

Report

Report subject: Salisbury District LDF : The Draft Statement of Community Involvement

Report to: Planning and Economic Development Overview and Scrutiny Panel

Date: 30th August, 2005

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1. Overview

The Local Development Framework will, over the next few years, replace the adopted Local Plan as the council's main planning policy document. However, unlike Local Plans the LDF is a collective name for a range of policy documents which will cover specific topic areas.

In May 2005, Cabinet adopted the Local Development Scheme which has now been approved (subject to minor technical alterations) by Government Office for the South West. This set out a timetable for the production of Local Development Documents (components of the LDF) over the next 3 years to March 2008.

The first of the LDF component documents to be brought is the Statement of Community Involvement which in simple terms sets out the measures the council will employ to inform, involve, consult and communicate with the community when it prepares its planning policies and proposals.

The document attached to this report represents a draft of that document which, subject to member approval, will be published for formal public consultation on 22nd September for a 6 week period.

2. Key elements of the Statement of Community Involvement

The statement of community involvement must set out an approach to community involvement which, as a minimum, meets the statutory requirements for consultation in Town and Country Planning Act (Local Development)(England) Regulations. In addition, the statement must:

- set out clearly the authority's vision and standards for community involvement, and how these link with other local initiatives e.g. the community strategy;
- recognise and express the need for front loading;
- reflect community needs, identifying the range of local groups who need to be involved;
- show that the authority understands how communities can be involved in a timely and accessible way;
- identify suitable involvement techniques that are appropriate to the level of planning;
- be clear about the different stages of involvement – information, consultation, participation, feedback etc. – and demonstrate that these will be done in different ways at different stages and for the particular communities;
- show that the authority can resource and manage the process effectively – this should include a clear understanding of the roles of members and officers;
- show how the results of community involvement will feed into the preparation of local development documents and associated sustainability appraisal reports;



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- set out the authority's policy for community involvement on planning applications; and
- set out how the authority will learn from the experience and improve the arrangements where necessary.

3. Future stages

At the close of this period, officers will consider the responses made and recommend changes to members for inclusion within a submission draft version which will be sent to the Secretary of State. A further 6 week consultation period will then be held, following which outstanding objections will be addressed at an Examination in Public presided over by an independent inspector in the late spring 2006. Following the issue of the report by the Inspector the council will be required to make changes set out prior to the adoption of the document – scheduled for September 2006.

Recommendations

To recommend that Cabinet:

- Note the content of section 4 of the draft Statement of Community Involvement which sets out the measures which will be employed to involve the community**
- Approve the draft Statement of Community Involvement for formal public consultation**

Background Documents

PPS12 - Planning Policy Statement 12 : Local Development Frameworks, ODPM
 Creating Local Development Frameworks – Companion Guide to PPS12, ODPM
 Town and Country Planning Act (Local Development)(England) Regulations
 Salisbury District Council Consultation Strategy
 Wiltshire Consultation Compact

Implications:

- **Financial:** All initial costs associated with consultation techniques set out in the attached document are able to be met within existing budgets. If additional funding is required for future years, it will be bid for through the portfolio planning process.
- **Legal:** Comments incorporated into draft Statement of Community Involvement
- **Environmental Health:** No comments
- **Human Rights:** The LDF process builds in the right to a fair hearing through a process of continuous community involvement.
- **Personnel:** No comments raised
- **Community Safety:** Not applicable at this stage
- **Council's Core Values:** Being fair and equitable, providing excellent service, communicating with the public, Open learning council and willing partner
- **Ward(s) Affected:** All

Statement of
**Community
Involvement**

Pre-Submission Draft



ABOUT THIS DOCUMENT

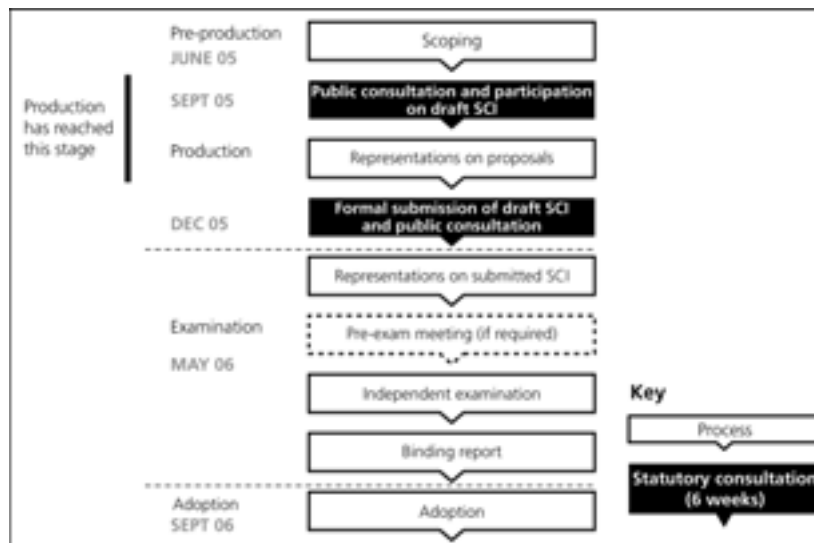
What is this document ?

This draft Statement of Community Involvement will, when adopted, become part of the Salisbury District Local Development Framework. The Local Development Framework is concerned with managing new development in the district.

The Statement of Community Involvement is concerned with setting out how Salisbury District Council will inform, consult and respond to the community's views on planning proposals which will be prepared in the coming years as well as in considering planning applications which the council receives. Section 1.1 of this document sets out more details about the role of this document in the Local Development Framework process.

What is the process which will be used to prepare this document and where are we now ?

The diagram below sets out the stages of preparation for this document based on legislative requirements.



This stage represents the publication of draft proposals for formal consultation.

The council has listened to the views of key groups and prepared this draft as a means to promote discussion about who, how, when and why people should be involved in the process of preparing planning proposals for Salisbury District.

Between 22nd September and 3rd November 2005 there is a period of public consultation where the views of any interested parties are welcomed.

What does the council want to hear my/our views about ?

The council welcomes any views on the content of this document, particularly if there are aspects which could be included which would encourage greater participation in shaping new planning policies. However, in order to focus attention there are key questions which the council would like to seek your views on.

- Does the document fail to acknowledge any important community involvement initiatives ?
- Does Appendix A fail to identify any local community groups and other bodies which you feel ought to be consulted on certain planning related matters ?
- Is it clear how and when the community will be consulted during the stages of policy development and in relation to planning applications?
- Are the methods for engaging the community suitable for the intended audiences or for the different stages of preparation ?
- Is there an appropriate balance between the efforts proposed to encourage community input and the resources which will be required to achieve this ?
- Is it clear how the views of people will be fed into the preparation of planning policies and the determination of planning applications?
- Are the monitoring and review mechanisms set out in section 6 acceptable ?

How should I respond ?

- Via the council's website – www.salisbury.gov.uk/planning/forward-planning/local-development-framework/
On the site this document is available to view (alongside other associated information) and there is a facility to respond online via e-mail.
- Using the response form inside the back cover of this document.

Please note that all responses must be made by 5pm on 3rd November and that all responses must contain a name and contact address. Late and/or anonymous responses cannot be registered.

SALISBURY DISTRICT COUNCIL : STATEMENT OF COMMUNITY INVOLVEMENT

CONTENTS

About This Document	2
1. Introduction	5
1.1 What is the Statement of Community Involvement	
1.2 The Community	
1.3 Reasons for Promoting Wider Community Participation	
1.4 Resources	
1.5 Key Objectives for the Statement of Community Involvement	
2. What is the Local Development Framework?	7
2.1 Overview	
2.2 The Structure of Salisbury District's Local Development Framework	
2.3 Sustainability Appraisal	
3. Linkage with other Strategies and Documents	9
3.1 Overview	
3.2 The Community Strategies	
3.3 Local Community Plans, Parish Plans and Market Towns Initiatives	
3.4 Other Strategies and Plans	
3.5 The Wiltshire Compact and Salisbury District Council's Consultation Strategy	
4. Community Involvement in the Local Development Framework Process	11
4.1 Basic Consultation Standards	
4.2 Who will we be consulting ?	
4.3 When will we be consulting ?	
4.4 How will we engage and consult ?	
4.5 How will consultation be acted upon and reported ?	
4.6 How will decisions be made ?	
4.7 Sources of further information.	
5. Community Involvement in the Development Control Process	15
5.1 Keeping People Informed	
5.2 Publicity Arrangements	
5.3 Decision Making	
6. Monitoring and Review	17
Appendices	
A – Consultees Listing – For the Local Development Framework and Development Control	18
B – Assessment of Consultation Methods	21
C - Results of Initial Consultation Exercises	24
D – Sources of Independent Planning Advice	26
Glossary	27
Consultation Response Form	(inside back cover)

1.0 INTRODUCTION

1.1 What is the Statement of Community Involvement ?

This document has been produced to explain how Salisbury District Council will involve the local community in planning matters. The document addresses the opportunities to comment on the consideration of planning applications, but is primarily concerned with how people and organisations can participate in shaping the council's planning policies. In simple terms, planning policies explain how change in the district will be managed over time. For example, planning policies explain where new development, such as housing and employment will go. They also provide guidance on how we will protect certain areas of the district from unsuitable development, for example in the open countryside.

The "Statement of Community Involvement" or "SCI" for short, is one of the first steps to replacing the existing system of Local Plans with the new Local Development Framework. Background information about the Local Development Framework is explained in section 2. The SCI sets out how the District Council will involve the community, both in the preparation and revision of planning policies, and the control of development across Salisbury District.

One of the main reasons for the introduction of the new planning system was to encourage wider and more meaningful community involvement. For this reason, it is very important to set out right from the start how the council intends to involve the local community in the new planning process. It is essential that the processes used are clear and open so that everyone knows exactly when and how they can get involved. Most importantly, the council aims to foster a culture of partnership working whereby communities and the council work together to tackle development issues (e.g. affordable housing provision, improving local services) which face the district.

This document sets out the way in which Salisbury District Council will aim to involve all sections of the community in the planning of future development, what this will achieve and how it will be beneficial for everyone.

