

## **Appendix 2**

### **Wiltshire Council Statement of Community Involvement**

**Pre-draft consultation June – July 2009**

**Spatial Planning  
Economy and Enterprise**

**Wiltshire Council**

**January 2010**

# **Wiltshire Council Statement of Community Involvement**

## **Pre-draft consultation June - July 2009**

### **1. Introduction**

A new unitary council for Wiltshire was formed on 1 April 2009, replacing the former Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils and the former Wiltshire County Council. The statements of community involvement (SCIs) which were adopted by the former district and county councils are no longer being used for the preparation of local development documents (LDDs) or during the determination of planning applications<sup>1</sup> by Wiltshire Council. This is to prevent confusion arising from different consultation criteria applying in different areas of Wiltshire. A new Wiltshire-wide SCI has therefore been prepared.

Regulation 26 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008 and 2009) requires that Wiltshire Council should consult with certain bodies before preparing an SCI. The council undertook a pre-draft consultation between June and July 2009; this report sets out the results of the pre-draft consultation.

Details of the pre-draft consultation process are provided in section 2 below. A summary of the main points raised during the consultation is presented in section 3, which also includes a summary of the council's response in each case. Appendix A includes full details of each of the individual comments received, and the council's responses to each individual comment. The new Wiltshire Council SCI was prepared in the light of the pre-draft consultation, taking account of the comments received and the issues raised.

In addition to the pre-draft consultation, the new Wiltshire Council SCI has also been influenced by experiences during the Wiltshire 2026 consultation, which ran between 30 October and 31 December 2009. The response to the Wiltshire 2026 consultation will help inform the development of a Core Strategy for Wiltshire. Officers received some feedback relating specifically to the consultation process during the Wiltshire 2026 consultation. This feedback will be considered by the council during the preparation of future consultation exercises. The new Wiltshire Council SCI states that the council will actively monitor the success of community involvement techniques, and includes a commitment that the council will review any major consultation exercises as part of its annual monitoring report (AMR).

This new Wiltshire Council SCI will now be submitted to Wiltshire Council for approval and adoption. Consultation on all LDDs and all planning applications within Wiltshire must in future follow the procedures contained within the adopted SCI.

### **2. Pre-draft consultation**

The aim of the pre-draft consultation was to collect views from statutory consultation bodies as to the form and content of the new Wiltshire Council SCI. The council decided not to undertake a wider public consultation at this stage, since the former district and county SCIs had already been the subject of consultation exercises.

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<sup>1</sup> It should be noted that the planning applications process and the consultation on the draft South Wiltshire Core Strategy have continued to follow the spirit of the former district and county SCIs.

A letter dated 1 June 2009 was sent to all statutory consultees, explaining that Wiltshire Council was intending to prepare a new SCI, and inviting comment as to what the new SCI should contain. This initial letter asked for responses to be received by 19 June. A number of consultees requested further information and an extension of the consultation period. A second letter was therefore circulated. This second letter included a link to the former district and county SCIs, to give an indication as to what an SCI might include. The deadline for responses was extended, with the consultation period ending on the 3 July. The consultation therefore ran for a total of 5 weeks. Responses received after the extended deadline have also been taken into account during the preparation of the new Wiltshire Council SCI.

The list of statutory consultees for the pre-draft consultation on the SCI is set out in Regulation 26. The following bodies were contacted by Wiltshire Council as part of the consultation:

- Town and parish councils within or adjacent to Wiltshire.
- Neighbouring local planning authorities and county councils.
- Police authorities operating within or adjacent to Wiltshire.
- The regional planning body for the South West.

A total of 68 responses were received, including responses from 46 town and parish councils, from Wiltshire Police Authority, and from two neighbouring county councils (some of these bodies responded more than once). A number of responses were received from groups and individuals who were not included in the original consultation. These included five responses from community area partnerships (or similar bodies), a response from the umbrella organisation for community area partnerships in Wiltshire (WFCAP), and seven responses from other groups or individuals. All of the comments received have been taken into account during the preparation of the Wiltshire Council SCI.

### 3. Summary of key points from the consultation responses

The majority of the comments received can be grouped under one of the following themes:

- the form and content of the SCI;
- involvement of town and parish councils;
- the role of community area partnerships and community area boards;
- methods of consultation;
- time periods for consultations; and
- development management processes.

An overview of the key points raised under each theme is provided in tables 1 to 6 overleaf. A number of general points were also commented on, which do not fit within any of the six themes, and these are summarised in table 7. The tables provide a summary of the council's response in each case. Further details of the comments received and the council's responses are available in appendix A.

<b>Table 1: The form and content of the SCI</b>	
<b>Key points from consultation</b>	<b>Response</b>
The document should be less complicated than previous SCIs and shorter, better structured, and more easily followed. Plain English should be used, with no acronyms.	The SCI has been written with these issues in mind. The SCI has a clear structure, which is set out at the beginning of the document. The use of acronyms has been kept to a minimum, and those acronyms which have been used are explained in the glossary of terms.
The SCI should include mention of the corporate plan and how this relates to the SCI.	The SCI refers to the Wiltshire Council vision, which is set out in 'Our First Year Plan 2009-10'. The SCI aims to achieve local, open, honest decision making in planning processes. This directly reflects one of the goals set out in the First Year Plan.
Information about the benefits of community involvement and the history of how the statement was developed should only be included in an appendix, if needed at all.	Information about how the SCI has been produced is not included in the SCI itself. However, this information is available in the pre-draft consultation report (see above).
Flow charts or similar would be useful.	Flow charts are included in chapter 4 of the SCI, to show the various stages in the production of LDDs.

<p>The SCI should include sections on what the SCI is; what the aims of the SCI are; and what the local development framework and minerals and waste are. The SCI should set out what the different planning processes are; what the significance of each process is (so that people can understand the likely impact on them of a particular new plan or strategy); and the point or points at which people can influence that process; and exactly how they should set about doing so.</p>	<p>Chapter 1 of the SCI explains what the SCI is, and chapter 2 explains that the aim of the SCI is to allow opportunities for involvement in the planning process by all levels of the community. Chapter 1 of the SCI also includes an explanation of the documents which make up the local development framework (LDF) and the roles of the different planning services in Wiltshire. The SCI includes detail as to who can become involved, how they can become involved, and when this involvement will take place. This is explained for each of the different planning documents which will be consulted on, and also for planning applications.</p>
<p>The SCI should include details about what happens to responses submitted in planning policy consultations. Include explanation of how the responses received will be used when making decisions.</p>	<p>Chapter 4 of the SCI states that any comments received during planning policy consultations will be fully considered and taken into account before progressing to the next stage. Any comments made on a planning application will be carefully taken into account before a decision is made (see chapter 5 of the SCI).</p>
<p>The SCI should include a commitment to consultation on all activities of the council, and not only those relating to planning.</p>	<p>The SCI has concentrated on planning matters in the first instance. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI.</p>
<p>There should be a comprehensive plan to consult with 'hard to reach' groups.</p>	<p>Chapter 2 of the SCI identifies some of the groups in Wiltshire which have traditionally been under-represented in the planning process, and outlines the approaches that will be followed in attempting to engage these groups.</p>

**Table 2: Involvement of town and parish councils**

Key points from consultation	Response
<p>Parish councils wish to remain involved in planning processes, despite the current focus on area boards. The value and relevance of parish councils, in terms of local knowledge and as representatives of the community, is emphasised.</p>	<p>The continued involvement of town and parish councils is welcomed, and chapter 2 of the SCI highlights the importance of this involvement.</p>
<p>One parish council particularly wishes to be involved at the strategic level, so that they</p>	<p>Chapter 4 of the SCI sets out how parish councils and others can be</p>

can have an input before recommendations gain momentum.	involved in the preparation of the LDF. This provides an opportunity for involvement at a strategic level, in the formation of planning policies.
Suggestion that Wiltshire Council should consider making town and parish councils responsible for collecting and representing the views of all voluntary organisations in their division.	While the council would welcome a coordinated response that represents a number of views, the council still has a duty to contact these organisations individually.
Greater weight should be given to the views of parish councils since they represent the local community.	The council recognises the important role that parish councils play in representing their local communities, and there will be circumstances when the views of the parish will be given considerable weight.
Concern from one parish council that they (and similar parish councils) should not be excluded because they are right on the edge of the area.	Parish councils are statutory consultees and would not be excluded for this reason.

**Table 3: The role of community area partnerships and community area boards**

<b>Key points from consultation</b>	<b>Response</b>
The SCI should include information about how the community area partnerships are run, details on their relationship with area boards, and detail as to what their role is.	Chapter 2 of the SCI includes some information about community area partnerships and community area boards.
Special attention should be made to receive the inputs from local community area partnerships.	Community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. The partnerships are identified as forming an important part of the local community, and will be consulted directly at certain stages during the preparation of the LDF.
The SCI should include full details as to how the area boards are intended to operate and what their role will be in relation to planning.	Chapter 2 of the SCI includes some information about the community area boards and their role in relation to planning. Further detail is available on the area board pages of the Wiltshire Council website <sup>2</sup> .
Area boards may not be an appropriate forum for the discussion of all planning applications.	Chapter 2 of the SCI clarifies that area boards will not be directly involved in deciding planning applications. Further detail can be found in the area board handbook, which is available on the Wiltshire Council website <sup>3</sup> .

**Table 4: Methods of consultation**

<sup>2</sup> The area board pages of the Wiltshire Council website can be accessed at: [www.wiltshire.gov.uk/areaboards.htm](http://www.wiltshire.gov.uk/areaboards.htm)

<sup>3</sup> See link above in footnote 2.

<b>Key points from consultation</b>	<b>Response</b>
<p>Training/presentation sessions should be held to explain policy consultations. Training sessions could be held at area board meetings, thus also informing the public about planning processes.</p>	<p>Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
<p>Public meetings or information events should be held in order to conduct consultation directly with the public. These could be arranged through area boards.</p>	<p>Appendix 1 of the SCI outlines the methods of consultation which will be used by the council when preparing the LDF and/or determining planning applications. The methods listed include surgeries, presentations, exhibitions and public meetings, which will be held at appropriate consultation stages. However, it should be noted that these methods will not be appropriate for every consultation on the LDF, or for every planning application. Planning officers attended some area board meetings prior to the Wiltshire 2026 consultation (October 2009), in order to inform attendees about the document.</p>
<p>The community should be kept informed about opportunities for community involvement and about the limits/constraints imposed by statutory requirements.</p>	<p>Chapter 4 of the SCI explains the opportunities for community involvement in the preparation of the LDF.</p>
<p>A timetable of consultations should be issued annually with informative notes.</p>	<p>Details of the project plan for the LDF can be found within the Wiltshire Local Development Scheme (January 2009). This sets out the timetable for the delivery of development plan documents (DPDs) over a three year period. The Local Development Scheme is to be updated shortly.</p>
<p>Consider ways of presenting complicated/significant planning documents to the public in a simplified way. More displays and exhibitions may help with this. The SCI should set out how the public will be contacted and consulted using pragmatic methods which are likely to be successful.</p>	<p>Chapter 4 of the SCI states that the council will consider appropriate methods of signposting information about DPDs, and this may include production of a spatial planning newsletter. Appendix 1 of the SCI includes details of the methods to be used when consulting the public. These methods include specialist</p>

	<p>sessions, presentations, exhibitions and online consultation exercises.</p>
<p>It is important to have access to hard copies of documents, alongside availability on the website. Electronic information should be easily downloadable.</p>	<p>Hard copies will be sent to specific consultation bodies (as required by the Regulations<sup>4</sup>) and will be available at the principle council office and appropriate libraries and information points. Specialist computer software will be used for LDF consultations which will enable people to read and comment upon documents online.</p>
<p>Leaflets and posters are not always effective in rural areas. Parish magazines and village websites may be more appropriate.</p>	<p>The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications. However, both parish magazines and village websites are external media sources that the council is not able to control. The council would encourage use of these media sources but recognises that this may be limited by both budgetary constraints and officer time.</p>
<p>Look at recent research from the Commission for Rural Communities (CRC) and the National Association of Local Councils (NALC) in regard to engagement between local councils and local authorities.</p>	<p>CRC and NALC have published a guidance note entitled “Helping parish and town councils work with unitary local authorities”. This identifies the “top three success factors for meaningful engagement” as being trust, partnership working, and clarity of roles (p.4). Specific recommendations include that unitary officers should attend parish and town council meetings “to assist relationship building and provide an opportunity for questions to be raised” (p.6) and that new unitary structures offer the opportunity to review parish and community led planning, and how this can inform unitary policies. With regard to the three factors of meaningful engagement, the SCI should particularly assist in establishing clarity of roles, with chapter 2 setting out the roles of various existing community groups within Wiltshire, including town and parish councils. Appendix 1 of the SCI states that officers will, where possible, attend meetings of local organisations and groups during</p>

<sup>4</sup> The Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009.

