

# Statement of community involvement

DRAFT

June 2020

**Wiltshire Council**

## Wiltshire Council

Information about Wiltshire Council services can be made available on request in other languages including BSL and formats such as **large print** and audio.

Please contact the council on **0300 456 0100**, or by email on **customerservices@wiltshire.gov.uk**

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊，敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：  
customerservices@wiltshire.gov.uk

يمكن، عند الطلب، الحصول على معلومات حول خدمات مجلس بلدية ويلتشرير وذلك بأشكال (معلومات بخط عريض أو سماعية) ولغات مختلفة. الرجاء الاتصال بمجلس البلدية على الرقم ٠٣٠٠٤٥٦٠١٠٠ أو من خلال الاتصال النصي (تيكست فون) على الرقم ٧١٢٥٠٠ (٠١٢٢٥) أو بالبريد الإلكتروني على العنوان التالي:  
customerservices@wiltshire.gov.uk

ولتشاركونس (Wiltshire Council) کی سروسز کے بارے معلومات دوسری طرزوں میں فراہم کی جاسکتی ہیں (جیسے کہ بڑی چھپائی یا آڈیو ہے) اور درخواست کرنے پر دوسری زبانوں میں فراہم کی جاسکتی ہیں۔ براہ کرم کونسل سے 0300 456 0100 پر رابطہ کریں، ٹیکسٹ فون سے (01225) 712500 پر رابطہ کریں یا customerservices@wiltshire.gov.uk پر ای میل بھیجیں۔

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: customerservices@wiltshire.gov.uk

# Statement of Community Involvement

June 2020

DRAFT

All material within this document is copyright Wiltshire Council except where indicated otherwise and may not be used, copied, or reproduced without permission. All rights reserved.

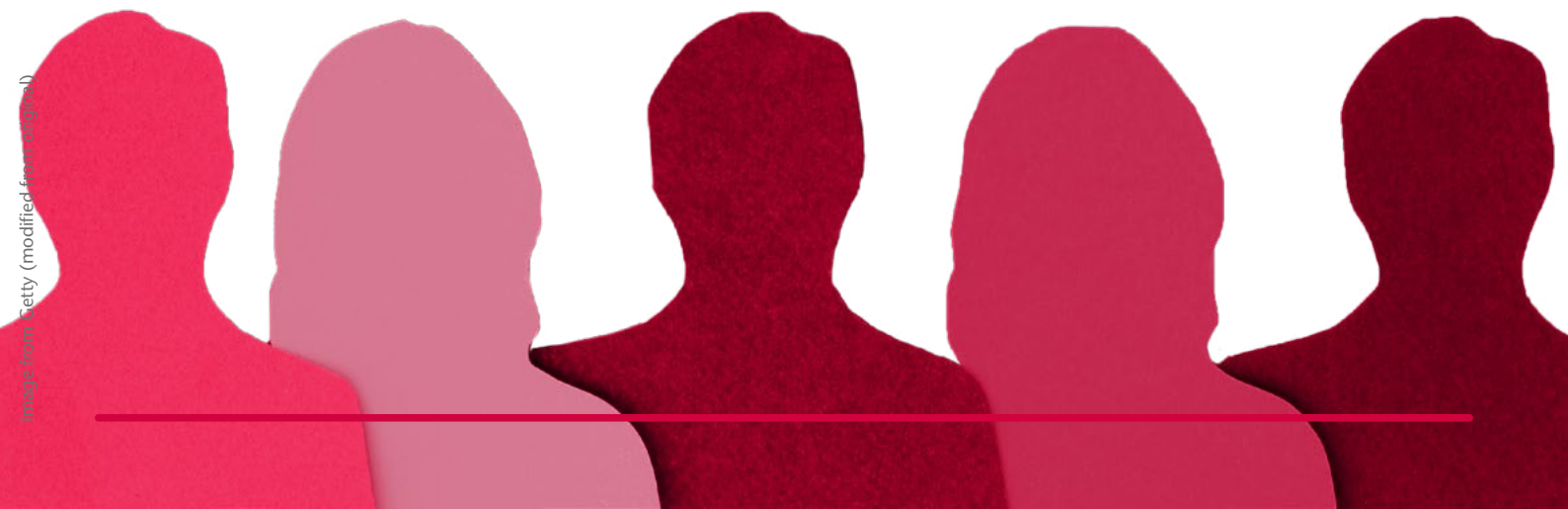
# Table of contents

<b>1. Introduction</b>	<b>5</b>
<b>2. The planning system</b>	<b>6</b>
Plan Making and Place Shaping:	6
Development Management:	6
Community engagement requirements	7
<b>3. Who do we consult?</b>	<b>8</b>
Plan Making and Policy formulation	8
Planning Applications	8
Our Existing Community Links	8
<b>4. How do we consult?</b>	<b>10</b>
Duty to cooperate and cross-boundary working	11
<b>5. What can I comment upon?</b>	<b>12</b>
Plan making and place shaping	12
Development Management	13
<b>6. What is the best way to make a comment?</b>	<b>14</b>
<b>7. How do I get more involved?</b>	<b>15</b>
Development Plan Documents	15
Supplementary Planning Documents	17
Neighbourhood Planning	17
How Wiltshire Council support Neighbourhood Planning	19
Master planning	19
<b>8. How will you inform me?</b>	<b>21</b>
Plan making	21
Planning applications	23
<b>9. What happens to the comments I make?</b>	<b>25</b>
<b>10. How will this Statement of Community involvement be updated?</b>	<b>26</b>
<b>Appendix 1: Legislative stages of Local Plan preparation</b>	<b>28</b>
<b>Appendix 2: Legislative stages of Supplementary Planning Document production</b>	<b>29</b>
<b>Appendix 3: Legislative stages of Neighbourhood Plan production</b>	<b>30</b>
<b>Appendix 4: Sustainability Appraisal process</b>	<b>31</b>
<b>Appendix 5: Glossary of terms</b>	<b>32</b>

# 1. Introduction

- 1.1. Planning affects us all, shaping the places we work and live along with the services and facilities we use. Planning decisions shape our lives and it is important that everyone can comment on and be involved in making these decisions. We need residents, businesses and other organisations to use local knowledge and expertise to help shape places and provide ideas as to what works well and what doesn't work as well so that we understand what you feel is best when making decisions in Wiltshire.
- 1.2. Wiltshire Council, as the local planning authority, must maintain a Statement of Community Involvement (SCI). The SCI is a legal requirement under the Planning and Compulsory Purchase Act 2004 and sets out how we will engage with our local communities and stakeholders on planning matters including both plan-making and decision taking.
- 1.3 We will work with local communities, businesses and other interested parties so that everyone can be well informed and understands how they can contribute, engage with and influence planning policy and decisions on planning applications.
- 1.4. Although this is a planning document the principles in the Statement of Community Involvement will also steer consultation on other relevant plans and policies such as the Local Transport Plan (LTP) and the Community Infrastructure Levy (CIL).

DRAFT



## 2. The planning system

2.1. The local planning authority is responsible for deciding where and how development takes place under a planning policy framework, made up of national policy (the National Planning Policy Framework and Planning Practice Guidance) and local policy as set out in their Local Plans and, the parish and town council's, Neighbourhood Plans. Policies in these plans are collectively known as the development plan.

2.2. The planning system is plan-led and decisions are made in line with the development plan, prepared in accordance with national policy, unless material considerations suggest otherwise. Our consultation approach therefore seeks local people to be involved in both shaping local policy, which is the starting point for making decisions, and in decision making on individual planning applications.

### Plan Making and Place Shaping:

#### Development Plan Documents (DPDs)

2.3. The Planning and Compulsory Purchase Act 2004 requires all local planning authorities to prepare what is called a 'development plan', referred to as development plan documents (DPDs).

2.4. Development plans can consist of an individual document or a series of planning documents however, taken together, these documents form the Local Plan for an area and provide a vision and framework for its future development. More specifically the documents must set out our priorities for land use and development and provide a comprehensive set of policies to address both strategic priorities and non-strategic planning matters across Wiltshire.

2.5 Our Local Development Scheme sets out the programme for development plan document preparation. It provides a starting

point for the community and stakeholders to find out what documents are being prepared, timeline for their preparation and consultation opportunities.

#### Supplementary Planning Documents (SPDs)

2.6. Local planning authorities can choose to develop separate documents to provide additional detailed guidance and principles for development, to amplify the policies set out in DPDs. SPDs can be used to provide further guidance for development on specific sites or on a particular issue, such as design. SPDs are a material consideration and must be considered when making planning decisions.