Key elements of this document are –

- A brief introduction to the nature of the new planning policy system
- How the council will respond to Community Planning exercises in its planning policies
- Who the council will aim to involve.
- How and where the council will make information about planning matters
- What methods it will use during stages of policy preparation to inform communities and gain their views.
- How the council will keep people informed about progress and how views will be taken into account
- How the council will seek the views of the community in respect of planning applications

1.2 The Community

The term "Community" is often misunderstood and so it is worth identifying which groups fall within this definition. In simple terms the council wants to involve everybody in determining the future pattern of development in the district, however there are 2 distinctive groups of interests.

The Local Community

- All sections of the General Public
- Parish & Town Councils
- Local Interest Groups
- Businesses
- Voluntary Organisations
- Clubs and other social organisations
- Landowners
- Local Service Providers (e.g. Primary Care Trust)

The Extended Community

- Governmental Organisations
- Utility Providers (e.g. power, water)
- Adjacent Local Authorities
- Statutory Advisory Bodies (e.g. Env Agency)
- Other advisory bodies
- Developers and their agents

Section 4.2 of this document, and Appendix A, set out in more detail who the council will consult

1.3 Reasons for Promoting Wider Community Participation

There are many reasons for involving the widest possible range of people and organisations throughout the planning process and the benefits include:

- ***Issues and priorities identified by the local communities they affect;***
Local communities are often the best source of information on their local area and better decision making is possible if this is utilised.

- **Consensus and ownership of the process;**
Community involvement in planning is essential in giving people the right to participate in decisions which affect their lives. Greater ownership and involvement in the decision making process can produce a greater sense of community and inclusion, and attachment to the environment they have helped to create.
- **Input and influencing of site specific proposals;**
Many individuals are interested in taking a proactive role in shaping the local environment and it can provide greater consensus at an early stage on the most appropriate types of development for an area.
- **Increased resources from communities with individual expertise;**
Communities can bring additional resources and expertise to local proposals which are essential in creating environments which meet the needs of the users. (e.g. Local Wildlife Groups)
- **Increased understanding of the process;**
Providing people with a greater understanding of planning issues can increase the efficiency of the planning process and prevent any potential conflicts before they arise. Greater awareness of the tasks faced by planners should also provide more support for the Council's activities and planning decisions in general.

It is important for readers to note the final point above. The writing of new planning policies is not done in isolation. Whether everyone agrees or not, national and regional planning policies set out a framework which all local planning authorities must adhere to. In certain areas there may be flexibility which will allow for local circumstances to be reflected and the council will pursue these where they exist. However, more often than not these policies can appear rigid and unresponsive to particular circumstances.

By promoting greater dialogue in the policy making process it is hoped that all stakeholders gain a better understanding of the difficult issues to be faced and can then understand why certain options have to be considered, and ultimately why decisions are made as they are.

1.4 Resources

The council can never hope to engage every individual or organisation with interests in Salisbury District. To do so would involve a disproportionate level of resources which are simply not available. Hence, the approach taken in this Statement of Community Involvement is to maximise realistic opportunities in raising awareness of issues and provide clear sources of information which people can then access.

This statement does not seek to establish a 'one size fits all' approach to consultation as this would be entirely inappropriate given the range of issues to be considered and the diverse nature of the district population. Accordingly, where key issues relevant to a particular locality or group of interests (e.g. Agriculture, Nature Conservation, etc) are being considered the council will seek to undertake a more intensive and focused campaign of awareness raising. This should ensure people concerned with these matters are made aware of proposals.

Section 4.4 of this document (and appendix b) sets out the approaches the council will take in four key areas – Making Information Available, Raising Awareness, Channels for Feedback and Interactive Consultation. In considering the methods to be employed, resources, both in terms of staff time and financial cost, have been considered and this has informed the range of approaches identified.

1.5 Key Objectives of the Statement of Community Involvement

In order to summarise the key aims of this document, the following objectives have been drawn up. Each consultation exercise the council undertakes regarding planning matters will be monitored to ensure these objectives are being addressed.

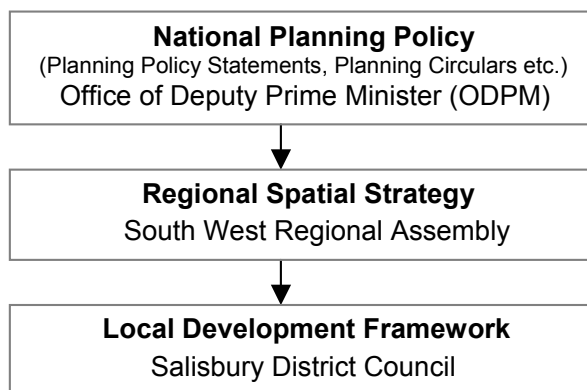
- raise the profile of planning issues at a level of understanding and geographical extent which is appropriate to the matter being considered
- set out the information being consulted on in a clear and objective manner and make it available in a range of accessible formats and locations.
- maximising the opportunities to involve all sections of the community
- ensuring that those who respond to consultation exercises are informed, in a timely manner, of how their views were considered
- forge stronger links within the Council and community groups so that planning policies are consistent with other community objectives
- ensure that an appropriate balance is struck between the consultation techniques used and the resources (financial, staff time, etc.) which are available.

2.0 WHAT IS THE LOCAL DEVELOPMENT FRAMEWORK?

2.1 Overview

Salisbury District's Local Development Framework will, over the next few years gradually replace the existing Local Plan as the main planning policy document for the district of Salisbury. This change is a result of The Planning and Compulsory Purchase Act which was passed by Parliament in 2004.

The primary purpose of the Local Development Framework is to provide a set of rules which will be applied in considering individual planning applications made to the council. The rules, set out as policies, take account of national policies (established currently by the Office of the Deputy Prime Minister (ODPM)) and the Regional Spatial Strategy (prepared by the South West Regional Assembly). The adjacent diagram illustrates the hierarchy of planning policies which Salisbury District's Local Development Framework sits within. The implication here is that whilst the policies produced by the council will be tailored to Salisbury District they must be consistent with national and regional policies and guidelines.

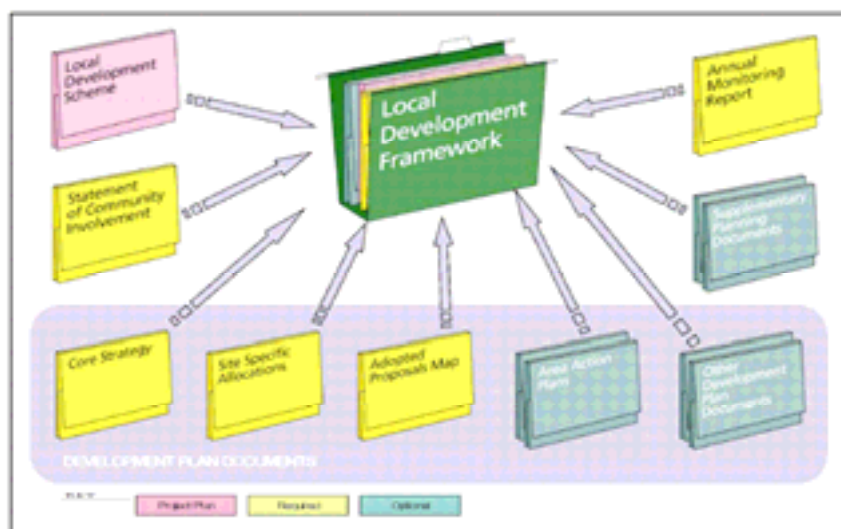


In moving from the previous system of Local Plans to Local Development Frameworks a number of changes have been made to the overall process to improve the consideration of policies and speed up the process. The principal changes introduced by the new system can be summarised as follows -

- One long process of up to 7 years to produce a whole Local Plan is broken down into a number of shorter processes (estimated to take around 3 years) which will address matters on a topic by topic basis.
- The process is now being formally programmed in a timetable document called the Local Development Scheme. This document, as well as a summary leaflet, can be viewed on our website, or obtained by contacting our Planning Offices.
- Opportunities for consultation to inform the basis of policy making have been increased. This document in itself is a recognition of the important role which local people and other stakeholders can play in shaping policies.
- A Sustainability Appraisal will be rigorously applied to the process to enable a proper balance between social, environmental and economic issues to be assessed. More information is set out in section 2.3.
- An independent Planning Inspector (from the Planning Inspectorate) will now have the final say in the policy making process where agreement cannot be reached locally

In terms of explaining how the LDF is structured, the adjacent diagram provides a graphic representation of what the components are and how they fit together.

In essence the Local Development Framework is a collective name for a number of Local Development Documents which each address a specific topic area.



2.2 The Structure of Salisbury District's Local Development Framework

Salisbury's Local Development Scheme (LDS) provides a timetable of how the new planning system will be assembled. Those wishing to participate at any stage in the preparation of Salisbury District's Local Development Framework are advised to gain access to this document from the councils offices or from the its website.