	<p>major consultation stages for the LDF, although this will be limited by time and resources available. Chapter 4 of the SCI includes information about parish plans and other similar documents, and how these can inform the LDF.</p>
<p>Consider using town and parish council premises as information points (some are already used for this). Possibility for the role of libraries as a source of planning information to be expanded.</p>	<p>The council has attempted to make use of the premises referred to in the current Wiltshire 2026 consultation (October 2009). Town and parish councils have been given a range of consultation material in the hope that they will display and circulate this information in their local areas, while libraries have been given extensive consultation material as they act as accessible information points for a large part of the population of Wiltshire.</p>
<p>Community involvement should have an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as the LDF).</p>	<p>Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.</p>
<p>Planning road shows should be held at times suitable for those in employment to attend.</p>	<p>Every effort will be made to ensure that as many people as possible are able to attend exhibitions and road shows. Exhibitions were held as part of the Wiltshire 2026 consultation (October 2009); these generally ran from 1 – 7 pm in an effort to ensure that working people would be able to attend.</p>
<p>Use radio and other forms of media to highlight policies under review with a brief outline of what they are about and how people can express an opinion. More imaginative use of media.</p>	<p>The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (October 2009).</p>
<p>Executive summaries should be provided. Use interpretations of planning policy consultation documents that are written in plain English and are interesting and understandable.</p>	<p>Where appropriate executive summaries will be used. The planning teams ensure that documents are carefully scrutinised before publication and that plain English is used as much as possible. The use of acronyms will be kept to a minimum.</p>
<p>Planning officer attendance at (occasional) parish council meetings would be welcomed.</p>	<p>Appendix 1 of the SCI states that, where possible, officers will attend and address meetings of local groups and organisations during major</p>

	consultation stages. This will be subject to limitations of time and resources.
Budgets should show sufficient resources are available to manage community involvement and the budget should be reviewed frequently in the early days as new planning systems are tried out.	Chapter 3 of the SCI provides some information on the resources available for consultation.

**Table 5: Time periods for consultations**

<b>Key points from consultation</b>	<b>Response</b>
Time periods for consultations should reflect the fact that many parish councils meet monthly/every 6 weeks. Time periods of 6/8/12 weeks should be considered. Also the timing of consultation should avoid holiday periods (July and August).	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during July and August.

**Table 6: Development management processes**

<b>Key points from consultation</b>	<b>Response</b>
Consultation should cover a wider area if proposal is likely to have wider impacts.	Wiltshire Council will carefully consider the appropriate area for consultation in all cases (see chapter 2 of the SCI).
Early consultation (such as pre-application discussions) should involve the parish councils. Pre-application consultations should be encouraged for major proposals.	Prospective developers are encouraged to enter into pre-application discussions with parish and town councils and the local community on major and controversial proposals.
More weight should be given to the views of the local community and particularly to the parish councils which represent the whole community.	The views of parish and town councils on all applications are taken very seriously.
Issues around site visits are raised. Clarification over when site visits will take place.	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee vote for a site visit. The application will then be determined at the following committee meeting.
The SCI should include detail of committee procedures. Planning committee meetings should be held in accessible locations, and clear instructions should be provided as to the format of the meetings, and how people	Chapter 5 of the SCI includes information about the area planning committees. The council has decided that planning committee meetings should be held on an area basis,

can present their case.	making it easier for people to attend. Details are sent out to people who make representations on applications to be heard at committee explaining the format and how they can present their case.
The parish councils wish to be involved in discussions regarding the future of planning gains.	The future of planning gain is still being debated at the national level. The new Community Infrastructure Levy (CIL) is yet to be formally approved at national level. At this time the exact requirements of CIL have yet to be finalised. The council continues to investigate a range of solutions to implementing CIL and will involve the local community of Wiltshire in finalising CIL policy as part of the LDF.
Hard copies of documents should still be available, despite the move towards more internet usage in consultations.	This matter is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.
Include scheme of delegation in the SCI, and details of how an application can be called in to a planning committee.	The scheme of delegation, including details of how an application can be called to committee, has been circulated to many parish councils, and is available on request. It is not appropriate to include the scheme of delegation within the SCI as it is subject to regular review.
Community area partnerships should be consulted on developments which are considered by and within adjacent county planning authorities but which affect local areas.	This is not a matter for the SCI, as consultation from other counties is beyond Wiltshire Council's control.
Better relationships to be fostered between the highways team who respond to applications and the planning department.	This has been implemented, with the highways team making regular weekly visits to area offices to discuss planning issues and preliminary enquiries.
Revised applications to town and parish councils should include a reason for the revisions.	Revised applications normally have explanatory material with them to describe why the changes have been made. Case officers will be happy to advise town and parish councils in cases where they are uncertain as to the reasons for revisions.
Parish councils should be able to refer controversial planning applications to the relevant planning committee. Concern expressed about the new system whereby objections noted by a parish council planning committee must be ratified by the local councillor before being referred to the	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by some of

Wiltshire Council planning committee.	the predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
An understanding of what transpires between planning officers and developers would be useful. Parish councils should be notified if planning officers continue to work with developers during preparation for an appeal.	Appeals are dealt with under very tight timescales set by the Planning Inspectorate and it is a requirement in many cases that planning officers work with developers to establish common ground before an appeal. This enables the inspector to focus on the crucial issues that divide the parties. Where parish or town councils have any concerns, case officers or the area development managers will be happy to assist them.

<b>Table 7: General points</b>	
<b>Key points from consultation</b>	<b>Response</b>
Parish plans and village design statements should be incorporated within the LDF. The SCI should include clear statements about how the strategies of other bodies will feed into the planning process. Also how other Wiltshire strategies feed in (e.g. community plans, Wiltshire Compact, Wiltshire Transport Plan, Wiltshire Biodiversity Action Plan, AONB management plans, local strategic partnerships, Wiltshire Sustainable Community Strategy).	Chapter 4 of the SCI includes information about village design statements, and how these can be incorporated within the LDF. Some detail about other Wiltshire strategies, and how these feed into the LDF, is included in chapter 2 of the SCI.
The SCI should be monitored on an annual basis.	Chapter 6 of the SCI explains the ways in which the council will review the implementation of the SCI. This chapter also sets out certain 'triggers' which will lead to a review of the SCI.
Establish a list of consultees for each area. There is no need to consult people in North Wiltshire about development in Salisbury.	Consultation may be undertaken in a limited area where development is only likely to have localised impacts (providing that the minimum statutory requirements are still met). The SCI includes an explanation of this in chapter 2.
Planning Aid is not available to all of those with limited resources.	Planning Aid is national scheme and it is not within the remit of this SCI to affect the allocation of this resource.

<p>Wiltshire Council should develop a strategic approach across all departments.</p>	<p>This issue was addressed earlier in looking at the possibility of a corporate SCI. The basic premise of this is recognised but was felt unrealistic at this time.</p>
<p>It would be useful to have a measure of consistency between different processes in terms of who is consulted and at what stage. This would help to reduce confusion.</p>	<p>Chapter 4 of the SCI gives detail as to the involvement and consultation activities which will be undertaken at each stage of production of DPDs, supplementary planning documents (SPDs), and the sustainability appraisal (SA). The requirements for consultation on each of these documents are governed by separate regulations, and the processes of consultation are therefore necessarily different in each case. However, links have been identified where possible, to illustrate similarities between the processes. Chapter 5 of the SCI explains the stages at which people can become involved with the development management process.</p>
<p>A contact list should be built by allowing any person to subscribe to an e-mail alert.</p>	<p>The SCI mentions the community database. Individuals and groups who wish to join the database can do so by contacting the spatial planning service.</p>
<p>One parish council states that it would like to have contact at all times with local planning officers.</p>	<p>Contact details for each of the planning teams are provided at the end of the SCI.</p>
<p>Liaison between unitary councils such as Wiltshire and Swindon should be made known to local parish and town councils if cross-border working will affect their parishes.</p>	<p>Chapter 2 of the SCI refers to cross-boundary working, particularly with regards to minerals and waste planning policy documents. Consultation material will clearly refer to any cross-boundary working which has taken place.</p>
<p>One parish council would like an assurance that the new Wiltshire Council SCI will be implemented in full.</p>	<p>It is a statutory requirement that, once the Wiltshire Council SCI is adopted, all local development documents must be prepared in accordance with it. A 'statement of conformity' must be published alongside each DPD. Consultation on planning applications must also follow the procedures set out in the adopted SCI.</p>

Appendix A: Schedule of comments received and Wiltshire Council's responses to these

A summary of each of the individual comments received, and the council's responses to these, is presented in the following tables. In addition to the responses outlined here, the council also received a number of requests for a longer pre-draft consultation period for the SCI. In response to these requests, Wiltshire Council extended the consultation deadline. Responses received after the extended deadline have also been taken into account during the preparation of the new SCI.

<b>Respondent: Andrew Carter Response number: 1</b>	
<b>Comment</b>	<b>Response</b>
Community area boards should be populated by nominated members from amongst the democratically elected parish councillors of the parishes involved. Community area boards should not be populated by self-appointed individuals or interest groups who may well be driven by their own agendas.	It is not within the remit of the SCI to direct the membership of the community area boards. However, chapter 2 of the SCI does include some information about the role of the area boards in relation to planning. Elected Wiltshire councillors and properly nominated representatives of parish and town councils do serve on the area boards. Further information about the area boards can be accessed on the Wiltshire Council website <sup>5</sup> .

<b>Respondent: Dawn Cuthbertson (Broughton Gifford Parish Council but comment on own behalf) Response number: 2</b>	
<b>Comment</b>	<b>Response</b>
Community involvement should ensure that all stakeholders are given a reasonable opportunity to respond as necessary and should therefore have consideration that many groups only meet once a month, sometimes less.	Wiltshire Council is committed to involving as many groups, bodies and individuals as possible in the planning process. The council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. Statutory regulations dictate timescales for responses to planning applications.

<b>Respondent: Rear Admiral Nicholas Wilkinson (former chair of team which produced Great Bedwyn Village Design Statement) Response number: 3</b>	
<b>Comment</b>	<b>Response</b>
Wiltshire Council should insist that	Chapter 5 of the SCI sets out the

<sup>5</sup> The area board pages of the Wiltshire Council website can be accessed at: [www.wiltshire.gov.uk/areaboards.htm](http://www.wiltshire.gov.uk/areaboards.htm)

developers contribute financially to the provision of extra social facilities, infrastructure and landscaping before they are allowed to start development.	approach to be taken to planning obligations, which may include paying for additional infrastructure required as a result of development.
Proper weight should be given to the input of elected local authorities below the county level when considering the scale, style and impact of planning applications.	The views of parish and town councils on all applications are taken very seriously.
Draft documents should be easily accessible (i.e. should be available online, and not just in local libraries).	Draft documents will be available on the Wiltshire Council website, and specialist computer software will be used to enable documents to be viewed and comments submitted online.
When drafting planning documents, use should be made of previous formal inputs from representative local groups (e.g. parish councils) and documents such as village design statements on which much time and effort have been spent in collating local information and consulting residents.	Chapter 4 of the SCI includes information about supplementary documents (such as village design statements) and the ways in which these can be incorporated within the LDF to inform the development of planning policy and the determination of planning applications. In terms of previous formal inputs, use will be made of these as the planning teams will look to build on previous work carried out in Wiltshire and incorporate this work into the early documents produced by Wiltshire Council.
There should be an adequate period of consultation at each iteration of draft documents.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.
Planning policy should maintain a balance between necessary change and the local environment (also other comments on the general direction which planning policy should take).	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues.

**Respondent: Architectural Liaison Officer, Wiltshire Police**

**Response number: 4**

<b>Comment</b>	<b>Response</b>
Keen that Wiltshire Police are involved as much as possible in future consultation with regard to the local development framework and especially the formation of planning policies that can include reference to crime prevention, a good example of which is	The police authority is a specific consultation body for preparation of the LDF (see chapter 2 of the SCI). Wiltshire Council recognises the importance of early involvement in the formation of policies, and chapter 4 of the SCI sets out the council's approach to community

the 'Creating Places' document as adopted by the previous Salisbury district council.	involvement in the LDF.
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<b>Respondent: Chirton Parish Council</b>	
<b>Response number: 5</b>	
<b>Comment</b>	<b>Response</b>
SCI of the former Kennet DC, and also SCIs of the other former districts should be used to form the basis of the new SCI.	A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.

