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Statement of Community Involvement



Adopted May 2006

 **WYCHAVON**
DISTRICT COUNCIL
good services, good value

FOREWARD

Every year we set out promises of things we will work to achieve within Wychavon. One of our five-year goals is to 'consult and communicate with residents' on a range of issues including the planning system. Engaging people in influencing our plans and services is not new for us. For example over the last few years we've used a range of involvement techniques, such as face to face residents' surveys, health checks, Local Plan interactive exhibitions, Town Walkabouts and crime audits, to find out what matters to people.

The **Statement of Community Involvement (SCI)** seeks to take forward our community involvement promise by building on past successes, what we have already learnt and your views on community engagement. It sets out how and when you can get involved in planning issues to help shape the future of your local community. We hope that the **SCI** will help communities develop and shape planning decisions in their areas based on local needs and encourage early community involvement in decision making.

- **Section 1** (page 8 - 9) - provides more detail on the role of the **SCI**;
- **Section 2** (11 – 18) - provides a brief overview of what we have learnt about involvement already. This forms the basis of a set of guiding principles to be used in all our community involvement;
- **Sections 3** (page 19 – 29), **4** (page 30 – 35) **and 5** (page 36 – 37) set out how you can become involved in the preparation and review of the planning policies and proposals, the consideration of planning applications and other planning matters. This includes Conservation Area designations, reviews and enhancement schemes, **Tree Preservation Orders** and works to protected trees and important hedgerows.

The **SCI** will form part of our **Local Development Framework (LDF)**. This was introduced by the Government in 2004 as part of the new planning system and will replace the current system of County Structure Plans and Local Plans. Increased emphasis has been placed on community involvement and the Government has outlined minimum requirements for involvement. This has provided us with the opportunity to review what we do to inform and implement our priorities and promises, as set out in the Council's Annual Report 2004/2005. Our **SCI** seeks to expand on these requirements so that we can involve you in a way that reflects your needs and those of the district.

This document and other local development framework documents are or will be available in large copy prints, audiocassette or Braille. If you require the document in one of these formats please contact Sarah George (policy plans section) on Tel: 01386 565453 or e-mail sarah.george@wychavon.gov.uk. For help understanding this document in languages other than English call Ethnic Access on 01905 25121.

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GLOSSARY

AAP: Area Action Plan: These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.

AMR: Annual Monitoring Report: Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which policies in **LDDs** are being achieved.

Article 4 Direction: an order made by the Secretary of State, the National Assembly for Wales or the local planning authority, requiring a planning application to be made where normally permitted development rights would apply.

Chain of Conformity: That the **LDDs** are in conformity with the **RSS**.

Citizen's Panel: A panel consisting of local residents who take part in wide range of issues in the District.

Conservation Area: Conservation Areas are areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Consultation Outcomes Report: Applicants are required to provide a consultation report illustrating the outcomes of their involvement techniques at the pre application stage.

CPRE: Campaign to Protect Rural England

Community Strategy: Local Authorities are required by the Local Government Act 2000 to prepare these to help improve social, economic and environmental of areas.

DEFRA: Department for Environment Food and Rural Affairs

Design Concept Statement: A Concept statement is a simple, clear expression of the kind of place that development should create. They can elaborate on policies in the Local Plan or Local Development Framework and explain how a specific site should deliver the most appropriate design that is relates to local character. Concept statements specify the principles a developer must follow when submitting proposals for any given site.

Development Plan: The development plan consists of the development plan documents and the Regional Spatial Strategy for the West Midlands. The plan sets out the long-term vision for the District.

DPD: Development Plan Document: The Documents that a local planning authority must prepare, to constitute a DPD, and which have to be subject to

rigorous procedures of community involvement, involvement and independent examination. The DPD should include the following elements

- ⇒ core strategy;
- ⇒ site specific allocations of land;
- ⇒ Area action plans (where needed); and
- ⇒ Proposals map (with inset maps, where necessary).

These are described in more detail in Section 3

Examination in Public: An Inspector is appointed by the Planning Inspectorate to hold an examination to discuss objections made to the Development Plan Documents and the **Statement of Community Involvement**.

Generic development control policies: These policies will set out the criteria when considering planning applications and to ensure that development within the areas meet the objectives set in the Core Strategy.

Government Office for the West Midlands: The regional government office is responsible for implementing national policy in the West Midlands and ensures that local authorities comply with national guidance.

LDD: Local Development Documents will comprise of:

- ⇒ **Statement of Community Involvement (SCI);**
- ⇒ Strategic Environmental Assessment/Sustainability Appraisal (SEA/SA);
- ⇒ Development Plan Documents (DPD);
- ⇒ Supplementary Planning Documents (**SPD**).

These are described in more detail in Section 3.

LDF: Local Development Framework: The LDF will contain a series of **LDDs**, which will provide the local planning authority's policies and proposals for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.

LDS: Local Development Scheme: The LDS sets out the programme for preparing the **LDDs**.

LSP: Local Strategic Partnership (LSPs): is a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors.

Listed Building: building or other structure of special architectural or historic interest included on a statutory list and assigned a grade (I, II* or II).

Major planning application: 1. **Residential development** comprising 10 or more dwellings **OR** if the number of dwellings is unknown, the site area is 0.5 hectare or more; **OR** 2. any other use where the floorspace proposed is 1,000 square metres or more **OR** if the site area is one hectare or more.

Planning Aid: Planning Aid is an independent charitable organisation, linked with the Royal Town Planning Institute, which provides free, professional advice and support on planning matters.

This is an important service as it enables those with limited funds to access and participate effectively in planning matters. Further information can be found at our main Council offices. Planning Aid can be contacted at Unit 319, The Custard Factory, Gibb Street, Birmingham B9 4AA, telephone 0121 766 8044 or on their website www.planningaid.rtpi.org.uk.

PINS: Planning Inspectorate: The Planning Inspectorate is responsible for the processing of planning and enforcement appeals and holding examinations into development plans.

PPS: Planning Policy Statement: Government statements of national planning policy being phased in to supersede Planning Policy Guidance notes (PPGs).

Regional Planning Body (RPB): Has responsibility to take forward, implement and review regional spatial strategy.

RSS: Regional Spatial Strategy: The **RSS**, incorporating a regional transport strategy, provides a spatial framework to inform the preparation of **Local**

Development Documents, **local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities including waste and minerals.** **SCI: Statement of Community Involvement:** Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, and the steps that will be taken to facilitate this involvement.

SEA: Strategic Environmental Assessment: Assessment of the environmental impacts of the policies and proposals contained within the LDF.

Stakeholders: Interested parties who have an interest in the activities of our Council.

SPD: Supplementary Planning Document: **SPDs** are intended to elaborate upon the policy and proposals in **DPDs** but do not have their status.

SA: Sustainability Appraisal: Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF.

1.0 INTRODUCTION

* 1.1 THE NEW PLANNING SYSTEM

The new planning system is known as the **Local Development Framework (LDF)**. This will replace the current system of County Structure Plans and Local Plans. Our **Local Development Scheme (LDS)** sets out the programme for preparing the planning documents, and introduces the new system.

The main theme throughout the new planning system is to make it more responsive to change and be more effective in involving the community. We want you to be more involved in the early stages of planning issues for local people to help shape the future of our communities.

More information about the new planning system can be found on the Office for Deputy Prime Minister website: www.odpm.gov.uk and from our own website: www.wychavon.gov.uk. Paper copies are also available on request.

* 1.2 PURPOSE OF THE STATEMENT OF COMMUNITY INVOLVEMENT

Our **Statement of Community Involvement (SCI)** sets out how and when we intend to involve you in the preparation and revision of planning policy documents and decision making on planning applications. It identifies how we will engage with the community and stakeholders to address the issues, which are important to you in the future planning of the district. We will proactively seek to engage the local community on planning issues, although we recognise that it is unlikely that a consensus can always be achieved

We are required to produce a **SCI** by the Government (Section 18 of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004). We believe that the document builds on the Government's minimum requirements for involvement and will form part of our LDF.

The **SCI** complies with our Council's overall objectives for involvement identified as part of its priorities and promises. Our initial draft was sent to a range of consultees including District and County Councillors, Parish and Town Councils and organisations required by the Government whose comments have been taken on board in revising the document, which is available for 6 weeks statutory consultation.

We also produced a questionnaire seeking views on preferred involvement methods to help inform the document.

To inform the development of the **SCI** and to meet **SCI** regulations (25 & 26) we sent a copy of the **SCI** and questionnaire to Parish Councils. For further information about how we consulted see our consultation statement, which is available on our website (www.wychavon.gov.uk) or a paper copy is available on request.

* **1.3 BENEFITS OF THE SCI**

The benefits of the **SCI** include:

- it provides guidance on how and when you can get involved in the development process;
- it can help local communities develop and shape planning decisions in their areas based on local views and aspirations;
- it encourages early involvement in decision making between the community, interest groups and stakeholders. This can help to resolve any conflicts early in the process and can generate a sense ownership of the agreed outcomes;
- it focuses priorities on meeting local needs.

2.0 SETTING THE CONTEXT FOR THE SCI

* 2.1 INTRODUCTION

Involving the community in what we do is not a new concept to us. It's only through listening that we can become aware of the diverse needs of our ever-changing communities. Our **SCI** sets out how we will do this and how you can get involved to help create better and more inclusive environments for everyone.