### Development Management:

#### Planning Applications

2.7. Planning applications are required where specific development is being undertaken at a specific location, which can range from householder extensions to their homes to proposals for larger schemes such as new shopping centres, offices and housing developments. These applications must be submitted for determination in accordance with the policies set out in the development plan alongside other material considerations.

## Community engagement requirements

- 2.8. There are different requirements for consultation for each of these areas of planning and this SCI sets out who we will consult with and how we will do this.
- 2.9. Further information in relation to both plan making and planning applications can be found on our website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)
- 2.10. If you still have questions the teams can be contacted via email and phone as outlined below.

### For plan-making

spatialplanningpolicy@wiltshire.gov.uk  
01225 713223

### For planning applications

developmentmanagement@wiltshire.gov.uk  
0300 456 0114

DRAFT

## 3. Who do we consult?

3.1. We are committed to open and honest dialogue with the community and try to include as many groups, organisations and individuals in the planning process as possible. This section details who we consider to be the Wiltshire community and how we will consult.

### Plan Making and Policy Formulation

3.2. 'Our community' means residents, businesses, community and interest groups, town and parish councils, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations interested in the development and use of land in Wiltshire. We have developed a list of consultees based on our past experience and previous consultation exercises. This list draws on central government advice, previous local plan making and other community planning processes. Anyone can request to be added to or removed from the list at any time by contacting the team as listed above.

3.3. The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 18) sets out requirements for the consultation process in relation to plan-making and we must consult with certain bodies for some matters.

3.4. As well as these required bodies we also consult with "such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations" .

3.5. Sometimes issues will have a very localised impact within a certain parish or group of parishes, so consultation is

carried out on an area basis rather than with the whole Wiltshire community when this happens. This is subject to fulfilling the minimum legal requirements.

### Planning Applications

3.6. For individual planning applications we are required to undertake a formal period of public consultation, prior to a decision. Article 15 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out requirements for the consultation process in relation to the different types of planning applications and any publicity necessary, for example when work affects a Listed Building. These are the minimum requirements which must be adhered to and will vary according to the scale, type of application and its location. Further information on the legal requirements for publicity can be found at [www.legislation.gov.uk/ukxi/2015/595/contents/made](http://www.legislation.gov.uk/ukxi/2015/595/contents/made)

### Our Existing Community Links

3.7. We have established strong links with communities through the Area Boards to inform decisions and shape local services.

3.8. There are 18 Area Boards across Wiltshire who provide a valuable way of identifying local priorities, discussing proposals, collecting evidence, publicising information and involving the community and its elected representatives in the development of plan and policy making.

3.9. The Area Boards have extensive links with town and parish councils, representatives of business, the voluntary sector, local people and community leaders, to develop community led-action plans which can form part of the evidence base



for the Local Plan.

- 3.10.** There are a range of strategic partnership bodies that we work with to develop more specific strategies and actions to improve the wellbeing of the people of Wiltshire. Examples include the Swindon and Wiltshire Local Enterprise Partnership, the North Wessex Downs Area of Outstanding Natural Beauty Council of Partners and the Stonehenge and Avebury World Heritage Site Partnership.
- 3.11.** Town and parish councils are the most local tier of democratic representation, providing a key link with local communities and are important consultees both for plan making and informing decisions on planning applications through providing important local knowledge. Town and parish councils also have the power to prepare neighbourhood plans, parish plans, village design statements and similar documents and many have already chosen to make such plans. A list of those parishes with adopted Neighbourhood Plans can be found on the Councils' website.
- 3.12.** The Wiltshire Assembly meets on a yearly basis bringing together around 300 partners to identify and agree actions to tackle topical issues of importance to Wiltshire. There is the opportunity for presentations or exhibitions if appropriate to the theme of the meeting.

## 4. How do we consult?

4.1. We particularly want to ensure that those who may not always be involved have their opportunity to speak out on planning matters, so we are keen to hear from those under represented groups including:

### Under represented groups

Children and young people

Young adults

Lone parents

Those who don't speak English as their first language

Black and minority ethnic people

The Traveller community including Irish Traveller and Romany Gypsy community

Liveaboard boaters / boat dwellers

The military

People and community groups facing rural isolation

Residents who work outside Wiltshire

People who work in Wiltshire but live elsewhere

Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) community

Carers

4.2. We will work with other teams within the Council and with partner organisations to ensure we can reach as many different groups in society as possible.

4.3. In undertaking our statutory duties, we will also ensure that we meet the requirements of the Equality Act 2010. We will promote equality and diversity, and not unfairly discriminate against anyone who wishes to participate in the planning system.

4.4. We will use a variety of consultation methods, ensuring that those used are proportionate to the scale and impact of the proposal, appropriate to those we need to consult and within available

resources. Some examples of such methods are illustrated within Figure 1 below.



Figure 1 Illustration of some consultation methods Wiltshire Council may utilise when undertaking consultation

4.5. We need to ensure our consultation is valid and therefore we will need to ask for the names and addresses of consultees and any organisations that they represent (if appropriate). We may also need further information to help us understand who is responding so we can ensure wide involvement from the community and to help monitor our ways in which we consult to ensure we are reaching the right groups.

## **Duty to cooperate and cross-boundary working**

- 4.6. We also have to work with our neighbouring authorities under the 'Duty to Cooperate' which requires councils to consider planning issues that extend beyond their own administrative boundaries. For example, we work closely with Swindon Borough Council on preparing our respective local plans and have prepared joint minerals and waste DPDs. In the south, a small part of Wiltshire is within the New Forest National Park which falls under the jurisdiction of the New Forest National Park Authority for planning purposes. All neighbouring authorities will be consulted on planning documents and planning applications, where appropriate.

DRAFT

## 5. What can I comment upon?

5.1. As well as explaining what we will do to involve local people, this document tells you what you can comment upon and how we will use the information provided to help make decisions. There are two processes, one for comments made on Local Plans and other planning policy documents and a second process for dealing with comments made on individual planning applications. The details for each are below as there are different requirements and ways to comment for each process.

### Plan making and place shaping

#### Local Development Framework

##### Wiltshire development plan

Wiltshire Core Strategy (DPD) including saved policies from former district local plans

Waste and minerals DPDs

Neighbourhood Development Plans

Chippenham Site Allocations Plan and Wiltshire Housing Site Allocations Plan (DPDs)

##### Supplementary Planning Documents

##### Statement of Community Involvement

##### Local Development Scheme

##### Annual Monitoring Report

Figure 2 The Local Development Framework

- 5.2. Figure 2 illustrates the Local Development Framework (LDF) which includes, at its heart, what is known as ‘the development plan’ which is the main consideration when determining planning applications. The development plan is made up of several documents, some with individual themes, which together provide a vision and framework for the future of Wiltshire and set out policies for both land use and development.
- 5.3. The LDF also includes other process documents including this Statement of Community Involvement (SCI) and the Local Development Scheme (LDS) which sets out the timescale for the production of development plan documents. The LDS, SCI along with monitoring documents are not subject to meeting the consultation measures outlined within the SCI.
- 5.4. Approved Supplementary Planning Documents (SPDs) in Wiltshire include the Waste Storage and Collection SPD and the Revised Planning Obligations SPD. SPDs can be used to provide further guidance for development on specific sites or on specific issues and, once adopted, are also a material consideration when determining planning applications.
- 5.5. Neighbourhood Plans once they are ‘made’ also form part of the development plan and a list of those adopted can be found on the council’s website. Although neighbourhood plans in Wiltshire are prepared by parish and town councils, the local planning authority has responsibility

for certain parts of the process, which is set out later in this SCI.

