

Report

Report subject: Salisbury LDF: Submission Draft Statement of Community Involvement

Report to: Planning and Economic Development Overview and Scrutiny Panel

Date: 30th November 2005

Author: John Meeker (Principal Planning Officer, Forward Planning)

1. Overview

The first of the LDF component documents to be brought forward 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. On 7th September, Cabinet approved the pre-submission draft for consultation and this was published on the 22nd September for a 6 week period of public consultation. This report addresses the issues raised during the consultation period and presents the formal submission draft for members to approve. On approval, the document will need to be submitted to the Secretary of State by the target date of 21st December as outlined in the Council's adopted Local Development Scheme. Failure to meet this target will have consequences in terms of the award of Planning Delivery Grant by the ODPM.

2. Consultation Exercise

The formal public consultation period held between the 22nd September and 3rd November attracted 41 responses. A further 2 responses were made after the closing date. 15 of the responses were in support of the proposals, 27 made neutral comments and observations and there were no outright objections.

All of the responses received are summarised in Appendix 1 of this report, along with comment by officers and any changes which have been considered suitable to make.

3. Key Issues Raised in Consultation

There were no fundamental issues raised in the consultation exercise which have required significant change to the draft document. The points below summarise the main issues raised :

- That a number of additional consultees be added to Appendix A of the document
- That the classification of a number of consultees be altered to reflect their statutory status
- That clearer reference is made in section 4.3 to a stage prior to Examination in Public when alternative sites or proposals can be introduced.
- That the layout of the document is made more appealing to a general public readership
- Further clarification of the importance of the Sustainability Appraisal within the consultation process

All of these amendments have been incorporated into the submission draft document attached at Appendix 2 of this report with the exception of the improvements to the format and layout of the document. It is acknowledged that the document is in need to attention from a layout perspective, however given the resources available and the impending target deadlines it is requested that members delegate the approval of the presentation of the document to the portfolio holder (as well as any typographic errors which may come to light) prior to the submission of the document to the Secretary of State.

4. Future stages

Following approval by Cabinet on 7th December, the council is required to submit the SCI to the Secretary of State by the 21st December. This date is a key milestone identified in the Local Development Scheme and will be monitored by the ODPM. Submission of the document by this target date should attract a sum of Planning Delivery Grant.

Following submission, the council is required to publish the document for a further 6 week period of public consultation (to commence on 5th January) during which time the community at large are invited to make further comment with particular attention to the questions set out on the bottom half on page 2 of the document.

At the close of this period, officers will consider the responses made and attempt to address any outstanding concerns with respondents. Where issues cannot be resolved, matters will be put before a Planning Inspector who has already been programmed to convene an Examination in Public of the SCI in May 2006.

Following the issue of a binding report by the Inspector, the council will be required to make any changes prior to the adoption of the document – scheduled to be put before Full Council in September 2006.

RECOMMENDATIONS

That the Planning and Economic Development Overview and Scrutiny Panel is requested to:

- a) **Note the issues raised in the public consultation period as summarised in Appendix 1, and**
- b) **Identify any further amendments which the Panel considers it appropriate to make, and**
- c) **Recommend that Cabinet:**
 - 1) **Approve the content of the document (subject to the completion of further work identified in recommendation 2)) as set out in Appendix 2 for**
 - ii) **submission to the Secretary of State and**
 - iii) **a 6 week period of Public Consultation commencing on 6th January 2006**
 - 2) **Delegate the approval of work to improve the visual presentation of the document to the Planning & Economic Development Portfolio Holder.**

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 2004

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:** The staffing issues faced by the Forward Planning team over the last few months – namely that there have been only 1.8 officers in post – have now been resolved by a successful recruitment exercise and that capacity now exists to deliver the expectations of the SCI in conjunction with other departments across the council
- **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

APPENDIX 1 – Statement of Community Involvement – Summary of consultation and resultant amendments.

Duly Made Representations

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
3	D Bowyer DPDS Consulting	Support	None	The support of the respondent is welcomed	None required
4	C F Langer	Neutral	Considers that little more can be done to the document and notes that it is for the decision makers to act with discretion and integrity.	The views of the respondent are noted	None required
5	D Cross Wessex Explore Tourist & Training Services	Neutral	Admires the courage of officers in entering this “administrative minefield” and asks to me kept aware of matters related to the St Pauls Area and tourism issues	The views of the respondent are noted	None required
6	S Knott East Dorset DC	Support	None	The support of the respondent is welcomed	None required
7	J Clark Garden History Society	Neutral	Uses his response to flag the importance of including a policy related to Historic Parks and Gardens	The issues raised by the respondent have been placed on file for reference doing the preparation of policies on “Design & Conservation”	None required
8	C Rooney Architectural Liaison Wilts Constabulary	Support	Welcomes the inclusion of the police in consultation, particularly where it can help to improve the quality of local environments	The support of the respondent is welcomed	None required
9	J Parfett N Dorset DC	Neutral	Supports the content of the document but considers that the message would be clearer if the format of the text within the document was improved.	The views of the respondent are noted in respect of the format of the document.	A redesign of the document will be made before formal
10	Tetlow King Planning on behalf of the SW Consortium of Registered Social Landlords	Support	Supports the document and would wish to be consulted at all stages during the preparation of the LDF by inclusion within Appendix A	The support of the respondent is noted and the request made is reasonable	Inclusion of the consultee within the list of consultees in Appendix A (section 2c)
11	A Rood Countryside Agency	Neutral	No formal comments to make	The views of the respondent are noted	None required

