Parish Council
- Callington Town Council
- Calstock Parish Council
- Landulp Parish Council
- Lanteglos Parish Council
- Linkinhorne Parish Council
- Maker with Rame Parish Council
- Millbrook Parish Council
- Pillaton Parish Council
- Saltash Town Council
- Shaugh Prior Parish Council
- South Hill Parish Council
- Sparkwell Parish Council
- St Cleer Parish Council
- St Dominic Parish Council
- St Neot Parish Council
- St Veep Parish Council
- St Winnow Parish Council
- Torpoint Town Council
- Warleggan Parish Council
- Wembury Parish Council

4. Government Office for the South West (GOSW)

5. Relevant Government Offices and Departments

6. South West Regional Assembly

7. South West Regional Development Agency

8. Strategic Health Authority

9. Strategic Rail Authority

10. Countryside Agency

11. English Nature

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12. Environment Agency
  13. Highways Agency
  14. Historic Buildings and Monuments Commission for England
  15. Ministry of Defence
  16. Relevant Sewerage and Water Undertakers
  17. Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
  18. Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
  19. Any person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;

**List B - General consultation bodies that the Council will consult with where necessary**

**Voluntary bodies whose activities benefit any part of the City Council's area Bodies, which represent the interests of:**

1. Different racial, ethnic or national groups,
2. Different religious groups,

3. Disabled persons,
4. Persons carrying on business.

**List C – Other consultation bodies that the City Council will consult with where appropriate:**

1. Age Concern
2. Airport Operators
3. British Chemical Distributors and Trade Association
4. British Geological Survey
5. British Waterways, canal owners and navigation authorities
6. Centre for Ecology and Hydrology
7. Chambers of Commerce, Local CBI and local branches of Institute of Directors
8. Church Commissioners
9. Civil Aviation Authority
10. Coal Authority
11. Commission for Architecture and the Built Environment
12. Commission for New Towns and English Partnerships
13. Commission for Racial Equality
14. Crown Estate Office
15. Diocesan Board of Finance

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| <p>16. Disability Rights Commission</p> <p>17. Disabled Persons Transport Advisory Committee</p> <p>18. Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company</p> <p>19. Environmental groups at national, regional and local level, including:</p> <ul style="list-style-type: none"> <li>i. Council for the Protection of Rural England</li> <li>ii. Friends of the Earth</li> <li>iii. Royal Society for the Protection of Birds and</li> <li>iv. Wildlife Trusts</li> </ul> <p>20. Equal Opportunities Commission</p> <p>21. Fire and Rescue Services</p> <p>22. Forestry Commission</p> <p>23. Freight Transport Association</p> <p>24. Gypsy Council</p> <p>25. Health and Safety Executive</p> <p>26. Help the Aged</p> <p>27. Housing Corporation</p> <p>28. Learning and Skills Councils</p> <p>29. Local Agenda 21 including:</p> <ul style="list-style-type: none"> <li>i. Civic Societies;</li> <li>ii. Community Groups;</li> <li>iii. Local Transport Authorities;</li> <li>iv. Local Transport Operators; and</li> <li>v. Local Race Equality Councils</li> </ul> | <p>and other local equality groups; National Playing Fields Association; Network Rail; Passenger Transport Authorities; Passenger Transport Executives; Police Architectural Liaison Officers/ Crime Prevention Design Advisors</p> <p>30. Port Operators</p> <p>31. Post Office Property Holdings</p> <p>32. Rail Companies and the Rail Freight Group</p> <p>33. Regional Development Agencies</p> <p>34. Regional Housing Boards</p> <p>35. Regional Sports Boards</p> <p>36. Road Haulage Association</p> <p>37. Sport England</p> <p>38. The House Builders Federation</p> <p>39. Transport for London</p> <p>40. Traveller Law Reform Coalition</p> <p>41. Water Companies and</p> <p>42. Women's National Commission</p> |
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### How will we consult during the different LDF production stages

**6.15.** The following table describes the various production stages of creating Development Plan Documents and the types of involvement for each stage. We will apply the most suitable method of involvement depending upon the type of Development Plan Document. There is continuous engagement throughout this process. Development Plan Documents consist of; Core Strategy, Area Action Plans, Criteria Based policies, Proposals for Sites, Minerals and Waste Local Development Document.

