

Statement of Community Involvement

September 2005

Planning Services

-  Development Control & Conservation
-  Forward Planning & Transportation
-  Building Control & Property Management

Contents

Glossary

1. Introduction	5
2. Background and Methodology	6
3. Community Involvement in the Local Development Framework	8
Consultation Documents.....	8
Consultees.....	10
Community Involvement in preparing Local Development Documents.....	12
Community Involvement in Sustainability Appraisals.....	17
How to make your views heard.....	20
Feedback.....	21
What happens to comments received.....	22
4. Managing Community Involvement	23
Officer Working Group	23
Planning Conference	24
Social Inclusion Group.....	25
Wiltshire Sustainability Appraisal Working Group	25
Sustainable Development Working Party	26
Links with Community Planning	26
5. Community Involvement in Planning Applications	28
Major Applications.....	30
6. Reviewing the Statement of Community Involvement	32
7. Resourcing the Statement of Community Involvement	34

Table of Appendices

Appendix One:	The consultation code of practice criteria	36
Appendix Two:	The criteria for testing the soundness of the SCI	37
Appendix Three:	List of Community Groups	38
Appendix Four:	Hard to Reach Groups.....	48
Appendix Five:	Consultation process	49
Appendix Six:	Methods to be used at each consultation stage	50
Appendix Seven:	How the Council will reach each section of the community	41
Appendix Eight:	Discussion of the methods of community involvement	57

Glossary

Area Action Plan (AAP)	A development plan document covering specific parts of a district. They focus on the implementation of policies, for key areas of opportunity, change or conservation.
Annual Monitoring Report (AMR)	A report on how the Council is performing in terms of the Local Development Framework. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.
Core Strategy (CS)	Sets out the long term vision for the district and provides the strategic policies and proposals to deliver that vision.
Development Plan Document (DPD)	A document setting out the Council's planning policies and proposals. They are subject to community involvement, consultation and independent examination. A sustainability appraisal is required for each development plan document.
Development Plans Group for Wiltshire	A quarterly meeting of all the local planning authorities in Wiltshire to discuss county-wide issues.
Government Office for South West (GOSW)	The Government's regional office. The first point of contact for submitting documents to the Secretary of State
Local Development Document (LDD)	Any document within the Local Development Framework. They comprise development plan documents, supplementary plan documents and the statement of community involvement.
Local Development Framework (LDF)	This is the term given to the overall folder of local development documents (LDDs). Together the LDDs provide the Local Planning Authority's land use and spatial policies for the district.
Local Development Scheme (LDS)	A three year plan which shows the local development documents to be produced and the timetable for their production.

Office of Deputy Prime Minister (ODPM)	The Government department responsible for planning policy. It is also responsible for the Government Office of the South West and regional assemblies
Planning Inspectorate (PINS)	The Government agency responsible for scheduling independent examinations. The planning inspectors who sit on independent examinations are employed by PINS.
Planning Policy Guidance (PPG)	A series of documents setting out the Government's national land use planning policies e.g. housing, transport, employment. They are currently being replaced by Planning Policy Statements.
Planning Policy Statement (PPS)	A series of documents setting out the Government's national land use planning policies that will replace the previous Planning Policy Guidance notes.
Proposals Map	A separate Local Development Document which illustrates on an Ordnance Survey base map all the policies and proposals contained in the development plan documents (DPD) and 'saved' policies. It must be revised each time a DPD is submitted to the Secretary of State.
Regional Planning Guidance (RPG)	Produced by the Government Office of the South West (GOSW) on behalf of the Secretary of State. It provides a regional spatial strategy within which the Local Plan & Local Transport Plan should be prepared. To be replaced by Regional Spatial Strategy.
Regional Spatial Strategy (RSS)	Produced by the South West Regional Assembly. Sets out the Government's policies within the region.
Saved Plan	Kennet's Adopted Local Plan 2011
Spatial Planning	Includes economic, social and environmental issues as well as the physical aspects of location and land use.
Sustainability Appraisal	These are required under national legislation for emerging policy and include consideration of social & economic impacts as well as impacts on the environment. <i>This Local</i>

Development Scheme incorporates Strategic Environmental Assessments into the definition (see below).

Statement of Community Involvement (SCI)

A document which sets out how the Council will consult and involve the public at every stage in the production of the Local Development Framework. It also applies to major development control applications. The SCI is not a development plan document but will still be subject to an independent examination

Strategic Environmental Assessment (SEA)

An appraisal of the impacts of policies and proposals on economic, social and environmental issues, required by European legislation. *Kennet are producing a combined SEA and Sustainability Appraisal*

Statutory development plan

Consists of the Regional Spatial Strategy and development plan documents. The starting point for the determination of planning applications.

Supplementary Planning Document (SPD)

This is a local development document which provides additional advice and information relating to a specific policy or proposal in a development plan document (DPD). It does not have DPD status and will not be subject to independent examination.

Supplementary Planning Guidance

Additional advice issued by the Local Planning Authority relating to policies in the Adopted Local Plan. To be replaced by Supplementary Planning Documents (see above).

1. Introduction

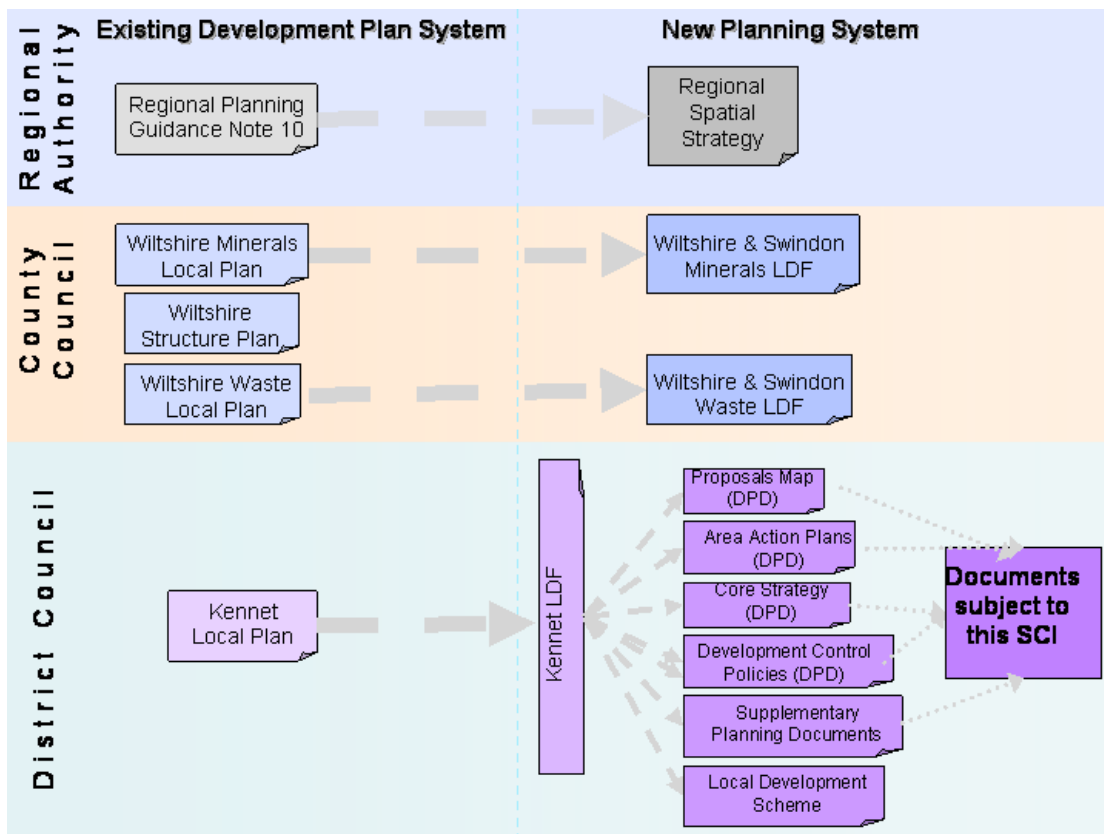
- 1.1 This document sets out how Kennet District Council enables all sections of the community to have an active role in planning for the future development of their environment. The Council has been praised for its efforts and techniques in involving the community in the past and this document build upon this experience.
- 1.2 The Statement of Community Involvement (SCI) is a vital part of the Local Development Framework for Kennet District¹. It provides a set of principles and commitments which enable the community to know how, when and why they will be involved in future planning issues within the district.
- 1.3 This strategy for consultation provides certainty on the acceptable levels of community involvement, yet is flexible enough to meet the specific needs of the different sections of the community at various times. This document also provides the framework for other Council consultation activities that produce documents and strategies that will feed into the LDF process.
- 1.4 In preparing this document, the Council has been conscious of its role to provide the opportunities for community involvement. A code of practice is set out at Appendix One to promote transparency and give the community a guaranteed level of service. The Council has also signed up to the principles of consultation set out in the Wiltshire Compact (see paragraph 6.10) and will, wherever possible, seek to meet and exceed those principles.
- 1.5 The Council formally submitted the SCI to the Planning Inspectorate in February 2005 and a statement on subsequent representations received on the document were forwarded in May 2005. The SCI was tested for its soundness by a Government appointed Inspector who published his report in July 2005. The report contained one binding recommendation which has been included in this final version. The Council formally adopted the SCI on 15th September 2005.

¹ The Local Development Framework (LDF) will eventually replace the existing Local Plan in determining the planning policies for future development within Kennet District.

2 Background and Methodology

- 2.1 This document has been prepared taking into account all relevant government guidance and documents which have been produced to support the Planning and Compulsory Purchase Act 2004.
- 2.2 The 2004 Planning and Compulsory Purchase Act introduced a radically different planning system to England to that which it replaces. Figure 1 below illustrates the current Development Plan Documents and contrasts them with the new documents to be introduced as a result of the Planning and Compulsory Purchase Act 2004, together with an indication of which documents will be subject to the contents of this Statement of Community Involvement.

Figure 1: Contrasts between existing and new planning systems



- 2.3 In the preparation of this document, the Council took the opportunity to learn from previous exercises to involve the community in the planning process. The July 2000 document, 'Statement of Consultation and Publicity' provides an overview of the consultation that took place in relation to the Adopted Local Plan and the Council has considered this document in preparing this SCI.
- 2.4 Before preparing this document, the Council also carried out a telephone questionnaire involving some of the key participants in past community consultations. The results of this survey can be found within 'Community Engagement in preparing the SCI' which accompanies this

report. The key issues raised through this early consultation were taken into consideration in the preparation of the draft SCI in summer 2004.

- 2.5 On the 23rd September 2004, a six week period of consultation began on the draft SCI with traditional consultation methods such as written consultation and meetings with key groups within the community being complemented by more innovative methods. These included distributing summary leaflets of the document at market days and train stations as well as going into a secondary school to talk to young people. The consultation period concluded on 3rd November 2004.
- 2.6 The Council received 141 comments by 65 groups or individuals during the consultation period as well as a number of additional issues raised during meetings. The issues raised are detailed in 'Community Engagement in preparing the SCI' and where appropriate, changes have been made to the SCI in response.
- 2.7 This final version of the SCI has also been amended from the draft version to update it in the light of further government guidance.

