Statement of Community Involvement (SCI)
Executive Summary

The Statement of Community Involvement (SCI) is a statutory planning document that sets out how the Local Planning Authority, the Council intend to engage with local communities and stakeholders in plan preparation as well as when determining planning applications. This document replaces the Council’s previous SCI published in 2006.

Contained within this document is an outline of some of the challenges associated with undertaking community involvement, along with the benefits meaningful community engagement can bring about. The SCI sets out who will be engaged at each statutory stage of Local Plan document preparation, the minimum timescales for each public consultation and the methods and techniques that will be employed to ensure that residents have an opportunity to influence and shape future development within their community. Included as part of this are extracts from the regulations, setting out the Council’s statutory minimum requirement for undertaking public consultation. The SCI also sets out how the Council will involve the community when preparing Supplementary Planning Documents (SPDs), as well as the consultation requirements for parishes wishing to develop a Neighbourhood Plan. In addition, this SCI sets out how the Council will engage with residents and how they can let their views be known on individual planning applications.

This document also provides an overview of the Duty to Cooperate introduced through the Localism Act 2011. The SCI sets out what arrangements the Council will put in place for meeting the Duty and which neighbouring authorities/representative bodies the Council will need to work with to address cross boundary strategic issues.

Included in the appendices is a list of the Statutory and General Consultation Bodies for both Local Plan document consultations as well as for consultation on planning applications. Also included are details of the methods of consultation as well as a glossary of terms. The appendices for the SCI act as a ‘live document’ and therefore can be updated without the need for the Council to readopt the SCI.
South Staffordshire Council Local Plan
Statement of Community Involvement

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1.0 Introduction

1.1 A key role for the planning system is to ensure that residents have an opportunity to influence and shape future development within their community. The planning reforms introduced in the Planning and Compulsory Purchase Act 2004 introduced a requirement for Local Planning Authorities to produce a Statement of Community Involvement (SCI). The Council’s first SCI was adopted in 2006 detailing how the community will be engaged in planning for South Staffordshire, both in forward planning and in considering planning applications. The SCI committed the Council to taking a more proactive approach to community involvement from the outset of Local Plan preparation, with the purpose of shaping a sustainable future for South Staffordshire. This document is a refresh of the Council’s SCI taking account of subsequent reforms including the introduction of the Localism Act and a new National Planning Policy Framework (NPPF).

1.2 The Localism Act introduced in November 2011 placed a strong emphasis on empowering communities, enabling them to shape the places where they live. As well as a renewed emphasis on engaging communities in the preparation of plans at District level, the Localism Act also introduced Neighbourhood Plans. These plans enable communities to develop their own planning policy documents for their local area.

1.3 On 27th March 2012 the National Planning Policy Framework (NPPF) was published introducing new national policy and guidance and replacing all previous Planning Policy Guidance (PPG) and Planning Policy Statements (PPS). The NPPF maintains support for a plan led system with early and meaningful engagement and states that:

"A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in neighbourhood plans that have been made."

1.4 In April 2012 the regulations governing the preparation of Local Plans were updated and new regulations governing the preparation of Neighbourhood Development Plans introduced, both setting out minimum requirements for consultation. The 2006 SCI committed the Council to reviewing the document where it considers that significant changes have occurred with either the methods used, groups being consulted or changes to national policy or guidance which would mean that it no longer accurately reflects the required approach. Therefore, considering the introduction of the Localism Act and a new National Planning Policy Framework, this is an ideal opportunity to review the SCI.

1.5 The refreshed SCI sets out how the Council will consult with members of the public and other stakeholders from the outset of Local Plan preparation, as well as how the Council will consult on planning applications. This document will set out:

- The Local Plan for South Staffordshire and the role of community engagement in shaping planning documents
- Details of which individuals/groups will be targeted
• How people can involve themselves in consultation
• When consultation will take place and how that consultation will be undertaken
• Effective means of engaging the community, including a wide variety of techniques to involve a variety of stakeholders, representative organisations and members of the public
• Measures for targeting hard to reach groups
• How people can submit representations when commenting on both individual planning applications and draft planning policy/guidance documents
• How the Council will provide feedback to consultation, along with measures to monitor the effectiveness of public consultation

What do you think?

1.6 The Council is required to produce a SCI under the Planning and Compulsory Purchase Act 2004. However, unlike the SCI adopted in 2006, this document does not need to be approved by the Planning Inspectorate (PINS) before being formally adopted by the Council. However, the document will be subject to full consultation before being agreed and approved by Full Council. You can submit comments to the consultation in the following ways:

Online: www.sstaffs.gov.uk

Email: localplans@sstaffs.gov.uk

Write: South Staffordshire Council
       Council Offices
       Codsall
       Wolverhampton Road
       South Staffordshire
       WV8 1PX
2.0 The Statement of Community Involvement Process

Local Plans

2.1 At the heart of the planning system is the requirement to involve local communities and stakeholders in the process of Local Plan preparation at the earliest opportunity. The Government therefore requires the planning 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) sets out the Council’s vision, standards and approach for community and stakeholder involvement in planning matters.

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.

2.4 This SCI 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.

2.5 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 a consultation 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.

Development Management

2.6 As well as setting out the Council’s approach to community involvement in the plan making process, it is equally the role of the SCI to set out how the Council will involve the community in determining planning applications.

2.7 There are statutory requirements that govern the Council’s procedures for publishing planning applications and inviting comments from the community and these procedures vary depending on the type of application. The Localism Act 2011 recently set out further requirements for pre application consultation and the NPPF encourages applicants who are not already required to do so by law to engage with the local community before submitting an application. The Council cannot insist on pre application consultation. However, developers of major applications are advised to consider carrying out or commissioning a structured form of consultation, thereby allowing them to submit a consultation statement with the application. It is important that residents are given sufficient
opportunity to comment on planning applications and that the case officer is then given opportunity to reflect on these when making their recommendation. Full details of how the Council publishes details of planning applications, and how residents can then comment on these are set out in chapter 7.

Monitoring and Reviewing the SCI

2.8 The SCI will need to be reviewed if the Council considers that significant changes have occurred with either the methods used, groups being consulted or changes to national policy or guidance which would mean that it no longer accurately reflects the required approach. The appendices to the SCI can be updated without the need for the Council to readopt the SCI.

2.9 The Council is also required to prepare an Authority Monitoring Report (AMR). This will consider progress in meeting targets for the production of the Local Plan 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.

2.10 The following table outlines the process that the SCI goes through from initial preparation to final adoption.

**SCI Process**

<table>
<thead>
<tr>
<th>SCI Process</th>
<th>Description</th>
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<tbody>
<tr>
<td>Consideration of options and evidence gathering</td>
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<tr>
<td><strong>Publication</strong> of draft SCI</td>
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<tr>
<td>6 week <strong>consultation period</strong></td>
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<tr>
<td>Consideration of comments received, and amendments to SCI in the light of consultation. Feedback on your comments</td>
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<td>Adoption at Full Council</td>
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3.0 Community Engagement

The benefits of community engagement

3.1 It has long been accepted that meaningful consultation has a positive effect on the preparation of planning documents. The Council will continue to place great emphasis on effective consultation and believes that it will deliver the following benefits:

- It gives communities a sense of input into the preparation of planning documents
- Local residents can highlight ‘on the ground’ issues officers may not be aware of
- It will help inform decisions on planning applications
- It strengthens the evidence base for Local Plans and Neighbourhood Development Plans by giving the Council a greater understanding of the planning problems and issues within the community

3.2 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.

3.3 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 and conformity to the development plan. 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 representations made.

The principles of engagement

3.4 The Council is dedicated to engaging the community and stakeholders in the 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:

- To comply with, and in some instances exceed, the minimum legal requirements for consultation in the planning process
- Local communities and organisations should be fully and effectively involved in document preparation, Sustainability Appraisals, and decision making on planning applications.
- 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.
• Communication with local communities and organisations should use a range of approaches and integrate with a wide cross section of the public. This should include ‘hard to reach’ groups with the values of equality and diversity applied to all those involved in the consultation process.
• Consultation documents will be prepared with the reader in mind limiting the use of jargon where possible.
• The Council will publicly respond to the collective 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 in a clear format. In the majority of cases this will be a table of representations where each representation will be summarised alongside the Council’s response to each representation.