<b>Respondent: Swallowcliffe Parish Council</b>	
<b>Response number: 6</b>	
<b>Comment</b>	<b>Response</b>
Commitment to continue to consult with parish councils is welcomed. The SCI should recognise that parish councils have a unique perspective and responsibility at the local level, and that they can do much to explain and influence. Parish councils have a valuable role in the specific planning process because of their local knowledge of both the impact of development and local feeling.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation.
Parish councils have a good feel for local opportunities. In the past, consultation with parish councils on planning applications has generally worked well. However, parish councils have often been engaged late in the process. Timely consultation should be a theme in your SCI.	The need for early community involvement is highlighted in chapter 4 of the SCI, which sets out the way in which we will seek to involve the community (including town and parish councils) at various stages in the production of DPDs, SPDs and the SA.
The need for village plans and village design statements should be covered in the SCI in the interest of both a foundation for overall plans and a means of revising plans in a practical way.	Chapter 4 of the SCI includes information about supplementary documents (such as village design statements) and the ways in which these can be integrated within the LDF to inform the preparation of planning policy and the determination of planning applications.
Parish councillors are volunteers, and parish councils can usually only afford to employ a part time clerk. This can lead to practical problems when it comes to participating in consultations. Some parish councils lack IT equipment, and there can also be a problem of having a surfeit of information with insufficient time to deal with it. A coherent programme to provide equipment could help with the	The provision of IT equipment and a scheme such as 'Connecting Dorset' are not within the remit of the SCI. The planning service has recently purchased specialist computer software which should make it easier for people to access consultation documents and submit comments online. However, if any parishes do not have the necessary IT equipment, any responses, whether

<p>first problem (possibly similar to the 'Connecting Dorset' project). In terms of the issue of having a surfeit of information, those who consult have got to help by indicating very clearly what they want to know and how those being consulted can access the background they need to make a contribution.</p>	<p>written or in other formats, will be accepted. Any background papers which have informed a consultation document will be clearly referenced, and will either be available at information points, or will be available to view on request. Hard copies of consultation documents will be available for all planning policy consultations.</p>
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<b>Respondent: Hindon Parish Council</b>	
<b>Response numbers: 7</b>	
<b>Comment</b>	<b>Response</b>
<p>Requested a view of the draft SCI so as to comment on content. Imagine that as Wiltshire Council will be following existing SCIs, all possibilities will be covered in the planned consolidated version.</p>	<p>Regulation 26 requires that Wiltshire Council should conduct a consultation prior to preparing an SCI, and it was therefore not possible for the council to provide a draft SCI at the time of the consultation. A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.</p>

<b>Respondent: Trowbridge Town Council</b>	
<b>Response number: 8</b>	
<b>Comment</b>	<b>Response</b>
<p>Agrees that commitment to working with community area boards is a suitable element to include within SCI. However, flexibility is required with regard to this approach. Individual town and parish councils must also be given appropriate opportunity to be fully involved and consulted on the core strategy. Issues with the way in which community areas have been constructed that will have particular impact on spatial planning issues. Parishes within Trowbridge limits of development but outside the community area, and also parishes adjoining the community area, should be included in any consultation regarding Trowbridge. This could be achieved through arranging a special meeting, rather than relying on the area board. May be similar issues around Chippenham and Salisbury. The town council would welcome reference to such anomalies and solutions in the SCI.</p>	<p>Chapter 2 of the SCI includes reference to 'area based involvement' and highlights the fact that those living in the vicinity of a town should have the opportunity to comment on applications and proposed planning policies which are focused on the town but will have implications for the surrounding area. Care will be taken to select an appropriate consultation area and the appropriate forum and representation with due notice given to any targeted attendees. The Council's Area Boards Handbook makes it clear that parish and town councils located on the edge of an area board area can attend a neighbouring board to express views.</p>

<b>Respondent: Dorset County Council</b>
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<b>Response number: 9</b>	
<b>Comment</b>	<b>Response</b>
Dorset County Council should be listed as a statutory consultee and consulted on all relevant LDDs.	As a neighbouring authority, Dorset County Council is a specific consultation body, and will therefore be consulted on all relevant Wiltshire LDDs.

<b>Respondent: Godshill Parish Council Response numbers: 10 and 19</b>	
<b>Comment</b>	<b>Response</b>
The consultation process should allow enough time for due consideration/research/drafting and approval of comments, so that consultees can meet the deadline.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. Statutory regulations dictate timescales for responses to planning applications.
The parish council would like to be included in any forums in south east Wiltshire. The parish council would be willing to take part in discussions on the subject of setting up the consultation process.	This has been noted. Neighbouring parish councils are statutory consultees, and forums held about the south east of Wiltshire are likely to be relevant to the parish council. However, it should be recognised that the council is likely to hold various forums, regarding differing issues. It may not always be appropriate for the parish council to attend every forum.
Other possible consultees include: New Forest Verderers, Commoners Defence Association, as well as other affected parishes such as Hale, Redlynch, Wood Green, Bramshaw, in addition to Hampshire County Council and the New Forest National Park Authority.	Neighbouring parish councils and local authorities are statutory consultees and will be included in planning consultations. The other community groups mentioned can request to be added to the Wiltshire Council community database by contacting the spatial planning policy team.
Particularly concerned about traffic generation from sites within Wiltshire which may have an impact on the parish. The transport plan should be certain to think beyond Wiltshire's borders. Also concerned about protection of the New Forest National Park.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues.
Consultation process should be monitored at least annually, so that if interested parties find they have been left out of a particular discussion, their names will not be missed in future.	Chapter 6 of the SCI sets out the procedures for monitoring and review of the SCI. After major consultation exercises the effectiveness of the SCI will be assessed in the council's annual monitoring report. In addition, groups and

	individuals can request to be added to the community database at any point.
There should be a policy which acknowledges Wiltshire's responsibilities not just to "consider" vulnerable sites in neighbouring authorities, but to make sure such sites are treated with just the same care as those within Wiltshire. This will naturally involve consultation with the neighbouring parishes and interest groups, as well as the actual planning authority.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, however it should be noted that Wiltshire Council has a statutory duty to include neighbouring parish councils in relevant consultations.
A schedule of consultees should be established for each area: obviously there is no need to consult Somerset for a development south of Salisbury, for instance.	Chapter 2 of the SCI includes reference to 'area based involvement', and explains that consultation may be undertaken over a limited area (subject to the minimum requirements set out in legislation), if the plan or policy is only likely to have a localised impact.
Parish councils should be notified in advance of any consultation processes, since they are likely to be able to suggest organisations that can help with local information.	Wiltshire Council will endeavour to keep people informed about any upcoming consultation events and processes. Planning officers attended area board meetings prior to the Wiltshire 2026 consultation (October 2009), in order to inform attendees about the document.

**Respondent: Hilmarten Parish Council  
Response number: 11**

<b>Comment</b>	<b>Response</b>
The parish council would like to be kept informed about any developments which may affect the parish, especially with regard to any planning policy documents produced in connection with the future of RAF Lyneham.	Parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapter 4 of the SCI). Parish councils are also notified when any planning applications are received in their area.

**Respondent: North Bradley Parish Council  
Response number: 12**

<b>Comment</b>	<b>Response</b>
Request more notice for future consultations. Short notice was given for responses to the pre-draft consultation for the SCI.	The pre-draft consultation for the SCI was extended following requests for more time. The consultation therefore ran for a total of 5 weeks. Responses received after the extended deadline have also been taken into account during the preparation of the new Wiltshire Council SCI.

<b>Respondent: Corsham Community Area Network</b> <b>Response number: 13</b>	
<b>Comment</b>	<b>Response</b>
Concerned at omission of community area partnerships from the SCI consultation.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. The partnerships are identified as forming an important part of the local community, and will be consulted directly at key stages during the preparation of the LDF.

<b>Respondent: Corsham Town Council</b> <b>Response number: 14</b>	
<b>Comment</b>	<b>Response</b>
Happy with previous North Wilts SCI and would be happy for this to be used as a model.	A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.
SCI process should be reviewed after 12 months to ensure it is working effectively.	Chapter 6 of the SCI sets out the procedures for monitoring and review of the SCI. After major consultation exercises the effectiveness of the SCI will be assessed in the council's annual monitoring report. Chapter 6 also lists certain 'triggers' which will lead to a review of the SCI.

<b>Respondent: Luckington and Alderton Parish Council</b> <b>Response number: 15</b>	
<b>Comment</b>	<b>Response</b>
The parish council would like to know precisely how parish councils are to be involved, and how parish councils will have the opportunity to make proposals. A formal presentation on the matter would be appreciated (similar to that provided explaining how the new development control service will be operating).	The SCI sets out who will be consulted during the planning process in Wiltshire, and how and when they can become involved. This includes details as to how parish councils can contribute to the process. Appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.

<b>Respondent: Pewsey Area Community Planning Partnership</b> <b>Response number: 16</b>	
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Comment	Response
<p>In the past it has been the habit for a member of the future planning team to attend a partnership meeting once a year to give an update on planning procedures and future thinking, and this has worked very well.</p>	<p>Appendix 1 of the SCI states that officers will, where possible, attend meetings of local groups and organisations during major consultation stages. Council officers will endeavour to attend occasional meetings when invited, subject to staff resource constraints.</p>
<p>Surprised that Pewsey Area Community Planning Partnership was not included on the original distribution list for the pre-draft consultation on the SCI. Had previously been consulted by the former Kennet District Council on a similar matter. In the future the partnership anticipates working closely with the area board and no doubt this will include elements of planning policy, it is therefore important to include both these organisations when involving the local community.</p>	<p>The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.</p>
<p>Partnership plans which, in our case, contain targets, objectives and aspirations regarding future planning and how this may affect local social and economic policy should be considered by planners as a part of community involvement. These plans have evolved following considerable consultation with the local community and should be respected as a guide to what the community wants and feels.</p>	<p>Chapter 2 of the SCI states that community area plans, produced by community area partnerships, form part of the evidence base for the LDF.</p>
<p>Notification of and pre-discussion on large or controversial planning applications with partnerships is welcomed and should be encouraged.</p>	<p>Chapter 5 of the SCI explains the community involvement which will be undertaken during the consideration of planning applications. This includes detail about the level of public involvement which will be encouraged for major applications.</p>
<p>At least 6 weeks should be allowed for consultations such as the pre-draft consultation on the SCI.</p>	<p>Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. In some cases issues of urgency or statutory planning law will necessitate a shorter period. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). The pre-draft consultation on the SCI was originally scheduled to run for a period of 3 weeks. This consultation period was extended to 5 weeks in response to a number of requests for more time.</p>

	Responses received after the extended deadline have also been considered. The consultation on the SCI was shorter than 8 weeks because Wiltshire Council did not have an SCI in place, and therefore sought to produce an SCI as quickly as possible, and in sufficient time for a draft SCI to inform the Wiltshire 2026 consultation taking place in October 2009.
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**Respondent: Tidworth Community Area Partnership**  
**Response number: 17**

<b>Comment</b>	<b>Response</b>
Concerned that there was no mention of the community area partnership in the letter about the pre-draft consultation on the SCI. The partnerships should have a specific mention, bearing in mind the important part they are expected to play in the consultation of spatial planning.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.

<b>Respondent: Bradford on Avon Town Council</b>	
<b>Response numbers: 18 and 44</b>	
<b>Comment</b>	<b>Response</b>
The town council wishes to continue to be consulted on all matters relating to the production of the LDF, and on matters affecting the local environment. The town council also wishes to be consulted on pre-planning application matters and on applications for planning permission and listed building consent. Proposals should not be finalised during pre-application discussions between developers and officers; this would deny the community an opportunity to input into important issues at the appropriate stage. Pre-application consultations should be undertaken with the community.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are sent details of any planning applications in their area (see chapter 5 of the SCI). Prospective developers are encouraged to invite town and parish council representatives (alongside other local interest groups) to attend early public consultation events. Further information about the approach to be taken to major applications and pre-application discussions is provided in chapter 5 of the SCI.
The SCI should include a commitment to consultation on all activities of the council, and not just those relating to planning (a good example of this was included in the former West Wiltshire SCI).	The SCI has concentrated on planning matters in the first instance. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI.
The Wiltshire Council SCI should include a commitment that Wiltshire Council will work as a corporate body. Paragraphs 4.15-4.17 of the West Wiltshire SCI introduce the corporate plan and talk about its impact. Similar information should be included in the Wiltshire Council SCI.	The SCI includes reference to the Wiltshire Council vision, as set out in 'Our First Year Plan 2009-10', and explains how the SCI can assist in achieving this vision.
The SCI should include reference to the need for consultation on the plans to erect road signs and poles.	This is not within the remit of the SCI, which focuses on planning matters.
The town council supports paragraph 2.12 of the former West Wiltshire SCI.	Paragraph 2.12 of the former West Wiltshire SCI emphasises the importance of providing feedback to the community, and keeping people informed about progress. Chapter 4 of the new Wiltshire Council SCI explains that, at each stage of preparation for DPDs, we will state the current stage of the document; its importance and the next stages in its development. Any comments received will be fully considered and taken into account before progressing to the next stage.
Well co-ordinated discussions involving	Wiltshire Council recognises the

<p>the community at an early stage can help to reduce delays in the planning process.</p>	<p>importance of early consultation, and chapter 4 of the SCI explains how the community can be involved at the early stages of preparation of planning policy. Chapter 5 of the SCI explains that the council encourages developers to undertake community involvement at an early stage in the preparation of major development proposals.</p>
<p>The town council would appreciate detail as to the full terms of reference of the area boards and how they are intended to operate. Although area boards have a role to play, they should not pre-empt the opportunity for local involvement in the development process by elected representatives.</p>	<p>Chapter 2 of the SCI includes some information about the community area boards and their role in relation to planning. Further detail is available on the area board pages of the Wiltshire Council website<sup>6</sup>. As stated above, the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, alongside the community area boards and community area partnerships.</p>
<p>The standards for the Wiltshire Council Scheme of Delegation should at least match those set out by the former West Wiltshire District Council (paragraph 6.29 of the former West Wiltshire SCI) and extensive additional delegation should not be agreed.</p>	<p>This is beyond the remit of the SCI. The scheme of delegation, including details of how an application can be called to committee, has been circulated to many parish councils, and is available on request. It is not appropriate to include the scheme of delegation within the SCI, since it is subject to regular review.</p>
<p>All consultation periods should be for a minimum of 6 weeks.</p>	<p>Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.</p>
<p>With regards to the pre-draft consultation on the SCI, Wiltshire Council should have provided details of the minimum regulations, and the statutory requirements which govern what the SCI should contain.</p>	<p>A response was sent to Bradford-on-Avon Town Council setting out the minimum requirements for consultation on DPDs and SPDs, and explaining what the SCI is.</p>
<p>The town council has been working to change the perception of Bradford on Avon as a dormitory town, and is committed to presenting Bradford on Avon as a working town.</p>	<p>The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to the status of a town.</p>

<sup>6</sup> The area board pages of the Wiltshire Council website can be accessed at: [www.wiltshire.gov.uk/areaboards.htm](http://www.wiltshire.gov.uk/areaboards.htm)

	These issues will, however, be considered during the preparation of planning policy documents.
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**Respondent: Heytesbury Imber and Knook Parish Council**

**Response numbers: 20**

<b>Comment</b>	<b>Response</b>
The parish council would like to be kept informed, with plenty of opportunity to share its views on local matters. The views and suggestions of the parish council on planning matters are particularly important.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. The views of parish and town councils are taken very seriously on all planning applications, and during all planning policy consultations.
The best way to contact the parish council is by e-mailing the parish clerk.	The parish clerks are listed in the Wiltshire community database as the first point of contact for the parish councils.

