

Borough of Telford & Wrekin Statement of Community Involvement Adopted May 2006

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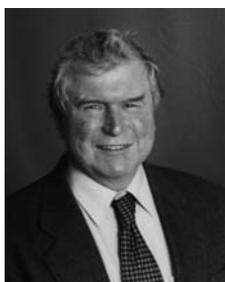
Preface

This Statement of Community Involvement (SCI) is the first of a series of documents that will form part of the new planning framework for the Borough. There has been a major overhaul of the planning system and at the heart is community engagement. This document does not propose new planning policy or allocate land for development but considers how best we can involve different sectors of the community at different stages of plan preparation and in the determination of planning applications. In producing this document we hope to develop a more transparent system for developing future planning policy and increase the level of community engagement in planning.

The SCI sets out how all sections of the community, from individual members of the public through to representative organisations, will have the opportunity to participate in the better planning of the Borough. It deals with community involvement in the preparation of the Local Development Framework (LDF) and determination of planning applications. The aim is to make the planning system more accessible to a wider range of people than in the past. We hope that this will lead to people being better informed about how and when they are able to take part in the planning system, leading to greater participation and a more efficient and inclusive decision making process. Clearly, the techniques that we propose to improve community involvement in the planning system have to reflect the resources the council has available. To ensure that we make the most efficient use of the resources wherever possible we have sought to make use of existing networks.

The SCI was submitted to the Secretary of State on 16th August 2005 and was considered by an independent Inspector. The recommended changes from the Inspector's Report have been incorporated in this final version of the SCI which has been adopted by the council.

The council is required to demonstrate how it has met the requirements of the SCI in producing the LDF and determining planning applications. If the council fails to meet the requirements of the SCI when preparing a Local Development Document then it could be forced to withdraw that document.



Councillor Charles Smith
Portfolio Holder for Planning, Development and Transport

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1.0 Introduction

1.1 Under the new Planning and Compulsory Purchase Act 2004, the council is required to produce a 'Statement of Community Involvement' (SCI) that sets out how the council intends to achieve continuous community involvement in the preparation of the Local Development Framework (LDF) and significant development control decisions in the area. (*Guidance on the approach to managing community involvement and the SCI is set out in section 3.1 of draft Planning Policy Statement (PPS)12 'Local Development Frameworks', and further advice is included in chapter 10 of the 'Creating Local Development Frameworks' draft guide*)- (these documents are available on the Office of the Deputy Prime Minister web site www.odpm.gov.uk/planning).

1.2 In updating the planning system one of the key principles has been to involve the communities for whom we are planning. To this end the government wishes to create a process that:

- Is transparent and accessible – where information is readily available in a form that is easily understood and accessible, where the more traditionally hard to reach groups are fully engaged;
- Promotes participation and involvement – where there are clear opportunities for people to participate fully and make their views known, with the decision-makers clearly identified.

A glossary of terms are set out in Appendix 1 to assist in your understanding of the new system.

1.3 For community involvement to be successful an inclusive approach is required that recognises the different needs of different sectors of the community and the fact that some groups are better equipped to participate than others. Therefore the council will be seeking to apply the most effective way of enabling people to contribute throughout the process. This statement sets out how all sections of the community, from individual members of the public through to representative organisations, will have the opportunity to participate in the better planning of the Borough.

1.4 Involving all sectors of the community in plan making and decision making can also have benefits for the council through increased awareness of planning issues. It will also generate a feeling of inclusion by the community in policy formulation. Local people can contribute their knowledge and understanding of the locality, its past and its distinctive and valuable features which might otherwise be overlooked. Stakeholders also have a key role to play in providing a level of expertise in specialist areas that the LDF team may not have.

1.5 The council already has a set of adopted principles for community engagement. This SCI has been drafted to conform with these principles, taking into account the Town and Country Planning (England) Regulations 2004 and government guidance in draft PPS1 'Creating Sustainable Communities' and PPS12. In addition, views were sought as part of the informal consultation on issues and options in June/July 2004, on the key issues and best options for improving community engagement.

The report outlining the results of this exercise is available to view on the council's web site (www.telford.gov.uk/environment).

Guiding Principles for Community Engagement:

Borough of Telford & Wrekin is committed to consulting and involving the community in helping to inform and shape our direction, priorities, plans and services. Hearing the views of local people and organisations is very important to us. The community's views are essential in helping to monitor how well we are doing and, more importantly, to identify where we and other local agencies and public service providers need to focus our efforts and make improvements.

The guiding **principles** which underpin our approach are that:

1. We believe that all services need to understand and respond to the views and priorities of their customers and community
2. We are committed to ensuring that we communicate and consult with all sections of the community using a range of appropriate approaches
3. We are committed to ensuring that the results of customer feedback are reported, and are an integral part of our decision-making processes
4. We will seek to make the best use of existing information and networks and to co-ordinate consultation both within the council and, where possible, with external partners, so as to avoid duplication and community overload'
5. We will maintain a framework of 'core consultees' from different spectrums of the community as a sounding board for key issues

Source: Best Value Performance Plan 2004 BTW

2.0 Links with other Plans and Strategies

2.1 The Government has moved away from traditional land use plans to the spatial planning approach to ensure the most efficient use of land by balancing competing demands within the context of sustainable development. The LDF should bring together and integrate policies for the development and use of land with other policies and programmes that influence the nature of places and how they function. It is therefore essential that the LDF and in particular the Core Strategy, takes account of all relevant strategies and programmes. Whilst there is a range of relevant strategies and plans prepared by the council and its partner organisations, for example:

- Community Strategy
- Local Transport Plan
- Neighbourhood Action Plans
- Economic Development Strategy
- Schools Education Plan
- Waste Management Strategy

