



South  
Staffordshire  
Council

# South Staffordshire

## Local Development Framework



Shaping a Sustainable Future  
for South Staffordshire

## Statement of Community Involvement

Adopted October 2006  
(Amended August 2011)



**SOUTH STAFFORDSHIRE  
LOCAL DEVELOPMENT FRAMEWORK**

**STATEMENT OF  
COMMUNITY  
INVOLVEMENT**

**Adopted October 2006**  
(Appendices Updated August 2011)

**South Staffordshire Council**

# **South Staffordshire Local Development Framework**

## **Statement of Community Involvement**

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## **1. Introduction**

- 1.1 Planning is undergoing a fundamental change and one of the key aspects of this change is how the community will be engaged in planning for South Staffordshire, both in forward planning and in considering planning applications. The following is an introduction to the reforms in the system and how the changes will affect you. A glossary of terms has been prepared which will assist in the understanding of the new system and this can be found as Appendix 1.

### **Background**

- 1.2 The planning system provides a framework of policies and plans to guide the development and use of land in an area so that development can be located in the right place and at the right time in the most sustainable way. Since 1996, the South Staffordshire Local Plan, together with the Structure Plan, has provided policies and proposals to shape the District. Under new planning legislation introduced in 2004, the Structure Plan will be abolished and the Local Plan will be phased out and replaced by a new Local Development Framework (LDF).
- 1.3 Planning permission for new development or changes to existing buildings is determined in accordance with the policies in the development plan, unless material considerations indicate otherwise.
- 1.4 There are always difficult decisions to be made in considering planning applications and preparing a development plan. The Council must balance the protection and enhancement of the environment against the demand for housing and employment opportunities that will meet the needs of those working and living in South Staffordshire. The planning system must try to reconcile differing views of the community and stakeholders to achieve a better quality of life for all in the District.

### **The New Development Planning System**

#### **Local Development Framework**

- 1.5 On the 28<sup>th</sup> September 2004, the Planning and Compulsory Purchase Act 2004 came into force signalling the start of the new development planning system, which sees the replacement of Local Plans with Local Development Frameworks (LDFs). Unlike the previous Local Plan, the LDF will give a broader consideration to spatial issues in the District, over and above traditional land-use planning.
- 1.6 The LDF document production process will provide greater opportunities for stakeholders, local communities and organisations to be involved in comparison to the previous system, with the purpose of shaping the sustainable future of South Staffordshire. To accomplish this objective, the Council will be taking a more pro-active approach to community involvement from the outset of document preparation.
- 1.7 The new Act also introduced a new statutory document to the development plan, the Regional Spatial Strategy (formerly Regional Planning Guidance) which provides the spatial strategy for the Region until 2021.

### **Statement of Community Involvement**

- 1.8 One of the purposes of the new planning system is to promote more significant involvement of the community in order to shape a sustainable future for South Staffordshire. The Statement of Community Involvement (SCI) sets out the Council's standards and approach to involving stakeholders and the community in the preparation and review of the Local Development Framework and respective Local Development Documents and their involvement in decisions on planning applications. Under the new Act, all local planning authorities must produce an SCI so that it is clear who should be consulted, when consultation will take place and how that consultation will be undertaken. This document was considered sound by an Independent Inspector at Examination, and was formally adopted by the Council on 31<sup>st</sup> October 2006.
- 1.9 The approach to managing community involvement is set out in Planning Policy Statement (PPS) 12 "Local Development Frameworks" and The Town and Country Planning (Local Development) (England) Regulations 2004. Further guidance is available in the companion guide to PPS12 "Creating Local Development Frameworks". These documents are available on the Department for Communities and Local Government website at [www.communities.gov.uk](http://www.communities.gov.uk)
- 1.10 The Council has also produced a leaflet explaining the new planning system of Local Development Frameworks, which is available at the Council Offices, Codsall, Parish Councils and libraries throughout the District and on the Council's website.

### **Having Your Say**

- 1.11 Planning affects all our community and influences the future of where we live and work. We want to be able to live in a safe and pleasant environment, with access to facilities and services that best meet not only our own needs, but also those of future generations. The reform of the planning system is intended to make it possible for you to have your say on the future of your area.
- 1.12 Community participation will also increase awareness of planning issues in the District and will enhance the feeling of community inclusion in the planning process by providing "ownership". Local residents and stakeholders have a great deal to contribute to the new system as they have intimate knowledge and understanding of their communities and its distinctiveness and can often provide a valuable insight into local issues and concerns.
- 1.13 Community involvement will be a continuous process in which the Council invites local communities and organisations to contribute their opinions on local planning matters. The approaches to community involvement will vary depending on the type of document being produced and its geographical coverage, but the aim will be to:
- Inform - Provide balanced and objective information to help local communities and organisations in understanding the issues, alternatives and possible solutions.

- Consult - Obtain feedback on any proposals undertaken, alternatives, or suggested decisions.
- Involve - Continuous work with interested parties in the decision making process to ensure that the public concerns are understood and carefully considered.
- Collaborate - Team up with local communities and organisations in each aspect of the decision making process including the generation of options and finding a preferred solution from those options.

### **Will My Views Make a Difference?**

- 1.14 The benefits of the new planning system are numerous. By involving people in the decision-making process from the outset, the Council will have a better understanding of the planning problems and issues in the community. It is hoped that when Local Development Documents are published they will be more likely to reflect local opinion and receive greater support from the community, because of the input received.
- 1.15 However, the planning system must often balance differing views with the future needs of the District and will be required to make difficult decisions that will not always satisfy everyone. Being involved therefore does not guarantee that your views, or a majority consensus, will prevail. There are many different factors which contribute to the decision-making process including statutory requirements, national planning policy guidance and the need to consider other local and regional strategies and programmes. The Council will ensure however that all material planning issues raised will be considered before reaching a decision, and that you will be provided with feedback on any contributions made.

### **What Do You Think?**

- 1.16 The SCI has been adopted following a period of extensive consultation. If you wish to discuss this document or any aspect of the South Staffordshire Local Development Framework please telephone a member of the Development Plans Team on 01902 696426/696423/696317.
- 1.17 Alternatively, if you prefer, you can seek advice from independent sources. Information is available from the Government, via the Department for Communities and Local Government website at [www.communities.gov.uk](http://www.communities.gov.uk). Planning advice is also available from planning consultants, chartered town planners and members of the Royal Town Planning Institute (RTPI). The RTPI [www.rtpiconsultants.co.uk](http://www.rtpiconsultants.co.uk) and the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) websites contain further useful information.
- 1.18 West Midlands Planning Aid Service (WMPAS) provides free and independent advice on town planning issues to community groups and individuals who cannot afford professional fees. It is part of the Royal Town Planning Institute. It is a charitable organisation independent of central and local government, which has paid staff as well as a strong volunteer network.

1.19 Planning Aid can enable communities and prepare them for their involvement with the Council and the development plan process. The more people know about the planning system the easier it is for them to make a contribution.

1.20 WMPAS can be contacted at:

West Midlands Planning Aid Service  
319 The Custard Factory  
Gibb Street  
Birmingham  
B9 4AA

Tel/Fax: 0121 693 5568

Email: [wmco@planningaid.rtpi.org.uk](mailto:wmco@planningaid.rtpi.org.uk)

## **2.0 Statement of Community Involvement Process**

2.1 At the heart of the new planning system is the requirement to involve local communities and stakeholders in the process of document preparation at the earliest opportunity. The Government therefore requires the new system to be:

- transparent and open,
- one that will be easily understood and accessible to all including traditionally hard-to-reach groups, and also
- has the support of the community and stakeholders with opportunities for participation clearly identified.

2.2 The Statement of Community Involvement (SCI) is a Local Development Document (LDD) that sets out the Council's vision, standards and approach for community and stakeholder involvement. This is the adopted document, and all representations were considered at both the draft and submission stage, and an independent Planning Inspector at Examination considered the document to be "sound". After making the necessary alterations to the document outlined in the Inspector's binding report, the Council formally adopted the SCI on the 31<sup>st</sup> October 2006.

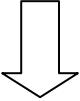
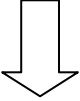
2.3 In order for community participation to be successful, an inclusive methodology is required that targets all the different sectors of our community and acknowledges the need for different approaches as some individuals are in a better position to contribute than others. This Statement of Community Involvement will therefore outline the most effective way of engaging the community in participation and explain the different techniques that will be used to involve a wide variety of stakeholders, representative organisations and members of the public.