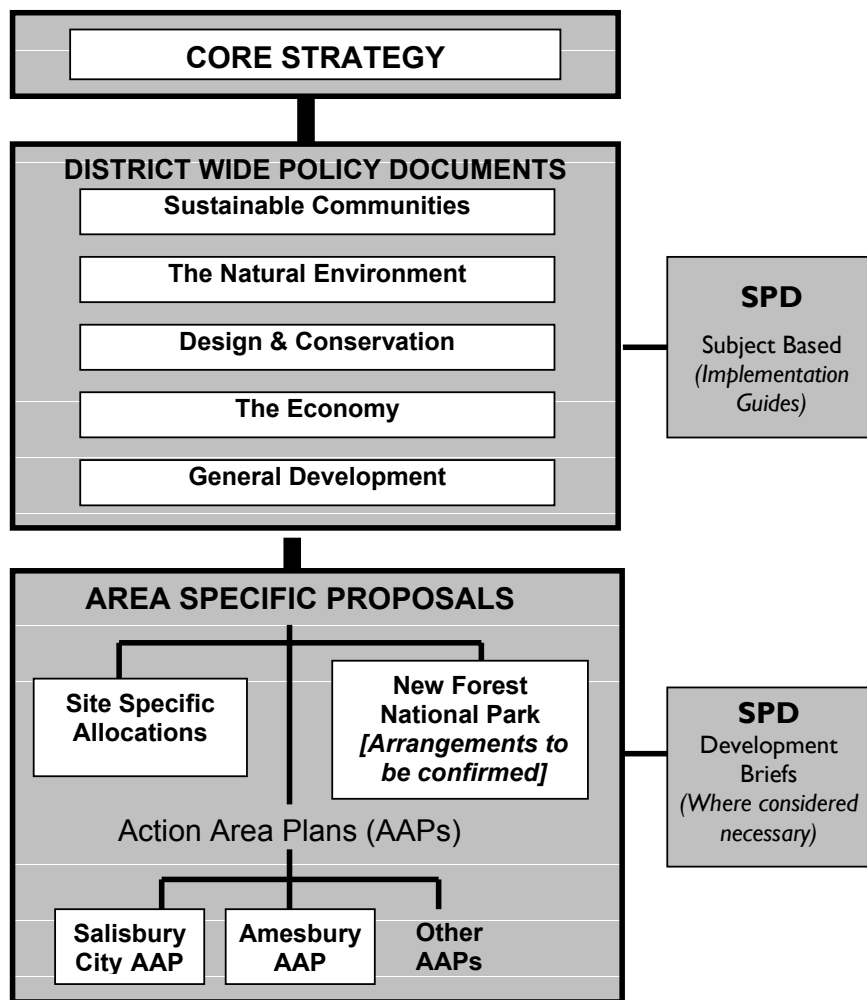
The adjacent diagram illustrates how the Local Development Documents are structured and the subject matter they will contain

The **Core Strategy** sets out the development strategy for the district. Its main roles are to establish the geographic spread of development, key principles to be pursued through the planning process and the establishment of overarching policies across a range of key areas. This is the primary document at a local level.

The **District Wide Policies** will set out more detailed policies related to main areas.

Area Specific Proposals will address more localised issues, notably the allocation of land for specific uses (e.g. Housing) and policies which are specific to a particular place.

The **Supplementary Planning Documents (SPD)** will be prepared, where it is considered necessary, to add detail to adopted policies. For example, where a policy allocates a site for development, SPD will be produced to shape how the site should be developed.



The individual elements of the diagram above - Local Development Documents - will provide a planning framework for the whole district. The involvement of the community will be vital to the success of these documents. It is clear that different methods of community involvement will need to be used for the different types of planning policy that are being prepared. In addition to this, it may be appropriate to use different methods depending on the type of groups involved. For example, the council will seek to use different strategies for reaching people that have traditionally not been involved in the planning process, than for statutory groups who have a duty to be involved. This is set out in section 4.4 of this document.

2.3 Sustainability Appraisal

A fundamental element of the new planning system, is ensuring that planning policy and development control decisions are based on the principles of sustainable development. In simple terms, this involves balancing the priorities of protecting the environment, maintaining a healthy economy, promoting the interests of all sections of society. Each planning policy document in the Salisbury Local Development Framework will require a report explaining how the objectives of sustainable development will be taken into account.

The tables in section 4.3 show the stages of the Sustainability Appraisal process and the detail which will be brought forward at each stage. The key aspect to note is that information will build up gradually so that the final Environmental Report is a detailed assessment of matters. At the early stages the council will identify key issues and the community will be invited to identify further issues which need to be investigated.

3.0 LINKAGE WITH OTHER STRATEGIES AND DOCUMENTS

3.1 Overview

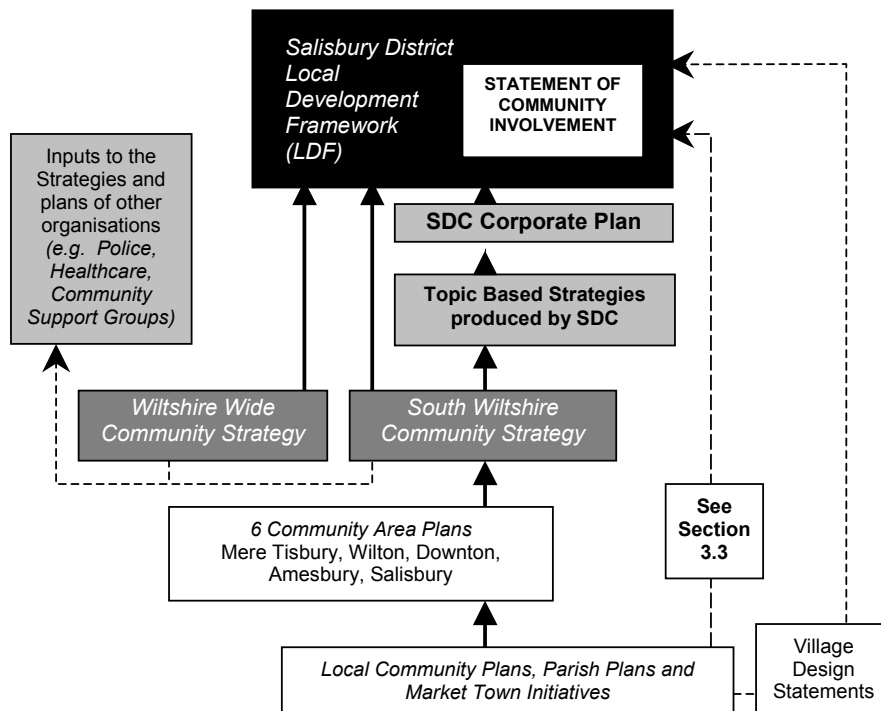
The Government identifies Local Development Frameworks as one of the key mechanisms for delivering a wider range of land use related objectives alongside the traditional policies for controlling development and making land available for required development in the district. This section sets out how those existing strategies will be taken into account by the council in drawing up its planning policies.

The strategies and plans of other organisations provide clear statements of actions which are expected to improve the functioning of services and activities within the district. It is therefore appropriate that in drawing up its planning policies, and in the consideration of planning applications, the District Council has regard to these strategies and plans.

3.2 The Community Strategies

The most significant strategy which the Local Development Framework is required to take into account is the Community Strategy. For South Wiltshire there are two Community Strategies – one produced by the South Wiltshire Strategic Alliance (SWSA) which focuses on district priorities, and the other by the Wiltshire Strategic Board which looks at wider county priorities. Both of these organisations are Local Strategic Partnerships (LSPs) made up from public, community and voluntary organisations who are concerned with service delivery in the area. The role of the LSPs is to monitor and target social, economic and environmental needs of an area. The diagram opposite attempts to show how the views of community plans and strategies are fed into the LDF process.

Diagram showing the flow of community inputs into the strategies and plans of other organisations and the Local Development Framework



Making a Difference Together Community Strategy for Salisbury and South Wiltshire

The Council has worked in partnership with the SWSA to develop the following vision for Salisbury and South Wiltshire:

'A safe and caring place, where it is easy to get about and where value for money services contribute to a high quality of life and environment with equality of opportunity for all.'

The Community Strategy for the district, *'Making a Difference Together'*, sets out our four-year vision for the local community and includes an action plan to target the district's four main priorities, namely: affordable housing; crime and anti social behaviour; access to services; and ensuring Alliance partners are exemplary employers.

The strategy was based on wide consultation. During the summer of 2003, the SWSA distributed a questionnaire to all 49,000 households in the district. 37% - over 18,000 - were returned.

The results from the questionnaire showed the overall priorities for the district were, in order of priority:

- | | |
|--------------------------------------|--|
| 1. Looking after roads | 5. Cleanliness of roads, streets & open spaces |
| 2. Reducing crime | 6. Looking after the environment |
| 3. Vandalism & anti-social behaviour | 7. Public transport |
| 4. Houses local people can afford | 8. Protecting local facilities |

This information, in conjunction with views and opinions of Parish Councils, District and County Councillors and community groups, was brought together to determine the priorities for each community area. These are set out in the community area plans. The Community strategy focuses only on those priorities that will benefit from joint working and that are district-wide priorities.

'A County Fit for Our Children'; Community Strategy for Wiltshire

The four priorities adopted by the Wiltshire Strategic Board in its Strategy "A County fit for our Children" are to:

- Become the healthiest county in England in which to live by 2014
- Become the most waste-efficient county in England in 2014
- Improve adult basic skills
- Improve Wiltshire's 'street scene' (i.e. the attractiveness, safety, cleanliness and usability of Wiltshire's streets and lanes)

When preparing Local Development Documents, Salisbury District Council will have regard to the sustainability principles identified by Community Strategies. The Local Development Framework will aim to deliver aspects which are land use related, such as affordable housing and improving the streetscene, whilst also having regard to the wider social, economic and environmental principles which will contribute to achieving a more sustainable district in which to live. The Community Strategies will also be a material consideration in the determination of planning applications. Hence, where individual planning applications are able to contribute to delivering specific objectives of the strategies the development control process is a tool to secure appropriate contributions from developers. (built, financial or other)

3.3 Local Community Plans, Parish Plans and Market Town Initiatives

Community Plans have been developed for the six community areas (*Amesbury, Downton, Mere, Salisbury, Tisbury, Wilton*) of Salisbury District based on the consultation referred to in respect of the Community Strategy. The council will use these to inform priorities for the Local Development Framework (and other work) leaving future consultation exercises to tackle new issues. In addition to this they will be used as a resource for consultation in the future.

In terms of looking forward, the council is embarking on a finer grained approach to community planning, encouraging the production of Parish Plans for parishes (or groups of parishes), towns and electoral wards within Salisbury. The benefits of this will be that there will be greater local ownership of the issues and it may enable communities to be more proactive in securing action in their areas, both independently and in partnership with organisations such as the district council. In developing this approach the district council is seeking to draw together a protocol which local steering groups will need to follow to ensure that Parish Plan objectives are sound. This is essential as delivery organisations will need to be reassured that proposals taken from the community level are clear, justified, robust and have the support of the community at large. Without this validation, there is concern that objectives coming forward will be unrealistic or unrepresentative which will be exposed under the rigorous independent examination of proposals during the Local Development Framework process.

A final group of community led exercises are the Market Town Initiatives. Funded by the Countryside Agency, these processes have a slightly wider remit than Parish Plans in that the outputs of the exercise reflect the views of the both the community who live there, and those of the hinterlands who gravitate to use the town as a service centre. The process "should create a shared vision of the town's future, shaped by people who live and use the retail, leisure, professional and public services" located within the town. The district council considers that these Market Town Initiatives will provide a valuable grounding for Area Action Plan documents within the Local Development Framework where there a significant objectives which can be delivered through planning proposals.