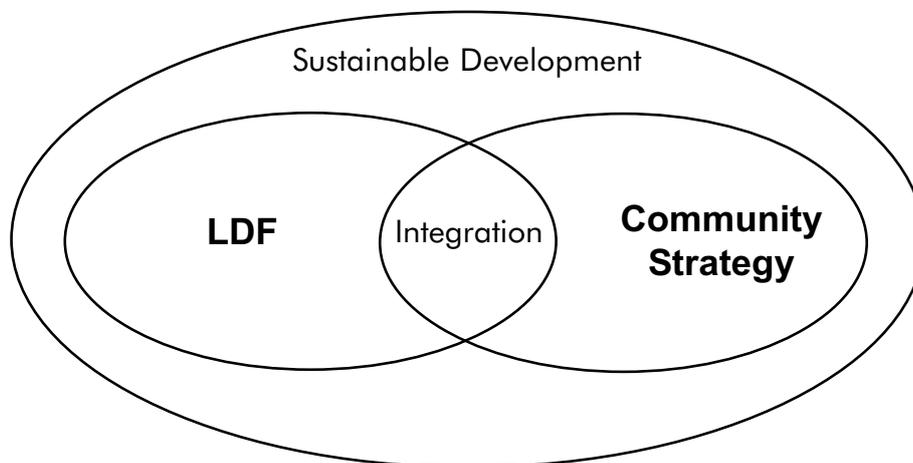
- 2.2 The council will ensure that initiatives/organisations set up as a result of the Community Strategy, such as the Local Strategic Partnership, and any other relevant organisations are given the opportunity to participate in the preparation of Development Plan Documents throughout the consultation process wherever possible.
- 2.3 The **Community Strategy** provides the over arching strategy and identifies the way in which we are going to plan the future of the Borough and the LDF needs to reflect the Strategy's stated vision:

'A successful, prosperous and healthy community which offers a good quality of life for all the people of Telford & Wrekin'

The Local Strategic Partnership (LSP, see Appendix 4) needs to realise a number of key ambitions for Telford & Wrekin if this vision is to be realised:

- *An economy that is diverse, dynamic, competitive and successful*
- *A community that is well educated and skilled*
- *A community that is healthy, cared for and well housed*
- *A community that feels safe and protected*
- *A place that is attractive, vibrant and with a high quality sustainable environment*
- *A strong and socially inclusive community*

- 2.4 In order to realise these key ambitions the LSP needs to work closely with local people and community and voluntary-based organisations to help to build a strong and socially inclusive community. This is a key priority for the LSP and must influence everything it does.



- 2.5 The LDF is a key tool for delivering those elements of the community strategy that have a spatial dimension ie relate to the physical use of space and should share the same long term vision. Whilst the Core Strategy will reflect the aspirations of the community strategy the other LDDs will seek to deliver those elements of the community strategy that relate to the development and use of land.
- 2.6 There are clear economies of scale to be obtained through resource sharing and corporate working when considering consultation arrangements. There are however, constraints to the

success of such work due to the statutory nature of the processes involved in preparing LDDs compared with the requirements for Community Strategy preparation. The Community Strategy is due for review in 2005.