**Respondent: Minety Parish Council**

**Response number: 21**

<b>Comment</b>	<b>Response</b>
The former North Wiltshire policy of ensuring that any application that receives 5 or more objections goes to committee should be applied to Wiltshire Council.	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by the former North Wiltshire district council. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
Hard copies of all planning applications should be sent to the relevant parish council with at least a 3 week consultation period, preferably 4 weeks. Immediate neighbours must receive notification of any new development and notices should continue to appear in the local press. Not all residents regularly consult the website or have access to it.	The matter of the provision of hard copies of planning applications is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination. Parish and town councils are notified of any planning applications in their area, and are given 21 days to respond. The consultation period is limited to 21 days to allow Wiltshire Council to determine the application within the statutory period. Chapter 5 of the SCI sets out the procedures to be

	followed for neighbour notification (the council will endeavour to notify occupants of premises which adjoin the application site and may be affected by the development) and advertisements in the local press (certain types of application are currently advertised, but this may be subject to review).
Pre-application discussions should be encouraged, particularly on large projects. There should be different terms of reference for rural and urban developments. A 'large' application in a rural area may only consist of four houses.	Pre-application discussions are encouraged for all types of applications, and developers will be expected to undertake early community involvement for major development proposals (see chapter 5 of the SCI). Pre-application discussion is encouraged for smaller schemes in sensitive areas, such as village conservation areas.
An explanation should be given when a planning officer's decision goes against the views of the parish council.	The council's decision making process is transparent and a copy of the planning officer's report setting out the reasons for a decision on a planning application is publicly available on the council's web site.
Parish plans should be included within the LDF, and weight should be given to them, as they represent local opinion.	Chapter 4 of the SCI includes information about supplementary documents (such as parish plans) and the ways in which these can be incorporated within the LDF, to inform the preparation of planning policy and the determination of planning applications.
In the preparation of all policy documents for the LDF, including the SCI, consultations should last for a period of at least 8 weeks to allow for parish councils' monthly meetings.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods. The Regulation 26 consultation on the SCI was shorter than 8 weeks because Wiltshire Council did not have an SCI in place, and therefore sought to produce an SCI as quickly as possible, and in sufficient time for a draft SCI to inform the Wiltshire 2026 consultation taking place in October 2009.
Training should be offered to parish councils and to any other consultee groups who may not be aware of policy implications.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues

	<p>which can be taken into account when determining a planning application. This commitment is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
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<b>Respondent: Stourton Parish Council</b>	
<b>Response number: 22</b>	
<b>Comment</b>	<b>Response</b>
The parish council endorses views of Zeals Parish Council (see response number 26). Site visits are essential in some cases (a minority) to ensure that members are fully briefed. This is particularly in the context of the members of south Wiltshire planning committee, which now covers such a large area.	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee votes for a site visit. The application will then be determined at the following area planning committee meeting.

<b>Respondent: Whiteparish Parish Council</b>	
<b>Response number: 23 and 56</b>	
<b>Comment</b>	<b>Response</b>
The framework set up in the former Salisbury SCI was perfectly satisfactory; the problem was that the procedures were not always adhered to. The parish council would like an assurance that the new Wiltshire Council SCI will be implemented in full.	Once the Wiltshire Council SCI is adopted, all local development documents must be prepared in accordance with it. Consultation on planning applications must also follow the procedures set out in the SCI.
Parish councils should be able to refer controversial planning applications to the relevant planning committee for determination.	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by some of the predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
The parish council have significant concerns with the consultation process for the local development framework and the strategic housing land availability assessment (SHLAA). It is vital that the local communities are fully involved and effective consultation is as much about how the process is applied in practice as the design of the process. It is also important that the consultation process is two-way and that when villages raise valid concerns on proposals, an	Any comments received during planning policy consultations will be fully considered before progressing to the next stage. Any comments made on planning applications will be carefully taken into account before a decision is made (see chapter 5 of the SCI).

adequate rationale as to how these have been taken into account is subsequently given.	
Would like Wiltshire Council officers to attend parish council meetings when asked to do so, to explain particular topics.	Appendix 1 of the SCI states that, where possible, planning officers will attend meetings of local groups during major consultation stages, although this will be limited according to time and resources available.

**Respondent: Wiltshire Police Authority  
Response number: 24**

<b>Comment</b>	<b>Response</b>
Assume that the Wiltshire Police Authority will be included within local interest groups for consultation purposes.	The Wiltshire Police Authority is a specific consultation body for preparation of the LDF (see chapter 2 of the SCI).

**Respondent: Wootton Bassett Town Council  
Response number: 25**

<b>Comment</b>	<b>Response</b>
Requested a formal presentation along with a workshop event for Wootton Bassett Town Council and other town councils so that they can discuss the issue of the new SCI at length.	It was not considered appropriate to hold workshop events during the pre-draft consultation on the SCI, due to the limited time and resources available. However, appendix 1 of the SCI mentions training sessions and presentations as consultation methods which will be used at appropriate stages of planning policy consultations.

**Respondent: Zeals Parish Council  
Response number: 26**

<b>Comment</b>	<b>Response</b>
The parish council has concerns regarding the undertaking of site visits for planning applications. Site visits will be even more important now that development control committees cover larger areas. The parish council understands that the proposed new rules dictate that there should be no site visits unless an application is deferred for one at the new committee. It is proposed that they would hold site visits prior to discussion of an application at committee if the local member agreed it was necessary with the chairman of that committee. This seems to be a very sensible conclusion and one in our view that would benefit from being ratified. Time frames are extremely tight and we would like to see far more flexibility. It is often almost impossible to get busy working parish councillors together for a	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee votes for a site visit. The application will then be determined at the following area planning committee meeting.

<p>site visit when often we have effectively less than two weeks to do so. It is of course much less likely that an application will be deferred for a site visit after it comes to committee as there is so much pressure on achieving targets – decisions within set time periods. Only a selection of new Southern Area Wiltshire councillors will be on the Southern Area Planning Committee. If our local councillor is not one of them, should he not still attend the meeting to request that site visits should continue to take place prior to planning meetings, at the request of the local member with the chairman's agreement?</p>	
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<b>Respondent: Calne Area Transport</b>	
<b>Response number: 27</b>	
<b>Comment</b>	<b>Response</b>
<p>For applications which require an environmental statement or environmental impact assessment, 21 days is not long enough for people to be informed and read the material. This should also apply to major transport applications.</p>	<p>Parish councils should feel able to contact the case officer involved to request an extended period of time for responding to applications of this nature.</p>
<p>We ask that the development control charter (set out within the former Wiltshire County Council SCI) will remain and set out on a 'case by case' basis the approach to major applications.</p>	<p>The approach to be followed for major applications is set out in chapter 5 of the new Wiltshire Council SCI.</p>
<p>There should be a mechanism by which the public get feedback from the representatives of the council who attend regional planning meetings, and strategic committees, so that they can be informed and involved in strategic planning in the early stages. At present the public only has the official consultations, and they need to know what locally elected representatives are saying at meetings.</p>	<p>Details of meetings held at a regional level can be accessed on the South West Councils website<sup>7</sup>.</p>
<p>Consultation, and information on the local transport plan and the minerals and waste plans, should be more widely circulated (by local members and the town and parish councils).</p>	<p>The principles in the SCI will guide consultation on the local transport plan, although this is subject to different consultation requirements to the LDF. Opportunities for community involvement in the LDF (including minerals and waste documents) are set out in chapter 4 of the SCI.</p>
<p>There should be more use of citizens' panels and forums to seek feedback</p>	<p>Appendix 1 of the SCI provides details of the methods of consultation we will use</p>

<sup>7</sup> The South West Councils website can be accessed at: [www.swcouncils.gov.uk](http://www.swcouncils.gov.uk)

through open discussion and feedback on strategic plans. This is not the same as an area board forum which has blanket coverage on many more social rather than strategic issues. The citizens' panels or forums should be devised for each community area and be focussed in the major town within the area.	during preparation of the LDF. Forums are specifically mentioned as a method which may be used at key early stages in the production of new planning documents.
Elected members should have more time to inform their constituents of what is happening through newsletters in local parish council or ward magazines, and they should hold regular surgeries.	The SCI sets out how the council will inform the community about the development of planning policy and planning applications received. This may include the use of a spatial planning newsletter or briefing note at certain consultation stages. Surgeries may also be held at appropriate stages, with officers attending to explain documents and raise public awareness (see appendix 1 of the SCI).
The way in which economic, social and environmental representatives on local partnerships and strategic boards were chosen should be made clear. Were the posts advertised, or open in any way to competition? Are such meetings open to the public or held behind closed doors. This should be clear and reasons given.	Information on Wiltshire Council committees and meetings is available on the 'council' pages of the Wiltshire Council website <sup>8</sup> . The Wiltshire Council website also includes information about the Wiltshire family of partnerships <sup>9</sup> .
How will the problem of the public thinking it has already commented when there is a developer consultation on a strategic or large project, then failing to comment again when the council consults be overcome?	Chapter 4 of the SCI states that, at every consultation exercise for the LDF, the council will explain the current stage of the document, its importance, and the next stages in its development. The council's approach to major development applications is set out in Chapter 5 of the SCI.

**Respondent: Wilcot and Huish (With Oare) Parish Council**  
**Response number: 28**

<b>Comment</b>	<b>Response</b>
The parish council expects all planning proposals and amendments (hard copies) to be forwarded to local councils. Parish councils often rely on documents sent by Royal Mail as many parish councils do not have access to dedicated computer/printing facilities.	The matter of provision of hard copies of planning applications is being kept under review.

**Respondent: Chippenham and Villages Area Partnership**  
**Response number: 29**

<sup>8</sup> The 'council' pages of the Wiltshire Council website can be accessed at: [www.wiltshire.gov.uk/council](http://www.wiltshire.gov.uk/council)

<sup>9</sup> Information about the Wiltshire family of partnerships can be accessed at: [www.wiltshire.gov.uk/wiltshirefamilyofpartnershipsworkingtogether](http://www.wiltshire.gov.uk/wiltshirefamilyofpartnershipsworkingtogether)

<b>Comment</b>	<b>Response</b>
Community area partnerships should have been consulted during the pre-draft consultation on the SCI, as well as parish councils.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.
Plain English is essential with no unexplained acronyms.	We have attempted to write the SCI in plain English, and have kept the use of acronyms to a minimum. All those acronyms which have been used are explained in the glossary at the front of the document.
There needs to be an executive summary highlighting those points that need a response.	Executive summaries will be provided where appropriate. It is not considered necessary to provide an executive summary for the SCI, since the document has been drafted to be as concise as possible.
Sufficient time should be allowed for responses, bearing in mind the meeting frequency of the recipients.	Consultation periods for DPDs will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable. In some cases issues of urgency or statutory planning law will necessitate a shorter consultation period.
Consultation should be real with all the options included.	The SCI sets out the various stages of community involvement during the preparation of the LDF: community involvement will be encouraged from an early stage, and this should ensure that the community can have an input during the formation and consideration of options for development.

