

Statement of Community Involvement

Improving consultation, improving planning, improving communities

July 2006



Wiltshire County Council

Statement of Community Involvement

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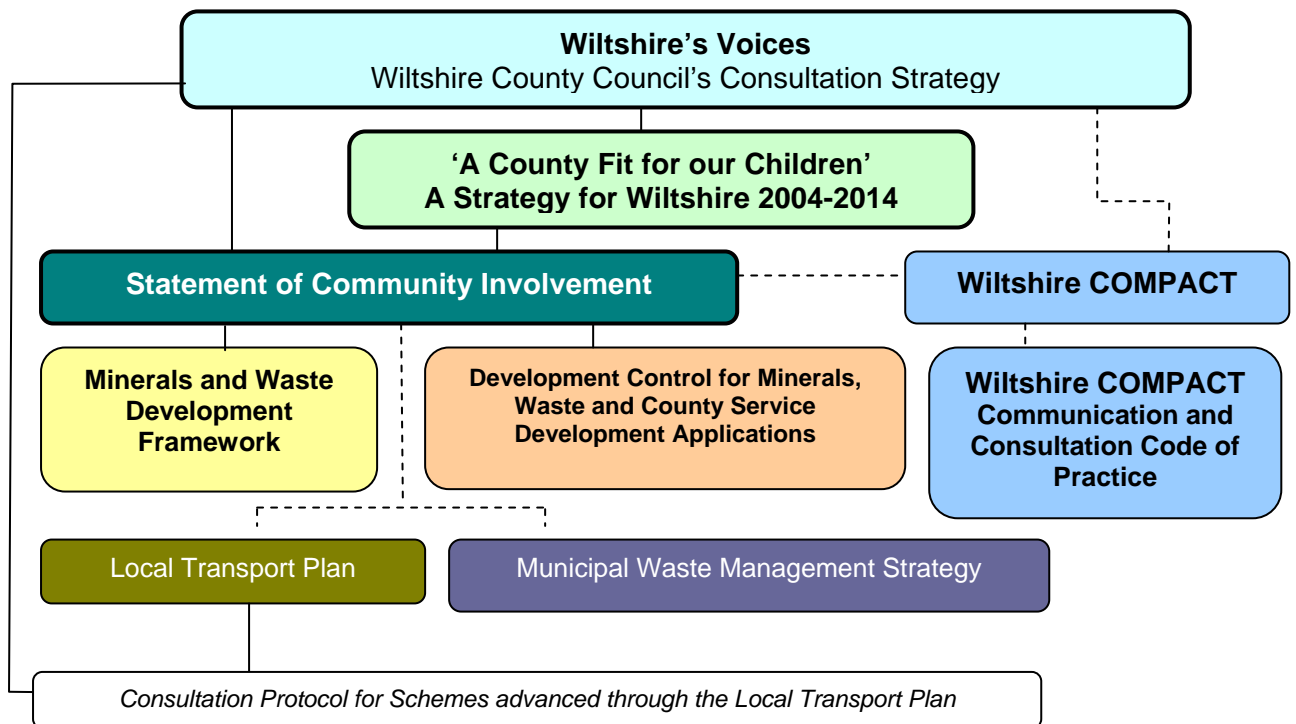
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1. **Introduction**

- 1.1. The Government is committed to a planning system in England that is flexible and responsive to the interests and demands of today's society. Key to the Government's objective of creating sustainable communities is the need to provide opportunities for local people to actively participate in decisions that affect their local area.
- 1.2. The Planning and Compulsory Purchase Act 2004 requires all Local Planning Authorities (LPAs) to prepare a Statement of Community Involvement (SCI). The SCI must set out the LPA's policy for involving the community in the preparation and revision of all Local Development Documents, and in development control decisions within its local area.
- 1.3. This document details the way in which Wiltshire County Council propose to ensure that the most appropriate methods of public engagement are applied when considering issues relating to its statutory planning functions. This includes the preparation of Minerals and Waste Local Development Documents (replacing local plans) and the determination of planning applications for minerals, waste and the County Council's own service developments. The SCI covers the administrative area of the County of Wiltshire. The four District Councils of Wiltshire and Swindon Borough Council have prepared their own SCIs.
- 1.4. The SCI sets the standards that the County Council will employ to meet legal requirements. It also details our overall vision for wider community involvement, and considers how consultation exercises undertaken in respect of statutory planning functions can link with other community engagement initiatives, in particular the Community Strategy and during the preparation of the Local Transport Plan and Municipal Waste Management Strategy.
- 1.5. The County Council seeks to achieve best practice in all of its consultation and engagement activity. '**Wiltshire's Voices**', the County Council's Corporate Consultation Strategy, aims to achieve two things: -
 - To provide the strategic context for consultation; and
 - To be of practical assistance to staff who engage in consultation or who commission consultation on behalf of the Council.
- 1.6. A set of consultation protocols is included as appendices to this strategy that includes a specific Consultation Protocol for schemes advanced through the Local Transport Plan. The adopted SCI will be included as an Annex to the Corporate Consultation Strategy.
- 1.7. The County Council has also signed up to a partnership board called the Wiltshire COMPACT. Adopted within the COMPACT is Code of Practice for Communication and Consultation. The SCI seeks to comply with these principles within the statutory planning framework.
- 1.8. **Figure 1** seeks to illustrate the inter-relationships between the SCI and some of the other community engagement initiatives and consultation strategies the County Council are involved with.

Figure 1: Community engagement initiatives



- 1.9. In preparing the SCI, Planning Officers liaised with representatives from the transport, community planning and waste management teams to evaluate what is currently done by way of consultation and engagement and identify potential linkages between different community involvement initiatives. The SCI has been prepared in accordance with **'Wiltshire's Voices'** the County Council's Consultation Strategy and it seeks to meet, and exceed wherever possible, the principles of the Wiltshire COMPACT¹.
- 1.10. The SCI forms part of the County's Minerals and Waste Development Framework (M&WDF). Whilst it does not constitute a Development Plan Document (DPD), each Local Development Document (LDD) prepared by the County Council will have to be accompanied by a statement detailing compliance with the adopted SCI. Explanations of the acronyms and other key terms used in planning are provided in a glossary attached at **Appendix 1**.

¹ The Wiltshire Compact is a partnership between statutory agencies and membership organisations from the voluntary and community sector. It sets out a number of principles within which the members of the COMPACT agree to work.

2. **Methodology for Preparing the Statement of Community Involvement (SCI)**

- 2.1. Building on previous consultation experience, a methodology for the SCI preparation process was developed. This is set out in **Figure 2**.

