

South Staffordshire Local Development Framework – Submission Core Strategy Development Plan Document Legal Compliance – Soundness Self Assessment

Stage one: Inception

Introduction

You should aim to build up the evidence in the tool. This can be done by anticipating the submission requirements and ensuring that the correct procedures are carried out as the development plan document is prepared. The components of the required statements will be progressively put in place as plan preparation proceeds.

Where the 'Possible evidence' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the inception stage are in relation to:

- pre-planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

Regulation 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act section 15(2); section 19(1)	PPS12 paragraphs 4.50; 4.53-4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	i. The adopted local development scheme at the time of: <ul style="list-style-type: none"> • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained)	Yes Relevant Local Development Schemes (Current LDS February 2011) Relevant Annual Monitoring Reports (It should be noted that the Council subsequently decided to include development policies and policies relating to Wolverhampton Airport within the Core Strategy DPD).
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	1. The Act section 19 (3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	Unless the statement of community involvement has been amended, you may need to set out any changes to community engagement as a result of changes in legislation.	i. The statement of community involvement ii. The project plan for the development plan document	Yes South Staffordshire Local Development Framework Adopted Statement of Community Involvement (October 2006).
3. Have you considered the appropriate	Regulation 25	1. PPS12 paragraphs	Regulation 2 defines the general and	i. The statement of community	Yes

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
bodies you should consult?		4.25 -4.26 2. Plan Making Manual – Consultee list	specific consultation bodies	involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	South Staffordshire Local Development Framework Adopted Statement of Community Involvement (October 2006). Core Strategy Statement of Consultation – Regulation 30 (1) (d) Statement sets out a list of consultation bodies.
4. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act, section13	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	Yes Sustainability Appraisal Scoping Report (September 2006) Evidence Base/ Background Studies Annual Monitoring Reports
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability	The Act section19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental		i. Sustainability report scoping document ii. Sustainability appraisal report	Yes Sustainability Appraisal Scoping Report (September 2006)

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
appraisal?		Assessment Guide, chapter five			Interim Sustainability Appraisal of Issues and Options (September 2006)
6. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	PPS12 paragraph 4.40 SEA Guide Ch 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2)	Copies of the consultation letters sent to the bodies	<p>Yes</p> <p>Statutory environmental consultation bodies consulted on the Sustainability Appraisal Scoping Report and Interim SA of Core Strategy Issues and Options Paper (September 2006)</p> <p>Responses received from consultation bodies on the SA Scoping Report and Interim SA. (Responses only received from Environment Agency and Natural England available on request).</p> <p>Note: An Interim SA was also produced for the Wolverhampton Airport Issues and Options Paper (January 2007).</p>

Stage two: Plan preparation - frontloading phase

Introduction

The council is required to invite specific and general consultation bodies to make representations about the content of the development plan document. The New Regulation 25 section in the Plan Making Manual observes that the requirements of the regulations may be fulfilled by other activities of the council and its partners. You should review all the legal requirements set out in this, as well as the following phase, to satisfy yourself that they are properly addressing all the matters they should.

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.

You can refer to the following sections of the Plan Making Manual:

- Preparation of development plan documents
- Core strategy: managing its development
- Sustainability Appraisals: challenge questions
- Developing the evidence base

Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(a)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>Specific consultation bodies are defined in Regulation 2</p> <p>If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation 	<p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p> <p>Core Strategy Issues and Options Paper (October 2006)</p> <p>Wolverhampton Airport Issues and Options Paper (January 2007)</p> <p>Copies of consultation letters are available on request.</p> <p>Meetings and presentations were given to parish councils during the frontloading stage including the Parish/District Liaison Group. A list of meetings/actions is available on request.</p> <p>Representations received on the Issues and Options Consultations are set out in the separate consultation statements.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>The Council has carried out a comprehensive programme of stakeholder engagement throughout the frontloading stages of the Core Strategy and no specific consultation bodies have been omitted from the consultation process.</p> <p>Meetings have been held with key statutory consultation bodies such as the Environment Agency, English Heritage and Natural England.</p>
<p>2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(b)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>General consultation bodies are defined in Regulation 2.</p> <p>You should be able to give a clear justification for your selection of the bodies, including reference to the statement of community involvement.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included 	<p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p> <p>Core Strategy Issues and Options Paper (October 2006)</p> <p>Wolverhampton Airport Issues and Options Paper (January 2007)</p> <p>Copies of consultation letters are available on request.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>Meetings held with adjoining local authorities.</p> <p>Adopted Statement of Community Involvement (October 2006) sets out the general consultation bodies.</p> <p>Representations received to the Issues and Options Consultations are set out in the separate consultation statements.</p> <p>The Council has carried out a comprehensive programme of stakeholder throughout the frontloading stages of the Core Strategy and no general consultation bodies have been omitted from the consultation process.</p>
<p>3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan</p>	<p>Regulation 25(3)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made 	<p>Yes.</p> <p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
document?					<p>In the early stage of the frontloading phase of the plan a leaflet was prepared setting out information on the LDF and the Core Strategy and how people could be involved in the plan making process. The leaflet was sent out with consultation letters and was also placed in parish council offices and libraries.</p> <p>Residents' Panel Survey conducted in September 2005 which identified key issues for consideration in the LDF.</p> <p>Further Residents' Panel Survey undertaken in November/December 2006 seeking opinions on the LDF (copies of research reports are available on request).</p> <p>Core Strategy Issues and Options Paper October (2006)</p> <p>At the Issues and Options stage a summary leaflet was</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>prepared and circulated to residents and interested persons.</p> <p>For the Issues and Options consultation manned community exhibitions were held in 18 locations across the District. An article about the Core Strategy Issues and Options consultation was published in the Council's 'Review' newspaper which was distributed to all households in the District.</p> <p>- 165 representations were received to the Issues and Options consultation and 185 people registered their interest in the Core Strategy at the public exhibitions. Details of the comments received to the Issues and Options consultation are set out in the separate consultation statement.</p> <p>Wolverhampton Airport Issues and Options Paper (January 2007).</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>At summary leaflet was prepared and circulated to residents and interested persons providing information on the issues and options for the airport.</p> <p>For the Issues and Options consultation manned community exhibitions were held in 5 locations within the locality of the Airport and a stakeholder workshop was held.</p> <p>453 responses were received to the consultation and 35 people attended the stakeholder workshop. Details of the representations received to the Issues and Options consultations are set out in the separate consultation statements.</p>
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	<p>Yes.</p> <p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>Issues and Options Paper (October 2006)</p> <p>Wolverhampton Airport Issues and Options Paper (January 2007).</p> <p>Alternative Spatial Strategy Options Paper (December 2007)</p> <p>Workshops have been held with key delivery agencies, developers and agents to discuss the development and delivery of the strategy. A summary of the outcome of the workshops can be found on the Council's website.</p> <p>Specific consultation has been carried out with service and infrastructure delivery agencies on the Infrastructure Delivery Plan. Copies of the consultation responses are available on request.</p>
5. Are you taking into account representations	Regulation 25(5)	PPS12 paragraphs 4.19-4.29;	Evidence from participation is part of	i. Consultation statement ii. Any reports on the	Yes.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
made?		4.37	the justification	selection of alternatives and options for the development plan document	<p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement. The Statement demonstrates how stakeholders have been involved in the development of the strategy and how the representations have been taken into account.</p> <p>Reports to Executive and Council on working towards a Preferred Option (April 2007).</p> <p>Alternative Spatial Strategy Options Paper (December 2007).</p> <p>Preferred Spatial Strategy Consultation Document (January 2009) and the Interim Sustainability Appraisal (January 2009) set out the alternative options and how they have been considered and assessed.</p> <p>Details of the representations received to the Issues and Options and Preferred Spatial Strategy</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					consultations are set out in the separate consultation statements.
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	1. The Act section 19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	1. PPS12 paragraphs 4.39-4.43 2. SEA Guide, chapter three		i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document iii. Sustainability appraisal report	Yes. Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement. Reports to Executive and Council on working towards a Preferred Option (April 2007). Alternative Spatial Strategy Options Paper (December 2007). Sustainability Appraisal process has assessed the sustainability performance of the plan options. Interim SA reports of the Core Strategy (January 2008 and January 2009) assessed the Alternative Spatial Strategy Options against the SA Framework. Sustainability Appraisal Report.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>Note: An Interim Sustainability Appraisal Report was also produced for the Wolverhampton Airport Issues and Options Paper (January 2007).</p>
<p>7. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your statement of community involvement • integrating involvement with the sustainable community strategy • proportionate to the scale of issues involved in the development plan document? 	<ol style="list-style-type: none"> 1. The Act s.19(3) 2. Regulation 25 	<p>PPS12 paragraphs 4.19 – 4.26; 4.42</p>		<ol style="list-style-type: none"> i. Consultation Statement ii. The statement of community involvement iii. The relevant sustainable community strategies 	<p>Yes.</p> <p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p> <p>Adopted Statement of Community Involvement (October 2006)</p> <p>South Staffordshire Sustainable Community Strategy.</p> <p>Close links between the Local Strategic Partnership and the LDF were established at the outset and a joint visioning event was held early in the plan making process. In addition, a Good Practice Review was undertaken looking at the links between the Community Strategy and</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>the LDF.</p> <p>The Core Strategy has been developed in close consultation with the LSP and partner organisations.</p> <p>The Core Strategy has been discussed at various LSP meetings including housing, environment and economic theme groups and the Officer Steering Group (OSG).</p>
<p>8. Are you keeping a record of:</p> <ul style="list-style-type: none"> • the individuals or bodies invited to make representations • How this was done • The main issues raised? 	Regulation 24	PPS12 paragraphs 4.24 – 4.29	<p>You will need to submit a statement of representations under Regulation 30(1) (d): see Submission stage below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	<p>Yes.</p> <p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement. Statement sets out the bodies invited to make representations. A full list of persons who have expressed an interested in the Core Strategy is set out in the Council's LDF consultation database. The Statement sets out how consultation has been carried out on the Core Strategy and the main issues raised.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>Statements of Consultation for Core Strategy Issues and Options Paper, Wolverhampton Airport Issues and Options Paper, and Development Policies Paper.</p> <p>The representations received are summarised in the statements of consultation and copies are available on request.</p> <p>The Council maintains a comprehensive database of stakeholders, residents and interested parties. The Limehouse software system is used a consultation tool.</p>
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring		i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	Yes. Core Strategy Delivery and Monitoring Framework. Sustainability Appraisal report - Monitoring Indicators Annual Monitoring Reports