**Respondent: Laverstock and Ford Parish Council**

**Response numbers: 30 and 31**

<b>Comment</b>	<b>Response</b>
The parish council wishes to be consulted on issues which impact on our communities. All aspects of the planning process are of the highest importance to the parish council.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Details of the way in which parish councils will be consulted on planning matters are provided in chapters 4 and 5 of the SCI.
Most of the old Salisbury SCI is acceptable as a basis for consultation for	A review of the former SCIs in each of the districts and the county council was

the new SCI.	undertaken prior to developing the new Wiltshire Council SCI.
The parish council wishes to have meaningful discussions regarding the future of all planning gains following development within the parish to ensure that the parish safeguards and controls both the land gains and any R2/S106 monies that accrue from the development.	Details of the approach to be taken for consultation on planning obligations are provided in chapter 5 of the SCI.
The SCI should draw upon the recent results from the research done by the CRC and NALC in regard to engagement between local councils and local authorities. The principle of 'Keep it short - Keep it simple' should prevail, and that parish councils should be involved, informed and influential.	CRC and NALC have published a guidance note entitled "Helping parish and town councils work with unitary local authorities". This identifies the "top three success factors for meaningful engagement" as being trust, partnership working, and clarity of roles (p.4). Specific recommendations include that unitary officers should attend parish and town council meetings "to assist relationship building and provide an opportunity for questions to be raised" (p.6) and that new unitary structures offer the opportunity to review parish and community led planning, and how this can inform unitary policies. With regards to the three factors of meaningful engagement, the SCI should particularly assist in establishing clarity of roles, with chapter 2 setting out the roles of various existing community groups within Wiltshire, including town and parish councils. Appendix 1 of the SCI states that, where possible, officers will attend meetings of local groups and organisations during major consultation stages, although this may be limited by time and resources available. Chapter 4 of the SCI includes information about parish plans and other similar documents, and how these can inform the LDF.

**Respondent: Oxfordshire County Council  
Response numbers: 32 and 37**

<b>Comment</b>	<b>Response</b>
Wiltshire Council should continue to engage with Oxfordshire County Council on all planning policy consultations and on major planning applications which may have infrastructure, environmental or economic implications for Oxfordshire. Oxfordshire County Council should be consulted as highway authority for	Oxfordshire County Council is a neighbouring authority. As such it is a specific consultation body which Wiltshire Council must consult at certain stages of production of the LDF, when it is considered that Oxfordshire County Council may be affected by the proposed plans and policies. Consultation on

planning applications, and the Strategic Planning Consultation team should be consulted on the LDF.	individual planning applications is considered on a case by case basis.
Wiltshire Council should continue to engage with district and parish councils which adjoin the Wiltshire/Swindon borders, and to include these councils as key target groups in the SCI.	Neighbouring local authorities and parish councils adjacent to Wiltshire are identified as specific consultation bodies in chapter 2 of the SCI. As such, Wiltshire Council must consult these bodies at certain stages of production of the LDF, when it is considered that they may be affected by the proposed plans and policies.
Oxfordshire County Council has adopted the Oxfordshire Compact (September 2004) as its policy for guiding and improving its relationship with the voluntary and community sector in the SCI. This has proved to be a useful framework against which the relationship between the statutory and the voluntary, community and faith sectors can be monitored and evaluated.	Chapter 2 of the SCI includes some information about the Wiltshire Compact, and the code of practice on communication and consultation. The spatial planning and development services will endeavour to comply with the Wiltshire Compact code of practice on communication and consultation where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.

**Respondent: West Ashton Parish Council**  
**Response number: 33**

<b>Comment</b>	<b>Response</b>
During the West Wiltshire Spatial Strategy consultation the parish council felt that it was out of its depth, and did not really engage with the process. The parish council suggests that as proposals are developed they are grouped into area board areas, so that parish councils do not need to understand the plans for the whole of the new Wiltshire Council area in detail. This will enable parish councils to focus on the issues which are likely to have an impact on the local area.	The Wiltshire 2026 consultation document contains a section for each community area, so that all information relevant to a specific community area is presented in one place.
It would be helpful to parish councils if the timetable for the preparation of the LDF with informative notes could be issued to ensure it becomes an agenda item on our parish meetings.	The timetable for the production of the LDF is published in the Local Development Scheme, which sets out a three year programme. The council will also endeavour to inform people of important forthcoming consultations through a programme of awareness raising (for example, planning officers attended area board meetings during September and October 2009 to raise awareness of the forthcoming Wiltshire 2026 consultation).

**Respondent: Alton Barnes Parish Council**

<b>Response number: 34</b>	
<b>Comment</b>	<b>Response</b>
Liked the former Kennet SCI. The glossary at the beginning was particularly helpful and the parish council would like to see this repeated in the Wiltshire Council SCI. Also, the clarity of Section 3 (of Kennet SCI) was welcomed, and it is hoped that Wiltshire Council follow a similar straightforward approach. Section 5 is a useful summary of the current process and a section containing the same kind of information would be helpful in the Wiltshire Council SCI.	The new SCI includes a glossary of terms. Chapter 4 of the new Wiltshire Council SCI sets out how the community can become involved in the preparation of the LDF (similar to section 3 of the former Kennet SCI), and chapter 5 explains the opportunities for involvement in the determination of planning applications (similar to section 5 of the former Kennet SCI).
The public should be able to view hard copies of planning applications in a convenient location. It is difficult to compare plans online.	The matter of provision of hard copies of planning applications is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.
The parish council would like to be reassured that planning decisions will be consistent, comprehensible, and taken in the light of planning policy and guidance and not under pressure of one kind or another from developers or councillors.	Wiltshire Council deals with planning applications in an open and transparent manner in accordance with national and local planning policy and other relevant material considerations.
Planning Aid is not available to all of those with limited resources.	Planning Aid is national scheme and it is not within the remit of this SCI to affect the allocation of this resource.
Developers who have a commercial interest in planning in the county ought not to be involved in the SCI or be singled out for consultation when other businesses in the county are not.	Chapter 2 of the SCI states that Wiltshire Council will endeavour to include as many bodies, organisations and individuals in the planning process as possible. National planning policy emphasises the importance of early engagement with developers, and this is highlighted in the SCI.
<b>Respondent: Tidworth Town Council Response number: 35</b>	
<b>Comment</b>	<b>Response</b>
The town council worked closely with the former Kennet District Council and established a good rapport. The district council provided advice on planning law, and the town council identified local circumstances which may have affected decisions.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation.
Liked the way the former Kennet District Council ensured all who might be affected by a proposal had the best opportunity to know about it (neighbouring properties written to, notices posted on site, notices in local paper, website maintained showing applications and their progress).	Chapter 5 of the SCI explains the procedures which will be followed to promote community involvement in planning applications. The steps to be taken include provision of details online, site notices, neighbour notification, town/parish council notification, and weekly lists of applications received.

Sufficient time was allowed for proper consideration of proposals, and to allow interested parties to write in. Parish and town councils were formally consulted.	Parish and town councils are given 21 days to respond to planning applications.
The Western Gazette is not an appropriate local paper for Tidworth Community Area. The Salisbury Journal and the Andover Advertiser are the local papers which serve this area.	This has been noted.
Liked the way in which planning officers at the former Kennet District Council invariably conducted site visits so as to better understand the proposal and how the development would fit in with the surrounding built environment.	All application sites are visited by a planning officer before a decision is made.
The town council does not see how consulting an <i>ad hoc</i> panel of local residents on planning proposals would effectively and efficiently enhance the planning process. Local residents can (and do) approach their local town councillors where they have concerns about planning issues. Big issues of principle, such as permitting any significant development in a Green Belt, would be an appropriate matter to put before an area board, but not specific planning applications.	Chapter 2 of the SCI clarifies that area boards will not be directly involved in deciding planning applications. Further detail is available in the area board handbook, which is available on the Wiltshire Council website <sup>10</sup> .

<b>Respondent: Box Parish Council Response number: 36</b>	
<b>Comment</b>	<b>Response</b>
Wishes the present system of communication with parish councils to continue.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
Any future planning policies should strengthen the Green Belt Policy and take regard of the AONB.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to the Green Belt and the AONB. These issues will however be

<sup>10</sup> The area board pages of the Wiltshire Council website can be accessed at: [www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)

	considered during the preparation of planning policy documents.
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<b>Respondent: Calne Town Council Response number: 38</b>	
<b>Comment</b>	<b>Response</b>
Development control problems will be a major issue for many people. It needs to be made very clear that local people will have a significant input, and how they will have that input.	Chapter 5 of the SCI explains how local people can become involved in the determination of planning applications.
A comprehensive list is required of standard development control consultees.	Details are provided in chapter 5 of the SCI as to the various bodies that are notified of planning applications (a comprehensive list is not provided as the consultees vary according to the nature of the application concerned).
Developers should be encouraged to lead 'pre-planning consultations' on all major applications, and (at the very least) they should provide a consultation statement.	The council encourages prospective developers to involve the public at an early stage for major development proposals. Where there is a local validation checklist for submission of the planning application, and where a statement of community involvement is a requirement of this checklist, the application will not be registered without one.
Summaries of representations should be made easily available to communities during consultation periods.	Chapter 4 of the SCI states that the council will summarise the main issues raised during formal consultation on DPDs. A report outlining the council's response to these issues will be submitted to the Secretary of State alongside the submission draft of the DPD.
It would be helpful to have the old planning policy guidance (PPG) number that corresponds to the new planning policy statement (PPS).	In general, reference will only be made to the most recent national planning policy in order to avoid confusion. However, planning officers will be happy to discuss and explain any particular issues on request.
All methods of consultation must be suitable for the intended audience.	Appendix 1 of the SCI describes some of the consultation methods which the council will use, and summarises the strengths and weaknesses of each of these methods. The council will give careful consideration to the appropriate methods to use for each community involvement or consultation event.
Budgets should show that sufficient resources are available to manage community involvement and the budget should be reviewed frequently in the early days as new planning systems are	Chapter 3 of the SCI explains how community involvement will be resourced.

tested.	
The public need very clear instructions on how to get help with planning issues.	Contact details for each of the planning teams at Wiltshire Council are provided at the back of the SCI; these teams should be the first point of contact for anyone with a query about planning in Wiltshire. The teams each focus on different types of planning (planning policy, development management, minerals and waste policy), and cover different geographical areas (north, south, east or west Wiltshire, or Wiltshire-wide).
There must be a comprehensive plan to consult with 'hard to reach' groups (children and young people, black and ethnic minorities, gypsy and traveller communities, the elderly, people with disabilities, and those with limited time such as working people and parents).	Chapter 2 of the SCI includes information about how the council will seek to involve those groups which do not normally get involved with the planning system.

**Respondent: Fovant Parish Council  
Response number: 39**

<b>Comment</b>	<b>Response</b>
Recommend continued use of the consultation table shown on pages 18 & 19 of the former Salisbury SCI. Possibly could enhance this table to show which consultees' views take priority and why. Particular regard should be had to the view of the parish council as the lowest democratic tier of local representation, acknowledging that few other consultees have such a mandate. The impact of developments on local communities should be the priority of decision makers unless an overwhelming national interest prevails.	Chapter 5 of the new Wiltshire Council SCI explains the steps the council will take to promote involvement in planning applications, and sets out the types of application which will be advertised in the weekly local press. This is similar content to the table on pages 18 and 19 of the former Salisbury SCI. The views of town and parish councils are taken very seriously.
Involvement should include other local parish councils and community area partnerships where the application would have impact on a wider community area (e.g. planning applications which would lead to large increase in traffic movements). Consultation should also be undertaken on a wider basis where applications are being considered by adjacent county planning authorities and would have an impact on a wider area.	Chapter 2 of the SCI includes a section on 'area based involvement' which states that Wiltshire Council will carefully consider the appropriate area for consultation in all cases. Views of neighbouring parish councils on applications with a wider impact are sought in the normal manner. Comments from community area partnerships on planning applications are welcomed, but formal consultation is appropriate for the locally elected town and parish councils. Consultation to be undertaken by other planning authorities is not a matter for the Wiltshire Council SCI, since it is outside our control.