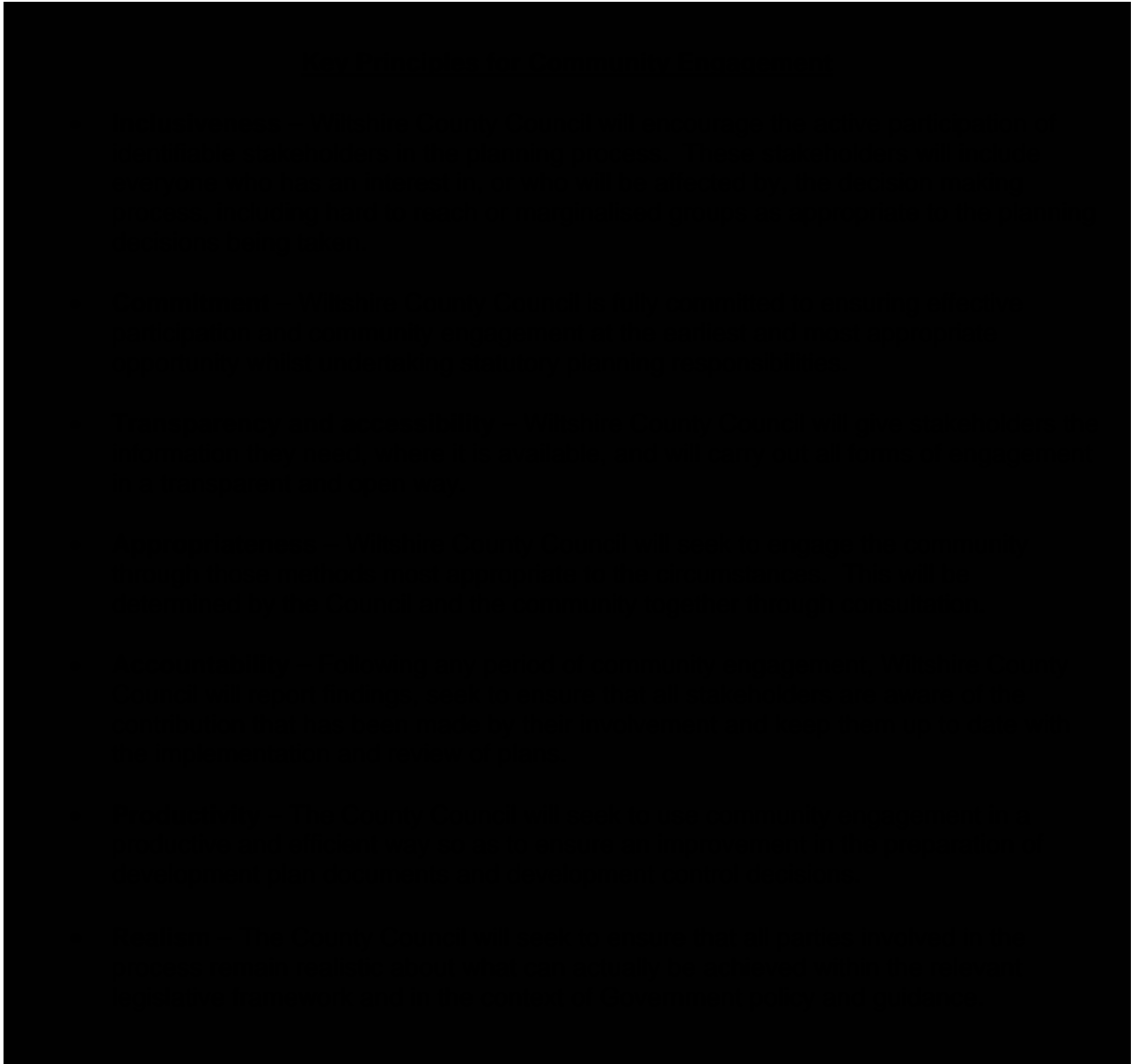
Figure 2: Methodology

- **Establish a baseline structure** – evaluate relevant legislation and identify all sections of the community including hard to reach groups that should be engaged in the planning process;
- **Consider different methods of engagement** – evaluate different methods of engagement and determine which are most appropriate to use at various stages of the planning process;
- **Determine priorities and principles for future engagement** – whatever methods of engagement are used, establishing a set of priorities and principles will ensure that engagement is effective. Principles may include: inclusiveness, transparency, accessibility, commitment, appropriateness, accountability and productivity;
- **Identify links with other WCC community involvement initiatives** – review statutory responsibilities that involve community engagement and identify any potential overlaps or common themes. This is likely to require discussion with all local planning teams, including the local transport team, development control officers and representatives from community planning;
- **Consultation** - consult the community and other ‘stakeholders’ to generate interest and agree consensus on future methods of engagement;
- **Assess resources** – the LPA and the community, must be realistic regarding what can be achieved considering the time and resources available; and
- **Establish a monitoring and reporting back procedure** – determine and publish appropriate standards for acknowledging responses, monitoring the effectiveness of engagement and reporting results back to the community. The LPA must also demonstrate how the results of any community engagement have been taken into consideration in the decision making process.

3. **Key Principles for Community Engagement**

- 3.1. Wiltshire County Council is committed to identifying new ways of involving the community more effectively in the planning system at a local level and seeks to ensure that all people with an interest in planning at the county level understand how they can contribute to and affect the outcomes of the statutory decision making process.
- 3.2. Methods of engagement with the community will vary depending on the scale of the issue under consideration and the stage of the planning process that has been reached. For example, a range of consultation and engagement methods will need to be implemented during the preparation of the different types of Local Development Document (LDD) that the County Council intends to produce.
- 3.3. Therefore the County Council will consider a variety of methods including traditional consultation approaches, public exhibitions, workshops and forum meetings, as well as more innovative measures such as the use of information technology and moderated on-line forums. If appropriate, and following liaison with relevant communities, the County Council may employ a combination of these methods to ensure effective participation.
- 3.4. Community involvement and the work of the County Council's Planning and Development Group, Waste Services Group and Transportation and Development Group will be carried out in accordance with a number of key principles as set out in **Figure 3**.

Figure 3: Key Principles for Community Engagement



4. Wiltshire County Council's Vision for Community Engagement

4.1. Wiltshire County Council's Vision for Community Engagement seeks to affirm the important role that communities can play in furthering the aims of sustainable development at the County level through effective engagement and consultation activity.

4.2. Our Vision is:-

TO INVOLVE THE COMMUNITY OF WILTSHIRE IN PLANNING FOR SUSTAINABLE DEVELOPMENT

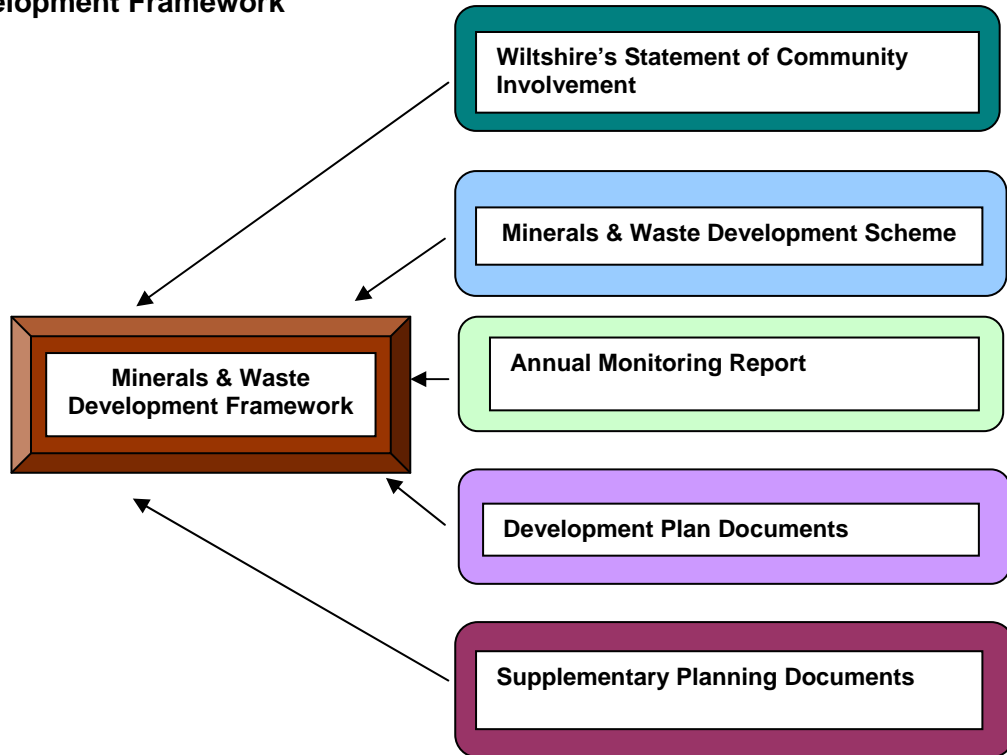
5. **Community Strategy**



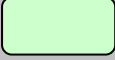


- 5.1. The Local Government Act (2000) places a duty on Local Authorities to promote the social, economic and environmental wellbeing of the area they serve and requires mechanisms for delivery including the establishment of Local Strategic Partnerships (LSPs) and the development and publication of 'Community Strategies'.
- 5.2. The Government wants to see closer integration between community strategies and the new system of spatial land use plans. There is potential for greater alignment between these local planning documents and for greater streamlining of the public consultation involvement processes associated with them. Through this process, spatial land use planning will need to embrace the aims and objectives of the community strategy and sustainable development.
- 5.3. The County Council is committed to identifying relevant land-use related elements of the Community Strategy which are deliverable through other mechanisms, for example the Minerals and Waste Development Framework. This will ensure that all activities are carried out in accordance with the Strategy's objectives of better access to services, good governance and community involvement.
- 5.4. Many other partnerships exist within Wiltshire at county, district, community area, town, village and neighbourhood level. Within Wiltshire twenty 'community areas' have been identified and within each a community partnership has been formed. Each is responsible for identifying local needs through consultation and for preparing a local strategy and action plan to address the economic, social and environmental wellbeing of the area and its community.
- 5.5. The County Council will seek to work with these partnerships wherever opportunities exist, to bring planning to a wider audience. Future community engagement initiatives will be undertaken in close liaison with the Community Planning team to ensure that consultation and participation exercises are carried out in the most efficient manner. Such an approach will also allow for the co-ordination of community involvement activities where this is beneficial and achievable.
- 5.6. Further information on the Wiltshire Strategic Board or the Strategy for Wiltshire is available by contacting the Corporate and Library Services on telephone number 01225 713000, or via e-mail customercare@wiltshire.gov.uk

