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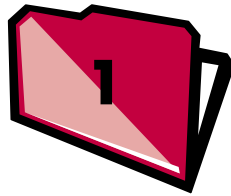
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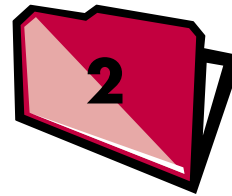
# THE COMPREHENSIVE STATEMENT OF COMMUNITY INVOLVEMENT IN NORTH WILTSHIRE



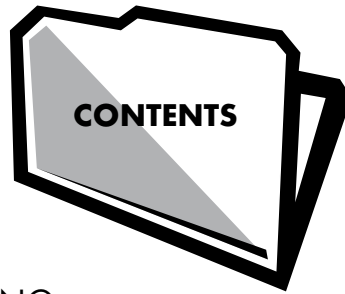
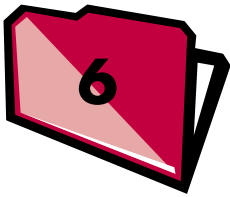
## INTRODUCTION



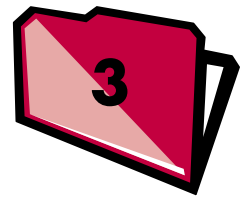
## SETTING THE SCENE



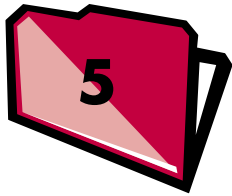
## REVIEWING AND RESOURCING THE SCI



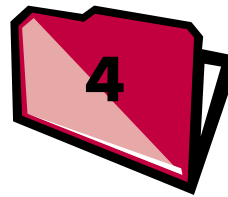
## THE NORTH WILTSHIRE COMMUNITIES



## TYPES OF COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS



## TYPE OF COMMUNITY INVOLVEMENT IN THE LDF





# 1

- 1.1 Many people are aware of the planning system that operates in England which seeks to balance the need for providing homes, employment and transport with environmental protection. For many years it has protected towns and countryside from sporadic development. However, the Government considers that the planning system could perform better, offering both greater opportunity for community engagement and speedier decision making.
- 1.2 The Planning and Compulsory Purchase Act 2004 (the Act) introduces a new planning system which aims to speed up decision making and ensure communities are involved from an early stage. The old style local plans will be replaced by a new style Local Development Framework (LDF). This will comprise a series of Local Development Documents (LDDs) which set policies and proposals for North Wiltshire District. Chapter 2 of this document explains what these are.
- 1.3 Although for many years the Council has consulted the community and published its decisions, the new Act requires that Councils set out exactly what steps they will take in the future. This document, the Statement of Community Involvement (SCI) aims to present clear guidelines on how the North Wiltshire District Council (NWDC) will involve all sections of the community in planning for the future development of their environment. It explains NWDC's policy for engaging the community in the preparation of LDDs and in the consideration of planning applications for all parts of the district.
- 1.4 This SCI outlines the minimum standards that the Council will employ to meet the legal requirements set out within the new Act. However, it also details how the Council will aim to **exceed** these minimum requirements. The SCI provides certainty on the levels of community involvement that should be expected.
- 1.5 We are committed to using new and innovative ways of involving the community more effectively in the planning system. We will use a combination of traditional methods, such as public exhibitions and meetings and innovative techniques, such as utilising information technology to achieve effective and efficient participation. We want to ensure that everyone with an interest in what we do understands how they can contribute to and influence the outcomes of the decision-making process. Flexibility is key.
- 1.6 In preparing this document, the Council has been conscious of its role to provide the opportunities for community involvement. Our "Consultation Promise", set out at **Appendix A**, is to promote transparency and give the community a guaranteed level of service. It is a set of standards that the Council will commit to for all consultation exercises undertaken. As part of this process, the Council will



encourage public access to the background research documentation and evidence that supports the final LDF documents. Where possible, a lead officer will be identified in relation to the development of a piece of work. That officer will be responsible for ensuring the commitments of the SCI are applied.

## Statement of Adoption

- 1.7 Your involvement in the SCI and the Local Development Framework (LDF) process is very important. The LDF will:
- Set out the Council's policies and proposals for development and land use in North Wiltshire;
  - Give developers and local people a clear idea of what is likely to be acceptable development (and what isn't);
  - Be the basis for decisions on planning applications and appeals. Decisions must be made in accordance with the LDF unless other material considerations indicate a different decision should be made.
- 1.18 The SCI was adopted in January 2007 and now forms part of the North Wiltshire Local Development Framework. The SCI has had the benefit of two periods of consultation before being formally submitted to the Planning Inspectorate. The Government appointed Inspector tested it for 'soundness'. The Inspector considered the content of the SCI against 9 key tests that can be found in Appendix F of this document. The Inspectors binding report was produced in December 2006 with the SCI being determined as a 'sound' document.

All documents prepared by the Council and planning applications received must now be considered in accordance with the requirements set out in this SCI. Additionally all submission DPDs must be published alongside a statement of compliance.

The Council will actively monitor the success of community involvement in the Council's Annual Monitoring Report (AMR). The SCI will be formally be revised if the AMR concludes that one or more of the indicators displayed in chapter 6 have been triggered.

If you have any queries about this document or any other aspect of the LDF you can contact the Spatial Plans team on 01249 706444 or email on [LDF@northwilts.gov.uk](mailto:LDF@northwilts.gov.uk)

Alternative formats of the SCI are available such as large print, audio or can be translated – please contact the Spatial Plans Team on the above number to request.



# 2

## The Planning Background

2.1 The Act introduced a radically different planning system to England to that which it replaced. Parts One and Two of the Act contained the measures which have changed the face of development plan-making in England, in the process consigning old-style structure plans to history. The Act introduced a new “two-tiered” planning system made up of:

- Regional Spatial Strategies (RSS), and
- Local Development Frameworks

2.2 The LDF together with the RSS, will determine how the planning system will help shape the local community.



## Regional Spatial Strategy

2.3 This is to be prepared by the Regional Planning Body, which in the case for the south west is the South West Regional Assembly (SWRA) which was established in September 2004. The SWRA are tasked with two main responsibilities:

- i) to review and revise the existing Regional Planning Guidance. This was first published in 2001 as RPG10 and is now called the RSS.
- ii) to develop a new RSS for the period 2006-2026. The new RSS will set out a broad spatial planning strategy for how the region should look in the next 20 years including housing allocations. There has been public involvement in each of the stages involved in the production of the new RSS.

2.4 The Draft Regional Spatial Strategy has been published and submitted to the Government. A 12 week consultation open to the public followed from 6th June to 30th August 2006. The Examination in Public (EiP) is due to take place in Spring 2007.

2.5 For further information on the RSS please refer to the SWRA website at [www.southwest-ra.gov.uk](http://www.southwest-ra.gov.uk) or telephone 01823 270101.



## SETTING THE SCENE



### Local Development Frameworks

2.6 The LDF will comprise a suite of planning documents prepared by us, the District Council. These will outline the spatial planning strategy for the local area. This SCI relates to the preparation of all of these documents, except the Local Development Scheme (LDS). All of these documents are outlined within the diagram shown on the inside of the front cover of this SCI. A further explanation is provided within the following paragraphs. The documents fall into two distinct “types”:

- Policy Documents - those that set out planning policies; and
- Process Documents - those which will explain how the policy documents will be prepared.

### Policy Documents

2.7 **Development Plan Documents (DPDs).** The North Wiltshire DPDs will comprise a collection of individual documents. These will include a Core Strategy (setting out the vision, objectives and strategy for the future development of North Wiltshire), site specific allocations of land and area action plans (where needed) as well as a proposals map. These are subject to independent testing and will have the full weight of development plan status when the Council are considering planning applications. The programme for the production of the DPDs is detailed within the Council’s Local Development Scheme (LDS).

2.8 **Supplementary Planning Documents (SPDs).** SPDs, which are optional policy documents, may cover a range of issues, both theme-based and site specific. They will either expand policy or provide further detail to the policies within one of the DPDs. The SPDs will form part of the LDF but will not be subject to an independent examination or form part of the statutory development plan.

2.9 Many of these SPDs will have a limited geographical coverage and in such circumstances, consultation groups that clearly do not have an interest in that subject or operate outside the geographical area will not be explicitly consulted.

- 2.10 Collectively DPDs and SPDs are known as **Local Development Documents (LDDs)** for the purposes of community involvement. Further information on the DPDs and SPDs being prepared by NWDC can be found in the Local Development Scheme available on the Council's website at [www.northwilts.gov.uk](http://www.northwilts.gov.uk) or upon request from the Spatial Plans team.

## Process Documents

- 2.11 **Local Development Scheme (LDS).** The LDS defines when each of the new planning documents will be produced and how this will be achieved. It provides a description of all the LDF documents, their content and the geographic area to which they relate. It also provides an indication of when each of the LDF documents will be produced and should therefore be read in close conjunction with the SCI. North Wiltshire's LDS has been produced and is available on the Council's website at [www.northwilts.gov.uk](http://www.northwilts.gov.uk).
- 2.12 **Statement of Community Involvement (SCI).** The SCI sets out **HOW** the District Council will involve individuals and organisations in the development plan making process and the consideration of planning applications. It will set out **WHO** will be consulted, **WHEN** and **HOW** you can get involved and the **RESOURCES** for carrying out consultation.
- 2.13 **Annual Monitoring Report (AMR).** The AMR will set out progress in terms of producing the LDF documents and implementing policies in relation to meeting the key milestones as set out in the LDS. It will be undertaken on an annual basis (in December), AMR documents are available to view on our website at [www.northwilts.gov.uk](http://www.northwilts.gov.uk).

- 2.14 **Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA).** The undertaking of a Sustainability Appraisal and a Strategic Environmental Assessment are mandatory and integral parts of the process of preparing an LDF. The purpose of the SA is to promote sustainable development by ensuring that long term economic, environmental and social issues are considered in an integrated and balanced way, during the preparation and continuing review of the LDF. The purpose of a SEA is to ensure that a proper process is followed to ensure that the consequences of major policy action are understood and that the community affected is involved in an appropriate way. Both the SA and SEA have specific requirements for consultation with the public and local organisations and these are set out in further detail below.

### Optional Documents

- 2.15 **Supplementary Planning Documents (SPDs).** SPDs are considered in detail above.
- 2.16 **Area Action Plans (AAPs).** AAPs focus upon implementation, providing an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas. In North Wiltshire we are proposing a Rural Area Action Plan and others.



# 3

## Who to consult?

- 3.1 Effective consultation requires us to know something about the make-up of North Wiltshire's community. As such, we have undertaken work to define our "community". In addition to the numerous meetings we have undertaken, material has also been drawn from central government advice, the Revised Deposit North Wiltshire Local Plan 2011 process, the Community Strategy and Community Planning process and other research undertaken by the staff from the Spatial Planning team. Finally, questions were included within previous research undertaken requesting details of any bodies that we may have missed. We have now collated over 700 consultees - **Appendix B** contains the full list that currently comprises the North Wiltshire Community.
- 3.2 The Town and Country Planning (Local Development) (England) Regulations 2004 sets minimum standards for community involvement. Certain bodies must be consulted if the Local Authority considers that the body will be affected by what is proposed to be covered by an LDF document. These are called "Specific Consultation Bodies" and are highlighted by coloured text within Appendix B. In addition, there are other "General Consultation Bodies" who might be consulted on a document if it is considered appropriate by us. All these other bodies, organisations and individuals are detailed in black text and listed in Appendix B.





- 3.3 Appendix B will be the first point of reference that the Council will use when determining which specific groups to consult in relation to each LDF document

The list has been sub-divided into categories for ease of reference:

Infrastructure Bodies
Central, Regional and Local Government and Regional Agencies
Parish and Town Councils
North Wiltshire District Council Business Areas and Partnerships
Developers, Agents and Landowners
Businesses and Business Groups
Housing Bodies, Registered Social Landlords (RSLs) and Tenant Associations
National Interest Groups
Local Interest Groups
Charities and Voluntary Bodies
General Public and Residents Associations
Seldom Heard Groups

- 3.4 The Spatial Planning Team is committed to undertaking regular reviews of the North Wiltshire community database (Appendix B) during all consultation periods. In addition, any interested groups or bodies may contact the Spatial Planning Team by telephone, email or post to request to be added or removed from the community database. Appendix B shows the full community database at the time of going to print. More up-to-date copies of the community database will be regularly displayed on the Council's web site at [www.northwilts.gov.uk](http://www.northwilts.gov.uk) or are available on request from the Spatial Planning Team.