3. Community Involvement in the Local Development Framework

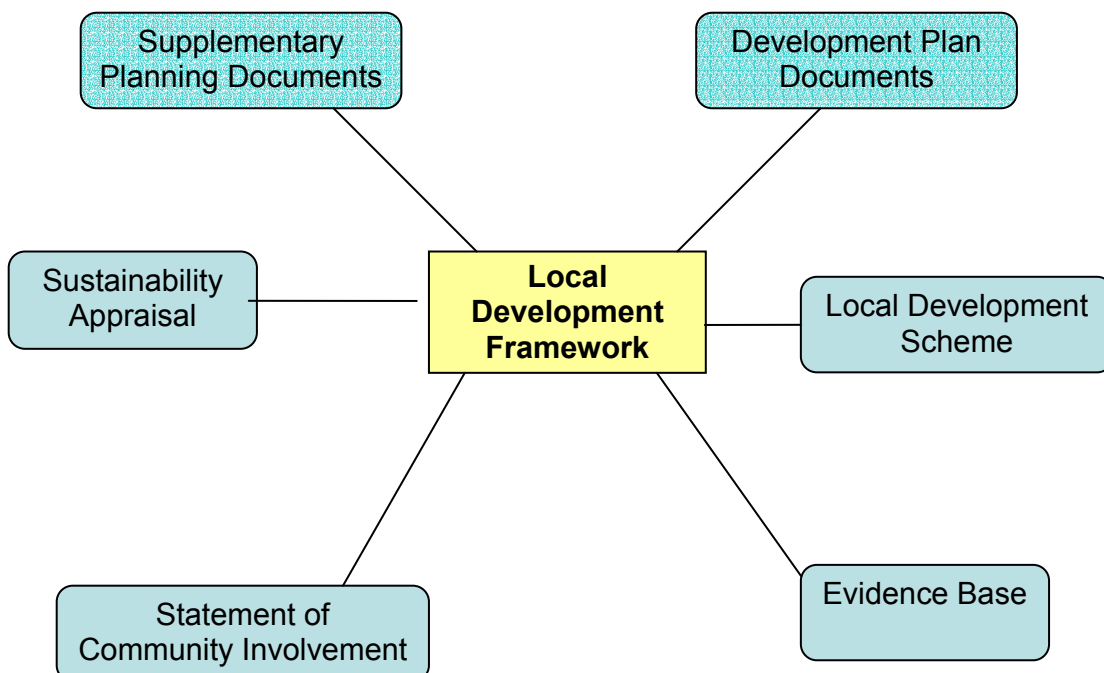
3.1 Community involvement in the planning process commonly occurs in two distinct areas: the preparation of Local Development Documents (LDDs) and in relation to individual planning applications. Therefore this Statement of Community Involvement (SCI) considers these two areas separately.

3.2 This document will identify:
Which documents will be the subject of community involvement
Who will be consulted
When and how consultation will take place in the preparation of the documents.

Consultation Documents

3.3 This SCI relates to the preparation of the documents that make up the Local Development Framework (LDF), with the exception of the SCI and the Local Development Scheme (LDS). All these documents are outlined in Figure 2 and described in more detail below.

Figure 2: Local Development Framework



3.4 Within the above diagram, there are two main sets of documents; those that relate to planning **policies** and those that relate to the **process** of preparing documents within the LDF.

Policy Documents

- 3.5 **Development Plan Documents (DPDs)** These include the Core Strategy, Proposals Map, Site Specific Allocations of Land and Area Action Plans (if any). These are subject to independent testing and will have the full weight of development plan status when the Council are considering planning applications.
- 3.6 **Supplementary Planning Documents (SPDs)** These are documents which expand upon policy (or provide further detail to policies) in Development Plan Documents. These will include documents such as Village Design Statement and Planning Briefs. SPDs are not subject to independent testing and therefore do not have 'development plan' status.
- 3.7 Collectively these two documents are referred to in this document as Local Development Documents (LDDs) for the purposes of community involvement. References to LDDs in the rest of this document should therefore be assumed to relate to both these documents.

Process Documents

- 3.8 **Statement of Community Involvement (SCI)** This sets out who, how and when the Council will involve the community in preparing planning policy documents and in the consideration of planning applications. It will be considered by the Secretary of State prior to being adopted by the Council.
- 3.9 **Local Development Scheme (LDS)** This sets out the documents the Council will be preparing within a three year time cycle including the anticipated timescales relating to the preparation of the individual documents . The LDS is submitted to the Secretary of State for its approval. The Council will review the content of the LDS on an annual basis.
- 3.10 **Sustainability Appraisal (SA)** This is a programme of work that seeks to assess the effects of DPD documents in relation to the impact they will have on the environment to promote sustainable development. This body of work relates to two separate environmental assessments (Strategic Environmental Assessments and Sustainability Appraisals), that for the purposes of this SCI are being combined into one process. Although it is not subject to independent examination itself, it is required to be submitted with the DPD to the Inspector and will follow a very similar consultation programme.
- 3.11 **Evidence Base** This is essentially the data and research that provide the grounding for the preparation of the LDDs. As such it is important to ensure that this baseline information is robust and has the support of the community. Therefore, this SCI provides for community involvement at this stage too.

Consultees

3.12 As outlined in the introduction, the SCI seeks to actively engage and involve all sections of the community in preparing planning policies that affect them.

3.13 In order to identify who the Council should consult, it is important to identify the groups that make up the community. There is no definitive answer to this but the Council suggests that the following make up the key groups within it:

- Public
- Business & Commerce
- Military
- Interest and Pressure Groups
- Voluntary Bodies
- Community Partnerships
- Residents Associations
- Developers, agents & landowners
- Statutory bodies
- Local Councils:
 - Wiltshire County Council
 - Kennet District Council
 - Town Councils
 - Parish Councils
 - Neighbouring authorities
- National and regional government.
- Service Providers

3.14 The Council recognises that different groups within the list above are better resourced than others and operate in many different ways. For some authorities such as parish councils, the timetables for their meetings to consider their responses to consultations do not always coincide with the consultation time period. The Council will attempt to accommodate issues such as this wherever possible, although it would continue to welcome any comments on how this issue can be more satisfactorily addressed.

3.15 Appendix Three to this report lists the individual groups that the Council considers to make up the key sections of the community. This list represents the first point of reference that the Council will use when determining which specific groups should be consulted in relation to each LDD with all groups being consulted on this list where they will be affected by the LDD.

3.16 However the Council considers that this should be a fluid list and will add further groups as they are identified as part of the ongoing process. Similarly, there will be other groups that no longer wish to be involved and they will be removed from the list upon request.

- 3.17 By involving these groups in partnership working and developing various methods of reaching each of them (see Appendix Seven), the Council believes that this will provide an opportunity to gain a wider consensus on key decisions and lead to a good quality decision making process.

Hard to reach groups

- 3.18 Within the above groupings there have historically been a number of groups considered to be 'hard to reach'. This may be for a number of reasons including a lack of resources and knowledge relating to planning issues, lack of trust of the Council and the failure of previous consultations exercises to make initial contact with them.
- 3.19 As already stated the Council wants to ensure that all sections of the community are actively involved in decisions which affect them. This is particularly valid in the case of hard to reach groups where there exists an untapped knowledge base that would aid the preparation of quality LDDs. As such, the Council wants to ensure that future community consultation is proactive in ensuring that these groups are actively involved in the process where they are likely to be affected by the outcome.
- 3.20 The Council has a responsibility to manage its resources efficiently and this approach is equally applicable to involving 'hard to reach' groups. Due to the rural characteristics of the district and information coming out from the 2001 Census data, the Council will focus particular efforts on the following hard to reach groups:
- Those groups affected by rural exclusion;
 - Black & minority ethnic interests;
 - Children;
 - Young people;
 - Old people;
 - Military;
 - People with disabilities;
 - Residents who work outside of the district; and
 - People who work in the district but live elsewhere.
- 3.21 Whilst hard to reach groups have been historically neglected by past consultation initiatives, there is a danger that forthcoming consultations will overload these groups which could impact on the Councils and individual groups resources.

- 3.22 Therefore, when considering the hard to reach groups prior to consulting on the various LDDs, the Council will ensure that only those groups that will be directly affected by the LDD will be consulted. The process by which it proposes to manage this is outlined at paragraph 4.16
- 3.23 Appendix Four provides a list of the main groups within the community that the Council consider being hard to reach.

Community Involvement in preparing LDDs

- 3.24 The role of community involvement in the preparation of DPDs and SPDs is set out in the Government's regulations which indicate that there are up to five broad opportunities for community involvement in preparing documents:

<i>Stage 1</i>	Evidence gathering
<i>Stage 2</i>	Early community involvement
<i>Stage 3</i>	Issues and options
<i>Stage 4</i>	Preferred options
<i>Stage 5</i>	Submission of DPD to the Secretary of State

- 3.25 The Government guidance recognises that different development plan documents and supplementary planning documents will require different methods and approaches to enable effective community involvement. This section outlines how the Council proposes to do this, recognising the potential to learn from past examples of community involvement.
- 3.26 The Council maintains a central consultation database where all consultations undertaken by the Council are logged and the results presented. This enables the Council to be aware of previous related consultations and avoids overburdening the community with repetitive consultations. The Council will continue to use this database prior to consulting on any DPD or SPD and record the results of the consultation.

Consultation standards

- 3.27 At each consultation stage the following standards will always be met:
- Consultation periods will last for a minimum of six weeks
 - All consultation documents and relevant background documents will be made available for inspection at:
 - Kennet District Council offices at Browfort, Bath Road, Devizes
 - Kennet District Council's website (www.kennet.gov.uk)

- All public libraries within Kennet District.
- Adverts will be placed in the local press and on the Councils website which will advise on where and when the document can be inspected, how copies can be obtained, what the closing date is for representations and where to send any representations;
- All consultees identified in Appendix Three will be sent a copy of the consultation document(s)
- All members of the community who get involved during the process will continue to be kept informed of the process including details of future consultations.

Stages and General Methods of Community Involvement

- 3.28 In the preparation of DPDs, community involvement is provided for at five key stages (see 3.24 above) whilst in the preparation of SPDs there will be a minimum of two opportunities. Appendix Five provides a diagram of how this will work in practice.
- 3.29 Alongside the preparation of the LDDs, the Council is required to produce a Sustainability Appraisal (SA) to accompany each LDD as detailed at paragraph 3.60 below.
- 3.30 The following information describes how the Council will expand on these standards to engage with all sections of the community. Whilst the information below outlines the general emphasis of each consultation stage of the plan's preparation, Appendix Six identifies the consultation methods that the Council will use at each stage of preparing the various types of LDDs. Appendix Eight provides greater detail and descriptions of each consultation method.
- 3.31 In order for the various sections of the community (as identified in paragraph 3.13) to know how the Council will engage with them, Appendix Seven is included which provides a matrix of how the consultation process relates to them.

Stage 1: Survey/Evidence Gathering (for all LDDs & SA Process)

- 3.32 Traditionally evidence gathering has been undertaken by the Council with limited consultation with key stakeholders on technical matters such as housing and employment land supply.
- 3.33 The new planning system encourages a greater involvement with the community in working together to ensure a robust basis for analysing the opportunities and constraints for the area. This will hopefully lead to participants discussing the same issues with the same information.
- 3.34 This stage also involves considering the national and regional planning policies that apply, the implications of local strategies and initiatives as

well as existing sources of local information which could be used. In order for these factors to be considered, they will already have been consulted on and therefore they will not be subject to further consultation.