<p>Wiltshire Council should require that all planning applications are submitted in a consistent manner including a full set of scaled drawings.</p>	<p>The council is awaiting changes to government policy and law on the validation of planning applications, due by April 2010.</p>
<p>For medium to large development proposals outreach workshops to more remote and peripheral parts of community should be required. Early consultation should be required for all medium to large development proposals. This should be before the final design is fixed. This could involve the use of tools such as exhibitions, illustrations and models. All potential developers should be required to undertake public consultation within the local community in which proposed development is to be located, particularly if a site is within a Conservation Area or AONB.</p>	<p>Chapter 5 of the SCI states that Wiltshire Council will encourage prospective developers to undertake more extensive public involvement at an early stage, before a planning application is submitted, for major development proposals.</p>
<p>Community involvement should pursue an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as the local development framework).</p>	<p>Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.</p>
<p>Community involvement should engage the whole community within the parish and not just neighbouring properties.</p>	<p>Chapter 5 of the SCI explains the steps the council will take to promote involvement in planning applications. These include site notices, online details, town/parish council notification, and weekly lists, alongside neighbour notification.</p>
<p>The use of technology is welcomed, but it is necessary to complement this with traditional means of communication, to enable those without access/skills in IT to participate.</p>	<p>Hard copies of consultation documents will be available for all planning policy consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.</p>
<p>Wiltshire Council should continue to set aside funding to ensure that all parish and town councils are assisted and enabled to initiate and complete a town/parish plan within five years. The resulting town/parish plans should be adopted by the planning authority as a primary material consideration when considering planning applications.</p>	<p>The matter of funding for town/parish plans is not within the remit of the SCI. The SCI includes information about how documents such as parish plans can be incorporated within the LDF.</p>

<b>Respondent: Redlynch Parish Council</b>	
<b>Response number: 40</b>	
<b>Comment</b>	<b>Response</b>
The parish plan should be referred to by planning officers in determining planning applications.	The SCI includes information about how documents such as parish plans can be incorporated within the LDF.
Members of the council should be available to clarify and present significant, sensitive, or contentious draft policy before parish councils respond to it.	Appendix 1 of the SCI states that, where possible, officers will attend meetings of local groups and organisations during major consultation stages, although this will depend upon the time and resources available.
Adequate consultation periods should be allowed for any documentation (taking into account that parish councils may only meet monthly or every other month).	Consultation periods for the LDF will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable. In some cases issues of urgency or statutory planning law necessitate a shorter period.
The parish council would appreciate more e-mail communication to aid distribution to councillors and speed up replies.	The council uses e-mail communication wherever possible, and will be using specialist computer software for consultations, enabling documents to be viewed and commented upon online.

<b>Respondent: Lea and Cleverton Parish Council</b>	
<b>Response number: 41</b>	
<b>Comment</b>	<b>Response</b>
The parish council wishes to remain fully involved in the whole of planning procedures, including the entire development control aspect of planning.	Wiltshire Council will continue to consult town and parish councils, alongside the community area boards and the community area partnerships. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications.
Adequate time is required for responses. The time scale offered by previous district council was adequate, with occasional extensions arranged.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases statutory planning law necessitates a shorter consultation period. Town and parish councils are given 21 days to respond to planning applications (see chapter 5 of the SCI).
Future documents should be less complicated than those previously	We have attempted to write the new SCI in a clear and concise manner, and the

published and therefore more easily followed.	structure of the document is clearly explained at the start. The Wiltshire 2026 consultation document (published in October 2009) was also written with the intention that it should be clear and easily followed.
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**Respondent: St. Paul Malmesbury Without Parish Council**  
**Response number: 42**

<b>Comment</b>	<b>Response</b>
The parish council would like a seminar to explain planning procedures relevant to the parish, in order to understand what is necessary for consultation.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. Reference to this is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.
The parish council would like reasonable time for consideration of a response to the pre-draft consultation on the SCI.	The period for the pre-draft consultation on the SCI was extended in response to requests for more time. Responses received after the extended deadline have also been considered.

**Respondent: Mr Blake**  
**Response number: 43**

<b>Comment</b>	<b>Response</b>
Wiltshire Council should consider making town councils (and perhaps even parish councils) responsible for collecting and representing the views of all voluntary organisations in their area. This would assist in bolstering the role and credibility of these councils and would hopefully encourage local people to take more interest in town and parish council elections. Community area partnerships are not a formal part of the local democratic system and would not therefore be suitable for this role. This comment was prompted by the long list of organisations which the former North Wiltshire SCI recommends should be involved in consultation activities.	While the council would welcome a coordinated response that represents a number of views, the council still has a duty to contact these organisations individually.

**Respondent: Donhead St. Mary Parish Council**  
**Response number: 45**

<b>Comment</b>	<b>Response</b>
The parish council understands that they are a statutory consultee on all planning matters and expects this position to be maintained. The parish council wishes to continue to be consulted on relevant planning matters.	Details of Wiltshire Council's commitment to continue to consult with town and parish councils are provided in chapter 2 of the SCI. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications.
The parish council wishes to remain involved in any statements of community involvement.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
Consultation periods should be arranged to take account of the fact that parish councils tend not to meet in August. When consultation is taking place over the summer, the call for final comments should be towards the end of September.	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during August.
Community involvement at the parish level should include: placing notices on all notice boards to make all residents aware of planning applications; allowing residents the opportunity to view these plans; residents being able to inform the parish council of their views through parish councillors; information should be made available on the parish council website.	Details of the ways in which parish councils and residents can comment on planning applications are provided in chapter 5 of the SCI. The steps taken by Wiltshire Council to promote involvement include site notices, online details, neighbour notification, town and parish council notification, and weekly lists of applications received.

**Respondent: Hale Parish Council**

**Response number: 46**

<b>Comment</b>	<b>Response</b>
The parish council would like to be informed of the progress of the SCI.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
The parish council is particularly	The SCI sets out how the community can

interested in issues relating to planning and transport.	become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to transport. These issues will however be considered during the preparation of planning policy documents.
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**Respondent: Hilperton Parish Council  
Response number: 47**

<b>Comment</b>	<b>Response</b>
The parish council expects to be involved in all levels of consultation, particularly at the strategic level, so that members can have input before recommendations gain momentum through the system. This early involvement is the only way to ensure proper involvement of the community.	Chapter 4 of the SCI sets out how parish councils and others can be involved in the preparation of the LDF. This provides an opportunity for involvement at a strategic level, in the formation of planning policies.
The parish council also raised issues regarding the timescale of the pre-draft consultation on the SCI, and the fact that there had not been sufficient information to enable the parish council to make an informed input.	The period for the pre-draft consultation on the SCI was extended in response to requests for more time. Responses received after the extended deadline have also been considered. A second letter was sent to consultees to give more information about the pre-draft consultation, and this included reference to the former SCIs of the district and county councils, which are no longer being used but which provide an example of the form and content of an SCI.

**Respondent: Mere Parish Council  
Response number: 48**

<b>Comment</b>	<b>Response</b>
Request that any consultation events, meetings and documents should be advertised in the Blackmore Vale Magazine as well as other local papers. Mere is in an area that geographically falls between various local newspapers (Salisbury Journal, Western Gazette & Warminster Journal) but in our research, a lot of residents only buy one of them or none of them. Nearly every resident in Mere will pick up the Blackmore Vale Magazine, however. It is therefore a good medium for advertising and notices.	This request has been noted. The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications, subject to constraints on budgets and officer time.

**Respondent: Steeple Ashton Parish Council  
Response number: 49**

<b>Comment</b>	<b>Response</b>
<p>Notices should be visibly posted at or near to the sites of planning applications. Notification should be sent to residents of neighboring properties. Letters received in response to planning applications should be acknowledged. If a planning application is to be determined by the council's regulatory committee, those who submitted a response should be advised of the date and time of the meeting plus any further relevant information. Parish councils should have a minimum of 21 days to comment on a planning application. Hard copies of plans should continue to be sent by post for consideration.</p>	<p>All planning applications are advertised by a site notice displayed on or close to the site, allowing 21 days for a response. Where appropriate, neighbours are notified by letter that an application has been received. See Chapter 5 of the SCI for further information about community involvement in planning applications. Acknowledgement of letters is not cost-effective and neighbours are advised in their consultation letter that they can check for themselves whether their comments have been received as they are posted on the council's web site. Those who have made representations on an application that is determined by a planning committee are advised of the date and time of the meeting and other relevant information. Parish councils do get 21 days in which to respond to an application. The issue of hard copies is kept under review.</p>
<p>Comments from The Friends of Steeple Ashton and residents of neighbouring properties should be taken into consideration when determining planning applications.</p>	<p>Any comments received on planning applications are carefully taken into account before a decision is made.</p>
<p>The Steeple Ashton Village Design Statement should be used as supplementary planning guidance.</p>	<p>Chapter 4 of the SCI explains the approach to be taken to village design statements and similar documents.</p>

**Respondent: Erlestoke Parish Council**  
**Response number: 50**

<b>Comment</b>	<b>Response</b>
<p>No planning application should be passed in our parish without the parish council first viewing and commenting on it.</p>	<p>Parish and town councils are sent details of every application in their area, and are given 21 days to respond. This period may be extended by agreement with Wiltshire Council in exceptional circumstances (see chapter 5 of the SCI).</p>
<p>All planning requirements must apply to all residents of the parish. There should be no special rules for the MOD, prison authorities, or the farming community. Any development involving public safety should have increased planning requirements to ensure the public are not at risk.</p>	<p>Local planning policy applies to all applicants, regardless of identity. However, there may be specific planning policies which deal with MOD land, prisons, or agricultural development, since these require special attention. Any proposed new planning policies will be consulted on fully before being adopted by the council, and the ways in which the community can be involved in the development of planning policy are explained in the SCI.</p>

The parish council requires at least 28 days reviewing and studying the plans.	Town and parish councils are given 21 days to respond to planning applications. This period may be extended by agreement with Wiltshire Council in exceptional circumstances.
The parish council wishes to have contact at all times with local planning officers.	Contact details for each of the planning teams are provided at the end of the SCI.
Parish councils should have the right every 3 years to review and if necessary change the local development area and conservation area boundary.	Local planning policy and conservation area boundaries are prepared by Wiltshire Council in consultation with the local community. Chapter 4 of the SCI includes information about the consultation to be undertaken when conservation area boundaries are reviewed.
Planning must ensure that when development is taking place outside the conservation area boundary but will have significant effect within that area then extra planning requirements are required.	Any significant impacts on the surrounding area will be taken into account when determining planning applications.
Parish councils should have direct control over work to trees and hedges and any replanting.	This is beyond the remit of the SCI.
Rules for conservation areas should be flexible. It is illogical to apply the same rules to new houses as to older properties with character. It is illogical to introduce wheelie bins in a conservation area when no storage is possible, and the bins are unsightly.	This is beyond the remit of the SCI. However, chapter 4 of the SCI includes information about the preparation of conservation area appraisals and management plans.

**Respondent: Public Protection Services (Wiltshire Council)**

**Response number: 51**

<b>Comment</b>	<b>Response</b>
Would be interested in having input in to any consultation and assisting with any background information. Have inherited the GIS mapping systems of the previous councils, which is obviously highly relevant to future development. Noted that Mid Devon have been working closely with their forward planners in the development of policies to resolve and prevent air quality issues and wish to work with the spatial planning team in a similar way. Also, certain polluting processes require permits before operating – these are usually picked up through the development control process.	The spatial planning policy team would welcome any comments or suggestions public protection services may have with regard to the development of future planning policy in Wiltshire.

<b>Respondent: Purton Parish Council</b>	
<b>Response number: 52</b>	
<b>Comment</b>	<b>Response</b>
Town and parish councils should be informed of planning issues which arise, with the aim of working together for the good of the community. Town and parish councils are well established, generally provide excellent service, are truly democratic and are continually evolving. The involvement of town and parish councils is paramount when it comes to communication.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
Training sessions would be welcomed (similar to those provided by the former North Wiltshire District Council). Training on former county council issues (such as waste, traffic, and criteria used by Highway Team to comment on planning applications) and on areas of concern (such as traveller's sites and caravans on equestrian sites) would be particularly useful. Some training sessions should be carried out at area board meetings to inform the public about the planning process. Training on enforcement powers would also be useful.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. Reference to this is included in chapter 5 of the SCI. The spatial planning team may use area board meetings to inform people of forthcoming consultations (an example of this is the attendance of planning officers at area board meetings during September and October 2009 to inform people of the Wiltshire 2026 consultation).
The parish council does not understand the role of the community area partnerships, other than that they produce a community plan.	Chapter 2 of the SCI includes some information about community area partnerships.
The public should be made aware of planning applications from the outset (letters should be sent to neighbouring residents, site notices should be posted, notification and details should be sent to statutory bodies with reasonable time for comments to be made).	Details of the steps taken to promote involvement in the determination of planning applications are set out in chapter 5 of the SCI. These steps include site notices, neighbour notification, and notification of the relevant town or parish council.
The highways team consulted on planning applications should work more closely with the planning department.	The highways team make regular visits to each of the area offices to discuss planning applications, enforcement issues, and preliminary enquiries.
Details of how a planning application can be called into a planning committee should be provided. It should be possible for interested parties to attend and speak at planning committee meetings, and the meetings should be held in the local area. Details should be provided about	The council has decided that planning committee meetings should be held on an area basis, making it easier for people to attend. Details are sent to people who make representations on applications to be heard at committee, explaining the format and how they can present their