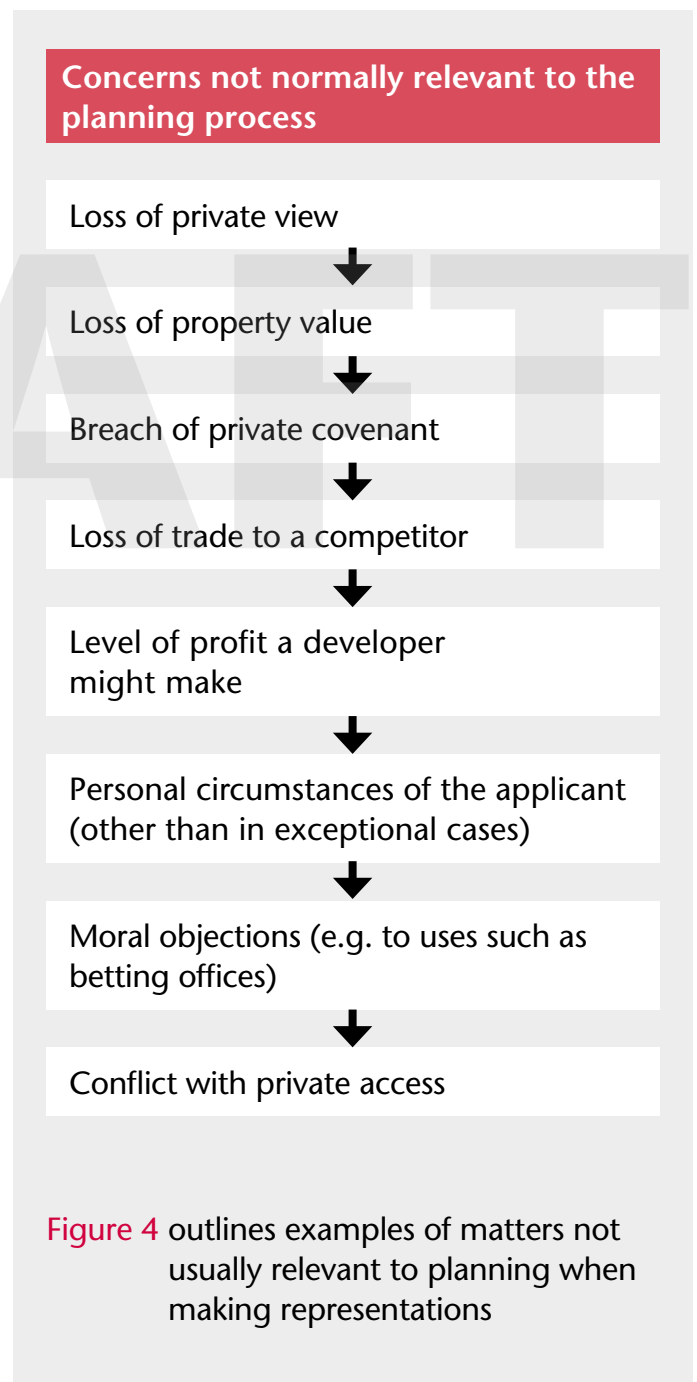
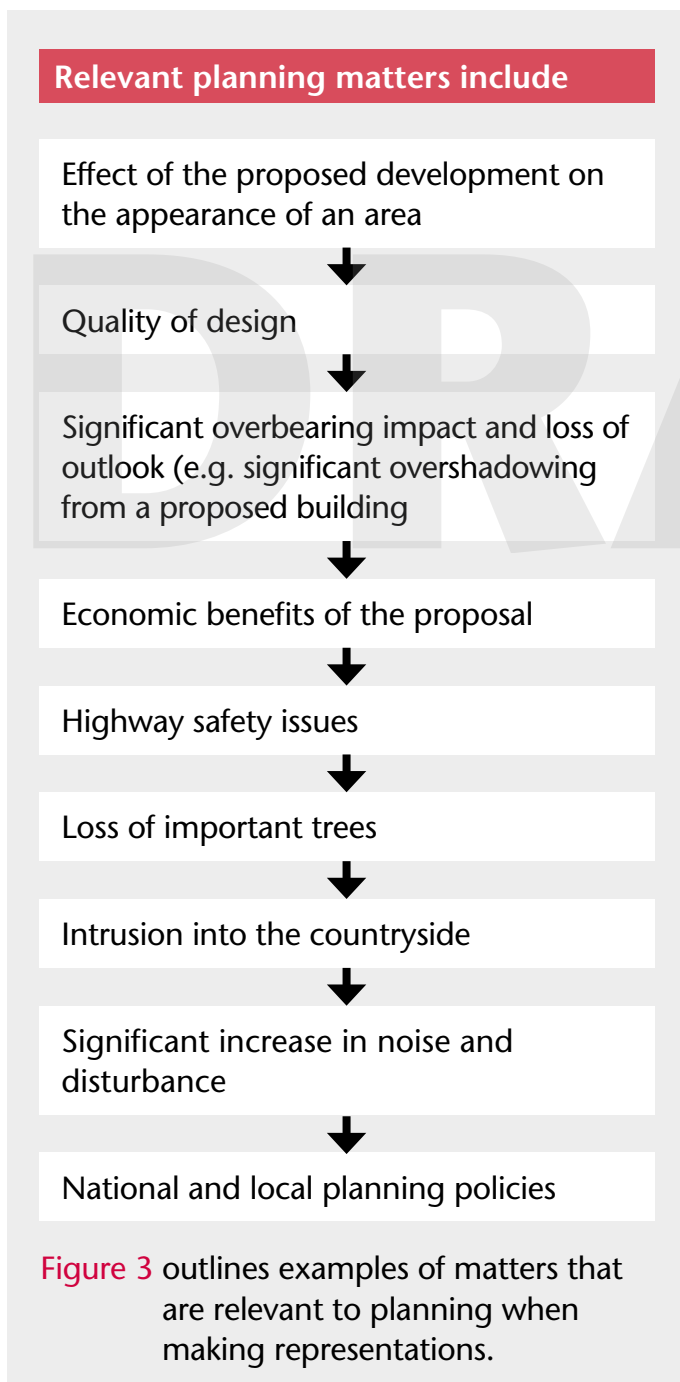
## **Development Management**

- 5.6. Planning applications for a specific development in a specific location need to be determined having regard to the policies in the development plan and other material considerations. There are different requirements for consultation for the different types and scales of development and these are set out later within this SCI.

## 6. What is the best way to make a comment?

6.1. We would prefer you to contact us electronically as this saves time and cost. With both planning applications and the plan making process ways in which you can respond, along with timescales, will be set out in the information published when consulting. Oral, defamatory or anonymous comments cannot be taken into consideration, only relevant planning matters. Some examples of relevant planning matters are illustrated within Figure 3 and Figure 4 outlines those matters not usually relevant to planning.

6.2. When comments are received they will be uploaded to the relevant part of the website once some personal information, such as email addresses and personal signatures, have been removed where necessary.



## 7. How do I get more involved?

7.1. Flow charts setting out the formal procedures for development plan documents, supplementary planning documents and neighbourhood plans; mapped to the regulatory stages, are attached at Appendices 1 - 3. Figures 5 - 7 illustrate the stages at which community involvement takes place for each respective process.

### Development Plan Documents

7.2. Producing a development plan document (DPD) is a lengthy process given there is a significant amount of technical evidence required and a wide range of input received from a variety of sources throughout the process. It is important that time is taken to consider all the evidence and involve the right people at the right time given the decisions made will have a long-term impact.

7.3. Throughout the process there will be ongoing engagement and exchange of information with key organisations and groups together with formal consultation periods during which anyone in the community can make comments. During periods of formal consultation all documents produced for consultation will be provided online with relevant documents and information made available for inspection at the principal Wiltshire Council offices and at other places in the area as we consider appropriate.

7.4. At key stages technical evidence will be published online as part of the evidence base and Sustainability Appraisal carried out to inform the preparation of the DPD.

7.5. Sustainability Appraisal is required by law and has a separate consultation procedure set out in the relevant regulations (Appendix 4) and is usually carried out alongside the stages of publication and consultation within the DPD preparation process.

7.6. There are minimum legal standards which we must achieve when preparing development plan documents which are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. However, we intend to go beyond these requirements and ensure that there is ongoing engagement and exchange of information with key organisations throughout plan preparation together with the formal periods of consultation (minimum 6 weeks for Development Plan Documents and 4 weeks for Supplementary Planning Documents).

7.7. Informal consultation will take place at an early stage to identify local issues and options for the future with formal consultations occurring as the plan goes through draft stages of preparation. Wherever possible Wiltshire will make every effort to undertake consultations outside August and the end of year holiday periods. However, where this is unavoidable, due to the need to make progress on development plan preparation, we will ensure a reasonable part of the consultation period lies outside of key holiday periods. The figures overleaf illustrate the key stages of the process.