3.4 Other Strategies and Plans

Corporate Plan - The documents prepared within the Local Development Framework will also be prepared to be in accordance with the principles of the council's Corporate Plan. This plan draws together the priorities of the Council from the range of topic based strategies its service units prepare to focus their work.

Strategies and Plans of Other Organisations – In developing its planning policies the council will have due regard to strategies and plans that it is made aware of. The council participates in a range of liaison activities to shape the strategies and Plans of other organisations (e.g. AONB Management Plan, Wiltshire Transport Plan, Wiltshire & Swindon Economic Strategy) and therefore often has direct links which can be used to shape policy formulation. In designing its consultation exercises, the council will aim to contact organisations which are know to have a relevant interest and seek their views.

3.5 The Wiltshire Compact and Council Consultation Strategy

These documents are concerned with promoting consultation in an appropriate manner and has underpinned a great deal of the content of the following sections of this document. The Wiltshire Compact is concerned with developing stronger links between the statutory and voluntary sector, establishing standards which both sectors will adhere to when making changes to service delivery. The council's Consultation Strategy sets out standards which it will adhere to when consulting the community including an assessment of appropriate techniques.

4.0 HOW WILL THE COMMUNITY BE INVOLVED IN THE LOCAL DEVELOPMENT FRAMEWORK PROCESS

4.1 Basic Consultation Standards

The requirements for consultation and public involvement in the Local Development Framework are set out in part 6 of the Town and Country Planning (Local Development) (England) Regulations 2004. The Council is obliged to meet the basic standards set out in those regulations. These can be summarised as follows

- Consultation for a defined 6 week period
- Notification and issue of information to Statutory Consultees – as listed in appendix A
- Notification of other consultees who the council consider would have an interest in the subject matter
- Make information available for inspection at the council offices, website and at other appropriate locations
- Publicise the consultation by means of public notice in a local newspaper

The purpose of this document (the SCI) is to set out the ways in which the council can build on these basic consultation requirements. The council must accept that it can never hope to notify every individual in the district, however it will use a range of means to ensure that there is reasonable opportunity for people to be made aware of the process. The main aim is to increase the accessibility of the planning process, especially to those groups that have traditionally been hard to reach.

4.2 Who will we be consulting ?

Salisbury District Council are committed to involving as many individuals and groups as possible in developing the new planning policies and proposals for the district. In order to meet this aim, the intention is to work not only with existing partners in the community but also endeavor to identify new contacts wherever possible, particularly with those that have not previously been involved in the planning process. Section 4.4 considers techniques which will be used to address this aim.

A full list of organisations and interests that the council intends to consult during the course of preparing the LDF is listed in appendix A.

4.3 When will we be consulting ?

Within the Local Development Framework there are a range of document types which have different requirements of consultation and scrutiny. The tables below summarise the stages in the processes of policy production each document type and the nature of the issues being considered.

a) Development Plan Documents (DPDs)

(Core Strategy, District Wide Policies and Area Specific Policies as set out in the diagram in section 2.2)

	PRODUCTION STAGE	ACTIVITIES BEING UNDERTAKEN	SUSTAINABILITY APPRAISAL
Policy Formulation	Pre production (Informal Consultation)	<ul style="list-style-type: none"> • Review of existing policies • Scoping out of issues to be addressed • Evidence gathering • Consultation with key agencies and other appropriate groups 	<ul style="list-style-type: none"> • Establish sustainability objectives • Gather baseline information and develop indicators to measure environmental change • Define the context provided by existing plans and programmes. • Production of a scoping report.
	Issues and Options (Formal Consultation)	6 week consultation period related to <ul style="list-style-type: none"> • the identification of the key issues to be tackled by the policy document • the options which appear to be available based on initial research and early consultation. 	Assessment of alternative strategies against sustainability objectives.
Refinement of Draft Policies	Preferred Options (Formal Consultation)	6 week consultation period related to <ul style="list-style-type: none"> • More detailed proposals for policies (or sites) selected at the Issues and Options Stage 	Draft Environmental Report (more detailed assessment of the preferred policies and proposals in the DPD against sustainability objectives).
	Submission Draft (Formal Consultation)	6 week consultation period related to the publication of the final draft DPD for submission to the Secretary of State	Full Environmental Report (Complete detailed Environment Report taking into account responses from the preferred options consultation stage)
	Examination in Public (Final Forum for resolution of Issues)	Examination of the soundness of the DPD based on issues raised at the Submission stage by an Inspector.	Compliance with European and UK Regulations assessed as part of testing the soundness of the submitted DPD

b) Supplementary Planning Documents

(Development / Planning Briefs, Implementation Guides and other supporting guidance)

	PRODUCTION STAGE	ACTIVITIES BEING UNDERTAKEN	SUSTAINABILITY APPRAISAL
Policy Formulation	Pre production (Informal Consultation)	<ul style="list-style-type: none"> • Review of existing policies • Assessment of options to address the matter in hand. • Evidence gathering • Consultation with key agencies and other appropriate groups 	<ul style="list-style-type: none"> • Review of Environmental Report related to the policies which the SPD will relate to • Gather baseline information and develop indicators to measure environmental change • Scoping of issues emerging from initial ideas and informal consultation
Refinement of Draft Policies	Draft Guidance (Formal Consultation)	Publish draft SPD proposals for a 6 week period of public consultation	Draft Environmental Report (assessment of the proposals and policies against sustainability objectives).
	Adoption	Publication of revised proposals in light of consultation responses received at the draft stage. Adoption by the Council's Cabinet.	Full Environmental Report (Complete report taking into account issues raised during consultation at the draft publication stage.

A key aspect to note in both tables above is that there are two distinct phases of policy making, namely policy formulation and refinement of draft policies. These phases are referred to in section 4.4 when the use of consultation methods and techniques is considered.

c) Supporting Documents

The Local Development Framework includes three documents which are concerned with management of the policy making process. The following points outline how the council will seek input on their content.

- The **Local Development Scheme** is the timetable document which the council will prepare (normally on an annual basis) to keep all parties informed about what policy work is being undertaken and a broad timetable for each element. There is no formal requirement to consult on this document, aside from liaison with Government Office for the South West (GOSW) and the Planning Inspectorate (PINS). The council will, however, consult with key stakeholders and elected members to determine the priorities for the Local Development Framework process prior to submission of a draft to GOSW and PINS.
- The **Annual Monitoring Report** will be produced to assess the progress made in bringing forward policies as well as assessing their effectiveness over time. This is important as it will allow the council to understand whether policies are having the desired outcome, and where they are not this may be a pointer towards the need for review. The council will consult with stakeholders in bringing together information and will publish its report.
- The **Statement of Community Involvement** (this document) has its own process which is outline inside the front cover of this document. The process has two formal period of public consultation and unresolved issues will be considered by an independent Inspector as part of an Examination in public.

In preparing this initial draft, the council undertook a significant element of pre-consultation with stakeholders to understand how they would best be engaged in the process. Appendix C summarises the findings of the pre-consultation undertaken.

d) The Evidence Base

The Evidence Base is a term given to the reports, studies and information which are used to underpin new policies and proposals. The council believes that this information should be freely available for everybody to see and understand. In developing its evidence the council will adhere to the following principles,

- That the council will make available information on its website and at its offices for public viewing.
- That all information produced will be published in a manner which is understandable to 'non-experts.' Where work is of a highly technical nature, the council (or consultants undertaking work) will prepare a non-technical summary to promote wider awareness of the issues.

- That research work undertaken or commissioned will be examined by appropriate consultees to validate its accuracy and content. This is designed to ensure that information gathered can be used with a greater degree of confidence.

It will be a requirement upon those making submissions to the council to adhere to these principles in order that the basis for their conclusions is transparent and clearly demonstrated. This is particularly relevant to those putting forward alternative policies or sites where the soundness of proposals will need to be tested.

4.4 How will we engage and consult ?

In preparing Local Plans in the past, the council used a number of methods to seek people's involvement in the planning process. These methods were generally successful in what they tried to achieve, however it is fair to observe that the Local Plan process became more and more geared towards the demands of the 'professional objectors', often being highly legalistic, rather than being inclusive and approachable to the community at large. In order to engage a wider spectrum of interests and members of the public there is certainly room for improvement. The council recognises that different approaches will be necessary in order to reach as many individuals and groups as possible. It is a key challenge to increase the public's awareness of the difficult planning issues which have to be tackled. In order to promote debate about these issues it is essential that the council makes it clear to the community at large when they should make their views known.

Appendix B sets out information about methods and techniques which have either been used, or could usefully supplement, the council's engagement and consultation of the public in the drawing up planning policies. The tables outline the techniques, their advantages and disadvantages, and their likely resource implications.

The table below draws together elements of section 4.3 (policy making stages) and the findings in Appendix B to identify the most appropriate methods to use at different stages of the process.

Methods of Engagement and Consultation within the Local Development Process.

Key	Making Information Available			Raising Awareness					Channels for Feedback			Interactive Consultation					
	Information at Council Offices	Information at Libraries/Halls, etc.	Information on Council Website	Local Media (Press/Radio, etc)	Publicity in Council mailings	Direct Notification	Local Advertising (Notices/Posters)	Delivered Leaflets	Schools Liaison	Response forms & written feedback	Online consultation	Citizens Panel polls	Local Meetings & Exhibitions	Community Event stands	Focus groups	On-line Discussion Forum	Stakeholder Workshop Sessions
<input checked="" type="checkbox"/> Actions which will be undertaken																	
<input checked="" type="checkbox"/> Actions which the council will endeavour to undertake but must consider as optional at this stage (e.g. resources may not be available, dependence on other organisations)																	
Core Strategy																	
Policy Formulation	✓	☑	✓	✓	☑	✓	✓	☑	☑	✓	✓	☑	✓	☑	✓	✓	☑
Refining Policies	✓	☑	✓			✓				✓	✓						
District Wide Policies																	
Policy Formulation	✓	☑	✓	✓	☑	✓	✓			✓	✓			☑	✓	✓	
Refining Policies	✓	☑	✓			✓				✓	✓				✓		
Area Specific Proposals																	
Site Selection	✓	☑	✓	✓	☑	✓	✓	✓	☑	✓	✓	☑	✓	☑		✓	☑
Site Requirements	✓	☑	✓			✓	✓	✓		✓	✓		✓				
Supplementary Planning Documents																	
Site specific documents	✓	☑	✓	✓	☑	✓	✓	✓	☑	✓	✓		✓	☑		✓	
Policy documents	✓	☑	✓			✓				✓	✓				✓	✓	
Annual Monitoring Report																	
	✓	☑	✓		☑	✓				✓	✓						
Evidence Base																	
	✓	☑	✓			✓				✓	✓				✓		

4.5 How will your comments be considered and how will you know if they have had an influence?

Community Involvement is only worthwhile if the results of consultation are considered and, where reasonable, acted upon. As set out in the latter part of section 1.3, the council is required to make difficult decisions, but that does not mean that the views of local communities have not been given due consideration.