## Seldom Heard Groups

- 3.5 In addition to the minimum standards we are proposing to increase the scope of public consultation and directly engage with the wider community including “hard to reach” groups which we feel are better described as the “Seldom Heard” groups. These groups have tended to be excluded from traditional consultation exercises and new approaches need to be explored in order to engage them.
- 3.6 In order to reach groups that do not normally take part in the planning process, a continual process of fostering and creating relationships is being established. Good cross-team working has been established with the Youth Involvement Development Officer at the Council and has ensured that young people are aware of what we are doing and are being encouraged to get involved. We will endeavour to undertake a similar process with bodies from each of the groups listed below.
- 3.7 The seldom heard groups that have been identified in the North Wiltshire area are:

People with Disabilities

Older People

Black & Minority Ethnic People

The Military

Religious Bodies

Gypsies and Travellers

Young People

- 3.8 Further initiatives, such as attending the meetings of the Council’s Equality and Diversity Working Group, part of whose remit is to define seldom heard groups, will be undertaken. We see partnership working on defining and working with seldom heard groups as key and will pursue opportunities to increase and evolve our success in involving these traditionally under-represented groups in the new planning process.



## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF



# 4

## WHEN We Will Consult and HOW?

- 4.1 Community involvement will occur in the preparation of the LDF documents and on individual planning applications. The following section will identify the types of community involvement in the LDF documents and when this will happen. Community involvement in planning applications will be considered separately within Chapter 5.
- 4.2 There are a number of existing community involvement initiatives already undertaken by the Council that are intrinsically linked with the commitments set out within this SCI. This section of the report will also demonstrate how the process of community involvement for the documents making up the LDF will be linked to these existing initiatives.
- 4.3 The role of community involvement in the preparation of LDF documents is set out in Government guidance. The **minimum** standards of involvement that the community can expect for all documents are as follows:
- Consultation periods will last for a minimum of 6 weeks.
  - All consultation documents and appropriate background papers will be available for viewing at:
    - Our offices at Monkton Park, Chippenham
    - Our website at [www.northwilts.gov.uk](http://www.northwilts.gov.uk)
    - At all public libraries and information points within North Wiltshire;
  - Consultation periods will be advertised within the local press and on our website. These will advise on where and when consultation documents will be available, how responses can be made and the closing date for comments;
  - All of the consultees contained within our Community Database (Appendix B) will be sent hard copies of the consultation or informed of how they can obtain a copy.
  - We will work to ensure accessibility of information for all groups.

- 4.4 We firmly believe that further “opportunities” for community involvement and for providing information on the process exist, other than the statutory consultation periods. Accordingly, we will undertake consultation at the “opportunity” stages we have outlined in paragraphs in 4.12 - 4.44.
- 4.5 The methods proposed to involve different sections of the community at different stages of document preparation are outlined in the Matrix at **APPENDIX C** – this Appendix also provides a full explanation of each consultation medium.
- 4.6 We have analysed the relationship between the types of groups who responded during consultation and the methods of consultation or communication they favoured. We have found no direct relationship between the two. For this reason we have concluded that there is little need to employ different methods of consultation according to the intended audience. Everyone listed within the community database will be able to “pick and choose” from the wide variety of community consultation methods offered at each key stage of the LDF process. There are three exceptions in the seldom heard group category where we will offer additional audio, large print or translation services to appropriate organisations or individuals. The Methods of Communication are summarised in Appendix C.
- 4.7 On a general note, the Council’s Spatial Plans team are very keen to actively discuss any elements of the SCI or LDF whatever level it has reached with any interested person. Contact can be made either by telephone, email, written letter or by visiting the offices. These details can be found on the back cover.

### Links with Existing Community Initiatives

- 4.8 As detailed above, there are a number of existing community involvement initiatives already undertaken by the Council that are linked with the commitments set out within this SCI. It is imperative that the aims and objectives of each of these key strategies and plans are reflected within the LDF documents being produced and we will ensure that the partnership working with each of these is fostered and reflected in each DPD, SPD, the SCI and the Sustainability Appraisal (SA).



## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF



4.9 The existing notable Council initiatives are as follows:

The North Wiltshire Corporate Plan
The Wiltshire Compact
The North Wiltshire Community Strategy
Community Area Plans
North Wiltshire Communication and Consultation Strategy
North Wiltshire Media - Improving North Wiltshire, People's Voice and Tomorrow's Voice.

4.10 This list may expand with time. The exact details of each of these strategies and initiatives are outlined within **APPENDIX D**. However, in terms of linking with existing community initiatives, as a minimum, we commit to undertake the following when preparing each of the documents that make up the LDF:

- Regularly meet with representatives from those bodies responsible for producing each of the existing community initiatives/strategies and ensure that they are fully aware of each key stage of the LDF process;
- Ensure that during these meetings we are fully aware of the key aims and objectives of the groups and that we are in accordance wherever possible;
- Discuss opportunities for linked consultation exercises wherever possible;
- Swap information regarding any changes in the members/make-up of the North Wiltshire community database;
- Share information/research regarding any work undertaken in defining and accessing hard-to-reach groups;
- Ensure all consultation exercises accord with the aims and objectives of the North Wiltshire Corporate Plan;

The top of the page features a collage of images. On the left, a group of people are seated around a table in a meeting, looking at documents. On the right, a man and a woman are in conversation. In the background, a model of a house is visible. A red vertical bar on the right side of the collage contains the title text.

## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF

- To ensure the important link with the community and voluntary sector is fostered and every effort is made to include them wherever possible, all future community consultations will be taken in close liaison with this sector and the Wiltshire Compact. Full use of the CVS's newsletter "Network - CVS North Wiltshire" (produced every two months) will be made for publishing key events/stages of the LDF process and again presentations will be made specifically to this group at key stages;
- We will foster a good working relationship with the Local Strategic Partnership (LSP), regularly attending their meetings. By working in partnership with the LSP, we are committed to identifying the relevant land-use related elements of the Community Strategy, which may be deliverable through other mechanisms, for example the LDF. We will ensure that all our activities are carried out in accordance with the strategy's objectives of better access to services and good governance and community involvement. We will endeavour that, wherever possible, public consultation relating to either process will be undertaken as one therefore avoiding an overload of consultation;
- Future community engagement initiatives will be undertaken in close liaison with the five community areas. As a minimum, as key stages are reached in the preparation of the LDF documents, presentation will be made at this level; and
- We will ensure that all consultation and communication exercises resulting from the LDF process, accord with the aims and objectives of the North Wiltshire Communication and Consultation Strategy.

4.11 The following sections will now outline how we propose to engage the community in relation to the preparation stages of the SCI, the DPDs and SPDs, taking the DPDs first. Consideration is then given to the Sustainability Appraisal (SA). Findings will be considered by officers and members in the production and review of DPDs and SPDs.

## **Development Plan Documents Opportunity Stage 1 - Evidence Gathering**

- 4.12 In order to ensure our DPDs are based on a sound foundation, a period of gathering together relevant information will be undertaken. This may be collated either from internal research (e.g. the undertaking of an Urban Capacity Study) or through the involvement of specific community members such as the County Council (population information, highways details etc) or landowners/developers if they have specific knowledge and it is considered appropriate.
- 4.13 During this period we will ensure that there are opportunities for the wider community to become more involved. In particular, we will:
- Notify all groups considered relevant, as well as all the statutory consultees, via letter and email where available, when any new study or survey is about to be undertaken which will support the LDF process;
  - Update our website accordingly;
  - Publicise on our website and issue a press release when any new study or survey is about to be undertaken which will support the LDF process;
  - Detail on our website how the research will be undertaken, by whom and if there are any opportunities for public involvement – particularly for the community to raise issues that they wish to be particularly considered when the research is undertaken;
  - Ensure that the outputs from any exercise are available to the community and we will publish when they are available on our website;
  - Ensure that any published technical evidence complies with the provisions of the Data Protection Act;
  - Make sure that details of any proposed exercises, any future exercises to be undertaken, summaries of their results and where the results are available from will be detailed within the regular Spatial Planning Team Newsletter which will be issued at key stages; and
  - Make full use of the Council’s media to publish details of any information gathering exercise, particularly the regularly published document, “Improving North Wiltshire”.

## Opportunity Stage 2 - Early Community Involvement

- 4.14 It is intended that we will promote a “bottom-up” approach, where the community will be able to have the most influence at the earliest possible opportunity. This will be best achieved by generating interest and awareness of issues and involvement opportunities.
- 4.15 As indicated above, the community will be encouraged to become involved in the evidence gathering stage. As a result of this, issues, opportunities and constraints will be identified and these will need to be addressed ensuring the community set the agenda. Accordingly, at this stage we will do the following:
- Publish details of any required community initiatives on our web site and send a letter/email to relevant members of the community database; and
  - Hold “one to ones” with any member of the community wishing to have an understanding of the key issues.
- 4.16 In addition, this stage in the DPDs preparation is seen as an opportunity to undertake more open/wider consultation seeking to gather the wider community view and ensure this is embedded into the DPD. At this stage this could include the following:
- Focused questionnaires seeking views on particular issues;
  - The holding of forums for particular groups;
  - Undertaking “Planning for Real” exercises;
  - Holding public exhibitions;
  - Actively seeking the involvement of the hard-to-reach groups such as through the use of “specialist sessions” where appropriate;
  - Full use to be made of external media sources, both broadcasting and written to publicise issues/generate interest;
  - Full use to be made of the Council’s internal media mediums as outlined above;
  - At the end of any community consultation exercise undertaken, comments received will be fully considered and taken into account before progressing to the next stage; and



## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF



- Details of our response to representations received will be contained within the “Pre-Submission Consultation” document which will be prepared when the document is submitted to the Secretary of State.

### **Opportunity Stage 3 - Issues and Options**

- 4.17 Again, at this stage various techniques will be used and different groups targeted – flexibility will be employed to take account of the type of DPD.
- 4.18 By this stage in the process a wide variety of issues, options and constraints will have emerged through the earlier two stages outlined above. At this stage we will:
- Bring together all of the issues identified in Opportunity Stages 1 and 2 in an Issues Report. Informal consultation on the Report will be undertaken and any comments received will be fully considered and taken into account before progressing to the next stage. Informal consultation will take the form of notifying community members via letter/email of the report and updating our website accordingly stating, amongst other things, when and how comments can be made;
  - A Spatial Planning Team Newsletter will be produced, informing the community of the key issues and options that have emerged through the initial two stages of the DPDs production. A questionnaire will be included to gain views on the Issues and gauge support for potential forums;
  - Posters may be sent to all local libraries and information points. The Council will experiment with sending such information to all leisure centres and large supermarkets within the district;
  - Depending on the scale of issues raised, we may hold a series of forums where community members with an expressed interest in the particular issues can attend and determine the issues they believe should be taken forward to the Preferred Options Stage. Again, the use of external facilitators may be considered, where appropriate;
  - At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage.

- Details of our response to representations received will be contained within the “Pre-Submission Consultation” document which will be prepared when the document is submitted to the Secretary of State.
- Depending on the timetable for each of the DPDs, it may be appropriate to hold combined forums for more than one DPD at any one time;
- At the end of every Council run forum, public exhibition, Planning for Real Exercise or specialist session, we will issue feedback forms asking for participants for their views on the consultation exercise and how things could/should have been improved – this information will then be fed back into any future events; and
- At every consultation exercise and/or correspondence with the community, we will state the current stage of the document; its importance and the next stages in its development.

### Opportunity Stage 4 - Preferred Options

4.19 Unlike the previous stages of the preparation process, the Preferred Option stage is the first **formal** consultation period, which is covered by specific Government regulations. By this time in the document’s preparation, a preferred option will have been established as a series of proposals. At this stage, we will:

- Produce a report identifying the Preferred Option. This will also detail the alternative options and set out reasons why these have not been carried forward.

4.20 In addition to the minimum standards set out above, during the formal consultation period, we will endeavour to:

- Produce a Spatial Planning Team Newsletter informing the Community of the preferred option;
- Attend and address as many of the interested bodies/groups regular meetings (where a positive response has been received to our request to attend) as possible. This could include attending the area committee meetings, meetings of the LSP, addressing the North Wiltshire’s Young People’s Council, meeting the CVS etc;

- Ensure the community will be able to make representations on the report and these will be fully considered before progressing to the next stage; and
- Notify, by letter and/or email, our response to all those who made representations and an explanation of our course of action. We will also update our website accordingly.

### **Opportunity Stage 5 - Submission of the DPD to the Secretary of State (SoS)**

- 4.21 Following the steps above, the DPD will be formally submitted to the SoS. This stage will focus on the formal consultation methods as set out as minimum standards within the Regulations. Accordingly, we will:
- Publish a notice and invite formal representations to be made within a specified period of six weeks;
  - Notify, by letter and/or email, the current position to all those who make representations. We will also update our website accordingly; and
  - Where any representations include proposals for alternative site allocations, we must advertise them for a further 6 week consultation period.
- 4.22 The Inspector will at this point consider the conformity of the DPD preparation process with the Council's SCI. If it fails to comply, the DPD may have to be withdrawn.
- 4.23 At this stage, it will be up to the discretion of the Inspector to decide the scale, type and nature of consultation as well as the timescale for participation on the independent examination.
- 4.24 Details and timescale will be made available at the Pre-Inquiry meeting.