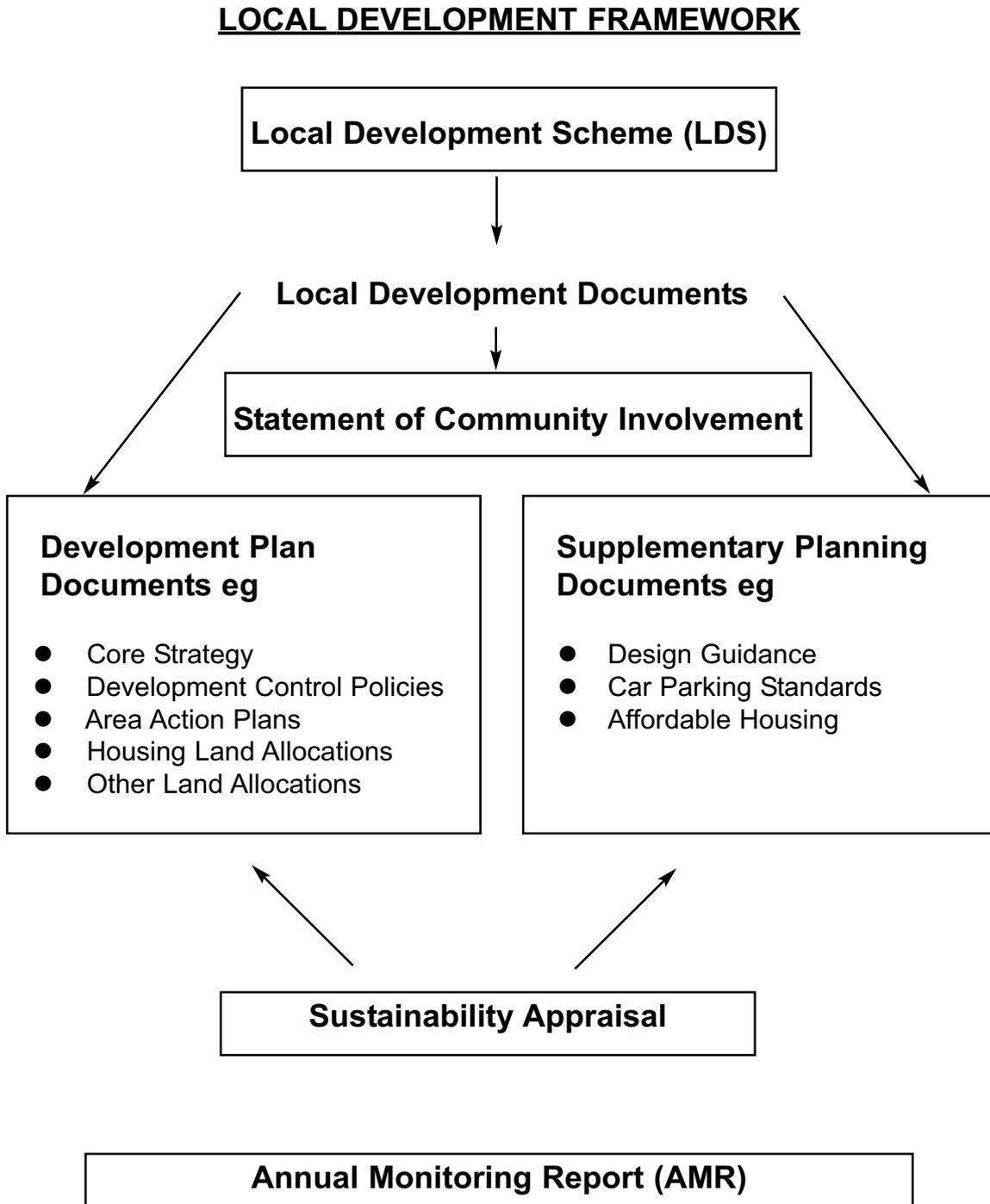
- 2.7 **Neighbourhood Action Plans** have been prepared for each of the most deprived wards in the Borough ie Sutton Hill & Hills Lane, Woodside, Brookside, Donnington & Donnington Wood, Arleston & College, Hadley and Dawley & Malinslee. These plans set out the aspirations of each community and in most cases already make reference to the use of space, it is this spatial dimension that needs to be addressed through the LDF. These plans are based firmly on community engagement and as such should be reflected in policies and proposals to be included in the Core Strategy and other LDDs.
- 2.8 **The Local Transport Plan (LTP)** for Telford & Wrekin is currently being reviewed and all opportunities for linkages are being explored. The LTP (2006 -2011) will be prepared in the full knowledge of the issues and options for the forthcoming LDF. Access to key services and facilities is a key element of achieving sustainability and therefore the LTP must reflect the strategy being proposed through the LDF. Policies and proposals in the LDF will need to help deliver those aspects of the LTP that relate to the physical use of space and how it functions. Joint working is being considered or is under way in relation to consultation, sustainability, appraisal and monitoring.
- 2.9 **Other relevant strategies**, including those prepared by partner organisations including the Health Plan, Schools Education Plan, Waste Management Strategy Economic Development Strategy etc will all input into the LDF and may be material considerations in making decisions on planning applications. It should be noted that whilst the Core Strategy will contain a long term vision for the Borough, other LDDs will be more frequently reviewed and updated to reflect future changes in the council's wider plans and strategies.

3.0 Local Development Framework

3.1 Background

- 3.1.1 The Government has changed the structure of the planning framework so that the council will no longer be producing a Local Plan or Unitary Development Plan but will set out its future plans and proposals for future development in the Borough in a **Local Development Framework**. Unlike previous local plans, the LDF will have a broader planning perspective and will focus more on enabling and facilitating the delivery of development within the Borough. Many aspects of the LDF will not be implemented simply through the grant or refusal of planning permission. The means of delivery will need to be agreed with the relevant stakeholders - it will therefore be important to secure widespread buy-in to the strategy.
- 3.1.2 The LDF production process provides an opportunity for stakeholders and the community to engage more constructively in shaping planning policy than previously. To achieve this the council wishes to take a much more proactive approach to community involvement in plan preparation.

Figure 1



3.1.3 The Local Development Framework will consist of a series of documents known as **Local Development Documents** (LDDs) some of which will have Development Plan status and be subject to independent examination ie **Development Plan Documents** (DPDs) and others, which will not ie **Supplementary Planning Documents** (SPD) that the council may wish to prepare to support policies in any of the DPDs (previously known as Supplementary Planning Guidance). There is also a requirement to prepare a **Statement of Community Involvement** that whilst not part of the development plan is subject to independent examination. In addition, the **Local Development Scheme** (LDS) will set out the council's project plan for LDF preparation – this provides important information on time-tabling of LDD preparation and hence opportunities for community involvement. Finally an **Annual Monitoring Report** (AMR) will be prepared in December each year setting out details of policy implementation and progress on LDD preparation. See figure 1 for relationships between various documents.

3.2 Basic Standards for all LDDs

3.2.1 The following requirements are set out in the Regulations:

- Place all documentation available on the council's website (www.telford.gov.uk) together with any supporting information which is needed to enable people to understand what they are being asked to comment upon and state where and when the documentation can be inspected;
- Make all the relevant material available for inspection at Civic Office and Darby House and other suitable places for the whole of the six-week period for which it is open to comment;
- Send copies of the relevant material to the Government Office and to each statutory consultee in accordance with the guidance in PPS12 (para B.2);
- Advertise in local newspapers circulating in the area where and when the relevant material can be inspected, how copies can be obtained, what is the closing date for representations and where to send any representations.

3.2.2 In addition to this the council will:

- Place copies of the relevant documents at post offices, libraries and Wrekin Housing Trust Shops across the Borough for inspection;
- Contact all people registered on the LDF database at each key stage;
- Utilise the council's newspaper 'Insight' to keep people informed of progress relating to the LDF;
- Provide copies of all documents in alternative formats when required (ie alternative languages, Braille, large print, etc);
- Provide feedback to respondents wherever possible;
- Advertise in the Shropshire Star, Newport Advertiser and Telford Journal and utilise local radio.