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
		guide			
10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	Yes. Copies of the documents used in consultations on the Core Strategy were sent to Government Office for the West Midlands (GOWM). Copies of letters and correspondence with GOWM are available on request.

Stage three: Plan preparation - formulation phase

Introduction

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the core strategy (or whichever vehicle the council chooses to address Regulation 25 requirements). To do this, the council should use the information gathered and previous collaborative work with stakeholders.

For other types of development plan document, the term 'preferred strategy' refers to the preferred site allocations or policies. Paragraphs 4.26 and 4.38 of PPS12 make it clear that explicit consideration of alternatives is a key part of the plan making process. They also state that for significant development plan documents it is usually appropriate to involve the community in considering them. Paragraph 4.5 of PPS12 notes that it is essential that the core strategy makes clear spatial choices about where development should go in broad terms.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished development plan document.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

We stress that these matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

The council should tell all parties that this is the main participation opportunity on the emerging plan. The publication stage will not be a participation or consultation process. Instead, the publication stage is a formal opportunity for anyone to communicate their dissatisfaction with an aspect of the development plan document's soundness. This is carried out with representations made to the inspector for consideration at examination. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Please refer to the following sections in the Plan Making Manual:

- 9. Core strategy: managing its development
- 9. Sustainability appraisal
- 9. Considering alternatives