6. **Preparation of Minerals and Waste Development Plan Documents**

- 6.1. As a County Planning Authority, Wiltshire County Council has a duty to prepare forward plans for minerals and waste development. Traditionally this work has been carried out with Swindon Borough Council and has led in recent years to the adoption of jointly prepared minerals and waste local plans. Under the new legislative planning arrangements the County Council intends to continue working with the Borough Council to replace these old style plans with a suite of Local Development Documents (LDDs) that will constitute the new **Minerals and Waste Development Framework**.

Figure 4: Indicative Illustration of the Wiltshire and Swindon Minerals and Waste Development Framework



| DOCUMENTS FORMING THE WILTSHIRE AND SWINDON MINERALS & WASTE DEVELOPMENT FRAMEWORK | |
|---|--|
|  | A policy document covering community involvement in planning at the County level |
|  | A project plan for preparing documents to go into the Framework |
|  | A report that monitors progress on preparing the Framework and Output Indicators |
|  | DPDs (e.g. the Minerals / Waste Core Strategies or Site Allocations Documents) |
|  | Optional LDDs (e.g. Supplementary Planning Documents) |

6.2. As Figure 4 describes, the Local Development Documents (LDDs) that will form the County Council's Minerals and Waste Development Framework fall into one of two categories:

- **Development Plan Documents (DPDs)** – that are subjected to independent examination and have the weight of '*development plan*' status; and
- **Supplementary Planning Documents (SPDs)** – which are not subjected to independent examination and do not have 'development plan' status.

*[An explanation of these terms can be found in the Glossary at **Appendix 1**]*

6.3. During the preparation and review of all Minerals and Waste LDDs, Wiltshire County Council will seek to:

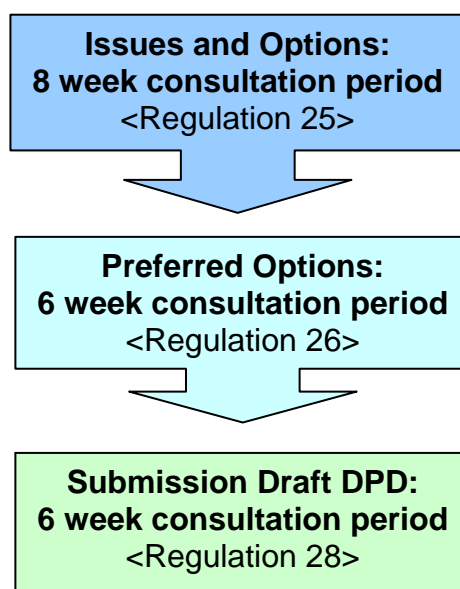
- **Identify all sections of the community, especially under-represented groups, who may have an interest in this work.**
- 6.4. This process will be kept under continuous development and review. During the preparation of the SCI a number of key organisations with an interest in planning matters at county level have already been identified by the County Council. These groups and organisations are set out in **Appendix 2**.
- 6.5. It is anticipated that not all of these organisations will want to be involved in every stage of the plan making process. Effective consultation involves tailoring engagement methods to make them accessible and appropriate to the needs of the wider community, interest groups or individuals. Wherever practicable, Officers will aim to utilise existing partnerships and networks to engage the right people at the right time to ensure that community involvement is viewed as relevant and of value.
- 6.6. As the preparation of LDDs unfolds it is inevitable that additional sections of the community (e.g. local action groups) will be identified as expressing an interest in a particular subject / policy area or who may be affected by site specific proposals and they will be added to consultation databases² and kept informed accordingly.
- 6.7. It will also be appropriate to maintain effective communication with the County Council's Community Planning team who have access to the wider community. As a result, Wiltshire County Council will seek to:
- **Identify appropriate methods for community engagement during early stages of preparation.**
- 6.8. **Appendix 3** sets out how the County Council proposes to engage stakeholders in the planning process. These processes are likely to include:-
- the continuation and development of the existing waste planning forum and the minerals planning forum which provide an opportunity to involve a wide range of stakeholder interests in the review and formulation of planning policy and proposals as well to disseminate information to a larger group of people; and
 - the establishment of a Community Involvement Programme. This will involve the distribution of information to the wider community through the use of the local media, community information points, libraries, community area groups, the internet, public meetings (as required), and local exhibitions, Parish Plans (where applicable) as well as through the statutory processes of depositing and advertising of public consultation documents.
- 6.9. The County Council will seek to ensure that the participants in all engagement activity represent the needs and broader interests of the wider community. It is important that all forms of engagement avoid dominance of unrepresentative vocal groups to ensure as wide a reflection of the community's views as possible.
- 6.10. To ensure that stakeholders and the wider community know who to contact, the County Council will seek to:
- **Make available officer contact details, including telephone number, postal address and e-mail address on all documentation and exhibition material.**

² The County Council has a duty to protect personal information and will only process personal data in accordance with the Data Protection Act 1998 and any amendments to that Act.

6.11. The process of preparing, appraising and reviewing LDDs requires continuous and effective community participation. To ensure that the various stages of Development Plan Document (DPD) preparation and review afford sufficient consultation and engagement opportunities, the County Council will:

- **In collaboration with the waste or minerals planning forums, produce and publish 'Issues and Options' reports for an 8 week period of consultation (to accord with the consultation requirements of Regulation 25³) in accordance with Wiltshire COMPACT that provide stakeholders and the wider community with a genuine choice of options to consider.**
- **Consult widely on 'Preferred Options' at the pre-submission stage of DPD preparation for a statutory period of six weeks (Regulation 26).**
- **Use the outcomes from pre-submission consultation to assist in the preparation of 'Submission Draft' DPDs and consult for a further period of six weeks (Regulation 28).**

Figure 5 - Stages of consultation in the preparation of Development Plan Documents



6.12. All representations received during each period of consultation will be formally acknowledged. Each acknowledgement letter will include a summary of the comments received (objections or supporting statements). This will ensure any inaccuracies or misunderstandings are corrected. The Council will seek to link community involvement initiatives on different documents where this would be appropriate, for example, where a Supplementary Planning Document (SPD) and a Development Plan Document (DPD) are prepared in parallel because the detail set out in the former is fundamental to the early delivery of policies in the latter.