3.2.3 The council must follow the requirements of the SCI when producing any LDD. When published for consultation each LDD must be supported by a statement setting out the form of community involvement undertaken for that particular document. If when an inspector considers a document he/she finds that the council has not followed the standards set out in the SCI then the LDD could be withdrawn.

3.2.4 Community involvement will be a continuous process allowing everyone involved to see how ideas have developed at the various stages. This requires feedback if people are to have a sense of ownership.

3.3 Our Commitment to Community Involvement

Statement of Community Involvement (SCI)

3.3.1 This is a Local Development Document that whilst not part of the development plan, is subject to independent examination. The process for preparation is therefore the same as for a DPD. Early views have already been sought through the workshop events held in June/July 2004 where the council sought to identify some of the key barriers to successful community engagements and the best options for improving levels of community engagement.

3.3.2 The Regulations for the Planning & Compulsory Purchase Act (2004) specify that certain specific consultation bodies must be consulted during the Local Development Framework (LDF) process as well as government departments and such general consultation bodies as the local planning authority consider appropriate. Appendix 5 sets out the specific consultation bodies and government departments to be consulted as well as an indication of those general consultation bodies to be consulted during the LDF process. These include community groups and other local stakeholders such as voluntary bodies, bodies representing different racial, ethnic, religious or national groups as well as bodies representing the interests of the business community. Appendix 5 is not an exhaustive list of consultees as these will change over time. The council therefore holds a database of consultee's details and will ensure that this consultation list is kept up to date. Any group or individual can be added to the database at any time during the process and the council will consult with additional local stakeholders where appropriate.

3.3.3 The nature of engagement will need to encompass all aspects of the community right across the Borough. The most efficient way to engage with a wide range of people is through existing groups and organisations, table 1 below sets out those key types of groups that have been identified. Appendix 3 sets out further details on the nature of these groups and the way in which it is proposed to link with these groups.

Table 1 - Type of Groups

Type of Group	Key Elements
Wider Community	<ul style="list-style-type: none"> ● Telford & Wrekin Community Panel ● Neighbourhood Action Forums ● Voluntary and Community Sector Forum ● Telford & Wrekin Partnership ● Parish Councils ● Connecting Communities Group ● Local Residents

Table 1 - Type of Groups (continued from previous page)

Type of Group	Key Elements
Business Community	<ul style="list-style-type: none"> ● Telford Business Club ● Telford Business Forum ● Business Leaders Forum
Young People	<ul style="list-style-type: none"> ● Young Peoples Forum ● Schools ● United Kingdom Youth Parliament
Interest Groups	<ul style="list-style-type: none"> ● Residents groups ● Environmental pressure groups ● Voluntary groups
Statutory Agencies	<ul style="list-style-type: none"> ● Adjoining authorities ● Regional Planning Body ● Government Agencies

3.3.4 To ensure that we engage with people outside of these groups as well, the council has extended the list of individuals interested in the future planning of the Borough. This will continue to be reviewed on a regular basis through the use of articles in the council's newspaper 'Insight' and by placing information on the council web site (www.telford.gov.uk/environment).

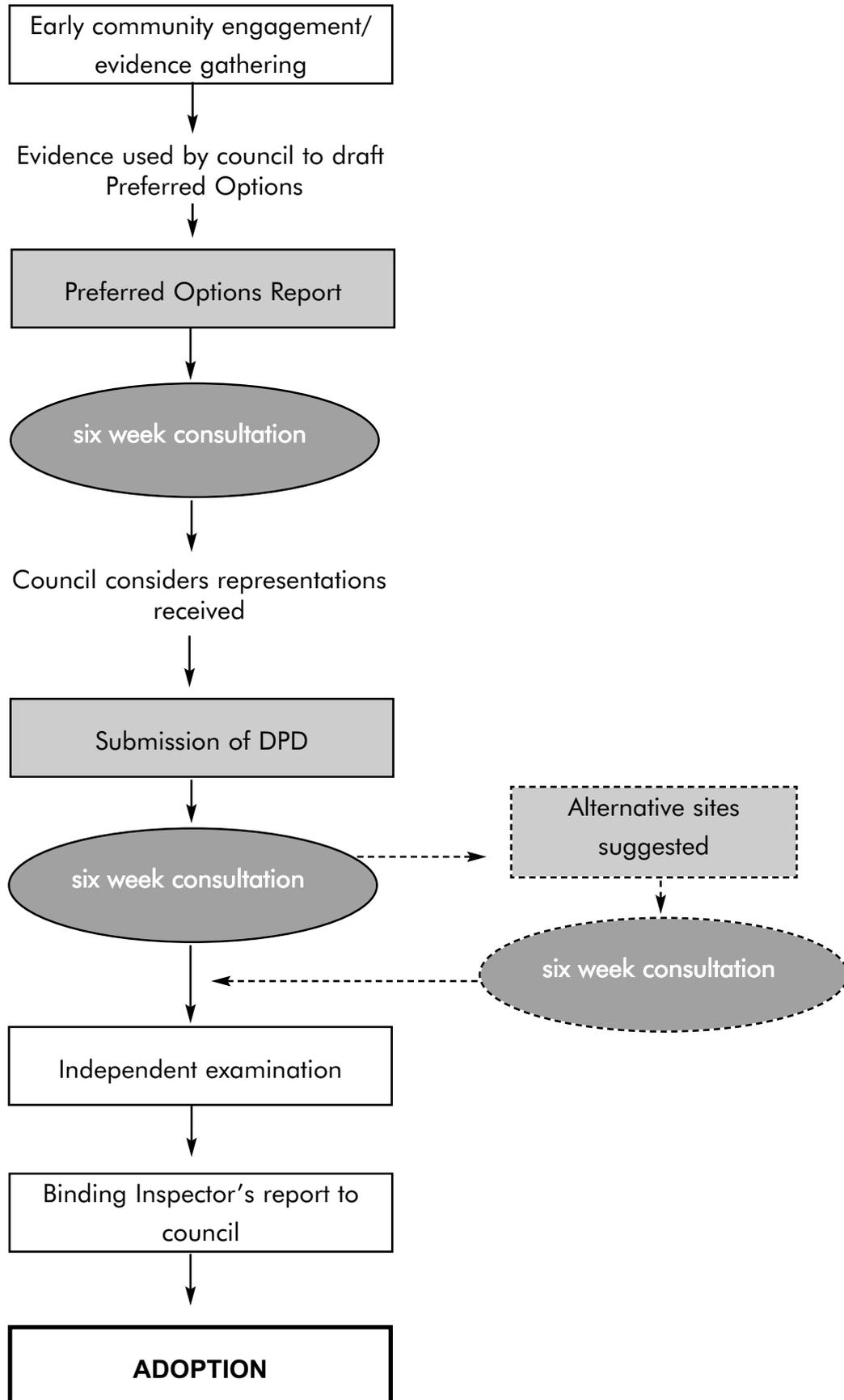
3.3.5 The SCI will need to be revised when significant changes have occurred in the types of groups which the authority wishes to engage or different techniques for engagement are to be employed. Where it is considered necessary to review the SCI the same procedures outlined above will apply. The council continuously monitors and reviews all consultation documents and the SCI will be formally reviewed as part of this process and reported on through the Annual Monitoring Report.