Who will be involved in Local Plan consultation?

3.5 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 informing plan preparation. The key target groups the Council is eager to engage include the following:

• General Public
• Central/Local Government
• Council Members
• Parish Councils
• Residents’ Associations
• Statutory Bodies and Groups
• South Staffordshire Partnership
• Business Groups
• Developers/Agents/ Landowners
• Interest Groups e.g. Local Amenity Organisations
• Youth groups, schools and colleges
• Hard-to-Reach Groups
• The Media
• Registered Social Landlords
• Local Enterprise Partnerships
• Local Transport Providers

3.6 It is important to remember that the level of involvement will vary depending on the purpose and nature of the document being prepared. Different local planning documents will require different levels of involvement at different stages in the process. As an example, if 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 Local Plan documents (for example the Core Strategy). When undertaking consultation during the preparation of the Local Plan documents it is fundamental that the consultation is effective and draws representations from a broad cross section of South Staffordshire communities to reflect the District wide importance of the documents.
Who will be consulted?

3.7 The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out a list of specific and general consultation bodies that Local Planning Authorities are required to consult with throughout the plan making process.

3.8 Local Planning Authorities are required to consult specific consultation bodies which they consider may have an interest in the subject of the proposed Local Plan document and the general consultation bodies which it considers are appropriate. The list of specific (statutory) consultees are detailed in Appendix 1. This includes those bodies under the Duty to Cooperate. For further information on the Duty to Cooperate see chapter 4.

3.9 The Council maintains a consultation database containing specific (statutory) consultation bodies and general consultation bodies including members of the public who have requested to be kept informed of Local Plan preparation. Anyone who submits a representation to a consultation will automatically be added to the database. They will receive updates and be notified of subsequent consultations until they request that their details are removed from the database. Interested parties wishing to be added to the consultation database should email localplans@sstaffs.gov.uk.

3.10 Once on the database individuals will be informed in advance of any public consultation that the LPA intends to undertake, as well as the latest planning updates through our Engage newsletter.

Involving ‘hard to reach’ groups

3.11 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.

3.12 In order to facilitate the participation, a wide range of techniques must be utilised and some methods will need to be tailored to specifically target certain groups on a case by case basis. This will, where appropriate, include using third party representatives and facilitators to act as ‘honest brokers’. Further details of the different methods that may be utilised can be found in Appendix 3.

Council Members

3.13 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 Cabinet Members with the final decision being made by the Full Council. The SCI and any Supplementary Planning Documents (SPD’s) produced by the Council is not required by the Government 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 residents in their ward informed of progress on plan-making and of any issues that arise in the local area.

Parish Councils

3.14 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, 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. Some parishes may wish to hold their own consultation workshops in order to gauge the community’s views before the parish council make representation to the district council. When requested, the Council will offer parish councils advice on how to undertake effective community engagement events.

South Staffordshire Partnership

3.15 The South Staffordshire Partnership, formally known as the Local Strategic Partnership, brings together the key stakeholders in South Staffordshire and is fundamental in identifying links between the Local Plan 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 Local Plan. The Council will work with the South Staffordshire Partnership and voluntary organisations for help in engaging young people or minority groups. Members of the South Staffordshire Partnership can be found on the Partnership’s website at: www.southstaffspartnership.co.uk

Accessing Information

3.16 The Council will ensure that all consultation material will be available in ‘deposit locations’. Unless otherwise stated the deposit locations include each of the parish council offices within the district, where a hard copy will be available. In addition, a hard copy will be available to view at each library in the district, these are:

- Codsall Library
- Wombourne Library
- Brewood Library
- Cheslyn Hay Library
- Great Wyrley Library
- Kinver Library
- Penkridge Library
- Perton Library

3.17 In addition, all consultation material will be available at the Council Offices and on the Council’s website along with a response form allowing people to make a representation electronically. Where required by the relevant regulations, statutory notices will be available on the Council’s website setting out the consultation periods and the times and places
where the document can be viewed. The Council will also release a press release which is sent to local media outlets and displayed on the ‘Council news’ page of the Council’s website.

**3.18** Every person on the consultation database will be notified of upcoming consultations. This will be done via email unless the consultee has requested to be notified by post, in which case a letter will be sent out.
4.0 The Planning Process

National Planning Policy Framework (NPPF)

4.1 On 27th March 2012 the NPPF was published introducing new national policy and guidance and replacing all previous Planning Policy Guidance (PPG) and Planning Policy Statements (PPS). The NPPF sets out the Government’s aims for the planning system and how policies should be applied, reflecting a national ‘Presumption in Favour of Sustainable Development’.

4.2 The NPPF refers to the collection of documents that make up the statutory plan for a Local Planning Authority (LPA) as the ‘Local Plan’, which is broadly synonymous with the previous Local Development Framework set out in the now superseded PPS12.

4.3 The NPPF stresses the importance of a plan led system and reiterates the role of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses to produce a Local Plan that reflects the vision and aspirations of local communities.

4.4 The NPPF also emphasises the importance of early engagement for the efficiency and effectiveness of the planning application system. The principle being that issues can be resolved through early engagement, which in turn will assist in the issuing of a timely decision once an application is submitted.

Localism Act and the Duty to Cooperate

4.5 The Localism Act introduced in November 2011 brought in the Duty to Cooperate which requires planning authorities and other public bodies to actively engage and consider joint approaches to plan making where appropriate. This Council has engaged in meaningful consultation with neighbouring authorities and public bodies in this way for a number of years. Meetings and workshops will therefore continue to take place to ensure that policies set out in the forthcoming Site Allocations Document are deliverable, and where necessary reflect cross boundary issues. The Council will also ensure that any future Documents are undertaken with full regard for the Duty to Cooperate.

The Local Planning Process

4.6 Following the introduction of the Planning and Compulsory Purchase Act 2004, the Council began work on its Core Strategy. After several years of consultation in accordance with the 2006 SCI, and an Examination in Public (EIP) overseen by the Planning Inspectorate (PINs) in December 2011, the Core Strategy was adopted on 11th December 2012. Prior to adoption, modifications were made to the Core Strategy to ensure consistency with the policies and principles set out in the NPPF.

4.7 The Core Strategy sets out the spatial strategy for the district including our broad vision for housing, employment and the natural environment. The document includes details of minimum housing numbers for each of
the Main and Local Service Villages that have been identified for future housing growth.

4.8 Preparation of the accompanying Site Allocations Document has now begun with consultation on the Issues and Options document due to take place towards the end of 2013/beginning of 2014. The Site Allocations will deliver the Spatial Strategy set out in the Core Strategy by allocating sites in the Main and Local Service Villages which have been identified for growth, and around employment sites where justified.

4.9 Together the Core Strategy and Site Allocations Document will be accompanied by policies maps and a number of Supplementary Planning Documents (SPDs) which will give additional guidance when applying policies, on for example, the provision of affordable housing. This collection of documents will make up the Local Plan for the District.

4.10 It is essential for planning policy documents to be supported by a robust evidence base in order to ensure they are considered ‘sound’. As part of this the Council is legally obliged to carry out a Sustainability Appraisal (SA) to test the sustainability of policies prepared and sites suggested for allocation. A separate Sustainability Appraisal accompanies the Core Strategy and the Site Allocations Document consultation, providing residents and other stakeholders with an opportunity to make representations on the SA.

4.11 Meanwhile, the SCI along with the Authority Monitoring Report (AMR) and Local Development Scheme (LDS) form the procedural documents that ensure an effective planning process. The LDS is a three year work programme setting out milestones for the preparation of planning policy documents and includes anticipated dates for the consultation stages of these documents. The most up to date LDS is published on the Council’s website.