- 3.35 The Council recognise that the preparation of the evidence base of each LDD is not carried out in a vacuum. As such, it may be that at times the findings of surveys and studies etc cannot always be incorporated into the evidence base at the very beginning of the preparation of the LDD. Where this is not possible the Council will continue to consult on the findings of this work through the methods set out in Appendix Six before incorporating it into the evidence base and its consideration in the wider consultation stages.

Technical Work

- 3.36 For the more technical aspects to the evidence base that the preparation of LDDs will be based upon, the Council will continue to rely on the technical input of key stakeholders whose identity will be determined by the Officer Working Group (see paragraph 4.3).
- 3.37 In order to ensure that the wider community is able to have a say on the reliability of this technical work, the Council will ensure that the findings of this work (and the methodology underpinning it) is available for public comment. The Council will also prepare an explanatory document to accompany this work so that the conclusions of the work are easily accessible to the general public.
- 3.38 Where necessary, amendments will be made to this work to ensure that the Council is in compliance with the provisions of the Data Protection Act. Details of how this work will be made available and the broad methods which the Council will use to notify and engage with the community are identified in Appendix Six

General work

- 3.39 In relation to more general survey work, the Council recognises the potential to widen the scope for community involvement in the preparation of this evidence base. Therefore where appropriate, the Council will promote active community involvement in the process of gathering data and information e.g. future reviews of the Urban Capacity Study.
- 3.40 The matrix in Appendix Six provides a more detailed overview of **how** the Council considers it appropriate to consult the public on these two contrasting aspects to the evidence base of LDDs.

Development Plan Document Consultation

Stage 2: Early stakeholder involvement

- 3.41 Rather than the Council identifying the key issues and options to be discussed in DPDs which could be seen as unnecessarily restricting future debates on planning issues, the Council promotes a bottom up approach where the community will be able to influence the agenda and be engaged in the preparation of DPDs from the earliest possible opportunity.
- 3.42 Although it is envisaged that this level of community involvement will involve little technical work, it is recognised that there will be issues arising from the survey/evidence gathering stage that will need to be addressed. This stage of community involvement will therefore involve two aspects.
- 3.43 First, there will be the publicising of the key findings of the baseline survey in an easily accessible manner which will raise awareness of underlying issues. This will be done by using methods such as poster campaigns which generate an interest in these findings within the wider community as well as more traditional consultation methods such as writing to interested groups.
- 3.44 The second aspect of this involvement will be a more open and widely based consultation which will seek to gather people's views and opinions on wider planning issues. Practical initiatives such as Planning for Real exercises and public exhibitions continue to provide good opportunities for this. Appendix Six provides an overview of the ways in which the Council seeks to achieve community engagement at this stage.

Stage 3: Issues and Options Stage

- 3.45 By the issues and options stage, it is anticipated that many different issues and options will have been raised in the previous consultation. As such the Planning Conference (see paragraph 4.11) will be convened at this point to identify the main issues and options arising from this past consultation.
- 3.46 This will enable Officers from the Council to consider in more detail the issues and options raised and explore in greater depth the implications of pursuing the various issues and options in relation to the DPD. The purpose of this period of consultation is therefore to provide the public with a series of issues and options and background information to each of them, through which they can make comments, in an informed manner.
- 3.47 It is not the intention for the Council to lead the community into a particular issue or option at this stage. The techniques which will be

used will therefore focus on providing opportunities for all the issues and options to be explored by all sections of the community in a variety of ways throughout the consultation period. These are identified in Appendix Six and include exhibitions for people to come and view as and when they choose as well as focus groups which give people the opportunity to explore and engage with others, the implications and issues and options in greater depth.

- 3.48 It is also at this stage that the first period of consultation in relation to the SA process (see paragraph 3.60) for the individual DPD will take place. Although the consultation on these two processes can be carried out independently from each other under the proposed regulations, the Council recognises the value in trying to undertake this consultation at the same time.
- 3.49 As the matrix in Appendix Seven suggests, the Council will primarily focus its consultation methods on generating awareness of the opportunity to influence the strategic direction of the DPD. It will provide the means in which this can be done in an informed and consensus building way wherever possible.

Stage 4: Preferred Options Stage

- 3.50 At this stage a preferred option for the DPD should have been determined. As such the Council will develop this preferred option into a series of proposals. In doing so however, the Council will identify the alternative options that it has considered and the reasons why it has chosen not to pursue them.
- 3.51 Nonetheless, members of the community are invited to make representations on the alternative options considered or indeed any additional alternatives including development sites. The Council will actively consider these alternatives, providing they meet the objectives of the DPD and are compatible with other policy guidance, which the Council will identify throughout the consultation process.
- 3.52 The Council will follow similar consultation methods to the Issues and Options stage in presenting the community with a number of different opportunities to be involved in events and activities where their views can be expressed on whether the preferred option is the right one to take.
- 3.53 Unlike previous stages, this consultation stage represents the first formal consultation period to be covered by specific government regulations. The specific consultation methods identified in Appendix Six meets and exceeds these requirements.

Stage 5: Submission of DPD to the Secretary of State

- 3.54 This represents the final consultation stage in the preparation of a DPD and it is only at this stage that representations received will be considered by the Secretary of State.
- 3.55 Nonetheless the emphasis of this SCI is to raise and address issues at the earlier consultation stages in order to minimise problems at this stage. This consultation stage will therefore focus on the more formal consultation methods as set out in paragraph 3.27 above. The consultation period for this stage is specified in the regulations as being 6 weeks and all comments must be sent to the Secretary of State

Alternative Sites

- 3.56 Following the end of this six week consultation period, if comments are made from the community which propose that an alternative site is considered for development, there must be a further six week period of consultation. The Council will consult on these sites as in paragraph 3.27 above (and notify neighbours of the site) and invite comments to be sent to the Secretary of State.

Supplementary Planning Document Consultation

- 3.57 In preparing the SPD, there are a minimum of two opportunities for community involvement as set out in Appendix Five. There may however be circumstances where additional stages of community involvement will be appropriate e.g. planning briefs.
- 3.58 Community involvement will normally follow the provisions as set out in paragraph 3.32 for the evidence gathering stage and those identified in paragraph 3.50 for the preferred options stage. The main methods used for this are detailed in the matrix in Appendix Six.
- 3.59 For many of the larger sites coming forward for development, the Council will require a planning brief to be produced which sets out the broad principles of development for the site. Currently these planning briefs are prepared by the applicant (and it is proposed that they still will be), but as these are SPDs, they will have to meet the requirements for consultation as set out in this document.

Community Involvement in Sustainability Appraisals

- 3.60 Sustainability Appraisals (SA) are vital to the ultimate success of individual Development Plan Documents (DPD). Although Sustainability Appraisals are not a Local Development Document (LDD), there is still a need to ensure effective community involvement in their preparation. In the case of DPDs, the completed Sustainability Appraisal has to be submitted to the Secretary of State for scrutiny at the same time as the DPD itself.

- 3.61 Sustainability Appraisals require more technical input into their preparation than LDDs. Therefore the consultation methods outlined in this section give more emphasis on consulting with those groups that have experience and expertise in these areas.
- 3.62 There are four stages of community involvement in the Sustainability Appraisal Process:
- Stage 1:* Context, Objectives and Baseline (district wide)
 - Stage 2:* Scoping Report (district wide)
 - Stage 3:* Assess Alternative Strategies (individual DPDs)
 - Stage 4:* Assess the Preferred Option (individual DPDs)
- 3.63 The first two stages of consultation occur only once and relate to the preparation of a scoping report which, when adopted will provide the basis for preparing DPDs
- 3.64 As in the preparation of Local Development Documents, Appendix Six sets out the general methods that the Council propose to use at each stage of the preparation of the Sustainability Appraisals. Appendix Seven provides greater detail and descriptions of each consultation method.
- 3.65 To help manage the preparation of Sustainability Appraisals it is proposed to set up a Wiltshire Sustainability Appraisal Working Group which will include representatives from outside of the community of Kennet (see paragraph 4.19) and use the Council's existing Sustainable Development Working Group (see paragraph 4.22).

SA Stage 1: Context, Objectives and Baseline (district wide)

Establishing sustainable development objectives

- 3.66 The Council will work with key stakeholders, adjacent local authorities and with established groups, for example Kennet's Sustainable Development Working Party and the Kennet Local Strategic Partnership, to develop a series of sustainable development **objectives** for Kennet. Once a draft set of objectives has been established which gives equal weight to economic, social and environmental factors it will be tested by the Planning Conference (see paragraph 4.11).

Gathering baseline data

- 3.67 In relation to gathering **baseline** data this will involve technical consultations with key stakeholders to establish a baseline description of the environment from social, economic and environmental

perspectives. Wherever possible this work will be co-ordinated with the evidence gathering for individual DPDs and developed through the proposed Wiltshire SA Working Group (see paragraph 4.3).

Establishing the context

- 3.68 Establishing the **context** for the LDF involves identifying all plans, programmes and environmental objectives that are relevant to the LDF. Officers will liaise directly, whenever possible, with individual plan authors to establish how elements of individual plans and programmes can be developed through the LDF process. Opportunities for sharing data with adjacent local authorities in Wiltshire will be explored through the Wiltshire SA Working Group.

SA Stage 2: Scoping Report (district wide)

- 3.69 The Scoping Report sets out the conclusions of Stage 1. It will:
- establish Sustainability Objectives for Kennet,
 - draw together baseline information about the district and develop indicators to measure changes in the environment,
 - define the context provided by existing plans and programmes and identify which LDD is the most appropriate to carry the objectives of those plans and programmes forward;
 - set a framework against which to consider all DPDs;
 - Outline the methodology for carrying out the remainder of the Sustainability Appraisal , and
 - Include a proposed structure for the final Environmental Report.
- 3.70 The environmental authorities that must be consulted on the scope of the Sustainability Appraisal are the Environment Agency, Countryside Agency, English Nature and English Heritage. However, the Council considers that the Scoping Report sets the basis for the detailed assessment of the environmental effects of each LDD and should, therefore, be subject to wider consultation.
- 3.71 To ensure the widest access to this critical stage in the preparation of the Sustainability Appraisal general interest and awareness will be raised through the initiatives as set out in Appendix Six and like all other exercises they will be subject to the consultation standards as set out in paragraph 3.27. In addition there will be specific consultation with the Planning Conference (see paragraph 4.11).
- 3.72 The proposed Officer Working Group (see paragraph 4.3) will be responsible for identifying the appropriate key stakeholders to consult directly.

SA Stage 3: Assess Alternative Strategies (Individual DPDs)

- 3.73 When assessing the merits of different alternatives the Sustainable Development Working Party of the Council, strengthened with external organisations such as English Nature, Wiltshire Wildlife Trust and the Environment Agency, will provide a partially independent view of officers' assessments. The Planning Conference will have been involved in the generation of the alternatives to be assessed and should also be involved with validating the assessment of alternatives.
- 3.74 Consultation on the assessment of alternatives for the Sustainability Appraisal will be integrated with the consultation on Issues and Options for individual DPDs as identified in paragraph 3.45 and Appendix Six.