<p>the format of the meetings, and how people should present their case.</p>	<p>case. Some information on the area planning committees is included in chapter 5 of the SCI.</p>
<p>Details of how planning officers work with developers should be provided – particularly in the case of applications which go to appeal (in the past planning officers have continued to work with developers, strengthening their case).</p>	<p>Appeals are dealt with under very tight timescales set by the Planning Inspectorate and it is a requirement in many cases that planning officers work with developers to establish common ground before an appeal. This enables the inspector to focus on the crucial issues that divide the parties. Where parish or town councils have any concerns, case officers or the area development managers will be happy to assist them.</p>
<p>As many people as possible should be encouraged to take part in consultations on draft planning policy documents. Planning officers should recognise that the general public will not always have a clear understanding of what is required, and should consider working with parish and town councils to present significant documents to the public in a simplified way. More displays and exhibitions may help. Consultations should not be undertaken during the holiday periods.</p>	<p>The SCI includes the commitment that Wiltshire Council will endeavour to include as many bodies, organisations and individuals in the planning process as possible. The spatial planning team may use displays and exhibitions during consultations on draft planning policy documents, with officers on hand to explain the planning process and discuss relevant issues (appendix 1 of the SCI outlines the methods which may be used for consultation). Exhibitions are being held at each of the main settlements in the county during the Wiltshire 2026 consultation running from the end of October until the end of December 2009. The council cannot commit to avoiding consultation during holiday periods.</p>
<p>The planning pages of the Wiltshire Council website are not as user-friendly as the former North Wiltshire pages – further development of the website would be useful.</p>	<p>The planning policy pages of the website are being monitored, and changes are being made as required.</p>
<p>Libraries should be used as information centres.</p>	<p>Libraries are currently used as information centres. During the Wiltshire 2026 consultation (October – December 2009) libraries were given copies of consultation material, and were asked to display posters advertising the consultation.</p>
<p>Town and parish councils (particularly town councils such as Cricklade and Wootton Bassett) often have premises where information can be displayed, and they also have trained staff on hand to offer help and advice. Town and parish councils across Wiltshire should be encouraged and supported in providing information points/centres. There should</p>	<p>The council attempted to make use of the premises referred to during the Wiltshire 2026 consultation (October 2009). Town and parish councils were given a range of consultation material in the hope that they would display and circulate this information in their local areas, while libraries were given extensive consultation material as they act as</p>

<p>be a good working relationship between Wiltshire Council and the town and parish councils.</p>	<p>accessible information points for a large part of the population of Wiltshire.</p>
<p>Radio and other forms of media should be used to highlight policies under review, with a brief outline of what they are about and how people can comment.</p>	<p>The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (undertaken between October and December 2009).</p>
<p>An annual timetable of consultations would be useful, giving the parish and town councils an opportunity to schedule meetings and inform the public.</p>	<p>The timetable for the production of the LDF is published in the local development scheme, which sets out a three year programme. The council may use a programme of awareness raising to inform people of important forthcoming consultations (for example, planning officers attended area board meetings during September and October 2009 to raise awareness of the forthcoming Wiltshire 2026 consultation).</p>
<p>Parish and town councils should be notified of any liaison between Wiltshire Council and neighbouring authorities (such as Swindon), especially where this will affect particular parishes.</p>	<p>Chapter 2 of the SCI refers to cross-boundary working, particularly with regard to minerals and waste planning policy documents. Consultation material will include a clear statement about cross-boundary working where this has taken place.</p>

<b>Respondent: Tisbury Parish Council</b>	
<b>Response number: 53</b>	
<b>Comment</b>	<b>Response</b>
Consultation periods should last for at least 6 weeks.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods.
At least one hard copy of any relevant document needs to be sent to the parish council; a listing of website links to the relevant paperwork should also accompany the document or be emailed to the clerk.	Parish and town councils are specific consultation bodies, and as such will be sent hard copies of relevant consultation documents during the preparation of the LDF. Details of website links will also be provided where appropriate.
Consultation should be conducted directly with the public at area board meetings or Wiltshire County arranged public meetings or information events such as road shows.	Appendix 1 of the SCI outlines the methods of consultation which will be used by the council when preparing the LDF and/or determining planning applications. The methods listed include surgeries, presentations, exhibitions and public meetings, which may be held during major planning policy consultation stages. However, it should be noted that these methods will not be appropriate for every consultation on the LDF, or for every planning application. Planning officers attended some area board meetings in preparation for the Wiltshire 2026 consultation, in order to inform people about the consultation and how they could become involved.
References to documents should include proper references with SI numbers for publications and amendments as necessary.	SI numbers are not usually included for documents referred to in consultation material. However, the spatial planning policy team can provide details of any documents as required. Where background documents have been produced internally, these will be available to support the consultation.

<b>Respondent: Manningford Parish Council</b>	
<b>Response number: 54</b>	
<b>Comment</b>	<b>Response</b>
Parish councils with their detailed local knowledge should continue to be consulted directly on all planning related issues.	Wiltshire Council is committed to continuing to consult with town and parish councils on planning matters (see details in chapter 2 of the SCI).

The SCI for the former Kennet District Council (and the other former districts) is a useful blueprint for adoption by the new unitary council.	A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI.
More use should be made of the internet for the passage of information and consultation on planning applications.	Specialist computer software will be used to facilitate internet based consultation on planning policy documents. Planning applications are available on-line, and comments can be submitted by e-mail.
The initial contact with parish councils should be through the parish clerks.	The parish clerks are listed in the Wiltshire community database as the first point of contact for the parish councils.

**Respondent: Tisbury and Parishes Community Area Partnership**  
**Response number: 55**

<b>Comment</b>	<b>Response</b>
Special attention should be made to receive the inputs from local community area partnerships (where they exist) for those developments which impact the wider community area (i.e. developments leading to a large increase in traffic, developments affecting shared infrastructure such as schools, developments affecting quality of life issues, and developments about which there are environmental or sustainability concerns). The role of the community area partnership is to act as a forum and to present the views of our local communities on development proposals which may have an impact on the area as a whole. The community area partnerships are not concerned with bespoke parish issues such as listed buildings and street scenes, but with the wider impact of developments.	Comments from community area partnerships on planning applications are welcomed, but formal consultation is appropriate for the locally elected town and parish councils.
The SCI should drive inclusivity and help to deliver best practice. Community engagement should be a proactive and live process. Community involvement must engage the whole community, not just the local parish councils, other statutory consultees, quangos and developers.	Wiltshire Council is committed to open and honest dialogue with the community and will endeavor to include as many bodies, organisations and individuals in the planning process as possible (see chapter 2 of the SCI). The SCI seeks to define the Wiltshire community in terms of the local community, the extended community, and specific consultation bodies. The council will also seek to engage those groups which have traditionally been under-represented within the planning process in Wiltshire.
Wiltshire Council should encourage early engagement with the public and other consultees for significant development proposals. For significant development	The council encourages applicants to consult the local community as early as possible when significant development is proposed.

proposals, outreach workshops to more remote and peripheral parts of the community should be encouraged.	
The council should consult upon developments which are considered by and within an adjacent county planning authority but which affect our local areas.	Applications which are outside the Wiltshire area are not within the control of Wiltshire Council, and it is therefore beyond the scope of the SCI to impose consultation requirements for these applications.
The community area partnership wishes community involvement to have an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as LDFs) within a particular area.	Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.
Use of new technology should be encouraged, but such new methods must be additional to traditional paper means in order that community engagement is retained within those communities where broadband services are not available.	The council will be using specialist computer software to facilitate electronic consultation during the preparation of the LDF, but paper copies of documents and representation forms will still be available. In terms of consultations on planning applications, the use of electronic documents is being kept under review. All web-based documents can be downloaded and printed for easier examination.
Concerned that the community area partnerships were not included on the original list of consultees for the pre-draft consultation on the SCI. In order for the exercise to be successful, comments on Wiltshire Council's proposed SCI should reach out to those sections of the wider community, and not to parish councils alone.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.

<b>Respondent: Aldbourne Parish Council</b>	
<b>Response number: 57</b>	
<b>Comment</b>	<b>Response</b>
Villages such as Aldbourne should not be excluded from strategic planning decisions because they are located on the edge of the unitary area.	Villages and communities will not be excluded from strategic planning decisions, regardless of their location within the county. Wiltshire Council will endeavour to include as many people as possible in the planning process.
The parish council is very concerned about the new system whereby objections noted by the parish council planning committee must be ratified by the local Wiltshire Councillor before a	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the

<p>planning application is referred to a Wiltshire Council planning committee (rather than being determined by officers using delegated powers). This raises problems if the Wiltshire Councillor has a different view from the parish council.</p>	<p>former district councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.</p>
<p>Road shows should be held at times suitable for those in employment (i.e. not just 11am-2pm).</p>	<p>Every effort will be made to ensure that as many people as possible are able to attend exhibitions and road shows. Exhibitions were held as part of the Wiltshire 2026 consultation (undertaken in October 2009); these generally ran from 1 – 7 pm in an effort to ensure that working people would be able to attend.</p>

**Respondent: Campaign to Protect Rural England (CPRE)**  
**Response number: 58**

<b>Comment</b>	<b>Response</b>
<p>Would like to see the document being made more alive and answering the question of 'how will the community be involved?' up front. The document should clearly state what you can do to become involved. These clear statements can be made at the start of the document, and then more detail can be provided later on. Include details of how decisions will be taken.</p>	<p>In drafting the SCI, we have attempted to ensure that the document is clear and concise. A box explaining how to use the SCI is included at the front of the document.</p>
<p>Information should be included about how the area boards and community area partnerships will be run. What happens after area board meetings?</p>	<p>The SCI includes some information about community area boards and community area partnerships (see chapter 2). Further information on the boards and partnerships is available on the Wiltshire Council website.</p>
<p>The SCI should include details of committee procedures. Previously questions could be asked in the districts: will this continue? Will there continue to be the opportunity for local involvement (rather than all the activity happening at a remote location?). How can people become involved? Mention opportunity to still be involved through councillor/being able to ask questions.</p>	<p>Chapter 5 of the SCI includes some information about area planning committees. The planning committee meetings will be held on an area basis, making it easier for people to attend.</p>

**Respondent: Kington St. Michael Parish Council**  
**Response number: 59**

<b>Comment</b>	<b>Response</b>
<p>There should still be mechanisms for</p>	<p>Chapter 2 of the SCI emphasizes</p>

Wiltshire Council to engage and consult directly with parishes, rather than always through the area boards.	Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
A letter of support/objection from a parish council should be given greater weight than a letter from a member of the public, since the parish council represents the whole parish.	The views of parish and town councils are taken very seriously on all planning applications, and during all planning policy consultations.
Consultation periods should be for a minimum of 6 weeks.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods.
Wiltshire Council should not use solely internet based consultation methods (particularly for planning applications) as some of the community do not have access to a computer, and the parish council cannot access documents online during meetings.	Hard copies of consultation documents will be available for all planning policy consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.

**Respondent: West Tisbury Parish Council**  
**Response number: 60**

<b>Comment</b>	<b>Response</b>
The parish council is concerned that their existing lawful rights as statutory consultees are not in any way undermined by the SCI process. They will not be prepared to surrender any existing rights to be consulted and would actually expect Wiltshire Council to go beyond the minimum standards required by statute. The parish councils play a very significant role as guardians of their respective communities. Wiltshire Council should not underestimate the importance and relevance of local knowledge, information and feedback.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications. Chapter 4 of the SCI includes the

	<p>commitment that Wiltshire Council will endeavour to exceed the minimum consultation requirements where possible when producing the LDF.</p>
<p>Wiltshire Council needs to give proper credence to parish plans which have been drawn up based on extensive consultation in the local communities. In particular, TisVis is a robust and important document covering a wide range of issues, the results of which should be properly reflected in the LDF.</p>	<p>Chapter 4 of the SCI includes details as to how supplementary documents (such as parish plans) can be incorporated within the LDF to inform the preparation of planning policy and the determination of planning applications.</p>
<p>Wiltshire Council should make greater effort to ensure that there is a strategic approach across all departments. There is an opportunity in drawing up the new development framework for existing anomalies to be ironed out. This is a particular role for the area boards and community area partnerships.</p>	<p>This is beyond the remit of the SCI. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI. Internal consultation will be undertaken with relevant council departments when producing planning policy documents. This should assist in delivering a strategic approach. The area boards play an important role in coordinating all statutory services at the local level and this will help to deliver an integrated response to the SCI.</p>
<p>In the past consultation periods have often been unrealistically short and/or inappropriately timed. Parish councils routinely do not meet for 2 months in July and August. These months should be avoided for consultations as a matter of policy. Consultation periods should extend for a minimum of 8 weeks.</p>	<p>Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during July and August.</p>
<p>The parish council would expect at least one hard copy of all documents to be sent to the parish councils. Wiltshire Council needs to recognise that not everyone has internet access and reading documents online is not always appropriate.</p>	<p>Parish councils are specific consultation bodies for the purposes of the LDF, and as such will be sent hard copies of consultation material for relevant LDF consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.</p>
<p>The SCI produced by the former Salisbury District Council is comprehensive and, as a minimum standard, the objectives in that document</p>	<p>A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI.</p>

reflect what the parish council would expect to see in the revised document from Wiltshire Council.	
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<b>Respondent: Wiltshire Forum of Community Area Partnerships (WFCAP) Response number: 61</b>
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<b>Comment</b>	<b>Response</b>
<p>WFCAP are very concerned that neither letter regarding the pre-draft consultation on the SCI makes any direct reference to community area partnerships, but merely refers to 'local interest groups.' The previous Wiltshire County Council SCI included reference to the community area partnerships. The role of community area partnerships in community consultation and planning has since been empowered by Wiltshire Council. The community area partnerships, as holders of a seat on the area board, are now integral in the planning system and a main player in the new unitary set up. Their role and involvement on planning was a critical factor in ensuring government authorization for unitary status. The pre-draft consultation letter states that "The council is committed to working with community area boards as the basis for consulting local communities" yet the area boards will be fed this information from the community area partnerships who will be the first line of community engagement. It is essential therefore that the planning organisation makes direct links with the partnerships to ensure their contribution is taken into account and to establish a working relationship with them. The community area partnerships should be formally involved by the council, rather than hearing from other sources. WFCAP would appreciate a formal invitation to the community area partnerships requesting their participation in the new Statement of Community Involvement.</p>	<p>The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.</p>