4.12 The Council is also required to prepare an AMR. This will consider progress in meeting targets for the production of Local Plan documents and the effectiveness of planning policies. The AMR will identify whether documents 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.
5.0 **Duty to Cooperate**

**What does the Duty to Cooperate mean?**

5.1 The Government recognises that many social, environmental and economic issues can only be effectively addressed at a larger than local scale, and have therefore introduced the Duty to Cooperate to help ensure that cross boundary strategic issues are being considered. The Duty to Cooperate was introduced through the Localism Act 2011, with Section 110 of the Act requiring Councils and Public bodies to 'engage constructively, actively and on an ongoing basis' in the preparation of Local Plan documents, including in the preparation of evidence to underpin these documents. The intention being that in the absence of regional government office and regional development agencies that local authorities - in cooperation with neighbouring authorities and other public bodies - take the lead in tackling the big issues that cut across administrative boundaries.

5.2 The new duty relates to sustainable development or use of land that has a significant impact on at least two local planning areas. Issues that may not be able to be wholly addressed by one local planning authority working alone are set in paragraph 156 in the NPPF, and include:

- Housing where a wider housing market area has been identified
- Provision of major retail/or employment sites
- The provision of infrastructure for transport, waste treatment, energy generation, telecommunications, water supply and water quality
- Measures needed to address climate change, including the management of flood risk
- Provision of open space and recreational facilities.

5.3 The NPPF states Local Authorities should consider producing joint planning policies to address some of these strategic matters, as well as informal strategies such as joint infrastructure and investment plans. Conversely, a strategic approach to addressing some of the issues above may not always be required, where the issue can be adequately addressed within one administrative boundary. It is therefore essential in the first instance to identify issues that require cross boundary cooperation and which parties are needed to address the issues.

**What arrangements do we need to put in place?**

Who will the Council need to cooperate with?

5.4 The Duty to Cooperate requires the Council to undertake cooperation bilaterally and jointly with neighbouring authorities. For South Staffordshire Council the neighbouring authorities who border South Staffordshire and will need to be engaged in order to meet the requirements of the Duty to Cooperate are:
County Councils

- Staffordshire County Council
- Worcestershire County Council

Unitary authorities

- Shropshire Council
- Telford and Wrekin Borough Council
- Wolverhampton City Council
- Walsall Metropolitan Borough Council
- Dudley Metropolitan Borough Council

District/Borough Council’s

- Stafford Borough Council
- Cannock Chase Council
- Wyre Forest District Council
- Bromsgrove District Council

5.5 It may also be appropriate to engage and cooperate with other nearby local authorities that do not adjoin South Staffordshire, depending on the issue to be addressed.

5.6 The Council is also required to demonstrate joint working with prescribed bodies as set out in Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The prescribed bodies relevant to South Staffordshire are:

- The Environment Agency
- English Heritage
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- Primary Care Trusts (to be replaced by clinical commissioning groups and NHS Commissioning Board)
- Office of the Rail Regulator
- Highways Agency
- Highway Authorities

5.7 The Localism Act also requires Local Planning Authorities to have regard for:

- Local Enterprise Partnerships
- Local Nature Partnerships
- Private Sector Utility Providers.

5.8 Determining which of the above local authorities or bodies need to be engaged will depend on the strategic issue to be addressed and therefore will need to be considered from the outset of plan preparation. Whilst one local authority may take the view that there are no cross boundary work required to address a particular issue, another authority may have a conflicting view. The Council will therefore need to engage with
neighbouring authorities and /or prescribed bodies at an early stage to determine which issues will require joint working.

**Demonstrating we have met the requirements of the Duty to Cooperate**

5.9 Local planning authorities will be expected to demonstrate evidence of having complied with the duty to cooperate and effectively cooperated to plan for issues with cross-boundary impacts when their Local Plans are submitted for independent examination.

5.10 There is no fixed format for how this evidence should be presented, nor what it should comprise but it should be:

- succinct
- flow from the issues that have been addressed jointly highlight the practical policy outcomes that have resulted.

5.11 A 'tick box' approach or a collection of correspondence will not be sufficient. The Council will need to demonstrate how it has considered joint plan-making arrangements, what decisions were reached and why.

5.12 Initially the Council will produce a **Duty to Cooperate schedule** which sets out which issues may require joint working, which local authorities or bodies are affected and what action is proposed to address the issue and the timescales involved. This schedule will need to be updated as and when issues arise. When considering what action is appropriate for addressing the various issues the Council should consider a number of options. These include:

- Memorandum of Understanding (MoU) is a formal agreement with each Duty to Cooperate body setting out a framework of cooperation on the strategic issues to be addressed. Each MoU will need to be agreed and signed by the Strategic Services portfolio holder to demonstrate political support.
- preparation of joint plans
- aligned plans
- cross boundary/multi body action plans
- joint working protocols
- joint evidence gathering
- agreed shared policies

5.13 It may be that after initial cross boundary discussions that the collective commissioning of evidence to address cross boundary strategic issues is needed. The evidence will then be used to inform the scale and the type of further cooperation required. The Council will then produce **statements of cooperation** setting out the reasons why certain action has been taken, and why other options were not appropriate. For example, a joint plan for our Site Allocations Document would not be appropriate as the housing and employment requirements - as set out in the Core Strategy - can be met within the district. However, these are still strategic issues that are likely to impact on neighbouring authorities, and therefore would still need to be addressed under the Duty to Cooperate. It is likely that in this instance a MoU between the Council and
neighbouring authorities setting out agreement over different issues would be more appropriate.

5.14 Each MoU between two parties should be endorsed by Members and ongoing officer and/or Member working groups should also be set up where appropriate.

5.15 The Council will report how the duty is being taking forward on an ongoing basis through the Annual Monitoring Report and separate Duty to Cooperate papers to support Local Plan preparation.
6.0 **Stages for undertaking consultation in the preparation of Local Plan documents**

6.1 **The Town and Country Planning (Local Planning) (England) Regulations 2012** set out the process which must be followed when producing Local Plans including the stages where we are required to undertake consultation. The flow diagram below shows the key stages of the process:

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<th>Early engagement with Infrastructure providers and Duty to Cooperate representing bodies</th>
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<tbody>
<tr>
<td>Issues and Options Consultation</td>
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<tr>
<td>Preferred Options Consultation</td>
</tr>
<tr>
<td>Publication document Consultation</td>
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<tr>
<td>Submission document sent to Secretary of State</td>
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<tr>
<td>Examination in Public</td>
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<tr>
<td>Adoption</td>
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6.2 The section over sets out each of the stages and summarises which regulations must be adhered to.

**Early Engagement**

6.3 The Council is committed to public engagement at the earliest stage of document preparation. For the upcoming Site Allocations Document the Council has undertaken a ‘Call for Sites’ that will inform the Site Allocations ‘Issues and Options’ document. Those individuals and groups etc who have been engaged through the production of the Core Strategy will also be aware of the Site Allocations Document and its role in delivering the Spatial Strategy as set out in the Core Strategy. The Council will also consultation with infrastructure providers and key stakeholders prior to Issues and Options, this will help to identify any ‘showstoppers’ or any constraints to be considered.
Issues and Options

The regulations set out the legal requirements that LPAs must comply with in relation to early engagement. This is set out in Regulation 18 – Preparation of a Local Plan and requires the Council to:

- Notify specific consultation bodies as well as general consultation bodies, residents and other persons that the LPA considers appropriate of the Local Plan that the Local Planning Authority (LPA) proposes to prepare.
- Invite all those invited to make representations to the LPA to comment on what the Local Plan should contain.
- Take into account any representations received when preparing the Draft Local Plan.

6.4 The first formal stage when preparing a Local Plan document is to set out and consult on the Issues and Options. The Council will consult with communities and organisations at this early stage as it allows them to share their views on issues that are important to them as well as propose alternative options. This is the stage where we invite consultees to highlight any issues that may have been missed during evidence gathering. Consulting at this early stage of document preparation is vital as this is before any decisions have been made, thereby giving consultees a genuine opportunity to influence the plan. The Council also recognises that the Sustainability Appraisal will inform the development and refinement of Issues and Options.