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
12	T Long	Neutral	<ol style="list-style-type: none"> 1. Accepted the need to consult certain groups, but is concerned with the number of spurious interest groups included in Appendix A and questions how the views of these organisations can reasonably reflect the views of the community 2. Accuses the document of accepting that the majority of people will not participate and as a result does not go any further in seeking to engage the populous at large. 3. The document does not clearly set out how the input of the community will be categorised and acted upon or how the views of real people will be balanced against lobby groups. 	<ol style="list-style-type: none"> 1. and 3. The consultees identified in Appendix A represent a mix of national and local, public, private and voluntary organisations and are based on groupings suggested within ODPM guidance. The list is not a closed one and will be added to where new and relevant interests are identified. In terms of the representativeness of the organisations listed, the LDF process is open for all to contribute to. The issue for the council is to balance the competing views, ultimately for the benefit of the local community. 2. The document has had to acknowledge that many planning issues will not fire the imagination of the general public and to pursue extensive consultation against this backdrop is unreasonable. Where issues are of significance to a localised area, more in depth methods are set out to inform and engage local people. Similar in depth consultation will be promoted on topic specific matters such as tourism and nature conservation. In terms of wider engagement the council has and will continue to issue press releases and other publications to inform a wider audience as well as providing clear and accessible sources of information. 3. A key role of the council is to balance the views of interested parties giving relevant weight to the issues raised. There are no hard and fast rules other than the fact that future development – of any sort – must meet key objectives set nationally, regionally and locally. 	None required
13	Mr & Mrs Eales	Support	Welcomes the new consultation measures and cites a previous experience dating back to 1991 where land designations appeared to be made without consultation	The support of the respondent is welcomed	None required
15	Richard Greenwood WGDP Consultancy	Support	None	The support of the respondent is welcomed	None required

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
16	Southern Water	Support	Generally welcomes the document subject to a number of amendments <ol style="list-style-type: none"> 1. Inclusion of water companies as statutory consultees rather than general consultees 2. Inclusion of the need to consult upon alternative sites submitted after submission phase within the table within section 4.3a 3. Recommends the inclusion within section 5.0 of direct reference to statutory undertakers being included within pre application discussions 	<ol style="list-style-type: none"> 1. The point is noted and relevant statutory undertakers will be included within section 1 of Appendix A 2. The issue of alternative sites was not made explicit in the draft SCI and it is reasonable that this phase is identified more clearly 3. Section 5.0 makes it clear that the council will promote a project team approach on major applications and this would be expected to include water companies. Inclusion of a specific reference here is not considered necessary 	<ul style="list-style-type: none"> • Inclusion of Statutory Undertakers within Appendix A section 1 • Inclusion of text to inform of additional consultation in respect of alternative sites put forward following submission within table at section 4.3a
17	MOD	Neutral	Highlights the need to consult the MOD on matters affecting its safeguarding zones and those related to wind energy projects which may have impacts over a wider area	The MOD is identified as a general consultee within the document and will be consulted on topic and area specific proposals	None required
18	Environment Agency	Neutral	Welcomes the inclusion of the Agency within the list of consultees	The views of the respondent are noted	None required
19	J Osmond	Neutral	<ol style="list-style-type: none"> 1. Consultee list should not be considered finite 2. Suggests inclusion of Help the Aged, University of the Third Age, Council for Voluntary Services 3. Why are parish and town councils only notified rather than consulted in respect of applications? 	<ol style="list-style-type: none"> 1. The council will supplement its list of consultees where new interests are identified. 2. It is reasonable to include the identified consultees 3. The distinction is made reflecting the terminology set out in the legislation (GDPO, 1995). In practice, SDC treats parish & town councils the same as other consultees. 	None required
20	G Knapman Knapman & Bament	Neutral	Takes issue with the vision of the Salisbury and South Wiltshire community strategy regarding the ease of movement within the city. Promotes the need for a bypass and recommends that the Association of Local Tax Payers is included within the list of consultees	Issues relating to transport have been at the forefront of both county and district council deliberations for a number of years and will no doubt continue to be addressed within the emerging LDF. It is reasonable that the Association of Local Tax players is included as a consultee.	The Association of Local Tax Payers is included within the list of consultees in Appendix A section K
21	The Theatres Trust	Neutral	Welcomes the inclusion of the Trust within the list of consultees	The views of the respondent are noted	None required
22	A Hotchkiss Milford Preservation Society	Support	Endorses the proposals in the document and looks forward to being consulted on proposals affecting south-eastern fringes of the city	The support of the respondent is welcomed	None required

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
23	West Dean Parish Council	Neutral	<p>Makes a number of comments in relation to the planning application process set out in section 5</p> <ol style="list-style-type: none"> 1. Can parishes be notified that an appeal has been lodged, and information made available regarding the grounds and submitted information 2. Is 6 weeks too long to consider an application for an already damaged tree 3. There is no explanation or examples of applications which would be determined by an area committee and those determined by the planning & regulatory panel –or the difference between the two 4. The woodland trust should be included within list G in Appendix A 5. In section 5.3, the report should be published at least 7 days before determination by a committee 	<ol style="list-style-type: none"> 1. Parishes are notified if an appeal is lodged regarding an application in their area and the council is currently developing its website to place appeal details online. 2. If a tree is dead, dying or dangerous, works may be undertaken without approval. In such circumstances it should be for an arboriculturalist to determine the state of the tree. 3. Full details of how applications are referred to committee are set out in a separate guidance note available from the planning office. In essence however, applications called in by local members, or are considered to be significant by the Head of Development Services, are determined by area committees. If an application affects more than one area, is of strategic importance or has been determined contrary to officer recommendation then it will be referred to the Planning and Regulatory Committee. 4. It is reasonable that the woodland trust are included within the list of consultees in appendix A 5. Legislation requires that council agendas are published 5 working days before the date of a meeting. In the majority of cases SDC publishes its agendas and reports together within this timescale and this normally includes a weekend period. To increase the period between publication and meeting would have a significant knock on effect upon the process of determining applications whose timescales are already very tight. 	<ul style="list-style-type: none"> • Inclusion of the Woodland Trust within Appendix A section 2g)
24	Forestry Commission	Neutral	The Forestry Commission is a government Department and not an agency	The views of the respondent are noted	The heading of Appendix A section 2c) has been altered to reflect the issue raised