Development Plan Documents

3.3.6 There are a number of different DPDs that may be produced as part of any LDF eg Core Strategy; Site Allocations; Proposals Map; Development Control Policies, Area Action Plans. Set out below are the key stages of document preparation, against which the council has set out how it proposes to involve the community: See also figure 2.

3.3.7 The council will notify all consultees (see Appendix 5) at the required stages of LDD production that documents are available for inspection and/or consultation as appropriate.

Figure 2 : Stages of Development Plan Document Production



- 3.3.8 **Initial Consultation** – At this stage the council has flexibility to decide upon the most appropriate level of community involvement. However there is now greater emphasis on early community involvement in the preparation of all Local Development Documents to be included in the LDF and the council supports this approach. Informal consultations will be undertaken at an early stage with all relevant organisations/interest groups or individuals. Appendix 3 provides more information regarding the type of groups to be involved and the methods of involvement. It is expected that when preparing the key DPDs ie Core Strategy, Site Allocations etc the involvement will be much broader than when focusing in more detail on a specific geographical area to produce an AAP (Area Action Plan). This is a key stage as it enables people to put forward their own ideas and to participate in developing proposals and options. The more traditional approach has been to invite comment on proposals that have been drafted by the council.
- 3.3.9 Various exercises have been undertaken during 2003, meetings/visioning events etc and in May 2004 an article in the Borough of Telford & Wrekin news 'Insight' sought to encourage people to register an interest in becoming more involved in the process of preparing the LDF. Workshop events were held in June/July 2004, in part facilitated by Planning Aid volunteers. These events were open to anyone and sought to outline the new development plan system and provide opportunities to discuss an early vision for future development of the Borough and some of the options available to address the previously identified issues. (More details on these events are provided in Appendix 2). Following mostly positive responses to these events similar format events will be used again at different stages of plan preparation. Clearly where Area Action Plans are being prepared there will be opportunities for much more rigorous exploration of the options than at the Borough wide core strategy level. All the comments gathered at this stage are considered when drafting documents for formal consultation in the form of the Preferred Options Report.
- 3.3.10 At this stage a scoping report and initial sustainability appraisal of the emerging issues and options is prepared and published alongside other consultation material. Sustainability appraisal is as a systematic and iterative appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive. The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in a local development document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development (PPS12 ODPM).
- 3.3.11 **Pre-submission (Preferred Options Report)** – this is a statutory six week consultation period within which any one can make representations on the preferred options set out in the council's document/s. As the consultation period is fixed the council will seek to ensure wherever possible that advance notice is given of the dates for consultation – this is considered particularly important for groups such as parish councils who may not have a scheduled meeting at an appropriate stage during the six week period. At this stage the council will rely heavily on the use of its web site www.telford.gov.uk , placing all consultation documents, background technical papers and response forms on the web. Media releases and direct mailing to interested parties registered on the LDF database will also be undertaken. Standard forms will be prepared on which people will be encouraged to submit their comments. In addition, where a Local Development Document includes site specific proposals e.g. site allocation DPDs or Area Action Plans, residents / businesses adjoining sites the council identifies as preferred locations for development, will be notified

directly. Site notices will also be placed on or near the site providing details of the proposal and the opportunity to comment.