## **Opportunity Stage 6 – Post-Submission**

4.25 Following the Independent Examination, the Inspector will prepare a report advising of any changes to the DPD which are considered appropriate. The Inspector's Report will be binding on the Council who will amend the DPD on the basis of this report and within the earliest possible date after receipt of the report. After which the DPD can be adopted and formally incorporated into the LDF. A six week period for legal challenge will follow at this stage.

4.26 At this stage we will:

- Notify, by letter and/or email, our response to all those who made representations. We will also update our website accordingly including publishing the Inspector's report and all modifications to the DPD as a result; and
- If considered appropriate, a Spatial Planning Team Newsletter will be issued, particularly if two or more documents are going forward at the same time.

## **Supplementary Planning Documents Opportunities Stages 1 and 2 (Evidence Gathering and Early Community Involvement and Issues and Options)**

4.27 In terms of the first two Opportunity stages, community involvement will normally follow the same processes used for the DPDs as set out above.

## **Opportunity Stage 3 – Publish Draft SPD**

4.28 Having undertaken the information gathering exercise of the above stage, a draft SPD will be published. At this stage we will:

- Inform Members of the community database of this stage by way of a letter and/or email. Our website will also be updated accordingly;
- Use will be made of both internal and external media sources to publicise the draft SPD;



## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF

- Posters may be sent to all local libraries and information points. The Council will experiment with also sending such information to all leisure centres and large supermarkets within the district;
- Hold, if appropriate, a series of forums where community members, particularly those with an expressed interest in the particular issues can attend and determine the issues they believe should be taken forward within the adopted document and help develop policies. The use of external facilitators may be considered for the running of these forums;
- If considered appropriate, a Spatial Planning Team Newsletter will be issued, particularly if two or more documents are going forward at the same time;
- At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage;
- At the end of every Council run forum, public exhibition, Planning for Real Exercise or specialist session, we will issue feedback forms asking for participants for their views on the consultation exercise and how things could/should have been improved – this information will then be fed back into any future events; and
- At every consultation exercise and or correspondence with the community, we will state the current stage of the document; its importance and the next stages in its development.

### Opportunity Stage 4 – Formal Public Participation

- 4.29 This is the one **formal** public participation period when we are required, as a minimum, to publish (both in hard copy and electronically) the draft document for formal public participation and invite representations together with a statement setting out how consultation was undertaken and the main issues emerging. Representations will be considered during a 4-6 week period (government regulation requires that the consultation period can be no longer than this). The consultation will follow the requirements set out at paragraph 4.3 above. However, in addition to the minimum requirements, we will:



## TYPES OF COMMUNITY INVOLVEMENT IN THE LDF



- Attend any meetings of the organisation/groups or bodies making up the community members;
- Consider offering forums and “specialists” sessions where appropriate;
- Make full use of both the internal and external media methods for publicising the position;
- Notify, by letter and/or email, our response to all those who made representations and an explanation of our course of action. We will also update our website accordingly; and
- At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage.

### **Opportunity Stage 5 – Adoption**

4.30 After this period, we will amend the draft SPD according to appropriate representations received. We will then adopt the document and:

- Send a letter and/or email to all those who have made representations, explaining what we have done in relation to their comments;
- Make available on the Council’s website and at the Council’s offices, libraries and other information points, copies of the amended adopted document; and
- If necessary, produce a Spatial Planning Team Newsletter to accompany the adopted document and explain its content.

## **Sustainability Appraisal (SA)**

- 4.31 Involving the community in the SA process is an important factor in the ultimate success of the Local Development Framework.
- 4.32 In addition to the Government's requirement for a Sustainability Appraisal, recent European legislation also requires that an assessment of the significant environmental effects of the LDF should also be undertaken through Strategic Environmental Assessment (SEA). The requirements to carry out a SA and a SEA are distinct. However, they can be combined into a single process, providing the requirements of both are met. For ease of reference, however, this SCI will refer to both processes as Sustainability Appraisal (SA).
- 4.33 The Regulations indicate that there are four key stages for community involvement in the preparation of the SA. These are:
- Setting the context, objectives and baseline information;
  - Publishing a Scoping Report;
  - Assessing alternative strategies for individual DPDs/SPDs; and
  - Assessing the preferred option for individual DPDs/SPDs.

## **Opportunity Stage 1 – Context, Objectives and Baseline**

- 4.34 We will work together with members of our community, adjacent local authorities and other established groups such as the LSP and the Wiltshire Compact to identify and develop a series of sustainable development objectives for North Wiltshire.
- 4.35 In relation to the gathering of baseline information, this will be collated at a national, regional and local level and will involve technical consultations with appropriate members of the community. Wherever possible work will be co-ordinated with the Evidence Gathering stage of the DPDs and SPDs. At this stage we will provide a broad overview of the current environmental, social and economic position so that the key sustainability issues/sensitive areas can be established.

- 4.36 Establishing the context for the LDF will involve identifying all relevant plans, programmes and environmental objectives from the national to the local level. The plans and programmes will be reviewed to identify relationships/conflicts with the LDF process.
- 4.37 As part of the SA process, consultation is crucial, particularly at this early stage of production. Consultation at the start of and throughout the SA process will provide a means of reaching consensus among community groups regarding the criteria by which the acceptability of the LDF can be assessed. Accordingly, at this stage we will undertake consultation similar to that undertaken for the DPDs and SPDs at Opportunity Stage 1 – Evidence Gathering.

## **Opportunity Stage 2 – Scoping Report**

- 4.38 The Scoping Report will set out the conclusions from Stage 1. Certain environmental bodies must be consulted on the scope of the SA, these are; the Environment Agency; the Countryside Agency; English Nature and English Heritage. However, we believe this stage should be the subject of wider consultation than that required by the Regulations. We will therefore endeavour to raise awareness of the document and generate interest by:
- Publicising information in the local press and using the Council’s internal media to promote the document as well as detailing within the Spatial Planning Team Newsletter,
  - The report will be distributed to appropriate community members for their consideration;
  - The report will be available for inspection at the Council offices, public information points and electronically via our website;
  - One to ones will be held with community members on the documents content if considered appropriate or specifically requested; and
  - As with the draft SCI, questions will be asked throughout the document in order to gain the views of users and ensure the appropriateness of the document.

### **Opportunity Stage 3 – Assessing Alternative Strategies (Individual DPDs and SPDs)**

- 4.39 We will seek to integrate consultation on the assessment of alternatives for the SA with consultation on issues and options for individual DPDs and SPDs.
- 4.40 Consultation at this stage will incorporate similar methods to those used at Opportunity Stage 3 of the DPDs – Issues and Options and Stage 2 of SPDs – Issues and Options.
- 4.41 The responses received in respect of the Scoping Report will be reviewed and any key issues that have been highlighted or any necessary actions that need to be undertaken will be addressed.

### **Opportunity Stage 4 – Assessing the Preferred Option (Individual DPDs and SPDs)**

- 4.42 Following the choice of a preferred option based on any representations/discussions had at Stage 3, an SA Report will be produced for each DPD and SPD. The relationship between the two documents would be clearly indicated. The community will have the opportunity for public comment concurrent with the publication of the Preferred Options report for each of the DPDs and the Formal Public Participation of SPDs (Opportunity Stage 4 of SPDs).
- 4.43 As for DPDs and SPDs, there is a requirement for formal consultation at this stage. Consultation on the SA report will follow the same methods as those detailed for the Preferred Options stage of the DPDs and the Formal Public Participation stage of SPDs, providing the above therefore enabling the community opportunity to make representations on the assessment of alternatives and the preferred option at this stage.
- 4.44 We will consider and respond to each representation made in relation to the draft SA report. If appropriate, amendments will then be made. In terms of DPDs, the final report will be submitted with the DPD to the Secretary of State. Although the SA is not subject to an independent examination at this stage, the inspector will test its compliance with relevant current guidelines as part of the testing of soundness of the individual DPDs.

# 5

## Promoting and Encouraging Community Involvement

5.1 The Development Control section of the Council is responsible for dealing with planning applications in North Wiltshire. Some applications, such as those relating to minerals or waste are dealt with by Wiltshire County Council. Planning applications received are divided into 3 categories – major developments (for example residential schemes for more than 10 dwellings or large commercial developments), minor developments (for example up to 9 dwellings) and other applications (for example house extensions and changes of use). The Council recognises that there is benefit in involving the community in the planning process. The level of involvement will vary depending on the nature of the individual application. The following sets out the extensive steps already undertaken to promote and encourage involvement on each planning application:

- Details of each application received are displayed on our website. The website offers an online search facility to enable anyone to search for planning applications by the application address, town/parish or by application number. This facility also gives information on the date that comments should be received by and allows comments to be submitted electronically. When the application has been determined, details of the decision, including the reason and any conditions attached are shown. This information dates from 1999 onwards.
- A weekly list of all applications received is produced. This is emailed to a list of people who have registered and other organisations such as local libraries. This list is also available on our web site and a hard copy is kept in the Council Office reception for people to view.
- All planning applications are publicised using site notices and/or neighbour notification letters. A period of 21 days is given for responses to be received. In addition bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- The Town/Parish Council is sent details of every application including copies of plans for consultation. They are given 21 days to respond, or longer by agreement.



## TYPES OF COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

- District Councillors receive e-mail notifications when an application has been registered in their ward. They are given information about the proposal, Planning Officer name and telephone number and a date by which comments need to be received.
- A text message or email alert facility is available to anyone who might be interested in receiving notifications when applications are received in their parish or ward.
- All planning applications are published in the weekly local press – the Wiltshire Gazette and Herald, and, where appropriate, the Wilts and Gloucester Standard. This is over and above the legal requirements, but the Council recognises the benefits that this brings to the community.
- Statutory consultations are carried out on many applications with bodies such as Wiltshire County Council (highways, archaeology, strategic, planning, footpaths, education issues) and the regional offices of English Heritage (important listed building/conservation area/ancient monument issues) and English Nature.
- Local non-statutory bodies are also consulted where appropriate. These can offer valuable observations and advice. Examples of these bodies include the Campaign for the Protection of Rural England, various Civic Trusts, Wiltshire Historic Monument Society etc. Who the Council will consult will vary with the nature of the proposal and the location. These consultees are also given 21 days to comment.
- All representations received on planning applications are acknowledged, and they are sent details of the final decision made, including details of any conditions or reasons for refusal. They are also notified if the application is to be determined at the Development Control Committee (DCC). This letter is sent one week before the meeting.

NOTE: Applications relating to Listed Building Consent, Certificates of Lawful Use (existing) and Advertisement consent are publicised in the same manner as planning applications described above. Applications for works to trees covered by Tree Preservation Orders or within Conservation Areas are notified to the local (Town or Parish) Council only.

## **The Council's Delegation Scheme**

- 5.2 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 regularly reviewed by Councillors to ensure that it remains appropriate. However, the scheme ensures that the Development Control Committees considers those applications of most interest/relevance to the local community. This includes:
- Applications where 5 or more letters of objection have been received and the recommendation is to approve the proposal;
  - Applications where the local Ward Member has requested, with a planning reason, that the application be determined at DCC and has been seconded by another Member;
  - Any application that is a departure from the North Wiltshire Local Plan; and
  - Where the Council is the landowner or the applicant is a member of Council staff or a District Councillor.

## **Information and Advice**

- 5.3 The Customer Focus Team are available to answer general enquiries relating to planning applications and the planning process. They can be contacted on 01249 706444 or alternatively you can visit the office between 9am and 5pm Mondays to Thursday and 9am to 4.30pm Fridays. The team will be happy to help with any enquiry.
- 5.4 Each Planning application is allocated to a named development control officer. This officer determines what consultations are to be carried out on the application, visits each site and collates and assesses the responses received. The Officer assesses the proposal against current policies (both national and local) and prepares a written report and recommendation. If a decision on the application is delegated it is passed to a more senior officer before a decision is issued. If it is not to be delegated then the report is presented to the Development Control Committee and the Members of that Committee take a decision. Officers are available to applicants, Councillors, Town and Parish Councils and any interested third parties to discuss any specific issues that may arise from a planning proposal.

## **Councillors**

- 5.5 Each Councillor represents a ward within the District Council. Some Councillors are asked to serve on the Development Control Committee. This involves balancing the representation of the needs and interests of individual constituents and the community, with the need to maintain an ethic of impartial decision-making on what can be highly controversial proposals in accordance with the statutory plan.
- 5.6 Your ward member can, along with another Councillor, ask for a planning decision to be taken by the Development Control Committee rather than an officer (refer to scheme of delegation). All members can attend the committee and make views known on any application.
- 5.7 Councillors are also involved in developing broader planning policy. A member of the Executive is normally appointed the Lead Member for Planning Policy and will work with officers to recommend to the other members of the Executive what policies the Council should adopt.
- 5.8 Ward Councillors are routinely consulted on Planning Applications and Planning Policy issues and can give you advice about ensuring your views are taken into account.

## **Development Control Committee (DCC)**

- 5.9 DCC meetings are held approximately every three weeks at the Council offices at Monkton Park. The agenda is published one week before the meeting and is sent to Town/Parish Councils and is available on the website along with the officer's report.
- 5.10 The Council promotes public speaking at the DCC. Members of the public are given 3 minutes to address the committee. There is a maximum total of 6 minutes public speaking per item. The Parish/Town Council and the Local Ward Member are also given the opportunity to give their views verbally before any debate takes place.