Document Stage 1-8 (Increase consultation formality)	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
1. Preparation	Up to the submission of Issues and Options document	Key Stakeholders, All	Consultation	Questionnaires, electronic resources, local media, public exhibitions and displays, meetings, workshops, attending existing panels, forums and groups, supporting planning aid, studies and assessments internal corporate discussions, engaging with groups and individuals not normally involved, linking with existing community initiatives, and expert panels.
2. Issues and Options Report published and it's Sustainability Appraisal	See Local Development Scheme	All	Inform	Documents made available

Document Stage 1-8 (Increase consultation formality)	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
3. Consult on Issues and Options Report and it's Sustainability Appraisal	6 weeks	List A, relevant organisations from lists B and C  All	Formally inform and request response  Inform and Consult	Letters to statutory bodies and formal written consultation, written representation  Documents made available, electronic resources, local media, written representation, public exhibitions and displays, meetings, area committees, workshops, attending existing panels, forums and groups, supporting planning aid, DVD's, leaflets and summary documents, internal corporate discussions, engaging with groups and individuals not normally involved, linking with existing community initiatives, expert panels
4. Preferred Options Report published and its Sustainability Appraisal	See Local Development Scheme	All	Inform	Documents made available

Document Stage 1-8 (Increase consultation formality)	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
5. Consultation on Preferred Options Report and its Sustainability Appraisal (SA)	6 weeks	List A, relevant organisations lists B and C  All	Formally inform and request response  Inform and Consult	Letters to statutory bodies and formal written consultation, written representation  Documents made available, electronic resources, local media, written representation, public exhibitions and displays, meetings, area committees, workshops, attending existing panels, forums and groups, supporting planning aid, DVD's, leaflets and summary documents, internal corporate discussions, engaging with groups and individuals not normally involved, linking with existing community initiatives, expert panels
6. Submission of Development Plan Document to Secretary of State and publication of Development Plan Document and its Sustainability Appraisal	See LDS	All	Inform	DPD submitted to SOS and letters to statutory bodies and formal written consultation, written representation
7. Period to make representations on Development Plan Document and Sustainability Appraisal	6 weeks	List A, organisations relevant on lists B and C  All	Formally inform and request response  Make formal representation	Letters to statutory bodies and formal written consultation, written representation  Written representations

Document Stage 1-8 (Increase consultation formality)	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
8. Period to make representations on site allocation representations	6 weeks	List A, organisations relevant on lists B and C All	Formally inform of Representations and request response	Letters to statutory bodies and formal written consultation Written representations
9. Examination by Secretary of State on Development Plan Document and it's Sustainability Appraisal	Set by Inspector	All who submitted responses forms on final Development Plan Document	Public Enquiry	Written and verbal representations

**Adoption of Development Plan Document**

## Production process for Supplementary Planning Documents

**6.16.** The following table describes the various production stages of creating Supplementary Planning Documents and the types of involvement for each stage. We will apply the most suitable method of involvement depending upon the type of Supplementary Planning Document. There is continuous engagement throughout this process. Supplementary Planning Documents consist of; Planning obligations, Affordable housing, Design Strategies and validation of planning applications.

Document Stage	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
1. Preparation	Up to Draft Document publication	Key Stakeholders, All	Consultation	Questionnaires, electronic resources, local media, public exhibitions and displays, meetings, workshops, attending existing panels, forums and groups, supporting planning aid, studies and assessments internal corporate discussions, engaging with groups and individuals not normally involved, linking with existing community initiatives, an expert panels.

Document Stage	Consultation Length	Consultees	Type of Engagement	Potential Methods of Engagement
2. Publish draft and its Sustainability Appraisal	See Local Development Scheme	All	Inform	Documents made available
3. Consult on draft Supplementary Planning Documents and Sustainability Appraisal	4 - 6 weeks	List A, relevant organisations lists B & C All	Formally inform and request response Consult	Letters to statutory bodies and formal written consultation, written representation Documents made available, electronic resources, local media, written representation, public exhibitions and displays, meetings, area committees, workshops, attending existing panels, forums and groups, supporting planning aid, DVD's, leaflets and summery documents, internal corporate discussions, engaging with groups and individuals not normally involved, linking with existing community initiatives, expert panels.
4. Consideration of representations and alteration of Document where necessary	See Local Development Scheme	Those representations where necessary	Consult	Written or verbal consultation

**Adoption of Supplementary Planning Document**

# appendix 1 - plymouth compact

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The shared principles laid out in the Plymouth Compact are:

i) Access and Equity (A voice for all)

Providing fair and equal access to good quality services, economic resources and decision-making and equality of opportunity for all people, regardless of, for example, ethnicity, age, disability, gender, sexual orientation or faith.

ii) Independence (Enabling community)

Independent and diverse Community and Voluntary Sectors, democratically elected Governments and effective Public Sector organisations are fundamental to the well being of Plymouth and a democratic and a socially inclusive society.

iii) Integrity (Striving for the best)

Although the Public and the Community and Voluntary Sectors have differing forms of accountability and are answerable to a different range of stakeholders they share in common the need for integrity, objectivity, accountability, openness, honesty, leadership and quality in all their undertakings.

iv) Partnership (Adding value)

Meaningful consultation and participation builds relationships, improves policy development and enhances the design and delivery of services and programmes. Partnership results in increased efficiency and more effective outcomes for the community. Inherent in partnership is the participation of user groups.

v) Sustainability (Protecting the future)

Sustainable development meets the needs of today without compromising the ability of future generations to meet their needs. It requires the responsible use of natural resources, protection of the environment, social progress and economic growth within sustainability principles.

vi) Participation (Inclusiveness)

Providing genuine opportunities for informed community engagement in decision-making processes.