Where the council undertakes a formal consultation exercise, responses to the subject matter under consideration will be welcomed to inform better policies and proposals. When received, all representations (written or electronic) received within the time period will be logged on a database to aid processing and copies will be placed on a file for inspection at the Council's planning office. It is also proposed that representations will be scanned and made available for viewing on the council's website.

Those making comments should also be aware that responses received must be 'duly made'. This means that

- a) the response is received within the defined consultation period. Late responses will be rejected.
- b) the response sets out the name and contact address of the respondent. Anonymous responses will be rejected.

It is acknowledged that individuals may be deterred from responding knowing that address details are to be placed on public display. To overcome this the Data Protection Act allows for the council to conceal private details on public inspection copies where a respondent has made it clear they would like this to be the case. The council includes a data protection statement and tick box on its response forms to provide this option.

At the close of any consultation period, all the issues raised will then be considered by officers with an open mind. A report will be written setting out details of each issue raised, some commentary and any changes which are considered appropriate. Decisions about the changes recommended will then be made by elected members. (see section 4.6)

In terms of giving direct feedback to those making contributions, officers of the council will directly notify organisations and individuals of the safe receipt of comments within 10 working days. At the close of consultation, a summary will be distributed to all those that made comment, explaining either how their (and any other) views have been acted upon, or why it was considered unnecessary to make an amendment.

Interested parties responding at early stages in the policy making process will also be added to the list of consultees who are directly notified in order the council can seek to secure their interest and involvement throughout the production of that document.

In terms of acting upon the results of more interactive consultation techniques (e.g. workshops, public meetings, etc.) the council will seek to conclude each session with a summary period during which key points will be recorded for consideration. Attendees of such meetings will be sent a record of the discussions held and officers will then consider the results alongside other sources of feedback to inform further work.

4.6 How will decisions be made ?

The shape of planning policies within the Local Development Framework will be decided upon by the elected members of the district council. At each discrete stage of the processes (as set out in section 4.3) reports will be prepared for

- a) Area Committees (where proposals are site specific in nature)
- b) The Planning and Economic Development Scrutiny Panel
- c) The Cabinet

The reports presented to these forums will be made available to the public 10 days in advance of the meeting date and on the council's website in order that interested parties can decide whether they would wish to attend. These forums will consider the reports prepared by officers and indicate whether the proposals recommended at each stage should be accepted, modified or rejected. Public speaking rights are available at these meetings in accordance with the council's constitution. At present there is normally a limit of 15 minutes in total for public questions and statements with a discretion for the chair to allow a longer period, and a requirement to notify the meeting convenors in advance.

At the adoption stage for Local Development Documents, there will be a report presenting the outcomes of the binding Inspectors report (and the required changes) to the Area Committee or Scrutiny Panel which will then be agreed by Cabinet. Subsequently, Full Council will then be presented with the final Local Development Document for formal adoption.

4.7 Sources of further information

The council acknowledge that larger development interests, represented by professional agents, often appear to dominate the policy making process which can leave community groups and special interest groups feeling powerless. Appendix D sets out sources of free help and advice from independent planning services for such groups.

5.0 COMMUNITY INVOLVEMENT IN DEVELOPMENT CONTROL PROCESS

The council recognises the need to ensure that the community is informed and involved in the consideration of all the planning applications that it receives. The degree of involvement will inevitably vary depending on the nature of the individual application. Prior to receiving applications, the council seeks to encourage applicants to undertake pre-application meetings with the council and neighbours prior to submitting planning applications to resolve conflicts. In the case of major applications a project team approach, involving the relevant statutory consultees in pre-application discussions, is also encouraged. These approaches are designed to promote a fair, honest and open backdrop to the council's considerations.

5.1 Keeping People Informed

The Council takes the following steps to make publicly available information about planning applications, which it is required to determine.

- Details of each application received are set out on the Council's website, under the application reference number. From 2003 copies of the application forms, plans and supporting documents may be viewed online.
- A progress-tracking bar on the website shows the stage that any individual application has reached,
- When the application has been determined, details of the decision made, including any conditions attached, or reasons for refusal are added to the website. If the application is taken to appeal copies of the appeal decision may also be viewed on the website.
- A paper copy of the planning register and copies of all undetermined planning applications are also available at the Planning Office at 61 Wyndham Road Salisbury, during normal working hours;
- Weekly lists of applications received are produced and are available both on line on the Council's website and on request via e-mail to local organisations. They are sent to all of the District Councillors.
- An on line map search facility is available to identify the location of planning applications. (and some planning history) by site address/postcode.

5.2 Publicity Arrangements

The Council has been operating a successful consultation process for a number of years which is based around the regulatory requirements (as set out essentially in the Town and County Planning (General Development Procedure) Order 1995, Article 8) and sections 67 & 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

The table below summarises the publicity arrangements which will be undertaken to make people aware that a planning application has been made and that the council is inviting comments.

Type of Application	Consultation and Notification
All Other and Minor Planning Applications (except FASTRACK)	<ul style="list-style-type: none"> • All planning applications appear as a weekly list posted on the Council's website and are sent to each Ward Member, Parish and Town Council. • Members of the public can track the progress of a planning application and make comments through the Council's website • Copies of relevant plans and application forms are sent to each Parish and Town Council • Display a statutory site notice on or near to the site for a period of 21 days, <i>(we will also endeavour to notify by letter, at the discretion of the Case Officer, any adjoining landowner or occupier to the site, who may be affected by the development.)</i> • Press notices in local papers are carried each week for those types of development for which a press notice is mandatory* and for applications for new telecommunication masts. • SDC encourages applicants for any proposal to informally consult with their neighbours in the first instance to build a consensus view about the proposal, prior to its submission. <p>* under the Town and County Planning (General Development Procedure) Order 1995, Article 8) and sections 67 & 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.</p>
FASTRACK applications (<i>small scale extensions, etc</i>)	<p>As above with the following difference regarding publicity:</p> <ul style="list-style-type: none"> • Notify all adjoining neighbours with a requirement for response within 21days, and/or in locations where it is difficult to establish who the affected neighbour might be to display a statutory site notice on or near to the site for a period of 21 days

Major Planning Applications	<p>All steps taken for Other and Minor planning applications as listed above.</p> <ul style="list-style-type: none"> The Government sees a role, on major schemes, for the applicant to engage in early discussions with the local community to try to provide a consensus view about a proposal before any formal submission. The Council will stand to one side whilst this consultation takes place. Normal methods including public meetings, exhibitions and additional literature is encouraged.
Works to Trees	<ul style="list-style-type: none"> The publicity for a Tree Preservation Order (TPO) is when the Order is made itself. The landowner and adjacent owners are notified and representations will be considered at the point of confirmation Applications for work to unprotected trees in Conservation Areas are subject to publicity, and the Council has 6 weeks to consider an application for works to such a tree. Normally the Council will consult Parish and Town Councils and Ward Member in reaching a decision, and may consider protecting the tree with a TPO if it provides public amenity is healthy and can be seen from a public point of access..
Certificates of Lawful Use	<ul style="list-style-type: none"> The issues on such applications are solely those of fact and law and the planning merits of what has been applied for are not relevant. There is no statutory requirement to publicise or notify neighbours. However, the Council will notify owners and neighbours who it believes may have information at the Case Officer's discretion. . Parish Council will also be notified where the Council believes they may have information, at the Case officer's discretion. No site notice is displayed.
Advertisement Consent	<ul style="list-style-type: none"> Treated in the same way as normal planning applications
Planning Applications in Conservation Areas or to Listed Buildings (<i>or that affect the setting of a Listed Building</i>)	<ul style="list-style-type: none"> As all planning applications above plus a notice in the local press with a 21 day response period. .
Applications that are to be considered by a Local Area Committee	<ul style="list-style-type: none"> Any third party that has made representations in respect of the application will be notified of the date, time and venue of the committee meeting. There is a public right to speak at such meetings. For further details please see the councils website www.salisbury.gov.uk

Whilst the Parish and Town Councils are notified under statute in their own right, they also provide an important link in the publicity process. All Parish and Town Councils are notified about applications in their area, as well as significant or controversial sites, which neighbour them. Their comments often reflect local knowledge and local concerns about the proposal, which may not be already known to the Council.

Appendix A sets out the statutory and non-statutory bodies that the Council most commonly consults in the planning application process. Statutory consultees are consulted in accordance with Article 10 of the Town & Country Planning General Development Procedure Order.

5.3 Decision Making

Most applications are determined by the Head of Development Services under delegated powers, taking into account all consultations and representations received, and discussion with elected councillors, where this is felt appropriate.

Where an application falls to be determined by a Local Area Committee or the Planning & Regulatory Panel, the report to be considered by elected members will be published 5 days before the date of the meeting. Members of the public can request copies of these reports from the Democratic Services Unit, or can view them on the Council's website.

At Local Area Committees and Planning & Regulatory meetings there is an opportunity for the public to speak. This right is normally restricted to three minutes and if more than one person is to speak, the total speaking time must not exceed 3 minutes speaking in favour and 3 minutes against any case being considered. Therefore, groups expressing the same view should nominate a spokesperson to address the committee.