6.5 The Council maintains a Local Plan database containing statutory consultees (see Appendix 1) and residents and other General Consultation Bodies who have either requested to be kept informed of upcoming consultations, or those who the Council considers should be invited to make a representation.

6.6 The Council will also inform residents by advertising the consultation on the Council website, and where possible, through the local newspapers and the Council’s Review newspaper which is sent to every household in the District. Copies of the consultation document will also be available to view at the Council Offices, Parish council offices and local libraries. There will be an individual response form to accompany the Issues and Options consultation document (and every other consultation document produced at subsequent stages of the process). This will be available on the Council’s website where an in-house consultation system will allow electronic representations to be made. This in-house consultation system can be accessed via the Council’s website, however representations can also be made by email or post. The Council sees community engagement as a continuous process and therefore at this early stage of document preparation will consider representations received outside the consultation period wherever practical to do so.

6.7 The Council will undertake consultation for a minimum of 6 weeks. Where appropriate this may be extended, as is the intention for the Site Allocations Document Issues and Options consultation earmarked for
beginning of 2014. It is recognised that allocating sites for development is a contentious issue and may have a direct impact on residents. Therefore it is our intention to undertake an extensive consultation programme including a workshop and exhibition for each of our Main and Local Service Villages. It is our intention to make the workshops interactive by using large maps showing all the sites that have been put forward for the village. Here we will encourage residents to use colour coded stickers to indicate which sites they consider good in planning terms and which they consider poor in planning terms. We will then invite comments on post-it notes to justify their views and will also provide residents with an opportunity to speak to officers about the suitability of sites. It is envisaged that the Council will undertake similar exhibitions and interactive workshops in the preparation of future plans, appropriate to the document being prepared.

6.8 This will allow communities to share their aspirations and concerns with planning officers, hopefully resulting in more effective community engagement. When selecting venues for workshops and public meetings consideration will be given to the accessibility of the venue, and the times of the events will be planned to try and attract the widest audience possible. Public consultation workshops and meetings will be advertised through flyers, local media following a press release and the Council’s website in order to ensure maximum publicity.

6.9 All representations for the Issues and Options consultation will be logged and then summarised in table format. The Council’s response to the representations will need to be considered by Members. Once agreed, the table setting out the summary of representations and the Council’s response to these will be made available on the Council’s website and in the deposit locations.

6.10 As part of, and following the Issues and Options consultation, the Council will specifically target infrastructure providers through workshops to get their views on the deliverability of policies/sites, and their affects on current infrastructure provision. This, along with the evidence gathered from the Issues and Options consultation, will be used to inform the Preferred Options/Draft Plan report.

**Preferred Options**

6.11 The preferred options report will go through the same consultation process as the Issues and Options document - as set out in paragraphs 5.4 to 5.8 - with a further 6 week consultation. Where a document is area or site specific (for example an Area Action Plan) a site notice will be posted on or near the proposed site and local meetings arranged and widely publicised through the usual formats. These notices will inform people how to make a representation in respect of the site. Every attempt will be made to
meet requirements from any group or organisation to attend pre arranged meetings.

6.12 At this stage the Sustainability Appraisal and draft Local Plan document will need to set out and consult upon the alternative strategy/sites and set out why they were discounted.

6.13 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 prior to publishing the Publication document. The Council will produce a table of representations summarising each response.

Publication document

Regulation 19 sets out the requirements for the publication stage of DPD preparation. It states that the Council should:

- make a copy of each of the proposed submission documents and a statement of the representations procedure available in accordance with Regulation 35 (Availability of Documents); and
- ensure that a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under Regulation 18(1).

6.14 In order to comply with Regulations 19 and 35, the Council will publish a Publication document allowing interested parties a further 6-week period in which to make formal representations to the final document about the soundness of the plan, before it is submitted to the Secretary of State. The document will be available at the Council Offices, each of the deposit
locations, and via the Council’s website. The Council will produce a statement of representations procedure and a statement conveying that the documents are ready for inspection, with both statements sent to general and specific consultation bodies.

6.15 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.

6.16 Representations submitted at the publication stage will be acknowledged by the Council and submitted to the Secretary of State. The Council may wish to produce a schedule of proposed modifications that address some of the objections raised during the Publication stage consultation. The Inspector at the Examination will consider the representations made during this consultation period, but only those seeking change to the document submitted within the advertised publication period will have the opportunity to be considered at the Examination.

**Examination in Public through to adoption**

**Regulations 24-26 – From examination to adoption**

Regulations 24 to 26 cover what is required of the Council from examination through to adoption.

**Regulation 24** sets out the requirements for the Independent Examination, stating that the Council should:

- Advertise the time, date and place where the hearings are to be held and the name of the person appointed to carry out the examination in accordance with Regulation 35, at least 6 weeks before the hearing is due to start.
- Notify any person who has made a representation at publication stage who has not subsequently withdrawn their representation.

**Regulation 25** sets out the requirements in relation to the Inspectors Report stating that the LPA is required to:

- Publish the Inspector’s report as soon as practically possible after its receipt. This requires it to be made available in accordance with Regulation 35 and notification that it is available be sent to those people notified of the publication period.
- If the Secretary of State gives a direction or the appointed Inspector makes a recommendation in relation to the Plan this must be published as soon as practicable - this requires it to be made available in accordance with Regulation 35 and notification that it is available to be sent to those people notified of the publication period.

**Regulation 26** governs the LPAs requirements in relation to the adoption of the final DPD and states that:
• As soon as reasonably practicable to do so after the LPA adopt the Local Plan the Council must make available in accordance with Regulation 35:
  - The Local Plan document and policies maps
  - The Adoption Statement
  - The Sustainability Appraisal report; and
  - Details of where the Local Plan document is available for inspection and the places and times at which the document can be inspected.

• Send a copy of the Adoption Statement to the Secretary of State and any person who has been asked to be notified of the adoption of the Local Plan document.

6.17 Anyone that has an unresolved objection against the Local Plan from the Publication 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 good levels of community participation. The Inspector will check that the plan has been prepared in accordance with the Duty to Cooperate, meets all legal and procedural requirements, and is sound, justified and effective.

6.18 In accordance with Regulation 24 the Council will extensively publicise details of the Examination in Public including, date, time, venue and name of the planning inspector at least 6 weeks before the hearing is due to start. This information will be available on the Council’s website and at the Council Offices. Any person who made a representation during the Publication period will also be notified, giving them opportunity to voice their issues to the Planning Inspector.

6.19 Following consideration of the representations, the hearing, and the submission document, the Planning Inspector will write their report. Once in receipt of the Inspectors Report the Council will publish it in accordance with regulation 25 at the earliest opportunity. This will be made available on the Council’s website and will be widely publicised.

6.20 If the document is found sound, it will be recommended for adoption before being considered by Full Council. Once adopted the document, Sustainability Appraisal documents, Proposals Maps and the Adoption Statement will be made available online and in the deposit locations and will be fully publicised in line with Regulation 26. In addition, the Council will make the Habitats Regulations Assessment and Inspector’s Report available at the same time.
7.0 **Stages for undertaking consultation in the preparation of Supplementary Planning Documents**

7.1 Supplementary Planning Documents (SPDs) will be produced by the Council to provide guidance, and support for policies in Local Plan documents. Typically, SPDs provide additional policy guidance on such things as design, affordable housing and landscape character. 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. Unlike the Local Plan

Supplementary Planning Documents, SPDs are not subject to an Examination in Public. The initial stage of evidence gathering and public consultation will vary depending on the nature of the document being produced.

7.2 **The Town and Country Planning (Local Planning) (England) Regulations 2012** set out the process which must be followed when producing SPDs, including the stages where we are required to undertake consultation.

**Early engagement in the Supplementary Planning Document (SPD) preparation**

**Regulation 12(a)** sets out that prior to adopting an SPD the Council must prepare a statement setting out:

- who the LPA consulted,
- what were the main points raised throughout the consultation; and,
- how these were addressed.