## appendix 2 - civic pioneers

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What are Civic Pioneers? Civic Pioneers are local authorities who are committed to being dedicated to sharing, learning, consulting, involving, working and engaging with communities and local people better. Plymouth Council is one of the first eight Local Authorities who have signed a memorandum as being committed pioneers and as actively supporting the Home Office Civil Renewal agenda - to involve and engage local people in decision-making processes on policy and implementation in public services. Councils' membership of the network signals a commitment from the public sector to involve local people in the development of policies and practices, particularly those that will have a day-to-day impact on their lives. As a result of their willingness to better understand and, potentially, change the way they work with communities, more citizens are able to take responsibility and play their crucial role in resolving local issues.

During 2006/7 Plymouth City Council will aim to deliver the following:

- Complete a strategic review of all departmental consultation arrangements, using a dedicated team of eighteen managers across the entire organisation.

This will lead to a revised consultation strategy, where community involvement is co-ordinated and monitored against the Council's Civic Pioneer Protocol

- Launch a radical new approach to service planning, where consultation activity is embedded in the Council's corporate performance management system, enabling all consultation activity to be monitored by the Council's scrutiny panels and the corporate management team
- Reflect Civic Pioneer priorities within a revised Corporate Plan
- Adopt revised local area democratic arrangements placing the community and voluntary sector at the heart of local democracy and involving young people as well as other 'hard to reach' groups
- Agree a radical citizenship programme for young people in the City, delivering specific and measurable citizenship outcomes to over 2000 young people in the first year, using 'intensive citizenship programmes' Themes will include 'understanding society', 'political literacy', 'social justice', 'equality and diversity' and 'participation'

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- Adopt Civic Pioneer principles at Local Strategic Partnership level
  - Put in place an Area Co-ordination strategy ensuring that the Council is able to respond corporately to local issues at front line service level.

# appendix 3 - SCI performance indicators and targets

The performance of the SCI will be measured in relation to the Government's indicators and targets, as well as the Council's indicators and targets set out below.

Output Indicator	Target
<b>Principle 1</b>	
<u>Front loading</u> – effective community engagement at the outset so development proposals are informed as to local aspirations	
Number of comments/representations received at Issues & Options, Preferred Options and Submission stages.	Target not able to be set against, as no experience of the new planning system against which benchmarks can be set.
<b>Principle 2</b>	
<u>Joining-up</u> – linking with other community involvement initiatives providing an integrated approach to plan making	
Extent to which representation is achieved from all sections of the community	Representation is achieved from the following groups at least equivalent to their representation in Plymouths population: - Black and ethnic minorities - Women - Young People
<b>Principle 3</b>	
<u>A targeted approach to community engagement</u> - to ensure efficient and effective use of resources and also to involve Hard to Reach Groups as much as possible	
Extent to which representation is achieved from all sections of the community	Representation is achieved from the following groups at least equivalent to their representation in Plymouths population: - Black and ethnic minorities - Women - Young People

<b>Principle 4</b>	
<u>Transparency and Openness</u> – Council committing to a consultation framework so as to be clear which will aid in helping people understand what is going on so they can contribute to the process	
Customer satisfaction in terms of the framework being followed and ease of and understanding to inputting to planning consultations	Target not to be set until benchmark survey undertaken
<b>Principle 5</b>	
<u>Capacity Building</u> – in order to engage effectively with the planning process, all groups, communities and individuals need to extend their knowledge, skills and understanding of the planning system	
% of AAPs Issues & Options papers informed by community planning studies / area studies	100%

## appendix 4 - the SCI test of soundness

In the Spring of 2006, the Plymouth Statement of Community Involvement will be examined by a planning inspector at an independent examination. The purpose of the examination will be to test whether it is 'soundly' based.

In the government's Planning Policy Statement 12, it sets out nine tests of soundness which local planning authorities will have to demonstrate their Statement of Community Involvement passes. These 'test of soundness' are listed in the following table, and while these matters are addressed throughout this document, there is an accompanying note as to which particular sections address the matters raised.