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
25	SWSA	Neutral	<ol style="list-style-type: none"> 1. The alliance welcomes the links drawn between the community planning and local development framework through the SCI 2. The Alliance is concerned to avoid consultation fatigue and should therefore be fed into a joint consultation calendar being coordinated by the alliance 	The views of the Local Strategic Partnership are welcomed and the various stages of the LDF process will be made clear to the alliance in order that consultation can be better coordinated	None required, however the SWSA will be kept aware of the timetable enshrined within any revisions of the Local Development Scheme (LDS)
26	WCC Archaeology	Neutral	No comments to make	The respondents participation in the consultation is noted	None required
27	D Cole, Chairman of Pitton & Farley Parish Council	Neutral	<ol style="list-style-type: none"> 1. No mention is made of Clarendon Parish Council 2. Pitton and Farley PC are preparing a Parish Plan and VDS to be completed in June 06 which will be of value to LDF policy development in the local area 	<ol style="list-style-type: none"> 1. All Parish Councils will be consulted as a matter of course throughout the LDF process 2. Officers are kept aware of Parish Plan and VDS activity and will draw upon these exercises as set out in section 3.3 of the SCI 	None required
28	Network Rail	Neutral	Seeks assurance that Network Rail will be included in all LDF activity	Network Rail are identified as a consultee in Appendix A section 2c)	None required
29	English Nature	Neutral	<ol style="list-style-type: none"> 1. English Nature are a Statutory Consultee not a General Consultee 2. The Cranborne Chase & West Wiltshire Downs AONB partnership is not included as a consultee 3. The document may require simplification for ease of reading 	<ol style="list-style-type: none"> 1. The issue raised is accepted 2. The exclusion of the CC&WWD AONB partnership will certainly be remedied 3. The views of the respondent are noted 	<ul style="list-style-type: none"> • Inclusion of EN as a statutory consultee • Inclusion of the CC&WWD AONB partnership within Appendix A section 2k) • A redesign of the document will be made before formal submission
30	Level Consulting	Neutral	<ol style="list-style-type: none"> 1. Raises concern that the development industry is not fully aware of the changed nature of the LDF process and hence developers and the House Builders Federation (HBF) are included for consultation throughout the process 2. Highlights the value of information held by the development industry to inform the LDF Evidence Base 	<ol style="list-style-type: none"> 1. The council is already directly contacting the HBF and developers/agents who are either active in the district or have let the council know that they wish to be engaged 2. Section 4.3d) makes it clear that the council will consult upon the development of its evidence base 	None required
31	Salisbury Gospel	Support	Fully supports the proposals and seeks the	The engagement of the trust within the LDF	Inclusion of the Gospel Hall

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
	Hall Trust		inclusion of the Salisbury Gospel Hall Trust as a consultee within Appendix A	process is welcomed	Trust within Appendix A section 2k)
33	House Builders Federation	Neutral	<ol style="list-style-type: none"> 1. HBF pleased to be included as a consultee 2. Urges the council not to rely too heavily on participatory methods of consultation 3. Insists that all consultees are fully notified of proposed policy changes as they emerge. 4. Consultation on major applications should not require developers to undertake community meetings and consultations prior to submission. 	<ol style="list-style-type: none"> 1. The view of the respondent is noted 2. The council considers that more – not less- appropriately timed and scaled participatory consultation is essential to engage the wider community in a more proactive fashion. The opportunity to make written responses will always be available. 3. All consultees engaged in each of the strands of LDF work will be kept informed of all changes 4. Where schemes are likely to generate a considerable interest within a local community the council would expect that a developer should hold an open exhibition to inform and involve local people. 	None required
34 35 36	Pegasus Planning on Behalf of <ul style="list-style-type: none"> • Persimmon Homes • Longford Estate • Amesbury Property Company (3 duplicate copies of the same 12 page submission)	Neutral	<ol style="list-style-type: none"> 1. Commends the council for producing a clear and easily understood document – subject to a number of reservations 2. The document may require some simplification for ease of reading 3. The lists in section 1.2 should include the Regional Assembly, WCC, the HBF and public transport providers. 4. Suggests alteration to the penultimate paragraph of section 1.3 to reflect that national guidance will always take precedence over local circumstances 5. Suggests that the third objective in section 1.5 is over elaborate and onerous to achieve 6. Comments on section 2 seem to suggest that the SCI should include more technical information about the LDF process and that participation should not be skewed to reflect the views of minority groups 7. Indicated that the SCI should make reference to the Integrated Regional Strategy (IRS), Regional Transport 	<ol style="list-style-type: none"> 1. The comments of the respondent are noted 2. The comments of the respondent are noted 3. The lists in section 1.2 were intended to be indicative, however it is reasonable to include the Regional Assembly 4. In preparing its policies, the council will seek to address local issues with localised solutions taking into account national guidance. It is not accepted that local priorities are always be superseded by national guidance and indeed national guidance makes it clear that LDFs should not simply repeat national guidance. The paragraph as written reflects the realities which Local Authorities face in balancing needs within the planning process. 5. The council's objective to increase participation in the planning process is underpinned by national guidance process although the document acknowledges the cost implications 6. Officers question the motives of the agent in seeking to add more jargon to the document and expressing that consultation should not 	<ul style="list-style-type: none"> • A redesign of the document will be made before formal submission • Inclusion of the SWRA in the list in section 1.2 • Inclusion of text to inform of additional consultation in respect of alternative sites put forward following submission within table at section 4.3a • Reference in Appendix A to the Council's existing intention to keep an up to date online consultees list

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
			<p>Strategy (RTS) and the RSS within section 3</p> <p>8. The respondent commend the approach taken regarding linkage with the community strategy and other local participatory initiatives</p> <p>9. The respondent requests that section 3.3 includes a sentence requiring that Parish Plans and Market Town Initiatives do not stifle development which is needed for strategic purposes</p> <p>10. Developers, consultants and agents are not included within Appendix A. Landowners too are not adequately identified</p> <p>11. Inclusion of the need to consult upon alternative sites submitted after submission phase within the table within section 4.3a</p> <p>12. The respondent considers that the council should commit to providing information at all libraries, offices and halls according to an agreed list in section 4.4.</p> <p>13. Opportunities to involve schools and the use of interactive sessions (section 4.4) should take place in a wider range of policy making situations</p> <p>14. Section 5.2 highlights that the council will not participate in pre-consultation exercises in relation to major planning applications. Why should the council not have a role in such situations</p> <p>15. The time limits applied to public speaking at committee are too restrictive.</p> <p>16. The list in Appendix A may be subject to constant change – surely it would best be kept up to date on the council's webpage</p>	<p>be skewed by minority groups</p> <p>7. Section 3 is more concerned with identifying how the plans and strategies of local organisations are integrated within the LDF process. The LDS profiles and section 2 make it clear how the LDS process links with topic based policy making.</p> <p>8. The comments of the respondent are noted</p> <p>9. Officers understand the point being made, however would also acknowledge the right of communities to express their aspirations as they see fit having been made aware of the strategic issues which may exist.</p> <p>10. Section 2a) was designed to include those doing business in the district. This would include Developers, Agents, Landowners and Consultants. The inclusion of selected group of landowners/developers/ etc. (however significant) would appear to suggest that unlisted developers/landowners were somehow less important</p> <p>11. The issue of alternative sites was not made explicit in the draft SCI and it is reasonable that this phase is identified more clearly. However, the respondent's emphasis on this being an important part of the new process is disappointing as it seems to suggest that they will be advising clients not to participate within the early consultative stages.</p> <p>12. The council will provide information at its offices and within local libraries as a matter of course in line with regulations, however the optional nature of the activity relates to the ability of the council to place document copies within halls in every community.</p> <p>13. The council has committed itself to interactive techniques including involvement of schools however the extent to which these techniques will be used has been limited in line with what is set out in section 4.4 to reflect predicted resources.</p>	