- 3.3.12 During this period council officers will be attending meetings/events involving in most cases the LSP, parish councils, interest groups, young people etc. Every attempt will be made to meet requests from any group or organisation to attend pre-arranged meetings. As above where the issues are more local defined ie an AAP, local residents meetings will be arranged (where appropriate) early in the consultation period.
- 3.3.13 After the close of this formal consultation period, the Local Planning Authority (LPA) will consider the representations received and make amendments where it is considered appropriate. However whilst the aim is to produce a development plan document that has a wide level of community support it is considered inevitable that this consultation will identify matters/issues on which it will not be possible to build consensus. It is these matters which may need to be explored when the development plan document is submitted for independent examination. However, as the LPA will need to produce their development plan document for submission, having considered the comments made at this pre-submission stage and making any necessary revisions to the policies and proposals in light of these comments.
- 3.3.14 Sustainability appraisal should inform the decision making process and the development of the preferred options. Local Planning Authorities are required (regulation 28) to undertake a full sustainability appraisal of the preferred options. At the participation on preferred options stage this final sustainability report will be made available for consultation alongside the preferred options document.
- 3.3.15 Comments made at this stage **will not** be carried forward to examination. The council will prepare the submission development plan document taking into consideration representations received during the pre-submission stage.
- 3.3.16 **Submission of Development Plan Documents** – This is the final document that the council must submit to the Secretary of State. At the same time there is a further statutory six week consultation on the policies and proposals set out in the development plan document/s - standard forms will be made available for people to make representations. Late representations will not be accepted but deadlines will be widely publicised, well in advance. The LPA is not expected to make any changes that will affect the substance of the plan after publication of this document.
- 3.3.17 The council will seek to provide advance notice of the dates for the six week consultation wherever possible, to all those who commented at pre-submission stage and/or are on the LDF database. Those who commented previously will receive notification of how their representation has been considered and whether any change was made as a result of that representation. Information will be provided on how to progress their comments if not satisfied with the council's response to them.
- 3.3.18 In addition to the methods of notification outlined above for the pre-submission stage, where a DPD is site specific e.g. housing allocations DPD, the council will seek to notify all those adjoining a site proposed for development and place site notice on or near all proposed allocated sites (these notices would provide details of the proposal and how to

make representations on it). At this stage the council would also seek to undertake exhibitions/roadshow that would tour around the Borough to provide residents with the opportunity to discuss key policies and proposals with council officers without the need to come into the council offices in Telford.

- 3.3.19 Ensuring that the sustainability of documents has been assessed throughout the council is required to submit a final sustainability appraisal with the relevant development plan document. There is also an opportunity for people to make comments on this appraisal during the statutory 6 week period.
- 3.3.20 **Advertisement of Alternative Sites** – Where developers or individuals submit representations on the submission version of the development plan document that promote alternative site specific proposals the council must advertise these as soon as possible after the close of the six week consultation outlined above. At this stage everyone will have a further six weeks to make representations on these alternative sites, objections made at this stage will subsequently be forwarded to the Inspector and considered as support for the submission development plan.
- 3.3.21 **Independent Examination** – Anyone with an outstanding objection has the right to have their representation considered by an independent inspector appointed by the Secretary of State. The inspector will consider most representations by way of written evidence although everyone has a right to an oral hearing. Written representations will carry the same weight as oral representations. An oral hearing could take the form of a round table discussion, a hearing or a formal inquiry. It is up to the individual to decide which route to take and this is likely to depend on the extent to which someone feels it is necessary to explain their representation in person. Even where there are no outstanding representations to be considered the Secretary of State will still appoint an inspector to consider the ‘soundness’ of the Plan.
- 3.3.22 **Inspector’s Report** – After the examination the inspector will produce a report that is binding upon the LPA. This will provide the LPA with precise recommendations on how the development plan document/s and the proposals map must be changed. The inspector may also identify matters that need further consideration and should be brought forward in a review.
- 3.3.23 **Adoption** – The LPA will adopt the document as amended by the inspector unless the Secretary of State directs otherwise.
- 3.3.24 **Review** – DPDs will be reviewed regularly in response to changes in national planning policy and/or the results of the council’s Annual Monitoring Report (AMR).
- 3.3.25 Whilst these are key stages in the preparation of a DPD, the council will also use other opportunities to engage with key stakeholders to gain informal feedback on policies and proposals, particularly where a specialist input is required this information can then be used to improve policies and proposals when they are reviewed.

Supplementary Planning Documents (SPDs)

- 3.3.26 SPDs are produced to support policies and proposals contained in one or other of the

Development Plan Documents. They provide additional information/guidance to support the implementation of a DPD policy or proposal. The procedures for SPD preparation are slightly more straightforward than for DPDs as set out below:

- 3.3.27 Early Community Involvement** – The nature of community involvement for SPDs will very much depend on the nature of the document being produced. Clearly, if a site specific SPD is being produced for a major development site, early community involvement will focus on those who live and work in the vicinity of the site, the council's approach will focus on events involving local residents, businesses etc from the local area and will wherever possible be held within that community. The use of techniques such as 'planning for real' and 'Enquiry by design', similar to those used when developing proposals for large sites in Lawley and East Ketley, will be supported. However, such exercises can be resource intensive and their use may be constrained by the availability of resources. The council will explore opportunities for Planning Aid to be involved in larger schemes where there is wider public interest. If however, the SPD is of a more technical nature e.g. car parking standards, the council's approach will focus more on engaging specialist stakeholders e.g. developers, highway engineers etc. The main purpose of this stage of involvement will be information gathering and the consideration of issues and options.
- 3.3.28 Formal Consultation** – The statutory requirements for consultation are that the consultation period should be no less than four weeks and no more than six weeks. In most cases the council will seek to undertake formal consultation for six weeks. For site specific documents the emphasis will continue to be on engaging those directly affected by the proposal and therefore all those adjoining the site will receive notification of the details of the SPD and the arrangements for consultation. Site notices placed on or near the site, together with press releases for the media will be used to disseminate information in the wider community. Where necessary further public events will be held in the local area.
- 3.3.29 Adoption** – So that people will be able to see how their comments have been treated, all those who comment on the draft SPD will receive notification of the adoption of the final SPD and information on how to obtain copies of the SPD and appropriate Cabinet report etc.