## Development Plan Document production

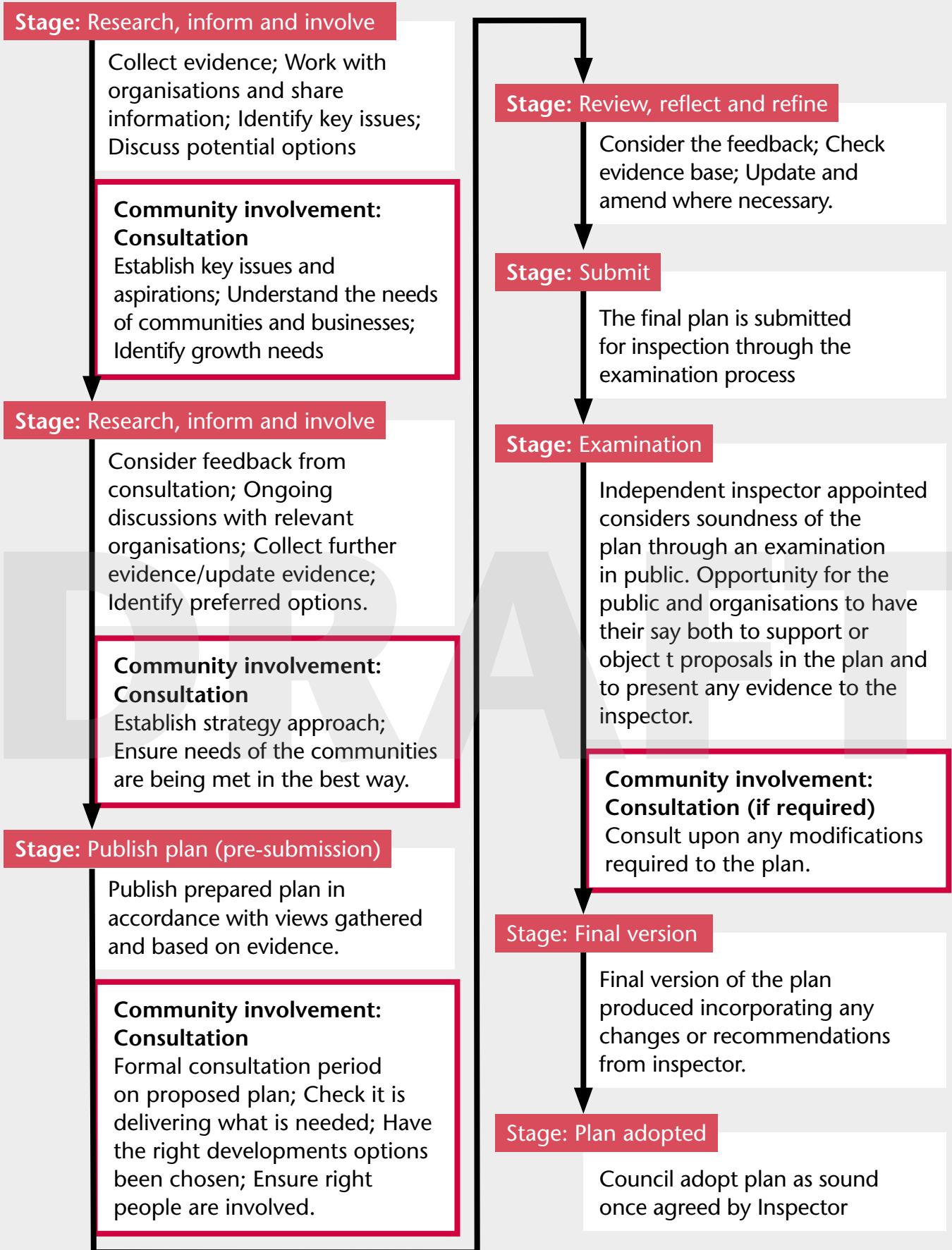


Figure 5 Illustrates the key stages and opportunities for community involvement in the preparation of Development Plan Documents



**7.8.** When undertaking consultation as part of Development Plan Document preparation, the minimum requirements for consultation are set out in the Town and Country Planning (Local Planning) England Regulations 2012 Part 6. Sections 18, 19, 20 and 22 relate to consultation on local plans. These legislative stages can be viewed at Appendix 1.

## **Supplementary Planning Documents**

**7.9.** Illustration of the specific legislative stages of SPD production can be found at Appendix 2. There is a need to gather evidence, engage with relevant bodies, interested parties and the public but there is only one formal stage of consultation when comments are invited and there is no public examination by an appointed Inspector.

**7.10.** The Council will consider comments made through the consultation stage and will incorporate necessary changes to the document prior to adoption as Wiltshire policy. Although engagement and consultation will be undertaken, this may be targeted and made proportionate to the SPD subject matter, dependent upon the scale and impact of what is set out in the SPD. If the SPD relates to a specific topic or geographic area then a more targeted consultation may be undertaken.

## **Neighbourhood Planning**

**7.11.** Neighbourhood planning enables communities to shape how their area will develop. A local parish or town council has the power to prepare a Neighbourhood Development Plan (NDP), Neighbourhood Development Order (NDO) or Community Right to Build Order.

**7.12.** A NDP sets out planning policies for the neighbourhood area which inform decisions on planning applications. A NDO grants planning permission in full or outline for a specific type of

development in a particular area, for example permission for a new building on a specific site. A Community Right to Build Order is a type of NDO and can be created by a local community organisation, and so not restricted to a town or parish council

**7.13.** The parish or town council, known as the Qualifying Body (QB), will lead neighbourhood planning in their area and may choose to establish a steering group to support them in preparing the plan. A steering group is made up of those who live and work in the neighbourhood area and they work together to produce the plan, engaging with their community.

**7.14.** Both NDP and NDO are prepared in consultation with residents and other stakeholders to reflect the aspirations and needs of the community. Community consultation is a key part of the process and is looked at during the examination of the plan, once submitted. The responsibility for ensuring that adequate consultation takes place during the preparation of a draft neighbourhood plan lies with the neighbourhood plan group itself. However, the local planning authority has responsibility for specific stages of the process, which is set out in legislation.

**7.15.** Neighbourhood planning was introduced by the Localism Act 2011 and further strengthened by the Neighbourhood Planning Act 2017. Neighbourhood plans must be prepared in accordance with legislation as set out in the Neighbourhood Planning (General) Regulations 2012 (as amended) and The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016. These legislative stages can be viewed at Appendix 3.

**7.16.** Preparing a neighbourhood plan involves several key stages. Figure 6 sets out the key stages in the preparation of a NDP or NDO and who is responsible for the community involvement.

7.17. A NDP becomes 'made' following an examination by an Independent Examiner and a referendum of the local community. Once 'made', the NDP becomes part of the statutory Development Plan. Legislation allows for made NDPs to be modified, requiring certain stages to be completed depending on the nature of the modification. Further information about each of these stages and the processes

involved, together with useful resources for neighbourhood planning, is available on the Wiltshire Council website.