SA Stage 4: Assess the Preferred Option (Individual DPDs)

- 3.75 Following the choice of a preferred option further consultation with the Planning Conference and the Sustainable Development Working Party will take place to assess the likely impact of the preferred option on the environmental objectives and baseline environment established in the Scoping Report.
- 3.76 Following discussions with these key stakeholders a Draft Environmental Report will be produced for each DPD. This Report will be made available for public comment concurrent with the publication of the Preferred Options report for individual DPDs and will be available in the same way as DPDs. Members of the public will have the opportunity to comment on the assessment of alternatives and the assessment of the preferred option at this stage. Consultation on the draft Environmental Report will follow the same process as set out for LDDs at the Preferred Options Stage (see 3.50).
- 3.77 As with the Preferred Option Stage consultation on the DPD, the Council will consider and respond to each comment made in relation to the Draft Environmental Report. If appropriate, the Environmental Report will be amended. Amendments will have to be agreed with reference to the Sustainable Development Working Party as there may be repercussions for the policies in the individual DPD that has been assessed.
- 3.78 The final Environmental Report will be submitted with the DPD to the Secretary of State. Although not subject to independent assessment at this stage the Inspector will test the Sustainability Appraisal's compliance with current guidance as part of testing the soundness of the individual DPD.

How to make your views heard

- 3.79 In attending any related event held or attended by the Council on the preparation of planning policies, there will be an opportunity for

comments to be expressed both through the participation exercises and verbally by talking to officers of the Council. The Council will also take on board other less traditional methods of you making your views known including through expressions in public art and in the future online forums.

- 3.80 However, written comments remain the only way in which 'formal' comments during consultation periods can be made on the LDDs. Ideally these will be made on standard 'representation' forms which the Council will make available. These will be available in paper form at every related event that the Council attends or holds as well as copies being available at the council offices and public libraries. Downloadable copies as well as online forms will be made available on the Council's website.
- 3.81 All comments made, whether it be in relation to LDDs prepared by the Council or external consultants preparing an LDD must be sent to the Council by electronic or paper form. This is to ensure that the Council retain a copy of all comments received on LDDs to enable them to be viewed by any member of the public who wishes to view them.

Feedback

- 3.82 The Council recognises that providing feedback to the community is of great importance to promote dialogue between the Council and the community. As well as providing regular newsletters keeping the community up-to-date on the current work of the Forward Planning team, this SCI commits the Council to two further feedback commitments.

Consultation events

- 3.83 Following events held or attended by the Council in relation to planning policies, the Council will provide a report of the event to all participants of the events within 20 working days of the event. This report will also be available on the Councils website.

Comments received during consultations periods

- 3.84 Comments received by the Council will be acknowledged within ten working days of their receipt through the same medium as it was received. The comments received will be published on our website and a copy placed in the Council offices and the public libraries within the district as soon as is reasonably possible following the end of the consultation period.
- 3.85 All those who contribute to any document in the LDF either through representations and/or attendance at any of the events will automatically be added to a new database of names and addresses.

This will be used to keep people informed of the outcome of their involvement and the ongoing LDF process.

- 3.86 Following each consultation the Council will contact every group or individual respondent with the Council's response to their comments including the reasons as to why or why not it accepts them. The decision making process is described below.

What happens to comments received?

- 3.87 Following each consultation stage in the preparation of the DPDs and SPDs and prior to the submission of the document to the Secretary Of State, officers of the Council will prepare a report summarising the issues raised in the consultation and a recommendation as to how to respond to these issues. This report will take into account the community responses as well as relevant national and regional policies and other relevant considerations including local policies and strategies.
- 3.88 This report will be taken to the Planning Policy Executive Committee where members of the Council will consider the report and make a decision on whether to accept, reject or amend the recommendations contained within it. Following this decision any revisions will be made prior to the next stage in the DPDs preparation.
- 3.89 In relation to DPD documents, these documents are required by the regulations to be submitted to the Secretary of State to consider the soundness of the document at a public examination (see Appendix Two). Only those who make representations within the six week period following the submission to the Secretary of State have the right to have their representations considered at the examination.
- 3.90 The findings of the Inspector in relation to the soundness of the DPD and its consideration of the representations it receives will be binding on the Council who will be obliged to make the appropriate changes before adopting it.
- 3.91 In relation to SPD documents, following the final period of consultation, the Council will consider all comments submitted during the consultation period and make any changes it considers appropriate before adopting it. The Council's response to comments made during the SPD process will be published when the Council adopts the SPD.

4 Managing Community Involvement

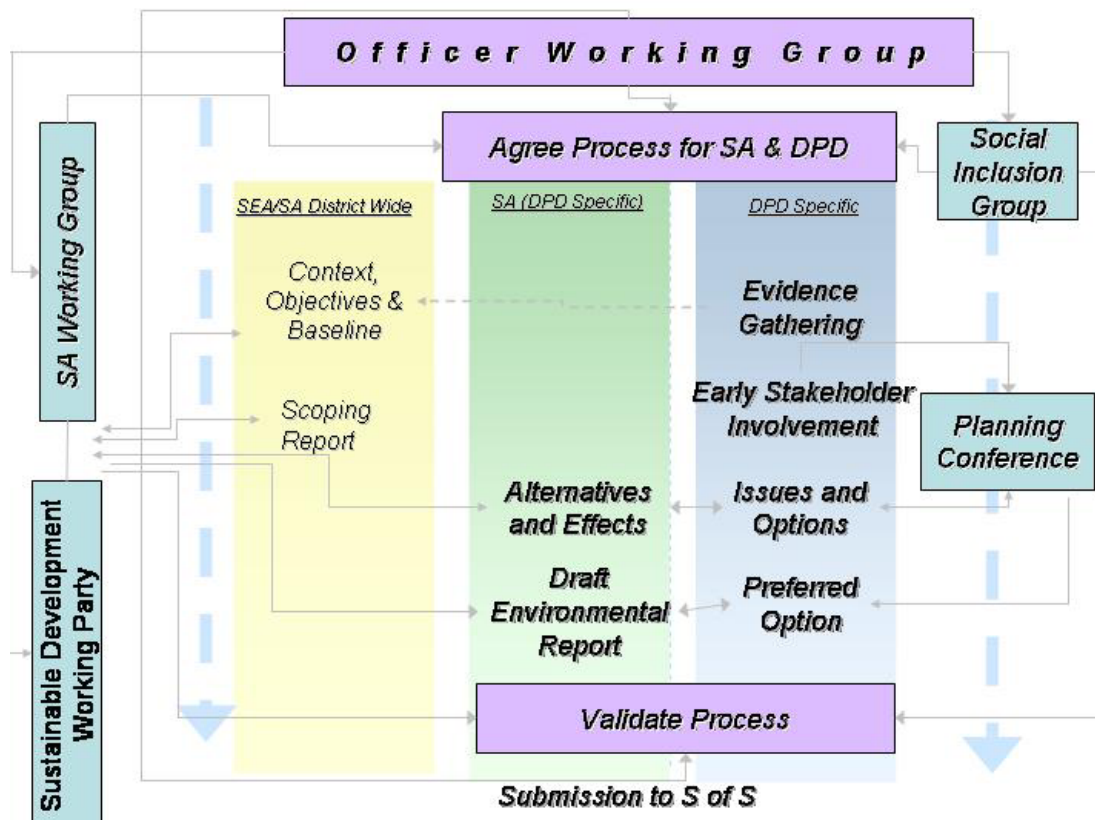
- 4.1 Presently there are some types of documents (e.g. Planning Briefs and Village Design Statements) that are produced by external bodies to the Council. In future, these types of documents will be included as Supplementary Planning Documents (SPD) The Council will continue to ensure that these documents are produced in accordance with this SCI before it agrees to adopt it as Council policy.
- 4.2 Development Plan Documents (DPDs), as already stated, are subject to an independent examination where one of the key tests of its soundness will be its compliance with the SCI with regard to community involvement. There are currently no plans for any DPD to be produced by an external group. However if this does happen, it will remain the Council's responsibility to coordinate the community consultation and ensure that the provisions of this SCI are met.

Officer Working Group (OWG)

- 4.3 In order to coordinate the management of the consultation for the Local Development Framework, and to draw on the professional advice from officers, an Officer Working Group will be set up involving officers from Kennet District Council, Wiltshire County Council and the voluntary sector.
- 4.4 It is envisaged that the group will consist of officers from the following departments/organisations:
- Wiltshire County Council
 - Wiltshire Wildlife Trust or English Nature
 - Community Planning (KDC)
 - Planning Services (KDC)
 - Housing (KDC)
 - Commercial Sector
 - Voluntary Sector
- 4.5 The specific role of this group will be to agree who and how to involve the community in relation to the individual LDDs, SA and evidence based work. This will occur before the consultation takes place and in accordance with the provisions of this SCI.
- 4.6 Following the end of the final consultation period for the LDD and prior to submission to the Secretary of State (or adoption by the Council in the case of SPDs), the group will reconvene to review the consultation process and ensure that it was in compliance with the SCI.

- 4.7 The group will review existing practises as set out in the SCI to ensure that they continue to make the most efficient use of resources and are exemplars of good practice.
- 4.8 It will be the responsibility of this group to approve the membership of the Planning Conference (see paragraph 4.11) and Sustainable Development Working Party (see paragraph. 4.22) and ensure that they continue to follow the provisions of this SCI.
- 4.9 The OWG will also consult with the Social Inclusion Group (see 4.16) (or representatives of) prior to the beginning of the consultation process of each LDD to ensure that the Council is continuing to use every reasonable effort to engage the hard to reach groups.
- 4.10 Figure 3 shows how it is envisaged that the Officer Working Group will interact with the groups identified in detail below in the consultation process.

Figure 3: Relationship between the proposed groups and the processes



Planning Conference

- 4.11 A Planning Conference will be convened in relation to the preparation of each DPD between both the 'early stakeholder involvement'/'issues and options' stage and the 'issues and options'/'preferred option' stage.

- 4.12 The group will comprise of key representatives of the community as determined through the Officer Working Group. The OWG will identify these representatives by writing to all key groups as identified in Appendix Three to invite them to participate in the Planning Conference.
- 4.13 The Planning Conference will comprise of one representative from each section of the community. Where more than one representative of each section is proposed, the Council will contact each group within that section with the aim of agreeing consensus on who should be the representative.
- 4.14 The purpose of the group will first be to consider all the issues raised through early stakeholder involvement and to determine the issues and options to take forward for further community consultation at the Issues and Options stage.
- 4.15 Following the Issues and Options stage, the Planning Conference will reconvene to propose a preferred option for the DPD to take to the Planning Policy Executive Committee for a decision.

Social Inclusion Group

- 4.16 The Council has recently set up a Social Inclusion Group comprised of officers from different departments within the Council. Its purpose is to ensure that all members of the community are included and able to access a range of services and activities.
- 4.17 Therefore in relation to this SCI, the Council considers that this group should be used in an advisory capacity by the OWG to ensure that the proposed consultation methods for each LDD will promote inclusion with the identified hard to reach groups. The Council will explore the opportunities for involving voluntary sector representatives in this group.
- 4.18 The group will also ensure that these groups are not overloaded by continuous consultation by seeking to coordinate this consultation period with other targeted consultations.

Wiltshire Sustainability Appraisal Working Group

- 4.19 There are a number of SA issues that go beyond conventional district wide boundaries where Councils and key stakeholders working together would represent an efficient use of resources for both individual Councils and key stakeholders.
- 4.20 Therefore the Council believes that it would be appropriate for a county wide SA group to be formed including representatives of each Local Authority and representatives of key stakeholders that have the knowledge and interest in county wide SA issues.