**Regulation 12(b) and 13** sets out the requirements for seeking representations on the draft SPD, requiring the Council to make copies available of the statement prepared in accordance with Regulation 12(a) and the draft SPD in accordance with Regulation 35 together with details of:

- the date by which representations must be made; and
- the address to which they must be sent.

7.3 Once the Council has prepared a draft SPD, a 6 week consultation period will begin. The draft document will be made available on the Council’s website accompanied by a response form where we invite residents and other key stakeholders to comment. All statutory and general consultees who are on the consultation database will be notified when the draft SPD is available. As with all consultation documents, the draft SPD will also be available for inspection at the Council Offices. Where an SPD covers more technical topics it may be appropriate to hold key stakeholder workshops alongside the 6 week consultation.
All representations received during the consultation will be acknowledged and then summarised in table format alongside the Council’s proposed response to the representations. Once agreed, the table of representations and responses will be made available on the Council’s website.

A Sustainability Appraisal is not usually required for an SPD because it provides guidance on a policy document which has already been subject to the Sustainability Appraisal process. Where it is necessary, a scoping report will be published prior to the commencement of the SPD and a draft Sustainability Appraisal Report will be published for consultation alongside the draft SPD.

Adoption

Regulation 14 sets out the requirements in relation to the adoption of an SPD. The Council is required to:

Make the SPD and Adoption Statement available in accordance with Regulation 35 as soon as possible after adoption and send a copy of the Adoption Statement to any person who has asked to be notified of the adoption of the SPD.

Following the consultation period modifications will be made to the SPD where justified. A publication document will then need to be agreed by Full Council. If endorsed by Members, the SPD will then be adopted. In accordance with Regulation 14 the Council will make the SPD and Adoption Statement available at the deposit locations and on the Council’s website. A copy of the adoption statement will be sent to those individuals that have asked to be notified of the adoption of the SPD.
8.0 Neighbourhood Planning

8.1 The Localism Act 2011 gave communities the power to produce Neighbourhood Plans, which if adopted, would form an additional tier to the Development Plan for the neighbourhood. These are prepared by either Parish Council’s or Neighbourhood Forums who form for the explicit purpose of developing a Plan – these are known as the qualifying body. If a Parish exists (as in South Staffordshire which is made up of 27 parishes) then these are the qualifying body. If a community decides to undertake a Neighbourhood Plan then the Local Planning Authority is duty bound to offer advice and support throughout the preparation of the plan. It is the Council’s responsibility to ensure that the body preparing the Neighbourhood Plan conforms to the regulations contained within the Neighbourhood Planning (General) Regulations 2012, which set out the required level of consultation. These regulations and the actions the Council will take in supporting the preparation of Neighbourhood Plans are summarised in this section.

Neighbourhood Plans – Publicising an area application

Regulation 6 sets out that as soon as possible after receiving neighbourhood area application from a qualifying body the Council must publish the application on the Council’s website; and by other means that are likely to bring the area application to the attention of people who live, work or carry on business in the local area. The Council must publish:

a) a copy of the area application  
b) details on how to make representations  
c) the date by which representations must be received, being no less than 6 weeks

8.2 Before work on a Neighbourhood Plan can begin, a Parish Council must make a neighbourhood area application to the Council, defining the neighbourhood area that they envisage the plan would cover. In accordance with Regulation 6, the Council will make the area application available on the Council’s website. As well as through various websites, the Council considers the best way to publicise the area application is through Parish newsletters, Local notice boards and through local organisations/voluntary groups. The Council will therefore advise the Parish Council of how they can best disseminate the information set out in Regulation 6 to the wider community.

8.3 This information will be made available for a period of 6 weeks during which the Council will invite representations. Once this consultation period
has ended, the Council will consider the representations and will decide whether to agree the neighbourhood area designation. Once a decision has been made it will be published in accordance with Regulation 7 as summarised below:

**Neighbourhood Plans – Publicising a designation of a neighbourhood area**

**Regulation 7** sets out that as soon as possible after designating a neighbourhood area, the Council must publish:

a) the name of the neighbourhood area  
b) a map which identifies the area  
c) the name of the relevant body who applied for the designation.

This must be made available on the Council’s website as well and by other means considered appropriate to bring it to the attention of people living, working or carrying out business in the area.

If the application is refused then as soon as is practicably possible the Council must publish:

a) a 'decision document' setting out the reasons why the application was not accepted  
b) details of where and when the decision document may be inspected.

**8.4** The outcome of the neighbourhood area application will be published in the form of a decision statement, and will be publicised in the same ways as the application was originally published, including on the Council’s website.

**Neighbourhood Plans – Publicising a Neighbourhood Forum Application**

**Regulation 9** sets out the requirements which the Council must meet when consulting on a neighbourhood forum application. The regulation requires the Council to publicise the following on its website and by any other manner deemed appropriate to bring it to the attention of people living, working or carrying out business in the area:

a) a copy of the application  
b) a statement that if a designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn  
c) details of how to make representations  
d) the date by which those representations must be received, being not less than 6 weeks from the date on which the application is first publicised.
Neighbourhood Plans – Publicising a designation of a Neighbourhood Forum

**Regulation 10** sets out the requirements for publicising a decision on a neighbourhood forum application. As soon as possible after designating a neighbourhood forum, the Council must publish the following on their website and in any other manner deemed appropriate to bring it to the attention of people living, working or carrying out business in the area:

a) the name of the Neighbourhood Forum  
b) a copy of the written constitution of the Neighbourhood Forum.  
c) the name of the neighbourhood area to which the designation relates.  
d) contact details for at least one member of the Neighbourhood Forum.

This must be made available on the Council’s website as well and by other means considered appropriate to bring it to the attention of people living, working or carrying out business in the area.

If the application is refused then as soon as is practicably possible the Council will publish:

a) a ‘refusal document’ setting out the reasons why the application was not accepted  
b) details of where and when the refusal document may be inspected.

Neighbourhood Plans – Pre Submission Consultation and Publicity

8.5 Once the neighbourhood area has been defined, the Parish Council can begin work on the Neighbourhood Plan. **Regulation 14** sets out the requirements for undertaking pre submission consultation and publicity. Here the Council will advise the Parish Council on the appropriate methods of consultation and publicity (such as those highlighted in Appendix 3).
Neighbourhood Plans – Publicising a Plan Proposal

**Regulation 16** sets out that once a Neighbourhood Development Plan is submitted by a qualifying body the Council will publicise on the website and by any manner that is likely to bring to the attention of people who live, work or carry out business in the area:

a) details of the plan proposal  
b) details of where and when the plan proposal may be inspected  
c) details of how to make representations  
d) a statement that any representations may include a request to be notified of the Council’s decision under Regulation 19 in relation to the Neighbourhood Development Plan  
e) the date by which those representations must be received, being not less than 6 weeks from the date on which the plan proposal is first publicised

8.6 In addition, the Council must notify any consultation body referred to in the consultation statement submitted alongside the Neighbourhood Development Plan, that the plan has been received.

8.7 Once the Parish Council has drawn up their plan proposals the Council will then publish these for at least 6 weeks in accordance with Regulation 16. The plan proposal will be made available on the Council’s website and at the Council offices. The Council will also work with the Parish Council to publicise the plan proposals as extensively as possible in the neighbourhood area. Once the consultation period has ended the Council will appoint an independent Inspector, and all representations received will be forwarded to the Inspector to be considered through the examination process. The examination will provide an opportunity for representors to have their comments considered by the inspector. Representation will either be addressed at the hearing, or through a written response.

**Inspector’s Report**

**Regulation 18** sets out that once the inspector’s report has been received by the Council and a decision has been made on how to proceed, the Council will publish on its website and in a manner that is likely to bring to the attention of people who live, work and carry out business in the area:

- the ‘decision statement’ which should set out their decision and the reasons for it  
- details of where the ‘decision statement’ can be inspected  
- the Inspector’s Report

8.8 Following consideration of the representations, the hearing and the submission document, the inspector will write their report. Once the inspector’s report is received the Council will decide how to proceed with
the Neighbourhood Development Plan and publish the decision in a ‘decision statement’ which will be made available on the Council’s website and in those places where the plan was made available during the Regulation 16 consultation period. A copy of the ‘decision statement’ will be sent to the qualifying body and to any other person who requested to be notified. The Council will also ask the qualifying body to publish the ‘decision statement’ on their website and to produce posters/flyers to advertise the decision statement in the local community.