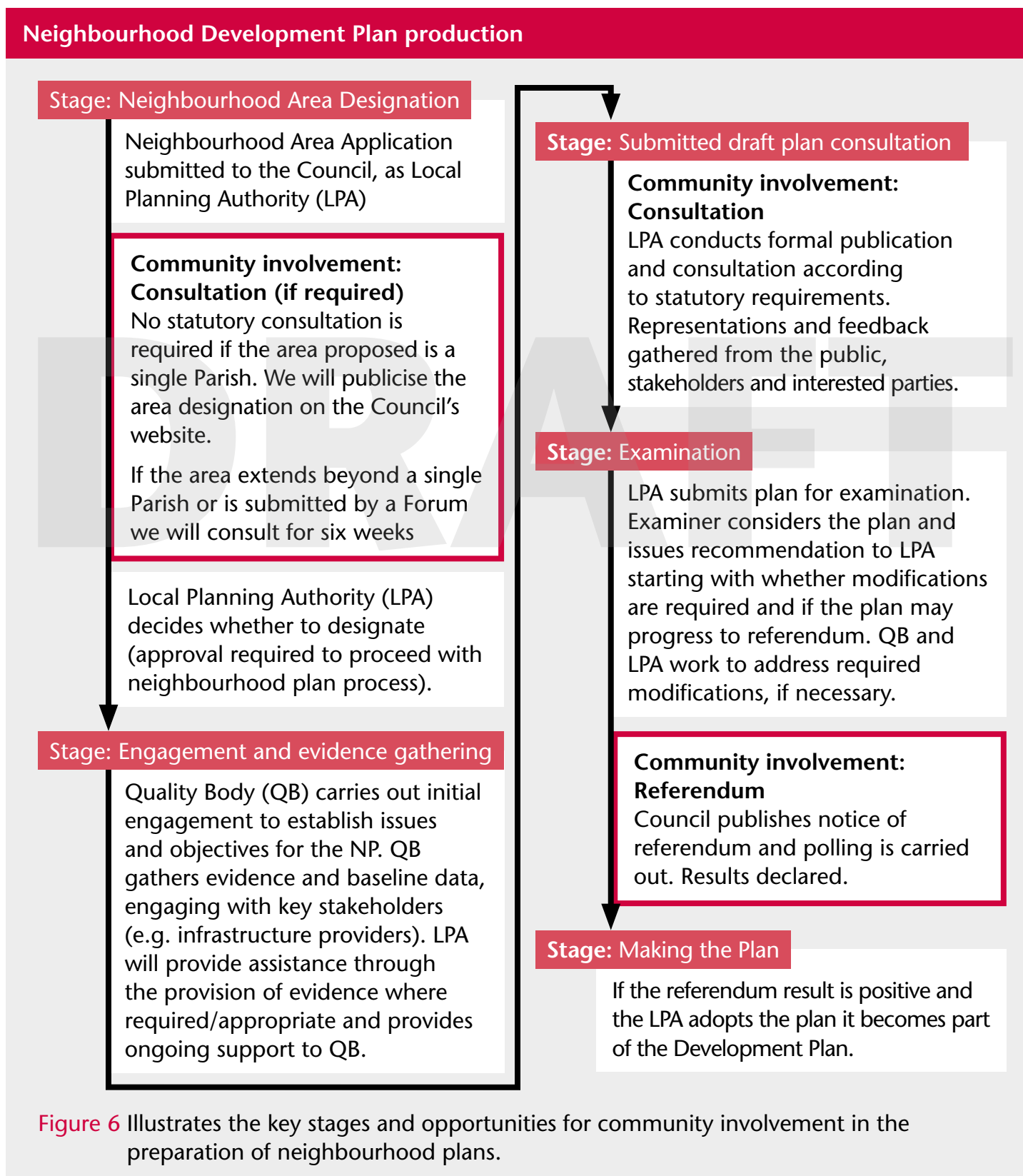


Figure 6 Illustrates the key stages and opportunities for community involvement in the preparation of neighbourhood plans.

**7.18.** There may also be other opportunities to be involved in decision making at the community level through the preparation of evidence for neighbourhood planning work or for Village Design Statements, Parish Plans or similar community led plans which are undertaken by some communities.

### **How Wiltshire Council supports Neighbourhood Planning**

**7.19.** Wiltshire Council actively supports neighbourhood planning and is committed to providing advice and support to groups who wish to prepare neighbourhood plans and orders.

**7.20.** The complexity of a neighbourhood plan can vary depending on the local circumstances. Support provided to groups will therefore be tailored to their needs, and subject to available resources, which will include:

- A named contact officer, termed a 'link officer', who will provide guidance and support during the neighbourhood planning process
- Provide information and data to communities about neighbourhood planning as appropriate where necessary
- Attend meetings where the council's specific input is appropriate
- Provide comments on emerging NDP policies, or draft NDOs
- Provide advice on how to undertake community engagement and who to consult in relation to NDP and the additional requirements for NDO.

**7.21.** In addition to the support offered above, we will fulfil the necessary statutory requirements as set out in the relevant regulations in the formal process of developing and eventually making a NDP and bringing into legal force a

NDO. Wiltshire Council will exercise its responsibilities in relation to relevant parts of the neighbourhood planning process, making decisions in a timely manner within prescribed time periods. Further information on the statutory stages can be viewed at Appendix 3.

### **Master planning**

**7.22.** We will involve the community in the development of a masterplan for a site or area as it is essential that communities help to shape how the built environment around them takes shape. Involvement in this process may take several forms depending on the type and scale of development proposed but will need to be a collaborative approach between the council, community, other stakeholders and landowners/developers to ensure that an overall strategy is agreed which takes account of the physical, social, economic and environmental needs of the area. There are no prescribed ways in which masterplans are developed but there are three broad stages as illustrated in Figure 7.

**Stage: Inception meeting with all relevant community groups**

- Need to establish scope for the masterplan
- Set timescale and limits for the project
- Agree partnership working



**Stage: Ongoing working together**

- Analysis of issues
- Consultation on draft
- Testing of proposals
- Refinement of ideas



**Stage: Updating community on progress**

- Consultation with community on any revisions or changes to masterplan

**Figure 7** Illustrates indicative summary of community involvement within master planning process

DRAFT

## 8. How will you inform me?

8.1. It is important that we gain views from those most likely to be affected both by plan making and for individual applications and the ways in which we publicise and provide information on these is different.

### Plan making

8.2. You can find all formal consultations in relation to DPDs and SPDs on the Council's website and/or interactive consultation portal where relevant consultation documents can be viewed or downloaded.

8.3. Details of how to comment through the consultation portal are provided online and registration is necessary: [consult.wiltshire.gov.uk/portal](https://consult.wiltshire.gov.uk/portal)

8.4. Throughout the DPD preparation process there are informal and formal stages that require public consultation. During each consultation the scope will be made clear and there will often be a list of questions available to direct your responses. For example, the scoping or ('Regulation 18') stage is in the early stages of plan-making and can be far reaching as we ask for comments on what the plan ought to contain whereas as we move through the process consultation becomes more focussed with the examination focusing

on the issues of 'soundness' and legal compliance.

8.5. We will use various ways to obtain comments and feedback during the development of planning policy and the various stages will require different levels of consultation, some formal and set out in legislation and some less formal. However, for each we are seeking to increase the knowledge of residents and communities about matters which may affect them. This provides opportunities for those interested to give us their opinions, share local knowledge and to formally engage through means such as workshops, exhibitions and public participation events.

8.6. We will select the most appropriate methods to achieve the aim of the consultation depending on the bespoke requirements of the community involvement we are undertaking. Examples of methods we may deploy when undertaking community involvement are illustrated in Figure 8.

## Document deposit points

Documents will be made available for reading as is appropriate for the consultation. Deposit points may include Wiltshire council hubs and libraries.

## Online

- Our website will be updated to publicise the progress of emerging planning documents
- Our website and consultation portal is the recommended way to view documents and make comments online.

## Direct notification

Notification to interested bodies may include the following as appropriate:

- Invitation to comment
- Invitation to consultation/information events
- Notification to those individuals or bodies that the council considers would have an interest in the subject matter of the consultation

(In some instances, legislation may state who is to be consulted)

## Face-to-face consultation

Face to face consultation methods may include the following as appropriate:

- Presentations
- Exhibitions or information events for members of the public to discuss proposals and find out how to make representations.
- For more specific issues requiring in depth discussion more involved engagement methods may be necessary including bespoke meetings and conversations or focus group sessions
- Virtual exhibitions
- Video conferencing and webinars
- Interactive meetings

## Media advertising

Media advertising may be undertaken as proportionate to the consultation, examples including:

- Radio
- TV and video
- Newspaper publications
- Social media utilisation to advertise and advise about the consultation.

**Figure 8** Example methods of community engagement that may be undertaken when progressing plan making consultations

## Planning applications

- 8.7.** Details of each planning application received are displayed on our website. The website also allows comments to be submitted on planning applications electronically and this is strongly encouraged as the most appropriate channel for submission of representations. When a decision is made, copies of both the decision and officer's report are made available on the website.
- 8.8.** Once a planning application has been made valid and registered, the assessment of it can commence. Part of the process involves consultation which may include consulting with specialist organisations such as Natural England, Environment Agency and utility providers and consulting with internal Council teams, such as education, ecology, highways. These consultations are to establish whether the proposal is acceptable as it stands; what mitigation may be required to satisfactorily deal with its impacts, or whether the development would be contrary to the policies of the development plan and would have an unacceptable impact on important aspects of the environment and people's lives.
- 8.9.** We also consult with the community through Town and Parish Councils. We notify immediate neighbours that share a common boundary with the site where we consider they may be affected by a proposal. We arrange for the display of site notices at the site in the circumstances where they are required by the planning legislation. Some types of applications also require formal publicity through advertising in a local newspaper.
- 8.10.** The above requirement to consult on planning applications is set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 which also sets out the minimum period for advertisement before the local planning authority can make a decision which is normally 21 days (not including bank holidays). Discussion with applicants may be undertaken to seek to improve an application, or to narrow the focus of any disagreement. Such negotiations are not unusual and do not prejudice the outcome of an application. Where they result in additional or changed information being received as part of the consideration process, there may be a limited period of further consultation with consultees and/or communities of such changes. There is no minimum requirement for this further consultation period and it will be carried out if new issues are raised that could lead to further comments.
- 8.11.** We also encourage developers and applicants to engage with communities both via Town and Parish Councils and with neighbours, when appropriate, before submission of a planning application. This might be in the form of a public meeting or display of materials (online and/or at a public exhibition) when local people can make the developer aware of any views they have prior to the submission of an application. A reasonable time frame should be allowed by the developer for feedback. This will enable the developer to consider amending the plans in response to such suggestions before submission. The government have stated that such engagement is discretionary, but it is strongly encouraged by the Council prior to the submission of applications for ten or more houses, or other large development on sites of 1 hectare or more. If a developer submits an application that is considered to be unacceptable in principle, due to conflict with the policies of the development plan, it may be refused without further discussion with the applicant/agent.