- 4.21 This group would be convened when appropriate and would remain in contact at other times through regular email contact to deal with matters arising in between. The composition of the group, although not under the direct responsibility of the OWG, would be subject to the OWG approval before this Council would be able to participate within it.

Sustainable Development Working Party

- 4.22 Whilst the OWG is concerned with the process of the consultation, in relation to the SA it is the Council's view that there should be an overseeing group to manage the SA content due to the technical aspects of this work.
- 4.23 Government guidance suggests that this group should be made up with representatives of groups extending beyond the Council itself to include amenity groups, community organisations and commercial representatives². The Council believes that the Wiltshire Wildlife Trust, English Nature and the Environment Agency would be appropriate organisations to include within this group.
- 4.24 The Council considers it appropriate to use the existing Sustainable Development Working Party (which is an internal officer group) to form the basis of this group. In order to ensure a cross section of the community beyond officers of the Council are included in this group, the OWG will identify additional groups from the wider community that have an interest and knowledge in this area.
- 4.25 It will remain the responsibility of this group to validate the monitoring of the SA in relation to future work.

Links with Community Planning

- 4.26 There are already a number of community planning initiatives that take place within the district through the four community area partnerships covering the Devizes, Marlborough, Tidworth and Pewsey Community Areas.
- 4.27 The Council recognises the value of these existing partnerships as key inputs into the preparation of LDDs. Therefore in relation to the LDF, points of contact will be established with each partnership in relation to the consultation process to ensure that they are actively involved and to coordinate events wherever possible.
- 4.28 In addition Kennet District Council and Wiltshire County Council have a duty to prepare a community strategy to promote and improve the economic, social and environmental wellbeing of the area, through working in partnership with the other key agencies and organisations

² ODPM (2003). Creating Local Development Frameworks.

across the district. The plan needs to be much more than a plan of local authority actions, it needs to cover a broad range of actions and priorities identified through working in partnership with the community.

- 4.29 The Council aims to ensure that wherever possible the development of these strategies are coordinated with the preparation of LDDs. As such regular meetings are held between the Community Planning team and the Forward Planning team to coordinate work and consultations wherever possible.
- 4.30 A Kennet wide community strategy is currently being prepared by the Council. The regular communications identified above between the Forward Planning and Community Planning teams is critical to ensure that this work and the work on the LDF complements each other and makes the best use of the resources available to the community and the Council itself.

5 Community involvement in planning applications

5.1 The Council recognises the need to ensure that the community is informed and involved in the consideration of all the planning applications that it receives. The degree of involvement will inevitably vary depending on the nature of the individual application. The Council takes the following steps to promote involvement on each planning application:

- details of each application received are set out on the Council's website, under the name of the Parish in which the site is situated; When the application has been determined, details of the decision made, including any conditions attached, or reasons for refusal are added to the site and remain for three months. A paper copy of the planning register is also available at the Council Offices at Browfort, Devizes, during normal working hours;
- all applications are advertised by a site notice displayed on or close to the site, allowing 21 days for a response;
- the Parish Council is sent details of every application and is given 21 days to respond, or longer by agreement;
- weekly lists of applications received are produced and are available both on line on the Council's website and on request via e-mail to local organisations. They are sent to all of the District Councillors.

5.2 In addition, and in accordance with current legal requirements, the Council advertise in the weekly local press (Wiltshire Gazette & Herald, and where appropriate the Salisbury Journal & Andover Advertiser) all applications that fall within the following criteria:

- affect the character or appearance of a conservation area;
- applications for works to listed buildings, and developments likely to affect the setting of listed buildings;
- developments affecting public rights of way;
- developments of ten or more houses or 1000 square metres floorspace
- other developments likely to be of wider interest to the community (such as planning applications for telecommunication masts, wind turbines).

(This list may be reviewed if the legal requirements change, as the costs to the Council tax payer for this service are £35-40,000 p.a.).

5.3 The Council also recognise the need to involve other organisations, both local and national. Statutory consultations are carried out on many applications with bodies such as Wiltshire County Council (highway, archaeology and education issues) and the regional offices of English Heritage (important listed building/conservation area/ancient monument

issues) and English Nature. However, involvement also takes place with local non-statutory bodies who can offer valuable advice, such as the Wiltshire Gardens Society (applications involving listed parks and gardens); local civic societies and local branches of national organisations such as the Ramblers Association. Who the Council will consult will vary with the nature of the proposal and the location. Consultees have 21 days in which to respond.

5.4 The Council recognise that many people are most interested in applications that directly affect them, such as householder applications (which constitute almost 50% of all planning applications received by Kennet). Occupiers of premises most likely to be affected by a proposal are notified individually by letter that an application has been received and are invited to inspect the application and make any written observations within 21 days. In assessing whether to carry out neighbour notification, the Council will consider the following factors:

- the proximity of the proposed development - neighbours will be consulted where a proposed building or extension adjoins their property or where it would overlook or overshadow their property;
- the likely traffic generation - neighbours will be consulted where the development is likely to lead to a noticeable increase in traffic generation;
- disturbance - neighbours will be consulted where the proposal is likely to increased disturbance by reason of noise, fumes, dust from the development;

5.5 In all cases where an individual has taken the trouble to comment on an application, their comments are acknowledged and they are sent details of the final decision made, including details of any conditions or reasons for refusal.

5.6 The Council has an extensive scheme of delegation to satisfy the Government's requirement for decisions to be made speedily and efficiently. This scheme is reviewed on a regular basis by councillors to ensure that it remains appropriate. However, the scheme ensures that those applications of most interest to the local community are considered by the Council's Regulatory Committee. This includes those where the Parish Council object to permission being granted under delegated powers, and those where three or more third parties object to an application that would otherwise be approved under delegated powers. The Council allows public speaking at Regulatory Committee by third parties, including applicants, agents, Parish Councils, local residents and local organisations. It publishes the agenda, including a copy of the planning officers' report on its web site, and subsequently publishes the minutes of the meeting on the same site. A copy of the agenda is sent to Parish Councils where an application lies within their area. Copies of all decisions on planning applications are similarly sent to the relevant Parish.

Major applications

- 5.7 The Council understand that many people have an interest in major applications that affect a wide area. Kennet is a rural area and less than 4% of the applications determined by the Council in 2003/04 fell within the ODPM definition of major applications (ten or more houses; 1000 square metres of floorspace or a site area greater than 1ha in size). Many of the applications where the floorspace was larger than 1000 square metres were for commercial buildings on existing industrial estates or for agricultural buildings on established farms and have not raised issues of significant public interest. The applications that have provoked the most widespread interest have been for residential development.
- 5.8 For these reasons, the Council consider that there should be a greater public involvement at an early stage in the decision making process on planning applications for 10 or more houses and on other applications where the floorspace exceeds 2000 square metres or the site area is greater than 1 ha. Applications of this scale will be considered to have met a Statement of Community Involvement threshold. There is also significant public interest in renewable energy schemes, and where these are proposed (other than domestic scale applications), they will be considered for the purposes of this document as meeting this threshold.
- 5.9 The aim of the process should be to encourage discussion on proposals meeting this threshold before a formal application is made and therefore to avoid unnecessary objections being made at a later date. A similar process already takes place on many telecommunication proposals, as a result of a commitment given to the Government by telecommunication operators.
- 5.10 Under the policies of the Kennet Local Plan 2011, prospective developers of sites allocated for residential development are encouraged to prepare a Development Brief for submission with their planning application. Details of how the community should be involved in the preparation of these Briefs should be discussed with the Council's Planning Officers before work on them is commenced.
- 5.11 For all other sites that meet the SCI threshold, the Council will similarly expect the applicant, prior to submitting an application, to discuss with the Council's Planning Officers details of how the community should be involved in the decision making process. The purpose of these discussions will be to:
- identify the groups/individuals that should be involved;
 - agree how they should be involved;
 - agree a timetable for their involvement.

- 5.12 The Council will expect the applicant to provide evidence with the submission of a planning application that meets the SCI threshold setting out how the community have been involved in discussions concerning the proposed development. This should take the form of a Statement of Community Involvement outlining what has been carried out and how the results of the exercise have been taken into account in the submitted application.
- 5.13 Whilst it is understood that it will not be possible under current planning regulations to fail to register a planning application meeting the SCI threshold but not accompanied by Statement of Community Involvement, the absence of one may disadvantage an applicant in that issues that need to be taken into account are only identified after the application has been submitted, delaying any decision.

6 Reviewing the Statement of Community Involvement

- 6.1 Although this SCI sets out how the Council involves the community in the preparation of LDDs and planning applications, it is not intended to be a static document. The Council recognises that the way in which community involvement is carried out should be reviewed on a regular basis. This chapter details the process through which this review is undertaken.
- 6.2 There are three main factors to consider when reviewing the SCI. Firstly there is the experiences of the community; secondly the experiences of the Council and thirdly best practice from experiences throughout the country. For this reason the three main methods of reviewing the SCI are designed to enable each of these factors to be reviewed on a regular basis.

The three methods

Comments from the community to the Council

- 6.3 The Council would welcome comments from the community at any time on issues that they believe this document addresses including concerns regarding methods used and who the Council should be consulting. Comments received will be responded to within ten working days of receipt of the comments.
- 6.4 The response to the comments will include an initial answer to the concerns expressed and where appropriate an offer to enter into further correspondence if the Council believes that the issues raised can be resolved through continuing dialogue. All unresolved issues raised through these comments will be regularly considered through the process identified in paragraph 6.7.

Through the 'statement of compliance' on individual LDDs

- 6.5 Chapter 3 refers to a Statement of Compliance being submitted to the Secretary of State alongside the Development Plan Document that it relates to. In this statement which is prepared by the Council, there will be an opportunity for any issues and problems arising from applying the Statement of Community Involvement to be identified here. Like method one, these comments will then be considered through the process identified.

Reviewing best practice

- 6.6 The Council will continue to review whether the policies contained within this document are working and reflect best practice.

Process

- 6.7 Where changes are proposed to the SCI, generally these will enhance methods already used. The Council is committed, as a minimum, to consulting on these changes with all those groups listed in Appendix Three along with other groups and individuals who have become involved in preparing LDDs. The exact nature of the consultation will depend on the changes proposed
- 6.8 If the review process identifies significant deficiencies or a change in direction for this SCI, this will lead to a formal review of the SCI and resubmission to the secretary of state.

Compliance with relevant Non Discrimination Acts

- 6.9 The Council has taken due regard to the provisions of the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995 to ensure that this document complies with the provisions contained with the respective acts.

Wiltshire Compact

- 6.10 The Council is part of a partnership made up of statutory agencies and voluntary and community bodies in Wiltshire which sets out a set of principles within which the statutory, voluntary and community sector agree to work. The Council is committed to these principles.
- 6.11 However, in relation to the minimum timescales set out in the Wiltshire Compact's Code of Practise, this SCI does not comply with them. This is due to the statutory requirements set out in the government regulations relating to the LDF and planning application process where specific periods of time are required for consultation periods.

7 Resourcing Community Involvement

- 7.1 The Council has carefully considered the implications of this Statement of Community Involvement (SCI) to ensure that the commitments that it has made are deliverable and do not put any undue pressure on the Council's resources both in terms of staff time and the financial constraints.