6.13. The final stages of DPD preparation involve independent examination, the purpose of which is to consider if the DPD is sound; paragraph 4.24 of Planning Policy Statement 12 (PPS12): Local Development Frameworks explains the tests of soundness upon which the examination will be based. When these stages are reached the County Council will:

³ The Town and Country Planning (Local Development) (England) Regulations 2004

- **Publish a statutory notice in the local press and invite representations within a six week period of consultation.**
- 6.14. Copies of each DPD will be submitted to the Secretary of State and the Planning Inspectorate along with the revised Sustainability Appraisal Report (incorporating the SEA Environmental Report) of the submitted policies and proposals and a statement of pre-submission consultation. A copy of the SCI (and the DPD's accompanying 'statement of compliance' with the principles of the SCI) and, where produced, any technical supporting documents will also be submitted and made available in *hard copy* as well as on disk and on the County Council's website. Copies of the submitted DPD will also be made available at County Hall, offices of the District Councils, Parish / Town Council offices and all libraries. A statutory six week period will be allowed for representations and all representations received will be formally acknowledged in writing and accompanied by a summary of the objection or supporting statement received.
- 6.15. Wiltshire County Council are responsible for making arrangements for the examination of the submitted DPD in accordance with the timetable set out in the Minerals and Waste Development Scheme (M&WDS), and as prescribed by Government guidance. Accordingly the County Council will:
- **Make appropriate arrangements for Public Examination of the Development Plan Document.**
- 6.16. These arrangements will include organising a suitable venue and appointing a Programme Officer to administer the examination and assist the Inspector.
- **Provide a minimum of six weeks notice of the date the examination is due to commence.**
- 6.17. The County Council will provide everyone who has made representations to the submission DPD with details, in writing or via e-mail, of the time and venue for the examination and who will be conducting the examination.
- 6.18. These details will also be advertised in the local press, on the County Council's own website and appropriate community area websites, and at other information points.
- 6.19. Upon receipt of the Inspector's report, which will be binding, the County Council will make the report available at statutory deposit points and on its web-site. These actions will also be publicised widely in accordance with statutory procedures. The County Council will also:
- **Inform everyone who has commented on the Plan that the Inspector's report has been published and the report will be made available on the County Council website: www.wiltshire.gov.uk.**
 - **Notify everyone who has made representations of the formal adoption of the DPD and place statutory notices in the local press and on the County Council's website.**
 - **Ensure the continuing involvement of Members through informal discussions, Member workshops and reports to Committee and the Joint Strategic Planning Working Party, (or any future body with the purpose of overseeing joint work on LDDs with Swindon Borough Council) the constitution of which has been amended to allow it to receive reports directly from Local Plan Forums.**

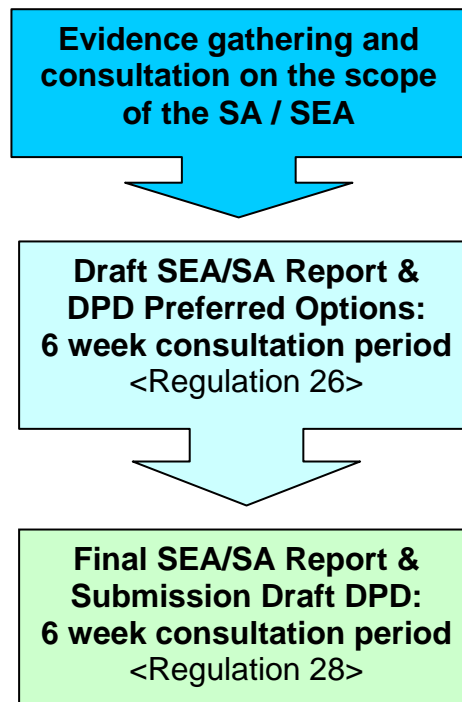
7. **Sustainability Appraisal (incorporating Strategic Environmental Assessment) of Local Development Documents**

- 7.1. When preparing Local Development Plan Documents (DPDs and SPDs), the County Council (and all Local Planning Authorities) must conduct an environmental assessment (in accordance with the requirements of the Strategic Environmental Assessment Directive⁴) and a Sustainability Appraisal⁵ (SA) to support every stage of plan making. Although these techniques are distinct, the Government considers that it is possible to satisfy both through a combined appraisal process.
- 7.2. To ensure that legislative requirements are met, the County Council will consult on the scope of the appraisals to be undertaken and publish Sustainability Appraisal reports that incorporate Environmental Reports (as required by the SEA Directive) at both the pre-submission and submission stages of DPD preparation. This will allow full and appropriate consideration to be given to the potential environmental, social and economic impacts of policies and proposals. To ensure the appraisal process embraces community involvement the County Council will:
- **Prior to the publication of Issues and Options, consult with wider statutory bodies and the wider community (as appropriate) to consider the background, content, detail, methodology and monitoring required to undertake a Sustainability Appraisal (incorporating Strategic Environmental Assessment) for each DPD.**
 - **Produce, publish and consult on the draft Sustainability Appraisal / Strategic Environmental Assessment at the Preferred Options pre-submission stage (Regulation 26) of DPD preparation.**
 - **Produce, publish and consult on the final SA / SEA report at the submission draft stage (Regulation 28).**

⁴ European Directive 2001/42/EC (“the Strategic Environmental Assessment (SEA) Directive”) requires a robust appraisal to be undertaken throughout the preparation of certain plans and programmes that are considered likely to have significant environmental effect.

⁵ Sustainability Appraisal (SA) is a technique used to objectively consider the environmental, social and economic effects of a plan as it is prepared. The scope of SA is therefore wider than that used for Strategic Environmental Assessment.

Figure 6 - Stages of consultation in the preparation of the Sustainability Appraisal / Strategic Environmental Assessment of Development Plan Documents



8. **Annual Monitoring Reports**

8.1. The process of LDD preparation, appraisal and review is underpinned by the principle of 'plan, monitor and manage'. Under the new planning arrangements the County Council is required to produce an Annual Monitoring Report (AMR). This document will review the progress made towards LDD preparation against the targets set out in the Minerals and Waste Development Scheme (M&WDS) and detail the results of monitoring systems adopted to assess the effectiveness of LDD policies and initiatives. To ensure that stakeholders and the wider community have access to the AMR the County Council will:

- **Prepare and publish an Annual Monitoring Report (AMR), a copy of which will also be placed on the County Council's web-site and consultees notified.**

9. **Supplementary Planning Documents**

9.1. The County Council and its plan making partner, Swindon Borough Council, can also produce Supplementary Planning Documents (SPDs) to support policy if this is considered appropriate. If produced, SPDs will form part of the M&WDF but will not be subject to public examination. They must be prepared in a clear and open manner, conform to the SCI and the principles of Sustainability Appraisal and Strategic Environmental Assessment and will fulfill a similar role to the out-going system of Supplementary Planning Guidance (SPG).

9.2. The County and Borough Councils have prepared SPG in support of two policies in the Adopted Waste Local Plan, to encourage waste audits of development sites and provision of facilities to support recycling and composting. At present, the County and Borough Councils expect to re-publish this guidance in the form of an SPD when

appropriate Waste Development Documents are prepared. No other SPDs are proposed currently. However, should SPDs be considered in the future the County Council will build the timescale for their preparation into reviews of the Minerals and Waste Development Scheme.

- 9.3. In terms of preparing SPDs the County Council will:
- **Use the Minerals or Waste Forum (as appropriate) to discuss the scope, content and early versions of the SPD.**
 - **Carry out a Sustainability Appraisal (incorporating the requirements of Strategic Environmental Assessment) during the preparation of the SPD and publish the findings.**
 - **Publish a draft SPD for a six week period of public consultation; and publish a statement of representations received and the LPAs' response.**
 - **Publish a statement of conformity with the SCI when the SPD is adopted.**

10. **Development Control**

- 10.1. The County Council, as the county planning authority, is responsible for development control functions within its area in respect of 'county matters'. County matters are defined in planning legislation and include the winning and working of minerals and all waste developments, these being any development designed to be used mainly for the purpose of treating, storing, processing or disposing of refuse or waste materials.
- 10.2. The Council, as a local authority, must also obtain planning permission for any development it proposes to carry out, such as school buildings and the construction of roads.
- 10.3. Planning applications to carry out developments in respect of minerals, waste management or County Council development are required to be submitted to and determined by the Council.
- 10.4. By their very nature such applications can be considered to be major and significant. In some circumstances, even minor applications for extensions to schools or their facilities and the provision of temporary classrooms can be considered to be of major importance.
- 10.5. Consequently, rather than adopt different policies for each different type of application the Council has adopted one policy that it will apply in all cases.
- 10.6. The following sections set out the principles for community involvement in planning applications that will be implemented by the Council.

Pre-application discussions

- 10.7. The Council recommends that developers, both from the minerals and waste industry as well as the Council's own Education Department and Property and Highways sections to enter into early discussions with the planning authority about their proposals before formally submitting an application for planning permission.