Stage three: Plan preparation - formulation phase

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?</p>	<p>Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<ol style="list-style-type: none"> 1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five 	<p>The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)</p>	<p>Documents supporting decisions on alternatives and any preferred strategy</p>	<p>Yes.</p> <p>Core Strategy Issues and Options Paper (October 2006).</p> <p>Core Strategy Alternative Spatial Strategy Options Paper (December 2007) sets out a series of options and the Council's preferred option.</p> <p>Core Strategy Preferred Spatial Strategy Consultation Document (January 2009) contains a summary of the alternative spatial strategy options considered but rejected.</p> <p>Settlement Study (January 2009).</p> <p>Core Strategy Interim Sustainability Appraisal Reports (January 2008 and January 2009) appraised sustainability performance of the plan options.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> consistency with national policy general conformity with the regional spatial strategy? 	<p>The Act section 19(2), section 24</p>	<p>PPS12 4.30 – 33</p>	<p>General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document</p>	<p>i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)</p>	<p>Yes.</p> <p>Regional Conformity Assessments received from West Midlands Regional Assembly at Issues and Options, Preferred Options Stages and in response to Policy Choices consultation. Also conformity assessment for Wolverhampton Airport Issues and Options Paper.</p> <p>Correspondence received from Government Office West Midlands.</p>
<p>3. Are you having regard to:</p> <ul style="list-style-type: none"> adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate) the National Planning Framework for Scotland? 	<p>1. The Act section 19(2) 2. Regulation 15(1)(g)</p>			<p>i. Supporting documents ii. Correspondence with the relevant bodies</p>	<p>This is not applicable as the District does not have any regional boundaries.</p>
<p>4. Are you having regard to:</p> <ul style="list-style-type: none"> the sustainable 	<p>The Act section 19(2)</p>	<p>PPS12 paragraphs 1.6; 4.22 - 4. 23;</p>		<p>i. Supporting documents ii. The Sustainable community strategies</p>	<p>Yes.</p> <p>South Staffordshire</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>community strategy of the authority or other authorities whose area comprises part of the area of the council</p> <ul style="list-style-type: none"> any other local development documents adopted by the council? 		4.34 - 4. 35		<ul style="list-style-type: none"> iii. Relevant local development documents iv. Correspondence with the local strategic partners 	<p>Sustainable Community Strategy.</p> <p>Staffordshire Sustainable Community Strategy.</p> <p>Regular meetings have been held with the Council's Policy and Partnerships team during the formulation of the Core Strategy and to ensure alignment with the South Staffordshire Sustainable Community Strategy.</p> <p>Close links between the Local Strategic Partnership and the LDF were established at the outset and a joint visioning event was held early in the plan making process to identify key issues/priorities and objectives.</p> <p>The Core Strategy has been developed in close consultation with the LSP and partner organisations.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>The Core Strategy has been discussed at various LSP meetings including housing, environment and economic theme groups and the Officer Steering Group (OSG). The Core Strategy is structured around the Community Strategy themes and the principles of locality working.</p>
<p>5. Do you have regard to other matters and strategies relating to:</p> <ul style="list-style-type: none"> • resources • the regional development agencies' regional economic strategy • the local transport plan and transport facilities and services • waste strategies • hazardous substances and accidents? 	<ol style="list-style-type: none"> 1. The Act section 19(2) 2. Regulation 15 		<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.</p>	<ol style="list-style-type: none"> i. Supporting documents ii. Correspondence with the relevant bodies and the Government Office 	<p>Yes.</p> <p>Relevant strategies and plans are identified in the Core Strategy evidence base including Regional Economic Strategy, Staffordshire Local Transport Plan and the Staffordshire Minerals and Waste Core Strategies.</p> <p>Meetings held with Staffordshire County Council regarding the Local Transport Plan (LTP) and the Minerals and Waste Core Strategies.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>Correspondence with Advantage West Midlands relating to the RES.</p> <p>Correspondence from Government Office for the West Midlands (GOWM).</p>
<p>6. Are you having regard to the need to include policies on mitigating and adapting to climate change?</p>		<p>Annex to PPS1 on climate change</p>	<p>This is expected to be an amendment to section 19(2) of the Act.</p>	<p>Supporting documents</p>	<p>Yes.</p> <p>Evidence base used to inform the development of Core Strategy policies on sustainable development and climate change include:</p> <p>South Staffordshire Climate Change Strategy (March 2008).</p> <p>Staffordshire County-Wide Renewable/Low Carbon Energy Study (September 2010).</p> <p>Core Strategy contains a specific strategic objective on climate change and a core policy has been formulated on sustainable development and</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>climate change.</p> <p>Consultation responses to the Core Strategy Issues and Options Consultation Paper (October 2006) and Development Policies Consultation Paper (August 2008) showed support for the inclusion of policies on sustainable development and climate change.</p> <p>Core Strategy Preferred Spatial Strategy Consultation Document (January 2009) identified the need for policies covering the use of natural resources, sustainable development and energy efficiency.</p> <p>Core Strategy Policy Choices Consultation Document (January 2010) set out detailed policies on sustainable development and climate change.</p> <p>Interim Sustainability</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>Appraisal Report of Core Strategy Policy Choices Consultation Document Appendix A appraisal of policies.</p> <p>Sustainability Appraisal Report.</p>
<p>7. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?</p>	<p>1. The Act section 19(5) 2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide, Chapter five</p>	<p>Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures</p>	<p>i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents</p>	<p>Yes.</p> <p>Interim Sustainability Appraisal of Alternative Spatial Strategy Options (January 2008).</p> <p>Interim Sustainability Appraisal of Preferred Spatial Strategy Consultation Document (January 2009).</p> <p>Core Strategy Preferred Spatial Strategy Consultation Document Appendix 3 sets out the spatial strategy options considered but rejected and how each option performs in relation to sustainability objectives.</p>
<p>8. Are you setting out clear reasons for any preferences between alternatives?</p>	<p>Regulation 13(1)</p>	<p>PPS12 paragraphs 4.36 – 4.38</p>	<p>This will include Information from the sustainability appraisal.</p>	<p>i. Any reports setting out alternatives and choices considered ii. Supporting documents</p>	<p>Yes.</p> <p>Reports to Executive and Council on working</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>towards a Preferred Option (April 2007).</p> <p>Core Strategy Alternative Spatial Strategy Options Paper (December 2007).</p> <p>Interim Sustainability Appraisal of Alternative Spatial Strategy Options (January 2008).</p> <p>Core Strategy Preferred Spatial Strategy Consultation Document (January 2009).</p> <p>Interim Sustainability Appraisal of Preferred Spatial Strategy Consultation Document (January 2009).</p> <p>Settlement Study 2010.</p> <p>Sustainability Appraisal Report.</p>
<p>9. Have you taken into account any representations made on the content of the development plan</p>	<p>1. Regulations 24, 25(5) and 30(1)(d)(iv) 2. Regulation 13(4) of The</p>	<p>PPS12 paragraphs 4.19 – 4.29</p>	<p>Records on the sustainability appraisal should also include recording any assessment made</p>	<p>i. Correspondence from those making representations ii. Any reports on issues</p>	<p>Yes.</p> <p>Core Strategy Statement of</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>document and the sustainability appraisal?</p> <p>10. Are you keeping a record?</p>	<p>Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>		<p>under the Habitats Directive</p>	<p>raised</p> <p>iii. Consultation statement</p> <p>iv. sustainability appraisal report</p>	<p>Consultation Regulation 30 (1) (d) Statement.</p> <p>Core Strategy Preferred Spatial Strategy Consultation Document (January 2009) Chapter 8 – Policy Choices highlights the comments received from residents and stakeholders to earlier consultations.</p> <p>Statements of Consultation for the Issues and Options Paper, Wolverhampton Airport Issues and Options Paper, Development Policies Paper, Preferred Spatial Strategy Consultation Document and the Policy Choices Consultation Document.</p> <p>Representations received on the Core Strategy consultations.</p> <p>Sustainability Appraisal Report.</p> <p>Appropriate Assessment</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>Review of the Core Strategy (February 2009).</p> <p>Habitats Regulations Assessment Review of Core Strategy Policy Choices Consultation Document (August 2010).</p> <p>Habitats Regulations Stage 1 Screening of the Core Strategy (January 2011).</p>
<p>11. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted proposals map • inform the community about the location of proposals? 	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<ol style="list-style-type: none"> 1. Regulation 2 defines the terms 'submission' and 'adopted' proposals map. 2. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24. 	<ol style="list-style-type: none"> i. The adopted proposals map ii. Any reports on proposals to amend the proposals map iii. Illustrative material that shows how the proposals map will be amended or replaced 	<p>Yes.</p> <p>Proposals Map and Inset Plans prepared for the Core Strategy to identify areas where particular policies apply. Changes to the existing adopted Local Plan Proposals Map relate to policies and to take into account revised village Conservation Area boundaries. Existing Green Belt/village boundaries remain unchanged pending review in the Site Allocations DPD.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					Core Strategy is not allocating strategic development sites. Proposed development sites will be defined in the Site Allocations DPD.
12. Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	Yes. Adopted Statement of Community Involvement (October 2006). An LDF 'Engage' newsletter sent to all consultees. Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement. Statement of Consultation sets out who was consulted and how at the plan formulation phase (Alternative Spatial Strategy Options, Development Policies Paper, Preferred Options and Policy Choices).

