



# CONSULTATION STATEMENT

OCTOBER 2019



## **1. Introduction**

- 1.1 This consultation statement has been produced for information only and sets out the approach to engagement on the Plymouth and South West Devon Supplementary Planning Document (SPD) and the Statement of Community Involvement (SCI). This engagement will take place during the Winter of 2019 and will continue until the documents are adopted (Spring 2020).
- 1.2 Both documents continue the joint working undertaken by Plymouth City Council (PCC), South Hams District Council (SHDC) and West Devon Borough Council (WDBC) on the Plymouth and South West Devon Joint Local Plan (JLP).
- 1.3 The final decision-makers on the SPD and the SCI are Full Council in each authority who will agree to, or not agree, to adopt the final versions of the documents in Spring 2020.

### **What is the SPD?**

- 1.4 In March 2019 the JLP was adopted by the three JLP authorities. To support the implementation of the JLP, a new SPD was needed to add further detail and guidance to its policies. Once adopted, the SPD will be a material planning consideration when making decisions and will supersede those previously adopted SPDs across the JLP authorities listed in the document.
- 1.5 The SPD has been designed and is intended to be capable of being revised and updated as and when required to take into account significant legislative or planning policy changes.
- 1.6 In addition to the SPD, two companion documents have also been updated/produced and are being consulted upon, these are:
  - Developer Contributions Evidence Base, which presents methodologies used to calculate the value of developer contributions; and,
  - Traditional Farm Buildings: Their adaptation and re-use (Barn Guide) which aids developers looking to adapt or re-use traditional farm buildings which are common in rural areas.

### **What is the SCI?**

- 1.7 The SCI sets out the minimum requirements for consultation and involvement proposed by the local planning authorities (LPAs) of the Councils when preparing planning documents or consulting on planning applications.
- 1.8 The SCI gives an insight into the key principles behind consultation and how the Councils intend to consult with stakeholders. It provides clarity about what the Councils will do as a minimum when consulting on planning related matters. The SCI also gives advice about how to effectively engage in consultations.
- 1.9 The joint SCI builds on the work of the JLP providing a consistent baseline to support the continued cooperation in planning across the three JLP authorities.

## 2. Aims of the consultation

### Supplementary Planning Document (SPD)

- 2.1 The aim of the SPD consultation is to seek views on the effectiveness of the guidance set out within the SPD on being able to implement the policies of the JLP.
- 2.2 The consultation provides an opportunity to set out whether or not you agree with the guidance set out within the SPD, and if not to suggest changes to the document.
- 2.3 All comments made will be fully considered. However, it should be noted that the SPD is unable to set planning policies, only amplify existing policies. Therefore, the consultation is not an opportunity to change the policies within the JLP or create new policies, it can only add guidance on the implementation of adopted policies within the JLP.

### Statement of Community Involvement (SCI)

- 2.4 The aim of the SCI consultation is to seek views on the proposed principles, approaches and guidelines relating to the implementation of planning-related consultations.
- 2.5 The consultation provides an opportunity to comment on these matters and to suggest changes that will be considered by the Councils. However, the Councils will not be able to agree to any amendments that cause their consultation processes to be less than the minimum legal requirements.

## 3. Engagement principles

All three LPAs have developed the consultation in line with the principles set out in the draft SCI:

Engagement principle	How is the principle being met?
Appropriate, meaningful and relevant	To ensure the consultation is appropriate, meaningful and relevant, the language used to advertise and promote the consultation has been written in Plain English. Both the SPD and the SCI are technical documents and anyone struggling to understand the consultation process or have any questions with regards to the documents are encouraged to get in touch.
Integrity and honesty	The aims of the consultation above states what can and cannot be influenced by the consultation.
Equality and diversity	Everyone with an interest in influencing how development decisions are made in Plymouth, South Hams and West Devon are encouraged to comment on the draft documents.

Engagement principle	How is the principle being met?
	To ensure accessibility the Councils are accepting comments in a number of ways, including via the Council's consultation portal, e-mail and post. To ensure specialist groups relevant to the consultation are aware of it, officers will be available to attend meetings as appropriate.
Open and fair	Due to the technical aspect of the documents and the fact that it runs over the Christmas period, the consultation will run for over an extended period of seven weeks.
New technology and e-consultation	The consultation will be based online and promoted via social media and e-newsletter, as well as through the traditional methods. Whilst responses received on social media will not be considered as formal representations, the Councils will report the amount of involvement that there has been and the issues that have been raised in online discussions where it is appropriate.
Climate Emergency	The consultation has been designed to minimise printing by designing a predominantly online consultation program.
Responsibility and accountability	All comments made in relation to the consultation will be summarised in a response report with commentary/feedback about what has been taken into account or why a different decision was reached.