2.4 One of the most effective ways of engaging people is through existing groups and organisations. Additionally, to ensure that we engage with people not included in these identified groups and organisations, the Council will maintain an LDF database with details of any person or body who has expressed an interest in the future planning of the District. This will be reviewed and updated on a regular basis.

2.5 The SCI will need to be reviewed if the Council considers that significant changes have occurred with either the methods used, or groups being consulted, which would mean that it no longer accurately reflects the required approach. The Council is required to prepare an Annual Monitoring Report (AMR) for the Local Development Framework. This will consider progress in meeting targets for the production of Development Plan Documents (DPDs) and the effectiveness of planning policies. The AMR will identify whether documents will need to be reviewed and any changes will need to be reflected in a review of the SCI. When a review is considered necessary, the same procedures taken to produce the SCI will be followed. For this reason, the Appendices do not form part of the SCI and can be updated as and when needed.

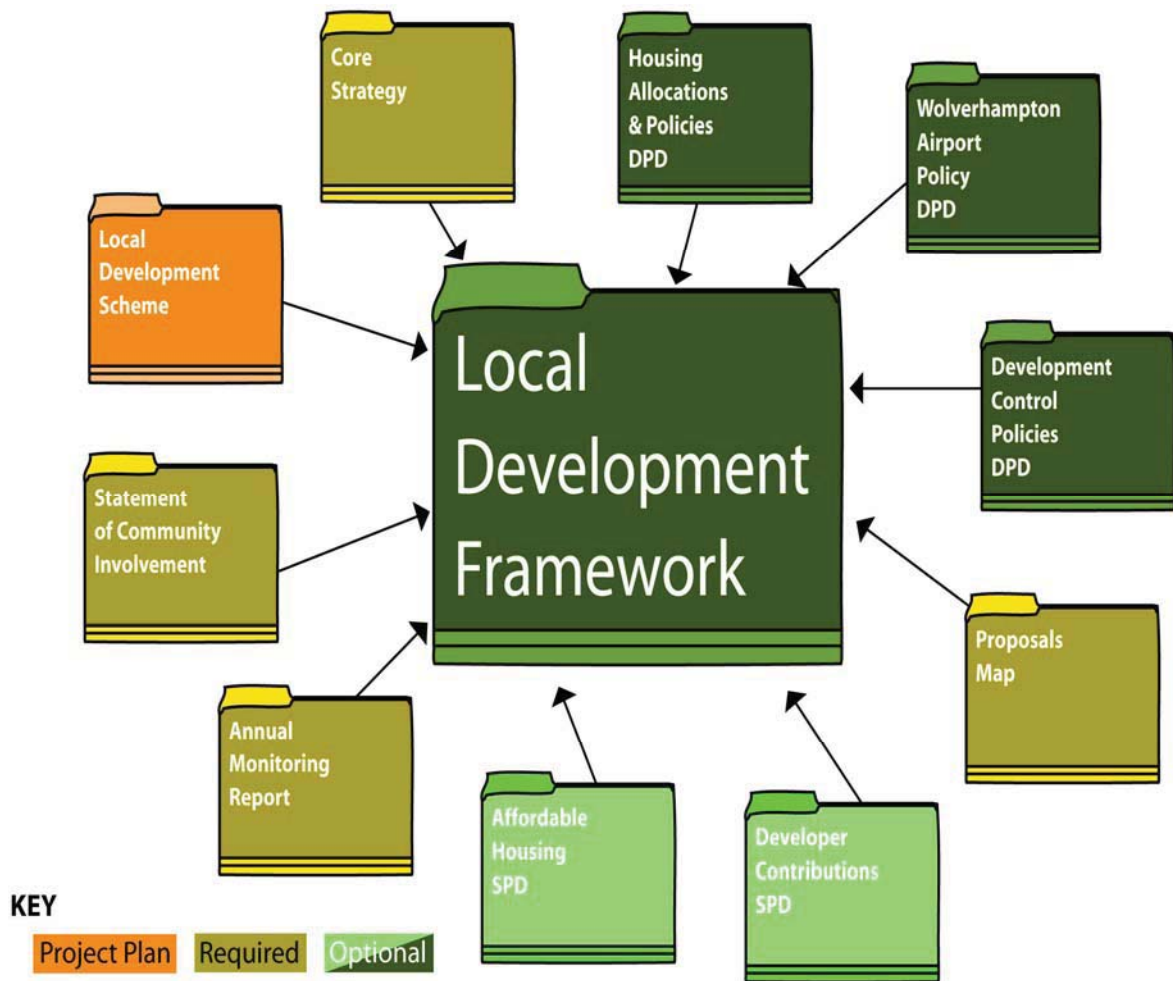
2.6 The following table outlines the process that the SCI goes through from initial preparation to final adoption. If the SCI needs to be updated in the future the process will follow the same protocol.

**Table 1**

<b>SCI Process</b>
Consideration of options and evidence gathering
<b>Publication</b> of draft SCI
6 week <b>consultation period</b> 
Consideration of comments received, and amendments to SCI in the light of consultation. Feedback on your comments
Amended SCI submitted to GOWM and published for further consultation
6 week <b>consultation period</b> 
Consultees' comments submitted to the Planning Inspectorate and a summary sent to GOWM
<b>Public Examination</b> into SCI by Independent Inspector
<b>Binding Inspector's Report</b>
Amend SCI if necessary then <b>adoption</b> and <b>publication</b> of final document

**3.0 South Staffordshire Local Development Framework**

3.1 Under new legislation, which came into effect in 2004, the Council is now preparing a Local Development Framework (LDF) for South Staffordshire. The LDF, which will eventually replace the South Staffordshire Local Plan, will comprise a portfolio of short, concise and easily updated documents (see figure 1). The first document produced by the Council as part of the LDF was the Local Development Scheme (LDS). The LDS is the Council’s project management plan, which outlines the programme and key timescales for the production of LDF documents in a three-year period, and the opportunities for community involvement. The LDS is available to view on the Council’s website or at the Council Offices, Codsall.



**Figure 1**

Source: DCLG PPS12 2004

3.2 Documents to be produced in the LDF will consist of statutory and non-statutory documents, and the Council plans to bring forward the following as its priority documents:

- **Development Plan Documents (DPDs)**
  - Core Strategy, which will incorporate the Council's vision, objectives and core policies for the future of the District
  - Housing Allocations and Policies
  - Development Control Policies
  - Wolverhampton Airport Policy Area
- **Supplementary Planning Documents (SPDs)**
  - Affordable Housing
  - Developer Contributions

### **Sustainability Appraisal/Strategic Environmental Assessment**

- 3.3 Section 39 of the Act requires LDF documents to be prepared with a view to contributing to the achievement of sustainable development. Local planning authorities must ensure that documents are subject to Sustainability Appraisal (SA) and must comply with the European Union Directive 2001/42/EC which requires formal Strategic Environmental Assessment (SEA) to be carried out on plans and programmes which are likely to have significant effects on the environment. The requirements for SA/SEA can be met through a single process and must be carried out in accordance with DCLG guidance. The above documents will be subject to a Sustainability Appraisal, incorporating a Strategic Environmental Assessment (SA/SEA), and community involvement will be sought on SA/SEA as part of the consultation process at all stages of the DPD process (see Figure 3).

### **Links With Other Strategies**

- 3.4 The new planning system has progressed from traditional land use planning, to a new spatial approach. This system now requires the Council to consider the most effective use of land that looks at social, economic and environmental factors in order to provide the most sustainable form of development possible, and therefore improve quality of life for South Staffordshire's residents.
- 3.5 As a result of these changes to the planning system, the Local Development Framework cannot be produced in isolation. Robust links with other strategies and the Local Strategic Partnership (LSP) (see paragraph 5.8) are essential to the sustainability and success of the LDF, to ensure that all competing demands on land use in South Staffordshire are considered. These strategies and plans include:
- Community Strategy for South Staffordshire
  - Corporate Strategy
  - Housing Strategy
  - Affordable Housing Policy
  - Crime Reduction Partnership Community Safety Strategy
  - Sustainable Development Strategy
  - Contaminated Land Strategy
  - Local Transport Plan for Staffordshire

South Staffordshire Community Strategy – “A Community of Communities”