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
				<p>14. It is prudent that the council stands to one side in such cases as it could be perceived that participation by the officers may prejudice the decision making process.</p> <p>15. The public speaking rights referred to reflect normal council proceedings. Where considered necessary by the committee chairman, public speaking rights can be extended</p> <p>16. The council has already acknowledged the shortfalls of holding a list in a published document and intends to keep an up to date list online</p>	
37	South West Regional Assembly (SWRA)	Neutral	<ol style="list-style-type: none"> 1. That details of the SWRA and the RSS process are more prominently identified within the document 2. That the SWRA are included within the list of consultees in Appendix A section 3 in relation to planning applications 3. Inclusion within Appendix A Section 2c) of RegenSW and CultureSW 4. Inclusion of the terms RPB and LSP in the Glossary of Terms 	<ol style="list-style-type: none"> 1. The council has had to tread a fine balance within its SCI of not duplication information set out in the LDS. Nevertheless, given the importance of the RSS process this request is reasonable. 2. The issue raised is noted 3. The excluded consultees are noted 4. The issue raised is noted 	<ul style="list-style-type: none"> • That the term RPB is included within section 2 of the document • That the SWRA are included within Appendix A section 3 • That RegenSW and Culture SW are included in Appendix A section 2c) • That RPB and LSP are included in the glossary
38	South Wilts CPRE	Support	<ol style="list-style-type: none"> 1. The Cranborne Chase & West Wiltshire Downs AONB partnership are not included as a consultee 2. The term 'front loading' is not explained in the leaflet 	<ol style="list-style-type: none"> 1. The exclusion of the CC&WWD AONB partnership will certainly be remedied 2. The issue raised is noted 	<ul style="list-style-type: none"> • Inclusion of the CC&WWD AONB partnership within Appendix A section 2k)
39	Woodland Trust	Support	Trust seeks inclusion as a consultee	It is reasonable that the Woodland Trust is included as a consultee.	<ul style="list-style-type: none"> • Inclusion of the Woodland Trust within Appendix A section 2g)
40	Economic Development Officer	Neutral	<ol style="list-style-type: none"> 1. That the Economic Development Officer be included as a consultee. 2. Seeks inclusion of Chamber of Commerce, Business Link and the Federation of Small Businesses as consultees 3. The document may require 	<ol style="list-style-type: none"> 1. It is surprising that the Economic Development team wish to be a consultee in the process when they are already an integral part of the corporate LDF team 2. All three organisations identified are already listed in Appendix A 3. The views of the respondent are noted in 	<ul style="list-style-type: none"> • A redesign of the document will be made before formal Submission

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
			<p>simplification for ease of reading</p> <ol style="list-style-type: none"> 4. Questions why the document does not explain links to strategies such as the Econ Dev Strategy, SWEP Vision, etc. 5. Why can the document not commit to giving publicity in council mailings – including The Citizen 	<p>respect of the format of the document.</p> <ol style="list-style-type: none"> 4. It is not the role of the SCI to set out which strategies the LDF will respond to. The LDS already contains policy work profiles which identify the referred to strategies 5. The council will use its own publications to publicise LDF work, however due to publication timing it may not always be possible to use them as an information source and is hence indicated as an option. 	
41	SWERDA	Support	Welcomes the draft SCI	The support of the respondent is noted	None required
42	Salisbury Transport 2000	Support	<ol style="list-style-type: none"> 1. Welcomes the intention to use a variety of approaches which should encourage greater participation 2. Seeks to ensure that agenda setting and final decision making are the key consultation phases 3. Expresses concern that Council financial constraints in future years may limit the ability of the process to include more interactive consultation 	<ol style="list-style-type: none"> 1. The support of the respondent is noted 2. The key emphasis is upon 'front loading' of the process in order that the initial options considered is suitably broad. The final decision making process is now effectively in the hands of a Planning Inspector to which all interested parties can appeal to within the Examination in Public process. 3. The council's budget for the LDF process will be considered against the key costs, particularly evidence gathering and public consultation. The commitments within the SCI will be binding upon the council throughout the LDF process. 	None required
43	South Wiltshire Agenda 21	Support	<ol style="list-style-type: none"> 1. Supports the document by expresses concerns about the ability to deliver given known costs of effective consultation 2. People need to know how their views have been heard and acted upon – will responses really be able to influence the outcomes ? 3. The council should not be drawn into using questionnaires as they can be misleading and results subject to interpretation. 4. Are there not more Residents Associations to include within Appendix A? 	<ol style="list-style-type: none"> 1. The support of the respondent is noted and the respondent should note that the commitments within the SCI will be binding upon the council throughout the LDF process. 2. Responses will normally be made available in this format and sent to all respondents. Where consultees make a valid contribution the council will act to address it. 3. The council may use broad opinion polls to formulate broad views for consultation, but the limitations of questionnaires as a consultation technique have already been accepted 4. Local organisations were identified by a 	<ul style="list-style-type: none"> • The Harnham Neighbourhood Assoc. and the St Edmunds Community Assoc. are included within Appendix A section 2j) • 'Walking for Health (Salisbury District)', 'Friends of Harnham Slope', 'Churches Together' and 'The Muslim Association' are included as consultees in Appendix A section 2k)