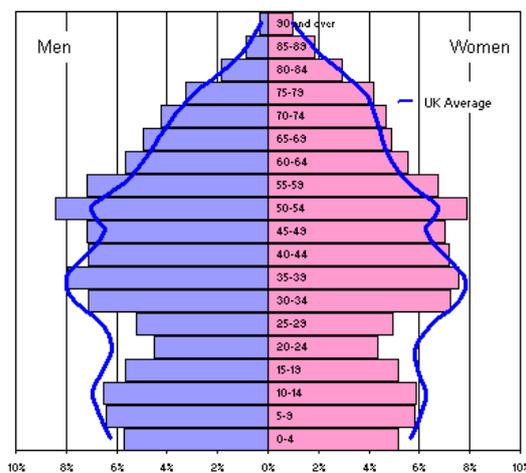
The purpose of this Section is to outline our commitment to involvement and review what we have learnt from previous involvement in terms of building on success and identifying gaps or areas for improvement. We have set out a number of guiding principles, which will apply to all our involvement so that our services can be delivered in a consistent and co-ordinated way.

* 2.2 ABOUT THE DISTRICT

In order to provide services to meet your needs, we need information about the district. Community profiling is a useful tool in helping us understand our area and has been used to inform many of our existing plans and strategies.

We use a variety of information sources to understand the needs of the district. These include census data, economic and workforce profiles, area health checks, joined up information systems (JUIS) and hotspots research. The use of Geographic Information Systems (GIS), computerised mapping and information systems also allows us to build information about particular properties or areas. All of this allows us to stay in tune with the changing needs of our communities and guide our approach to involvement.

The 2001 Census data helps inform us about our District and provides an age profile for Wychavon's population as illustrated in the diagram below:



(Source: Census 2001)

The proportion of the population in the 'older people' and 45 – 90 years' age groups is increasing. We already have the second highest population of over 65 years old in Worcestershire. We currently engage with a range of groups to seek

the views of the elderly including the Older Persons Forum. Wychavon has a black and minority ethnic population of 1.2% compared to 2.5% across Worcestershire. The population of BME (Black Minority Ethnic groups) households is however increasing. Our main ethnic groups are Travellers/Gypsies and migrant workers.

The 2001 Census data also shows that we have a low population density of 1.7 people per hectare. Consultation with partners has demonstrated that accessibility is an issue which needs to be addressed as part of our involvement procedures. The Worcestershire Local Transport Plan 2, the Wychavon and Redditch Rural Transport Officer and our Council's Rural Scrutiny Panel have also confirmed that this is an issue.

* 2.3 WHO WE WILL CONSULT

A detailed list of groups we intend to engage on development plan documents and planning applications can be found at appendix 1 and 2. We aim to involve a wide cross section of the community and want to involve those people that have not been involved before, known as 'hard to reach groups'.

The main groups are:

- members of the public;
- District and County Councillors;
- Parish/Town Councils and Parish Meetings;
- neighbouring local, strategic authorities and Parish Councils;
- Local businesses;

- Developers/Agents;
- landowners;
- central, regional and local government organisations;
- our three Local Strategic Partnerships;
- statutory bodies and groups, community, voluntary and residents groups and interested parties.

* 2.4 OUR COMMITMENT TO INVOLVEMENT

Our priorities, our aim and our vision for our Council have all been formed through community involvement set out in Wychavon's Annual Report 2005 – 2006.

Our vision for Wychavon is of "Healthy, safe, vibrant and diverse communities, living in a clean and green environment.'

Our aim is to deliver excellent services and work with partners to improve quality of life for everyone in Wychavon.

Our priorities are:

- An excellently run Council
- Healthy and safe communities with a good quality environment
- Reaching out to everyone

Every year we also set out promises of things we will do to work towards our vision. One of our five year goals is to 'consult and communicate with residents' on a range of issues including the planning system.

Our commitment to involvement has also been expressed as part of the Equality Standard for Local Government. In order to understand and address the diverse needs of our communities, involvement is vital. It also provides us with an opportunity to get feedback on our services and identify ways in which we can improve.

Following on from our priority to reaching out to everyone, we want to continue to mainstream our approach to equality and diversity into our service planning and delivery activities.

As set out in the Race Relations Act 1976 (Amendment 2000) our general duty as a public organisation is to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity and
- Promote good race relations between people of different racial groups.

We recognise that everyone is different but this doesn't mean that people should be disadvantaged as a result.

The challenge for us will be to ensure that all our documents reflect our aims and vision. We will endeavour to ensure that your views on planning issues help to inform and direct our priorities so that we achieve agreed aims. While a general consensus will always be sought when engaging local communities, it will not always be possible to achieve in every circumstance. More information about our priorities and promises can be found in our annual report which is available on our website www.wychavon.gov.uk or a hard copy is available on request.

* 2.5 APPROACH TO INVOLVEMENT

We are currently producing a guide setting out our approach to involvement, which will be available on our website later in the year. This is for Councillor/Officer relations to ensure appropriate codes of conduct when representing the electorate and the people who live in Wychavon. Councillors will be provided with full details on how the involvement exercise was set up, progressed and the results. If the involvement is within their area we will provide them with as much notice as possible. Members have the opportunity to be involved in involvement exercises where appropriate and are encouraged to conduct involvement within their own wards.

We are in the process of developing a Council's Charter for Wychavon. This will be an agreement between us and Town and Parish Councils in the area and addresses a number of key areas to ensure effective joint working. These issues include:

- links to the Community Strategies and Local Strategic Partnerships;
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- procedures and codes for participation, consultation and effective communications;
- how Parish Plans will be considered by us and how they can be used to influence land use planning;
- working practices between us and Local Councils that have attained Quality Parish Status.

The Draft Charter is subject to consultation with Local Councils before final adoption.

We also work with Planning Aid to advise us on engaging with the community. This is an independent charitable organisation, linked with the Royal Town Planning Institute, which provides free, professional advice and support on planning matters.

* 2.6 PREVIOUS INVOLVEMENT

We consider involvement as invaluable in understanding the needs of the communities in the area and in improving the services we provide to you. A good example of previous planning involvement is our development strategy leaflet ("Where should development go?"). This was produced to inform the Local Plan Review and was recognised by the Government as good practice.

The interactive Local Plan Exhibitions were also widely praised by the local community as being informal, easy to understand and informative. We intend to build on this success and improve on the ways we engage.





Planning for Real Event undertaken to inform the Local Plan Review

As well as targeted planning research, we also have a variety of information about how Wychavon communities feel about their area and the services we provide. The majority of our plans and strategies are based on involvement including our MORI residents survey, general satisfaction surveys, health checks, community plan involvement and fear of crime to name but a few. Community engagement is a key part of effective involvement and our 'reaching out to everyone' initiative has allowed communities to give us feedback on our services. This was launched in April 2004 and we now have a dedicated outreach officer to work with community groups to provide information about our services, get peoples' views and encourage them to get involved. This will be a useful tool which we can utilise in developing planning policy to help us engage with hard to reach groups.



We have gained a local reputation for clearly communicating our priorities and achievements through innovative and award winning publications such as our pizza and chocolate box leaflets. These leaflets were produced to show you what services we provide.

The Audit Commission as part of the Comprehensive Performance Assessment Inspection Report March 2004 gave us a top score for involvement. A copy of the Report can be found on our webpage www.wychavon.gov.uk:

We have undertaken innovative involvement events like party in the park events and have close links with the local schools through the daily sports sessions. This helps in making contact with these groups. There are also established groups of young people such as the Youth Parliament and Schools Councils which provide an additional mechanism for seeking views from this group,

We also intend to learn from best practice from other organisations. The ODPM's Creating Local Development Frameworks A Companion Guide to PPS12 is a useful source of information.

* 2.7 HOW WE WILL CONSULT

We recognise that suitable involvement methods will be required for different levels and types of planning to address the diverse needs of the District. We have considered a list of advantages and disadvantages of different involvement methods and their resource implications in appendix 3. To ensure effective involvement, information will need to be accessible for all and appropriate to the needs of different groups and people.

In order to carry out consultation effectively we need to take into account the profile of the district and the diversity of the communities in the area. Diversity is all about recognising and valuing difference so its important to ask what makes Wychavon unique. Although we don't have a large number of different ethnic minority communities (1.2%) in Wychavon, there are many other factors that make our communities diverse. These include:

- the higher than average number of elderly people in the district;
- the large number of families that settle here and the general affluence of the area;
- the hotspots of deprivation that exist as well as rural isolation;
- the presence of Travellers
- issues regarding casual labour and ;
- lack of transport and the social exclusion of community groups.

To tackle these issues we need to be aware of the problems facing our communities and look at how we can tackle these through our service delivery and working with others.

It is important to bear this in mind when we look at effective consultation with our communities. The profile of the district suggests that some harder to reach groups exist but it is important to clarify what we mean by this term.

Hard to reach groups can be defined in two ways. Firstly as groups who don't wish to take part in consultation or don't wish to be actively involved in their community. This means that although they may be given opportunities to get involved they simply may not wish to. 'Hard to reach' also implies that some groups may be left out of consultation methods as they are particularly hard to engage with. Whilst some people may cite young or old people in this category we shouldn't be too quick to bracket people within a 'hard to reach' group. In order to engage with different groups within our communities we need to use a variety of consultation techniques. This means that different methods will be used depending on what we need to know. The key is to make sure our consultation reflects the views of a wide cross section of the community.