- 10.8. The focus of such dialogue is to provide guidance on the information that will be required for proper consideration of the application and the key issues and policies that the applicant's proposals should take account of.
- 10.9. However, it is at this stage that the local community can engage in the process of identifying issues and debating options. Such front loading of involvement gives the local community opportunity to participate in the formulation of a developer's proposal before a planning application is submitted.
- 10.10. Therefore, the Council will actively encourage developers to undertake early community consultation on significant applications. In addition to any mechanism contained in the new standard planning application forms, the Council will produce and publish guidance to define significant applications, but such applications will generally relate to new mineral workings, new waste management installations, major road schemes and new educational or community facilities. This guidance will also set out the type and level of consultation/ involvement that the Council will expect to be undertaken.

Consultation and publicity on receipt of a planning application

- 10.11. The Council is required to consult the local community and many other public bodies as part of the process for determining applications for planning permission.
- 10.12. The bodies and organisations that the Council is required to consult are set out in planning legislation and regulations. At the local level the Council must always consult the District Council and Parish Council within whose administrative area the application site is located. The Council will also consult with local civic and amenity societies, Community Area Partnerships and residents' associations where appropriate.
- 10.13. The Council is also required to give publicity and notification of applications made to it for planning permission.
- 10.14. There are three basic methods of publicity which are used in various combinations for different types of application. Each method is applicable for differing time periods. Because this can be confusing, the Council will exceed the minimum legal requirements by employing all three methods to publicise applications and setting a clear time period for consultations to take place.
- 10.15. The Council intend to adopt a standard 21-day notification and consultation period for all types of publicity⁶.
- 10.16. The Council will: -
- **advertise the application in the form of an advertisement in a local newspaper circulating in the locality;**
 - **display site notices on or near the site in positions visible to anyone passing by. On large sites, bounded by several roads and footpaths, or with several frontages, more than one site notice will be displayed; and**

⁶ Statutory consultees have 28 days in which to comment on a planning application potentially affecting a SSSI or in a SSSI consultation area. This is in accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

- **undertake neighbour notification to owners/occupiers of adjoining properties by post.**

10.17. However, the Council would accept that for certain large scale applications, and in particular those proposals that fall within the ambit of the Environmental Impact Assessment Regulations 1999, a 21 day period for consultation *may* not be sufficiently long for some consultees to submit a substantive response. If such circumstances can be demonstrated by individual consultees, the County Council will offer a 'case by case' assessment of applications to assess whether a limited time extension can be offered to consultees for submission of a substantive response.

10.18. The key determinant for offering a limited extension of time to submit comments will be the amount and quality of pre-application consultation undertaken by an applicant. Clearly, in cases where little or no pre-application work has been undertaken the Council *may* decide to extend the period for consultation and submission of comments. The Council is committed to publishing a 'development control charter' which will set out in more detail the circumstances under which consultation periods will be extended.

10.19. The County Council's development control charter will set out the Council's approach to consultation and publicity of planning applications. This will include criteria for:

- determining on a 'case by case' basis the merits for providing additional time to consultees for submitting comments on large scale applications (particularly those accompanied by an Environmental Statement); and
- determining when further publicity will be given to amendments made to planning applications after their original submission

10.20. In addition, and as part of the improvements being made to the Council's website, applications will be publicised by way of an online advertisement. The Council will also utilise community web pages where appropriate.

10.21. When considered appropriate the Council will issue press releases through its communications team to local media to ensure a wider audience is made aware of proposed developments.

10.22. When publicising an application the Council will provide details of where the application documents can be viewed. It will be made clear that comments about the application can be made to the Council, the date by when any such comments have to be made and by what methods those comments can be submitted.

Availability of application documents

10.23. If communities are to engage and participate in the planning application process effectively then access to information is vital.

10.24. The Council will therefore make planning application documents available for inspection at its County Hall offices, at the offices of the local District Council, at the local library and at local Parish / Town Council offices (where requested). Hard copies of applications will also be made available as well as on disk (where requested; and provided the application details are submitted in an appropriate format).

10.25. In addition, and as part of the improvements being made to the Council's website, details of planning applications including plans, drawings and supporting information will be available for online viewing.

10.26. The Council will also make available through its website copies of the plans and policies that any application for planning permission is judged against.

Involving the community in the decision making process

10.27. When the Council publicises and notifies that an application for planning permission has been made, it will make clear that comments in respect of the proposals can be submitted.

10.28. The Council will also prepare and publish guidance to help local communities to comment on planning applications, to advise on what remarks can be taken into account and those that cannot, how decisions are made by the Council (either by Regulatory Committee or under Scheme of Delegation) and to explain how their comments will be dealt with.

10.29. Such guidance will be made available in leaflet form and will be sent out with neighbour notification letters. Leaflets will also be placed at those locations where the application documents are available for inspection and made available on the Council's website.

10.30. All letters that the Council receives in respect of a planning application will be acknowledged.

10.31. If a planning application is to be determined by the Council's Regulatory Committee, the Council will notify by letter all those persons who submitted comments about the application.

10.32. The letter will advise the date, time and location of the Committee meeting and whether the planning officer is recommending that permission be granted or refused. The Council welcomes public speaking at meetings of its Regulatory Committee. The opportunity to register to speak at the Committee meeting will therefore be offered. A leaflet outlining procedures at Committee, including arrangements for how members of the community can present their case will be sent out with the notification letter. Details of the procedures involved in registering to speak at Committee meetings are set out in **Appendix 4**.

10.33. Committee agendas will be made public a minimum of five working days prior to the Committee meeting. Copies of the agenda will be made available on the Council's website, at all libraries in Wiltshire and on request from the Democratic and Member Services Department.

10.34. If a planning application is to be determined under the Council's Scheme of Delegation, the Council will notify by letter all those individuals who submitted comments about the application why this is the case.

10.35. All delegated decisions are based on a written report and the Council will make this available for public inspection. A list of decisions taken under delegated powers will be included in Committee agendas and posted on the Council's website.

10.36. A copy of the Council's Scheme of Delegation to Officer Arrangements, setting out the categories of application which are to be delegated and the procedure for how these decisions are to be taken will be made available for inspection at the Council's County Hall offices and on its website.

Notification of a decision

- 10.37. Once a decision has been made on a planning application, either by the Regulatory Committee or under delegated officer arrangements, the Council will notify by letter all those persons who submitted comments about the application of the Council's decision.
- 10.38. A brief summary of the reasons for either granting or refusing planning permission will be given which will also state where full copies of the Council's decision can be viewed.
- 10.39. All decision notices will be made available for inspection, both at the Council's County Hall offices and on its website. If a planning permission is subject to a legal agreement between the Council and the developer then the agreement will also be made available.
- 10.40. The Council will send the Parish / Town Council a full copy of the decision notice.
- 10.41. Minutes of the Committee meeting that considered the planning application will be made available on request and also lodged on the Council's website.
- 10.42. Where an application was determined under delegated powers, a copy of the planning officer's report will be made available on request.

Appeals

- 10.43. Where an applicant exercises the right of appeal to the Secretary of State because the Council has either refused an application or granted permission subject to conditions or has not determined it within the specified time period, the Council will notify, in writing, all those it originally wrote to or who submitted comments to the Council about the application, of the appeal.
- 10.44. The Council will undertake additional publicity of the manner in which the appeal is to be heard as prescribed by the relevant legislation.

If planning permission is granted

- 10.45. Though regarded as temporary uses of land, mineral extraction and waste management developments can last for many years. In some cases it can take decades to work out and restore a quarry, during which time the site will become part of the local community.
- 10.46. The Council will therefore encourage mineral and waste site operators to form liaison groups. Such groups facilitate regular liaison meetings between the site operator, the Council and the local community, providing a forum in which representatives of the local community can be kept abreast of operations by the site operator and to raise with the operator any issues or concerns the community has.
- 10.47. To reinforce its support for local liaison groups where they already exist and to facilitate the setting up of new groups, the Council will adopt and publish a protocol for the setting up and running of local liaison groups. This will be distributed to all operators of minerals and waste sites.
- 10.48. The Council will also maintain its involvement of local communities by producing annual site monitoring reports.