## Permitted Development

- 8.12.** Certain types of work or development may take place without the need for planning permission from Wiltshire

Council. Some forms of development do not require permission from the Council as they are 'Permitted Development' and thus have permission granted by the government through the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or through a local authority grant of permission (local development order, neighbourhood development order or community right to build order). Other forms of development are also permitted but require a 'prior notification' to the Council of the intention to undertake works. The Council will comply with the statutory requirements for publicity that apply to these applications but may not be able to undertake further notification due to the short time scales that the government allow Councils in these cases.

### **Pre-application Discussions**

- 8.13. We encourage pre-application discussions for all types of application with the objective to advise whether the principle of development is acceptable and to clarify any supporting information and level of detail required for us to determine a possible application. Due to the sensitive nature of these very early discussions these will usually be confidential. However, as previously stated, applicants are encouraged to involve the community as early as possible in the process of developing their ideas especially where major development proposals are being brought forward. Town and Parish Councils are also encouraged to take advantage of pre-application discussions with developers and applicants when offered.

### **Minerals and Waste Applications**

- 8.14. Although applications for minerals and waste follow the same procedures as for other applications and such uses are often temporary uses of land, the impact of some proposals can last for many years.

In such cases we will encourage sites operators for these forms of development to form local liaison groups between the Council, local community and operator to provide a forum for feedback and for the community to raise issues and concerns arising from the site's activities.

### **Planning Conditions**

- 8.15. Once a planning application has been determined, if permission is granted, conditions may be attached. If these require the submission of further details, the Council will publicise the agreed details on the web site but will not carry out any public consultation on them as the principle of the development has already been agreed.

### **Appeals**

- 8.16. If an application is refused, the applicant has the right of appeal (there is no third-party right of appeal if an application is approved). If an appeal is lodged, the Council will forward to the Planning Inspectorate who are responsible for determining the appeal a copy of all the representations received so that the Inspector can take them into account. The Council will notify those who have made representations on the application of the appeal to enable them to send any further additional comments they may wish to make to the Planning Inspectorate.



## 9. What Happens to the comments I make?

- 9.1. We will take any comments made into account both for plan making and decision taking; and where appropriate changes will be incorporated in the subsequent drafting of documents or we will seek to negotiate amendments or to discuss your comments with relevant organisations to seek their views, e.g. environment agency regarding flooding. All comments will be visible on the consultation portal or against the relevant planning application once they have been processed.
- 9.2. We prefer comments to be made to us online as this is quicker and means that your comments are more readily available, but we understand that not everyone can or wishes to contact us online and therefore written or emailed comments can be made but we cannot take your views by telephone or via social media.
- 9.3. The comments made by individuals and organisations will be balanced against evidence, comments from statutory bodies (based on their expertise), legal requirements, national and local policies, needs and interests.
- 9.4. Inevitably there will be times when the Council do not consider alterations to planning policy documents or planning applications is necessary.
- 9.5. In the case of plan making, individuals and groups will have a further opportunity to make their views known through the public examination process (see Figure 5 and Appendix 1).
- 9.6. The independent examination ascertains whether the DPD is sound and legally compliant. The examination usually involves informal discussions in the form of round table sessions which are held to discuss specific issues before the inspector. However, this stage and how it is conducted will be up to the discretion of the inspector to decide the scale, type and nature of discussions, as well as the timescale for people to be involved in the independent examination. The inspector will decide whether a hearing is necessary. We will publicise information about the progress of an examination on the website, including any information about a hearing. The inspector will have access to all the written comments made at the publication stage and will also have a report written by us summarising the main issues and the responses to them. Although the Inspector may still wish to hear verbal presentations from interested parties. The inspector may subsequently require us to make modifications to the plan before it goes on to be adopted by full council.
- 9.7. For individual planning applications consultation is slightly different. Some developers may wish to carry out pre-application consultation in a local area but there is no statutory requirement to do so, nor is any such consultation undertaken by the Council. However, we will encourage local consultation at an early stage where possible to ensure residents and communities are involved in formulating proposals and to raise awareness of schemes coming forward in the locality at the earliest opportunity.
- 9.8. Once a formal planning application has been made and is valid then the local authority will carry out consultation on that application according to the type and nature of the proposal and following the legislative requirements as previously described.
- 9.9. When comments are received they will be attached to the relevant file or consultation document and made available for others to see after removing personal information in line with the Council's privacy notices.

## 10. How will this Statement of Community involvement be updated?

- 10.1. This SCI will be monitored to ensure it meets any legislation and guidance set out at national level and remains effective. We will look at consultation methods and seek to ensure all community involvement is appropriate and proportionate. We will seek to capture information about who has been involved in consultation in the past to help to focus resources in the most appropriate manner to build strong and resilient communities where everyone can help shape the places in which they live, work and socialise.
- 10.2. Should we need to amend the SCI we will do so in an expedient manner and will ensure that the SCI reflects the needs of the community as well as complying with legislation.