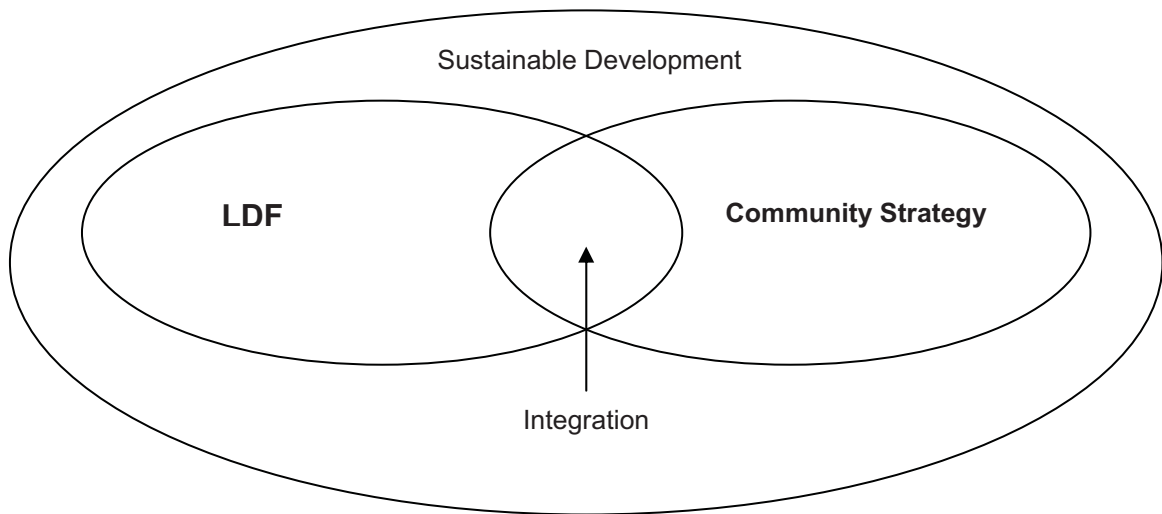
- 3.6 The South Staffordshire Community Strategy – ‘A Community of Communities’ was published by the Local Strategic Partnership in 2002 with the aim of improving the quality of life for all those living and working in the District. The LDF and the Community Strategy share a common purpose of contributing to sustainable development through community participation, consequently the LDF needs to reflect the vision of the Community Strategy: The Strategy sets out the following vision:

*“We will strive to make South Staffordshire a safe and healthy place to live, with prosperous villages and thriving communities, where everyone can develop their abilities to the full, and pass on to future generations a better environment.”*

- 3.7 The LDF will play a major part in helping to meet the aspirations of the Community Strategy and will give spatial expression to those aspects of the Strategy that relate to the use and development of land. The LDF will therefore be a key component in the delivery of the Community Strategy. The link between the LDF and the Community Strategy is illustrated in Figure 2.

**LDF Links**

**Figure 2**



- 3.8 In order to achieve the vision and aspirations of the Community Strategy it will be important that the Strategy and the LDF are closely integrated in partnership with local communities and to develop a strong and socially inclusive relationship. This relationship will be the foundation of community involvement in the LDF.
- 3.9 The Council has adopted this Statement of Community Involvement, and the first DPD to be prepared will be the Core Strategy, which will outline the long-term vision and objectives for the District. This vision will echo the aspirations outlined in the Community Strategy; and the subsequent Local Development Documents (LDDs) will seek to relate these aspirational issues into land use development. The Council will ensure that the LSP is consulted on the preparation of every LDD. For details of LSP Membership please see Appendix 2.

South Staffordshire Council External Communication and Consultation Framework

- 3.10 When developing the SCI it was recognised that engaging the community extends to a wide range of other activities carried out by the Council. In order to ensure a co-ordinated approach to consultation, the approach in this document is consistent with and supportive of the Council's emerging External Communication and Consultation Framework.

#### **4.0 Guiding Principles**

4.1 The Council's vision for community engagement is "to raise awareness about planning issues affecting South Staffordshire and give everyone the opportunity to participate in the planning process". It is also appropriate to consider the principles of sustainability, as it is one of the fundamental aims of the new planning system. At the heart of sustainable development is the simple idea of ensuring a better quality of life for everyone, now and for future generations. A widely used definition was drawn up by the World Commission on Environment and Development in 1987: "development that meets the needs of the present without compromising the ability of future generations to meet their own needs". In preparing documents for the LDF the Council will be guided by the principles of sustainable development.

4.2 The Council is dedicated to engaging the community and stakeholders in the new planning system in order to shape a sustainable future for South Staffordshire. The views of local communities and organisations can help us to identify areas where we need to focus our efforts and help us monitor our progress within communities. The principles of our approach to community involvement are:

1. Local communities and organisations should be fully and effectively involved in document preparation and Sustainability Appraisal and decision making on planning applications.
2. Community involvement should be a continuous process, which allows everyone involved to see the development of ideas. This will require feedback to provide local communities and organisations with a sense of ownership.
3. Communication with local communities and organisations should use a range of approaches and integrate with a wide cross section of the public.
4. The Council will publicly respond to the views of local communities and organisations, and ensure that these opinions are taken into account as an integral part of the decision-making process. As well as reporting on the methods utilised for community involvement, we will also state the outcomes of that involvement.

**Standards for Community Involvement in all Local Development Document (LDD) Production (Table 2)**

The following are the minimum consultation requirements set out in The Town and Country Planning (Local Development) (England) Regulations 2004 for Community Participation:

- All documentation is to be placed on the Council's website ([www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)) together with background and supporting information, which would assist the local communities and stakeholders in understanding what they are being invited to comment upon
- All relevant material should also be readily available in the Council Offices, Codsall and other suitable locations across the District for the entire 6 week period of consultation.
- Copies of the documents will be sent to the Government Office for the West Midlands, and to every statutory consultee in accordance with PPS12
- The availability of the documents for inspection will be advertised in local newspapers, including details of where and when the documentation can be accessed

In addition to these minimum Regulations, the Council will:

- Place copies of the relevant documentation at all libraries in the District
- Place copies at Parish Councils
- Contact all people registered on our database
- Publish information in the Council newspaper "South Staffordshire Review" on the progress of the LDF where timescales permit
- Provide feedback when possible
- Advertise in newspapers circulating in the area

In the preparation and production of all LDDs, the Council must adhere to the principles set out for community engagement and a mandatory statement must accompany each document stating the approaches used. If during the independent inspection the document is deemed to have failed to adhere to the principles, the LDD will be withdrawn.

4.3 LDF documents and any related literature are also available in a variety of formats e.g. Braille, large print, audio cassette, and languages other than English. If you require documents in another format please contact the Development Plans Team, Strategic Development Services, Council Offices, Wolverhampton Road, Codsall, South Staffordshire, WV8 1PX.

4.4 The Council will make every endeavour to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.

**Community Involvement in the Production of Development Plan Documents (DPDs)**

4.5 As part of its Local Development Framework, the Council will prepare a number of Development Plan Documents (DPDs), including the Core Strategy, Site Specific Allocations and Development Control Policies. A breakdown of the DPD production process is set out in Figure 3 over, which highlights the points at which local communities and organisations can be involved.

**Figure 3**

<b>Community Involvement in the Development Plan Document (DPD) Production Process</b>		
<b>SUSTAINABILITY APPRAISAL</b>	Early community engagement and evidence gathering	<b>Pre Production</b>
	Prepare and consult on Issues and Options	<b>Production</b>
	Evidence used by Council to draft Preferred Options	
	Preferred Options Report	
	6-week consultation	
	Consideration of representations	
	Submission of DPD	
	6-week consultation	
	Representations on submitted DPD	<b>Examination</b>
	Independent Examination	
	Binding Report	<b>Adoption</b>
	Adoption	
		Monitoring and Review

Initial Consultation/Evidence Gathering

4.6 The Council considers that community participation at this stage in the Development Plan Document (DPD) production process is the most crucial. It gives people the opportunity to put forward their own ideas and participate from the outset in developing proposals and options. Maximum community involvement at this stage will “front-load” the process and ensure that the decisions taken in the final published document have been made from a robust and sound information base. This will also result in a more supported policy document, as it will have created a sense of local ownership over the decision.

Consultation on Issues and Options

4.7 The Council will undertake consultation on initial issues and options in order to find the most suitable option for the District. The Council believes that this is a key stage, during which local communities and organisations can discuss issues of particular importance to them, and participate in developing the most suitable proposals and alternative options. The Council also recognises that the Sustainability Appraisal will inform the development and refinement of Issues and Options.

4.8 Different DPDs will require different levels of involvement at each stage of the process. For example, when an Area Action Plan is being prepared, there will be greater opportunities for more detailed exploration of the options by local residents and organisations that are directly affected by the proposals.