Local Development Framework Process

Resources & Programme Management

- 7.2 The Forward Planning and Transportation team has recently been extended with the aid of the planning delivery grant and comprises:- 3 full time and 1 part time qualified town planners, a qualified transport planner, a graphics technician and a technical assistant. This team will lead on the various aspects of community involvement and the Forward Planning and Transportation Team Leader will be responsible for project management. Due to the extensive community involvement and inclusion of Sustainability Appraisals in the process (which is itself a new system), the workload will be very challenging. Therefore, every opportunity will be taken to involve partners, both from within the Council and from external organisations.
- 7.3 Partnership working will be a key to the successful undertaking of the Community Involvement. Internal partners will be used to aid consultation and include officers from the Policy and Community Planning team (who are responsible for overseeing the production and implementation of four community area strategies), the Housing Enabling Service, Development Control and Conservation Teams, and Leisure Services.
- 7.4 Existing internal working groups will also be used. These include:
- the Sustainable Development Working Party. This is an existing group consisting of representatives from within KDC. Their remit in relation to the LDF will be to oversee the production of the Sustainability appraisals.
 - the Social Inclusion group. This is an existing group. Its role will be to ensure hard to reach groups are included in the consultation process.
- 7.5 Ongoing training is provided for a team of facilitators to continue to improve their skills in consultation techniques and process design. The facilitation team includes internal officers from Planning, Leisure, Housing and Community development Services, and also external partners from the County Council and the voluntary sector. Training is usually provided by external consultants with considerable experience in this area of work and is funded through the planning delivery grant.

Development Control Process

- 7.6 In relation to the development control process, the Council believes that many of the provisions contained within this SCI can be resourced through recent improvements to its systems technology. Nonetheless, the Council has also recently strengthened its Development Control teams by recruiting additional members of staff to improve the quality and speed in which it determines planning applications.
- 7.7 The implications of this SCI in relation to the Development Control process is reflected in the Development Control Service Plan and in the budgets it has allocated for the 2004/2005 and 2005/2006 years.

Planning Aid

- 7.8 Planning Aid is a voluntary service offering free, professional and impartial advice on planning issues. This enables local communities with limited resources to play an active role in shaping policies and applications that affect them.
- 7.9 Planning Aid in Kennet is provided by the South West regional team who can be contacted on 0870 850 9807 or via the website:
<http://www.planningaid.rtpi.org.uk>

Appendix One: The consultation code of practice criteria.

The Council will:

- Consult widely throughout the process, ensuring that every reasonable effort has been made to reach all sections of the community that are affected³ or may have an interest⁴ in the proposals.
- Encourage community involvement at the earliest⁵ possible opportunity in the preparation of the document ensuring that the consultation methods are as effective⁶ as reasonably possible.
- Be clear about what the proposals are, who may be affected, what questions are being asked and the timescale for responses.
- Ensure that the consultation is clear, concise and widely accessible.
- Give feedback regarding the responses received and how the consultation process influenced the policy.
- Monitor the Council's effectiveness at consultation, including through the use of a designated consultation co-ordinator.
- Ensure the consultation follows best practice,

The Council believes that the process it has outlined in this document fulfils the criteria as set out in this code of practice

³ Affected ' To have a material affect on or produce an alteration in'

⁴ Interest ' A readiness to be concerned with or have one's attention attracted by something'

⁵ Earliest ' At or occurring near the beginning of the process'

⁶ Effective 'Producing a decisive or desired effect'

Appendix Two: The criteria for testing the soundness of this SCI

At the examination, the Inspector will consider whether this document is sound by determining whether the:

- local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- statement identifies in general terms which local community groups and other bodies will be consulted;
- statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- resources are available to manage community involvement effectively;
- statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- authority has mechanisms for reviewing the statement of community involvement; and the
- statement clearly describes the planning authority's policy for consultation on planning applications.

(Source: Planning Policy Statement 12: Local Development Frameworks. Paragraph 3.10)

Appendix Three: List of Community Groups

Businesses & Commerce

Brimble Lea & Partners	Pewsey Chamber of Commerce
Business Link Swindon	Safeway
David Owen & Co	Sainsbury's Supermarkets Limited
Devizes Chamber of Commerce	SW CBI
Devizes Development Partnership	TH White Ltd
Devizes Taxis and Private Hire	Tidworth & District Chamber of Trade & Commerce
Dolman Building Surveyors	Tidworth Development Trust
Federation of Small Businesses	Tidworth Employment Opportunities (TEMPO)
Great Western Commerce & Enterprise	Tony Thorpe Associates
Lidl U.K. GmbH	W M Morrison Supermarkets PLC
Ludgershall Chamber of Commerce	Wadworth & Co
Marlborough Area Development Trust	Wansboroughs Solicitors
Marlborough Chamber of Commerce	Wessex Association of Chamber of Commerce
Marlborough Radio Cars	Wills & Co
Paul Sharpe Associates	Wiltshire & Swindon Training Enterprise Council
Pewsey Area Community Trust	

Interest and Pressure Groups

ACERT	Collingbourne Bypass Action Group
Age Concern	Devizes Almshouse Charity
Ancient Monuments Society	Devizes and District Link
Angling Association	Devizes and District Round Table
Avebury Society	Devizes Sports Club
BASICS and 10.10 Club	Devizes Towns Women's Guild
Bodmans Coaches	Dorset & Wiltshire Rugby Football Union
Bristol Omnibus Company Ltd	Drews Park Village Association
Broad Hinton Village Hall Committee	East Kennet Community Transport Group
Campaign for Dark Skies	

Elcot Lane Playing Field Action Group	Seend Trust
England & Wales Cricket Board	Society for the Protection of Ancient Buildings
First Badgerline	South West Tourism
First Great Western	Spitalcroft (Devizes) Allotment Society
Freight Transport Association	Stagecoach Hampshire Bus
Friends of the Ridgeway	Stagecoach Swindon & District
ICOMOS UK	Thames Trains Ltd
Institute of Advanced Motorists	The Civic Trust
Kennet Arts Forum	The Football Association
Kennet & Avon Canal Trust	The National Trust
Kennet Carers Association	The Southern Traffic Group
Kennet Passengers	The Trust for Devizes
Kennet Valley Arts Trust	Tidworth (Allenby) Project Team
Learning & Skills Council	The University of the Third Age
Lions Club of Devizes	The Wiltshire Gardens Trust
Lions Club of Marlborough and District	Tidworth College
Ludgershall Sports and Social Club	Upavon, Rushall & Charlton Link
Marlborough & District Angling Association	Voluntary Action Kennet
Marlborough Civic Society	West Lavington, Littleton Pannell Care
Marlborough Day Service	White Horse Boats
National Playing Fields Association	Wiltshire College
Parnham's of Ludgershall	Wilton Windmill Society
Pewsey Heritage Centre	Wilts & Berks Canal Amenity Group
Pewsey Vale Coaches	Wilts & Dorset Bus Company Ltd
Poulshot Village Trust	Wilts Archaeological & Natural History Society
Project Allenby/Connaught	Wiltshire Bridleway Association
Ramsbury Amenity Group	Wilts Federation of Women's Institutes
Rotary Club of Marlborough and District	Wiltshire Hockey Association
Save our Spitalcroft Community Group	WORKOUT

Housing Interest Groups

Amber Foundation	Knightstone Housing Association
Anchor Trust	Raglan Housing Association
Ashley Homes	Sanctuary Housing Association
English Churches Housing Group	Sarsen Housing Association
Guinness Trust Housing Association	Shaftesbury Housing Association
James Butcher Housing Association	Sovereign Housing Association
Jephson Homes Housing Association Ltd	The Housing Corporation
Kennet Housing Society	The National Housing Federation
Kennet Action on Single Homelessness	The Rural Housing Trust
Kingfisher Housing Association	Western Challenge Housing Association
	Wiltshire Rural Housing Association

Environmental Groups

Action for the River Kennet	Le Marchant Conservation Group
Agricultural Development & Advisory Service	Ludgershall Environment Group
Avebury World Heritage Site	National Farmers Union
British Horse Society	North Wessex Downs Area of Outstanding Natural Beauty Management Committee
British Trust for Conservation Volunteers	Royal Society for the Protection of Birds
Campaign for Dark Skies	Rural Needs Initiative - Supporting Young Families
Country Landowners Association	Tenant Farmers Association
CPRE	The National Trust
Downlands Action Group	The Ramblers Association
Farming and Wildlife Advisory Group	Wiltshire Federation of Young Farmers
Farming and Rural Conservation Agency	Wiltshire Ornithological Society
Forestry Commission	Wiltshire Wildlife Trust
Friends of the Earth	Woodland Trust
Great Western Community Forest	
English Heritage	

Religious Groups

Devizes Partnership of Churches
Jehovah's Witnesses
Wiltshire Churches Together

Governing Bodies of the main religions; e.g.: -The Diocese of Salisbury

Voluntary Bodies

Citizens Advice Bureau
Equal Opportunities Commission
Gay Men's Health
Kennet ACCESS Committee

Kennet Citizens Advice Bureau
Wiltshire Association of Local Councils
Wiltshire Racial Equality Council

Community Partnerships

Community First
Devizes Community Area Planning Partnership
Kennet Local Strategic Partnership
Marlborough Area Development Trust
Marlborough Local Strategic Partnership
Pewsey Area Community Trust
Pewsey Community Area Partnership

South East Kennet
Tidworth Community Area Partnership
Tidworth Development Trust

Local Residents Associations

Manton Residents Association
Roundway Mill Boundary Residents Group

Roundway Park Group
Urchfont Parish Appraisal Working Party

Developers/agents/landowners

Alder King
Andrew Fleming Associates
Annington Homes
Aspire

Atwell Martin
Banner Homes
Barton Wilmore
Batt Family Trust

Bell Cornwall
Berkeley Community Villages
Bloor Homes
Boyer Planning
Broadway Malyan
Brooks Chartered Surveyors
Bryant Homes Southern Limited
Carter Jonas
Chesterton
Christopher Wickham Associates
Civic Planning and Design Group
Cluttons
Colin Buchanan & Partners
Country Landowners Association
Countryside Solutions Ltd
Crest Nicholson South West Ltd
CSJ Planning Consultants Ltd
David Wilson Homes
DCOS
Defence Estates
DPDS Consulting Group
Dreweatt Neate
F. J. Snook & Sons Ltd
Fin Man
FPDSavills
Gaiger Bros
Gillespies
Grimley JR Eve
Hamiltons Chartered Surveyors
Hamptons International
Hannick Homes & Developments Ltd
House Builders Federation
Inventures
Kemp & Kemp Property Consultants
Kris Mitra Associates Ltd
Lafarge Redland Aggregates
Land, Development & Planning Consultants
Landmark Information Group Ltd
Lovell Nigel Atherden
LPC (Trull) Ltd
Malcolm Ward Associates Limited
Mark Lovelace
McCarthy & Stone
Michael Fowler Architects
Persimmon Homes
Planning Issues
Prowting Projects
Rapleys LLP
Ridgeway Developments (Wessex) Limited
Riverdale Homes Ltd
Robert Hitchins Ltd
Robert Turley Associates
Royal Mail Property Holdings
RPS
Scott Brownrigg
Shalbourne Property Management Ltd
South West LDZ
Stride Treglown
Strutt & Parker
Terence O'Rourke plc
Tetlow King Planning
The Crown Estate
Tidworth, Netheravon & Bulford Garrison
Town Planning Consultants
TUTT Design Services
Westbury Homes