<b>The Government's 'Tests of Soundness'</b>	<b>Sections in this SCI which address these matters</b>
<b>1)</b> The Statement of Community Involvement must demonstrate that the 'Local planning authority has complied with the minimum requirements for consultation as set out in the Regulations'.	Part 1 para. 2.9 Part 2 para. 2.17-2.18 Part 4 para. 6.2
<b>2)</b> The Statement of Community Involvement is required to demonstrate that the 'local planning authority's strategy for community involvement links with other community involvement initiatives'.	Part 1 para. 2.12 -2.14 Part 2 para. 4.8 -4.12
<b>3)</b> The Statement of Community Involvement 'identifies in general terms which local community groups and other groups will be consulted'.	Part 1 para. 2.15-2.16 Part 2 para. 4.8 -4.25 Part 4 para. 6.12-6.13
<b>4)</b> The Statement of Community Involvement must 'identify how the community and other bodies can be involved in a timely and accessible manner'.	Part 1 para. 2.10-2.11 Part 2 para. 4.1 -4.26 Part 4 para. 6.14
<b>5)</b> The Statement of Community Involvement must demonstrate that the 'Methods of consultation are suitable for the intended audience and for the different stages in the preparation of local development documents'.	Part 1 para. 2.17-2.18 Part 4 para. 4.1 -4.26

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- 6)** The Statement of Community Involvement must demonstrate that 'Resources are available to manage community involvement effectively'. Part 1 para. 2.15-2.16  
Part 1 para 2.19-2.22  
Part 2 para. 4.26  
Part 4 para. 6.3 - 6.7
- 7)** The Statement of Community Involvement is required to 'show how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents'. Part 1 para. 2.10-2.11  
Part 1 para. 2.17-2.18  
Part 1 para. 2.23-2.24  
Part 2 para. 4.1 -4.26
- 8)** The Statement of Community Involvement must demonstrate that the 'Local Authority has mechanisms for reviewing the statement of community involvement'. Part 4 para. 6.8 -6.10
- 9).**The Statement of Community Involvement 'clearly describes the planning authorities policy for consultation on planning applications'. Part 3 para. 5.1 -5.19

# glossary of terms and abbreviations

<b>Annual Monitoring Report (AMR)</b>	An update produced each year to describe the progress made on the implementation of the <ul style="list-style-type: none"> <li>- Local Development Scheme (LDS)</li> <li>- the extent to which the policies in Local Development Documents are being achieved</li> <li>- Key LDF Indicators and Targets</li> </ul>
<b>Core Strategy</b>	Sets out the long-term land use vision for the Plymouth area - and the strategic policies and proposals to deliver that vision.
<b>Development Plan</b>	Consists of the Regional Spatial Strategy (RSS) and Development Plan Documents (DPDs) contained within the Local Development Framework (LDF).
<b>Development Plan Documents (DPD)</b>	Land use planning documents that are subject to independent examination.
<b>Local Development Document (LDD)</b>	A document that forms part of the Local Development Framework (LDF). It can either be a Development Plan Document (DPD) or a Supplementary Planning Document (SPD).
<b>Local Development Framework (LDF)</b>	This is the overall name for a group of local development documents, which will provide the framework for delivering the land use planning strategy for the area.
<b>Local Development Scheme (LDS)</b>	A document which states the scope and timetable for the completion of the LDF process.
<b>Planning Policy Statement (PPS)</b>	Statements of national planning policy guidance produced by the ODPM.
<b>Proposals Map</b>	A diagram which illustrates the intended land uses described in the DPDs and any saved plans that are included in the LDF.
<b>Public Consultation</b>	This is a process which informs the general public about plans and proposals – and invites them to submit their comments.
<b>Regional Spatial Strategy (RSS)</b>	A document prepared by the Regional Planning Body, which sets out the policies that will apply to the development and use of land in the South West.
<b>Saved Plan</b>	Existing adopted land use plans (or parts of them) can be saved for up to three years from the date the Planning Bill comes into force.

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<b>Statement of Community Involvement (SCI)</b>	This document - setting out the scope and standards for involving the local community, in and around Plymouth, in the longer-term land use planning process.
<b>Strategic Environmental Assessment (SEA)</b>	A technical term, used internationally to describe the study of the impact of a proposal, plan or programme on both the local environment and further afield
<b>Supplementary Planning Document (SPD)</b>	Additional guidance to further clarify and explain the policies and proposals in DPDs.
<b>Sustainability Appraisal (SA)</b>	A study which ensures that all policies and proposals in DPDs embody the principles of sustainable development .



For further information please contact:

Planning & Regeneration  
Department of Development  
Plymouth City Council  
Civic Centre  
Plymouth  
PL1 2AA

01752 304145  
[ldf@plymouth.gov.uk](mailto:ldf@plymouth.gov.uk)

[www.plymouth.gov.uk/ldf](http://www.plymouth.gov.uk/ldf)