However, it is imperative that the Core Strategy consultation has a broader representative cross-section of South Staffordshire communities in order to ensure the spatial vision and objectives are relevant to the District as a whole.

#### Consultation on Preferred Options

- 4.9 The statutory consultation period for the preferred options stage is six weeks. During this time representations can be made regarding the proposals and preferred alternatives, which came forward from the previous consultation exercise. As there is a statutory fixed consultation period, the Council will ensure that extensive publicity of the proposals and the preferred options is carried out, to ensure the public and stakeholders are fully aware of the opportunity to make representations. This will include newspaper coverage and exhibitions, documents available at a range of sites, consulting all registered on the LDF database, and full access to the documentation on the Council website.
- 4.10 Where a DPD is site specific, neighbouring residents to the site will be informed, and in addition to this, a site notice will be posted on or near the proposed site and local meetings arranged. These notices will inform people how to make a representation in respect of the site and any associated policies. Every attempt will be made to meet requests from any group or organisation to attend pre-arranged meetings.
- 4.11 Representations made at the preferred options stage will not be taken forward for consideration at the independent examination, but the Council will consider any suggested alterations. Feedback will be given to all those who made representations explaining what amendments (if any) have been made and why a particular decision has been taken. Once these amendments have been made, the DPD will be submitted to the Secretary of State.

#### Submission of Development Plan Documents (DPDs)

- 4.12 At this stage in the DPD production process, the public and stakeholders will have a further 6-week period in which to make formal representations to the final document that is submitted to the Secretary of State. This period of public consultation will be widely publicised, as there will be no opportunity for late representations to be made. This will include contacting everyone on our database, newspaper coverage and exhibitions, documents available at a range of sites, and full access to the documentation on the Council website. The Inspector at the Examination will consider the representations made during this consultation period, but only those seeking change to the document will be heard. At this stage of the consultation process, the Council is not expected to change the substance of the submitted document.

#### Advertising Alternative Sites

- 4.13 Where alternative sites are put forward by landowners, consultants and developers that have not been previously considered during document production, a further 6-week public consultation period will be allowed to enable representations to be made on them. In order to provide the opportunity for full consultation, these alternative sites need to be publicly advertised. The independent Inspector appointed by the Secretary of State, will consider any representations on such sites made at this stage.

Independent Examination

- 4.14 Anyone that has an unresolved objection against the Development Plan Document (DPD) from the submission stage has the right to have their representation considered by the Inspector, either by written representations or oral hearing. It is anticipated that most representations will be considered in writing, however whichever method used, the representation will carry the same weight. The Inspector will principally be examining the whole document for “soundness”, which will examine whether the document was prepared from a sound evidence base with high levels of community participation.

Inspector’s Report and Adoption

- 4.15 After the Examination, the report produced by the Inspector will be binding on the Council. The report will outline how the Development Plan Document (DPD) needs to be altered before publication. The Inspector can also identify important issues that may need to be brought forward in a review. Once this document is amended with the Inspector’s recommendations, it can be adopted and published by the Council.

Review

- 4.16 The Development Plan Document (DPD) will be reviewed as necessary to take account of changes in national planning policy and following the outcome of any issues highlighted in the Annual Monitoring Report (AMR). Any amendments will go through the usual consultation process.

**Community Involvement in the Production of Supplementary Planning Documents (SPDs)**

- 4.17 Supplementary Planning Documents (SPDs) will be produced by the Council to provide guidance, and support policies in Development Plan Documents (DPDs). The principles for community involvement are the same, however it is a much simpler process with only one period of evidence gathering with community involvement and one formal statutory consultation period. This initial stage of evidence gathering and public consultation will vary depending on the nature of the document being produced.

*Figure 4*

<b>Community Involvement in the Supplementary Planning Document (SPD) Production Process</b>		
<b>SUSTAINABILITY APPRAISAL</b>	Early community engagement and evidence gathering	<b>Pre Production</b>
	Prepare draft SPD	<b>Production</b>
	Public Participation on draft SPD 4 – 6 weeks	
	Consider representations and finalise SPD	
	Adoption	<b>Adoption</b>
	Monitoring and Review	

- 4.18 Consultation will take place with anyone affected by the Supplementary Planning Document, in line with The Town and Country Planning (Local Development) (England) Regulations 2004. For example, where the SPD will support a site specific policy, consultation will be aimed at those affected, however where SPD is more of a specialist nature, specific stakeholders will be targeted e.g. parking standards would require the engagement of the Highway Authority.
- 4.19 The statutory requirement for formal consultation is a maximum of 6 weeks but not less than 4 weeks. In addition to the continuation of public consultation from the early stages, site notices on or near to a proposed site or relevant area would also be required in addition to community involvement techniques outlined previously. The Council will then consider all representations received before making the necessary changes (if any) prior to the adoption of the document.
- 4.20 There is no Examination into an SPD and the Council can adopt the document when comments have been considered and it is finalised. All those who made comments will be notified of the date of adoption and publication, and how to obtain a copy.

## 5.0 **Community Engagement**

### **Who can get involved in the production of Local Development Documents (LDDs)?**

5.1 Anyone with an interest or who has something to contribute to shaping the future of South Staffordshire will be actively encouraged to get involved in Local Development Document (LDD) production. The key target groups the Council is eager to engage include the following:

- **General Public**
- **Central/Regional/Local Government**
- **Council Members**
- **Parish Councils**
- **Residents' Associations**
- **Statutory Bodies and Groups**
- **Local Strategic Partnership (LSP)**
- **Business Groups**
- **Developers/Agents/Landowners**
- **Interest Groups e.g. Local Amenity Organisations**
- **Hard-to-Reach Groups**
- **The Media**
- **Registered Social Landlords**

5.2 It is important to remember that the level of involvement will vary depending on the purpose and nature of the document being prepared. Different LDDs will require different levels of involvement at different stages in the process. As an example, when an Area Action Plan is being prepared, there will be greater opportunities for localised consultation of those who are directly affected, than in the broader, District wide Core Strategy. It is fundamental however, that the Core Strategy draws representation from a broad cross-section of South Staffordshire communities to reflect the District wide importance of the document.

### **Who Will Be Consulted?**

5.3 The key to successful community involvement is to encourage everyone to participate regardless of age, gender, religious beliefs etc in order to provide the most balanced solution. South Staffordshire Council is committed to consult those groups that have had low levels of engagement in the past, especially hard to reach groups. In order to facilitate this participation, a wide range of techniques must be utilised and some methods will need to be tailored to specifically target certain groups.

### **Consultation on DPDs**

5.4 Annex E of PPS12: Local Development Frameworks identifies specific consultation bodies that must be consulted in the preparation of a Development Plan document. These include:

- The Regional Planning Body
- Staffordshire County Council and neighbouring authorities
- Parish Councils
- Countryside Agency
- Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Network Rail

- Regional Development Agency
- Owners/Controllers of telecommunications apparatus
- Strategic Health Authority
- Organisations which provide gas, electricity, water and who deal with sewerage

Other general consultation bodies includes those groups and stakeholders which the Council considers appropriate and examples of these would be:

- Groups representing the business community in the District
- Groups representing different religious, racial or ethnic communities
- Voluntary Groups

- 5.5 The Council will also consult the necessary Government departments as appropriate. A list of the types of groups the Council proposes to involve is attached as Appendix 3.

#### Council Members

- 5.6 Councillors are elected to represent their constituents and as such have a key role to play in not only decision-making, but in gathering information on the views of the communities they represent. All policy proposals generated will be put forward to the Executive with the final decision being made at Full Council. The SCI and any SPDs produced by the Council are not required by DCLG to go to Full Council for approval, however under the constitution of the Council all decisions need to be ratified by Full Council. Members will then be able to keep people in their wards informed of any progress with the LDF and on key issues in the area.

#### Parish Councils

- 5.7 Parish Councils act as representatives of the community at the grass roots level, and also have a crucial role to play. Opportunities will be taken to utilise parish newsletters and attend Parish meetings where appropriate. Where parish newsletters are not produced, then Parish Councils will be asked to display information bulletins on parish notice boards. As most Parish Councils do not meet weekly, they will be given advance notice of all statutory consultation periods in order to allow them time to meet and provide comments on the proposals within the statutory consultation period.

#### Local Strategic Partnership

- 5.8 The Local Strategic Partnership brings together the key stakeholders within South Staffordshire and is fundamental in identifying links between the Local Development Framework and other plans and strategies of partner organisations. This relationship will provide the opportunity to ensure that the spatial dimensions of these plans are appropriately reflected in the LDF. Members of the LSP are set out in Appendix 2.