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
13. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		<ul style="list-style-type: none"> i. Copies of correspondence with the Government Office ii. Copies of the relevant documents 	<p>Yes.</p> <p>Regular contact has been maintained with the Government Office for the West Midlands (GOWM) through out the plan making process. Liaison group established with GOWM and other Southern Staffordshire authorities.</p> <p>Copy letters, emails and meeting notes with GOWM available on request.</p>

Stage 4: Publication

Introduction

The 2008 Local Development Framework Regulations change the procedure for submission of development plan documents. They bring the period for formal representations forward, which now take place **before** the development plan document is submitted for examination.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the development plan document bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:

- comply with the requirements of the statement of community involvement
- update the sustainability appraisal report.

The council should then produce the development plan document in the form in which it will be published. This includes removing of material dealing with the evaluation of alternatives and the finalisation of the text. The council should be fully happy that it wishes to adopt the development plan document in this form, and that it considers it to be sound and fit for examination.

You should make it clear that publication of a development plan document is not public participation, nor a consultation. The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the development plan document to make formal representations to the inspector about its soundness.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: Submission'.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Sustainability appraisal

- Considering alternatives

Stage 4: Publication

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section 19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	Yes. Sustainability Appraisal Report was published alongside Publication Core Strategy on 14 th March 2011.
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	Yes. Published Notice of Representations Procedure in local press, and on Council's website. Notice distributed with notification letters and made available at deposit locations. Full details available on request.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none">• the proposed submission documents?	Regulation 27(a)		Regulation 24 gives definitions	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	Yes. Documents as listed made available at all the deposit locations, also published on the Council's website at