## **Future Improvements to Community Involvement in Planning Applications**

- 5.11 To promote further community involvement in the planning application process we intend to:
- ‘Mystery shop’ our services. This will initially involve looking at the website with a view to extending this to the service provided on the telephone and in reception to help improve accessibility to the planning service.
  - Continue holding regular feedback sessions with agents to help inform future services improvements. These will continue on a 6 monthly basis.
  - Hold training events with Town and Parish Councils to help them understand the planning process and engage them in decision making. These events enable us to gain valuable feedback on how we can improve the service. These will continue owing to the benefits such services bring; and
  - Undertake regular feedback exercises with all customers using, for example, questionnaires, forms and telephone surveys.

## **Major Applications**

- 5.12 Major applications, for the purposes of the SCI, are defined as being residential developments of 10 or more houses and proposals for 1000 sq. metres of floorspace or with site areas greater than 1 hectare in size. Also any application that is likely to prove controversial in nature. Applications of this size will be considered to have met an SCI threshold and the requirements set out below should be followed.
- 5.13 Major applications are likely to generate more local interest over a wider area than minor applications. Therefore we consider that there should be a greater public involvement at an early stage in the decision making process as outlined below and detailed in Table 1 at **APPENDIX E**, this sets out the suggested level of consultation to be undertaken for various types of application and establishes an indicative framework for those applications which should be subject to wider community involvement.



## TYPES OF COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS



- 5.14 The Council is prepared to enter into pre-application discussions with a developer that are 'in confidence' and 'without prejudice' as detailed in the following paragraphs. Any developer in turn will be encouraged to undertake community consultation, with the Council taking the role of a 'watching brief'. The results of this pre-application consultation would then form part of the submitted planning application. Whilst pre-application consultation is encouraged, it is not a legislative requirement and the fact that no consultation has been undertaken is not, in itself, a reason to invalidate or refuse an application. However, failure to consult with relevant organisations or sections of the community may result in issues not being resolved which could lead to a delay in dealing with any subsequent application, or a refusal.
- 5.15 Whilst the views of the local community are important in the preparation of development proposals and determining planning applications it is only one of the many considerations that have to be taken into account. The Planning Policies that apply at the time of the application (Nationally, Regionally and Locally through the LDF) will provide the framework against which proposals are assessed.

### **Pre- Application Discussion**

- 5.16 Pre-application discussions are encouraged for all types of applications – major, minor and others. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable us to determine an application. For Major applications it will also enable the applicant to discuss with us details of how the community should be involved in the decision making process.
- 5.17 It is recognised that at the very early stages of considering a development proposal applicants may wish for any discussions with us to be confidential. However, applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals.
- 5.18 For application proposals on sites allocated in the LDF, applicants will be encouraged to prepare development briefs in consultation with us.



## TYPES OF COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

- 5.19 We will make available an appropriately experienced Planning Officer to discuss proposals at a preliminary meeting within 3 weeks of receiving contact from a potential applicant considering submission of a major application. At that initial meeting the officer will aim to give:
- advice on the information likely to be required to support the application;
  - information on the application process itself;
  - informal comments such as the extent to which the proposal complies with policy; and
  - targets for a more formal response.
- 5.20 This initial meeting will also be the opportunity to discuss with us a programme for community involvement. This will:
- Identify the groups and individuals that should be involved;
  - Identify the methods of consultation to be used, with the aim of genuine dialogue, particularly considering seldom heard groups.
  - Set a timetable for involvement, including the timing of consultation in relation to the development;
  - Establish how the feedback from consultation will be provided; and
  - Discuss how the feedback from the consultation exercises will be incorporated into the development proposal.
- 5.21 The level of community involvement agreed will reflect the scale and complexity of the proposal. The programme should be made widely available, providing clearly articulated opportunities for continuing community involvement. As guidance and experience of effective methods of community engagement are gained, these can be fed into engagement techniques for future schemes.
- 5.22 Whilst we should be kept informed of what pre-submission consultations are proposed and undertaken the actual events will be the responsibility of the applicant. We will remain impartial, without prejudicing the determination of any subsequent application.



## TYPES OF COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS



- 5.23 We will expect an applicant to provide evidence, with the submission of any major planning application, setting out how the community has been involved. This should outline what has been carried out and how the results of the exercise have been taken into account in the submitted application.
- 5.24 It may be appropriate for a 'project team' to be assembled. This will enable early advice to be sought, not only from the development control section, but also from spatial plans, conservation, urban design, landscape and highways (Wiltshire County Council).

# 6

## Reviewing

- 6.1 The Council's Spatial Planning Team will hold the main responsibility for the work involved in undertaking community involvement for the LDF. Accordingly, reviewing of the document will also fall within this teams remit. However, as relationships with other key bodies develop, such groups will have an increasingly important role to play in the community engagement process. The Council's Development Control section will lead on all community involvement on major planning applications.
- 6.2 We will actively monitor the success of community involvement techniques, ensuring that the procedures for involving the community are achieving a representative level and that they are making best use of resources. This monitoring review will occur within the Council's Annual Monitoring Report (AMR) which will assess the extent to which the SCI is being successfully implemented. The AMR will identify the key challenges and opportunities to the SCI enabling adjustments and revisions to be made. The AMR will be undertaken on an annual basis with the first one having been produced at the end of December 2005.
- 6.3 The Annual Monitoring Report will highlight the key problems identified, through the experience of using the SCI, to highlight any adjustments and revisions that need to be considered. The AMR will be undertaken on an annual basis by the end of December each year. The Statement of Community Involvement will be formally revised if the Annual Monitoring Report concludes that one or more of the following indicators have been triggered:
- Where more than 50% of feedback forms issued for each community involvement session for an local development document are returned expressing dissatisfaction with the consultation process or the content of that local development document;
  - In respect of development control matters, where more than 50% of a representative 10% sample of feedback forms from the previous year express dissatisfaction with the consultation process for planning applications;
  - The Council resolve that the Statement of Community Involvement will be revised.

- 6.4 This will not preclude any minor adjustments to the methods of consultation or updates to the consultation groups database provided that such changes do not undermine the SCI in a significant way.
- 6.5 Following any review, a report will be produced outlining any findings. If such a review proposes changes, these will be considered by the Council through the committee process. We will then use the findings to refine methods in the future wherever required. Community involvement will be measured by assessing:
- How successfully the community and other interested groups are able to find information on the LDF documents;
  - The level of involvement of “seldom heard” groups; and
  - Respondents’ satisfaction with the Council’s overall consultation standards

## Resources

- 6.6 The resources that will be made available to provide and support the LDF process will comprise principally the staff from within the Spatial Planning Team and such other officers from within the Planning Services Business Area and other Business Areas as required. Such support will relate to issues of housing, economic development, countryside, environmental health, community strategy, urban design and historic buildings. Staff resources within the Spatial Plans Team currently comprises 4 permanent Planning Officers (1 Team Leader and 3 other Officers) and one part time Planning Officer.
- 6.7 The development control element of the SCI will be implemented by staff from the development control team. This currently consists of a Team Leader, two Principal Planning Officers; three Listed Building Officers; One Trees and Landscape Officer; three Senior Planning Officers and seven Planning Officers. There is also a Customer Focus team, comprising 21 members of staff, who provide the necessary support for the running of the planning team.
- 6.8 Specialist consultants may be used to provide parts of the process, in particular the “Evidence Gathering” stage and also possibly providing training sessions/ specialist sessions and forums where required.

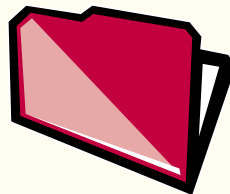


## REVIEWING AND RESOURCING THE SCI

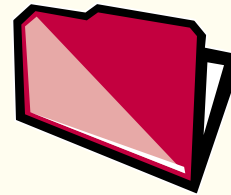
- 6.9 Resources will be monitored and reviewed in accordance with the Council's annually published Corporate Priorities and the rolling three year Planning Services Business Plan.
- 6.10 In addition to the normal staff budget and also in addition to the recurring budget available for undertaking LDF tasks, NWDC has reserved financial resources from the Governments Planning Delivery Grant 2003/04 and 2004/05 awarded to this Authority.
- 6.11 Generally, resources for the delivery of planning services will be monitored and reviewed in the Council's annually published Corporate Management Plan. Information from the review process set out above will be used to inform the balance between resources/community involvement techniques that can be made available. The SCI will be reviewed if there is a substantial discrepancy between the resources available and the requirements of the SCI that cannot be accommodated within the likely budget of the Council for delivering planning services.



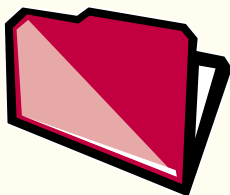
APPENDIX A  
Our Consultation Promise



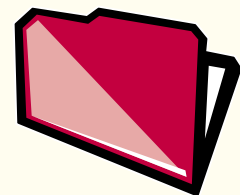
APPENDIX B  
The NWDC Community  
Database



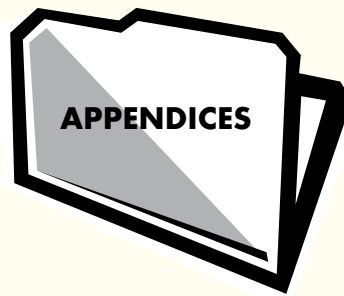
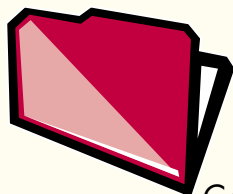
APPENDIX G  
Glossary of Terms



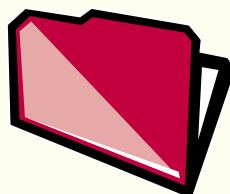
APPENDIX C  
The Comprehensive Guide to  
Community Involvement



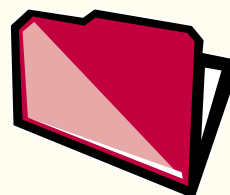
APPENDIX F  
Tests of Soundness Analysis  
of NWDC's SCI



APPENDIX E  
Consultation Methods for Major  
Planning Applications



APPENDIX D  
Our Existing  
Community Initiatives





## APPENDIX A

### OUR CONSULTATION PROMISE

We will communicate effectively with you by:

- making the purpose of our consultation clear and explaining what the community will be able to influence;
- sending the right information to the right person, at the right time in a clear, concise and simple language. With consultation material made available in accessible formats including braille, large print or audio;
- creating and maintaining an accurate database of key contacts to whom information should be sent;
- providing sufficient resources to facilitate appropriate community involvement;
- using the right mix of communication methods to reach the right people in the right way e.g. printed literature, websites, media relations, events, branding and using accessible locations;
- taking account of seldom heard groups including: people with disabilities, black and minority ethnic groups, religious bodies, young people, older people, the military, gypsies and travellers, and rural needs when organising meetings and consultation initiatives;
- analysing carefully the results of the consultation and reporting back on the views that are received and feeding back on what has been done as a result; and
- evaluating consultation with a view to developing and spreading best practice and achieving better policy outcomes.

The full version of “The Wiltshire Compact – Code of Practice on Communication and Consultation” can be viewed on the North Wiltshire web site at:

[http://www.northwilts.gov.uk/index/community/wiltshire\\_compact.htm](http://www.northwilts.gov.uk/index/community/wiltshire_compact.htm)

- 1. Infrastructure**  
Major infrastructure providers; example - British Gas
- 2. Central, Regional & Local Government, Regional Agencies**  
Government bodies and departments at central, regional and local level;  
example - GOSW (Government Office of the South West)
- 3. Parish & Town Councils**  
Parish and Town Councils within North Wiltshire and adjacent Districts;  
example - Ashton Keynes Parish Council
- 4. North Wiltshire Business Areas & Partnerships**  
Internal North Wiltshire Departments, Business Areas and Associated Partnerships;  
example -Community & Environment – Housing Team
- 5. Developers, Agents & Landowners**  
Land developers, agents and large landowners; example - White Young Green
- 6. Businesses & Business Groups**  
Small and large businesses including business groups;  
example – Calne Chamber of Commerce
- 7. Housing Bodies, RSL & Tenant Associations**  
Organisations associated with housing provision; example - Westlea Housing Association
- 8. National Interest Groups**  
Large National Interest Groups; example - Forestry Commission
- 9. Local Interest Groups**  
Local Interest Groups or local branches of national and regional interest groups;  
example - North Wiltshire Friends of the Earth
- 10. Charities & Voluntary Bodies**  
Charities and Voluntary bodies within North Wiltshire; example - Community First
- 11. General Public & Residents Associations**
- 12. Seldom Heard Groups**  
Groups that have been identified as having specific needs and concerns but do not normally become involved; example – Young People



## APPENDIX B

### THE NWDC COMMUNITY DATABASE

The Spatial Planning Team is committed to undertaking regular reviews of the North Wiltshire community database during all consultation periods. In addition, any interested groups or bodies may contact the Spatial Planning Team by telephone, email or post to request to be added or removed from the community database. Appendix B shows the full community database at going to print (Specific organisations are marked in **Red**). This relates to successor bodies where reorganisation has occurred. More up-to-date copies of the community database will be regularly displayed on the Council's web site at [www.northwilts.gov.uk](http://www.northwilts.gov.uk). Or it is available on request from the Spatial Planning Team.