Publicising a Neighbourhood Development Plan

**Regulation 20** sets out that once the Council has adopted a Neighbourhood Plan the Council must publish on its website and by other means that are likely to bring the Neighbourhood Plan to the attention of people who live, work or carry on business in the local area:

- the Neighbourhood Development Plan
- details of where and when the Neighbourhood Development Plan can be inspected.

Notify any person who has asked to be notified of the making of the Neighbourhood Development Plan and where and when it can be inspected.

Referendum and adoption

8.9 The decision statement will confirm either way whether the Neighbourhood Plan will proceed to a Neighbourhood Plan referendum. The Neighbourhood Development Plan will be adopted by the District Council if it passes the referendum. Following adoption, publication of the Neighbourhood Development Plan will accord with Regulation 20 and will be publicised in the same manner as the ‘decision statement’. 
9.0 **Community Involvement in Planning Application Decisions**

9.1 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 Core Strategy and Site Allocations Document unless there are material planning considerations that indicate otherwise.

**What are Planning Applications?**

9.2 The area of planning that most people engage with is in connection with a planning application. This is known as ‘Development Management’ 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 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. 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). In addition to the national standards, the Council has adopted a Code of Practice for Members and Officers on the publicity of planning applications, updated in April 2014, which must be adhered to when determining all planning applications. This can be seen in Appendix 4. South Staffordshire District Council is part of a two-tier local government system and deals with the majority of planning applications, whilst Staffordshire County Council deals with applications for minerals and waste disposal.

**Pre application discussions and early community involvement**

9.3 The Council encourages applicants to enter into pre application discussions with the Council. This can confirm whether the principle of development is acceptable and clarify the format, type and level of detail required to enable an application to be determined. Where necessary this discussion can be kept confidential. The Council also gives applicants an option to attend a Development Team meeting where the applicant can get views on the application from the relevant departments within the Council, as well as those of stakeholders from relevant external organisations. Details of the fees involved for pre application advice and Development Team meetings can be sought by visiting the Development Management webpage on the Council’s website.
9.4 The Localism Act 2011 (section 122) amended the Town and Country Planning Act 1990 so that it requires developers to consult local communities before submitting planning applications for certain developments, including a duty to take account of representations received. The aim of this is to give local people genuine scope to influence proposals.

9.5 Applicants will always be encouraged to consider the benefits of involving the community in developing their proposals whether it is legally required or not. Methods that may be suggested include:

- Questionnaires and surveys
- Public meetings
- Development briefs
- Use of websites
- Site notices

**How will the Council inform communities once a planning application has been submitted?**

9.6 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 Management process and you can view application details via the ‘public access’ link. This allows members of the public to check on the progress of applications as well as make representations.

9.7 The easiest way to view planning applications is on the Council’s Development Management webpage. Planning applications can also be viewed online and at the Council’s main reception (Solutions) at the Council Offices in Codsall between the hours of 8.45am and 5pm Monday to Friday. Alternatively, members of the public can arrange to have a member of planning support staff call them back to discuss any queries on an application. This can be done by contacting the Council’s customer contact centre on 01902 696000.

9.8 The Council has a number of procedures currently in place to involve the community in planning application decisions, with further information contained within Appendix 4: Code of Practice for publicity for planning applications. The procedures are:
### Neighbour Notification (Via letter)

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. Normally, additional letters will be sent where the case officer considers that the nature and scale of the development is likely to have a significant impact on neighbouring residents.

### 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. Consultees will normally have at least 21 days to comment. The case officer may decide to post site notices, in addition to individual letters, in order to ensure that a development proposal achieves wider publicity in the local community.

### Weekly List

The Council produces a list of all applications validated and this can also be viewed on the Council’s website at www.sstaffs.gov.uk 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 electronic notification of all planning applications within their locality both to comment on formally and to make available to Parish Councillors for comment. Paper copies of planning applications will only be provided on request.

### District Councillors

District Councillors receive a weekly list of applications and can request copies of any application, within or outside their Ward. In addition, Ward Councillors receive notification by email of planning applications in their Ward as soon as they are registered as valid.

### Statutory and Non-Statutory Consultees

The Council consults a range of statutory and non-statutory consultees and a list is enclosed as Appendix 2. 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 electronically or in writing and normally have 21 days in which to respond.
The following matrix breaks down what publicity the Council will undertake for each type of planning application:

<table>
<thead>
<tr>
<th>Nature of Development</th>
<th>Statutory Publicity Required</th>
<th>South Staffordshire Council Code of Practice</th>
</tr>
</thead>
</table>
| Development where application accompanied by environmental statement | - Advertisement in a local newspaper  
- Site notice | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Proposal departs from development plan | - Advertisement in a local newspaper  
- Site notice | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Proposal affects a public right of way | - Advertisement in a local newspaper  
- Site notice | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Major development | - Advertisement in a local newspaper  
- Site notice OR neighbour notification | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Other development | - Site notice OR neighbour notification | - Neighbour notification and possibly site notice at case officer’s discretion  
- Site notice where no adjoining neighbours  
- Website |
| Development affecting the setting of a listed building | - Advertisement in local newspaper AND site notice | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Development affecting the character or appearance of a Conservation Area | - Advertisement in local newspaper AND site notice | - Advertisement in local newspaper  
- Site notice  
- Neighbour notification  
- Website |
| Telecommunications permitted development prior notification to local planning authority | - Departure and affecting a Right of Way – site notice and advert  
- Site area of 1ha or more – site notice and neighbour consultation | - Advertisement in local newspaper – departure only  
- Site notice  
- Neighbour notification |
### Other permitted development prior notification to the local planning authority
- None

### Prior Approval Householder Applications (EXT)
- Neighbour Notification
- Neighbour Notification

### Other Prior Approval Applications
- Site notice
- Neighbour notification
- Site notice
- Neighbour notification

### 9.10 There are processes that the Council has decided to follow which are not required by law and these are:
- Most application sites are visited and a written site inspection note made
- Neighbours are notified and site notices posted (legally they are alternatives)
- All consultees receive notification of the decision on each application
- A copy of the decision and officer's report will be made available on the website after the application has been determined

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

### 9.11 Sometimes, in order to improve the quality of a development, minor amendments are made to applications. The Council may re-notify consultees and other parties dependent on the nature and scale of the changes. 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 always available on the website or at the Council’s Offices.

### Decisions

### 9.12 Decisions on planning applications are dealt with in two ways. The majority of applications are determined under delegated powers by the Development Management Manager. Where the Development Management Manager has no delegated powers, or Councillors wish to consider the applications that are included on the weekly list they receive, they will be determined by the Regulatory Committee. Should a member of the public wish that an application is moved from delegated powers to being determined by Regulatory Committee, they should contact their
District Councillor, who may consider requesting that the application be determined by Regulatory Committee.

9.13 The Regulatory Committee consists of all 49 Councillors and meets approximately every 3/4 weeks. Members of the public are given the opportunity to speak at the committee meeting, with procedures in place allowing members of the public a maximum of 5 minutes to share their views on Major Applications and 3 minutes for all other applications. Details of dates of meetings and agendas can be found on the Council’s website, or alternatively by contacting the Council’s customer contact centre on 01902 696000.

9.14 Once an application has been determined, a copy of the decision and officer’s report will be available on the website.