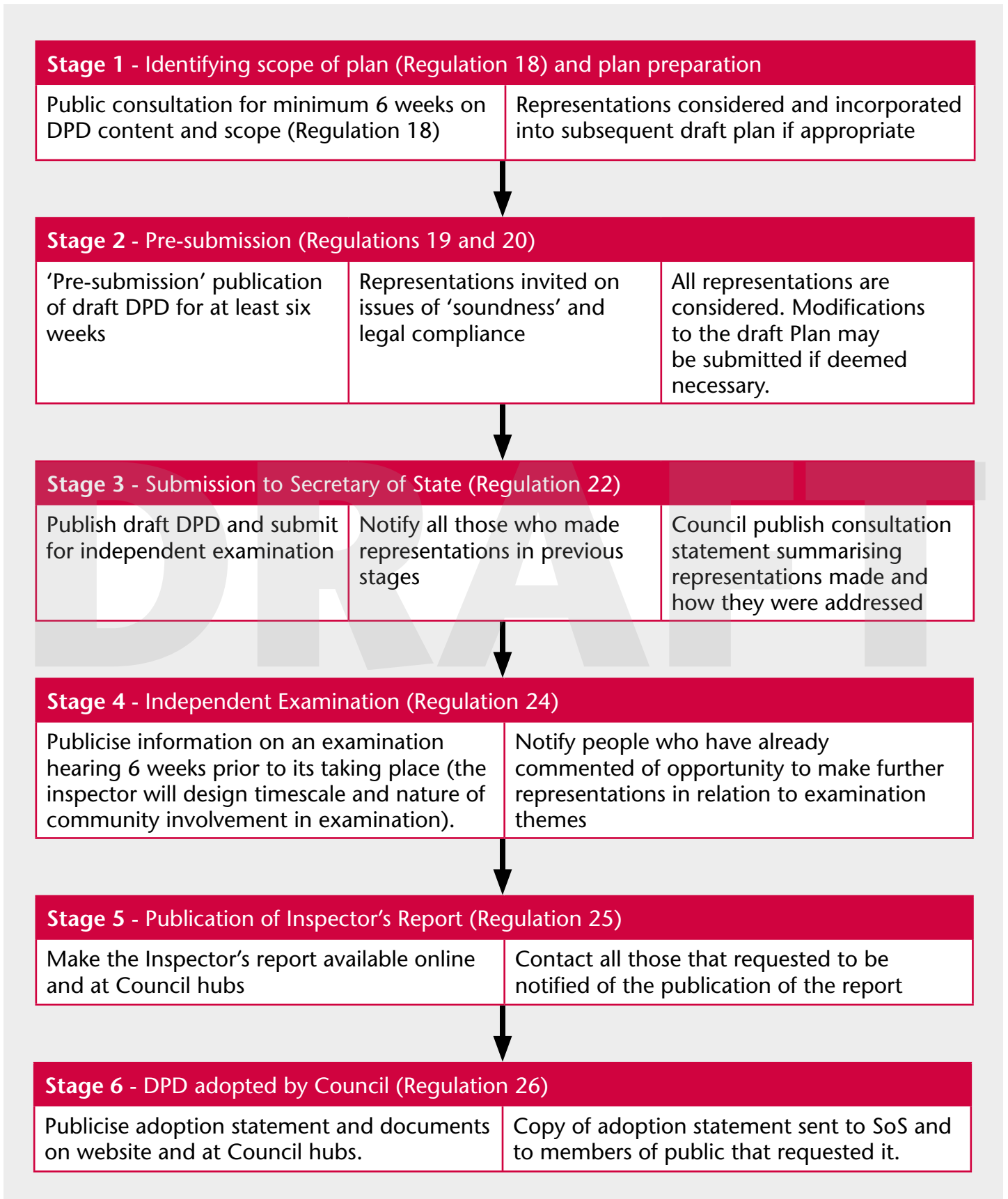
DRAFT

# Appendix

DRAFT

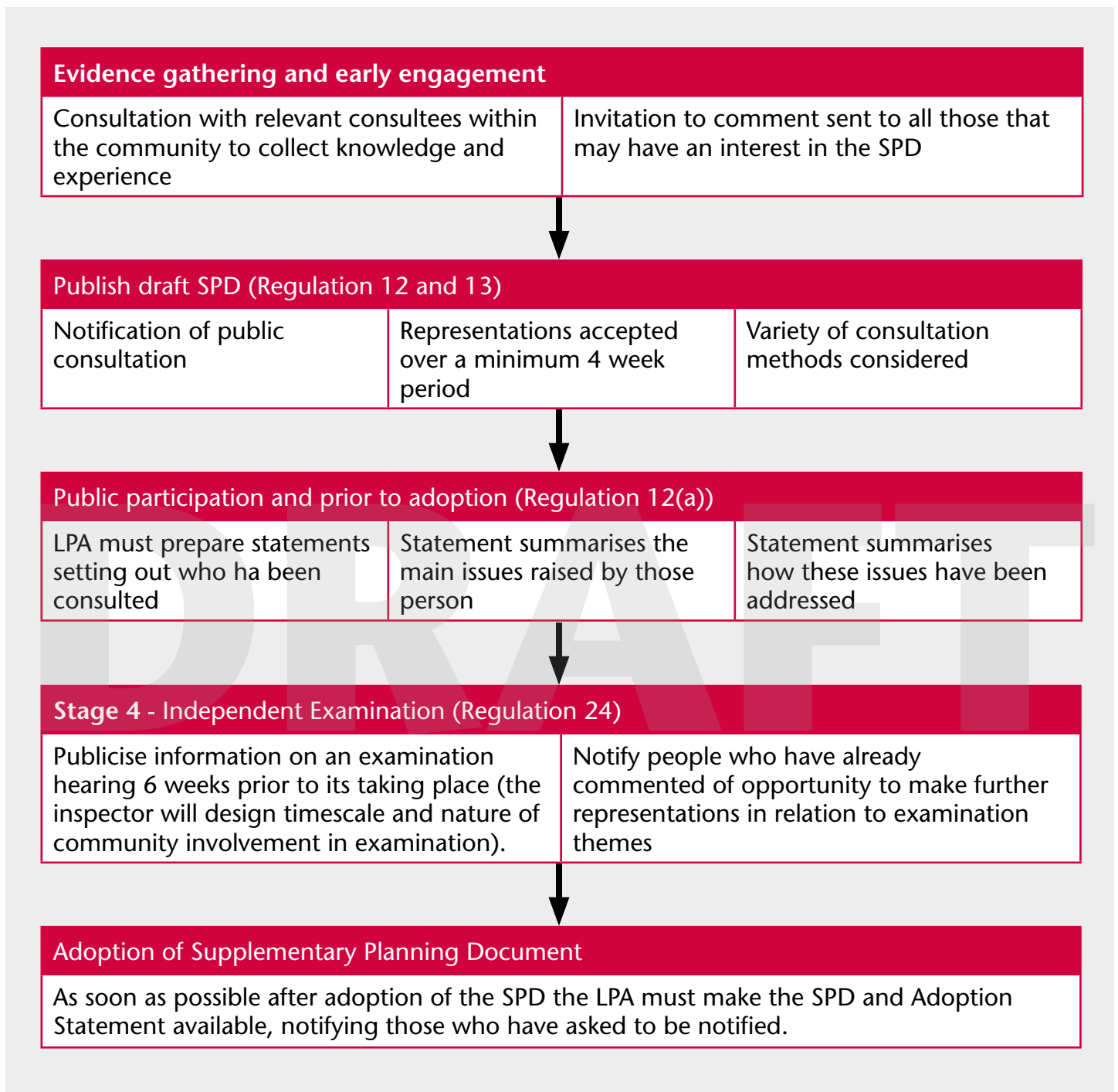
# Appendix 1: Legislative stages of Local Plan preparation

These stages reflect those as set out in Town and Country Planning (Local Planning) England Regulations 2012 Part 6.



## Appendix 2: Legislative stages of Supplementary Planning Document production

These stages reflect those set out in Town and Country Planning (Local Planning) (England) Regulations 2012 Part 5.



## Appendix 3: Legislative stages of Neighbourhood Plan production

These stages reflect those set out in the Neighbourhood Planning (General) Regulations 2012.

### Scoping stage: Early community engagement and evidence gathering

Community representatives are involved in Steering Group or in specific tasks

Qualifying Body (QB) desk-based research and community involvement to identify local issues and potential solutions

### Neighbourhood area designation application (Regulations 5 - 12)

QB submit application to Council, as Local Planning Authority (LPA)

LPA to validate application, where necessary publicise and consult for not less than 6 weeks.

LPA publicise the neighbourhood area designation decision

### Plan drafting stage - Developing vision, objectives and policies

Ongoing informal consultation with the local community and LPA

A variety of consultation methods are used

### Regulation 14 consultation

QB invite comments from those that have an interest in the NPD

Wiltshire Council is a consultee and will provide a formal response.

QB incorporate changes based on consultation results.

### QB submit NDP to LPA (Regulation 15 and 16)

LPA publicise the NDP for minimum of 6 weeks (Regulation 16)

Comments are submitted to LPA on the draft Plan for examination

### Examination (Regulation 17 and 18)

LPA forwards comments and draft plan to Examiner and uses website to publicise the progress of the NDP throughout examination

Examiner considers comments and written statements. Sometimes an exploratory meeting and/or a public hearing is held and LPA will publicise the procedure

### Referendum (The Neighbourhood Planning (Referendums) Regulations 2012)

QB make any necessary changes to the NDP, as recommended by the Examiner and the LPA

Council organise a referendum in neighbourhood area, inviting all on electoral roll to vote on the NDP

### Making of the plan (Regulation 19 and 20)

Outcome of the referendum is publicised on council website.