11. **Creating a Link Between the Statement of Community Involvement and Consultation and Community Engagement Initiatives Associated with Other County Council Plans and Programmes**

- 11.1. The County Council is committed to ensuring that community consultation and engagement activity on plans and programmes is undertaken in a consistent and transparent manner. In supplementing the County Council's Corporate Consultation Strategy (Wiltshire's Voices), the SCI provides a real opportunity to consolidate best practice in terms of community engagement and consultation on LDDs with a range of other plans and programmes. Therefore, in undertaking activities associated with the preparation of the County Council's Local Transport Plan and Municipal Waste Management Strategy, including consultation, community involvement, workshops etc, officers will seek to implement the objectives of this SCI.

Preparing the Local Transport Plans (LTP)

- 11.2. The Government believes that integration between transport and land use planning policies is important in helping deliver more sustainable patterns of development and travel. In July 1998, the Government published its White Paper on transport entitled 'A New Deal on Transport, Better for Everyone' which introduced a requirement for transport authorities to produce a Local Transport Plan (LTP). A LTP must identify strategies for the development of sustainable and integrated transport systems across the transport authority area, as well as constitute a bid for capital funding to promote those strategies for a five-year period. The Government requires local authorities to involve the community in the preparation of LTPs and the development of transport policies and strategies that they contain.
- 11.3. The LTP preparation process is different to that employed for LDDs. However, the County Council is fully committed to ensuring that the preparation of the County's LTP will continue to involve comprehensive and widespread consultation with the community and will include the principles set out in this SCI.

Preparing the Municipal Waste Management Strategy (MWMS)

- 11.4. The County Council, as Waste Disposal Authority (WDA) is required to produce a Municipal Waste Management Strategy (MWMS). It is recognised that there may be scope for combining work on the MWMS with work undertaken on the preparation of the Minerals and Waste Local Development Documents (M&WLDDs) and other community engagement activities. For example, there may be opportunities for liaison whilst undertaking Sustainability Appraisals (incorporating Strategic Environmental Assessments) of the M&WLDDs and the Local Transport Plan, and to utilise existing methods of consultation and community involvement such as the Waste Local Plan Forum. The County Council is committed to investigating this potential and combining activities wherever possible, and the preparation of the MWMS will be undertaken in accordance with the principles set out in the SCI.

12. **Resources**

- 12.1. All LDDs will be prepared in accordance with the Minerals and Waste Development Scheme. In this respect implementation of the SCI will be undertaken jointly by staff from the respective Minerals and Waste Policy Teams and independent facilitators where appropriate. Assistance will also be sought from staff within the Community Planning Team, Corporate and Library Services Department.
- 12.2. Implementation of the SCI, for the purposes of Development Control, will be undertaken by case officers with assistance from the Committee Co-ordination Team in

the Environmental Services Department and the Democratic and Member Services Team, Corporate and Library Services Department. Assistance will also be sought from the Community Planning Team where appropriate.

- 12.3. The County Council is committed to ensuring that community engagement in planning processes is fully resourced. Financial provision will continue to be identified within the both short term budgets and the County Council's longer term financial plans. To further assist the process of managing community engagement and consultation activity on plans, programmes and planning applications the County Council has invested in technology to improve the delivery of its planning services through the use of the internet.

13. **Review and Improvement**

- 13.1. Existing forums, networks and partnerships will continue to be used to improve the community engagement process and avoid consultation overload. However, the County Council realise that community engagement should evolve and develop as circumstances change. The SCI will be subject to regular review utilising the principles of '*plan, monitor and manage*'. The primary responsibility for the review process will lie with the Local Plans and Development Control Planning Team. However, the review will be undertaken in consultation with Community Planning and Local Transport Planning colleagues, stakeholders and the wider community. The process of review will use established consultation methods, for example, community planning review groups and postal questionnaires, and other methods as appropriate. The County Council is also committed to ensuring that the process of preparing and refining the Annual Monitoring Report will also contribute towards monitoring the effectiveness of community involvement and consultation activity. Any changes to the SCI that are deemed necessary as a result of the Annual Monitoring Report will be reflected in the production and submission of a revised Minerals and Waste Development Scheme (MWDS).
- 13.2. As the success of community involvement techniques is monitored, results will be fed into the preparation of DPDs and development control decisions.

14. **Summarising the Statement of Community Involvement**

- 14.1. A document summarising the key objectives of the Statement of Community Involvement has been published and can be obtained by contacting the Minerals Policy team on 01225 757598.

GLOSSARY OF TERMS

Area Action Plan (AAP)

A Development Plan Document that seeks to plan a distinct area identified as likely to experience 'significant change' as a result of development pressure. If the County Council determines the need to produce an AAP it will ensure reference is made within revisions to the Minerals and Waste Development Scheme.

Annual Monitoring Report (AMR)

A report that principally describes how a Local Planning Authority is performing in terms of meeting the targets and aspirations for Local Development Document preparation as set out in its three year project plan (the Local Development Scheme). If, as a result of monitoring performance, the Authority's Scheme requires modification, the AMR will be used to justify why targets have not been met within the monitoring year.

Best Practicable Environmental Option (BPEO)

The BPEO is the outcome of a systematic and consultative decision-making procedure which emphasises the protection and conservation of the environment across air, land and water. The BPEO procedure establishes, for a given set of objectives, the option that provides the most benefit or the least damage to the environment as a whole, at acceptable cost, in the long term as well as in the short term.

Community Strategy

The Local Government Act 2000 requires local authorities to prepare a community strategy. "A County Fit for our Children A Strategy for Wiltshire 2004-2014" was produced by the Wiltshire Strategic Board in October 2003. It sets out the broad vision for the future of the County and proposals for delivering that vision.

Core Strategy Development Plan Document

This will be one of the most important Development Plan Documents to be produced. The County Council intends to produce both minerals and waste Core Strategies to define the long term strategic vision and policies for minerals and waste development in the plan area (Wiltshire and the Borough of Swindon).

Development Plan Documents (DPD)

DPDs are spatial planning documents that are subject to independent examination. They will have 'development plan' status (please see the explanation of 'the development plan' below).

Government Office for the South West (GOSW)

The Government's regional office. Local Planning Authorities will use this office as a first point of contact for discussing the scope and content of Local Development Documents and procedural matters.

Local Development Framework (LDF)

The LDF comprises a portfolio of local development documents that will provide the framework for delivering the spatial planning strategy for the area. District and Unitary Authorities will prepare LDF's for their area.

Local Development Document (LDD)

A LDD will form part of the Local Development Framework and can either be a Development Plan Document (DPD) or a Supplementary Planning Document (SPD). Wiltshire County Council is responsible for producing a **Minerals and Waste Development Framework** containing Minerals and Waste Local Development Documents.

Local Development Scheme (LDS)

The LDS sets out a three year programme for the preparation of LDDs. As a County Planning Authority, Wiltshire County Council has prepared a Minerals and Waste Development Scheme, setting out a timetable for preparation of Minerals Development Documents and Waste Development Documents. Schemes must be submitted to the Secretary of State for approval and monitored annually through the AMR system.

Local Strategic Partnership (LSP)

Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing the Community Strategy.

Minerals and Waste Development Scheme (M&WDS)

Essentially the same as the Local Development Schemes produced by the District and Unitary Authorities this three year project plan sets out the preparation milestones of the Minerals and Waste Development Framework. Again, the procedures for approving monitoring and reviewing the M&WDS involves dialogue with the Secretary of State

Office of the Deputy Prime Minister (ODPM)

The Government department responsible for planning and local government.

Parish Plans

These plans set out the social, economic and environmental qualities and needs of parishes and are focused on actions designed to help shape and influence their future.

Planning Aid

A voluntary service offering independent professional advice and help on planning matters which aims to give people the confidence to help themselves in a planning context and to become involved in wider planning issues.

Planning Inspectorate (PINS)

The Government agency responsible for scheduling independent examinations. The planning Inspectors who sit on independent examinations are employed by PINS.

Proposals Map

A separate Local Development Document which illustrates on an Ordnance Survey base map all the policies and proposals contained in Minerals and Waste Development Plan Documents and 'saved policies' (where applicable). It must be revised each time a new Development Plan Document is approved for adoption.