Appeals

9.15 Applicants have a right of appeal if the application is refused or they do not agree with conditions attached to the permission. Applicants also have the right to appeal if their application is not dealt with in the statutory period (known as a non-determination). There is no third party right of appeal in the planning system that operates in England & Wales. Anyone who made comments on the application will be notified of an 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 comments/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.gov.uk/pins](http://www.gov.uk/pins).
10.0  **Reviewing the SCI**

10.1  The need to review the SCI will be monitored through the Authority Monitoring Report (AMR) that the Local Planning Authority is required to produce annually. A review of the SCI will only be conducted where a change in planning legislation/regulations requires amendments in our approach to community involvement, as was the case with the Introduction of the Localism Act 2011 and Town and Country Planning Regulations 2012. Otherwise, the SCI will only be reviewed where the AMR demonstrates that community involvement has been ineffective or declining. Should a review be necessary then the Council will go through the same process as has been undertaken for this SCI, with a period of consultation for people to comment on the draft. Once finalised the SCI will then need to be formally adopted by Full Council. Please note that the appendices can and will be updated without full readoption.

**Further Information**

Further information can be obtained by writing to:

Local Plans  
South Staffordshire Council  
Council Offices  
Wolverhampton Road  
Codsall  
South Staffordshire  
WV8 1PX

Or Email:  
[localplans@sstaffs.gov.uk](mailto:localplans@sstaffs.gov.uk)

Or Telephone:  
(01902) 696000
Appendix 1

Local Plan 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
- Duty to Cooperate neighbouring authorities and bodies (see page 15)

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 Staffordshire 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

OTHER
• Planning Inspectorate (PINS)
• English Heritage
• Natural England
• Environment Agency
• BT
• Coal Authority
• Highways Agency
• Network Rail
• Severn Trent Water plc
• South East Staffordshire and Seisdon Peninsular CCG
• Cannock Chase CCG
• Stafford and Surrounds CCG
• South Staffordshire Water plc
• Staffordshire Fire and Rescue
• Staffordshire Police
• Telecommunications Operators
• West Midlands Leaders Board
• Utility Companies
• Staffordshire and Stoke on Trent Local Enterprise Partnership
• The Black Country Local Enterprise Partnership
• South Staffordshire Partnership (list of full members can be found at [http://lsp.sstaffs.gov.uk](http://lsp.sstaffs.gov.uk))

Government Bodies
• Home Office
• Department for Work and Pensions
• Department for Communities and Local Government
General Consultation bodies

The Government has defined General Consultation bodies as voluntary bodies some or all of whose activities benefit any part of the authority’s area and other bodies who represent, in the authority’s area, the interests of different racial, ethnic or national groups; different religious groups; disabled persons; and business interests.

Below is a list of examples of General Consultation bodies that the Council will consult with. Please note that 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
- Wombourne Civic Society

Countryside/Conservation Groups
- British Geological Survey
- 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**
• 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
• Wednesfield Housing Association
• 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**
• Chamber of Commerce – Birmingham, Black Country, Staffordshire and Stoke-on-Trent
• Confederation of British Industry
• Invest Staffordshire
• Retailers e.g. 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 e.g 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
- Canal and River Trust
- Crown Estate
- Diocesan Board of Finance
- Health and Safety Executive
- HM Prison Service
- LGA Group
- Neighbourhood Watch
- 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 the Local Plan including land owners, planning agents, developers and residents.

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


Appendix 2

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

- Canal and River Trust
- 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
- 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

InternalConsultees

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

The list of consultees given here also relates to successor bodies where re-organisations occur.
Appendix 3

Methods of Consultation

The table below details various methods that the Council will consider utilising when consulting with members of the public. Many of these methods will also be useful for communities to use when consulting on their neighbourhood plan, and the Council will be advising communities which methods will be the most effective. It is recognised that different methods may be suitable for different consultations and need to be considered on a case by case basis.

<table>
<thead>
<tr>
<th>Consultation Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation Documents Available for Inspection</td>
<td>Making documents available for inspection at the Council Offices is a minimum statutory requirement. Copies of Local Plan documents will be made available at Parish Councils and at libraries throughout the District.</td>
</tr>
<tr>
<td>Internet</td>
<td>Documents will be published on the Council’s website with response forms and questionnaires published online. Problems may occur as some interested parties have no internet access, so must be combined with other methods.</td>
</tr>
<tr>
<td>Letters and email</td>
<td>Written notification to statutory bodies is a minimum legal requirement. Letters enable the Council to target groups and organisations directly and a consultation database will be maintained and regularly updated. During all consultation, interested parties will be added to this database if they have not already done so in order to increase local representation. In the interest of sustainability, we will encourage those on the database to provide us with email address so we can keep them updated electronically.</td>
</tr>
<tr>
<td>Media</td>
<td>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.</td>
</tr>
<tr>
<td>Public Exhibitions and workshops</td>
<td>Where appropriate public exhibitions can be used to display information and encourage people to become more involved in the</td>
</tr>
</tbody>
</table>
Exhibitions can take the form of local displays in village halls, to static more permanent displays at the Council Offices. In some case interactive workshops may be appropriate utilising maps and models. Exhibiting at varying locations will increase residents’ ability to make their comments known, however it may only obtain views of a small number of people who may not be representative of the target population. For this reason, effective promotion of the exhibitions is essential.

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through third party ‘honest brokers’ and facilitators</td>
<td>It is useful to work with third party representative organisations who are more accustomed to working with hard to reach groups (such as gypsies and travellers). Engaging with these organisations can be invaluable in providing insight into the issues to be addressed, and can facilitate direct access to hard to reach groups.</td>
</tr>
<tr>
<td>Surveys and Questionnaires</td>
<td>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.</td>
</tr>
<tr>
<td>Residents’ Panel</td>
<td>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.</td>
</tr>
<tr>
<td>Roundtable Discussions</td>
<td>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.</td>
</tr>
<tr>
<td>Focus Groups</td>
<td>An excellent method for presenting options and gaining greater understanding of public concerns and ideas. Provides opportunity to</td>
</tr>
<tr>
<td>Method</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Seminars/Presentations</td>
<td>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.</td>
</tr>
<tr>
<td>Leaflets</td>
<td>Dissemination of information to a wide audience highlighting opportunities for greater public involvement.</td>
</tr>
</tbody>
</table>

Please note that this list is not exhaustive as additional consultation methods may be required in individual cases.
Appendix 4: DM Publicity for Planning Applications

South Staffordshire Council

Code of Practice for Members and Officers

Publicity for Planning Applications

Development Management Services April 2005.
Updated April 2014
Our Approach to Publicity

The publicity of planning applications is an essential part of the development management process and the Council has for many years given publicity to planning applications even when there has been no statutory requirement to do so.

Since 1992 it has been a statutory requirement to give some form of publicity to all planning applications and the requirements have periodically been extended. In addition the Council reviews the practice of publicity beyond the statutory minimum and do, for instance, advertise all telecommunications applications and notifications.

Publicity can take a number of different forms, including neighbour notification, site notices, and advertisements in the press. More recently website based publicity through PublicAccess has become available. However, neighbour notifications by letter will remain the cornerstone of publicity arrangements as we feel this provides the best way of bringing development proposals to the attention of individual local residents who may be immediately and directly affected by development proposals.

- Our policy is therefore to carry out publicity based on neighbour notification by letter wherever possible and in addition to follow the statutory requirements set out in this code of practice.

- Government advice relating to publicity includes a definition of ‘neighbouring property’. Circular 15/92 recommends that Council’s adopt this as the basis for its notifications policy and this remains our standard approach to identifying those individual properties affected and to be notified.

- Anyone can also find out about the applications submitted to the Council by logging onto the Council’s website at www.sstaffs.gov.uk and following the links to PublicAccess which then gives weekly lists of applications submitted and decided.

Guidelines for Publicity

Some form of publicity will be given to all planning applications. The statutory requirements vary for different types of applications and the Council considers that this constitutes the minimum standard. Additional publicity will be given where appropriate for example by the notification of neighbours by letter even when publicity by another means is already required.