We will ensure that:

- Documents are available in paper and electronic form where possible;
- we clearly state why we need your views and the process for dealing with them;
- allow sufficient time for you to respond to involvement exercises;

- we make information available at the Civic Centre (Pershore), local libraries & Community Contact Centres within the District, and on the website: www.wychavon.gov.uk;;
- we make information available in large print or Braille and offer translation in other languages on request;
- we write documents in plain English;
- we develop involvement methods which are imaginative, engage the community and are appropriate to the user;
- we make it easy to get involved and address issues of accessibility in setting up involvement events;
- we provide feedback on outcomes;
- we regularly review what and how we do things to ensure that we are effective and deliver value for money;
- we will revamp our website and GIS to make it more accessible.

We will include anyone who wants to be informed about the LDF on our database and automatically inform them about LDF matters in the future.

* 2.8 WHEN WE WILL CONSULT

Our programme for involvement on LDD documents is set out in Section 3. It can also be downloaded from our LDS which is on our website www.wychavon.gov.uk.

It is important though not to look at planning in isolation as many of our services have existing links with partners and programme for involvement which we can tap into and learn from – see appendix 4 for Wychavon Partnerships. Outlined below are some examples of planned involvement which we will look for opportunities for joint involvement on planning issues. The importance of linking planning policy with the Community Plan reinforces the need to share resources and co-ordinate activities.

Future Planned Involvement

Planned involvement	Consultees	Frequency	Lead Department
▪ Best Value General Satisfaction Survey	Sample of households	Every 3 years	Strategy & Communications
▪ Best Value Benefits Satisfaction Survey	All benefits claimants within a specified period	Every 3 years	Strategy & Communications
▪ Best Value Planning Satisfaction Survey	Sample of agents/applicants/objectors to Planning Applications	Every 3 years	Planning Services
▪ Budget Involvement	Questionnaire to be circulated via TWM (our magazine)	Annual	Strategy & Communications
▪ Business Rate Involvement	Chamber of Commerce, Trade Associations and	Annual	Business Rates

Statement of Community Involvement Submission Document September 2005

	Representative Groups		
▪ Community Plan	To be confirmed 2006	To be scheduled 2005/2006	Strategy & Communications
▪ Planning Customer feedback	Available to all customers	Ongoing Reported every 6 months	Planning
▪ Housing Strategy	Specific partners include Housing Associations, Local Housing Groups and Housing Corporation as specific partners. and adjoining Local Authorities	Review in 2009	Housing
▪ Internet involvement	Advertised to all residents in TWM, local press and in Contract Centres	At least 1 topic per year	Strategy & Communications
▪ Local Plan	Planning Policy Statement 12, Annex E	See appendix 6 and our LDS.	Planning
▪ Low Income		Ongoing, minimum twice yearly	Strategy & Communications
▪ Residents Survey	Selected residents	Every 3 years Next due: 2005	Strategy & Communications
▪ Staff Survey	All staff	Every 2 years Next due: early 2006	Strategy & Communications
▪ TWM reader response	Every resident in the district	4 times a year	Strategy & Communications
▪ Youth involvement		Every 2/3 years	Youth

3.0 DEVELOPING PLANNING POLICY

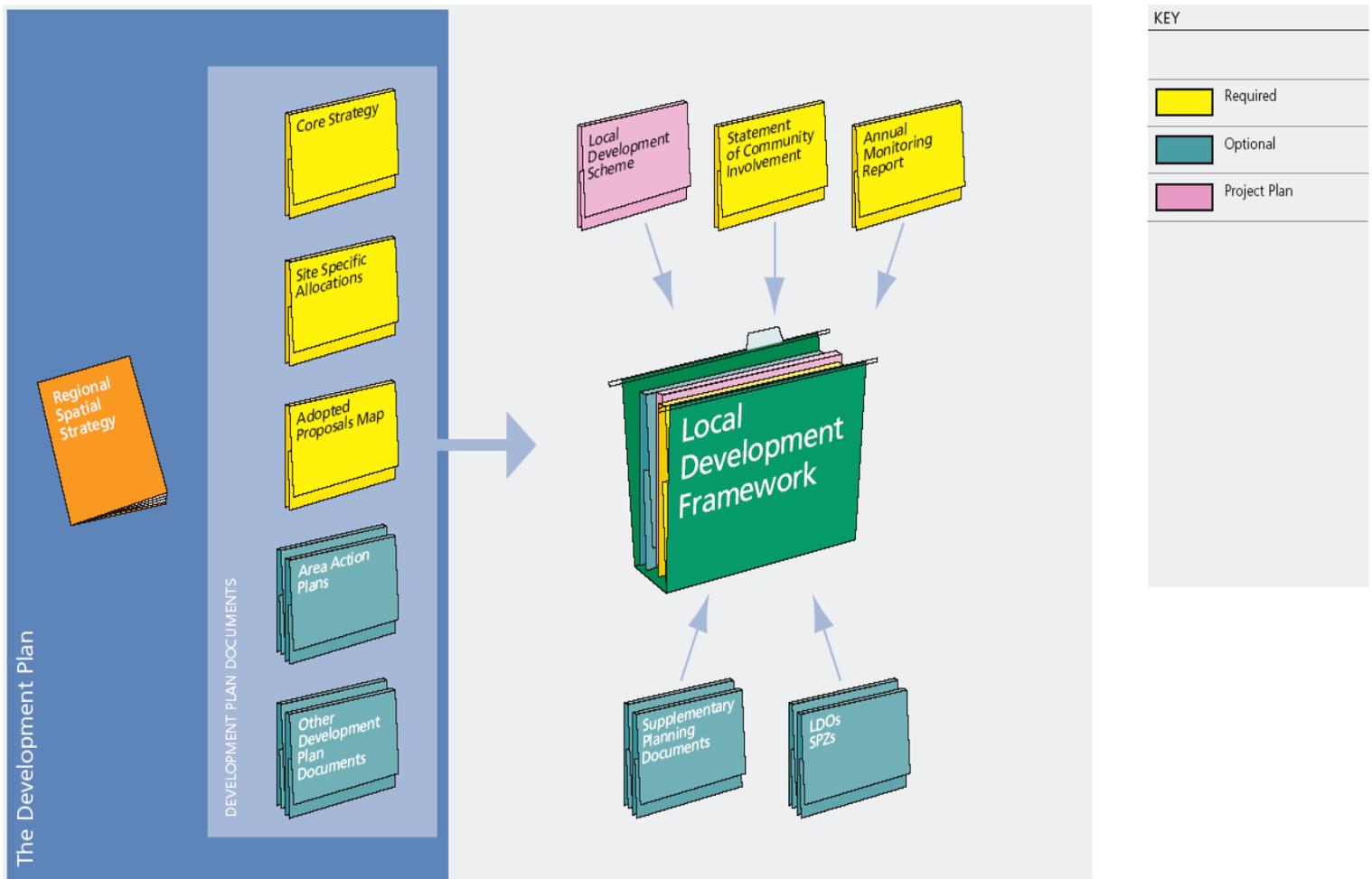
* 3.1 INTRODUCTION

This Section explains the new **Local Development Framework (LDF)** and how it links with our Community Plan and the opportunities for you to be involved in the production of **Local Development Documents (LDDs)** are contained within the LDF and will be produced to keep planning policies and proposals up to date. These documents will be linked with our Council's Community Plan to help achieve corporate objectives and encourage joined up thinking.

In contrast to the current Local Plan process, the LDF will consist of a portfolio or folder of documents as opposed to a single document with an associated proposals map. The new format is designed so that local authorities can decide upon a combination of documents which best suits local circumstances. The new format is intended to make it easier to keep policies and proposals up to date by allowing for documents to be reviewed as required rather than the whole Plan.

Documents contained in the Local Development Framework

Source: Planning Policy Statement 12



* 3.2 LINKS WITH COMMUNITY STRATEGY/CORPORATE POLICY

In 2003 we published our first Community Plan called 'making life sweeter for you'. Its based on things people told us matter to them; issues like health, crime, housing, the environment and facilities for young people.

The plans aim is to improve quality of life for everyone in Wychavon. It was put together by a partnership of organisations, including West Mercia Police, South Worcestershire Primary Care Trust, Community first, Worcestershire County Council and Wychavon District Council.

An updated version of our Community Plan was launched in 2004. It contains over 100 actions to tackle the issues that are important to people over the next few years. We are now working with even more organisations to deliver the plan and our three area-based (Droitwich Spa, Evesham and Pershore) Local Strategic Partnerships (LSPs) are delivering actions that meet local needs in the towns and surrounding rural areas.

Community involvement is at the heart of our Community Plan and the new planning system means we can join things up even more. The Community Plan Core Group is responsible for keeping track of progress on all actions in the Community Plan and is the main link which we will use to ensure that the objectives of the Community Plan and the LDF fit together. This will ensure links with our three Local Strategic Partnerships and with Parishes and Towns working on Parish Plans. The following organisations represent the core group:

- Community First;
- Droitwich, Evesham & Pershore Area LSPs (represented by the Chairman of each);
- Hereford and Worcester Fire Brigade;
- Learning & Skills Council Hereford and Worcester;
- Rooftop Housing;
- South Worcestershire Primary Care Trust;
- West Mercia Police;
- Worcestershire County Council; and
- Wychavon District Council.

While the meetings aren't open to the public, people can get involved in the Community Plan by giving us their views/responding to consultation (the plan is based on what people have told us matters to them). We produce 'tasting the difference' progress updates three times a year to tell people how we're getting on. These are published in the Wychavon Magazine (TWM) and newsletters, which are available from local libraries, Community Contact Centres and Volunteer Centres. **(9)** A diagram setting out links between Community Planning, LSPs and Parish Plans is set out Appendix 5. Targeted consultation undertaken by these groups will assist in identifying hard to reach groups and in informing actions.