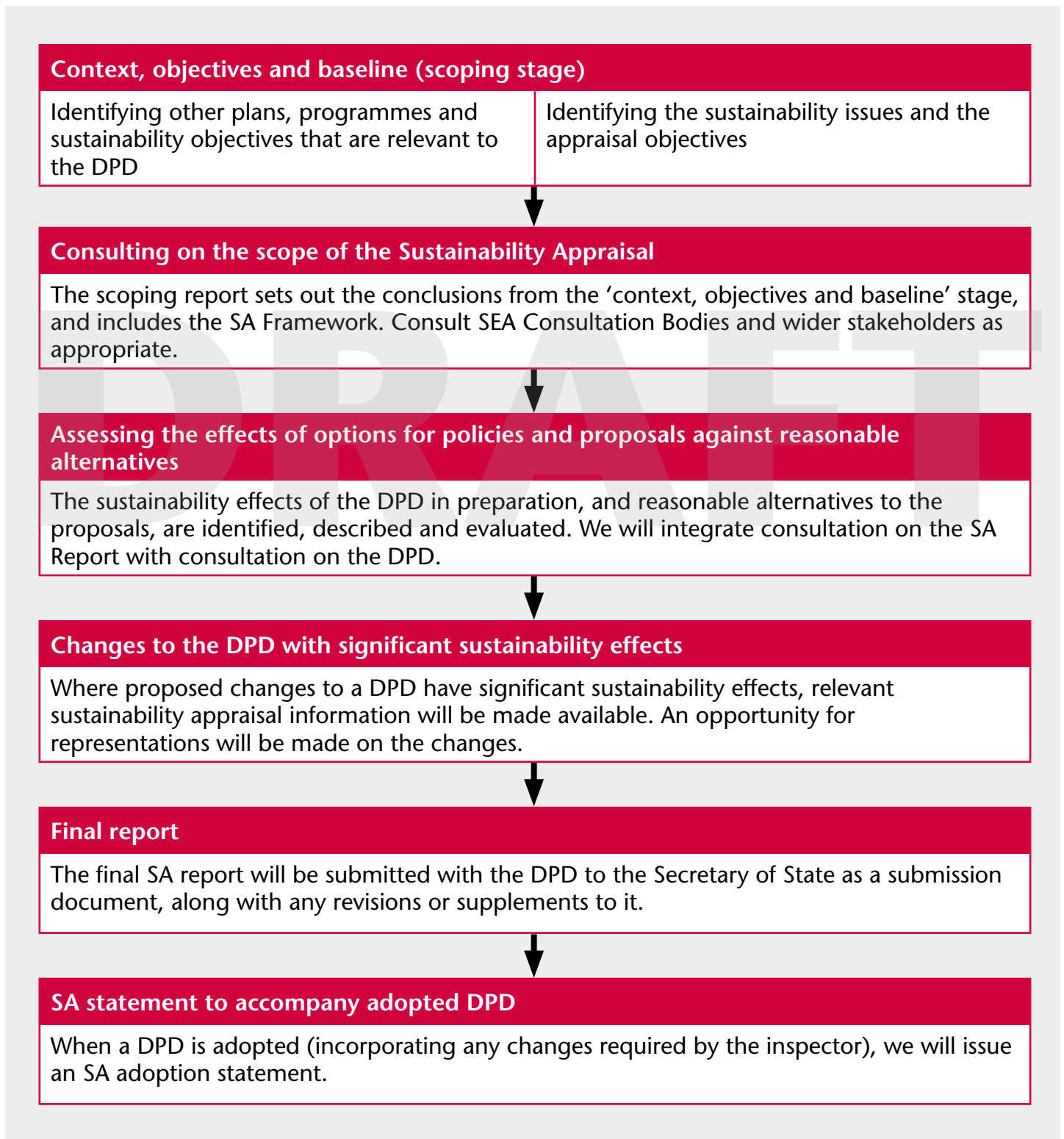
LPA publicise the decision and notify interested bodies.

## Appendix 4: Sustainability Appraisal process

Current legislation requires that all DPDs are subject to a Sustainability Appraisal (SA) and that a report on the findings of the SA is published alongside the DPD.

A SA performs a key role in providing a sound evidence base for the DPD; it assesses the social, economic and environmental effects of plans and ensures that sustainable development is treated in an integrated way in the plan preparation process.

For ease of reference, this SCI provides an illustration below highlighting a number of the key stages for community involvement during the preparation of the SA.



## Appendix 5: Glossary of terms

A brief explanation of the key terms in the Statement of Community Involvement (SCI) is provided in this glossary.

### **Annual Monitoring Report (AMR)**

A report on how we are performing on the implementation of the development plan document policies e.g. statistics on housing land supply. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.

### **Core Strategy**

The core strategy sets out the long-term vision for the area and provides the strategic policies and proposals that will deliver that vision. This will be updated as part of the Local Plan Review

### **Development Plan**

The development plan is a single or number of documents that together provide adopted planning policy for Wiltshire. It comprises - Development Plan Documents produced by us, saved policies in the former district local plans (which will be replaced with the Local Plan Review) and Neighbourhood Plans. Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

### **Development Plan Document (DPD)**

These are planning policy documents prepared by us as a local planning authority, that set out the approach to development in the local area. In Wiltshire these are the Wiltshire Core Strategy, Chippenham Site Allocations Plan and various minerals and waste policy documents. DPDs are subject to community involvement, consultation and independent examination.

### **Independent Examination**

Development Plan Documents are subject to an examination by a planning inspector to rigorously test legal compliance and overall 'soundness.'

### **Local Development Documents (LDD)**

Individual documents that take the form of Development Plan Documents or present guidance in the form of Supplementary Planning Documents (SPDs).

### **Local Development Scheme (LDS)**

The LDS sets out the timetable for preparing the Local Plan. This includes details of the topics to be covered by individual DPDs.

### **Local Plan**

This is the plan for the future development of the local area, drawn up by us in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Core strategies or other planning policies, considered to be development plan documents form part of the local plan. The term includes old policies which have been saved under the 2004 Act.

### **Local Plan Review**

This is the current ongoing update of the adopted Wiltshire Local Plan. This will replace saved policies in the former Local Plans of the former District Authorities in Wiltshire which remain in place until such time as replaced.

### **Local Transport Plan (LTP)**

The LTP is a statutory document that steers the development of national transport policies at the local level.

### **Minerals and waste development plan documents**

Jointly prepared development plan documents that set out the planning policy and proposals for Wiltshire and Swindon with regards to mineral extraction and waste management.



## **National Planning Policy Framework (NPPF)**

This sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision makers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decisions. This is accompanied by Planning Practice Guidance which sets out how the NPPF is to be interpreted.

## **Neighbourhood Planning**

This was introduced by the Localism Act 2011, and it gives new rights and powers for local communities to shape new development by coming together to prepare neighbourhood plans. A neighbourhood planning process can be used to prepare a Neighbourhood Development Plan, a Neighbourhood Development Order or a Community Right to Build Order, or a combination of the three.

## **Neighbourhood Development Plan (NDP)**

A plan generally prepared by a parish council, which establishes planning policies for the development and use of land in a defined area. A neighbourhood development plan must be in conformity with the Local Plan, and will undergo examination and a referendum. Adopted development plan documents and 'made' (i.e. adopted) neighbourhood development plans comprise the development plan for Wiltshire.

## **Planning Inspectorate (PINS)**

The Planning Inspectorate holds independent examinations by appointed Planning Inspectors to determine whether Development Plan Documents are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

## **Policy and Proposals Map**

We produce a map which illustrates all the policies and proposals contained within adopted Development Plan Documents. The map must be revised every time a new DPD is adopted.

## **Planning Practice Guidance**

The Government's detailed online, web based guidance on national planning policies, which adds detail to the National Planning Policy Framework.

## **Sound/soundness**

This describes where a DPD (in full) is considered to 'show good judgement' and also to fulfil the expectations of legislation, as well as conforming to national policy.

## **Statement of Community Involvement (SCI)**

This is a document that sets out how we will consult and involve the public in preparation of local development documents and in the determination of planning applications. The SCI is part of the Local Development Framework.

## **Strategic Environmental Assessment (SEA)**

An appraisal of the environmental impacts of policies and proposals, required by European legislation. We use a combined SEA and sustainability appraisal.

## **Strategic Housing and Employment Land Availability Assessment (SHELAA)**

The SHLAA is a register of potential housing and employment sites and is the outcome of a high-level assessment. It gives basic information on the sites and provides an indication of how housing and employment requirements could potentially be met. It is used as part of the evidence base for development documents and is a basis for further assessment.

## **Supplementary Planning Document (SPD)**

These are generally topic specific documents which provide further information and details to support the implementation and delivery of policies in development plan documents. For example we are currently working on an Affordable Housing SPD. Supplementary Planning Documents are part of the Local Development Framework but as they only implement adopted policy rather than introduce new policy they are not part of the development plan. They can be used as a 'material consideration' in the determination of planning applications.

## **Sustainability Appraisal (SA)**

This is required under national legislation for emerging policy and include consideration of social and economic impacts as well as impacts on the environment. Wiltshire uses a combined SA and Strategic Environmental Assessment.

## **Wiltshire Community**

The Wiltshire community is made up of all the people who live, work, or have an interest in Wiltshire and its continued development. We keep a database of all the people and organisations interested in the Local Plan or planning applications. This database is continually evolving as organisations are added or removed.

**DRAFT**

# Statement of Community Involvement

DRAFT

All material within this document is copyright Wiltshire Council except where indicated otherwise and may not be used, copied, or reproduced without permission. All rights reserved.

**DRAFT**

---

**This document was published by Spatial Planning, Economic Development and Planning,  
Wiltshire Council**

**For further information please visit the following website:  
[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy.htm](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy.htm)**

---

**Wiltshire Council**