## 1. Infrastructure

### Buses and Coaches

Alexcars Ltd  
Andybus & Coach Ltd  
APL Travel  
Bath Coaches  
Coachstyle Ltd  
Ellison's Coaches  
Faresaver Buses  
First Buses (Somerset & Avon)  
First Buses (Bath)  
Hatts Coaches  
Phoenix Hire (UK) Ltd  
Seagers Coaches  
Stagecoach (Swindon & District)

### Rail Infrastructure

BRB (Residuary) Ltd  
Direct Rail Service  
English Welsh and Scottish Railway  
Freightliner  
First Great Western Trains  
GB Railfreight  
*Network Rail*

Thames Trains  
South West Trains  
Wessex Trains

### Telecommunications Companies

*British Telecom*  
*Hutchinson 3G*  
*MM02 (BT Cellnet)*  
*NTL (Cable)*  
*NTL Networks*  
*Orange Mobile*  
*T-Mobile*  
*Telewest*  
*Vodafone*

### Health Authority

*Avon, Gloucestershire and*  
*Wiltshire Strategic Health Authority*  
Kennet and North Wiltshire  
Primary Care Trust Office

### Education Authority, Secondary Schools & Colleges

Abbeyfield School, Chippenham  
Bradon Forest School, Purton



## APPENDIX B

### THE NWDC COMMUNITY DATABASE



Broad Town Pre-School  
Burton Hill School  
Corsham Secondary School, Corsham  
Corsham School  
Hardenhuish School, Chippenham  
John Bentley School, Calne  
Malmesbury Secondary School, Malmesbury  
Sevington School Project  
Sheldon School, Chippenham  
Springfield School, Calne  
St Marys, Calne  
Wootton Bassett Secondary School,  
Wootton Bassett  
Wiltshire College, Calne  
Wiltshire College, Chippenham  
Wiltshire College, Corsham  
Wiltshire College, Lackham  
Wiltshire College, Malmesbury  
Wiltshire County Council (LEA)

#### **Services**

Westlea Police Station  
Wiltshire and Swindon Fire Authority  
Wiltshire Fire Brigade  
Wiltshire Police Authority

#### **Power Companies**

*British Gas Properties*  
*British Gas*  
*Bristol Energy Generation*  
*Innogy*  
*National Grid Property*  
*National Grid Wireless*  
*Sainsbury's Energy*  
*Scottish Southern Electric*

*Southern Electricity PLC (Pylons)*  
*SWALEC*  
*SWEB*  
*Wales and West Utilities Ltd*  
*Western Power Distribution*

#### **Water & Sewage Providers**

*Thames Water Utilities*  
*Wessex Water*

#### **Transport**

Gloucestershire County Council, Transport Team  
Road Haulage Association  
Southern and Eastern Region  
Wiltshire County Council, Transport

## **2. Central, Regional & Local Government, Regional Agencies**

#### **Central Government**

DEFRA  
Department for Culture, Media and Sport  
Department for Education and Skills  
Department of Constitutional Affairs  
Department of Health  
Department of Trade and Industry  
Department of Work and Pensions  
Home Office  
Highways Agency  
Office of Government Commerce  
Property Services Agency  
The Planning Inspectorate

#### **Regional Government**

GOSW (*Government Office of the South West*)



## APPENDIX B

### THE NWDC COMMUNITY DATABASE

#### **Regional Agencies**

CABE

Commission for New Towns  
and English Partnerships

Culture South West

English Nature (Wiltshire Team)

Historic Buildings and Monuments Commission for  
England

(English Heritage South West Region)

Regen, South West

South West Regional Assembly

SWRDA (South West

Regional Development Agency)

SWRDA (Wiltshire & Swindon)

Sport England, South

West of England Regional Office

The Environment Agency

(North Wessex Area)

The Countryside Agency (South West Region)

#### **Local Government**

North Wiltshire Conservative Party

North Wiltshire District Councillors

North Wiltshire Green Party

North Wiltshire Labour Party

North Wiltshire Liberal Democrats

#### **Adjacent Authorities**

Forward Planning, Cotswold District Council

Forward Planning Group,

Swindon Borough Council

Forward Planning Team,

Kennet District Council

Forward Planning,

West Wiltshire District Council

Forward Planning, Wiltshire County Council

Local Plans Team,

South Gloucestershire Council

Minerals Planning Team,

Wiltshire County Council

Planning Policy Team,

Bath and North East Somerset Council

Planning Unit, Gloucestershire County Council

Waste Planning Team,

Wiltshire County Council

#### **Tourist Information**

Calne Visitor & Community Information Centre

Chippenham Tourist Information Centre

Corsham Tourist

Information & Heritage Centre

Cricklade Visitor Information Point

Malmesbury Tourist Information

Wootton Bassett Tourist Information

### **3. Parish & Town Councils**

#### **North Wiltshire**

Calne Town Council

Chippenham Town Council

Cricklade Town Council

Corsham Town Council

Malmesbury Town Council

Wootton Bassett Town Council

Ashton Keynes Parish Council

Biddestone Parish Council

Box Parish Council

Braydon Parish Council

Bremhill Parish Council



## APPENDIX B

### THE NWDC COMMUNITY DATABASE



*Brinkworth Parish Council*  
*Broad Town Parish Council*  
*Brokenborough Parish Council*  
*Calne Without Parish Council*  
*Castle Combe Parish Council*  
*Charlton Parish Council*  
*Cherhill Parish Council*  
*Chippenham Without Parish Council*  
*Christian Malford Parish Council*  
*Clyffe Pypard Parish Council*  
*Colerne Parish Council*  
*Compton Bassett Parish Council*  
*Crudwell Parish Council*  
*Dauntsey Parish Council*  
*Easton Grey Parish Council*  
*Great Somerford Parish Council*  
*Grittleton Parish Council*  
*Hankerton Parish Council*  
*Heddington Parish Council*  
*Hilmarton Parish Council*  
*Hullavington Parish Council*  
*Kington Langley Parish Council*  
*Kington St. Michael Parish Council*  
*Lacock Parish Council*  
*Langley Burrell Without Parish Council*  
*Latton Parish Council*  
*Lea and Cleverton Parish Council*  
*Leigh Parish Council*  
*Little Somerford Parish Council*  
*Luckington Parish Council*  
*Lydiard Millicent Parish Council*  
*Lydiard Tregoz Parish Council*  
*Lyneham and Bradenstoke Parish Council*  
*Marston Meysey Parish Council*  
*Minety Parish Council*

*Nettleton Parish Council*  
*North Wraxall Parish Council*  
*Norton and Foxley Parish Council*  
*Oaksey Parish Council*  
*Purton Parish Council*  
*Seagry Parish Council*  
*Sherston Parish Council*  
*Sopworth Parish Council*  
*Stanton St. Quintin Parish Council*  
*St. Paul Malmesbury Without Parish Council*  
*Sutton Benger Parish Council*  
*Tockenham Parish Council*  
*Yatton Keynell Parish Council*

#### **Adjacent Parishes**

#### **Swindon Borough**

*Blunsdon St Andrew Parish Council*  
*Castle Eaton Parish Council*  
*Haydon Wick Parish Council*  
*Wroughton Parish Council*

#### **Bath & North East Somerset**

*Batheaston Parish Council*  
*Bathford Parish Council*

#### **Cotswold District Council**

*Ashley Parish Council*  
*Didmartin Parish Council*  
*Down Ampney Parish Council*  
*Driffield Parish Council*  
*Fairford Town Council*  
*Kemble and Ewen Parish Council*  
*Kempsford Parish Council*  
*Long Newton Parish Council*

*Meysey Hampton Parish Council*  
*Poole Keynes Parish Council*  
*Rodmarton Parish Council*  
*Shipton Moyne Parish Council*  
*Somerford Keynes Parish Council*  
*South Cerney Parish Council*  
*Westonbirt with Lasborough Parish Council*

#### **South Gloucestershire**

*Acton Turville Parish Council*  
*Badminton Parish Council*  
*Marshfield Parish Council*  
*Tormarton Parish Council*

#### **West Wiltshire**

*Atworth Parish Council*  
*Melksham Without Parish Council*  
*Monkton Farleigh Parish Council*  
*South Wraxall Parish Council*

#### **Kennet**

*Avebury Parish Council*  
*Berwick Bassett Parish Council*  
*Bishops Cannings Parish Council*  
*Broad Hinton & Winterbourne  
Bassett Parish Council*  
*Bromham Parish Council*  
*Heddington Parish Council*  
*Winterbourn Monkton Parish Council*

## **4. North Wiltshire Business Areas & Partnerships**

### **North Wiltshire Business Areas**

Community & Environment –  
Community Partnership  
Community & Environment – Estate & Design  
Community & Environment – Housing  
Corporate Services – Legal  
Customer Services – Cleansing and Amenity  
Planning Services – Conservation Team  
Planning Services – Customer Focus  
Planning Services – Development Control

### **Community Area Partnerships**

Calne Community Area Partnership  
Corsham Community Area Partnership  
Chippenham Community Area Partnership  
Malmesbury Community Area Partnership  
The Northern Community Area Partnership

### **Partnerships**

Local Strategic Partnership

## **5. Developers, Agents & Landowners**

### **Developers & Agents**

Adams Hendry Consulting Limited  
A1 Planning Services Ltd  
Asset Optimal Property Consultants  
Atisreal  
Barton Wilmore Planning Partnership  
Bolingbroke Design  
CMS (Bath) Ltd



## APPENDIX B

### THE NWDC COMMUNITY DATABASE



CgMs Consulting  
DL Conservatories  
Dialogue  
Dolman Building Surveyors  
DPDS Consulting Group  
Enfusion  
Fielder & Jones  
Fisher German  
GMB Drafting  
GVA Grimley  
Hunter Page Planning Ltd  
Jones Day  
John Lippitt Chartered Architects  
Land Development and Planning Consultants  
LF Replacement Windows  
LPC (Trull) Ltd  
Mason Richards Planning  
Paul & Company  
Peacock & Smith  
Pegasus Planning Group  
Premier Design (Wiltshire) Ltd  
Redrow Homes  
Robert Hitchins Ltd  
RPS Swindon  
RPS Bristol  
Scott Wilson  
Strategic Land Partnerships  
Savills  
SPW Building Services  
Tetlow King  
Terence O'Rourke  
Vines and Lipscombe Design Group  
Wainhomes (North West) Ltd  
Waterman Group  
White Young Green  
Willis & Co  
Wiltshire Windows

Wright Planning Services  
WSP Environmental UK

#### **Land Owners**

Corsham Estate  
Crown Estate Office  
Defence Estates  
Hunters Moon Consortium  
Royal Mail Group

### **6. Businesses & Business Groups**

#### **Chambers of Commerce**

Calne Chamber of Commerce  
Chippenham Chamber of Commerce  
Corsham Chamber of Commerce  
Malmesbury and District  
Chamber of Commerce  
Wessex Chamber of Commerce  
Wootton Bassett Chamber of Commerce

#### **Businesses**

Argos LTD  
Avon Vibration Management Systems  
Dyson LTD  
Faccenda Group LTD  
Hygrade Foods LTD  
Morrisons Stores Ltd  
Moreton C Cullimore (Gravel's)  
Sainsburys Supermarket LTD  
Somersfield Stores LTD  
Vivista LTD  
Wavin Plastics LTD  
Woolworths PLC  
Westcode Semiconductors LTD

## 7. Housing Bodies, RSL & Tenant Associations

### Housing Bodies

Ashford Homes (South Western)

Barrett Bristol

Bellway Homes (Wessex)

Bloor Homes

Bovis Homes

Bryant Homes Ltd

County Homes (Wessex)

Colburn Homes Ltd

Crest Nicholson Ltd

David Wilson Homes

Hannick Homes

Heron Land Developments

Home Builders Federation

Housing Corporation

Linden Homes

Midas Homes

Newland Homes

Persimmon Strategic Land Limited

Redcliffe Homes

South West Housing Body

Swan Hill Homes

### Housing Associations

Anchor Trust

Bristol Churches Housing Association

Bromford Housing Group

Gloucestershire Housing Association

Guinness Trust

James Butcher Housing Association

Jephson Housing Association

Kennet Housing Society Ltd

Knightstone Housing Association

Orbit Housing Association

Raglan Housing Association

Sanctuary Housing Association

Sarsen Housing Association

Shaftesbury Housing Association

Somer Housing Group

Sovereign Housing Association

South Western Co-operative Housing Society

United Housing Association Ltd

Warden Housing Association Ltd

Western Challenge Housing Association

Wiltshire Rural Housing Association Ltd

Westlea Housing Association

### Tenant Associations

Corsham & District Panel

District Forum

Dogridge Estate Residents Association

Lacock Residents Group

Malmesbury & Cricklade Area Tenants Panel

Parsonage Farm Close & Saxon Close Resident

Association

Rudloe Community Association

Tardis Neighbourhood Resource Centre

### Estate Agents

Alder King

Allen & Harris

Atwell Martin

Black Horse Agencies - Alder King

Blount Christopher & CO

Connells

Day & Peirce Ltd

Dreweatt Neate

Halifax Property Service  
Hamptons International  
Henry George  
Humberts  
Portman Estate Agents  
Ridgeway  
Straker Goodman Ingram  
Taylors Estate Agents