Neighbour notification by letter will continue to be the cornerstone of publicity. The letter will set out the description of development, where the plans can be inspected, the time for response, normally 21 days, and the name of the Planning Officer and their contact details. It also specifies that comments must be made in writing and any representation are open to public view.
Publicity will be given to other types of application such as listed building consent, conservation area consent, advertisement consent and notifications following the same principles. In some cases the Council has a limited time itself to deal with the application, and the time for response may therefore be shorter.

Where residential property adjoins the application site neighbour notification will be undertaken in addition to statutory newspaper and/or site notices.

‘Neighbours’ will not be just residential properties but will include commercial, industrial or other uses, where the adjoining properties can be identified from the relevant Ordnance Survey Plans.

The Government advice in Circular 15/92 is to use the definition of “neighbouring land” from the Scottish legislation to help in deciding which neighbours to consult. In brief the definition says that neighbouring land includes any land or parts of a building which has a common boundary or is within 4m of a common boundary and where the property fronts onto a road then the road is disregarded and properties on the other side of the road are also notified.

In isolated areas, and where there are no adjoining neighbours, only a site notice will be displayed.

Consultation of properties on the opposite side of the road will take place as recommended by Circular 15/92.

Applications which are significant departures from the development plan will be advertised at the initial publicity stage.

Where a proposal affects a public right of way it will be advertised and appropriate bodies and interest groups will be consulted.

Depending on the type of development and where it is situated other organisations such as Environment Agency, Natural England, Highways Agency etc. will be consulted.

We notify District Councillors by means of a weekly list of applications and Parish Councils are notified of all applications received in their areas. In addition, we notify local Ward Councillors by e-mail as soon as a planning application is registered as valid. In exceptional circumstances where a major development may affect adjoining parishes they may also be notified.

Consultation responses are required to be in writing by letter or e-mail. The formal period for response to a consultation is 21 days. In practice the Council will consider representations up to the date the decision is made or the date of a Committee Meeting where applicable. However, to be sure that comments are considered, they should be made in writing before the date given in any notification letter.
Whilst there is now a formal procedure for the dealing with non-material amendments following the grant of planning permission, there is no statutory requirement to give publicity to amended plans. However when amended plans are received, re-notification and re-consultation will be carried out where the changes are considered significant enough to warrant further publicity. Usually a shorter period will be given to respond to amended plans in order to maintain performance in relation to National performance criteria for the determination of applications.

**Responses to Publicity**

Responses to publicity can be made either by:

1. In writing to the Director of Planning and Strategic Services at the following address:

   Director of Planning and Strategic Services  
   South Staffordshire Council  
   Council Offices  
   Wolverhampton Road  
   Codsall  
   South Staffordshire  
   WV8 1PX

2. Through the Public Access part of the website at www.sstaffs.gov.uk where there is a Comments form (Submit Comments) attached to each current application so that comments can be sent by email.

3. By email to dcapps@sstaffs.gov.uk

4. By fax to 01902 – 696403

All responses received will be acknowledged in writing within 7 days of receipt. The acknowledgment form gives information as to how the responses will be dealt with and how the decision process takes place. The acknowledgement also gives details of the Case Officer and their contact details.

Once an application has been determined, a copy of the decision and officer’s report will be available on the website.

Staff in the Council’s Contact Centre (Tel: 01902 696000) may be able to provide basic information about the process OR alternatively if your questions are about the specific application then they will raise a service request. We aim to respond to all service requests within 48 hours.
## Code of Practice for Publicity for Planning Applications

<table>
<thead>
<tr>
<th><strong>Nature of Development</strong></th>
<th><strong>Statutory Publicity Required</strong></th>
<th><strong>South Staffordshire Council Code of Practice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Development where application accompanied by environmental statement</td>
<td>Advertisement in local newspaper Site notice</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>Proposal departs from development plan</td>
<td>Advertisement in local newspaper Site notice</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>Proposal affects a public right of way</td>
<td>Advertisement in local newspaper Site notice</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>Major development</td>
<td>Advertisement in local newspaper Site notice or neighbour notification</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>Other development</td>
<td>Site notice or neighbour notification</td>
<td>Neighbour notification and possibly Site Notice at case officer’s discretion Site notice where no adjoining neighbours Advertisement on website</td>
</tr>
<tr>
<td>Development affecting the setting of a listed building</td>
<td>Advertisement in local newspaper <strong>and</strong> site notice</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Development affecting the character or appearance of a Conservation Area</td>
<td>Advertisement in local newspaper <strong>and</strong> site notice</td>
<td>Advertisement in local newspaper Site notice Neighbour notification Advertisement on website</td>
</tr>
<tr>
<td>Telecommunications permitted development prior notification to local planning authority</td>
<td>Departure and affecting a Right of Way – site notice and advert Site area of 1ha or more – site notice and neighbour consultation All others – site notice and neighbour consultation</td>
<td>Advertisement in local newspaper – departure only Site notice Neighbour notification</td>
</tr>
<tr>
<td>Other permitted development prior notification to local planning authority</td>
<td>None</td>
<td>Site notice Neighbour notification</td>
</tr>
<tr>
<td>Prior Approval Householder applications (EXT)</td>
<td>Neighbour Notification</td>
<td>Neighbour Notification</td>
</tr>
<tr>
<td>Other prior approval applications</td>
<td>Neighbour Notification Site Notice</td>
<td>Neighbour Notification Site Notice</td>
</tr>
</tbody>
</table>
Appendix 5: SCI Glossary

**Adopted Core Strategy (2012)** – Part of the Local Plan - 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. Includes broad locations for development and minimum housing numbers for the villages that have been identified for growth.

**Authority Monitoring Report (AMR)** – A report produced by the LPA to show how the LPA 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.

**Development Plan** - This will consist of the Local Plan (see definition). In communities where Area Action Plans or Neighbourhood Plans have been adopted the Development Plan will also include these documents.

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

**Duty to Cooperate** – Section 109 of the Localism Act requires Local Planning Authorities, County Council’s and a number of other bodies to engage constructively, actively and on an ongoing basis’ on strategic issues when preparing DPDs and LDDs. Local Authorities will then need to provide evidence to the Planning Inspectorate (PINS) that the Duty to Cooperate has been undertaken appropriately.

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

**Evidence Base** – The researched, documented, analysed and verified basis for all the components of a Local Plan.

**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 Authority 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 policy and guidance.

**Issues and Options** – produced during the early production stage of the preparation of Development Plan Documents and may be issued for consultation.

**Local Development Document (LDD)** – A local planning document which can be either a statutory Development Plan Document (DPD) or non-statutory Supplementary Planning Document (SPD)

**Local Development Framework (LDF)** – A suite of Local Development Documents (LDDs) prepared by the LPA. The documents that make up the LDF now form the new Local Plan.

**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 Plan (new)** – A collection of statutory Development Plan Documents (DPDs) [prepared by the LPA that sets out policies and allocations for delivering the economic, environmental and social aims of the area. A number of SPDs will also provide additional guidance to the policies contained in the Local Plan. For South Staffordshire the Local Plan consists of the following DPDs:

- The Core Strategy;
- The Site Allocations DPD; and
- The Policies Map.

**Local Plan (old)** – An old-style development plan prepared by the District and other Local Planning Authorities. These plans will continue to operate for a time after the commencement of the new development plan system.

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

**Localism Act 2011** – The Localism Bill was introduced to Parliament in December 2010, and was given Royal Assent on 15 November 2011,
becoming an Act. The Localism Act includes wide ranging changes to local government, housing and planning and seeks to shift power from central government back into the hands of individuals, communities and councils. It sets the direction for change to the national and local planning system.

**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$^2$ 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.

**National Planning Policy Framework (NPPF)** - The NPPF sets out the Government’s planning policies for England and how these are expected to be applied. It sets out the Government’s requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

**Plan-led System** – The principle that decisions upon planning applications should be made in accordance with adopted development plans (and DPDs), unless there are other material considerations that may indicate otherwise.

**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 saw the

**Policies Map** – The component of a Local Plan showing the location of proposals in the plan, on an ordinance survey base map.

**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.

**Site Allocations DPD** – A policy document that allocates sites 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 management 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)**.

**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 polices 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, social and economically 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.