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
			5. Identifies 'Walking for Health (Salisbury District)', 'Friends of Harnham Slope', 'Churches Together' and 'The Muslim Association' as additional consultees to include	<p>database held by the Community Initiatives Unit and supplemented by other know groups. Where other local groups exist (or are formed) the council would wish to engage them in the LDF process.</p> <p>5. The excluded consultees are noted</p>	
44	Whiteparish Parish Council	Neutral	<ol style="list-style-type: none"> 1. AAPs on Page 8 are Area Action Plans 2. The Community Plan is for Southern Area – not Downton Area 3. Include Whiteparish Preservation Group in Appendix A 	<ol style="list-style-type: none"> 1. The typing error is noted 2. The error is noted 3. The inclusion of the consultee is reasonable 	<ul style="list-style-type: none"> • Correct AAP text on page 8 • Correct Community Plan names on page 9 • Include Whiteparish Preservation Group in Appendix A
45	D Quigley	Neutral	Seeks consultation with regard to a specific boundary change	The respondent is included on the LDF mailing list and will be invited to comment at the appropriate time	None required
46	GOSW	Support	<ol style="list-style-type: none"> 1. Document gives a clear and concise overview of the SCI and the aims of the new planning system avoiding jargon as far as this is possible 2. Document my benefit from an opening page better setting what the benefit of the document is to the general public. 3. The document layout may require simplification for ease of readership 4. It is not clear how the council will tailor consultation towards traditionally underrepresented groups. Suggests inclusion of Mobility, Tourist Boards. 5. How will the document be made available to those with visual impairment or those using a different language 6. What will the triggers for review of the SCI be. 7. How will the Council assess each exercise considered in section 6.0 8. That the SCI should include a brief explanation of the SEA process alongside the SA process set out in 	<ol style="list-style-type: none"> 2. The comments of GOSW are welcomed 3. and 3.The Draft will be redesigned prior to submission to improve readership 4. Additional groups will be added to the list as they are identified – the identified organisations have been included in Appendix A 5. All council publications can be made available in large print, Braille, etc and translation will be undertaken on request although the corporate communications team indicate there have been no such requests thus far. 6. The SCI will be reviewed if it becomes apparent that the methods being employed are inadequate or the linkages between community planning exercises alter dramatically. 7. The council will take account of any commentary and criticism of its methods though feedback received and consider how it can improve activities 8. Section 2.3 already sets out a concise explanation of the SA process which will be 	<ol style="list-style-type: none"> 1. None required 2. & 3 A redesign of the document will be made before formal Submission 4. Inclusion of additional Consultees as identified 5. None required 6. & 7 Additional text to be included in section 6 relating to review triggers and assessment of consultation exercises 8. Section 2.3 be improved to recognise the importance of consultation in respect of SA and cross referenced in section 4.3 9. The text in the table will be adjusted to include Statutory Consultees and invited relevant interests

Rep No.	Name	Support, Object or Neutral	Issues Raised	Officer Comment	Change made
			<p>section 4.3. The SA process should go into more detail about the opportunities for local people to participate</p> <p>9. Identification of who “key groups and other organisations are” in section 4.3 – table.</p> <p>10. Identify preferred options emerging from Appendix B</p> <p>11. Relocation of the glossary to the start of the document</p>	<p>improved to reflect the importance of community input. On the matter of SEA, given that it is incorporated into SA, would explanation of the former within the text just confuse people?</p> <p>9. It is reasonable that the pre-consultation groups are identified</p> <p>10. All are preferred options. Each will be utilised as set out in the table in section 4.4</p> <p>11. Request seems reasonable</p>	<p>10. None required</p> <p>11. Movement of the glossary to follow the contents page</p>

Late Representations

	The National Playing Fields Association	Support	<p>1. Seeks inclusion within the consultees list in Appendix A with reference to Core Strategies and Generic Development Control policies</p> <p>2. The NPFA do not wish to be directly consulted in respect of planning applications</p>	<p>1. The respondent organisation is already included within Appendix A section 2g)</p> <p>2. The point of the respondent is noted</p>	None Required
	Wessex Water	Neutral	<p>1. Inclusion of water companies as statutory consultees rather than general consultees</p> <p>2. It is not clear whether statutory and general consultees will be consulted on all policy aspects.</p> <p>3. Who decides which general consultation bodies are consulted</p>	<p>1. The point is noted and relevant statutory undertakers will be included within section 1 of Appendix A</p> <p>2. Statutory Consultees will be consulted on all stages of each LDF component and the Sustainability Appraisal.</p> <p>3. The issue of who should be consulted on specific DPDs will be down to the district council to determine as set out in the LDF regulations. SDC will invite the broadest spectrum of interest at the earliest stages of consultation and draw in others who might be identified.</p>	<p>• Inclusion of Statutory Undertakers within Appendix A section 1</p>

ABOUT THIS DOCUMENT

What is this document ?

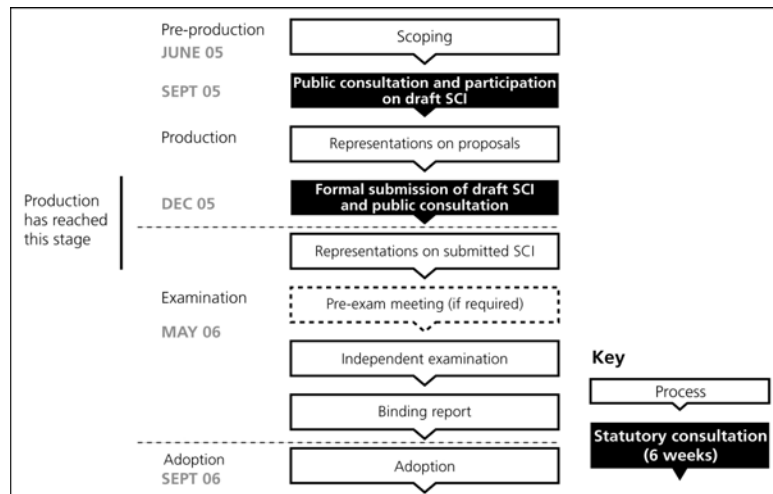
This Submission Draft Statement of Community Involvement will, when adopted, become part of the Salisbury District Local Development Framework. The Local Development Framework is concerned with managing new development in the district.

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 opposite below sets out the stages of preparation for this document based on legislative requirements and where the council has reached in that process. The current stage represents the publication of a formal draft for submission to the Secretary of State.