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> the statement of the representations procedure? 					www.sstaffs.gov.uk All documents sent out to Statutory Consultees.
<p>4. Have you published on your website the following:</p> <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? statement and details of where and when documents can be inspected? 	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	<p>Yes.</p> <p>All documents published on the Council's website on 14th March 2011 at www.sstaffs.gov.uk</p>
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> A copy of each of the proposed submission documents The statement of the representations procedure? 	Regulation 27(c)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>Copies of the notification letters are available on request.</p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under</p>	Regulation 27(d)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>Copies of the notification letters are available on request.</p>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
Regulation 25(1): <ul style="list-style-type: none"> • the statement of the representations procedure? • where and when the documents can be inspected? 					
7. Have you given notice by local advertisement setting out: 8. the statement of the representations procedure <ul style="list-style-type: none"> • where and when the documents can be inspected? 	Regulation 27(e)		Regulation 24 gives definitions	i. Copy of advertisement ii. Where and when placed	Yes. Notice published in Express and Star newspaper on 11 th March 2011. Also published on the Council's website at www.sstaffs.gov.uk
9. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?	1. The Act section 24 2. Regulation 29	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Copies of correspondence	The West Midlands Regional Assembly no longer exists and was replaced by the West Midlands Leaders Board (WMLB). The Local Democracy Act of 2009 removed the legal requirement to seek a specific opinion of general conformity from the WMLB upon publication of a DPD. WMLB became a statutory consultee and a letter was sent to Heads of Planning in the

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					<p>West Midlands in April 2010 setting out its role as a statutory consultee (formerly conformity role).</p> <p>WMLB has subsequently been replaced by West Midlands Councils.</p> <p>The Council has carried out a Conformity Self Assessment and considers that the Core Strategy is in general conformity with the approved West Midlands Regional Spatial Strategy of January 2008. The Council has received representations supporting the Core Strategy from the West Midlands Planning and Transport Sub Committee representing the Black Country local authorities and also from Wolverhampton City Council.</p>

Stage five: Submission

Introduction

At the submission stage, the council should receive and collate the representations made at publication stage. Reporting these representations to elected members is not mandatory. However, there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered.

However, if they are reported, they should report the facts of the representations made, not the results of a consultation process by the council. They should not treat it as a consultation or consider whether to make changes to try to answer representations.

The section called Changing your plan after publication in the Plan Making Manual distinguishes between 'focused changes', 'extensive changes' and 'minor changes'. You should be guided by the manual and its accompanying changes diagram in making decisions on how far to go back in the procedures, or to supplement existing work.

You should ensure you are in legal compliance with the statement of community involvement, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are many possible combinations of approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements when any changes are made (and any consequential effects on the development plan document as a whole). All decisions and new steps taken should be fully documented and reflected in the 'evidence provided' column.

The PINS guide identifies seven key questions that inspectors will use in relation to legal compliance. These have been incorporated into the tool and are identified by **shading** in the left-hand 'Question' column.

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission. You should refer to the PINS guidance for further advice.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Changing your plan after publication
- Examination of a development plan document

Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ol style="list-style-type: none"> 1. Are you ready to submit the DPD? 2. Are there any major issues revealed by the representations on publication? 3. Are all the relevant documents in place? 	<ol style="list-style-type: none"> 1. The Act section 20(2)(b) 2. The Act section 20(1) 3. Regulation 30(1) 		<p>If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version.</p> <p>Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.</p>	<ol style="list-style-type: none"> i. Report on issues resulting from Regulation 28 representations ii. Resolution to carry out more work on part of the development plan document or to withdraw plan iii. The development plan document iv. The documents prescribed at Regulation 30(1) 	<p>Yes.</p> <p>Statement of Publication Consultation Regulation 30 (1) (e) Statement (August 2011).</p> <p>Copies of the representations made at the Publication stage.</p> <p>Regulation 30 (3) (iii) Statement of Notification.</p> <p>Publication Core Strategy Document (February 2011)</p> <p>Proposals Map and Inset Plans.</p> <p>Schedule of minor amendments and typographical amendments (August 2011).</p> <p>Core Strategy Statement of Consultation Regulation 30 (1) (d) Statement.</p> <p>Publication Core Strategy Sustainability Appraisal Report (August 2011).</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Habitats Regulations Assessment Stage 1 Screening of the Core Strategy (January 2011). Adopted Statement of Community Involvement (October 2006).
<p>4. Has the development plan document been prepared in accordance with the local development scheme?</p> <p>5. Does the development plan document's listing and description in the local development scheme match the document?</p> <p>6. Have the timescales set out in the local development scheme been met?</p>	The Act, section 19(1)	PPS12 paragraph 4.50; 4.53 – 4.55	The Act section 15(2) and Regulation 8 note the matters specified in the local development scheme The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones	<p>i. The local development scheme</p> <p>ii. Explanation of any changes from the milestones set out in the local development scheme</p> <p>iii. Relevant annual monitoring reports</p> <p>iv. Correspondence with the Government Office on the local development scheme</p>	<p>Yes.</p> <p>Slight delay in submission date and Planning Inspectorate informed.</p> <p>Government Office for the West Midlands made no comments on the current LDS (February 2011).</p>
7. Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		<p>i. The sustainable community strategy(ies)</p> <p>ii. Reference to sections of the development plan document showing how regard has been had to them</p>	<p>Yes.</p> <p>The identification of the key issues, vision and objectives have been developed in consultation with the Local Strategic Partnership and reflect the aims, objectives and</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					priorities set out in the South Staffordshire Sustainable Community Strategy (SCS). The links to the SCS are identified in many sections of the Core Strategy which is structured around the SCS themes.
<p>8. Is the development plan document in compliance with the statement of community involvement (where one exists)?</p> <p>9. Has the council carried out consultation as described in the statement of community involvement?</p>	<p>1. The Act s19(3)</p> <p>2. Regulation 32(1)(c)</p>	<p>PPS12 paragraph 4.50; box after paragraph 4.26</p>	<p>Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).</p>	<p>i. The statement of community involvement</p> <p>ii. The Regulation 32(1)(c) statement</p>	<p>Yes.</p> <p>Adopted Statement of Community Involvement (October 2006).</p> <p>Statement of Consultation Regulation 30 (1) (d) Statement accompanies the submission documents. This sets out how consultation was undertaken under Regulation 25 and how this has influenced the preparation of the Core Strategy.</p>
<p>10. Has the development plan document been subject to sustainability appraisal?</p> <p>11. Has the council provided a final report of the findings of the appraisal?</p>	<p>1. The Act section19(5)</p> <p>2. Regulation 32(1)(a)</p>	<p>1. PPS12 paragraph 4.39 – 4.43; 4.50</p> <p>2. SEA Practical Guide, chapter five</p>		<p>Sustainability appraisal report</p>	<p>Yes.</p> <p>Sustainability Appraisal Report submitted alongside the Core Strategy.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
12. Is the development plan document to be submitted consistent with national policy?	The Act section 20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	<ul style="list-style-type: none"> i. Correspondence with Government Offices ii. Representations from Government Offices 	<p>Yes.</p> <p>Meetings held with Government Office for the West Midlands (GOWM) throughout the development of the Core Strategy.</p> <p>Copies of correspondence and representations from GOWM available on request.</p>
<p>13. Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy?</p> <p>14. If yes, is there local justification?</p> <p>15. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>	<ul style="list-style-type: none"> 1. The Act s 24(1)(a); 24(2) and 24(4) 2. Regulation 29 	PPS12 paragraphs 4.30 – 33; 4.50	In London the requirement is for general conformity with the spatial development strategy (The London Plan)	<ul style="list-style-type: none"> i. Correspondence with or representations from the regional planning body, or Mayor of London ii. Confirmation of conformity from the regional planning body, or Mayor 	<p>The West Midlands Regional Assembly no longer exists and was replaced by the West Midlands Leaders Board (WMLB).</p> <p>The Local Democracy Act of 2009 removed the legal requirement to seek a specific opinion of general conformity from the WMLB upon publication of a DPD. WMLB became a statutory consultee and a letter was sent to Heads of Planning in the West Midlands in April 2010 setting out its role as a statutory consultee (formerly conformity role).</p> <p>WMLB has subsequently been replaced by West</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>Midlands Councils.</p> <p>The Council has carried out a Conformity Self Assessment and considers that the Core Strategy is in general conformity with the approved West Midlands Regional Spatial Strategy of January 2008. The Council has received representations supporting the Core Strategy from the West Midlands Planning and Transport Sub Committee representing the Black Country local authorities and also from Wolverhampton City Council.</p>
<p>16. Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>17. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>18. Has the council placed local advertisements?</p> <p>19. Has the council</p>	<p>1. The Act section 20(2), 20(3) and 20(5)(b)</p> <p>2. Regulations 13(1), 13(2), 13(5) and 30(1)</p>	<p>PPS12 paragraphs 4.36; 4.50</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>i. The documents prescribed at Regulation 30(1)</p> <p>ii. Relevant annual monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>Yes.</p> <p>Core Strategy Published for 8 week period from 14th March until 6th May 2011.</p> <p>Statutory consultees and key stakeholders sent copies of the prescribed documents.</p> <p>Core Strategy and supporting documents published on the Council's website and made available</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>notified the development plan document bodies?</p> <p>20. Does the development plan document contain a list of superseded saved policies?</p>					<p>at all deposit locations.</p> <p>Notice of representations procedure published in Express and Star newspaper on 11th March 2011.</p> <p>The Core Strategy includes a Schedule of Saved Policies to be replaced by Core Strategy Policies.</p>