6.0 MONITORING AND REVIEW

In order to assess how successful the selected community involvement techniques are in raising awareness and promoting dialogue, the council will assess each exercise it undertakes. In doing this, the council will aim to continuously refine its methods in order to make its processes more engaging.

Within its Annual Monitoring Report the Council will set out the results of community participation in terms of the volume and type of interests which have been involved to assess whether certain sectors of the community are not being represented adequately. This will enable the council to refine its approach and techniques in future consultation.

Where individual representations include areas of criticism about the way in which the community have been involved (or not involved as the case may be) officers will respond to these points directly and individually with respondents in order to understand the concerns and promote dialogue over how processes can be improved or identify other opportunities which might be available.

Where the council considers that dramatic changes to its consultation and participation procedures are needed, this Statement of Community Involvement will be reviewed in full.

APPENDICES

APPENDIX A – CONSULTEES LISTING

1. Specific (Statutory) LDF Consultees – as defined in Regulations 2 and 25

- The South West Regional Assembly
- Government Office for the South West
- Highways Agency
- Office of the Deputy Prime Minister
- Dorset County Council
- Hampshire County Council
- Wiltshire County Council
- Somerset County Council
- Parish and Town Councils
- New Forest District Council
- Mendip District Council
- West Wiltshire District Council
- Kennet District Council
- North Dorset District Council
- East Dorset District Council
- Test Valley Borough Council
- South Somerset District Council
- New Forest National Park Authority

2. General LDF Consultees – as defined in Regulations 2 and 25

PPS12 describes this group of consultees as follows -

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area; and
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

The District Council will select consultees from this list which are appropriate to the issues being consulted upon. Please note that this list is not exhaustive and may be subject to frequent review as changes occur.

a) All people who reside, visit, work or do business in Salisbury District

b) Government Departments

Dept. for Education and Skills
Dept. of Employment & Learning
DEFRA
Dept. of Trade & Industry
Dept. of Work and Pensions
Ministry of Defence

Home Office
Dept. for Transport
Dept. of Health
Dept. of Constitutional Affairs;
Dept. for Culture, Media and Sport;
Office of Government Commerce

c) Government & Regional Agencies

SWERDA
SEEDA
English Heritage
English Nature (Devizes)
Environment Agency (Blandford)
Commission for Architecture & the Built Envir't (CABE)
Countryside Agency
Forestry Commission
Civil Aviation Authority
Defence Estates
DSTL

Network Rail
Strategic Health Authority
English Partnerships
Commission for Racial Equality
Housing Corporation
Regional Housing Body
Health and Safety Executive
Disability Rights Commission
Crown Estate Office
Health Protection Agency
South West Tourism
Sport England

d) County and District Officers

Environmental Health (SDC)
Rights of Way Officer (WCC)
Licensing Officer (SDC)
Principal Valuer
Highways Officers (WCC)
Salisbury Joint Transportation Team
County Ecologist (WCC)

County Fire Officer
Architectural Liaison - Wiltshire Constabulary
Community Liaison – Wiltshire Constabulary
District Valuer
Director of Education (WCC)
Director of Social Services (WCC)
County Archaeologist (WCC)

e) Local Strategic Operators

Wilts & Dorset Bus Co.
South West Trains

Salisbury NHS Trust
Salisbury PCT

f) Parish and town councils adjacent to the boundaries of Salisbury District

Selwood Parish Council
Trudoxhill Parish Council
Witham Friary Parish Council
Brewham Parish Council
Charlton Musgrove Parish Council
Pen Selwood Parish Council
Bourton Parish Council
Silton Parish Council
Gillingham Parish Council
Motcombe Parish Council
Shaftesbury Parish Council
Cann Parish Council
Melbury Abbas Parish Council
Ashmore Parish Council
Tarrant Gunville Parish Council
Farnham Parish Council
Sixpenny Handley Parish Council
Pentridge Parish Council
Martin Parish Council
Rockbourne Parish Council
West Lavington Parish Council
Heytesbury Parish Council
Chitterne Parish Council
Codford Parish Council
Stockton Parish Council
Sherrington Parish Council
Longbridge Deverill Parish Council
Horningsham Parish Council

Whitsbury Parish Council
Breamore Parish Council
Hale Parish Council
Godshill Parish Council
Bramshaw Parish Council
Melchet Park and Plaitford Parish Council
Sherfield English Parish Council
Lockerley Parish Council
East Dean Parish Council
West Tytherley Parish Council
Nether Wallop Parish Council
Over Wallop Parish Council
Grately Parish Council
Quarley Parish Council
Amport Parish Council
Thrupton Parish Council
Shipton Bellinger Parish Council
Tidworth Parish Council
Fittleton Parish Council
Netheravon Parish Council
Enford Parish Council
Upavon Parish Council
Rushall Parish Council
Market Lavington Parish Council
Boyton Parish Council
Brixton Deverill Parish Council
Kingston Deverill Parish Council

g) National Organisations (*Local offices will be contacted if available*)

Council for the Protection of Rural England
Country Landowners Association
Open Spaces Society
National Playing Fields Association
Road Haulage Association
Gypsy Council
Forest Enterprise
Friends of the Earth
Equal Opportunities Commission
The Rail Freight Group
Diocesan Board of Finance
Church Commissioners
Gas Consumers Council

Sustainable Development Commission
Ramblers Association
Soc. for the Protection of Ancient Bldgs (SPAB)
Royal Society for the Protection of Birds (RSPB)
The National Trust
Sustrans
Transport 2000
Council for National Parks
Post Office Property Holdings
The House Builders Federation
British Horse Society

h) Utility Companies

Mobile Phone Operators
Transco (Gas Network)
National Grid
Southern Water

Wessex Water
British Telecommunications
Cholderton Water Co.
Bournemouth & W Hants Water Co

i) Business Interests

Salisbury Chamber of Commerce
South Wiltshire Economic Partnership
Salisbury Tourism Partnership
Business Link

Wiltshire & Swindon Economic Partnership
Salisbury City Centre Management
Federation of Small Business

j) Community and Residents Associations

South Wiltshire Strategic Alliance
Shaftesbury & District Task Force

Community First

k) Local Special Interest Groups

Salisbury Civic Society	Salisbury Conservation Area Advisory Panel
The Downton Society	Salisbury Cathedral
Friends of the Avon Valley	Salisbury Trust for the Homeless
Salisbury Local Agenda 21	The Burnbake Trust
Wiltshire Wildlife Trust	Steps To Learning
New Forest Commoners	Salisbury Trust for the Homeless
Salisbury College	Age Concern Salisbury
Wiltshire Bridleways Association	Wiltshire Bat Group
Cycling Opportunities Group for Salisbury (COGS)	Ramblers Association (South Wilts Group)
The Salisbury Partnership	Bourne Valley Historical Society
Wiltshire Historic Buildings Trust	Wiltshire Wildlife Watch
Salisbury Lets	Wiltshire Wildlife Conservation Volunteers
Alabare Christian Care Centres	Salisbury & District Safety Partnership
Wiltshire Community Foundation	Tisbury Youth Centre
Salisbury & District Citizens Advice Bureau	Hindon Youth Project
Youth Development Service	Downton Moot Preservation Trust Ltd
Grosvenor House Youth & Community Centre	Council for Voluntary Service
Friends of Harnham Water Meadows Trust	United Response Salisbury Outreach Service
Biodiversity Group	City of Salisbury Athletic Club
Salisbury Beekeeper Association	Womens Institute
Durrington Youth & Community Centre	The Princes Trust
Tisbury & District Natural History Society	South Wiltshire RSPB Members Group
World Wide Fund For Nature	Salisbury Youth Provision
Wiltshire Permaculture Gardens Community Project	Mere Footpath Group
Wiltshire Local History Forum	Save Our Hedge
Wilts & Swindon Biological Records Centre	Amesbury Sports & Community Centre
Salisbury & District Natural History Society	Business Link Wiltshire & Swindon
Salisbury Shopmobility	Mere Youth Centre
	Wiltshire Farming and Wildlife Group
	Workers' Educational Association

3. Consultees within the Development Control Process

Notification will be made to the following consultees where appropriate trigger criteria are met. For example, the Civil Aviation Authority will only be contacted where a development is proximal to an airfield or has the potential to interfere with air traffic in some form. The consultees listed here are those who must be contacted if the development meets qualifying criteria – Statutory Consultees. There are other consultees where the council are advised, but not obliged, to take advice from – Discretionary Consultees.

Statutory Consultees

Parish and Town Councils (notification only)	English Nature
Any adjacent Local Planning Authorities (Districts, Boroughs, Counties and National Parks)	Forestry Commission
British Waterways Board	Garden History Society
Civil Aviation Authority	Government Office for the South West
Coal Authority	Health and Safety Executive
Crown Estates Commissioners	Highways Agency
Department of Culture, Media and Sport	Local Highway Authority - WCC
Department of Trade and Industry	Local Rail Operators
DEFRA	Ministry of Defence
Environment Agency	The Theatres Trust
English Heritage	Toll Road Concessionaires
	Sport England
	South West Regional Development Agency (SWERDA)
	Strategic Planning Authority – WCC
	Wiltshire Wildlife Trust

APPENDIX B - ASSESSMENT OF CONSULTATION METHODS

Making Information Available	METHOD	ADVANTAGES	DISADVANTAGES	RESOURCES	
				Costs	Staff Time
Making Information Available	Displaying information at SDC offices <i>The council will place on deposit written material available for public viewing at its offices at 61, Wyndham Road and Bourne Hill, Salisbury</i>	<ul style="list-style-type: none"> Can reach an audience of visitors to council offices. Information will be freely available and relatively easy to keep up to date. Queries can be addressed at the same visit (depending upon office visited) Potential to combine with exhibition material 	<ul style="list-style-type: none"> Limited number of offices which are not convenient for all. Awareness that information is available will be limited unless publicised Opening hours limit availability 	Low	Low
	Information in libraries community halls <i>The council will place in public libraries and other local meeting places (to be identified) copies of written material.</i>	<ul style="list-style-type: none"> Info would be available more conveniently Potential to combine with exhibition materials Information will be freely available 	<ul style="list-style-type: none"> Limited venues - not convenient for all. Awareness that information is available will be limited unless publicised Opening hours limit availability Keeping information up to date will require more time particularly for remoter parts of the area 	Low	Low/ Medium
	Website <i>The council will place on its website all materials and establish links to other documents of relevance.</i>	<ul style="list-style-type: none"> Free and easy to access by public within and outside of SDC office hours Easily updated and displayed Linked to e-mail notification and feedback it can make the process paperless, 	<ul style="list-style-type: none"> Relies on access to a computer Requires a degree of computer literacy 	Low	Low