In the period since the last consultation held between 22 September and 3 November, the council has considered all the issues raised by individuals and made a number of changes. A summary of the issues raised and resultant changes is available to view at council offices and on the council's website.



Between 5th January and 16th February 2006, a second period of formal public consultation is being held, during which the council would like to gain any further feedback from the community regarding the content of this document

Any issues remaining unresolved at the end of this second consultation period will be put before an independent Planning Inspector who will consider the issues against the following "Tests of Soundness"

- 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 and 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 16th February and that all responses must contain a name and contact address. Late and/or anonymous responses cannot be registered.

For further information about this document, please contact

Salisbury District Council
The Planning Office
61 Wyndham Road
Salisbury
Wiltshire
SP1 3AH

tel: 01722 434362

fax: 01722 434247

email: forwardplanning@salisbury.gov.uk

web: www.salisbury.gov.uk

We try to ensure that the information contained in this publication is accurate at the time of going to press and while every effort has been made to ensure accuracy Salisbury District Council cannot guarantee it and does not accept and liability for any error or omission

PURN 0418/01.

This document can be made available in formats on request to meet the needs of those

- with visual impairments
- who use another language

If you would like to make use of this service,
please get in touch using the contact details above

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 available 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 and 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)
- South West Regional Assembly (as Regional Planning Body)
- 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 in its role as the Regional Planning Body). 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.

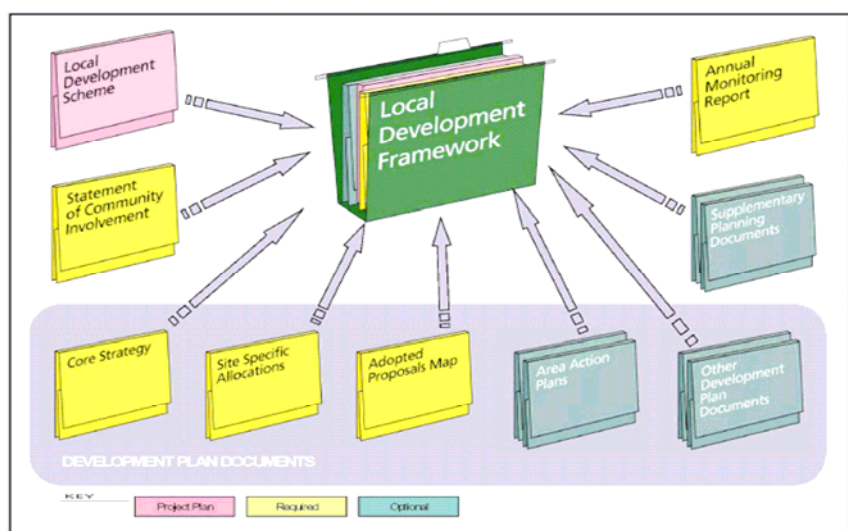


In moving from the previous system of Local Plans to Local Development Frameworks a number of changes have been made to the overall process to improve the consideration of policies and speed up the process. The principal changes introduced by the new system can be summarised as follows -

- 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 (www.salisbury.gov.uk), 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.

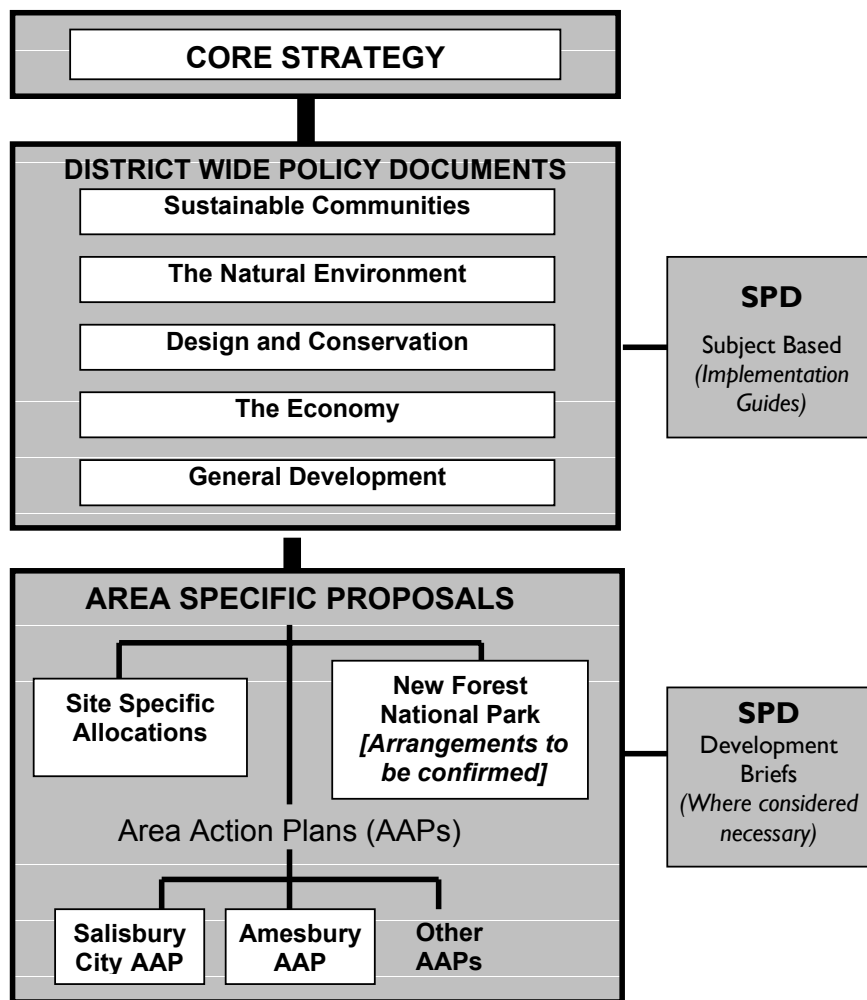
The adjacent diagram illustrates how the Local Development Documents are structured and the subject matter they will contain

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 concerned with striking a better balance between 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 Sustainability Report to accompany it explaining how key social, environmental and economic objectives will be taken into account. All Sustainability Reports will be published for consultation in parallel with the policy proposals to which they relate to enable the community to be comment on the priorities being balanced.