Copies of our Community Plan are available on our website: www.wychavon.gov.uk and paper copies are available on request so you can find out more about how we are working to improve quality of life in the district.

* 3.3 WHAT DOCUMENTS WILL WE BE PRODUCING?

Apart from this **SCI** we will be producing two types of **Local Development Documents (LDDs)** which will form part of the LDF. These are known as Development Plan Documents (these will have Development Plan status and will be subject to an Examination) and non-Development Plan documents. We will seek community involvement on all **LDDs**. Our work programme is set out at appendix 6.

The Town and Country Planning (Local development) (England) Regulations (2004) set out minimum legal requirements for involvement and participation (see appendix 7 for website link or contact us for a paper copy). We have a statutory duty to engage the community and statutory bodies, who our Council considers appropriate, (see appendix 1&2 for a full list) for a 6-week period. Evidence collected to support the soundness of the **LDDs** will be made available for public inspection.

Development Plan Documents (DPDs) and how you can be involved

The following documents will form **DPDs**:

Core Strategy

This provides the main planning framework for the District and sets out the vision, objectives and core policies for achieving sustainable development within the area. The strategy will also be based on policy at a strategic level and link to our Council's Community Plan. The Core Strategy must also comply with Regional Spatial Strategy (**RSS**) and is part of the Development Plan. **Site Specific Allocations of land**

Sets out land allocations for employment, housing and other types of development in line with the core strategy. However there are no new site-specific allocations proposed in the District for 2004-2007, in addition to the Wychavon District Local Plan Review allocations.

Area Action Plans

These plans set out detailed guidance for areas subject to significant changes or where conservation is needed and to ensure development is appropriate to an area. However there are no area action plans proposed in the District for 2004 – 2007.

Development Plan Policies

Policies within the development plan will be based on topics such as housing, employment or tourism to guide development in the District.

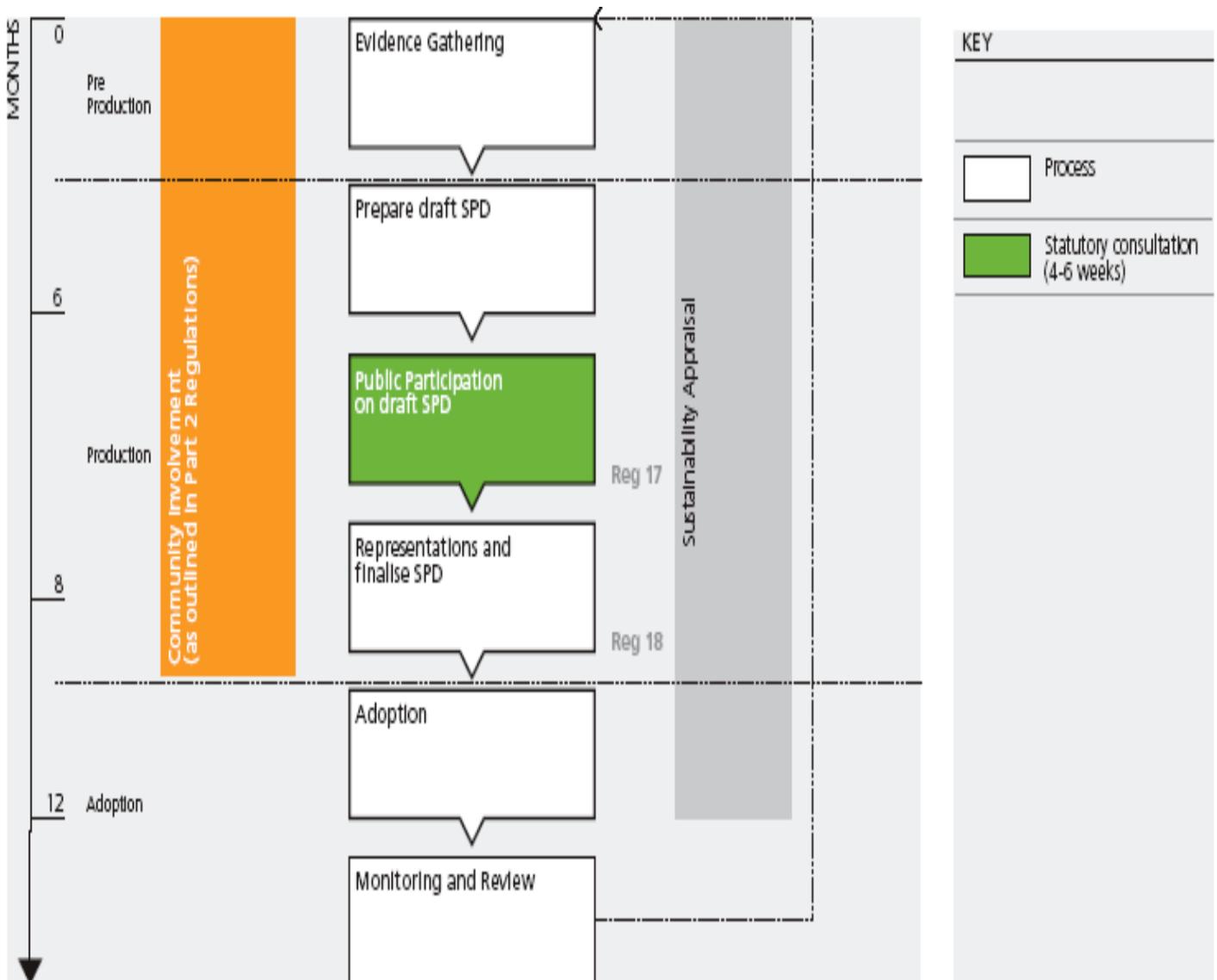
Generic Development Control Policies

These policies will set out the criteria when considering planning applications.

For **DPDs**, Pre-Submission Consultation will be used to prepare our evidence base and identify social, environmental, economic and physical issues in the District to assist the development of alternative options (Reg 25). Plans and strategies

produced by other bodies such as The Cotswolds Area of Outstanding Natural Beauty Management Plan will be referenced when preparing our evidence base. Developers, Landowners, members of the development industry and the Home Builders Federation will also play an important role at this stage by providing local knowledge on the housing and commercial property market.

Following this there are two main stages that will involve public and statutory involvement for a period of 6 weeks. The first stage is 'Pre-Submission Public Participation' (reg 26) where we will engage the community on our preferred options document. The second stage is known as 'post submission' (reg 28) where the DPD document will be submitted to the Secretary of State via the Government Office for West Midlands. Following this, representations on the submitted document will be invited to be made within a six-week period. The DPD will then be subject to an independent examination by an Inspector appointed by the Secretary of State.



Non Development Plan Documents Non **DPDs** include Supplementary Planning Documents (**SPD**). **SPDs** are intended to elaborate upon the policy and proposals in **DPDs** but do not have their status. However, they are a material consideration in the determination of a planning application if adopted in accordance with the Regulations outlined in Part S of Statutory Instrument 2004 No: 2204.

We will update our Parish Plans Support Pack to include further information. They will cover a wide range of issues and will provide more detail to inform and implement DPD policies. Examples of **SPD** planned for production included: 'Throckmorton Airfield', and 'Re-use of rural buildings'. We will prepare these as required. There will be opportunity for the general public and statutory consultees to comment and the document will take into account the representations made. The process for preparing **SPDs** is broadly the same as **DPDs** with a 'pre-production' and 'production' stage. However **SPDs** will be subject to only one six-week involvement period and there will be no independent examination.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

Sustainability Appraisal is an assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF. All **LDDs** are subject to a SA to assess the contribution the document or policy will make in achieving sustainable development in terms of social, environmental and economic factors. The SA will also be subject to 6 weeks involvement. The above diagrams illustrate the SA stages involved in the production of **DPDs** and **SPDs**.

Consultation on the Sustainability Appraisal will ensure that it forms a robust and comprehensive document to support our planning documents. To assist stakeholders in making comments, any future documents produced by us which require a sustainability appraisal will include details of the legislative requirements and a guide to the user on how to make comments.

The SEA will involve the environmental assessment of policy plans and programmes, although not all **LDDs** will require SEA. The SEA/SA will need to be commenced at the start of the LDF process in order to ensure that all considerations are integrated into all of the stages of the plan-making process. Further advice is set out in the Strategic Environmental Assessment Directive.

Further information on sustainability appraisal can be found in PPS12 **Local Development Frameworks** published by ODPM. This is available to view online at www.odpm.gov.uk or can be viewed at the Civic Centre, Pershore.

Supporting Documents

Evidence that we collect to support the soundness of the LDDs will be made available for public inspection.