3.1 The Councils have also agreed to the following:

- To ensure the consultation is legally compliant and meets data protection requirements;
- To manage cooperatively and efficiently the consultation/engagement processes so that it is fair, transparent and fluid;
- To ensure each local authority runs engagement/consultation periods in parallel to each other as part of a seamless process;
- To ensure all released information is up-to-date and available on each Councils website throughout the process;
- To use the JLP branding when designing and publishing promotional material;
- To be visible, engaging and to ensure it is clear how/when comments can be made.

4. **Dates**

4.1 An outline of the timetable for the preparation, consultation and adoption of the SPD and SCI is as follows:

Activity	Date
PCC Cabinet decision (consultation)	08 October 2019
SH Executive decision (consultation)	31 October 2019

Activity	Date
WD Hub Committee decision (consultation)	05 November 2019
Public consultation	13 November 2019 – 6 January 2020
Adoption	Spring 2020

## 5. Processes and engagement methods

### Making representations

5.1 The public consultation on both the SPD and SCI will run from 13 November 2019 to 5pm on Monday 6 January 2020. The Councils will only accept comments if they are “duly made” i.e. if they are received in a written format with a name and address supplied. Comments made verbally or anonymously will not be accepted.

5.2 The preference is for representations to be made through the online consultation portal: <https://plymouth-consult.objective.co.uk/portal/planning/jlp/> but comments will also be accepted via e-mail to [plymouthplan@plymouth.gov.uk](mailto:plymouthplan@plymouth.gov.uk) or [strategic.planning@swdevon.gov.uk](mailto:strategic.planning@swdevon.gov.uk) or via post to Joint Local Plan Team, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ.

5.3 All comments will be published online and will be made available for public inspection on the website.

5.4 To ensure the Councils are compliant with data protection, it will be made clear via our communication streams how data will be stored and processed. Standard wording (**APPENDIX 1**), adapted for each communication channel will be used.

5.5 Responses received on social media will not be considered as formal representations in relation to consultations, however the Councils will report the amount of involvement that there has been and the issues that have been raised in online discussions where it is appropriate.

5.6 Both the SPD and the SCI are technical documents and anyone struggling to understand the consultation process or have any questions with regards to the documents are encouraged to get in touch.

### Consultation portal

5.7 The public consultation will be managed online through the same online consultation portal used for the JLP. This will be accessed through the JLP webpages via each Council’s corporate websites.

### Publicity and promotional material

5.8 Whilst each LPA will produce their own material to promote the consultation, common language and the JLP branding will be used.

- 5.9 Paper copies of the documents will not be printed, instead posters will be distributed to libraries and other public buildings as appropriate advertising the consultation.
- 5.10 The consultation will be publicised using a combination of the following methods:
- Corporate websites, ensuring the SPD and SCI are available to view online in each required format (plain text and PDF) and are up to date with the relevant information;
  - Newsletters announcing the start and end of the consultation across the three authorities;
  - E-mails to specialist groups;
  - Press releases;
  - Posters;
  - Social media:
    - Twitter
    - Facebook
  - And via other methods as appropriate.
- 5.11 Given the detailed and technical nature of the SPD and SCI, no consultation events are planned. However, officers will attend specific forum meetings as and when appropriate and the Town and Parish Councils will also be consulted.
- 6. After the consultation**
- 6.1 Once the consultation has closed, each Council will consider all the comments received during the consultation period.
- 6.2 A response report will be published detailing how each representation has been considered by the Councils and whether any amendments have been made to the SPD and the SCI as a result of this process.
- 6.3 Final version of the documents will be sent to Cabinet (PCC), Executive (SHDC) and Hub Committee (WDBC) and to Full Council in each authority in the Spring of 2020 for formal adoption.
- 6.4 The Councils will publish an adoption statement and notify any person wishing to be updated of the adoption of the SPD and SCI and the superseding of previously adopted documents.
- 6.5 The final documents will be made available to view as appropriate.

## **APPENDIX 1: Data protection, standard wording**

The information collected as part of this consultation is to support the process of community planning and the ongoing preparation of the development plan. Any comments made cannot be treated as confidential and may be made publicly available on the Council's website. The information collected will be shared between Plymouth City Council, South Hams District Council, West Devon Borough Council as appropriate.

We will never share or use your information for marketing purposes.

Your data will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection in Plymouth please contact: Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ, Email: [dataprotectionofficer@plymouth.gov.uk](mailto:dataprotectionofficer@plymouth.gov.uk) or contact the Data Protection Officer at [data.protection@swdevon.gov.uk](mailto:data.protection@swdevon.gov.uk) for South Hams District or West Devon Borough Councils.

Plymouth City Council (registration number: Z7262171), South Hams District Council (registration number: Z5955131) and West Devon Borough Councils (registration number: Z6379829) are registered as a data controller with the Information Commissioner's Office.