The tables in section 4.3 show the stages of the Sustainability Appraisal process (*which incorporate the requirements of the EU directive relating to Strategic Environmental Assessment*) and the detail which will be brought forward at each stage on the way to the eventual production of a comprehensive Sustainability Report at Submission stage. The council considers that the Sustainability Appraisal process is a fundamentally important part of the plan making process and will be consulted upon in an accessible and engaging manner.

3.0 LINKAGE WITH OTHER STRATEGIES AND DOCUMENTS

3.1 Overview

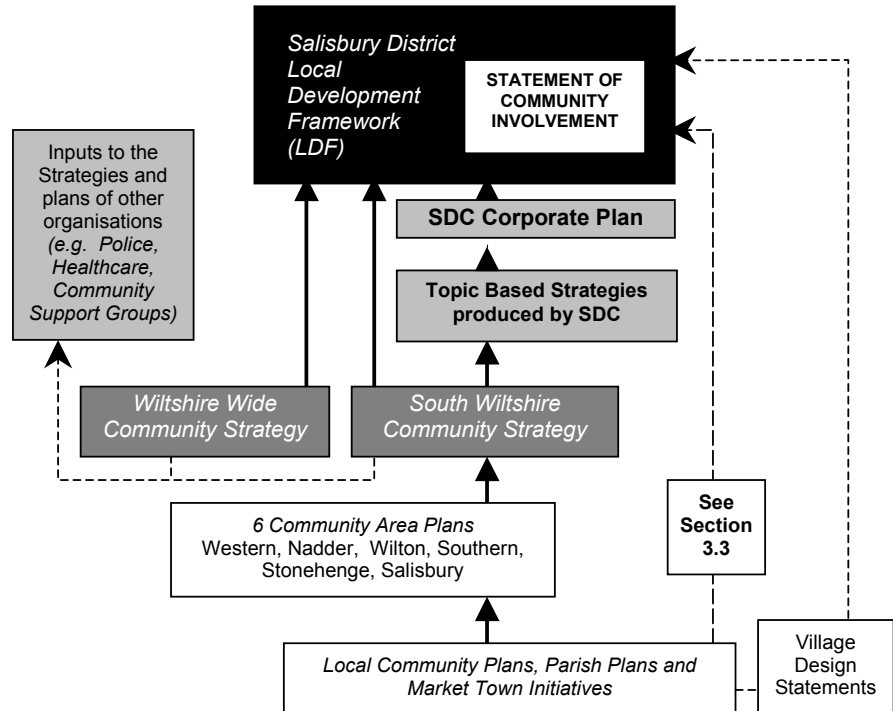
The Government identifies Local Development Frameworks as one of the key mechanisms for delivering a wider range of land use related objectives alongside the traditional policies for controlling development and making land available for required development in the district. This section sets out how 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 and open spaces |
| 2. Reducing crime | 6. Looking after the environment |
| 3. Vandalism and 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 and 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 have 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 is committed to involving as many individuals and groups as possible in reviewing or developing 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 DPDs and SPDs and the nature of the issues being considered. The Sustainability Appraisal is explained in section 2.3.

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 • Identification of issues to be addressed • Evidence gathering • Consultation with Statutory Consultees and other invited interests relevant to the policy subject matter 	<ul style="list-style-type: none"> • Establish sustainability objectives • Define the context provided by existing plans and programmes. • Gather baseline information and develop sustainability indicators to measure local change
	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 Sustainability 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 <i>(New sites or alternative proposals introduced by third parties at this stage will need to be subject of a further consultation period)</i>	Full Sustainability Report (Complete detailed Sustainability Report taking into account responses from the preferred options consultation stage) <i>(Alternative sites/proposals must show compliance with Full Report)</i>
	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 • Appriaisal 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 outlined inside the front cover of this document. The process has two formal periods 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 appeared to become 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 and written feedback	Online consultation	Citizens Panel polls	Local Meetings and 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 that 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 and 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. • Salisbury District Council 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 and 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 21 days, 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 are expected.
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 council 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 and 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 and 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 and 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

Monitoring and review of consultation throughout the LDF process will enable the council to improve the means by which it consults, responds and acts.

6.1 Stage by Stage Monitoring

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. This will be undertaken by assessing the level of interest (attendance at meetings, numbers of responses, website hits, press articles written, etc.) as well as any positive and negative feedback from the community. Inevitably there will be more interest in certain community engagement activities (e.g. new housing proposals are always likely to generate considerable interest) and hence a degree of weighting will need to be given to measures of success. One of the greatest challenges will be to develop and incrementally improve 'Plain English' consultation documents and publicity which reaches out in a not technical manner. In undertaking these sorts of assessment after each exercise, the council will aim to continuously refine its methods and materials in order to make its processes more engaging.

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. Such criticisms will be fed into the monitoring exercises referred to above. In circumstances where administrative errors have disadvantaged the ability of an individual or organization to respond effectively, the council will ensure that any issues raised are reported to decision makers. More generally however the approach will be monitored and reported on (see section 6.2 below) on a longer term basis in order that there is a considered response rather than a knee jerk reaction.

6.2 Annual Reporting

Within its Annual Monitoring Report the council will set out the results of community participation as referred to above. Across a wider spectrum of consultation exercises it will also be possible to assess the nature of interest in the process from minority and under-represented groups. Where such patterns are identified future consultation design will be tailored to improve opportunities and generate new interest.

6.3 Review of this Document

This Statement of Community Involvement sets out an initial set of proposals which are designed to improve public consultation in the policy making process and to ensure that opportunities for comment are fair and open to all. However, new consultation structures and methods may emerge which can more effectively and efficiently promote participation. Furthermore long term monitoring – over 2-3 years – may reveal that a whole new approach should be considered. In instances such as these the council will seek to review this document in full to provide an approach which can better engender engagement and participation.

APPENDICES

APPENDIX A – CONSULTEES LISTING

1. Specific (Statutory) Consultees (as defined in Annex E, para. E1 of Planning Policy Statement 12)

- The South West Regional Assembly
(The Regional Planning Body)
- Government Office for the South West (GOSW)
- SW Regional Development Agency (SWERDA)
- SE Regional Development Agency (SEEDA)
- English Nature
- English Heritage
- Environment Agency
- Countryside Agency
- Highways Agency
- Strategic Health Authority (SRA)
- Strategic Rail Authority
- Wessex Water
- Southern Water
- Bournemouth & West Hants Water Co.
- Cholderton Water Co.
- Transco
- National Grid
- British Telecommunications
- Mobile Phone operators
- Parish and Town Councils
(including those lying adjacent to the district)
- Dorset County Council
- Hampshire County Council
- Wiltshire County Council
- Somerset County Council
- 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 and Other LDF Consultees (as defined in Annex E, Para. E2-E3, Planning Policy Statement 12)

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.