* 3.4 TYPES OF INVOLVEMENT

Planning Documents being produced	Stage of preparation	Who will we engage?	Which methods will we use?	Time Scale of involvement	Why needed? i.e. Regulations	<input checked="" type="checkbox"/> Statutory <input type="checkbox"/> Non Statutory
SCI	Developing evidence base	? Sample percentage of the General pub ? Statutory Consultees (see Appendix 1)	? Questionnaire asking how people wish to be consulted ? Advertised in local press & The Wychavon Magazine (TWM) Available at: ? Website ? Community Contact Centres ? Local Libraries Review of existing involvement	3 weeks		X
	Pre involvement on draft SCI	? Consultees - see Appendix 1	? Draft copy sent out	2 weeks	Reg 25	<input checked="" type="checkbox"/>
	Involvement on Draft SCI	? Consultees-see Appendix 1 ? public- see para.2.3	? Advertised in local press Available at: ? Website ? Community Contact Centres ? Local Libraries	6 weeks	Reg 26	<input checked="" type="checkbox"/>
	Preparation and submission of SCI	? Consultees-see Appendix 1 ? public- see para.2.3	? Advertised in local press Available at: ? Website ? Community Contact Centres ? Local Libraries	6 weeks	Reg 28	<input checked="" type="checkbox"/>
Core Strategy & Proposals Map(DPD)	Evidence Gathering	? Other departments in our Council ? Specific stakeholders/ ? Interested Parties/local Businesses ? Citizen panel	? Workshops ? Public exhibitions ? individual meetings ? Citizen Panel / local forums ? Review of national guidance ? Review and joint involvement on the Community Plan plans/strategies produced by other bodies.	N/A	PPS 12 Guidance	X

Planning Documents being produced	Stage of preparation	Who will we engage?	Which methods will we use?	Time Scale of involvement	Why needed? i.e. Regulations	✓ Statutory X Non Statutory
Core Strategy & Proposals Map(DPD)	Issues and Options	? Consultees - see Appendix 1	? Citizen Panel/local forums ? individual meetings ? Talk Back group ? Workshops ? Send copies out to defined consultees	6 weeks	Reg 25	✓
	Preferred Options	? consultees (see appendix 1) ? general public (see para 2.3)	? Public exhibition ? Citizen Panel/local forums ? individual meetings ? Talk Back group ? Advertised in local press ? Copies to statutory consultees ? Website ? Community Contact Centres ? Local Libraries	6 weeks	Reg 26	✓
	Submission of DPD	? Consultees-see appendix 1 public- see para.2.3	? Advertised in local press Available at: ? Website ? Local Libraries ? Community Contact Centres	6 weeks	Reg 28	✓

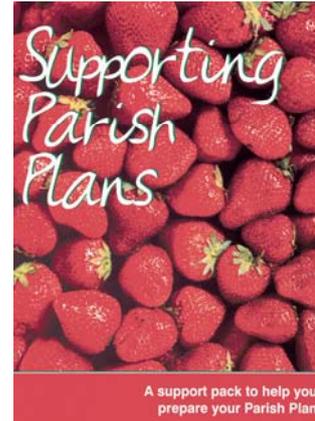
Planning Documents being produced	Stage of preparation	Who will we engage?	Which methods will we use?	Time Scale of involvement	Why needed? i.e. Regulations	<input checked="" type="checkbox"/> Statutory <input type="checkbox"/> Non Statutory
SPDs	Draft SPD	? Relevant consultees-in Appendix 1 ? public- see para.2.3	? workshops ? individual meetings ? Advertised in local press ? Website ? Local Libraries ? Community Contact Centres	6 weeks	Reg 17	X
	Sustainability Appraisal	? Consultees-see Appendix 1 ? public- see para.2.3	? Workshops/forums ? individual meetings ? Advertised in local press Available at: ? Website ? Local Libraries ? Community Contact Centres	6 weeks	Reg 17	

* 3.5 PARISH PLANS, VILLAGE DESIGN STATEMENTS AND DESIGN CONCEPT STATEMENTS

We believe that you have an important role to play in helping to plan the future of your community. Parish Plans and Village Design Statements are two ways of becoming involved. Parish Plans are prepared by the community and set out the vision of how you wish to see your community in five-ten years based on identified needs and opportunities. Although, you produce these Plans, it is important that there is effective communication between the Parish Plans Group and us particularly, if the document is to be adopted by our Council as Supplementary Planning Documents (**SPD**).

To support this process, we have produced a Parish Plans Support Pack containing a range of fact sheets setting out simple guidance on different aspects of parish planning with a section on what we expect from you and how we can help you. We can also help by:

- Programme of training sessions covering different aspects of parish planning with a surgery style session at the end of each;
- Reaching out Presentation – a presentation aimed at informing you about the work we do and the support we can offer.



We also work closely with Community First which will help us to put you in touch with other groups working on parish plans and help you with appropriate involvement techniques. Any actions identified through the Parish Plan process will be reported to our Community Plan Core Group and to the relevant LSP to assist you in their implementation.

A Village Design Statement (VDS) or Local Development Statements sets out design guidance for new development based on distinctive local character. It is, again, drawn up by local communities and demonstrates local commitment to good design and development. VDS can be prepared as a stand-alone document or incorporated within a wider Parish Plan. We propose to update the Parish Plans Support Pack to provide guidance on how we can work together and engage on these statements.

Parish Plans, Village Design Statements and Local Design Statements can be adopted as **SPD** and incorporated into the LDF. However, before they can be adopted for this purpose, they must meet the requirements for involvement and sustainability appraisal set out in legislation.

Design Concept Statements (DCS) are short documents produced by us to guide development on a particular site. They set out the main design principles and quality objectives for the housing layout and form a useful tool particularly at the pre application stage, before a formal planning application is submitted. DCSs are meant to be flexible tools that are simple to prepare and be easily

available for all interested parties. The value of the document to you is that it allows you to see the overall vision for a site and how it relates to the wider locality at the earliest stage of the planning application process.

The timetable for the preparation of Design Concept Statements is set out in our LDS. The process for involvement will vary according to the nature of the scheme but generally will involve either events to include the local community or stakeholders in redefining the statement and/or a 6-week period of involvement open to everyone to make comments.

* **3.6 INVOLVEMENT OF LOCAL COUNCILLORS**

SCI updates will be fed through to our Council's Executive Board on a regular basis. Information on the **SCI** will be available in the Member's Room.

Before **Local Development Documents** (including the **SCI**) can be adopted, the documents will also be presented at the following Council meetings, both Councillors and Officers attend these:

- 1) Chairman's Briefing
- 2) Development Control Committee or Development Control (Policy) Committee
- 3) The Executive Board
- 4) Full Council (to approve **DPDs** only)

* **3.7 FEEDBACK ON YOUR VIEWS ON THE LDF**

Anyone who wishes to be informed about the LDF will be included on our electronic database and will automatically be informed of future LDF matters. We will ask those on the database to keep us informed if their details change. The database will be managed by the Policy team who will ensure that contact information is kept up to date. All respondents on the database will be made publicly available for information purposes. We will also keep you informed through advertising in The Wychavon Magazine (TWM) which is published three times a year.

Upon receiving representations we will normally acknowledge these within 5 working days. Your views will be analysed and will be reported to the appropriate Committee together with any proposed actions to be undertaken as a result of your comments. The results of any such consultation will be taken into account in decisions on the content of **DPDs** and **SPDs** made by, and on behalf of, the Council. A summary of the comments and changes and any documents which are subject to an Inspector's Report will be outlined in the Committee Report and will then be made available on the website, at the Civic Centre and the Community Contact Centres.

In addition, we will where appropriate use other Council events to feedback information. For example, we have previously used the business rates involvement to feedback on the Local Plan Review.

4.0 DEALING WITH PLANNING APPLICATIONS

*** 4.1 INTRODUCTION**

This section explains the opportunities for you to be involved in decisions made on planning applications determined by Wychavon District Council. Most planning applications relating to proposals within Wychavon are dealt with by the District Council, however Worcestershire County Council determines those applications relating to mineral and waste and for its own development (for instance extensions to schools and other County Council facilities).

Community involvement includes notifying and engaging both the wider community and the individual. The process of dealing with planning applications can be shown in the stages below.

We will engage with the public on the following activities:

1. Pre-application stage;
2. Minor Planning Applications;
3. Significant Planning Applications.

*** 4.2 WHAT ARE SIGNIFICANT APPLICATIONS?**

One of the starting points for deciding which applications may be considered 'significant' and subject to community involvement, is the Government's definition of 'major applications'. The definition includes:

- residential development comprising 10 or more dwellings, a site area of 0.5 hectares or more, where the number of dwellings is not given in the application, and
- for other uses where the floorspace to be built is 1000m² or more or the site area is 1 hectare or more.

In addition, the Regional Planning Body (RPB) defines applications that are 'Regionally Significant'.

The RPB define these applications as those that are considered a departure from the Development Plan and, in respect of business uses in rural areas that the scheme is in excess of 1000 m².

Our Council receives about 40 'major' applications per year, the majority of which are not particularly controversial. The applications, which generate most public interest are often not major applications. However, it is not easy to identify these applications in advance of submission. Therefore, in the

Wychavon context, it is proposed that ‘significant planning applications’ will be identified by the following criteria:

- a major application (as defined above) likely to generate significant public interest; or
- an application likely to have a significant physical impact on the surrounding area and could be a potential departure from the **Local Development Framework**; or
- other applications for particular uses or in locations where on the basis of past experience or from current information which leads the District Council to believe there will be significant public interest.

* **4.3 HOW DO WE INVOLVE YOU AT THE PRE-APPLICATION STAGE?**

We positively promote pre-application processes. For significant applications where involvement assists in considering detail, this comprises of the following:

- requesting potential applicants to undertake a community involvement exercise tailored to the nature and scale of the proposal in advance of submitting a planning application. Methods that could be adopted include public exhibitions, public meetings and development briefs;
- asking applicants to provide a consultation outcomes report with a planning application;
- assisting applicants with venues and other advice on appropriate involvement techniques and on what is expected from them..