Regional Planning Guidance (RPG)

Produced by the Government Office for the South West (GOSW) on behalf of the Secretary of State. Until it is replaced by the new Regional Spatial Strategy (RSS) it provides a regional strategy within which Local Plans, Local Development Documents and the Local Transport Plan should be prepared.

Regional Spatial Strategy (RSS)

This document is being prepared by the South West Regional Assembly and will replace the Regional Planning Guidance for the South West. It will have statutory development plan status.

Saved Plan & Saved Policies

Under the Planning and Compulsory Purchase Act 2004 the Wiltshire and Swindon Minerals and Waste Local Plans have been 'saved' for a period of three years (either from the date of adoption or September 2004 as appropriate).

Stakeholder

Anyone who is interested in, or may be affected by the planning proposals that are being considered.

Strategic Environmental Assessment (SEA)

Local Planning Authorities must comply with European Union Directive 2001/42/EC which requires a high level, strategic assessment of local development documents (DPDs and, where appropriate SPDs) and other programmes (e.g. the Local Transport Plan and the Municipal Waste Management Strategy) that are likely to have significant effects on the environment.

Substantive Response

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2005 (Statutory Instrument 2005 No. 2087) brought into effect the requirements of Section 54 of the Planning and Compulsory Purchase Act 2004 relating to the duty on statutory consultees to respond to planning applications within a 21 day period⁷. A 'substantive response' is defined as one which: -

- a) states that the consultee has no comment to make;
- b) states that, on the basis of the information available, the consultee is content with the development proposed;
- c) refers the consultor to current standing advice by the consultee on the subject of the consultation; or
- d) provides advice to the consultor.

Supplementary Planning Document (SPD)

Whilst not having 'development plan' status, SPDs can form an important part of the local development framework of an area. They can be used to expand policy or provide further detail to policies in development plan documents. Community involvement will be important in preparing SPDs but they will not be subject to independent examination.

Sustainability Appraisal (SA)

Local Planning Authorities are bound by legislation to appraise the degree to which their plans and policies contribute to the achievement of sustainable development. The process of Sustainability Appraisal is similar to Strategic Environmental Assessment but is broader in context, examining the effects of plans and policies on a range of social, economic and environmental factors. To comply with Government policy, Wiltshire County Council is producing a Sustainability Appraisal that incorporates a Strategic Environmental Assessment of its Minerals and Waste Local Development Documents.

The Development Plan

The Government is committed to ensuring that planning decisions on proposals for development or the change of use of land should not be arbitrary. The statutory development plan will continue to be the starting point in the consideration of planning applications (Section 38(6) of the Planning and Compulsory Purchase Act 2004). The development plan for Wiltshire consists of:

- (i) the Regional Spatial Strategy prepared by the South West Regional Assembly ("the Regional Planning Body"); and
- (ii) Development Plan Documents prepared by the County Council, the District Councils of Wiltshire and the Swindon Borough Council (for minerals and waste planning).

⁷ However, statutory consultees have 28 days in which to comment in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area. This is in accordance with Section 28 of the Wildlife and Countryside Act 1981, as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

Wiltshire COMPACT

A partnership agreement between statutory agencies and membership organisations from the voluntary and community sector. It sets out a number of principles within which the members of the COMPACT agree to work.

APPENDIX 2

LIST OF BODIES AND ORGANISATIONS TO BE USED IN COMMUNITY CONSULTATION AND ENGAGEMENT PROCESSES

Specific Statutory Consultation Bodies

Bournemouth and West Hampshire Water
British Gas Properties
British Telecom (BT)
English Heritage
English Nature
Mobile Operators Association
Southern Water
Southern Electric
South East Regional Assembly
South East Regional Development Agency
South West Regional Assembly
South West Regional Development Agency
Telecommunications operators (general; as deemed appropriate)
Thames Water
The Countryside Agency
The Environment Agency
The Highways Agency
The Strategic Rail Authority
Wessex Water
Wiltshire Health Authority

Government Bodies

Department for Environment, Food and Rural Affairs
Government Office for the South West
Home Office
Ministry of Defence
DCLG Minerals and Waste Division

Local Authorities in Wiltshire

Kennet District Council
North Wiltshire District Council
Salisbury District Council
West Wiltshire District Council

All Parish and Town Councils of Wiltshire

All Adjacent Parish and Town Councils

Local Authorities adjoining Wiltshire

Bath and North East Somerset Council
Berkshire Joint Strategic Planning Unit
Cotswold District Council
Cornwall County Council
Dorset County Council
Gloucestershire County Council
Hampshire County Council
Oxfordshire County Council
New Forest National Park Authority
North Dorset District Council

Mendip District Council
Somerset County Council
South Somerset District Council
South Gloucestershire Council
Swindon Borough Council
Test Valley Borough Council
The Berkshire Unitary Authority
Vale of White Horse District Council
West Berkshire Council
West Oxfordshire District Council

Industry and Planning Agencies

Aggregate Industries
Biffa Waste Services
British Aggregate Association
Chicksgrove Quarry
Chilmark Stone Ltd
Chitterne Landfill
Cleansing Services Group
Co-operative Group (CWS) Ltd
Crapper and Sons
D K Symes Associates
Elm Park Stone Ltd
The Environmental Services Association
Fisher German Chartered Surveyors
Foster Yeoman Ltd
Hanson Aggregates
Hemmings Waste Management
Hills Minerals and Waste
Imerys
Lafarge Cement UK
Land and Mineral Management
Mendip Quarry Producers Association
Mendip Rail
Moore Allen and Innocent
Moreton C Cullimore (Gravels) Ltd
National Federation of Demolition Contractors
Peter Brett Associates
Peter Swann Associates
Planning Issues
Quarry Products Association
RMC (UK) Ltd
Road Haulage Association
Robert Brett & Sons Ltd
Robert Hitchins Limited
RPS
Sahara (Melksham) Ltd
SITA
Strutt and Parker
Tarmac Quarry Products
Taylor Woodrow Developments

Terrence O'Rourke Ltd
Viridor Waste Management
Wardell Armstrong
White Young Green Plc

Other Consultees (e.g. voluntary bodies, action, lobby, interest groups etc)

Access for All
Age Concern
Asthma UK
Avon and Western Wiltshire Mental Health Care NHS Trust
British Geological Survey
British Waterways
Byways and Bridleways Trust
Campaign Against Gravel Extraction (Upper Thames)
Campaign to Protect Rural England
Chippenham Chamber of Commerce
Church Authorities
Citizens Advice Bureau
Community Partnerships
Community First
Connect Utilities
Cotswolds AONB Conservation Board
Cotswold Canals Trust
Cotswold Water Park Joint Committee
Cotswold Water Park Society
County Music and Drama Library
Country Land Owners Association
Cranborne Chase and West Wiltshire Downs AONB Partnership Panel
Devizes Chamber of Commerce
Equal Opportunities Council
Federation of Small Businesses (Wilts Branch)
FOCAS (Compton Bassett)
Forestry Commission
FPD Savills
Freight Transport Association (South West Region)
Friends of Steeple Ashton
Garden History Society
General Aviation Awareness Council
GL Hearn
Gloucestershire Wildlife Trust
Great Western Community Forest
Hampshire Wildlife Trust
Health and Safety Executive
Help the Aged
Hinton Organics
House Builders Federation
Kennet and North Wiltshire Primary Care Trust
Malmesbury and District Chamber of Commerce
Malmesbury Civic Trust