The council would acknowledge that the lists of consultees below may grow and change throughout the LDF process and hence a current list of organisations and groups which are to be regularly consulted will be kept upon the district council's website.

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

(This includes the general public, businesses, visitors, landowners and all others with interests in the area including developers and their agents)

b) Government Departments and Agencies

Dept. for Education and Skills
Dept. of Employment and Learning
DEFRA
Dept. of Trade and Industry
Dept. of Work and Pensions
Ministry of Defence
Forestry Commission
Civil Aviation Authority (CAA)
Defence Estates
English Partnerships
Commission for Racial Equality
Housing Corporation
Disability Rights Commission

Home Office
Dept. for Transport
Dept. of Health
Dept. of Constitutional Affairs;
Dept. for Culture, Media and Sport;
Office of Government Commerce
Commission for Architecture and the Built Envir't
(CABE)
DSTL
Crown Estate Office
Health Protection Agency
Health and Safety Executive

c) Regional Agencies

South West Tourism
Sport England

Regional Housing Body
RegenSW
Culture SW

d) County and District Officers

All District Council Departments
Rights of Way Officer (WCC)
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 and Dorset Bus Co.
South West Trains

Salisbury NHS Trust
Salisbury PCT

f) National & Regional 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
Mobility

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
SW Consortium of Registered Social Landlords
British Geological Survey
Woodland Trust

g) Business Interests

Salisbury Chamber of Commerce
South Wiltshire Economic Partnership (SWEP)
Salisbury Tourism Partnership
Business Link

Wiltshire and Swindon Economic Partnership (WSEP)
Salisbury City Centre Management
Federation of Small Business

h) Community and Residents Associations

South Wiltshire Strategic Alliance (SWSA)
Shaftesbury and District Task Force
Bishopdown Farm Residents Association

Community First
Harnham Neighbourhood Association
St Edmunds Community Association

i) Local Special Interest Groups

Salisbury Civic Society
The Downton Society
Whiteparish Preservation Group
Friends of the Avon Valley
Salisbury Local Agenda 21
Wiltshire Wildlife Trust
New Forest Commoners
Salisbury College
Wiltshire Bridleways Association
Cycling Opportunities Group for Salisbury (COGS)
The Salisbury Partnership
Wiltshire Historic Buildings Trust
Salisbury Lets
Alabare Christian Care Centres
Wiltshire Community Foundation
Salisbury and District Citizens Advice Bureau
Youth Development Service
Grosvenor House Youth and Community Centre
Friends of Harnham Water Meadows Trust
Biodiversity Group
Salisbury Beekeeper Association

Salisbury Conservation Area Advisory Panel
Salisbury Cathedral
Salisbury Trust for the Homeless
The Burnbake Trust
Steps To Learning
Salisbury Trust for the Homeless
Age Concern Salisbury
Wiltshire Bat Group
Ramblers Association (South Wilts Group)
Bourne Valley Historical Society
Wiltshire Wildlife Watch
Wiltshire Wildlife Conservation Volunteers
Salisbury and District Safety Partnership
Tisbury Youth Centre
Hindon Youth Project
Downton Moot Preservation Trust Ltd
Council for Voluntary Service
United Response Salisbury Outreach Service
City of Salisbury Athletic Club
Womens Institute
The Princes Trust

Durrington Youth and Community Centre
Tisbury and District Natural History Society
World Wide Fund For Nature
Wiltshire Permaculture Gardens Community Project
Wiltshire Local History Forum
Wilts and Swindon Biological Records Centre
Salisbury and District Natural History Society
Salisbury Shopmobility
Cranborne Chase & West Wilts Downs AONB
Association of Local Tax Payers
Walking for Health
Friends of Harnham Slope

South Wiltshire RSPB Members Group
Salisbury Youth Provision
Mere Footpath Group
Save Our Hedge
Amesbury Sports and Community Centre
Business Link Wiltshire and Swindon
Mere Youth Centre
Wiltshire Farming and Wildlife Group
Workers' Educational Association
Salisbury Gospel Hall Trust
The Muslim Association
Churches Together

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.

Statutory Consultees

Parish and Town Councils (notification only)

Any adjacent Local Planning Authorities
(Districts, Boroughs, Counties and National Parks)

British Waterways Board
Civil Aviation Authority
Coal Authority
Crown Estates Commissioners
Department of Culture, Media and Sport
Department of Trade and Industry
DEFRA
Environment Agency
English Heritage
English Nature
Forestry Commission

Garden History Society
Government Office for the South West
Health and Safety Executive
Highways Agency
Local Highway Authority - WCC
Local Rail Operators
Ministry of Defence
Regional Planning Body (SW Regional Assembly)
The Theatres Trust
Toll Road Concessionaires
Sport England
South West Regional Development Agency (SWERDA)
Strategic Planning Authority – WCC
Wiltshire Wildlife Trust

There are other consultees where the council are advised, but not obliged, to take advice from – Discretionary Consultees.

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 council office hours Easily updated and displayed Linked to email 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 email 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 email the forward planning team with consultation comments.</i>	<ul style="list-style-type: none"> Combined with email 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 email</i>	<ul style="list-style-type: none"> Consultation revealed this is the best means for key stakeholders to be kept informed email 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"> email 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 and 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 <i>(depending upon the length of time the forum runs)</i>			
	<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 depending upon their preferences.

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 email as a cheap and easy means to keep people informed (some did recognise that email 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
LSP	Local Strategic Partnership Alliances of local service providers, voluntary organisations, community groups and other organisations concerned with focusing their resources in a consistent fashion for the benefit of the communities they serve.
ODPM	Office of the Deputy Prime Minister The government department responsible for planning.
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)
RPB	Regional Planning Body The regional organisation charged with the preparation of the Regional Spatial Strategy (RSS) which in the South West consists of the South West Regional Assembly (SWRA) which is made up from a politically balanced group of elected councillors from district, unitary and county councils from within the region
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.