#### Local People

- 5.9 The Council wishes to ensure that no one feels excluded from the planning process and will therefore be seeking to make better use of some of the existing groups/networks in the District in addition to finding new approaches

to community involvement. The use of existing groups will involve feeding information on relevant issues and attending meetings where possible.

- 5.10 At all key stages in the production process, all of those who register an interest will be notified of the publication of documents and will be provided with full details of how they can make their views known. Clearly, this will not prevent other individuals from becoming involved at any stage, and the Council will ensure that key consultation stages are widely publicised in the local press and the website for anyone wishing to be involved.

#### Local Organisations

- 5.11 The Council appreciates that many local, regional and national organisations are receiving an increasing volume of consultation documents that they are asked to comment on, frequently within limited timescales. For this reason, we will endeavour to use existing networks wherever possible, including LSP members. In addition to the utilisation of existing networks, the Council will maintain a database with all interested organisations and groups to ensure everyone is notified of the consultation stages. A list of these types organisations is listed in Appendix 3.

#### Agents/Developers

- 5.12 This group includes landowners, consultants and those with potential development interests. Many of these stakeholders are already aware of the LDF and we believe their involvement in the new system will continue. This will provide the opportunity to build consensus with a key group of stakeholders and allow key policies and proposals to be considered by those responsible for delivering development on the ground. As a consequence of this, these stakeholders can provide a wealth of knowledge in the LDF production.

#### Business Groups

- 5.13 A strong local economy is essential to the future of the District and therefore it is important that the business community is fully involved in the planning system. There are existing business networks within the District and we will utilise these along with close communication with the Commercial Development officer at South Staffordshire Council in order to maintain a two-way flow of information.

#### Hard to Reach Groups

- 5.14 Through the Crime Audit carried out in 2004/05 the Council has identified a number of hard to reach groups and these include:

- Lesbian, Gay, Bi-sexual and Transgender
- Black Minority Ethnic Groups
- Inter-Faith Groups
- Victims of Domestic Violence
- Older People
- Special Needs Groups
- Young people and Socially Excluded Young people
- Rural Communities

- Socially Excluded People
- Those who have no fixed home
- Gypsies and Travellers

5.15 The Council aims to improve its consultation with 'hard to reach' groups and further details of these groups can be found in its External Communication and Consultation Framework 2005/06. It is anticipated that links with such groups can be strengthened as the process becomes established.

#### **How will you be Consulted?**

- 5.16 There are many ways in which the community can be involved in the planning process and in line with the aims of 'front loading' in the new system the Council prepared a questionnaire asking how people would like to be involved. The questionnaire was sent to those registered on the LDF database, including developers, community groups, residents, Parish Councils and libraries and is also on the Council's website. Additionally, an article was published in the Council's newspaper 'South Staffordshire Review' which is delivered to every household in the District, and the Council's Residents' Panel was asked for their views on how the Council consults residents.
- 5.17 A detailed analysis of the questionnaire was prepared for the submission SCI document, and this formed part of the pre-submission statement. The responses to the questionnaire informed the content of the final SCI. If you would like a copy of this analysis, it is available on request from the Development Plans Team.
- 5.18 Appendix 5 gives details of the methods which may be employed during the consultation process.

**6.0 Planning Applications**

6.1 The following sets out the processes for consultation with the community and stakeholders in the consideration of planning applications. Development should be in accordance with the policies and proposals in the Development Plan (which the LDF will soon form part of) unless there are very good reasons not to do so. The first section of this SCI has looked at how these policies and proposals are formulated and agreed.

**What are Planning Applications?**

6.2 The area of planning that most people come into contact with is in connection with a planning application. This is known as ‘Development Control’ and is the process by which the local planning authority determines planning applications for new development, changes of use or alterations and extensions. The Government has set minimum standards for consultation on planning applications and these are to be found in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended) and Circular 15/92. Similarly, Sections 67 and 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990 apply to applications that require listed building or conservation area consent. See Appendix 4 for further details. South Staffordshire District Council is part of a two-tier local government system and deals with the majority of plans applications, whilst the County Council deals with applications for minerals and waste disposal.

**How Do We Inform People About Planning Applications?**

6.3 The Council already meets and exceeds the minimum statutory requirements for consultation and publicity on planning applications but aims to make information about planning applications available to as wide an audience as possible. The Council’s website provides guidance on the development control system and you can view application details via the ‘public access’ link. It is anticipated that this service will be improved in the future so that it will be possible to view plans and submit planning applications online.

6.4 Planning applications can be viewed at Solutions at the Council Offices in Codsall between the hours of 8.45am and 5pm Monday to Friday (late night until 8pm on Tuesdays) and 9.30am – 1pm on a Saturday. Planning Support Staff, can be contacted by telephone between the hours of 8.45am and 5pm, Monday to Friday, and are available to answer queries in person by appointment.

6.5 The Council uses the following methods to consult on planning applications:

Neighbour Notification	Individual letters are sent to those properties most likely to be affected by the proposal. This means at least those properties who immediately adjoin the site will receive details of the proposals. The case officer may request that additional letters are sent where it is deemed appropriate.
Site Notices	A site notice is posted for applications where the adjoining landowner is not known or where the Regulations specify. This gives details of the application number, the nature of the proposed development, how to contact the Council and view the plans and the date by which representations should be made.

Weekly List	The Council produces a list of all applications received and this can also be viewed on the Council's website at <a href="http://www.sstaffs.gov.uk">www.sstaffs.gov.uk</a> through 'Public Access'. The list is also sent to a number of statutory and non-statutory bodies by arrangement and at a reasonable charge.
Advertisements	Under the Regulations the Council is required to publish details of certain types of application for example, all major planning applications, any which will be a departure from the Development Plan and those involving a listed building or conservation area. An advertisement is placed in the Express & Star on a Tuesday.
Parish Councils	Parish Councils are sent copies of all planning applications within their locality both to comment on formally and to make available to parishioners for comment. Planning applications for other parishes can be made available on request.
Councillors	Councillors receive a daily list of applications and can request copies of any application, within or outside their Ward.
Statutory and Non-Statutory Consultees	The Council consults a range of statutory and non-statutory consultees and a list is enclosed as Appendix 4. It should be noted that not all those on the list would be consulted on each application, as this will vary with the nature and scale of the proposal. Consultees are notified in writing and have 21 days in which to respond (Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation).

### **Community Involvement in Planning Applications**

- 6.6 The new legislation requires that the Council should seek new ways to strengthen the processes currently used for involving you in the consideration and determination of planning applications. As the consultation process already exceeds the minimum standards required, the Council will look at ways in which you can be involved at an earlier stage in the process, particularly for applications that will have a significant impact.
- 6.7 The Council feels that early negotiation is an important part of the development control process and is fundamental in bringing forward particular issues and highlighting local concerns so that when an application is made it will already have been amended to take account of some of these issues. A considerable amount of pre-application negotiation takes place on at the current time and this will continue to be encouraged.
- 6.8 Whilst it is important to promote discussions between a developer and the Council it is not always appropriate that such discussions are in the public domain. Some applications will be confidential because of the need for commercial confidentiality whilst others may be too controversial and unrealistic, and may not result in an application being submitted. Where it is likely that an application will come forward, developers will be encouraged to engage the community early in the process and to publicise and consult on the proposals as fully as possible. Where this has been carried out the Council may request evidence of this consultation.