White Young Green Planning
Wilcon Homes

Woolley & Wallis

Statutory Consultation Bodies

Avon, Gloucester & Wiltshire
Strategic Health Authority (NHS)
BRB
British Telecom
Countryside Agency;
English Heritage
English Nature
Environment Agency
Highways Agency
Historic Buildings and Monuments
Commission for England;
Joint Strategic Planning
Mobile Operators Association
Network Rail
Royal Commission on the Historic
Monuments of England
South East Regional Development
Agency

South West Regional Assembly
South West Regional Development
Agency
Southern Electric
Southern Water
Strategic Rail Authority
Thames Water Property Ltd
Town and Parish Councils (listed
below)
Transco
Wessex Water
Wiltshire & Swindon Users Network
Wiltshire County Council;
Unit
Adjoining LPAs (see below)
Adjoining Town and Parish
Councils (see below)

Local Councils

Joint Strategic Planning Unit
Kennet District Council

Wiltshire County Council
Wilts & Swindon Users Network

Parish Councils

Aldbourn Parish Council
All Cannings Parish Council
Alton Parish Council
Avebury Parish Council
B Bassett/W Monkton Parish
Council
B Hinton/ W Bassett Parish Council
Baydon Parish Council

Beechingstoke Parish Council
Bishops Cannings Parish Council
Bromham Parish Council
Burbage Parish Council
Buttermere Parish Council
Charlton & Wilsford Parish Council
Cheverell Magna Parish Council
Cheverell Parva Parish Council

Chilton Foliat Parish Council
Chirton Parish Council
Chute Forest Parish Council
Chute Parish Council
Collingbourne Ducis Parish Council
Collingbourne Kingston Parish Council
East Kennett Parish Council
Easterton Parish Council
Easton Royal Parish Council
Enford Parish Council
Erlestoke Parish Council
Etchilhampton Parish Council
Everleigh Parish Council
Fittleton Parish Council
Froxfield Parish Council
Fyfield & Overton Parish Council
Grafton Parish Council
Great Bedwyn Parish Council
Ham Parish Council
Little Bedwyn Parish Council
Ludgershall Parish Council
Manningford Parish Council
Marden Parish Council
Market Lavington Parish Council
Marston Parish Council
Mildenhall Parish Council
Milton Lilbourne Parish Council
Netheravon Parish Council

North Newnton Parish Council
Ogbourne St Andrew Parish Council
Ogbourne St George Parish Council
Patney Parish Council
Pewsey Parish Council
Potterne Parish Council
Poulshot Parish Council
Preshute Parish Council
Ramsbury Parish Council
Ramsbury Parish Council
Roundway Parish Council
Rowde Parish Council
Rushall Parish Council
Savernake Parish Council
Seend Parish Council
Shalbourne Parish Council
Stanton St Bernard Parish Council
Stert Parish Council
Tidcombe & Fosbury Parish Council
Tidworth Parish Council
Upavon Parish Council
Urchfont Parish Council
West Lavington Parish Council
Wilcot & Huish Parish Council
Woodborough Parish Council
Wootton Rivers Parish Council
Worton Parish Council

Town Councils

Devizes Town Council
Marlborough Town Council

Neighbouring Authorities

Hampshire County Council
Oxfordshire County Council
North Wiltshire District Council
Salisbury District Council
Swindon Borough Council

Test Valley Borough Council
Vale of White Horse District Council
West Berkshire District Council
West Wiltshire District Council

Neighbouring Parish Councils

North Wilts

Broad Town Parish Council
Bulkington Parish Council
Calne Without Parish Council
Cherhill Parish Council
Clyffe Pypard Parish Council

Heddington Parish Council
Hilmarton Parish Council
Lacock Parish Council

Salisbury

Figheledean Parish Council
Milston Parish Council
Orcheston Parish Council

Shrewton Parish Council
Tilshead Parish Council Salisbury

Swindon

Bishopstone & Hinton Parva Parish Council
Chiseldon Parish Council

Liddington Parish Council
Wanborough Parish Council
Wroughton Parish Council

Test Valley

Appleshaw, Fyfield & Shipton
Bellinger Parish Councils
Kimpton Parish Council

Penton Grafton Parish Council
Tangley Parish Council
Vernham Dean Parish Council

Vale of White Horse

Ashbury Parish Council

West Berks

Coombe Parish Council

Hungerford Parish Council

Inkpen Parish Council

Lambourn Parish Council

West Wiltshire

Coulston Parish Council

Melksham Without Parish Council

Heystesbury Parish Council

Semington Parish Council

Keevil Parish Council

National and Regional Government

Government Office of the South West

Kennet District Council

South West Regional Assembly

Service Providers

British Waterways

National Wind Power

Civil Aviation Authority

Pewsey Vale Transport Appraisal Group

Devizes & District Phab Community Transport

The Post Office

East Kennett Community Transport Group

Wiltshire/Swindon Biological Records Centre

Health & Safety Executive

Wiltshire Fire Brigade

Wiltshire Police

Health Care Groups

Kennet & North Wilts PCT

Swindon and Marlborough NHS Trust

Kennet Carers Association

Swindon & Marlborough Trust Hospitals

North Wiltshire, Avon & Western Wiltshire Mental Health Care NHS Trust

Avon & Western Wilts Mental Health Care NHS Trust

Youth Groups, Schools & Colleges

ASK (Advice on Services for Kids)

Dauntsey's School, West Lavington

Bishops Cannings School Governors

Devizes School

Castledown School, Ludgershall

Downland School

Collingbourne C.E. Primary School

Lavington School, Market Lavington

Marlborough College
Pewsey Vale School
Pre School Learning Alliance
Preshute Primary School Group
Rowdeford School, Rowde

St John's School & Community
College, Marlborough
Youth Action (Wilts)
Youth Fora

Local Press

Devizes & District Talking
Newspaper
Marlborough & District Talking
Newspaper

The Gazette & Herald
The Andover Advertiser
The Salisbury Journal

Appendix Four: Hard to Reach Groups

The Council consider the following groups to be the main hard to reach groups in Kennet who may be directly affected by the provisions of the LDF. Below the groups, targeted methods of consultation have been identified for engaging these groups.

Children & Young People

Schools pack

Web

Working with probation officers

Older People

Reaching them where they live.

Mental Health

Existing networks

Relevant forums

Learning Disabilities

Consider the use of the arts to reach this section of the community.

Disabled People

Relevant forums

Make Documents available in large print, brail etc

Hold exhibition in easy access locations

Minority Ethnic Groups/Cultural Groups

Make documents available in other languages

Tailor publicity documents – i.e. travellers and site locations

Military

Use Garrison Radio

Existing military forums

Rural Communities Generally

Existing networks

Media

Hold exhibitions in areas with good accessibility

People who work outside of the District

Distribute newsletters at transport hubs

Contact and distribute information to key employers (e.g. for use in staff newsletters)

People who work in the District but live elsewhere

Hand out summary leaflets in key areas during lunchtimes

Contact and distribute information to key employers (e.g. for use in staff newsletters)

Appendix Five: Consultation Process

		Pre Production				Production			
		Evidence Gathering	Early Community Involvement	Issues and Options	Preferred Options	Submission to S of S			
Consultation process for LDF Documents	DPD	✓	✓	✓	✓	✓	✓	✓	✓
	SPD	✓	✓*	✓	✓	✓	✓	✓	✓
	SA	✓	✓	✓	✓	✓	✓	✓	✓
	SCI	✓	✓	✓	✓	✓	✓	✓	✓

* Depending on SPD (see paragraph 3.57)

Appendix Six: Overview of the methods used at each stage of community involvement.

A description of each method identified below is given in Appendix Eight to this document.

	Evidence Base			All LDDs	Core Strategy DPD		Site Specific DPDs		Area Action Plan DPD		Topic SPD	Site specific SPD	Sustainability Appraisal					
	Surveys	Studies	Monitoring	Early Community Involvement	Issues & Options Preferred Options	Issues & Options Preferred Options	Issues & Options Preferred Options	Issues & Options Preferred Options	Formal Consultation	Formal Consultation	Context, Objectives & Baseline	Scoping Report	Alternative and effects Draft Environmental Report					
Media	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Firm commitments
Website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Newsletter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Written consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Information packs	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Revised information packs			✓			✓	✓	✓				✓			✓			
Draft Documents	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Poster Campaigns				✓	✓		✓	✓	✓	✓	✓	✓						
Planning for Real Exhibitions		✓		✓	✓	✓	✓	✓	✓			✓			✓	✓	Additional consultation methods to be used (reasons not used will be included in Statement of Compliance)	
Stakeholder Workshops				✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Community Events				✓	✓	✓	✓	✓	✓									
School Involvement				✓	✓	✓	✓	✓	✓	✓								
Informal Discussion	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Further dialogue					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Existing networks				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Parish meetings				✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Focus groups				✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Competitions				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Neighbourhood notification				✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Appendix Seven: How the Council will reach the various sections of the community

The matrix below identifies the methods the Council will use to reach the different sections of the community who are identified in paragraph 3.13.

	Evidence Base			Early Community Involvement
	Surveys	Studies	Monitoring	
General Public	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions, parish meetings
Business & Commerce	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website Planning for Real, exhibitions
Military	Media, website, newsletter, existing networks, written consultation, information packs	Media, website, newsletter, written consultation, information packs, existing networks, Planning for Real	Media, website, newsletter, written consultation, existing networks	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions, existing networks
Interest and Pressure Groups	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Voluntary Bodies	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, planning for real, exhibitions
Community Partnerships	Media, website, newsletter, existing networks, written consultation, information packs	Media, website, newsletter, written consultation, information packs, existing networks, Planning for Real	Media, website, newsletter, written consultation, existing networks	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions, existing networks
Resident Associations	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Statutory bodies	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Developers, agents & landowners	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Central, regional & local government	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Parish/Town Councils	Media, website, newsletter, written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Councillors	Written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, newsletter, written consultation,	Website, newsletter, written consultation,
KDC Departments	Written consultation, information packs	Media, website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions
Hard to Reach groups	Media, website, newsletter, written consultation, information packs	Media, Website, newsletter, written consultation, information packs, Planning for Real	Media, website, newsletter, written consultation,	Poster campaigns, information leaflets, media, website, Planning for Real, exhibitions

Core Strategy DPD		
	Issues and Options	Preferred Options
General Public	Media, website, public exhibitions, posters, community events, school involvement, information packs, competitions, parish meetings	Media, website, public exhibitions, posters, community events, school involvement, revised information packs,
Business & Commerce	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Military	Written consultation, existing networks, focus groups, information packs	Draft documents, media, website, written consultation, revised info. packs
Interest and Pressure Groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Voluntary Bodies	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Community Partnerships	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Resident Associations	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Statutory bodies	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Developers, agents & landowners	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Central, regional & local government	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Parish/Town Councils	Information packs, written consultation, focus groups.	Draft documents, revised info. packs, further dialogue if necessary, parish meetings,
Councillors	Focus groups, information packs	Draft documents, revised info. packs,
KDC Departments	Kennect, Officer Working Group, informal discussion, focus groups, information packs	Draft documents, revised Info. packs, informal discussion
Hard to Reach groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary

	Site Specific Allocations/Policies DPD	
	Issues and Options	Preferred Options
General Public	Media, website, public exhibitions, posters, community events, school involvement, competitions, information packs, neighbour notification	Media, website, public exhibitions, posters, community events, school involvement, revised information packs,
Business & Commerce	Written consultation, existing networks, focus groups, information packs	Draft documents, Revised Info. Packs, further dialogue if necessary
Military	Written consultation, existing networks, focus groups, information packs	Draft documents, media, website, newsletter, written consultation, revised info. packs
Interest and Pressure Groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Voluntary Bodies	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Community Partnerships	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Resident Associations	Information packs, written consultation, focus groups (only where relevant)	Draft documents, revised Info. packs, further dialogue if necessary
Statutory bodies	Written consultation, focus groups, Information packs (only where relevant)	Draft documents, revised Info. packs, further dialogue if necessary
Developers, agents & landowners	Written consultation, focus groups, Information packs	Draft documents, revised Info. packs, further dialogue if necessary
Central, regional & local government	Written consultation, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Parish/Town Councils	Information packs, written consultation, focus groups (only where relevant)	Draft documents, revised Info. packs, further dialogue if necessary, parish meetings
Councillors	Focus groups, information packs (only where relevant)	Draft documents, revised info. packs,
KDC Departments	Kennect, Officer Working Group, informal discussion, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Hard to Reach groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary

Area Action Plan DPD		
	Issues and Options	Preferred Options
General Public	Media, website, public exhibitions, posters, community events, school involvement, competitions, neighbour notification, Planning for Real	Media, website, public exhibitions, posters, community events, school involvement, revised information packs,
Business & Commerce	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary
Military	Written consultation, existing networks, newsletter, focus groups, information packs	Draft documents, media, website, written consultation, revised info. packs
Interest and Pressure Groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Voluntary Bodies	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Community Partnerships	Written consultation, existing networks, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Resident Associations	Written consultation, focus groups, information packs, existing networks	Draft documents, revised info. packs, further dialogue if necessary
Statutory bodies	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Developers, agents & landowners	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Central, regional & local government	Written consultation, focus groups, information packs	Draft documents, revised info. packs, further dialogue if necessary
Parish/Town Councils	Information packs, written consultation, focus groups,	Parish meetings, draft documents, revised info. packs, further dialogue if necessary
Councillors	Focus groups, information packs	Draft documents, revised info. packs,
KDC Departments	Kennect, Officer Working Group, informal discussion, focus groups, information packs	Media, website, public exhibitions, posters, community events, school involvement, revised information packs,
Hard to Reach groups	Written consultation, existing networks, focus groups, information packs	Draft documents, revised Info. packs, further dialogue if necessary

	Topic SPD	Site Specific SPD
	Formal Consultation	Formal Consultation
General Public	Media, website, public exhibitions, posters, community events, Planning for Real, school involvement, competitions, information packs, parish meetings	Media, website, public exhibitions, posters, community events, school involvement, competitions, neighbour notification, Planning for Real
Business & Commerce	Draft document, written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Military	Draft document, written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Interest and Pressure Groups	Draft document, written consultation, existing networks, focus Groups, information packs	Draft document, written consultation, existing networks, information packs
Voluntary Bodies	Draft document, written consultation, existing networks, focus Groups, information packs	Draft document, written consultation, existing networks, information packs
Community Partnerships	Draft document, written consultation, existing networks, focus Groups, information packs	Draft document, written consultation, existing networks, information packs
Resident Associations	Draft document, written consultation, existing networks, Focus Groups, information packs	Draft document, written consultation, existing networks, information packs
Statutory bodies	Draft document, written consultation, Focus Groups, information packs	Draft document, written consultation, existing networks, information packs
Developers/agents/landowners	Draft document written consultation, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Central, regional & local government	Draft document written consultation, focus groups, information packs , information packs	Draft document, written consultation, existing networks, information packs
Parish/Town Councils	Draft document written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Councillors	Draft document, focus groups, information packs	Draft document, information packs
KDC Departments	Draft document, Kennect, Officer Working Group, informal discussion, focus groups, information packs	Draft document, Kennect, Officer Working Group, Informal Discussion, Information packs
Hard to Reach groups	Draft document, written consultation, existing networks, focus groups, information packs	Draft Document, written consultation, existing networks, information packs

Strategic Environmental Assessment				
	Context, Objectives & Baseline	Scoping Report	Alternatives and Effects	Draft Environmental Report
General Public	Media, website, newsletter, information packs, focus groups	Media, website, information packs, focus groups	Media, website, public exhibitions, focus groups, information packs,	Media, website, public exhibitions, focus groups
Business & Commerce	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Media, website, public exhibitions, focus groups, information packs,	Draft document, written consultation, existing networks, information packs
	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Media, website, public exhibitions, focus groups, information packs,	Draft document, written consultation, existing networks, information packs
Interest and Pressure Groups	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Media, website, public exhibitions, focus groups, information packs,	Draft document, written consultation, existing networks, information packs
Voluntary Bodies	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Media, website, public exhibitions, focus groups, information packs,	Draft document, written consultation, existing networks, information packs
Community Partnerships	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Media, website, public exhibitions, focus groups, information packs,	Draft document, written consultation, existing networks, information packs
Resident Associations	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Statutory bodies	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Developers/agents/landowners	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Central, regional & local government	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Parish/Town Councils	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs
Councillors	Information packs, focus groups	Focus groups, information packs	Focus groups, information packs	Draft document, information packs
KDC Departments	Media, website, newsletter, information packs, focus groups, Sustainability Group, SA Group	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, Kennect, Officer Working Group, informal discussion, information packs
Hard to Reach groups	Media, website, newsletter, information packs, focus groups	Written consultation, existing networks, focus groups, information packs	Written consultation, existing networks, focus groups, information packs	Draft document, written consultation, existing networks, information packs

Appendix Eight: A discussion of the methods of community involvement

The following methods will need to be tailored to engage and involve the appropriate members of the community in different ways and at different stages of the LDF process.

Firm commitments

Local media - Ensure that the local press are well informed at all times relating to the issues and aims of all LDDs and the times and locations of all opportunities for public involvement. This will be done through a variety of methods including press releases, informal briefings, preparing articles interviews and the placement of formal advertisements as required. The Council will also seek to use its own publications where appropriate.

Website -The internet is increasingly becoming a vital component of involving the community in Kennet. All consultation documents will be made available on the internet at the earliest opportunity along with the background documents and information relating to how people can get involved. As the use of the internet develops, opportunities will be taken to explore the use of online forums and other innovative methods.

Newsletter - Providing interesting, informative and readable overviews of current and future work on LDD documents and opportunities to get involved can widen the interest in planning issues. These will be made available in public buildings within the District and on our website.

Written consultation - Although a more formal consultation method, written consultations remains one of the main ways of consulting with national, regional and local consultees. In order to reduce the amount of paperwork that the Council uses and to give consultees more time to respond, the Council does promote the use of email as an alternative communication tool. Online forms on the Council's website allow people to add themselves to the email list at any time

Information packs - The Council will provide information packs to accompany every stage of the preparation of Local Development Document. This will help put the LDD into context by analysing the key aspects to the LDD and provide further background information that is considered useful.

Revised information packs - The above information packs will be revised as and when they are amended during the process of preparing the individual LDDs.

Draft documents - Once a document has been prepared, the Council will circulate copies of it to all the consultees in Appendix 4 for their

comments. As discussed above, the Council will promote the use of email and the web in doing this. Where people indicate that they are happy to receive emails instead of the paper versions, the Council will send the link to the online version on the website.

Poster campaigns - These will be used to raise awareness in the wider community of issues being discussed and opportunities to influence them. They may take a variety of forms including using strap lines such as 'more homes - where should they go?' or simply stating that a meeting on Village Design Statements etc is happening. They will be displayed in public meeting places and gardens etc

Additional consultation methods

Planning for real events - Uses simple hands on activities for people to put forward and prioritise ideas on how their area can be improved. As well as widening the appeal of consultation events, it allows people to express their views in a different way to traditional written consultations.

Exhibitions - These will be held in the main towns of the District and other locations to ensure as many people as possible are able to look and discuss at the proposals. If the focus of the exhibition is relating to a particular area of the District, these meetings will be held as centrally as possible to that area.

Stakeholder workshops - The Council are committed to engaging with the key stakeholders within the community. One of the ways that it intends to do this is by holding stakeholder workshops. These are not intended to be as focussed as focus groups but will provide the opportunities for the various stakeholders to meet together to discuss planning issues relating to the LDD.

Community events - The Council will actively explore the opportunities to participate in community events around the District including fairs, carnivals and festivals. Taking an exhibition or stall to these events will reach out to a wider section of the community than traditional consultation and enable people to come and go as they wish.

School involvement - The Council recognises the importance of engaging effectively with young people. Schools represent one of the common places that almost all young people in the community attend. As such, the Council will focus its efforts to engage with young people through the schools. This will be done through the preparation of tailored information packs, publicity for young people and offering to provide resources for lessons etc.

Informal discussions - Within the Council there has always been good communication between departments. The Council will continue to consult informally with relevant officers and departments within the

Council. The Council will also keep other officers informed of forthcoming consultations on its intranet (Kennect)

Further dialogue - The Council recognise that sometimes formal events do not resolve people's questions and concerns. Encouraging further dialogue between members of the community and the Council can therefore be an important way in which these issues can be discussed further. This could occur through emails, letters, telephone conversations or where appropriate meetings.

Existing networks/community fora (*LSPs, CAP, & others incl. Neighbourhood Watch etc*) - It is important to ensure that the Council make efficient use of existing community participation exercises and Appendix Seven to this document sets out the main ways in which the Council currently does this. In addition there are other events and community partnership meetings that the Council are not directly involved in but hope to be able to 'tap into' in future community participation exercises.

Regular contact with representatives from the other departments within the Council as well as with the County Council and Parish/Town Councils will be made to ensure that the development of LDDs maximises these opportunities

Informal discussions - Within the Council there has always been good communication between departments. The Council will continue to consult informally with relevant officers and departments within the Council.

Parish meetings - Parishes are an important part of the community in Kennet and meetings held with the parishes during the preparation of this SCI suggest they wish to continue having an active role to play. The Council will, where appropriate, hold meetings within specific parishes to talk about issues relating to that area as well as wider planning issues.

Focus groups - These will be formed where appropriate to explore issues in more depth the implications and alternatives to particular policy proposals than can be achieved elsewhere. Although they will be run in a way that assumes little in depth knowledge of the issues involved, the Council will ensure that representatives from interested and/or experienced groups involved in these issues will be included.

Competitions - To widen the interest of planning issues further, the Council will at times hold competitions to encourage a wider section of the community to get involved in these issues. These competitions will use a variety of different methods including photo and art competitions. Competitions such as these also allow people to express their views in different ways.

Neighbour notification - Where LDDs relate to specific sites, the Council will consult with all households and businesses within the immediate vicinity of the area.

Other methods the Council are exploring for the future

Email/text messages - When technology and resources become available, the Council will consider offering text messaging as another source of communication and notification of forthcoming events and consultations.

Public transport advertising - The opportunities to use advertising space on public transport will be actively considered by the Council to advertise particular events and general issue raising campaigns.

Online forums - As the use of the internet develops, opportunities will be taken to explore the use of online forums and other innovative methods.