Consultation does not simply involve the public. Technical advice from statutory consultees, including those internal to the District Council can also be invaluable at the pre application stage. We will involve key statutory consultees in pre application discussions where appropriate.

We take the view that by taking an open and comprehensive approach to the promotion of a development, the developer will create a more constructive atmosphere for the eventual determination of any planning applications. Many public fears and misunderstandings can be addressed and comments taken on board by revised proposals. The process of determining the planning application becomes much more inclusive and effective. It helps us better achieve national targets for determining planning applications and assists in improving the quality of the environment.

For minor and other less significant applications the planning service encourages applicants to discuss their proposals with neighbours before finalising an application and submitting it. We are interested in minimising neighbour disputes insofar as planning regulations requirements, but it is the applicant’s responsibility to act in a neighbourly way.

It must be noted that whilst we encourage applicants to carry out pre application community involvement and discussion there is currently no statutory requirement for them to do so’.

In addition there maybe occasions for commercial reasons that applicants wish such discussions to remain confidential. The District Council will respect any requests for confidentiality on the grounds of commercial sensitivity.’

Furthermore we propose to produce additional guidance on what is expected of developers to ensure a reasonable level of community interaction from the developer commensurate to the proposal. This guidance will include: a) details of appropriate consultation methods using a tiered approach with indicative thresholds based on the type and scale of proposal and b) procedures for agreeing and validating approaches with the Local Planning Authority.

*** 4.4 HOW DO WE INVOLVE THE COMMUNITY WHEN WE FIRST RECEIVE A PLANNING APPLICATION?**

We currently have a number of procedures in place to involve the community in planning application decisions. These include:

- newspaper advertisements;
- display of site notices;
- consultation letters to neighbours of properties sharing a common boundary with the application site boundary, who are notified that an application has been received and that the plans can be inspected and any observations made within 21 days;
- weekly list circulated to Councillors, Parish Councils, specific consultees, and available on our Council’s website and are also available as paper copy on request;

- existing consultation processes with specific bodies (e.g. Highways Partnership Unit, Environment Agency);
- displaying copies of the application forms and plans on our website and giving people the opportunity to comment “on line” regarding the individual applications. Forms and plans are also available to view at the Civic Centre, Pershore.

Information relating to these forms of publicity can be found within the Planning Service Standards 1 leaflet: Code of Practice for publicity for Planning Applications. A copy of which is available on our website, from the Civic Centre and our Community Contact Centres at Evesham and Droitwich Spa.

No system for the publicising of planning applications can be foolproof, however extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for the public to comment.

Community Involvement does not simply involve the public. We also consult statutory consultees such as the County Council. Their role with regard to planning applications is twofold. Firstly, the County Council is a consultee to planning applications that are submitted to Wychavon, for example they provide expert comments on issues such as highways, public rights of way and archaeological matters. In addition to the above the County Council deals directly with planning applications for minerals and waste, for example new or an extension to quarry sites and waste recycling facilities. In the cases where the County Council is the “determining authority” to an application that is within the district, Wychavon is a consultee to these applications and comments to the County Council on these matters accordingly.

A list is attached at the end of the report listing all those bodies, which may need to be consulted on a planning application (appendix 2). Not all bodies are consulted on each application. Who we consult will vary depending on the nature of the proposal and the location.

*** 4.5 HOW DO WE INVOLVE YOU DURING THE PROCESSING OF A PLANNING APPLICATION?**

A considerable amount of negotiation takes place on a large number of applications, particularly the major ones. This is very important and a crucial part of the development control process. Often where the principal of development is acceptable, negotiation creates economic use of land and good design therefore acting in a positive manner. This dialogue between planning officers and developers and their professional advisors is something, which the Government and we actively encourage. For anything other than a minor alteration to the plans, neighbours and the Parish Council will be re-consulted.

*** 4.6 HOW DO WE INVOLVE YOU WHEN THE APPLICATION GOES TO COMMITTEE?**

The Committee generally deals with major, complex and the more controversial applications only. Officers under 'delegated powers' determine the vast majority of the remainder. Details of the scheme of delegation are available at the committee section from the Civic Centre. For applications that are to be considered by Committee interested parties who expressed views about a planning application, together with the applicant/agent and Parish Council are notified of the date/time/location of the committee meeting and the officer recommendation. A copy of the officer's report can be viewed on our web site or at the Civic Centre. Applicants, agents, supporters and objectors together with representatives of the Parish and Town Councils can speak at the committee meeting. We have produced a Development Control Practice Note 7: A Guide for Participants Public Speaking at Development Control Committee which sets out the procedures and opportunities for enabling people to address our Council's Development Control Committee through a scheme of public speaking. Copies of this document can be viewed on our web site, at the Civic Centre or at the Community Contact Centres at Droitwich Spa and Evesham.

*** 4.7 HOW DO WE INVOLVE YOU AFTER A DECISION IS TAKEN ON A PLANNING APPLICATION?**

A letter is sent to all interested parties who made comments on an application advising them of the decision (whether or not it was determined by officers under delegated powers or at Committee). The decision can also be viewed on our website.

*** 4.8 HOW DO WE INVOLVE YOU IF AN APPEAL IS RECEIVED ON A PLANNING APPLICATION?**

Only applicants have a right of appeal; there are no third party rights to appeal a decision. All those neighbours and consultees we originally wrote to or who wrote to us will be notified in writing of the appeal and how to make their views known, If they had already written to us their letter will be copied and sent to the Planning Inspectorate. For informal hearings or public inquires we publicise the date/time and location of the hearing/Examination and we may also erect a site notice. The media is also notified.

*** 4.9 ENFORCEMENT**

Most enforcement cases arise following a referral from a member of the public or a Parish/Town Council. All complaints of alleged breaches of planning control are treated confidentially. There is no involvement with the public on enforcement cases. Cases are often sensitive so the anonymity of the complainant is ensured. Often cases are resolved by the submission of a planning application, which is then publicised in the normal way.

*** 4.10 INVOLVEMENT OF LOCAL COUNCILLORS**

At the present time local Councillors are encouraged to participate in the planning process at pre-application stage by attending public meetings or exhibitions. However Councillors are reminded to keep an open mind and not give an opinion at this stage as prejudgement of an application would prejudice their position in any future decision making on that matter at the Development Control Committee. Their current code of conduct advises Members against entering into discussions or negotiations directly with Applicants or their Agents, as it would leave them vulnerable to allegations of being susceptible to lobbying.

The involvement of Members, particularly in pre-applications is under review.

*** 4.11 SUMMARY**

The Table below illustrates a range of community involvement techniques which may be undertaken in the determination of Planning Applications and this applies equally to consultation on listed building applications.

Table 7.4: Community Involvement in Planning Applications			
Approach	Tier 1: applications where there are issues of scale and controversy, or are contrary to/out of line with local development framework policy⁴⁴	Tier 2: applications broadly in accordance with the local development framework but raising controversial issue or detail⁴⁵	Tier 3: applications of a scale or on a site for which authorities require wider community involvement. Also, applications that fall within sites that are 'sensitive' to development pressures.
Public meetings	✓		
Public exhibition	✓	✓	
Surgeries	✓	✓	
Development briefs	✓		
Workshops	✓		
Enquiry by design and/or planning for real	✓	✓	
Citizen panels	✓	✓	✓
Consultation panel	✓		
Towns/parish councils	✓	✓	✓
Media	✓		
Website	✓	✓	✓
Planning aid	✓	✓	✓
Local architectural or design panel	✓	✓	

5.0 HERITAGE

* 5.1 INTRODUCTION

We will engage with the public on the following activities and initiatives:

1. Conservation Area designation or review;
2. Introduction of Article 4(2) Directions;
3. Conservation Area Enhancement Schemes;
4. Conservation led area wide grant schemes;
5. **Serving Tree Preservation Orders;**
6. Works to protected trees and important hedgerows;
7. Publication of Supplementary Planning Documents (e.g. Conservation Area Character Appraisals, Easy Access to Historic Buildings).

* 5.2 CONSERVATION

In reviewing the boundaries of the 65 existing Conservation Areas in Wychavon and preparing the associated Character Appraisals as Supplementary Planning Documents, we will consult widely on an informal and formal basis with interested organisations and residents and report all comments received to the Development Control Committee. As well as the statutory process to be followed in making Article 4(2) Directions (the removal of specified permitted development rights on non-listed properties in conservation areas), we will informally engage with residents and owners of all affected properties, again reporting all comments received to the Development Control Committee.

In addition to the list above, we may also be required to notify property owners where there is a listed building considered to be at risk and advise of changes to, additions or removals from the Statutory List.

In all cases consultation would be in the form of a letter or formal notice accompanied by letter. In the case of Conservation Area designation or review or promotion of grant schemes and enhancement schemes, we would also engage in meetings with the Parish/ Town Council and relevant local community groups with opportunities for comment. Information would also be available for public view in the Wychavon Community Contact Centres at Droitwich Spa and Evesham, at the local libraries or at the Civic Centre. The above applies equally to consultation on listed building applications.

* 5.3 PROTECTED TREES AND HEDGEROWS

In making, serving, reviewing or revoking **Tree Preservation Orders**, we will engage with those landowners and residents deemed to be affected by the Order. This will involve sending copies of the Order to the interested parties including the local Member and Parish/ Town Council and inviting comments within the statutory 28-day period. Where the landowner cannot be identified a copy of the Order will be posted on the tree(s) affected. We will consider all

representations received within 28 days of the date of serving and a decision on whether to confirm, modify or revoke the Order will be made by the Development Control Committee within 6 months of the date of serving. Where no objections are received the Order will be confirmed without modification.