**Planning Application Process**

6.9 For each planning application submitted the following will take place:

- Councillors notified
- Parish Council consulted
- Adjoining neighbours notified
- Site notice posted (where required)
- Deposit copy of plans in Solutions
- Application details posted on Council website through ‘Public Access’
- Consultation with appropriate Statutory and Non- Statutory consultees

The following matrix shows what publicity will take place for each type of planning application and when you will be notified if applicable:

<b>Nature of Development</b>	<b>Statutory Publicity Required</b>	<b>South Staffordshire Council Code of Practice</b>
Development where application accompanied by environmental statement	<ul style="list-style-type: none"> <li>• Advertisement in a local newspaper</li> <li>• Site notice</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Proposal departs from development plan	<ul style="list-style-type: none"> <li>• Advertisement in a local newspaper</li> <li>• Site notice</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Proposal affects a public right of way	<ul style="list-style-type: none"> <li>• Advertisement in a local newspaper</li> <li>• Site notice</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Major development	<ul style="list-style-type: none"> <li>• Advertisement in a local newspaper</li> <li>• Site notice OR neighbour notification</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Other development	<ul style="list-style-type: none"> <li>• Site notice OR neighbour notification</li> </ul>	<ul style="list-style-type: none"> <li>• Neighbour notification</li> <li>• Site notice where no adjoining neighbours</li> </ul>
Development affecting the setting of a listed building	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper AND site notice</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Development affecting the character or appearance of a Conservation Area	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper AND site notice</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Telecommunications permitted development prior notification to local planning authority	<ul style="list-style-type: none"> <li>• Site notice posted by developer</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement in local newspaper</li> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>
Other permitted development prior notification to the local planning authority	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Site notice</li> <li>• Neighbour notification</li> </ul>

6.10 There are processes that the Council has decided to follow which are not required by law and these are:

- All application sites are visited and a written inspection note made
- Neighbours are notified and site notices posted (legally they are alternatives)
- All consultees receive a copy of the decision on each application
- A copy of the report is sent to the applicant on all applications
- Normal consultation takes place with neighbours and Parish Councils on Notifications (e.g. telecommunications)
- All telecommunications Notifications are advertised

6.11 The results of consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

6.12 Sometimes, in order to overcome an objector's concerns or to improve the quality of a development, minor amendments are made to applications. The Council will re-notify consultees if significant changes are proposed. However, this is at the discretion of the case officer, and so that the determination of the application is not unduly delayed, it is not always considered necessary to reconsult all parties. Amended plans are available for inspection in Solutions and on the website.

### **Decisions**

6.13 Decisions on planning applications are dealt with in two ways. The majority of applications are determined under delegated powers by the Head of Development and Building Control Service. Where the Head of Development and Building Control has no delegated powers, or Councillors wish to consider the applications, they will be determined by the Regulatory Committee.

6.14 The Regulatory Committee consists of all 49 Councillors and meets approximately every 3 weeks. Details of dates of meetings and agendas can be found on the Council's website. At present the Council does not operate a system which allows members of the public to speak at Committee, however this has been identified as an area for review.

6.15 Once an application has been determined, all those who made comments are notified in writing of the decision.

### **Appeals**

6.16 Applicants have a right of appeal if the application is refused or they do not agree with conditions attached to the permission. Anyone who made comments on the application will be notified in writing of the appeal and will receive information on how to make their views known. The Planning Inspectorate will receive all information on the planning application, including any comments made, and it will not be necessary to resubmit objections. Ward Councillors are also notified separately. Where an informal Hearing or Public Inquiry is to be held, an appeal site notice is posted and the appeal details are publicised in the local press. Third parties are allowed to attend both hearings and Inquiries, providing the Inspectorate is notified beforehand. It is important to note that Appeals are outside of the Council's control and are

conducted by the Planning Inspectorate. For further details of this process visit [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk).

## **7.0 Resources and Management**

- 7.1 The Council has taken a realistic approach to the implementation of the SCI that reflects the time and resources available to it. The methods utilised will vary and will be appropriate to the nature and scale of the development plan documents being prepared or the proposed development.
- 7.2 The Development Plans Team is part of the Strategic Services Portfolio, under the Strategic Services Portfolio Manager and comprises a Development Plans Manager, 2 Assistant Development Plans Officers and a Technician. The team will work closely with colleagues and partners and will adopt a positive approach to involving external groups and individuals.
- 7.3 A Review of Speed and Quality in Development Control was undertaken in 2004/05 and a final report and recommendations were approved on 1<sup>st</sup> March 2005. The aim of the Review is to improve the speed of determining planning applications to achieve the top quartile as set out in the Improvement Plan. The Review sets out a number of recommendations in terms of the consultation process and these are currently being implemented.
- 7.4 The Council has used the Planning Delivery Grant to increase investment in the planning service and is committed to make the best use of the resources available to it.

**APPENDIX 1****SCI: GLOSSARY**

AMR	Annual Monitoring Report
DCLG	Department for Communities and Local Government
DPD	Development Plan Document
GOWM	Government Office for the West Midlands
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
PINS	Planning Inspectorate
PPS	Planning Policy Statement
RPG	Regional Planning Guidance
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SPD	Supplementary Planning Document
LSP	Local Strategic Partnership
"The Act"	The Planning and Compulsory Purchase Act 2004
"The Regulations"	The Town and Country Planning (Local Development) (England) Regulations 2004

**Annual Monitoring Report (AMR)** – A report produced by the LPA to show how the Authority is performing against all agreed targets.

**Area Action Plan (AAP)** – A **Development Plan Document (DPD)** that will provide a planning framework for areas of significant change or conservation.

**Community Strategy** – The plan which Local Authorities are required to prepare through the Local Strategic Partnership (LSP) for improving the long term economic, environmental and social well being of the District through partnership working and the active involvement of local communities.

**Core Strategy** – A **Development Plan Document (DPD)**, that sets out the long-term spatial vision and spatial objectives for the LPA area and the strategic policies and proposals to deliver that vision.

**Development Plan** - This will consist of the **Regional Spatial Strategy (RSS)** and **Local Development Documents (LDDs)** (both statutory **Development Plan Documents (DPDs)** and non-statutory **Supplementary Planning Documents (SPDs)**); all contained within a **Local Development Framework (LDF)**.

**Development Plan Documents (DPDs)** – Spatial planning documents prepared by the LPA and subject to **Independent Examination**. They include **the Core Strategy, Site Specific Allocations, Proposal Map** and **Generic DC Policies**. DPDs are required to have a **Sustainability Appraisal (SA)** and **Strategic Environmental Assessment (SEA)**.

**Environmental Report** – The report produced for the SEA that identifies, describes and evaluates the likely significant effects of implementing LDF policies and proposals.

**Evidence Base** – The researched, documented, analysed and verified basis for all the components of a **Local Development Framework (LDF)**. The work used to create the LDF can be published in the form of background papers.

**Examination** – All DPDs and the SCI will be subject to independent examination by a person (the Inspector) appointed by the Secretary of State. The purpose of the examination is to determine the “soundness” of the plan. Following the examination the Inspector will produce a report, which will be binding on the Local Planning Authority (LPA).

**Front-loading** - The important pre-production community participation processes involved in preparation of **Local Development Documents (LDDs)**. Seen by the DCLG as the key to efficient production and examination of LDDs. The **Statement of Community Involvement (SCI)**, **Local Development Scheme (LDS)** and the **Annual Monitoring Report (AMR)** play a large part in ensuring front-loading.

**General Policies for the Control of Development** – A suite of general criteria-based policies that are required to ensure that all development within the area meets the vision and aims set out in the **Core Strategy**. They will cover matters such as the protection of the environment, but will not simply repeat national **Planning Policy Statements (PPS)**.

**Local Development Document (LDD)** – A document that forms part of the **Local Development Framework (LDF)**. This can be either a statutory **Development Plan Document (DPD)** or a non-statutory **Supplementary Planning Document (SPD)**.

**Local Development Framework (LDF)** – A folder of **Local Development Documents (LDDs)** prepared by the LPA that sets out policies for delivering the economic environmental and social aims of the area.

**Local Development Scheme (LDS)** – A document setting out the LPA’s programme for the preparation of the **Local Development Documents (LDD’s)** within a three-year period and a timetable for their production and review. It will also state which policies will be saved from the existing Local Plan.

**Local Strategic Partnerships (LSPs)** – Responsible for producing the **Community Strategy**. This is an over-arching partnership of key stakeholders.

**Major Application** – Planning applications for development involving any one of the following:

- a) The winning and working of minerals or the use of land for mineral-working deposits;
- b) Waste development
- c) The provision of dwelling houses where –
  - i. The number of dwelling houses to be provided is 10 or more; or
  - ii. The development is to be carried out on a site having an area of 0.5 hectare or more and its not known whether the development falls within paragraph (c.i.);
- d) The provision of a building or buildings where the floor space to be created by the development is 1000m<sup>2</sup> or more; or
- e) Development carried out on a site having an area of 1 hectare or more.

**Material Consideration** – Any consideration relevant to the use and development of land and which is taken into account in determining a planning application is capable of being a material consideration. Material considerations include traffic impact, building design & layout, whether a proposal affects people's rights to privacy and daylight. Issues such as loss of a view, or effect on property values are not material considerations.

**Minor Application** – applications that fall under the limits set out under **Major Applications** above.

**Planning Aid** – Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to pay for the full costs of such advice.

**Planning and Compulsory Purchase Act 2004** – The legislation introducing the revised Development Plan System which, at the local level, is the **Local Development Framework**. The Act commenced in September 2004.