## 8. National Interest Groups

British Aggregates Association  
British Geological Survey (Exeter)  
British Waterways  
British Waterways (South West)  
CEH Dorset  
Forestry Commission  
National Playing Fields Association  
Quarry Products Association  
RSPB  
Society Protection Ancient Buildings  
The Ramblers Association  
The British Wind Energy Association

## 9. Local Interest Groups

Calne Area Transport (CAT)  
Calne Community Credit Union  
Calne Project Development Trust  
Campaign for Real Ale,  
    North West Wiltshire Branch  
Cherhill Wednesday Club  
Cotswold Canals Trust  
Cotswold Community  
Cotswold Conservation Board  
CPRE North Wiltshire and Swindon Group  
CPRE Wiltshire Branch

Gastard Village Hall  
Guthrie Playgroup  
Hullavington Village Hall  
Kandu Arts for Sustainable Development  
Kennet & Avon Canal Trust  
Kennet & North Wilts Advocacy project  
Ladies Circle  
Learning Curve  
Link - Calne and District Community  
Link - Chippenham - transport  
Link - Corsham  
Link - Malmesbury and District  
Malmesbury & District Community Transport  
Malmesbury Good Neighbour Scheme  
Malmesbury River Valleys Trust  
National Trust, Wessex Region  
NFU NW Wiltshire Branch  
NFU South West  
NFU Swindon & North Wiltshire  
North and West Wiltshire  
    National Trust Association  
North Wessex Downs AONB  
North Wiltshire Friends of the Earth  
North Wilts & Devizes Portage Service  
North Wilts Care & Repair  
North Wilts Holiday club for Children and  
    Young people with special needs  
Ps and Qs  
Sherston Senior Club  
St Nicholas after School Club  
St Nicholas School Parents  
    Teachers and Friends Association  
Summer Fun in Calne  
The Court Leet, Cricklade  
The Cotswold Water Park Society



## APPENDIX B

### THE NWDC COMMUNITY DATABASE



The Tuesday Club – Malmesbury  
Womens Institute  
Wilts & Berks Canal Trust (Cricklade)  
Wilts & Berks Canal Trust (Wootton Bassett)  
Wilts & Berks Canal Trust  
(Melksham, Calne, Chippenham)  
Wiltshire Agenda 21  
Wiltshire and Berkshire Canal Trust,  
Wootton Bassett  
Wiltshire and Swindon PHAB  
Area Committee  
Wiltshire Countryside Activities  
& Access Group  
Wiltshire Historic Monuments Society  
Wiltshire Farmers Market Association

#### **Civic Societies**

Calne Civic Society  
Chippenham Civic Society  
Corsham Civic Society  
Malmesbury Civic Trust

#### **Sports & Leisure Groups**

Calne Cricket Club  
Calne Rugby Club  
Calne Football Club  
Castle Combe Circuit Ltd  
Chippenham RFC  
Chippenham Tennis Club  
Chippenham Hockey Club  
Chippenham Cricket Club  
Chippenham Football Club  
Corsham Town Football Club  
Corsham RFC  
Cricklade Leisure Centre

Lime Kiln Leisure Centre (Wootton Bassett)  
Springfield Leisure Centre (Corsham)  
The Activity Zone (Malmesbury)  
The Olympiad (Chippenham)  
White Horse Leisure Centre (Calne)  
Wootton Bassett RFC  
Wootton Bassett Hockey Club

#### **Arts & Culture Groups**

Calne Artist Group  
Chippenham Arts Festival  
Corsham Windband Association  
Film@The Pound and  
The Global Village Film Festival  
Pickwich Theatre Company  
Posthorn Arts Limited  
Wessex Scribes

#### **10. Charities & Voluntary Bodies**

Alzheimer's Society North Wilts Branch  
Arthritis Care  
Action for Better Life (ABLE)  
Advice on Services for Kids (ASK)  
Advocacy Works for Mental Health Independent  
Living centre  
All round Success  
BADAS  
Box Luncheon Club  
Breathe Easy North Wilts  
British Lung Foundation  
British Red Cross – Chippenham Centre  
Carers Support North Wilts  
Castleford Canal & Rivers Park  
Charities Information Bureau



## APPENDIX B

### THE NWDC COMMUNITY DATABASE

Calne Heritage Trust	Malmesbury & Chippenham
Cherhill Playgroup	Osteoporosis Support Group
Child Health Team	Marie Curie Cancer Care Office
Chippenham Gateway Club	Motor Neurone Disease Association
Chippenham Good Neighbour Link Scheme	North Wilts Pre-School Learning Alliance
Chippenham Pregnancy Crisis centre	North Wilts Autistic Support Group
Chippenham Stroke Support Group	North Wiltshire CVS
Chippenham & District Homemakers	Calne NSPCC Family Centre
Chippenham & District Women's Refuge Citizens Advice Bureau (CAB)	Olive Branch Counselling
Connexions Wiltshire & Swindon	Parkinson Disease Society – Malmesbury Branch
Colemans Farm Learning & Community Centre Association	Parklands Community Day Centre
Community First	Public Health (Contaminated Land)
Community Stroke Project	Reach Out (Wiltshire)
Community Mental Health Team	Relate Mid Wiltshire
Cricklade Action Partnership	REVIVAL
CRUSE – Bereavement Care (Bath & District Branch)	RFET Wiltshire Quest
Cystic Fibrosis Research Trust N Wilts Branch	Rural Needs Initiative
Devises & Wilts Fibromyalgia Support	Splitz Parenting Alone Support Service
Diabetes UK – Chippenham and District Group	Springboard
Dorothy House Hospice Care	SSAFA Forces Help
Face to Face	St Johns Ambulance
Family Mediation	Swindon & Wilts Alcohol & Drugs Service
Family Welfare Association	Swindon Communication Project (SCAMP)
Friends of Romanians Horses	Tardis Neighbourhood Resource Service
Gay Men's Health Wiltshire & Swindon	The Bridge Project
Health and Safety Executive Bristol Office	The Elizabeth Finn Trust
Independent Living Centre	The Great Western Community Forest
Learning and Skills Council-Wiltshire and Swindon	The Rubicon Society
Living Options Information service	The Stroke Association – Dysphasia
	TOFS
	The Witness Service
	U3A – North Wiltshire Group
	Victim Support Wiltshire
	Voluntary Action Kennet

Waste Not Want Not  
Whale & Dolphin Conservation Society  
Wiltshire Mind  
Wiltshire Older Peoples Advocacy Service  
Wiltshire Wildlife Trust  
Workers Educational Association (WEA)  
Woman's National Commission  
WRVS

## **11. General Public & Residents Associations**

Malmesbury & St Paul's  
Without Residents Association

## **12. Seldom Heard Groups**

### **People with Disabilities**

BILD  
Calne Access For All  
Corsham Disabled Club  
Chippenham & District  
Transport for the Disabled Society  
Community Team for People  
with Learning Disability  
Disability Rights Commission  
Guide Dogs  
Lackham & Chippenham  
Riding for the Disabled  
North Wiltshire Access for the Disabled  
Royal National Institute of the Blind (RNIB)  
RNID  
The Down Gospel Trust  
The Wiltshire Blind Association  
Wheelchair Users Group  
Wiltshire and Swindon Users Network

### **Older People**

Age Concern Wiltshire  
Contact the Elderly  
Helped the Aged, England  
North Wilts Older People's Reference Group

### **Black & Minority Ethnic People**

Commission for Racial Equality  
Swindon Racial Equality Council  
Wiltshire Race Equality Council

### **Military**

Basil Hill Barracks  
RAF Hullavington  
RAF Lyneham  
RNSD Copenacre

### **Religious Groups**

Bristol Diocesan Council  
Central Methodist Church, Monkton Hill  
Chippenham Churches Together  
North Wilts Rural Churches Group  
Sikh Missionary Society  
St Andrews Church  
The Buddhist Society  
The Catholic Bishops' Conference  
of England and Wales  
The Church of England (Bristol)  
The Church of England Diocese of Salisbury  
The Muslim Council of Britain

### **Gypsies and Travellers**

Gypsy Council  
Gypsy & Traveller Law Reform Coalition  
Friends, Families and Travellers  
National Association of Gypsy  
and Traveller Officers  
National Association of Health  
Workers with Travellers  
National Association of  
Teachers of Travellers  
National Travellers Action Group  
The Gypsy Council for Health,  
Education and Welfare  
The Romany Gypsy Council  
The Showmans Guild of Great Britain

### **Young Persons**

Calne Young Peoples Town Council  
Church Groups  
Connexions Centre Chippenham  
Malmesbury Area Youth Support (MAYS)  
Millennium Volunteers Wiltshire & Swindon  
North Wiltshire Young Carers Group  
North Wiltshire Young Peoples Council  
The Young Parents Group,  
Chippenham and Surrounding Area  
Wiltshire Assembly of Youth  
Wiltshire College Student Council  
Wiltshire Federation of Young Farmers  
The Youth Club at RAF Lyneham  
Youth Development Centre's, North Wiltshire  
Youth Action Wiltshire

Appendix C contains matrices on the application of different consultation methods for all North Wiltshire District Council target groups. It should be noted that at each stage the consultation methods presented are targets and may not always be applied. For each consultation method we will always set the context in terms of the current stage of the document, its importance and the next stages in its development.

#### **Standard Consultation (SC)**

This is a standard approach to consultation aiming to combine a number of communications techniques including letter, email shot and website update to reach all consultation target groups.

**Letter** – A formal letter will be sent to all Statutory Bodies including Central, Regional, Local Government, Councillors, Adjacent Authorities and Parish, Town Councils. The letter will form part of the Councils statutory written consultation process. In addition letters will be sent to all relevant target groups on the Councils community database. The letter will be adapted to the stages at which the planning document is at contrasting from a formal letter to an informal postcard. Letters will be distributed at all major stages and will have additional information for target groups that have submitted representations.

**Email** – The Council will email consultation groups that regularly use their email accounts. These groups have been identified as other North Wiltshire Business Areas, Councillors, Developers, Agents and Parish, Town Councils. Due to the potential for this medium to expand an email directory will be started and used as a supporting consultation method

**Website** – All new planning documents and consultation periods will be displayed on the Council's Website at [www.northwilts.gov.uk/ldf](http://www.northwilts.gov.uk/ldf). The website will act as the Council's interface with the general public and developers in conjunction with letters and email shots

**Public Display** – At the completion of draft and final planning documents the Council will publicly display the document within all the Districts Libraries, Information Points and at the District Council Offices. This is to allow the general public and interested parties to view planning documents without Internet access.

#### **Internal Media (IM)**

North Wiltshire District Council regularly consults the public using its internal media resources including Peoples Voice, Tomorrows Voice and Improving North Wiltshire Newsletter.

**People's Voice** – The Council has created a database of over 1000 members of the public who have agreed to respond to regular questionnaires on Council issues. The planning services department has used this consultation method on many occasions to broadly assess the public's views on development concerns and issues.

**Tomorrows Voice** – A questionnaire distributed by the Council to young people across the district with the aim of understanding their opinions on local issues.

**Improving North Wiltshire** – This is the Council's own newsletter that is circulated to all residents of North Wiltshire. Where circulation timetables coincide with major stages in the development of planning documents an article will be included.

### **External Media (EM)**

**Radio** – Where appropriate local radio stations will be sent press releases to advertise the completion of key planning documents of high public interest.

**TV** – Where appropriate planning applications and planning documents of high public interest may be promoted by press releases to local news television.

**Newspaper** – Local and national newspapers can reach a wide variety of the general public and consultation target groups. North Wiltshire District Council are committed to maximising community consultation and will advertise consultation periods and new planning documents for two weeks in advance of publication/consultation. The Local newspapers that will be used for advertising are the Wiltshire Times, Gazette & Herald, Swindon Evening Advertiser and the Wiltshire and Gloucester Advertiser.

### **Planning for Real (PR)**

Planning for Real – This is a planning consultation method developed for consultation with the general public where simple hands on activities are used to demonstrate ideas on how their area can be improved through planning.

### **Specialist Sessions (SS)**

Specialist Sessions – Where a document has particular relevance a focused "specialist" session may be undertaken. For example, in relation to the Chippenham and NW Towns DPD, a specialist session aimed at young people may be run explaining the documents relevance to them and the importance of their involvement. Liaison with the Council's Youth Involvement Development Officer would occur in such circumstances and consideration will be given to the use of external facilitators with specialist skills in empowering that particular target group.