<b>Respondent: Fyfield and West Overton Parish Council Response number: 62</b>
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<b>Comment</b>	<b>Response</b>
<p>Broadly pleased with the way in which the former Kennet DC involved the community in general, and parish councils in particular in the planning</p>	<p>A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI. Details of the ways</p>

<p>process. Would like Wiltshire Council to reproduce these arrangements as closely as is feasible. Any changes in the arrangements should result in more, not less, influence being afforded to the views of parish councils, as the most local elected representatives of the community.</p>	<p>in which Wiltshire Council will consult parish councils are provided in chapters 2, 4 and 5 of the SCI. The views of parish councils are always taken very seriously. The council recognises the important role that parish councils play in representing their local communities, and there will be circumstances when the views of the parish will be given considerable weight.</p>
<p>The role of area boards and partnerships in relation to planning is not yet clear. The parish council considers that area boards and partnerships should be involved in the formulation of policies relevant to their community area, but this should be in addition to, and not at the expense of, involvement of the parish councils. Parish councils play an important role in the making of sound planning decisions, because of their knowledge of the place to which a decision relates, their knowledge of the concerns of the local community, and their role as impartial elected representatives of that community.</p>	<p>Wiltshire Council is committed to continuing to consult with town and parish councils, alongside community area boards and community area partnerships. Chapter 2 of the SCI highlights the unique role of town and parish councils as the most local tier of democratic representation.</p>
<p>Planning applications should automatically be referred to the relevant Wiltshire planning committee for a decision if a parish council has raised an objection to the application and the officer is minded to approve it.</p>	<p>This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the former district councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.</p>
<p>The new SCI should be presented in a way which is much clearer and easier to understand than the previous statements. It should be written in a way which will help members of the community easily to see when they need to speak up, and how to set about doing so. The SCIs produced by the former district and county councils were daunting, and were more likely to discourage community involvement than to encourage it. The new SCI should be shorter and better structured. The SCI</p>	<p>The new SCI has been written with these issues in mind. The SCI has a clear structure, which is set out at the beginning of the document. The use of acronyms has been kept to a minimum, and those acronyms which have been used are explained in the glossary of terms.</p>

<p>should include: a clear statement of what the different planning processes are; an explanation as to what the significance of each process is; and detail as to the point or points at which people can influence the process, and exactly how they should go about doing so. The previous SCIs included a lot of inconsequential material about the benefits of community involvement, and the history of how the SCI was developed – this information should only be included in an appendix, if at all. The language used should be straightforward, concise, and should avoid the use of acronyms.</p>	
<p>The planning process as a whole is complex, and it is difficult for bodies even with frequent exposure to it (such as parish councils) to get to grips with it. Having a measure of consistency (as far as is realistic) between different processes in terms of who is consulted, and at what stage, would help to reduce some of the confusion.</p>	<p>Chapter 4 of the SCI gives detail as to the involvement and consultation activities which will be undertaken at each stage of production of DPDs, SPDs, and the SA. The requirements for consultation on each of these documents are governed by separate regulations, and the processes of consultation are therefore necessarily different in each case. However, links have been identified where possible, to illustrate similarities between the processes. Chapter 5 of the SCI explains the stages at which people can become involved with the development management process.</p>
<p>The parish council would like to see Wiltshire Council arrange training days for parish clerks, and chairs of parish council planning committees, where planning processes and the role of parish councils in relation to them, can be explained in more detail. It might also be appropriate to include other key community organisations in such training.</p>	<p>Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. This commitment is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
<p>When providing information about planning matters, a combination of approaches should be used (internet, use of the local media particularly newspapers, posting of paper notices and provision of written copies of documents and consultations).</p>	<p>Chapter 3 and appendix 1 of the SCI provide details of the methods which will be used for LDF consultations. The methods listed in appendix 1 include online consultation, media advertising, and documents being available to view at the principle council office. Chapter 5 of</p>

	the SCI explains the steps which will be taken to promote community involvement in planning applications. Methods to be used will include online information, site notices, neighbour notification, town and parish council notification, and weekly lists of applications received.
The role of libraries as a source of planning information could be expanded.	Libraries may be used as deposit points for consultation documents during the preparation of the LDF (see appendix 1 of the SCI). Libraries were given extensive consultation material during the Wiltshire 2026 consultation (October 2009), as they act as accessible information points for a large part of the population of Wiltshire.
The parish council would also like to see more imaginative use of the media in explaining, at consultation stage, the significance of proposed new planning policies or strategies, to help people to understand the practical implications of them.	The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (October 2009).
If there is to be a move away from the provision of hard copies, then information should be easily downloadable from the internet.	Specialist computer software will be used to facilitate online consultation. This will enable people to easily view and comment on consultation documents online.
Parish councils should be specifically notified of relevant applications, and should not be expected to check constantly in case anything relevant has appeared on the website.	Parish and town councils are sent details of every application in their area, and are given 21 days to respond.
The parish council would like to see planning services delivered by Wiltshire Council as close as possible to the areas concerned (along the lines of the former district areas).	Chapter 5 of the SCI includes information about the four area planning committees, where local decisions on planning applications are made by local members.
The SCI should be reviewed after 3 years to establish whether it is achieving the objective of improving community involvement in the planning process.	Chapter 6 of the SCI includes details as to how the SCI will be monitored and reviewed.

**Respondent: Downton Parish Council  
Response number: 63**

<b>Comment</b>	<b>Response</b>
The parish council is a statutory consultee on all planning matters, and it expects this position to be maintained.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is

	therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
The parish council wishes to remain involved in the development of the statement of community involvement.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
Consultation programmes should recognise that parish councils do not meet in August.	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during August.

**Respondent: Kington Langley Parish Council**  
**Response number: 64**

<b>Comment</b>	<b>Response</b>
Pre-planning meetings should include a member of the parish council concerned, particularly where S106s are concerned. Wiltshire Council would benefit from gaining useful local knowledge that would assist in making decisions.	Chapter 5 of the SCI sets out Wiltshire Council's approach to pre-application discussions. Applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals. Chapter 5 of the SCI also includes information about Wiltshire Council's approach to planning obligations, and states that the council will encourage prospective developers to engage with relevant stakeholders at pre-application public meetings.

**Respondent: Malmesbury Town Council**  
**Response number: 65**

<b>Comment</b>	<b>Response</b>
This is a comprehensive, all embracing and logical document which should be used for the SCI.	It is assumed that this comment is referring to the former North Wiltshire SCI. A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.
Revised applications submitted to town and parish councils should include a reason for the revisions.	Revised applications normally have explanatory material with them to describe why the changes have been

	made. Case officers will be happy to advise town and parish councils in cases where they are uncertain as to the reasons for revisions.
The town council would welcome more pre-application discussion.	Chapter 5 of the SCI sets out Wiltshire Council's approach to pre-application discussions. Applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals.
Executive summaries would be useful for long documents.	Executive summaries will be used where appropriate.
It would be useful if the SCI contained flow-charts or similar.	Flow charts are included in chapter 4 of the SCI, to show the various stages in the production of LDDs.
Certain issues should be delegated to town and parish councils for decision.	This is beyond the remit of the SCI.

**Respondent: Bishopstone Parish Council**

**Response number: 66**

<b>Comment</b>	<b>Response</b>
The consultation steps for the Salisbury LDF were reasonable and could be used as a satisfactory model.	We have taken account of successful previous consultation exercises, and the content of the former district and county SCIs, in preparing the new SCI.
The parish council is satisfied with the arrangements currently being operated by the planning hub in Salisbury (parish council is consulted on all applications in the parish, and is given time to respond; neighbour list is usually correct).	Chapter 5 of the SCI explains the procedures which will be followed to promote community involvement in planning applications. The steps to be taken include provision of details online, site notices, neighbour notification, town/parish council notification, and weekly lists of applications received. Town and parish councils are given 21 days to respond to planning applications.
The parish council is aware that they will not be given the opportunity for additional comment in the event of an application going before a planning inspector, and would therefore appreciate a reversion to a 'free-text' response to all planning applications (as opposed to the rigid form).	Parish councils are free to raise whatever material planning issues they wish on householder applications that go to appeal. Where there is no opportunity for further comment, they can make their comments in letter form that will then be seen by the planning inspector.
The SCI should include clear statements about how the strategies of other bodies feed into the planning process. In particular how are validated parish plans to be taken account of?	Chapter 4 of the SCI includes information about supplementary documents (such as parish plans) and the ways in which these can be incorporated within the LDF, to inform the preparation of planning policy and the determination of planning applications.
The SCI should include a clear statement about "degrees of influence" and what happens to responses submitted in planning policy consultations. The SCI	Chapter 4 of the SCI states that any comments received will be fully considered and taken into account before progressing to the next stage of planning

should attempt to define how decisions will be influenced by the responses you get from various organisations and individuals.	policy consultations.
Summaries of planning policy consultation documents should be provided, which use plain English and are interesting and understandable to ordinary people.	Where appropriate executive summaries will be used. The planning teams ensure that documents are scrutinised before publication and that plain English is used as much as possible. The use of acronyms will be kept to a minimum.
A fairly long lead in time is needed for all consultations with parish councils due to many parish councils meeting only bimonthly, and realistic timetables are required.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases issues of urgency or statutory planning law will necessitate a shorter consultation period. Details of the project plan for the LDF can be found within the Wiltshire Local Development Scheme (January 2009). This sets out the timetable for the delivery of development plan documents (DPDs) over a three year period. The Local Development Scheme is to be updated shortly.
The SCI should include realistic lists of organisations that genuinely need to be informed and involved. A mechanism is needed to distinguish between bodies consisting of members who have been elected to speak for their communities (city, town, parish councils), and pressure groups, interest groups, commercial companies and charities. A contact list should be built by allowing any person or organisation to subscribe to an e-mail alert.	Chapter 2 of the SCI includes information about the different groups within the Wiltshire community, and distinguishes between specific consultation bodies (including town and parish councils), the local community (such as resident associations), and the extended community (such as national interest groups). Groups and individuals can request to be added to or removed from the community database by contacting the spatial planning policy team.
The SCI should include an explanation of the other strategies (such as the Sustainable Community Strategy) which feed into the LDF.	Chapter 2 of the SCI includes information about the Sustainable Community Strategy.
The SCI should include details as to how the public will be contacted and consulted using pragmatic methods which are likely to be successful (previous SCIs have been very weak in this area).	Chapter 4 of the SCI explains how the public will be consulted during preparation of the LDF, whilst chapter 5 explains how the public can be involved in planning applications. Chapter 3 and appendix 1 of the SCI provide details of the consultation methods that will be used during preparation of the LDF and when consulting on planning applications. Appendix 1 includes an

	analysis of the strengths and weaknesses of each of these methods.
Leaflets and posters tend to be ineffective in rural areas. The monthly parish magazine and village website may be more effective ways of reaching people.	The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications. However, both parish magazines and village websites are external media sources that the council is not able to control. The council would encourage use of these media sources but recognises that this may be limited by both budgetary constraints and officer time.
The SCI should include sections which address what the SCI is, what the aims of the SCI are, and what the LDF and minerals and waste policy are.	Chapter 1 of the SCI explains what the SCI is. Chapter 2 of the SCI states that the aim of the SCI is to allow opportunities for involvement in the planning process by all levels of the community. Chapter 1 also includes an explanation of the LDF, and the teams which deliver the planning service in Wiltshire.

**Respondent: Limpley Stoke Parish Council**  
**Response number: 67**

<b>Comment</b>	<b>Response</b>
Concerned about the implementation of the SCI. Consultations are often perceived as box ticking exercises or as being framed deliberately to facilitate a council's desired outcomes. Wiltshire Council has a window of opportunity in which to demonstrate that it means to avoid falling into this trap.	Consultation on all LDDs and all planning applications within Wiltshire must follow the procedures contained within the adopted SCI. Chapter 4 of the SCI includes details about early community involvement and consultations on draft DPDs or consultation documents which will be undertaken. This should ensure that the local community has the opportunity to comment before policies are finalised. Chapter 5 of the SCI explains that, for major development proposals, Wiltshire Council will encourage prospective developers to consult the community at an early stage. During early consultation, the proposals should not be presented as a completed project, but should cover the options to be considered.

**Respondent: Melksham Town Council**  
**Response number: 68**

<b>Comment</b>	<b>Response</b>
The town council wishes that consideration should be given to a situation whereby all Wiltshire councillors in the Melksham Community Area have the right to 'call in' planning applications	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the

if necessary, allowing for consideration by the relevant Wiltshire Council planning committee. The town council suggests this as opposed to the proposed system of only one councillor in the area having this right.

predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.