**Planning Delivery Grant (PDG)** - PDG provides resources, and incentives to regional planning bodies, and local authorities to improve the planning system and deliver sustainable communities. Allocations are based on assessment of performance across a range of planning functions.

**Planning Policy Statements (PPSs)** – Previously known as Planning Policy Guidance Notes (PPGs), these documents are issued by the Department for Communities and Local Government (DCLG) setting out Government policy on planning issues such as housing, transport, conservation etc

**Preferred Options** – During formal public consultation on a **Development Plan Document (DPD)**, the LPA will offer preferred options and proposals. The Council will offer those options, which are reasoned to be the most appropriate.

**Proposals Map** – A **Development Plan Document (DPD)** used to illustrate the policies and proposals in the development plan document, and any saved policies that are included in the **Local Development Framework (LDF)**. It will illustrate these on an Ordnance Survey based map.

**Regional Spatial Strategy (RSS)** – A document prepared by the regional planning body setting out the policies for the development and use of land in the region.

**Site-specific allocations and policies** – Sites that are proposed for development to meet the LPAs requirements set out in the **Core Strategy**. Policies will identify any specific requirements for individual proposals.

**Spatial Planning** – a system that brings together and integrates policies for the development and use of land with other policies and programmes which influence the nature of places and how they function. This will include policies that impact on the use of land but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means. Spatial planning moves focus from a land-use planning approach based on regulation and control of land, to a wider more far ranging approach that aims to ensure the best use of land by assessing competing demands. To this end social, economic and environmental factors are taken into account in producing a decision that is more conducive to sustainable development. The factors can include health, education, employment, crime prevention, leisure, biodiversity, recycling, energy etc.

**Statement of Community Involvement (SCI)** – A **Local Development Document (LDD)** that sets out the standards which the LPA intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all **Local Development Documents (LDDs)** and in significant development control decisions, and also how the local planning authority intends to achieve those standards. The **Statement of Community Involvement (SCI)** will not be a **Development Plan Document (DPD)** but will be subject to **Independent Examination**.

**Strategic Environmental Assessment (SEA)** - A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The SEA will form an integral part of the preparation process for all **Local Development Documents (LDDs)** and will be used to explain the environmental implications of policies and development as part of a **Sustainability Appraisal (SA)**.

**Strategy** – An overall plan, which can be short, medium or long term, which clearly shows what is going to be achieved.

**Supplementary Planning Documents (SPDs)** – A guidance document that supplements policies and proposals in **Development Plan Documents (DPDs)**. It will be subject to public consultation, but will not form part of the **Development Plan** or be subject to **Independent Examination**.

**Sustainability Appraisal (SA)** – The examination of a **Local Development Documents (LDDs)** to ascertain whether its policies and proposals accord with the principles of sustainable development. The Sustainability Appraisal will incorporate a **Strategic Environmental Assessment (SEA)**.

**Sustainable Development** – environmentally responsible development, commonly defined as “development which meets the needs of the present generation without compromising the ability of future generations to meet their own needs”.

**Stakeholders** – People who have an interest in the activities and achievements of the Council, including residents, local communities of interest, partners, employees, customers, shareholders, suppliers, opinion leaders, regulators and “hard to reach” groups.

**Appendix 2**            **LSP Membership**

[Adult and Community Learning Service](#)

[Advantage West Midlands](#)

[Age UK](#)

[Barnardos](#)

[Big Lottery Fund](#)

[Black Country Chamber of Commerce](#)

[British Business Parks](#)

[British Waterways Board](#)

[BTCV](#)

[Business Link West Midlands](#)

[Carers UK](#)

[CLA West Midlands](#)

[Codsall Community High School](#)

[Community Council Of Staffordshire](#)

[Department of Work And Pensions](#)

[English Heritage](#)

[Environment Agency](#)

[Federation of Small Businesses](#)

[Forestry Commission](#)

[Forest of Mercia](#)

[Great Wyrley High School](#)

[Housing Plus](#)

[Mid Staffordshire General Hospitals](#)

[National Farmers Union](#)

[Natural England](#)

[Rural Access to Services Partnership](#)

[South Staffordshire College](#)

[South Staffordshire Council](#)

[South Staffordshire Community & Voluntary Action](#)

[South Staffordshire SPCA Area Committee](#)

[South Staffordshire PCT](#)

[Southern Staffordshire Partnership](#)

[Southern Staffordshire Chamber Of Commerce](#)

[Sport England West Midlands](#)

[Stafford College](#)

[Staffordshire Business & Education Partnership](#)

[Staffordshire County Council](#)

[Staffordshire Fire & Rescue Service](#)

[Staffordshire Library Service](#)

[Staffordshire Police](#)

[Staffordshire & West Midlands Probation Trust](#)

[Staffordshire Wildlife Trust](#)

[Staffordshire Youth Justice Service](#)

[West Midlands Churches FE Council](#)

[WiRE](#)

This list is correct at August 2011, for further details go to <http://lsp.sstaffs.gov.uk>

## **Appendix 3**            **LDF Consultees**

### **Statutory Consultation Bodies**

South Staffordshire Council Members  
South Staffordshire Parish Councils  
Staffordshire County Councillors for South Staffordshire (who are not District Councillors)  
MPs for South Staffordshire  
MEPs

Staffordshire County Council – as a minimum

- The Cabinet
- Education
- Highways and Transport
- Minerals
- Waste
- Planning Policy
- Social and Health Care Services

Staffordshire Authorities

- Stafford Borough Council
- Cannock Chase District Council
- Lichfield District Council
- Tamworth Borough Council
- East Staffs Borough Council
- Newcastle-under-Lyme Borough Council
- Stoke-on-Trent City Council
- Staffordshire Moorlands District Council

Adjacent Authorities

- Worcestershire County Council
- Shropshire Council
- Wolverhampton City Council
- Wyre Forest District Council
- Bromsgrove District Council
- Walsall Metropolitan Borough Council
- Dudley Metropolitan Borough Council
- Sandwell Metropolitan Borough Council
- Telford and Wrekin Borough Council

Adjoining Parish Councils

- Albrighton Parish Council
- Alveley Parish Council
- Badger Parish Council
- Beckbury Parish Council
- Berkswich Parish Council
- Boningale Parish Council
- Boscobel Parish Council
- Bradley Parish Council
- Bridgtown Parish Council
- Brindley Heath Parish Council
- Brocton Parish Council

- Chaddesley Corbett Parish Council
- Chetwynd Aston & Woodcote Parish Council
- Church Eaton Parish Council
- Churchill and Blakedown Parish Council
- Claverley Parish Council
- Donnington with Boscobel Parish Council
- Gnosall Parish Council
- Hagley Parish Council
- Hednesford Town Council
- Hyde Lea Parish Council
- Norton Canes Parish Council
- Romsley Parish Council
- Rudge Parish Council
- Sheriffhales Parish Council
- Shifnal Parish Council
- Tong Parish Council
- Upper Arley Parish Council
- Wolverley And Cookley Parish Council
- Worfield Parish Council

Planning Inspectorate (PINS)

English Heritage

Natural England

Environment Agency

BT

Coal Authority

Highways Agency

Network Rail

Severn Trent Water plc

South Staffordshire Local Strategic Partnership

South Staffordshire PCT

South Staffs Water plc

Staffordshire Fire and Rescue

Staffordshire Police

Telecommunications Operators

West Midlands Leaders Board

Utility Companies

Government Bodies

- Home Office
- Department for Work and Pensions
- Department for Communities and Local Government
- Ministry for Justice
- Department for Culture Media and Sport
- Department for Transport
- Department for Education
- Department of Health
- Department for Business, Innovation and Skills
- Department for the Environment Food and Rural Affairs
- Office of Government Commerce
- Ministry of Defence

## **Other Consultees**

The Council will also consult, where appropriate, the following. Please note that they are examples only and the list is not exhaustive:

### **Amenity and Community Groups**

- Acton Trussell Amenity Society
- Brewood Civic Society
- Brewood Ideas Group
- Brewood Village Design Statement Group
- CAMRA
- Community Council for Staffordshire
- FAME
- Friends of the Bratch
- Kinver Civic Society
- Kinver Green Belt Action Group
- Pattingham Local History and Civic Society
- Penkridge Civic Society
- South Staffordshire Community and Voluntary Action
- Stafford Historical and Civic Society
- Wheaton Aston and Lapley/Wolverhampton Airport Action Group
- Wombourne Civic Society