Channels for Feedback	METHOD	ADVANTAGES	DISADVANTAGES	RESOURCES	
				Costs	Staff Time
Channels for Feedback	Feedback Forms and written correspondence <i>Responses to consultation by e-mail and letter. In most cases the council will make available a formal response form.</i>	<ul style="list-style-type: none"> Simple for users to record their views and return to the council 	<ul style="list-style-type: none"> Processing of responses can be time consuming if the volume is high. 	Low	Low/ Medium <i>(depending upon volume)</i>
	Online consultation <i>Facility on the district council website to directly e-mail the forward planning team with consultation comments.</i>	<ul style="list-style-type: none"> Combined with e-mail notification and website information this can promote full engagement Appropriate system can reduce time spent on administration and recording of responses Cost effective Paperless 	<ul style="list-style-type: none"> Relies on access to a computer Requires a degree of computer literacy Significant cost to the council in obtaining appropriate automated system 	High <i>(set up)</i> Low <i>(running cost)</i>	Low
	Citizens Panel <i>A Local Opinion Poll undertaken by market researchers. Will only be used to get a generalised view on a big issue</i>	<ul style="list-style-type: none"> Effective means of getting a broad view derived from a representative population sample. 	<ul style="list-style-type: none"> Feedback will never be detailed however it can be useful in shaping early policy approaches Costs can be high unless combined with other questioning 	Medium	Low

	METHODS	ADVANTAGES	DISADVANTAGES	RESOURCES	
				Costs	Staff Time
Raising Awareness	Local media <i>(Press articles, public notices, local radio, TV news)</i>	<ul style="list-style-type: none"> Has the potential to reach a wide audience Most elements will be framed in a simple manner Media coverage will be free of charge 	<ul style="list-style-type: none"> Audience reach will be variable The media may not portray the key issues objectively Public notices are costly 	Medium	Low
	Publicity included within Council mailings <i>Articles within The Citizen – (The Council’s newspaper) or with other mailings</i>	<ul style="list-style-type: none"> Delivery is made to all households in the district Makes use of an established service Cost effective 	<ul style="list-style-type: none"> Delivery does not automatically mean readership Capacity of the publication is limited No opportunity to tailor content to specific areas 	Medium	Low
	Direct Notification <i>The council holds listing of over 500 individuals and their contact details who have been asked to be informed about planning matters. At each stage details are sent to this group by post or e-mail</i>	<ul style="list-style-type: none"> Consultation revealed this is the best means for key stakeholders to be kept informed E-mail notification is highly cost effective Ensures that key consultees do not miss changes to comment Surveyed as the most popular method of consultation, free, quick, can be easily changed/updated 	<ul style="list-style-type: none"> E-mail notification requires access to a computer and user skills Postal notification is costly given the volume of stakeholders Distribution is tightly confined 	Low <i>(unless the volume of postal notifications is high)</i>	Low <i>(unless the volume of postal notifications is high)</i>
	Local advertising <i>Localised awareness raising using posters at prominent local places (e.g. shop windows, noticeboards, etc.)</i>	<ul style="list-style-type: none"> Can be an easy means to raise awareness of an issue within a locality Limited cost 	<ul style="list-style-type: none"> Audience may be limited unless information is highly visual Unless limited in area, highly intensive on staff time 	Low	Medium <i>(Unless Localised)</i>
	Delivered Leaflets <i>Small publications setting out key issues related to a very localised policy issue (e.g. the allocation of a site for development) Would be distributed to all affected households and followed up with a local meeting</i>	<ul style="list-style-type: none"> Highly effective within a localised area Enables key issues to be highlighted in visual form which promotes readership Opens a clear channel of communication Relatively modest production cost 	<ul style="list-style-type: none"> Distribution is highly labour intensive Limited information content 	Low/ Medium	Medium/High <i>(depending upon coverage)</i>
	Schools Liaison <i>Awareness raising within schools, via project work, to develop interest amongst young people which could extend to parents, etc.</i>	<ul style="list-style-type: none"> Would raise awareness among young people about the issues to be tackled Potential spin off awareness for parents across a range of social and ethnic groups Limited cost 	<ul style="list-style-type: none"> Limited audience Intensive demand on staff time- will require specialist skills May requires special materials to be prepared 	Low	High

Interactive Engagement and Consultation	METHODS		ADVANTAGES		DISADVANTAGES		RESOURCES	
							Costs	Staff Time
	<p>Local meetings & exhibitions</p> <p><i>One off meetings or as a series to give local communities an opportunity to have their say about policies or a particular proposal. Would normally be combined with poster and leaflet publicity during a formal consultation period</i></p>	<ul style="list-style-type: none"> • Provides an opportunity for people to participate in more familiar surroundings • Enables participants to ask detailed questions and raise specific concerns • Large volumes of information can be dispensed • Can promote a broader range of feedback during consultation periods 	<ul style="list-style-type: none"> • Hire of venues incur a cost (limited) • Depending upon scale of issue, may require significant officer time to be set aside. • Will have to adhere to venue opening times etc, subject to booking, not all interested will be able to attend, time consuming 	Medium	Medium/High			
	<p>Community events</p> <p><i>Attendance by officers at non-specific events to raise awareness and promote interest in issues.</i></p>	<ul style="list-style-type: none"> • Depending upon event being held, opportunity to reach out to those not normally involved. • 'Piggybacking' is cost effective and may be welcomed by the public more than a separate event. • Officer attendance will enable people to ask detailed questions 	<ul style="list-style-type: none"> • The audience may be of a particular social group (<i>positive and negative</i>) • Tapping into local events can be difficult to arrange. 	Low	Medium			
	<p>Focus Groups</p> <p><i>Groups of interested and/or experienced people invited to consider in depth the implications and alternatives to particular policy proposals.</i></p>	<ul style="list-style-type: none"> • Provides an opportunity for invited parties to examine key issues in detail • Manageable group size • Time and cost effective – if correctly run 	<ul style="list-style-type: none"> • Failure to involve a group which is not representative may skew outcomes. • Outputs need to be tested through other channels of consultation 	Low	Medium			
	<p>On-line discussion forum</p> <p><i>A website based discussion group which registered users (registered to prevent abuse) can post messages and debate issues. Content will be moderated to ensure users do not mislead or abuse other contributors. Given the approach is new, its value as a consultation tool will be trialed in the early stages of the LDF</i></p>	<ul style="list-style-type: none"> • Straightforward means to engender discussion and debate amongst stakeholders • Quick and relatively easy to set up • Free to use • Can be cross referenced to website information 	<ul style="list-style-type: none"> • Requires computer access and a degree of computer literacy • Without oversight of messages posted, discussion can be hijacked or become abusive, etc. • Discussion may become led by uninformed views • Supervision of the site will be intensive on staff time 	Low	High (depending upon the length of time the forum runs)			
	<p>Stakeholder Workshops</p> <p><i>(Including 'Planning for Real' and 'Citizens Jury' type exercises)</i></p> <p><i>Interactive sessions whereby information is given and background information is given to inform participative work where tan</i></p>	<ul style="list-style-type: none"> • Informative, interactive and consultative. • Can be used at a range of process stages • Group exercise – promotes shared views • Can give people a greater understanding of the issues which local councils have to tackle 	<ul style="list-style-type: none"> • Venue and refreshment costs • Representative outcomes will depend upon balanced attendance. • Can the time of under-represented groups be secured ? • Specialist facilitation may be required which can be costly. • Staff intensive 	Medium	High			

APPENDIX C – SUMMARY OF PRE-CONSULTATION EXERCISES

In order to inform its preparation of a Statement of Community Involvement the council undertook a range of discussions with local groups and those who regularly consult the public during the spring of 2005. The aim of these discussions was to examine methods and approaches to consultation which would promote a greater degree of input at an early stage, whilst also tailoring approaches to different groups and issues. This exercise highlighted a wide range of methods and local contacts to consider.

After reviewing the spectrum of available options, the council had to balance up which methods would be most effective in informing and raising awareness amongst stakeholders, whilst being efficient in terms of the financial resources available, manpower resources and deliverable during the tighter time constraints which have now been imposed on the policy making process by Government Office. The outputs of this were fed into a questionnaire which was sent out to about 1000 organisations, groups and individuals for comment.

Results of the Pre-Consultation Questionnaire

The questionnaire used set out 8 key questions which would be used to,

- a) Tailor direct communication to selected consultee groups
- b) Shape a view of the methods which people were most satisfied with, and where possible vary the approach in respect of specific groups or issues.

The following sections now examine the results in respect of each question.

[NB : Sample information – 178 of around 1000 issues questionnaires - returned by 10th Aug]

Q1 – Areas of Interest - Topics

Q2 – Areas of Interest – Geographic Locations

Results here did not reveal any patterns, however the information will enable those with specific interests to be contacted on some matters and not others.

Q3 – Publicity – general methods

There was clear division in the returns made. Developers, agents and other organisations who are largely remote from the district felt that they would be best informed by direct notification (100%) or accessing of information from the Council website (71%). Amongst the local community sub-sample there was greater emphasis put on the use of the local media although, given a choice, the majority of this group would also prefer direct notification.

A sub-question tried to identify places where people would pick up leaflets or read posters. Local noticeboards, and a wider range of public buildings (e.g. Village Halls) were identified to be valuable information points.

Q4 – Input by the Community into Policy Drafting

This question sought to identify the best means for the community to shape policies right from the earliest stages. Once again the majority of respondents felt that the best means to be made aware of the opportunities to input was by direct notification (77%). In terms of participation, there was a clear signal given from local community interests (general public, parish councils and other local groups) that local meetings and workshop sessions should be given a greater role. There was no real support for the use of online discussion forums or static exhibition material.