<p>21. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>22. If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3		<p>i. Submission proposals map</p> <p>ii. Brief statement if a submission proposals map is not required</p>	<p>Yes.</p> <p>Proposals Map and Inset Plans have been prepared to identify areas where particular policies apply.</p>
23. If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	N/A
<p>24. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> Which bodies and persons were invited to make representations under 	<p>The Act section 20(3)</p> <p>Regulation 30(1)(d)</p>		This will bring forward material from the Consultation statement (see Stage 2 above)	<p>i. Consultation statement</p> <p>ii. The Statement as required in Regulation 30(1)(d)</p>	<p>Yes.</p> <p>Statement of Consultation Regulation 30 (1) (d) Statement submitted alongside the Core Strategy.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>Regulation 25</p> <ul style="list-style-type: none"> • How they were invited • A summary of the main issues raised • How the representations have been taken into account? 					
<p>25. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 28(2) • a summary of the main issues raised <p>OR</p> <ul style="list-style-type: none"> • that no representations were made? 	<p>The Act section20(3) Regulation 30(1)(e)</p>			<p>The Statement as required in Regulation 30(1)(e)</p>	<p>Yes.</p> <p>Statement of Publication Consultation Regulation 30 (1) (e) Statement submitted alongside the Core Strategy.</p>
<p>24. Have you collected together all the representations made under Regulation28?</p>	<p>The Act section20(3) Regulation 30(1)(f)</p>			<p>Copies of the representations</p>	<p>Yes.</p> <p>All duly made representations submitted alongside the Core Strategy and published on the Council's website. Also made available at all deposit locations.</p>
<p>27 Have you assembled the relevant supporting</p>	<p>1. The Act section20(3) 2. Regulation</p>			<p>All necessary evidence and records of decisions relevant to the</p>	<p>Yes.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
documents?	30(1)(g)			development plan document	Evidence base and supporting documents available on the Council's website. Evidence base signposting document prepared and submitted with Core Strategy. A more detailed evidence base report has also been prepared. Evidence base documents available on the Council's website.
28 Has your council approved the development plan document for submission?	The Act section20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	Report and resolution of the council	Yes. Council resolution made on 22 nd February 2011to publish the Core Strategy for 8 weeks for representations and then subsequently submit for Independent Examination. Council Minutes available on request.
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: <ul style="list-style-type: none">• the development plan document?• the submission proposals map (unless there are no site allocation policies)?	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Yes. Copy of letter sent the Planning Inspectorate listing the documents submitted is available on request.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> the documents prescribed in Regulation 30(1)? 					
<p>30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:</p> <ul style="list-style-type: none"> development plan document? submission proposals map (unless there are no site allocation policies)? documents prescribed in Regulation 30(1)? 	<ol style="list-style-type: none"> The Act s20(1) and 20(3) Regulations 30(1) and 30(2)(b) 		<p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal.</p>	<ol style="list-style-type: none"> Record of sending Reasons why documents cannot be sent electronically 	<p>Yes.</p> <p>Electronic copies of all submissions documents sent to the Planning Inspectorate with covering letter.</p>
<p>31. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> The development plan document? The documents prescribed in Regulation 30(1)? 	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of where and when made available	<p>Yes.</p> <p>All submission documents placed on deposit at the Council Offices and all other deposit locations.</p> <p>Statement of Inspection made available on the Council's website and also sent out with notification letters.</p>
<p>32 On your website, have you published the:</p> <ul style="list-style-type: none"> development plan document submission proposals 	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of publication	<p>Yes.</p> <p>All prescribed documents published on the Council's website on submission date</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>map</p> <ul style="list-style-type: none"> • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available? 					9 th September 2011.
<p>33 For each specific consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> • development plan document • submission proposals map • sustainability appraisal report • adopted statement of community involvement 	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>Copies of letters sent out to specific consultation bodies available on request.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents you consider relevant to each body • statement as to where and when the development plan document and the documents are available? 					
<p>34 For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <ol style="list-style-type: none"> 1. notification that the documents prescribed in Regulation 30(1) are available for inspection 2. where and when they can be inspected? 	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ol style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>Copies of notification letters sent to general consultation bodies available on request.</p>
<p>35 Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> • the title of the development plan document? • the subject and area 	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ol style="list-style-type: none"> i. Copy of advertisement ii. Where and when placed 	<p>Yes.</p> <p>Notice published in the Express and Star newspaper on 9th September 2011 and also published on the Council's</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>covered by the development plan document?</p> <ul style="list-style-type: none"> notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 					website.
36 Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>Notification sent out by letter/e-mail to all those on the Council's consultation database.</p>
<p>37 If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> published the time and place of the examination and the name of the person appointed to carry out the examination on your website notified those who have made representations on the published development plan document which have 	<ul style="list-style-type: none"> 1. The Act section 20 2. Regulation 34 			<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>not been withdrawn of these details</p> <ul style="list-style-type: none"> • advertised these details? 					