Applications for works to trees covered by a **Tree Preservation Order** will be determined within 8 weeks from the date of receipt. The period of notification for works to trees in conservation areas is 6 weeks from the date of receipt. The purpose of giving 6 weeks notice is to give our Council an opportunity to consider whether a **Tree Preservation Order** should be made in respect of the tree(s).

With respect to applications and notifications for works to protected trees, Officers have delegated powers to determine them all, taking into account representations received.our Council

Community involvement on works to protected trees will be undertaken with the local Members, Parish/ Town Council and other interested parties where appropriate. A list of applications for works to trees covered by a **Tree Preservation Order** will be published on our web site.

Following any decision, a decision letter will be sent to the applicant and letters informing of the decision will be sent to those interested parties who made representation.

Important Hedgerows - All notifications to remove hedgerows under the Hedgerow Regulations 1997 will be determined within 6 weeks of the date of receipt. Consultation will be carried out with all relevant statutory and interested bodies, including Worcestershire Wildlife Trust and Worcestershire County Council, in addition to the local Member and Parish/ Town Council. All comments received will be taken into account in making a decision to consent removal or issue a **Hedgerow Retention Notice**.

Our programme for the production of **SPD** is outlined at Appendix 6, points 4 – 14.

6.0 MOVING FORWARD

* 6.1 REVIEWING THE DOCUMENT

This document will be reviewed on an annual basis through our **Annual Monitoring Report** to establish whether the community involvement techniques have been successful in engaging the community and gaining representative views. The document will also be used to report back on community involvement effectiveness and identify any areas of engagement that are not working effectively. Any proposed review of the **SCI** will be identified within our LDS with a clear timetable for its production.

As each LDD is produced we will ensure that it is in accordance with the **SCI**, as required by Government Regulations. All our planning documents will include a feedback form, which we will use to monitor and review the effectiveness of the involvement.

We will monitor the effectiveness of consultation documents and techniques through the use of feedback forms, customer satisfaction surveys and monitoring indicators.

The monitoring indicators will include:

- Is the **SCI** effective in engaging a range of people?
Indicator: Number of people/groups/hard to reach groups participating in consultations
- To what extent do the representations received change the content of the Local Development Document (LDD)?
Indicator: Number of proposed changes to Local Development Document
- To what extent do participants consider their views have been properly considered?
Indicator: Number of complaints received
- What techniques work best?
Indicator: Level of responses In respect of each technique used
Number of people / groups responding
- How effective is the use of the website?
Indicator: Number of people responding to planning consultation online.

* 6.2 RESOURCES, MANAGEMENT AND IMPLEMENTATION

The main responsibility for producing the **SCI** is Planning Services. However, we will work closely with the Strategy and Communications Team to ensure that our involvement complies with corporate standards and objectives and to ensure that close working relationships are maintained and enhanced with regard to linking the Community Plan and Planning objectives.

Staff resources to undertake the production of **LDDs** have been identified within our LDS, which identifies the timetable for production and involvement stages. External consultants will be required for our Open Space survey, which is identified within the timetable of the LDS. A rolling budget programme has been identified to achieve the LDS. However, detailed project plans may identify one-off community involvement costs, which will need to be resourced. The alignment of LDD preparation and engagement on the community plan may identify areas for shared costs.

West Midlands Planning Aid Service is also a valuable resource. The service provides free and independent advice on town planning issues to community groups and individuals who cannot afford professional fees. It is part of the RTPi and is a charitable organisation, independent of central and local government. It has paid staff as well as a strong volunteer network.

* **6.3 FUTURE USE OF INFORMATION TECHNOLOGY**

Wychavon will have satisfied the ODPM's Priority Outcomes (PO) with regard to planning services by the end of 2005. The core PO R8 states " Receipt of Planning Applications and Building Control Applications on line" and 95 " Web based Geographical Information System (GIS)".

For more detailed information on planning matters, the Planning Portal www.planningportal.gov.uk is a useful website for:

- Learning about the planning system;
- Applying for planning permission;
- Find out about development in your area;
- Appeal against a planning decision;
- Research the latest government policy.

APPENDIX 1: DEVELOPMENT PLAN CONSULTEES

Statutory Consultees

Advantage West Midlands
Aquila Network Services;
British Telecom;
Bromsgrove District Council
Cotswold District Council
English Nature;
Highways Agency
Local MP
Malvern District Council
Mercury Personal Communications;
Mercury Telecommunications;
National Grid;
National Rail
Parish/Town Councils/Parish
Meetings/neighbouring Parishes
Powergen;
Redditch Borough Council
Severn Trent Water Ltd.
South Worcestershire Primary Care
Trust;
Stratford on Avon District Council
Tewkesbury Borough Council
The Countryside Agency
The Environment Agency
The Historic Buildings and
Monuments Commission for England
(English Heritage);

Network Rail
West Midlands Regional Assembly
West Midlands Regional Health
Authority;
Worcester City Council
Worcestershire County Council
Wyre Forest District Council

Government Departments

Department for Culture, Media and
Sport
Department for Education and Skills
Department for Environment, Food
and Rural Affairs (DEFRA)
Department of Constitutional Affairs
Department of Health
Department of Transport

Department of Work and Pensions
Friends of the Earth
Government Office for West Midlands
Gypsy Council
Health and Safety Executive
Home Office
Housing Associations
Independent Schools Council
Local Transport Authorities
Local transport Operators
Ministry of Defence
Office of Government Commerce

General Involvement Bodies

Chamber of Commerce
Church organisations or religious groups
Disability Groups
Learning and Skills Council
Voluntary Groups dealing with a range of health,
community and environmental issues
WI Groups
Worcester Race Equality Council

Other Consultees

Age Concern
Ancient Monuments Society
Arts Council West Midlands
British Waterways
Campaign to Protect Rural England (CPRE)
Civic Societies
Civil Aviation Authority
Commission for Racial Equality
Community First
Community Groups i.e. Worcestershire Youth
County Sports Partnership
Culture West Midlands
Developers
Community Safety Officer
Cotswolds Conservation Board

Crown Estate Office
Diocesan Board of Finance
Disability Rights Commission
Disabled persons Transport Advisory
Committee
District Councillors
Environmental Groups at national,

regional and local level	Partnership, Worcestershire Council
Equal Opportunities Commission	for Voluntary Youth Service, Youth
Fire and Rescue Services	Support Services
Forestry Commission	PCT organisations
Garden History Society	Registered Social
Hereford and Worcester Gardens	Landlords
Trust	South East Worcestershire Transport Forum
Joint Engagement Management (JEM)	Spetchley Estates
Local Archaeological and Antiquarian	Sport England
Societies	The Home Builders Federation
Local Agents	The Twentieth Century Society
Local Building Preservation Trust	The Victorian Society
Local Businesses	The Worcestershire Partnership
Local Civic/Amenity Society	Tourism West Midlands
Local Landowners	WCC Adult and Community Services Directorate
Local Resident Associations/Tenant	Wildlife Trusts.
Consultative Committees	Worcestershire County Councillors
Local Strategic Partnerships	West Mercia Police
MADE (Midlands Architecture and	West Midlands Planning Aid
Designed Environment	
Museums, Libraries & Archive West	
Midlands	
National Playing Fields Association	
National Farmers Union	

**APPENDIX 2: GROUPS OF PEOPLE WE PROPOSE TO INVOLVE
FOR PLANNING APPLICATIONS**

Advantage West Midlands
Ancient Buildings SPAB
Ancient Monuments Society
Bredon Hill Conservation Group
British Horse Society
British Aerospace Defence Ltd
British Waterways
Bromsgrove District Council
Building Consultancy (Accessibility)
Crime Risk
Manager
Community First
Conservation Officer Wychavon
Contaminated Land Officer Wychavon
Cotswolds Conservation Board
Cotswold District Council
Council for British Archaeology
County Sports Partnership for Hereford
and Worcestershire
Central Networks (Overhead
Electricity)
CPRE
Defence Estates Organisation
District Councillors
Droitwich Canal Trust
Droitwich Spa Civic Society
English Heritage
English Nature
Environment Agency
Environmental Health Wychavon
Explosives Inspectorate
Fire Officer
Friends of the Earth
Garden History Society
Gloucestershire County Council
Government Office West Midlands
Gypsy Liaison Officer
Housing Associations
H M Land Registry
Health & Safety Executive
Hereford & Worcester Garden Trust
Historic Buildings & Monuments
Commission for England
Highways Partnership Unit
Forestry Commission
Highways Agency
Inland Waterways Association
Legal Section Wychavon
Malvern Hills District Council
National Care Standards Commission
Nature Conservancy Council
Network Rail
Open Space Society
Parish Councils / Parish Meetings/
Town Councils
Persore Civic Society
Ramblers Association
Redditch Borough Council
Royal Com. on Historical Monuments
Royal Fine Arts Commission
Seven Trent Water
Sports England
Strategic Health Authority
Stratford-upon-Avon District Council
Transco (Gas)
Tewkesbury Borough Council
The Broadway Trust
The Cinema Theatre Association
The Countryside Agency
The Evesham Regal Trust
The Georgian Group
The National Trust
Theatres Trust
The Victorian Society
Twentieth Century Society
Vale of Evesham Civic Society
Warwickshire County Council
Worcester City Council
Worcestershire County Council
WCC Archaeology Unit
WCC Education Officer
WCC Nature Conservation Section
WCC Transportation Section
Worcestershire Wildlife Trust
Wyre Forest District Council