Marlborough Chamber of Commerce
Melksham Chamber of Commerce
National Farmers Union
National Trust
Network Rail
North Wessex Downs AONB Council of Partners
North Wiltshire, Avon and West Wiltshire Mental Health Care NHS Trust
Old Town Business and Professional Association
Pinehurst People's Centre
RAF Fairford
Railtrack Property
Railways Development Society
Ramblers Association
Royal Society for the Protection of Birds
Salisbury Chamber of Commerce
Salisbury Civic Society
Salisbury Diocesan Board of Education
Salisbury Health Care Trust
Salisbury Local Studies Library
Shaftesbury & District Task Force
Showell Nurseries
South West Trains
South Wiltshire Primary Care Trust
Sport England
Swindon Chamber of Commerce
Swindon Civic Society
Swindon and Marlborough Trust Hospitals
Swindon and Marlborough NHS Trust
Sustrans
The British Horse Society
The Calne Project
The Duchy of Cornwall
The Duke of Somerset's Estate
The Inland Waterways Association
The Kennet and Avon Canal Trust
The Trust for Devizes
Tourist Information Centres in Wiltshire (where relevant)
Transco
Transport 2000
Trowbridge Civic Society
University of the Third Age
Upper Thames Protection Society
Wessex Chamber of Commerce
Wessex Association of Chambers of Commerce
Wetlands Advisory Service Ltd
Whiteparish Preservation Group
Wilts and Berks Canal Trust
Wiltshire and Swindon Biological Records Office
Wiltshire and Swindon Health Care Trust
Wiltshire and Swindon Users Network
Wiltshire Archaeological and Natural History Society

Wiltshire Association of Local Councils
Wiltshire Blind Association
Wiltshire Bridleways Association
Wiltshire Fisheries Association
Wiltshire Geology Group
Wiltshire Historical Churches Trust
Wiltshire Fire Brigade
Wiltshire PHAB
Wiltshire Police
Wiltshire Racial Equality Council
Wiltshire Wildlife Trust
Women's Royal Voluntary Service

Woodland Trust

Local press

The Andover Advertiser
The Gazette and Herald
The Salisbury Journal
The Wiltshire Times
& other local and community newspapers

**Youth groups, schools and colleges in
Wiltshire**

APPENDIX 3

CONSULTATION AND ENGAGEMENT: HOW THE COUNTY COUNCIL WILL SEEK TO INVOLVE STAKEHOLDERS IN PLANNING PROCESSES

(a) Preparation of Development Plan Documents & Sustainability Appraisal (incorporating Strategic Environmental Assessment)

| Key Stages for Community Involvement & Making Representations | Which groups or individuals will the County Council seek to involve? | When will Consultation / Engagement Activity Occur? | What methods of consultation / engagement will the County Council employ? |
|--|--|--|--|
| Evidence Gathering, developing the baseline for Development Plan Documents and developing the scope of the SA / SEA | Specific statutory bodies with social, environmental or economic responsibilities (including the 'consultation bodies' defined in Regulations), representatives from industry, local organisations and the public (as identified through the Forum process). | As the baseline elements for plan preparation and appraisal are being formulated and the consultation stage. | Minerals and Waste Forums, workshops, use of the County Council's web-site and traditional consultation methods. |
| Consulting on the scope of the SA / SEA. | The statutory 'consultation bodies' (English Nature, the Countryside Agency, English Heritage and the Environment Agency). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Traditional consultation methods. |
| Preparing and consulting on 'Issues and Options' reports (Regulation 25) | Specific statutory bodies, representatives from industry, local organisations and the public (as identified through the Forum process). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Minerals and Waste Forums, workshops, the County Council's web-site and traditional consultation methods. |
| Preparing and consulting on 'Preferred Options' pre-submission draft documents and the Draft SA/SEA reports (Regulation 26) | Specific statutory bodies, representatives from industry, local organisations and the public (as identified through the Forum process). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Minerals and Waste Forums, workshops, the County Council's web-site and traditional consultation methods. |

| Key Stages for Community Involvement & Making Representations | Which groups or individuals will the County Council seek to involve? | When will Consultation / Engagement Activity Occur? | What methods of consultation / engagement will the County Council employ? |
|--|---|--|---|
| Preparing and consulting on 'Submission Draft' Document, SA/SEA Reports (Regulation 28). + Alternative Sites Proposed (Regulation 32) | Specific statutory bodies, representatives from industry, local organisations and the public (as identified through the Forum process). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Minerals and Waste Forums, workshops, the County Council's web-site and traditional consultation methods. |

(b) Preparing Supplementary Planning Documents & Sustainability Appraisal (incorporating Strategic Environmental Assessment)

| Key Stages for Community Involvement & Making Representations | Which groups or individuals will the County Council seek to involve? | When will Consultation / Engagement Activity Occur? | What methods of consultation / engagement will the County Council seek to employ? |
|--|--|--|---|
| Evidence gathering and developing the baseline for the SPD and the SA (incorporating SEA) | Specific statutory bodies with social, environmental or economic responsibilities (including the 'consultation bodies' defined in Regulations), representatives from industry, local organisations and the public (as identified through the Forum process). | As the baseline elements for plan preparation and appraisal are being formulated and the consultation stage. | Minerals and Waste Forums, workshops, the County Council's web-site and traditional consultation methods. |
| Consulting on the scope of the SA / SEA | The statutory 'consultation bodies' (English Nature, the Countryside Agency, English Heritage and the Environment Agency). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Traditional consultation methods. |
| Preparing and consulting on the Draft SPD and the SA/SEA report (Regulation 17) | Specific statutory bodies, representatives from industry, local organisations and the public (as identified through the Forum process). | In accordance with the timescales set within the County Council's Minerals and Waste Development Scheme. | Minerals and Waste Forums, workshops, the County Council's web-site and traditional consultation methods. |

(c) County Level Planning Applications

| Key Stages for Community Involvement & Making Representations | Which groups or individuals will the County Council seek to involve? | When will Consultation / Engagement Activity Occur? | What methods of consultation / engagement will the County Council seek to employ? |
|---|--|---|---|
| Pre-application (as deemed appropriate) | Statutory consultees, locally affected individuals or groups, local politicians. | As early as possible and before the application is submitted. | Encourage developers to speak to the County Council and undertake early community consultation (e.g. public meetings and exhibitions). |
| Consultation on receipt of a planning application | Statutory consultees, local bodies and organisations (as deemed appropriate) and the public. | Within 21 days of the date an application is validated and registered. | Traditional consultation methods, advertisement on site and in a local newspaper circulating in the area affected by the application, neighbour notifications and publishing copies of the application on the County Council's web-site. |
| Planning Committee | Those persons or organisations who submitted comments about a planning application. | Anyone wishing to speak at Committee will be invited to register their interest with the Committee Services team. On the day of the Committee, anyone who has registered to speak will be given the opportunity to present their case to Members. | The County Council will write to all those who submitted comments on an application. The letter will set out the date, time and location of the Committee and whether the planning officer is recommending that permission be granted or refused. |

APPENDIX 4

Procedures for Speaking at Committee Meetings

Public Participation

To encourage the participation of the people of Wiltshire in the business of the County Council, the Council has agreed to set aside 15 minutes at the beginning of all meetings of the Council, its committees, the Cabinet and its Advisory Panels which are open to the public to enable members of the public to ask questions or to make a statement.

Public Participation Procedure

The following procedure applies:

- Any member of the public may ask a question or make a statement.
- No person may submit more than one question or statement and no more than one such question or statement may be asked on behalf of one organisation.
- The question or statement must be relevant, clear and concise.
- The question or statement must be relevant to the powers and duties of the meeting at which it is put. They must not deal with confidential, personal or other information, which the law permits the Council to consider in private.
- A question may only be asked or a statement made if notice (including details of any question or statement) has been given by delivering it in writing or by electronic mail to the Director of Corporate Services no later than midday two working days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the council to whom it is to be put. In exceptional circumstances, the Chairman may allow questions or statements without the full 48 hours' notice having been given.
- Speakers making a statement or asking a question will be limited to two minutes.
- One supplementary question on the same subject will be allowed.
- The Chairman or at his/her discretion another member may reply to a question. He/she may decide that a written reply should be sent after the meeting.
- If a questioner who has submitted a question is unable to be present, they may ask the Chairman to put the question on their behalf.
- Any question which cannot be dealt with during public question time, either because of lack of time or because on the non-attendance of the member to whom it was put, will be dealt with by a written answer.
- No debate will be allowed on any statement, question or answer.
- The minutes of the meeting will record the name of the person asking the question or making a statement, the subject matter, and the name of the person replying to the question.
- The Chairman's decision on the relevancy of a question or statement and on the method of dealing with any issue in connection with this procedure shall be final.