### **Forums (F)**

Forums – At key early stages in the production of new planning documents, forums will be held to discuss key issues. This is in line with the Government’s objective of front loading consultation at the beginning of document production.

### **Public Exhibitions (PE)**

Public Exhibitions – These will be held in the main towns of the District and in other locations where appropriate, to ensure as many people as possible are reached. Officers will attend with the expectation of explaining documents and increasing public awareness.

### **Representations (RP)**

Representations – At draft key stages in the production of Development Plan Documents and Supplementary Planning Documents formal consultation will occur with the opportunity to submit representations. After this period, we will amend the documents according to appropriate representations received. On adoption a letter to all those who made representations will be sent, explaining what we have done in relation to their comments.

### **One to Ones (OTO)**

One to Ones - In certain circumstances where appropriate issues raised during early community involvement may involve “one to ones” with any member of the community so wishing to ensure a full understanding of the key issues.

### **Meetings (M)**

Meetings – We are committed to attending and addressing as many of the meetings of groups/bodies and organisations within the community as possible during major consultation stages.

### **Questionnaire (QU)**

Questionnaires – As a valuable form of data collection questionnaires will be used by the Council to assess views and opinions. The information gathered from the questionnaires will be directly feed into the production of new planning documents.



## APPENDIX C

### THE COMPRE- HENSIVE GUIDE TO COMMUNITY INVOLVOEMENT



#### **Newsletter (NL)**

Newsletter/Leaflet – A newsletter will form the Council’s main consultation process with the general public, community groups and businesses. The newsletter is intended to be an informative leaflet, summarising the position and setting the context for major stages in the planning process.

#### **Large Print (LP)**

Large Print – The Council will supply on request large print versions of key documents.

#### **Audio (AU)**

Audio – The Council will supply on request audio versions of key documents.

#### **Translation (T)**

Translations – The Council will supply on request translated versions of key documents.

## Appendix C – The Comprehensive Guide to Community Involvement

### Development Plan Documents (DPDs)

	Pre-Production Stages		Production Stages		Submission Stages	
	Evidence Gathering	Early Community Involvement	Issues & Options Preferred Consultation	Option Consultation	Submission (SoS) Consultation	Post-Submission
Consultees/ Target Groups <sup>1</sup>	SC, IM, EM, M	IM, EM, QU, F, PR, PE, SS	SC, QU, NL, F	SC, NL, M, R	SC, IM, EM, R	SC, NL

### Supplementary Planning Documents (SPDs)

	Pre-Production		Production	
	Evidence Gathering	Early Community Involvement	Draft SPD	Formal Public Participation
Consultees/ Target Groups <sup>1</sup>	SC, IM, EM, M	IM, EM, QU, F, PR, PE, SS	SC, NL, IM, EM, F, I	M, EM, M, F, SS, R

### Statement of Community Involvement (SCI)

	Scoping	Draft SCI	Submission (SoS) Consultation	Post-Submission
	Consultees/ Target Groups <sup>1</sup>	NL, QU, WS, OTO, M	SC, QU, SS, F, EM, IM, NL, M, R	SC, IM, EM, R

### Sustainability Appraisal (SA)

	Context Objective & Baseline	Scoping Report	Assessing Alternative Strategies	Assessing Preferred Option
	Consultees/ Target Groups <sup>1</sup>	SC, IM, EM	IM, EM, NL, OTO	SC, QU, NL, F

#### Key

AU	Audio
EM	External Media
F	Forum
IM	Internal Media
LP	Large Print
M	Meetings
NL	Newsletter
OTO	One to One
PE	Public Exhibitions
PR	Planning for Real
QU	Questionnaire
R	Representations
SC	Standard Consultation
SS	Specialist Sessions
T	Translation
WS	Website

(See page 56 - 59 for details)

Note 1: Audio, Large Print and Translation Services will be available to relevant Seldom Heard Groups (see page 8 for details)



## APPENDIX D

### OUR EXISTING COMMUNITY INITIATIVES

There are a number of existing community involvement initiatives already undertaken by the Council that are linked with the commitments set out within this SCI. The existing initiatives referred to are detailed as follows:

#### **North Wiltshire Corporate Plan**

The North Wiltshire Corporate Plan brings together all the activities of the Council in a single document so that the whole organisation is working together in support of the same overall priorities. It puts on record our objectives for the future of North Wiltshire and how they are to be achieved.

Our four Corporate Aims underpin all our work and they all link to effective communication. These are as follows:

- To create a customer service culture by investing in and empowering those who serve the public;
- To ensure high quality, cost effective services.
- To enable the provision of responsive, accessible and fair services delivered with courtesy and care; and
- To safeguard and enhance the assets and resources of North Wiltshire and the wider community.

The first aim is the commitment to support Council employees and councillors to develop a strong customer-service culture. Communicating and consulting with the community is fundamental to achieving this.

The second and third aims reflect the type of services the Council would like to deliver or enable. Again, taking account of customer needs through effective two-way communication about our services and consultation on changes to services will improve our customer focus.

The fourth aim is concerned with protecting and improving the quality of life. Consulting with all communities within North Wiltshire will help the Council to understand what local people see as important to them in terms of wellbeing.



## The Wiltshire Compact

Central Government now expects all local authorities and Primary Care Trusts to establish a formal COMPACT with the voluntary and community sector. A local COMPACT is an agreement between independent voluntary and community groups, the District Council and other public bodies. It is considered vital for improving relationships for mutual advantage, it also:

- Helps each partner understand and value the roles, nature and contribution of different kinds of organisations;
- Has agreement on both sides and mechanisms to make sure it works;
- Sets standards of communication, consultation and support; and
- Provides a practical way to help partners work together in formal partnership on the ground.

The Wiltshire Compact has been developed by a partnership board made up of Wiltshire County Council, all the District Councils (including NWDC), the Primary Health Care Trusts and membership organisations from the voluntary and community sector in Wiltshire. It was established in 1998 and was, in fact, one of the first Compacts in the Country.

On 13 September 2005 the Wiltshire Compact launched a set of four “Codes of Practice” covering the following key areas: Communication and Consultation; Funding and Procurement; Equality and Diversity and Volunteering. The Code of Practice on communication and Consultation is particularly relevant to the SCI. All four of the Codes of Practice can be viewed by following the following link: [www.northwilts.gov.uk/index/community/wiltshire\\_compact.htm](http://www.northwilts.gov.uk/index/community/wiltshire_compact.htm) compact or a hard copy can be obtained from the Council offices.



## The North Wiltshire Community Strategy

The Local Government Act (2000) placed a duty on Councils to promote the social, economic and environmental wellbeing of the area they serve and required mechanisms for delivery to be established including the establishment of Local Strategic Partnerships (LSPs) and the development and publication of “Community Strategies”. The North Wiltshire Community Strategy was launched on 17 November 2005. A copy of the strategy can be viewed on the Council’s website or a hard copy obtained from the Council offices.

The document sets out key actions to address issues affecting communities across North Wiltshire and where the LSP can make a difference. The purpose of the LSP is to achieve results through good, supportive partnership working.

## Community Area Plans

In 2000, the Government placed a responsibility on local authorities to find ways of engaging more closely with the communities they exist to serve. Community Plans are an attempt to stimulate and broaden the current local government consultation processes within a manageable geographical area.

There are five community areas identified within North Wiltshire and each is responsible for identifying local needs through consultation and preparing their own “Community Plan” to address the economic, social and environmental aspirations and needs of those who live in the towns and villages of the area and its community. The Community Partnership groups (who have produced the plans) are made up of representatives from local residents; volunteers, Parish, Town, District and County Councils; public, voluntary and private sector organisations. All five of the North Wiltshire Community Plans have now been launched – Calne in 2004, and covering the period until 2014, with the remaining four plans (Malmesbury; Wootton Bassett and Cricklade; Chippenham and Corsham) all being launched in 2005 and covering the period until 2015. Copies of these plans are available on the Council’s website at [www.northwilts.gov.uk](http://www.northwilts.gov.uk) or in hard copy from the Council offices at Monkton Park.



## **North Wiltshire Communication and Consultation Strategy (September 2004)**

The Council have produced and adopted our own Communication and Consultation Strategy. This strategy aims to meet the challenges for communication and consultation for the Council over the next three years (through to 2007). The main purposes of the strategy are to:

- Increase and maintain awareness of the services and functions we provide and enable;
- Assist us in listening to and learning from our staff, members, customers and residents;
- Improve local accountability and democracy, building the views of local people into our decision making process;
- Enable us to explain to our local community the reasons for our policies and priorities; and
- Promote and enable self-service access to electronic information, consultation and services 24 hours a day, 7 days a week.

Implementing the strategy the Council hopes to achieve:

- Better access to services, information and consultation;
- Greater community understanding of the Council, its priorities, projects and services;
- An improved public profile for the Council; and
- Improved staff retention.



## APPENDIX D

### OUR EXISTING COMMUNITY INITIATIVES



### **North Wiltshire's "Media" - Improving North Wiltshire, People's Voice and Tomorrows Voice.**

The Council's Newsletter entitled "Improving North Wiltshire" demonstrates our commitment to community consultation through the media. The newsletter is issued during March and September each year and is delivered to every residential household in the district. This is approximately 54,000 homes. The newsletter advertises the successes we have achieved in the past months and updates the community on the progress of forthcoming projects being delivered by the Council's Business Areas.

We also regularly consult the North Wiltshire community through two opinion polls, People's Voice and Tomorrows Voice. People's Voice is a panel of 1200 residents that are demographically representative of the population whereas Tomorrows Voice is a survey that identifies the opinions of young people across the district at secondary school level. NWDC distributes both questionnaires to the panel and young people in March and September. The opinion polls are used by different service sectors throughout the Council as a standard form of research.



## APPENDIX E

### CONSULTATION METHODS FOR MAJOR PLANNING APPLICATIONS

#### Tier 1

For those applications falling within 'Tier 1', it may be expected that the widest level of community consultation will be undertaken. In these circumstances the use of public meetings, development briefs and the media as part of the consultation process may be considered to be the most appropriate.

The following types of planning applications are likely to be subject to wider community involvement as set out in the Table 1:

- Development Plan Departures [ref: Circular 07/99, Town and Country Planning (Development Plans and Consultation) (Departures) Directions 1999]
- Schedule 1 developments – as defined by the Environmental Impact Assessment Regulations (Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999);
- Development proposals that are subject to the Town and Country Planning (Residential Density) (London and South East England) Direction 2002;
- Town and Country Planning (Shopping Development) (England and Wales) Direction [as Annex D to PPG6 and substituted by Circular 15/93]. A revised edition of PPG6 was published in 1996, but it is the 1993 Shopping Development Direction which remains in force.

#### Tier 2

For those applications falling within 'Tier 2', it may be expected that applicants/developers would undertake a greater level of community involvement above that normally (i.e. posting of site notices or neighbour notification letters) carried out. In these circumstances engaging the public through public exhibitions or Enquiry by Design exercises may be appropriate.

The following types of planning applications are likely to be subject to wider community involvement except where it can reasonably be justified that for a particular application the approach to wider community involvement can be waived.

- Schedule 2 developments – as defined by the Environmental Impact Assessment Regulations as requiring an EIA;
- Development proposals which fall within the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000
- Development proposed on playing fields as set out in the Town and Country Planning (Playing Fields) (England) Direction 1998 (The Direction applies to any proposal for development of any playing field owned by a local authority or used by an educational institution, as specified in the Direction).
- Applications which require a full Transport Assessment (to reflect the scale of development and the extent of the transport implications of the proposal)

### **Tier 3**

For those applications falling within 'Tier 3', the appropriate level of Community Involvement to engage the public and the type of involvement required should be considered on a site by site basis.

The significance of the following types of application is likely to be determined on a 'site-by-site' basis at a 'local' level:

Applications of a local significance for example:

- fall marginally below the thresholds identified under Tiers 1 and 2;
- Involve an authority in seeking provision of affordable housing; and
- Involve an authority in requiring contributions towards school places.;



## APPENDIX E

### CONSULTATION METHODS FOR MAJOR PLANNING APPLICATIONS



Applications that fall within sites that are 'sensitive' to development pressures such as:

- Development adjoining a listed building;
- Substantial demolition in a Conservation Area;
- Loss of allotment land;
- Loss of employment land for housing;
- Development on windfall sites

Allocated sites that may not have been subject to extensive consultation in the development plan process, such as allocations which were not objected to and consequently may not have been considered in depth in the independent scrutiny and any public examination;

Other – to encompass lower thresholds for non-conforming uses and other types of specific development. It is expected that these will be set locally and will be themselves subject to extensive public consultation. For example:

- Small employment/business development within predominantly residential areas;
- Change of use of A1 retail uses to other 'non-retail' uses in neighbourhood centres; and
- Telecommunication development in 'sensitive' areas.