APPENDIX 3: Advantages, disadvantages and resource implications of involvement methods

Technique	Advantages/Strengths	Disadvantages/Weaknesses	Resource Implication
Internet / email (information/documents can be downloaded from our website)	<ul style="list-style-type: none"> ? Often the first method used for seeking information ? Higher response rate as no postage required ? More accessible to some hard to reach groups i.e. young people ? Easy to update 	<ul style="list-style-type: none"> ? Not everyone has access to the internet ? Little knowledge of the internet may discourage people 	<ul style="list-style-type: none"> ? Low cost
Mail shots / letters	Provide information about various planning matters	<ul style="list-style-type: none"> ? May not read or see as junk mail ? Costly to inform everyone in the District 	<ul style="list-style-type: none"> ? resources to produce and circulate ? staff implications
Documents/information available for inspection at, council office, community contact centres, libraries.	<ul style="list-style-type: none"> ? Free to view ? Provide information about various planning matters ? Can be translated 	<ul style="list-style-type: none"> ? Not accessible to all ? General public may not read it, only interested parties 	<ul style="list-style-type: none"> ? resources to produce and circulate
Area-based Working/ Citizen's Panel/forums (38) talk back groups (considering all planning issues within a small geographical area)	<ul style="list-style-type: none"> ? Allows for in-depth consideration of issues ? Participants can ask questions ? Fair representation of the local population ? Group discussion as spark for ideas ? Can use existing groups 	<ul style="list-style-type: none"> ? Requires open discussion by members of public. ? Significant preparation required ? Members can grow too close to the organisation ? Discussion may be directionless. 	<ul style="list-style-type: none"> ? Staff implications ? Relatively expensive
Members and Parish Councillors Seminars	<ul style="list-style-type: none"> ? Educates participants. ? Organisation controls information/presentation ? Similar presentations can be used for different groups 	<ul style="list-style-type: none"> ? Topic may be too technical to capture interest of audience 	<ul style="list-style-type: none"> ? Staff implications

Technique	Advantages/Strengths	Disadvantages/ Weaknesses	Resource Implication
Media (local radio, local press)	<ul style="list-style-type: none"> ? Reach the wider community ? Raise the profile of the LDF ? Useful for updating people 	<ul style="list-style-type: none"> ? May not be seen by target groups 	<ul style="list-style-type: none"> ? Certain methods expensive
Planning for Real Exercises (use of models etc. analysing real planning problems)	<ul style="list-style-type: none"> ? Allows less articulate to be involved. ? Placing ideas upon a planning model or map allows for anonymity and high levels of participation. ? Methods appeals to all ages 	<ul style="list-style-type: none"> ? Organisation would dictate the area to be considered. ? Requires officer involvement to facilitate event. ? Participants not necessarily representative as they are self-selecting 	<ul style="list-style-type: none"> ? Staff implications ? Expensive
Village Involvement/ Public Exhibitions	<ul style="list-style-type: none"> ? May reach more sectors of the community. ? Facilitators can answer questions and exchange information 	<ul style="list-style-type: none"> ? The organisation dictates matters to be exhibited – may not allow for other ideas to be forwarded ? Location and time may not be suitable for all ? Not representative of the community 	<ul style="list-style-type: none"> ? Resource intensive

Statement of Community Involvement – Adopted May 2006

Technique	Advantages/Strengths	Disadvantages/ Weaknesses	Resource Implication
Public Meeting	<ul style="list-style-type: none"> ? Can be tailored to larger or smaller audiences ? Can inform and allows public to let off steam ? Open and transparent process ? Build on relationships with the community 	<ul style="list-style-type: none"> ? May only attract a limited number of people ? Can be dominated by activists or those most comfortable about public speaking ? Relies on people being able to attend ? Relies on people responding 	<ul style="list-style-type: none"> ? Relatively cheap

APPENDIX 4: WYCHAVON PARTNERSHIPS

1. Better Care Higher Standards
2. Business Start-up Partnership Herefordshire and Worcestershire
3. Community Plan Core Group
4. Cotswolds Conservation Board
5. Cotswold and Malvern Transport Partnership
6. Droitwich Canal Restoration Partnership
7. Droitwich Spa Area Local Strategic Partnership
8. Evesham Contact Centre
9. Evesham Market Town Partnership (LSP)
10. Heartbeat Partnership
11. Mental Health Liaison Group
12. Pershore Market Town Partnership (LSP)
13. Riverside Tourism Consortium
14. South Worcestershire Crime and Disorder Reduction Partnership
15. Supporting People Strategy Group
16. Vital Villages
17. West Midlands Market Towns Task Group
18. Worcester Norton Parkway
19. Worcestershire Biodiversity Partnership
20. Worcestershire Community Legal Service
21. Worcestershire Economic Partnership
22. Worcestershire Farmers' Market Group
23. Worcestershire Partnership
24. Worcestershire Youth Homelessness Partnership
25. Worcestershire All Sports Partnership
26. Wychavon and Redditch Rural Transport Partnership
27. Wychavon Lifelong Learning Partnership
28. Wychavon Youth Strategy

APPENDIX 5: Community planning in Wychavon: 'bridges' between the partnerships & plans

Community planning in Wychavon: 'bridges' between the partnerships & plans

The diagram below sets out the different partnerships and groups involved in community planning and Parish Plans in Wychavon and the bridges, or links, between them. It also shows how the different community, LSP and Parish Plans can bridge together.

<p>Parish Planning groups Usually based around a village or community responsible for Parish Plans & Village Design Statements</p>	<p>Bridges created by identifying action beyond the scope of the parish and feeding into LSPs and community planning processes. And by seeking advice and support from agencies on the LSPs and Core Group.</p> <p>Bridges with area LSPs created by contact with CALC, Community First, Town Council and Volunteer Centre representatives.</p>	<p>Jo Scrutton 01386 565372 jo.scrutton@wychavon.gov.uk</p> <p>Karen Humphries 01684 580708 Karenh@communityhw.org.uk</p>
<p>Droitwich Area LSP Evesham Area LSP Pershore Area LSP</p> <p>LSPs based around the main towns and surrounding rural areas responsible for LSP area action plans – sometimes known as Market Town Action Plans</p>	<p>Bridges created by including actions from Parish Plans, requiring action from agencies outside the parish, in LSP action plans and community representatives exerting influence on decision making of partners on the LSP.</p> <p>Bridges created by CALC, Community First, Town Council and Voluntary Services representatives on each LSP. Opportunity to build bridges through open membership of topic based theme groups.</p>	<p>Cherrie Mansfield 01386 565508 cherrie.mansfield@wychavon.gov.uk</p>
<p>Wychavon Community Plan Core Group effectively a district wide LSP responsible for 'Making life sweeter for you' - Wychavon's Community Plan</p>	<p>Bridges created by including key actions from the LSP action plans and relevant actions from Parish Plans in the Wychavon Community Plan. And LSP representatives on the Core Group exerting influence on district wide strategy of partners.</p> <p>Bridges created by Community First and three area LSP representatives on the Core Group.</p>	<p>Cherrie Mansfield 01386 565508 cherrie.mansfield@wychavon.gov.uk</p> <p>www.wychavon.gov.uk/ communityplanning</p>
<p>Worcestershire Partnership county wide LSP responsible for the Worcestershire Community Strategy</p>	<p>Bridges created by including relevant actions from the Wychavon Community Plan in the Worcestershire Community Strategy. And LSP exerting influence on county wide partnership.</p> <p>Bridges created by CALC, Community First, Core Group Chairman and District Council representatives on the Partnership Board. Opportunity to join up even more through membership of the seven theme groups.</p>	<p>Patrick Clark 01905 728738 pclark1@worcestershire.gov.uk</p> <p>www.worcestershirepartnership.org.uk</p>

APPENDIX 7: USEFUL INFORMATION

The following documents can be assessed via: The Office of the Deputy Prime Minister: <http://www.odpm.gov.uk> and following the link to Planning:

- **Planning Policy Statement 12: Local Development Frameworks**
- **Companion Guide to Planning Policy Statement 12, Creating Local Development Frameworks**
- **Planning Policy Guidance Notes**
- **Other Planning Policy Statements**
- **Statements of Community Involvement & Planning Applications**
- **Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks (Consultation Document)**

Further Information:

- **Planning and Compulsory Purchase Act:**
<http://www.parliament.thestationeryoffice.co.uk>
- **The Town and Country Planning (Local Development) (England) Regulation 2004:**
<http://www.legislation.hmsso.gov.uk>
- **Local Development Frameworks: Assessing the soundness of SCIs & DPDs**
<http://www.planning-inspectorate.gov.uk/pins/>
- **Planning Aid:** <http://www.planningaid.rtpi.org.uk> Planning Aid is an independent charitable organisation, linked with the Royal Town Planning Institute, independent of central and local government. It has paid staff as well as a strong volunteer network. The service provides free, professional advice and support on town planning issues to community groups and individuals who cannot afford professional fees. This is an important service as it enables those with limited funds to access and participate effectively in planning matters.

Further information can be found at our main Council offices. Planning Aid can be contacted at Unit 319, The Custard Factory, Gibb Street, Birmingham B9 4AA, telephone 0121 766 8044 or on their website.

- **The Planning Advisory Service:**
<http://www.idea-knowledge.gov.uk/idk/core/page.do?pagelid=1712045>