### **Countryside/Conservation Groups**

- British Geological Survey
- British Waterways
- Campaign to Protect Rural England
- Cannock Chase AONB Groups
- Centre for Ecology and Hydrology
- Estates Groups – Pattingham Church, Enville and Stalybridge, Wyrley, Dunston
- Friends of Cannock Chase
- Forest of Mercia
- Forestry Commission GB
- Garden History Society
- Inland Waterways Association
- Lichfield and Hatherton Canal Restoration Trust
- National Farmers Union
- National Trust
- Ramblers
- RSPB
- Sow and Penk Internal Drainage Board
- Staffordshire Gardens and Parks Trust
- Staffordshire Wildlife Trust
- Wombourne Conservation Group
- Woodland Trust

### **Built Environment Groups**

- Design Council (CABE)
- Midlands Architecture and Design Environment

### **Minority Groups**

- Commission for Equality and Human Rights
- Derbyshire Gypsy Liaison Group
- Gypsy Communities
- Showman's Guild of Great Britain

### **Housing Groups**

- Accord Housing Association
- Bromford Group
- Focus Housing Association
- Heantun Housing Association
- Homes and Communities Agency
- Home Builders Federation
- Jephson Housing Association
- Sanctuary Housing Association
- South Staffordshire Housing Association/Housing Plus
- Touchstone Housing Association
- West Midlands RSL Planning Consortium
- Housebuilders in the District

### **Culture and Recreation groups**

- Arts Council West Midlands
- Enjoy Staffordshire
- Fields in Trust
- Museums, Libraries & Archive Council West Midlands
- Sport England
- Theatres Trust
- Tourism West Midlands

### **Local Business/Industry Groups**

- Airport Operators including Birmingham International and Wolverhampton Airport Ltd
- Chamber of Commerce – Birmingham, Black Country, Staffs and Stoke-on-Trent
- Confederation of British Industry
- Invest Staffordshire
- Retailers eg Morrisons, Coop, Sainsburys
- Southern Staffordshire Partnership
- Staffordshire Link

### **Transport Groups**

- Airport Operators including Birmingham International Airport and Wolverhampton Airport
- Civil Aviation Authority
- Freight Transport Association
- Local Transport Operators eg Centro, Arriva
- Rail Companies including Network Rail and the Rail Freight Group
- Road groups and Road Haulage Association
- South Staffordshire Rural Transport Partnership

### **Religious Groups**

- Church Commissioners

- Stafford Gospel Hall Trust

**Older Persons Groups**

- Age UK

**Energy providers**

- British Wind Energy Association
- Electricity, Gas and the National Grid including Eon, Transco, nPower

**Other groups**

- Citizens Advice Bureau
- Crown Estate
- Diocesan Board of Finance
- Health and Safety Executive
- HM Prison Service
- LGA Group
- Neighbourhood Watch
- Regional Development Agency - Advantage West Midlands
- Shropshire and Staffordshire Strategic Health Authority
- Staffordshire and Stoke on Trent LEP
- Staffordshire Parish Councils Association
- West Midlands Ambulance Service
- West Midlands Councils
- West Midlands Planning Aid
- West Midlands Public Health Observatory

And, anyone who has expressed an interest in being involved in the preparation of documents within the LDF including land owners, planning agents, developers and residents.

The list of consultees given here also relates to successor bodies where re-organisations occur.

## **Appendix 4**

### **Statutory Consultees for Planning Applications:** Town and Country Planning (General Permitted Development) Order 1995 (Article 10)

- British Waterways
- Coal Authority
- County Highways
- County Waste and Minerals
- DEFRA
- Director of Development Service – Staffordshire County Council
- English Heritage and National Amenity Societies
- Environment Agency
- Health and Safety Executive
- Highways Agency
- Historic Buildings and Monuments Commission
- Natural England
- Regional Development Agency (Advantage West Midlands)
- South Staffordshire Parish Councils
- Sport England
- West Midlands Councils

### **Other Consultees (Planning Applications)**

The Council will also consult, where appropriate:

- Adjoining Local Authorities
- Amenity and Community Groups – e.g. Village Design Statement Group  
CAMRA  
Cannock Chase AONB groups  
FAME  
Kinver Green Belt Action Group  
Local History Societies  
Wolverhampton Airport Action Group  
Residents' Groups
- Ancient Monuments Society
- AONB Officer
- Architectural Liaison Officer
- British Horse Society
- British Pipeline Agency
- British Wind Energy Association
- Civic Societies – e.g. Brewood, Pattingham, Kinver, Penkridge, Wombourne
- Civil Aviation Authority
- Council for British Archaeology
- County Archaeologist
- County Environment and Countryside Unit
- County Property Services
- Campaign to Protect Rural England
- Electricity Undertakers
- Fields in Trust
- Forest of Mercia
- Forestry Commission
- Garden History Society

- Gas Undertakers
- Georgian Group
- GPU Power
- Home Builders Federation
- Inland Waterways Association
- Lichfield and Hatherton Canals Restoration Trust
- National Grid
- National Trust
- Network Rail
- Open Spaces Society
- Ramblers
- RSPB
- Severn Trent Water
- Shropshire Union Canal Society
- Society for the Protection of Ancient Buildings
- South Staffordshire and Shropshire Healthcare NHS Foundation Trust
- South Staffordshire Water Plc.
- South Staffordshire PCT
- Sports Council
- Staffordshire and Worcester Canal Society
- Staffordshire Badger Conservation Group
- Staffordshire Fire and Rescue
- Staffordshire Gardens and Parks Trust
- Staffordshire Police
- Staffordshire Wildlife Trust
- Stourbridge Navigation Trust
- Transco
- Twentieth Century Society
- Victorian Society
- Wolverhampton Halfpenny Green Airport
- Woodland Trust
- WS Atkins

### **Internal Consultees**

Building Control Officers  
Environmental Health Officers  
Landscape/Arboriculture Officers  
Housing Officers  
Conservation Officer  
Development Plans Officers

The list of consultees given here also relates to successor bodies where re-organisations occur.

**Appendix 5**

**Methods of Consultation**

<b>Option</b>	
Consultation Documents Available for Inspection	Making documents available for inspection at the Council Offices is a minimum statutory requirement. Copies of LDF documents will be made available at Parish Councils and at libraries throughout the District.
Internet	Documents will be published on the Council's website and wherever possible response forms and questionnaires will be published online. Problems may occur as some interested parties have no internet access, so must be combined with other methods.
Letters	Written notification to statutory bodies is a minimum legal requirement. Letters enable the Council to target groups and organisations directly and an LDF database will be maintained and regularly updated. During all consultation, interested parties will be encouraged to be added to this database if they have not already done so in order to increase local representation.
Media	Press releases, local newspapers (including free papers where appropriate) and the Council's newspaper South Staffordshire Review will be used to publicise planning documents to as wide an audience as possible. Use of CDs or talking newspaper will be utilised where possible.
Public Exhibitions	Where appropriate public exhibitions can be used to display information and encourage people to become more involved in the planning process. Exhibitions can take the form of local displays in village halls, to static more permanent displays in 'Solutions'. Exhibiting at varying locations will increase residents' ability to make their comments known, however it will only obtain views of a small number of people who may not be representative of the target population.
Surveys and Questionnaires	Useful at providing initial introduction to the main issues affecting the District by concentrating responses around a number of key questions. Also helps to identify interested parties and key interests and quantify opinions, attitudes and satisfaction. Surveys can be combined with other Council department research in order to obtain the views of as many different sectors of the community as possible.
Residents' Panel	Will gather quantifiable information from a demographically representative cross-section of the population. A problem with this methodology is that the panel is only contracted to undertake a limited number of full surveys in any one year.
Roundtable Discussions	Will range from one-to-one meetings between Council Officers and Developers, to public meetings with any

	interested parties. Open and inclusive method for generating debate on the issues. Problems with this methodology are that it does not target hard-to-reach groups, as it is self-selecting.
Focus Groups	An excellent method for presenting options and gaining greater understanding of public concerns and ideas. Provides opportunity to discuss issues in depth at a local level, however would require other consultation methods aimed at a wider audience to also be used.
Seminars/Presentations	Useful method for publicising information and allowing questions and concerns to be raised by attendees. These will be carried out on request where resources allow in Local Communities and at the Council Offices. Problem can occur, as the scale of the target audience will mean that other methods need to be utilised in conjunction with this.
Leaflets	Dissemination of information to a wide audience highlighting opportunities for greater public involvement.

**If you would like to know more about our Local Development Framework or any of the matters included in this document...**

*Please contact:*

**The Development Plans team**

on

**01902 696426**

or

**01902 696423**

or

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