## APPENDIX E

### CONSULTATION METHODS FOR MAJOR PLANNING APPLICATIONS

**Table 1:**

	<b>Tier 1:</b>	<b>Tier 2:</b>	<b>Tier 3:</b>
Forums	✘		
Public Exhibition	✘	✘	
Surgeries	✘	✘	
Development Briefs	✘		
Enquiry by Design and/or Planning for Real	✘	✘	
Consultation Panel	✘		
Parish Councils	✘	✘	✘
Media	✘		✘
Website	✘	✘	

**Tier 1:** Applications where there are considerable issues of scale and controversy or contrary to or out of line with Development Plan Policy.

**Tier 2:** Applications broadly in accordance with Development Plan BUT raising controversial issues.

**Tier 3:** Applications of a scale or development area for which a LPA requires wider community involvement; applications that fall within sites that are 'sensitive' to development pressures and allocated sites that may not have generated significant objection through the local plan process.



SCIs must be sound in terms of their content and the process by which they are produced. The term “sound” is not defined within the 2004 Act but it may be considered in this context within its ordinary meaning of “showing good judgement” and “able to be trusted” and within the context of fulfilling the expectations of legislation.

“PPS 12 – Local Development Frameworks” at paragraph 3.10 sets out the 9 tests of soundness for examining SCIs.

The following table is taken from “Development Plans Examination – A Guide to the Process of Assessing the Soundness of Statements of Community Involvement” produced by the Planning Inspectorate (December 2005). It outlines the key questions and evidence requirements for meeting the nine tests. We have provided details under the heading entitled “Council Evidence” which demonstrates how we believe we have met each of the tests.

**Test 1 – The LPA has complied with the minimum requirements for consultation as set out in Regulations.**

<b>Key Questions</b>	<b>Council Evidence</b>
<p>1) Has the LPA consulted with at least the specific consultation bodies (the Regional Planning Body, the Highways Agency, and any adjoining or overlapping planning authority: county councils, LPAs and parish councils) before preparing their consultation draft SCI as required by Reg. 25?</p>	<p><b>YES</b> - The Council’s Regulation 25 consultation comprised an initial scoping exercise between the 17th June and 1 July 2005. A newsletter was published which explained the new planning system, the new planning documents required and introduced the SCI. This was accompanied by a simple questionnaire which focused on who we should be consulting; on what issues; by what method and how often. Both the newsletter and questionnaire were circulated to all members of the North Wiltshire Community database (as defined at that time) and which included all specific consultation bodies as defined with the Regulations.</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
<p>2) <i>Has the LPA carried out consultation on the pre-submission draft SCI to satisfy requirements under Regulation 26?</i></p>	<p><b>YES</b> - The draft SCI was published for formal public consultation from 10 October 2005 until 2 December 2005. This period comprised the Council’s Regulation 26 consultation. Full copies of the Draft SCI were sent to all specific consultees along with all consultees who had made comment at the Regulation 25 Stage.</p> <p>In addition, we again produced a newsletter which was sent to all members of the North Wiltshire Community Database (as defined at the time and which included all specific consultation bodies). The newsletter outlined a summary of the main sections of the Draft SCI, explained where copies could be viewed or a full copy obtained and included details of how to submit comments.</p> <p>We also organised a series of focus groups to obtain views face to face.</p>
<p>3) <i>Has the LPA carried out consultation on the Submission draft SCI as required by Regulation 28?</i></p>	<p><b>YES</b> - The Submission draft of the SCI is submitted to the Secretary of State on 3 April 2006. On the same date the document is placed on formal deposit for formal public consultation for a period of six weeks running from 3 April 2006 until 12 May 2006. Full copies of the Submission Draft SCI were sent to all specific consultees along with all consultees who had made comment at the Regulation 25 and 26 Stages.</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
<p>3) <i>Has the LPA carried out consultation on the Submission draft SCI as required by Regulation 28?</i></p>	<p>In addition, we again produced a newsletter which was sent to all members of the North Wiltshire Community Database (as defined at the time and which included all specific consultation bodies).</p> <p>We have also produced and submitted a "Pre-submission consultation document" entitled "Community Engagement in Preparing the SCI" which summarises consultation undertaken at Reg' 25 and 26 stages and which was sent to all specific consultees and all consultees who had made comment at the Regulation 25 and 26 Stages.</p> <p>Finally, we have sought the view of the Regional Planning Body (South West Regional Authority) to ensure conformity with the RSS.</p>

#### **Test ii – The LPA’s strategy for community involvement links with other community involvement initiatives, e.g. the community strategy.**

Key Questions	Council Evidence
<p>1) <i>Is it clear from the SCI how the local authority will ensure that the process of community involvement for DPD production will be linked to that for other strategies which</i></p>	<p><b>YES</b> - Chapter 4 of the SCI contains a section entitled "Links with Existing Community Initiatives". This section, at paragraph 4.9, identifies the existing community initiatives</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
<p><i>are relevant to the DPD in question, including, for example, the community strategy?</i></p>	<p>undertaken by the council, including the Community Strategy. These existing community initiatives are explained in greater detail within Appendix D. Paragraph 4.10 continues by detailing a set of minimum standards/ links that can be expected when we undertake the preparation of each of the documents that make up the Council's LDF.</p>

### Test iii – The SCI identifies in general terms which local community groups and other bodies will be consulted.

Key Questions	Council Evidence
<p><i>1) Does the SCI make sufficiently clear which general consultation bodies will be consulted on the preparation of DPDs e.g. local community groups, landowners and other bodies?</i></p>	<p><b>YES</b> - Appendix B of the SCI contains a full list of the Community Database at the time of going to print. It highlights which of the North Wiltshire Community Database are Specific and which are General consultees.</p> <p>Paragraphs 4.5, 4.6 and Appendix C detail how consultation will be focused for the different sections of the community we have defined for different LDF documents.</p>
<p><i>2) Does the list of bodies the LPA lists as consultees at least include the statutory bodies from PPS12 Annex E?</i></p>	<p><b>YES</b> - Appendix B contains a full list of the Community Database. All specific consultees recorded as statutory bodies within PPS12</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
	Annex E are included within Appendix B and have been coloured in red.
<p>3) <i>Is it clear that the LPA will consult with bodies only if the subject matter of the LDD affects them, and that they may consult with additional bodies if appropriate?</i></p>	<p><b>YES</b> - Paragraph 3.3 states that Appendix B will be the first point of reference for determining relevance.</p> <p>In relation to SPDs, paragraph 2.9 states that many “SPDs will have a limited geographic coverage and that in such circumstances, consultation groups that clearly do not have an interest in that subject or operate in that geographic area will not be explicitly consulted”. A decision on who to consult will occur on a document by document basis.</p> <p>With regard to DPDs, paragraph 4.3 states that “All consultees within our Community Database will be sent hard copies of the consultation or will be informed of how they can obtain a copy”. All consultees will then be in a position to make a decision as to the relevance of the document and whether they should get further involved. Awareness of the document is key.</p>
<p>4) <i>Do the methods of consultation described in the SCI meet the minimum requirements of the Regulations?</i></p>	<p><b>YES</b> - The minimum standards of involvement that the community can expect for all documents are outlined at paragraph 4.3,</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
	<p>which reflect the minimum requirements of the Regulations. However, in addition, we exceed these minimum requirements as detailed by the “Opportunities” for involvement detailed throughout Chapter 4, which again comply (as well as exceed) the Regulations.</p>

#### **Test iv – The SCI identifies how the community and other bodies can be involved in a timely and accessible manner.**

Key Questions	Council Evidence
<p>1) Does the SCI indicate that community involvement and consultation will be carried out early enough to allow for engagement at each of the stages of DPD preparation, including the issues and options stage?</p>	<p><b>YES</b> - Paragraphs 4.12 – 4.26 of the SCI (and summarised at Appendix C, relate to the preparation of DPDs and how the North Wiltshire Community can expect to be consulted at all stages of preparation including early engagement at the “evidence gathering” and “early community involvement” consultation stages.</p> <p>In addition to early involvement in DPDs, we also detail how early consultation will occur with regard to SPDs (paragraph 4.27 – 4.30), and Sustainability Appraisal (paragraph 4.31 – 4.44)</p>



## APPENDIX F

### TESTS OF SOUNDNESS



#### **Test v – The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents.**

<b>Key Questions</b>	<b>Council Evidence</b>
<p>1) <i>Are the methods appropriate and accessible for a range of groups?</i></p>	<p><b>YES</b> - Paragraph 4.6 explains that the council has found no direct relationship between the types of groups who respond during consultation and the methods of consultation they favour. We have therefore concluded that there is little need to employ different methods of consultation according to the intended audience but rather to offer a variety of consultation methods (as displayed in Appendix C) that consultees will be able to “pick and choose” from. The exception to this are within the Seldom Heard Groups who will be offered audio, large print or translation services in addition to the methods of community involvement available to all.</p>
<p>2) <i>Are the methods appropriate for the type of LDDs?</i></p>	<p><b>YES</b> - The methods of community involvement for the LDDs are detailed at Appendix C. These make it clear that a variety of methods will be offered at each key stage in a document’s production, allowing consultees to get involved in a way which is most suitable to their individual needs and thus encouraging involvement and response. The variety of appropriate methods available to potential consultees facilitates community involvement.</p>



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Key Questions	Council Evidence
<p>3) Does the SCI demonstrate what community involvement and consultation activities will take place with the community and stakeholders at the different stages of LDD preparation?</p>	<p><b>YES</b> - Again, Appendix C clearly demonstrates what methods of community involvement can be expected at each stage of the LDDs production.</p>

#### **Test vi – The resources are available to manage community involvement effectively.**

Key Questions	Council Evidence
<p>1) Has the local planning authority demonstrated that it has given reasonable consideration to the link between resources and the type/scale of community involvement proposed?</p>	<p><b>YES</b> - This is dealt with within Chapter 6 of the SCI. The resourcing of planning services, including consultation methods, is directly dealt with by the Planning Services Business Plan which is a rolling three year resources plan. The Business Plan for 2006 - 2006 includes a specific action in respect of the Statement of Community Involvement.</p>



## APPENDIX F

### TESTS OF SOUNDNESS



#### Test vii – The statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents.

Key Questions	Council Evidence
<p>1) Does the SCI make clear how the decisions regarding DPD and SPD content will be made?</p>	<p><b>YES</b> - This is dealt with at Chapter 4 of the SCI. At each stage of both informal and formal consultation undertaken during the preparation of the DPDs and SPDs any comments/ representations received will be fully considered and taken into account before progressing to the next stage. If a decision is taken to not include/ change the document then an explanation will be provided to the consultee.</p> <p>At the formal consultation stages, representations received will be taken into account and a Council summary response provided.</p>
<p>2) Is it clear how the results of community involvement will be reported and inform the content of LDDs?</p>	<p><b>YES</b> - Chapter 4 details this. At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage.</p> <p>Respondents who made representations can expect to receive notification by letter/email including a summary of the Council response at the end of each formal consultation period.</p>



**Test viii – The authority has mechanisms for reviewing the SCI.**

Key Questions	Council Evidence
<p>Is it clear what will trigger a review of the SCI?</p>	<p><b>YES</b> - This is dealt with within chapter 6 of the SCI. Specific trigger points are included based upon a monitoring arrangement from both Spatial Planning and Development Control sources.</p>

**Test ix – The SCI clearly describes the LPA’s policy for consultation on planning applications.**

Key Questions	Council Evidence
<p>1) Does the LPA’s policy and procedures for consultation on planning applications meet the minimum requirements set out in legislation?</p>	<p><b>YES</b> - The consultation process set out in paragraph 5.1 meets the minimum requirements as set out in the legislation, and in most cases would exceed these requirements.</p>
<p>2) Does the SCI provide a clear and unambiguous statement about how it intends to carry out consultation with the public on planning applications?</p>	<p><b>YES</b> - Paragraph 5.1 sets out in detail the procedure that the Council has committed to undertaking on planning applications. Following paragraphs set out discretionary consultations that developers will be encouraged to undertake.</p>
<p>3) Is it clear how the results of consultation will be reported and inform decisions on planning applications?</p>	<p><b>YES</b> - The application procedure, including the scheme of delegation and role Councillors and Committee, is set out. The results of any consultation</p>



## APPENDIX F

### TESTS OF SOUNDNESS



Key Questions	Council Evidence
<p>3) <i>Is it clear how the results of consultation will be reported and inform decisions on planning applications?</i></p>	<p>undertaken by developers prior to making an application are to be submitted alongside any subsequent planning application (paragraph 5.14)</p>
<p>4) <i>Does the SCI differentiate between different types and scales of application, and make clear the different procedures for consultation that will apply?</i></p>	<p><b>YES</b> - Clear guidance is given on this issue at Paragraph 5.13 and reference is made to the table at Appendix E</p>
<p>5) <i>Does the SCI set out the LPA's policy towards pre-application consultations, including the expected role of applicants?</i></p>	<p><b>YES</b> - This is clearly set out in paragraphs 5.16 to 5.24</p>