Other Local Development Documents

- 3.3.30** As part of the process of preparing an LDF, the council is required to set out a three year project programme for preparation of LDDs as part of the LDF – a **Local Development Scheme** (LDS). The first LDS is being prepared and will include detailed information on the content and timetable for preparation of the LDF over the three years to the end of 2007. This project programme will be reviewed annually in response to the results of the **Annual Monitoring Report** (AMR) and any changes in national or regional planning policy and re-submitted to the Secretary of State.

3.4 Who can get involved?

- 3.4.1** Anyone who may have a role or an interest in shaping the planning of the area, including local people, local organisations, local community groups, landowners/developers, regional organisations, national organisations and government agencies should actively engage in the preparation of Local Development Documents. As set out above, the level of

engagement will vary depending on the nature of the document being prepared. Some documents such as the Core Strategy DPD will deal with the more strategic aspects of planning for future development of the Borough and will require widespread input due to the need to build consensus around the vision and objectives for the spatial development of the area. In contrast an Area Action Plan focuses more locally and therefore engagement would be more focused on the grass roots local residents level or organisations for whom the change proposed would have implications.

- 3.4.2 The key to successful community involvement is engaging right across the community regardless of age, gender, religious values etc. It is important therefore that a range of different techniques for engagement are developed that will need to be taken into account the different requirements of the different sectors of the community.
- 3.4.3 **Council Members** – Borough councillors are in post to represent their constituents and as such have a key role to play not only in decision making but in gathering information on the views of the communities they represent. The council has established a politically balanced Steering Group of Council Members to deal with all aspects of the LDF. Whilst this group has no decision making powers it's role is crucial to achieving widespread political support for the proposals being put forward to Cabinet and Full Council.
- 3.4.4 In addition all Members are kept up-to-date through regular articles/information on the Members Information Board on the council's intranet. Members will keep people in their wards informed of progress on the LDF and on any key issues for their area.
- 3.4.5 **Parish Councils** – as representatives of the community at the grass roots, parishes have a key role to play. Opportunities will be taken to utilise parish newsletters and attend parish meetings wherever it is appropriate. In addition, the Parish Council Forum has regular items on the LDF attended by officers when appropriate. Where parish newsletters are not produced then council's will be asked to display information bulletins on parish notice boards. The council recognises that parish council's don't meet every week and therefore wherever possible parishes will be given advance notice of statutory consultation periods in order that they can arrange meetings appropriately to allow comments to be submitted within the statutory six week period.
- 3.4.6 In parishes where Parish Plans have been or are being prepared there are key linkages to be made, particularly where groups wish to see the LDF reflect the spatial dimension of these plans. These plans are based upon extensive community engagement and can provide valuable evidence to inform the LDF. Officers have already been involved in providing guidance to Parish Plan Steering Groups in some parishes.
- 3.4.7 The council has a Parish Charter that deals with the links between the Borough and the parishes and this supports joint working and engagement with the parishes. This can be undertaken at individual parish level or through the Parish Forum.
- 3.4.8 **Local Strategic Partnership** – the partnership brings together all the key stakeholders in the Borough and is crucial for identifying links between the LDF and other plans and strategies of partner organisations, providing the opportunity to ensure that the spatial dimension of these plans is appropriately reflected in the LDF. Regular item on the agenda.

Members of the LSP are set out in Appendix 4.

- 3.4.9 Local People** - Traditionally, those participating in the planning of the Borough have been primarily middle aged or elderly, usually professionals on middle or high incomes. The council wishes to ensure that no one is excluded from the planning process and will be seeking therefore to make better use of some of the groups/networks that already exist in some of the more deprived parts of the Borough. Within Telford & Wrekin we have established a number of Neighbourhood Initiative Areas in the most deprived wards of the Borough. Within these areas the council has facilitated production of Neighbourhood Action Plans through extensive community involvement. To make most efficient use of resources and avoid consultation overload the council will use information already gathered and seek to deliver the spatial elements of these action plans, however, in addition we will feed information on relevant issues to the established community groups and attend meetings when requested, wherever practicable.
- 3.4.10** For the wider community, the council will continue to use its Insight newspaper to keep local people informed and in May 2004 included a cut out freepost coupon for people to register their interest in becoming involved in the future planning of the Borough. Unfortunately, this generated a poor response. At all the key stages all those who have registered an interest will be notified of the publication of documents and provided with full details of how they can make their views known. Clearly, this will not preclude other individuals from becoming involved at any stage and the council will ensure that the key consultation stages are widely publicised in the local press (through the use of press releases, adverts and notices as appropriate) and on the council's web site.
- 3.4.11 Local Organisations** - The council understands that many local, regional and national organisations have to deal with a significant amount of information being forwarded to them for comment. It is therefore considered appropriate to utilise existing networks/stakeholder groups wherever possible. A key focus will be on the Community Strategy groups. In addition the council will maintain its database of organisations/interest groups and ensure that they are all made fully aware of key stages of consultation. A list of local organisations/groups is set out in Appendix 5.
- 3.4.12 Agents/Developers** – This group includes landowners and will contain a wealth of knowledge/expertise that will be particularly relevant to the delivery of the LDF. Following the success of the technical meeting/workshop held in July 2004 during the early community engagement on issues and options, the establishment of a developers forum was supported. This will provide the opportunity to build consensus with a key group of stakeholders and allow key policies and proposals to be considered by those responsible for delivering development on the ground. This group can provide expertise and insight on market conditions and the deliverability of development.
- 3.4.13 Business Groups** – a strong economy is essential to the future success of the Borough and therefore it is important that the business community is fully engaged in the planning of the Borough to 2021. There are a number of existing business networks already established within the Borough and officers will utilise these groups, together with close working with officers in economic development, to generate a two way flow of information.
- 3.4.14 Hard to reach groups** – Clearly the council's Neighbourhood Initiative Programme referred

to above will be particularly beneficial in reaching some of the traditionally hard to reach elements of the community.