Q5 - Making comment on draft proposals

This question sought to examine how people would like to help refine draft policies during more formal consultation phases. There was a similar pattern to the results in Q4, although there was a more significant shift towards the use of direct notification and the ability to make direct feedback. Around a third of responses (mainly from local groups and individuals) still considered that local meetings and workshop sessions provided a valuable opportunity for question and answer type engagement with officers and elected members.

Q6 – Getting Feedback

The vast majority of respondents indicated that direct feedback to their input was necessary rather than having to check at council offices or on the council website.

Q7 – What can the council do to involve a wider range of interests in the policy making process ?

There was a mixed response to this open question. The key messages coming out were,

- The council must listen and act upon public consultation
- Raising awareness of opportunities to comment is essential
- The council should make use of e-mail as a cheap and easy means to keep people informed (some did recognise that e-mail is not available to all)
- There should be more resources put into parish planning which can really inform the LDF process
- Council publicity, such as “The Citizen” should include more information.
- The quality of responses is more important than the absolute number of responses
- The council should include all local groups in its mailings – not just those who are already on its lists
- Make information available in a more simple form/less use of technical jargon

Q8 – What can the council do to inform and promote comment on individual planning applications ?

In a similar fashion to Q7, there were a range of comments with the key points being as follows

- The period for public consultation should be extended
- Placement of planning notices/lists in more public places
- Awareness should be raised at an earlier stage
- Pre application consultation should be considered and required in larger cases
- The council must listen and act upon public consultation
- More feedback to local communities and consultees/more accessible case officers

Acting on these Comments

Whilst the council would acknowledge that the results of a single questionnaire should not drive its decision making, the results do give a feel for the areas where people have concerns. Furthermore, additional comments made by respondents are of value and have opened up avenues of investigation in terms of methods and techniques.

The key aspects which have emerged from the questionnaire have been summarised as follows –

- ✓ **That raising awareness of phases of consultation is critical.** The council must do more to highlight when people’s views are sought Public notices in the press and notification of only a limited group of consultees.
- ✓ **Providing sound and clear sources of information.** The majority of respondents recognised the value of the website to allow people to access information and felt more use should be made of it. Balancing this, many indicated that the website was not accessible to all and so other locations to leave information should be considered.
- ✓ **Ongoing community participation via direct notification is valued.** Most respondents highlighted that their preferred means of contact was by direct contact and that this kept them informed.
- ✓ **There is a demand for more public meetings to hear about proposals and ask questions.** Local meetings were felt to be particularly important. Furthermore meetings/workshops at an earlier stage of the process were seen as being of greater value in shaping the overall direction.
- ✓ **All those making comment should be informed of how their views are acted upon –** direct feedback to respondents enables people/organisations to understand why certain decisions are made.

The council will use these key themes and more detailed discussions with other consulting bodies to inform its approach to Community Involvement within the LDF process.

APPENDIX D - SOURCES OF INDEPENDENT PLANNING ADVICE OR HELP FOR COMMUNITY AND VOLUNTARY GROUPS.

The process of preparing new planning policies is an opportunity for landowners and commercial operators to make substantial financial gains and as a result these interests employ a range of professionals to make their case for them. In the face of these 'experts', many community and voluntary groups feel powerless to defend against proposals which impinge upon their interests.

The same issues arise in respect of planning applications.

Listed below are three organisations which offer support and advice to communities and voluntary groups on planning matters. They can help local groups to organise themselves, clearly express themselves and form sound planning arguments for submission during consultation.

Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. It aims to give people the confidence to help themselves and to become involved in planning issues. Planning Aid is not part of the local planning authority. It is a separate service that complements the advice given by the district council. If you wish to contact the Planning Aid caseworker for the South West, the contact details are as follows:

Tim Cox
PO Box 346
Gloucester MLO
GL4 8YN

Tel : 01452 814823
e-mail : SWCW@planningaid.rtpi.org.uk

Neighbourhood Initiatives Foundation works with local communities to identify how they can promote renewal and regeneration which benefits residents, business and all other interests within a locality. Their focus for support is primarily aimed at more disadvantaged urban areas. Where key objectives can be delivered through the planning process they can offer support and advice to ensure community views are taken into account in redevelopment proposals.

Neighbourhood Initiatives Foundation
The Poplars
Lightmoor
Telford
TF4 3QN

Tel : 0870 7700339
e-mail : info@nif.co.uk
web : www.nif.co.uk/

ProHelp is a national network of professional firms each of which have offered to provide professional and strategic support, free of charge, to voluntary and community groups in their local area. Members of ProHelp include solicitors, architects, surveyors, engineers, property consultants and a range of other expertise.

Kieran Daly
ProHelp Coordinator (Swindon)

Tel : 01666 838581
e-mail : mailto:kieran.daly@derrydrummond.com

The national Planning Portal website (www.planningportal.gov.uk) provides a range of information about planning matters which may be of value to individuals and organisations who are participating or being consulted on planning matters.

Glossary of Terms

AAP	Area Action Plan These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.
AMR	Annual Monitoring Report Authorities are required to produce an AMR to assess the implementation of the LDS and the extent to which policies in LDDs are being achieved.
DPD	Development Plan Document A collective name for the documents that a local planning authority must prepare which have to be subject to rigorous procedures of community involvement, consultation and independent examination.
GOSW	Government Office for the South West This is the regional office of the Office of the Deputy Prime Minister (ODPM) which has the task of overseeing the new LDF system in accordance with the legislation, Planning Policy Statement 12 and other appropriate national and regional guidance.
LDF	Local Development Framework The LDF contains a portfolio of LDDs that will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.
LDD	Local Development Document A generic term for all documents that are subcomponents of the LDF. LDDs include Core Strategy, SCI, DPDs, and SPDs
LDS	Local Development Scheme The LDS sets out the programme for preparing the LDDs
ODPM	Office of the Deputy Prime Minister The government department responsible for planning.
P & ED	Planning & Economic Development The Council divides its activities into four portfolio areas that reflect work areas the council is concerned with. Planning & Economic Development is the portfolio that contains the LDF process. Each portfolio is overseen politically by a Portfolio Holder (and deputy) who is a member of the Cabinet. Each portfolio also has a Overview and Scrutiny Panel which is concerned with examining aspects of the administration's proposals as well as formulating its own policy ideas.
PINS	The Planning Inspectorate A governmental organisation concerned with the independent review of planning decisions. PINS are required to examine all DPDs using a test of soundness
PPS	Planning Policy Statements Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs)
RSS	Regional Spatial Strategy The RSS, incorporating a regional transport strategy, provides a spatial framework to inform the preparation of LDFs, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.
SA	Sustainability Appraisal Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF and designed to fulfil the requirements of the SEA Directive
SDC	Salisbury District Council
SEA	Strategic Environmental Assessment Assessment of the broader environmental impacts of the policies and proposals contained within the LDF (in line with SEA Directive 2002)
SOS	Secretary of State The most senior government minister responsible for the planning system
SPD	Supplementary Planning Document SPDs are designed to elaborate upon the policies and proposals in DPDs in a less technical form
SWERDA	South West Regional Development Agency Regional organisation concerned with promoting economic activity in the south west. Its remit is changing to reflect a more balanced social and environmental focus to its core activity.
SWSA	South Wiltshire Strategy Alliance The local body charged with the production of the Community Strategy and Community Plans. Made up of a wide spectrum of local interests (e.g. Primary Care Trust, Police, Wildlife and Transport representatives) it aims to align and focus resources towards community needs and aspirations.



Draft Statement of Community Involvement

Part of the Salisbury Local Development Framework

FORMAL PUBLIC CONSULTATION PERIOD

22nd September to 3rd November, 2005

FOR OFFICIAL USE ONLY:

REFERENCE SC11 / _____

RECEIVED _____

ACKNOWLEDGED _____

OFFICIAL RESPONSE FORM FOR COMMENTING UPON THE DRAFT PROPOSALS

- PLEASE COMPLETE THE FORM CLEARLY AND LEGIBLY.
- YOUR NAME AND ADDRESS IS REQUIRED FOR YOUR COMMENTS TO BE CONSIDERED
- **THIS FORM MUST BE RECEIVED BY SALISBURY DISTRICT COUNCIL BEFORE 5pm ON 3rd NOVEMBER 2005. COMMENTS RECEIVED AFTER THIS DATE MAY NOT BE ACCEPTED.**

Your Details

Name : _____

Address : _____

_____ *Postcode* _____

Telephone No. _____

Fax No. _____

e-mail _____

What is the nature of your representation ?

IN SUPPORT OF THE PUBLISHED PROPOSALS

IN OBJECTION TO THE PUBLISHED PROPOSALS

NEUTRAL, BUT MAKING AN OBSERVATION OR SUGGESTION CONCERNING THE PROPOSALS

Signature _____ Date : ___ / ___ / 2005

Signed on behalf of (if applicable) _____

DATA PROTECTION STATEMENT

The information collected in this response form will be used only by Salisbury District Council for the purposes of this consultation exercise. You should note, however, that these response forms will be available for public inspection at the Planning Office.
If you do not wish your personal details to be placed on public view, please tick the box provided.

Please consider the following questions when making your comments (tick if appropriate)

- 1. Does the document fail to acknowledge any important community involvement initiatives ?
- 2. Does Appendix A fail to identify any local community groups and other bodies which you feel ought to be consulted on certain planning related matters ?.
- 3. Is it clear how and when the community will be consulted during the stages of policy development and in relation to planning applications?
- 4. Are the methods for engaging the community suitable for the intended audiences or for the different stages of preparation ?
- 5. Is there an appropriate balance between the efforts proposed to encourage community input and the resources which will be required to achieve this ?
- 6. Is it clear how the views of people will be fed into the preparation of planning policies and the determination of planning applications?
- 7. Are the monitoring and review mechanisms set out in section 6 acceptable ?

The space over the page can be used to outline reasons for your views or to set out other matters you would like to comment upon

Please use this page to outline in full the grounds of your representation

(please use additional pages if required)

Forms should be returned by 3rd November 2005 to :

*The Head of Forward Planning & Transportation
Planning Office,
61, Wyndham Road,
Salisbury,
Wiltshire. SP1 3AH*

*Returns can also be made electronically the Salisbury District Council Website
(www.salisbury.gov.uk/planning/forward-planning)*