3.4.15 Young people are another group that traditional does not seek to engage in planning, although with the introduction of citizenship lessons at school awareness of local authority activities, including planning, is being raised, wherever possible officers will attend such classes to discuss the planning of the Borough if requested. In Telford & Wrekin there is a Youth Forum that meets on a regular basis to discuss all issues affecting young people. This group provides the opportunity to involve some key young people who will then feedback to others through school and youth groups.

3.4.16 The elderly will sometimes be excluded from involvement due to an inability to access information, many may have difficulty attending public meetings due to problems with access and many may not wish to utilise ICT to access information from the Web. The council will ensure that groups representing the elderly are engaged in the process to facilitate greater participation of the elderly.

3.4.17 To ensure that black and ethnic minority (BME) groups are not excluded from the planning process, the council will ensure that all documentation can be made available in minority languages. The council already undertakes work focused with black and appropriate minority ethnic groups and the planning service will seek to link into this existing network wherever possible.

3.4.18 **Media** – there are statutory requirements set out in the Planning Regulations that require LPAs to issue formal Notices in local papers at two stages in the preparation of a DPD – firstly when the Preferred Options Document is published for consultation and secondly when any of the council's DPDs are submitted to the Secretary of State and issued for further consultation. However, the council will also take the opportunity to keep people involved and informed through the use of press releases to the local papers at all key stages in the preparation of documents and/or when there are timetable consultation events due to take place. Radio and television are also recognised as having the potential to reach a significant number of people and as such will be considered where appropriate. Members in particular will be encouraged to utilise this media to publicise key issues.

3.4.19 In addition the council will make use of the quarterly paper 'Insight' to chart progress and has already sought names of those who wish to become more closely involved in plan preparation through this media.

3.4.20 The council will seek to ensure that everyone is given the opportunity to influence the future planning of the Borough to secure widespread ownership of the LDF through stakeholder and community involvement.

4.0 Planning Applications

4.1 How can you have your say on planning applications for development in the Borough?

4.1.1 Development should be in accordance with the policies and proposals set out in the Development Plan unless material considerations indicate otherwise (Section 38(6))

Planning & Compulsory Purchase Act). The first section of this SCI has dealt with how people can influence the drafting of these policies and proposals but people will continue to have the opportunity to become involved in the decision being taken on individual planning applications.

4.1.2 The Government has set LPAs minimum standards for consultation on planning applications (The Town & Country Planning (General Development Procedure) Order 1995) set out below is this council's strategy for engaging a wide range of individuals, groups and other stakeholders in the determination of planning applications.

4.1.3 No system for publicising planning applications can be foolproof, however extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The current system does balance these conflicting issues.

4.1.4 The average number of applications submitted over the last three years were:

2000	1096
2001	1158
2003	1522

Of these 22% were classified as Major applications (see glossary for definition of major applications) and the remaining 78% were Minor, mostly householder applications.

4.2 How do we inform people when we first receive a planning application?

4.2.1 **Weekly list** - The council produces a list of all applications received within any given week and this list sets out the details of the applications submitted ie applicants name, site name and address, nature of proposal, the name of the planning officer that will be dealing with the application and whether it will be dealt with by councillors, through the council's Plans Board, or by the planning officers under the delegation rules .

4.2.2 The list is sent to all council members and parish council's. This list is made available to purchase on request and is also posted on the council's web site. Copies are also sent to libraries for public use.

4.2.3 **Advertisements** - Legislation requires that LPAs publish details of all major planning applications, however in order to ensure that people are kept informed of proposals in their area the council publishes a list of all applications received on a weekly basis in the Shropshire Star. These applications are coded to indicate the nature of the applications ie major, minor, conservation area or listed building.

4.2.4 **Site Notices** - Site notices provide information for people in the vicinity of a site subject to a planning application (an example is provided in appendix 6) and includes information on the nature of the application and details of how to contact the council, and how to view plans and the deadline for making comments (usually 21 days from the date of the notice).

4.2.5 Site notices are required to be displayed on all sites that are subject to major planning applications, however the council sends site notices to all applicants requesting that they are displayed on or adjoining the application site. This has been a successful system that

sees the majority of sites having site notices displayed.

4.2.6 **Notification of Neighbours** - Occupiers of properties most likely to be affected by a proposal are notified individually by letter that an application has been received and are invited to inspect the application and make any written observations within 21 days. If the occupier is disabled or elderly and unable to get to the council offices copies of the plans can be provided free of charge.

4.2.7 As a general rule, the adjoining occupiers to a proposal are notified. In practice, this means properties bordering an application site will receive individual notification of that application. Clearly, within the rural area with isolated proposals, there may well be no neighbouring properties. In such cases, it is still left to the case officer's judgements how far the neighbour notification should apply.

4.2.8 In the case of major applications it will be for the planning officer dealing with the application to determine the geographical extent of the notification.

4.2.9 **Availability of Plans** - Plans are available to view at the council's reception at Darby House during office hours, copies are available for a charge. There is a planning advice officer available to provide people with assistance.

4.2.10 Parish council's are sent copies of the plans for all applications within their area and are able to request copies of applications in other parishes on request.

4.2.11 **Statutory Consultees** - The council seeks to engage a whole range stakeholders in the planning process. We consult a whole range of statutory consultees. A list is attached at the end of the report listing all those bodies which may need to be consulted on a planning application (Appendix 7). Not all bodies are consulted on each application, who to consult will vary with the nature of the proposal and location. Consultees are notified in writing and have 21 days in which to respond. In many instances the responses show a requirement for the case officer to contact the applicant for more information or for amendments.

4.3 How do we involve the community during the processing of a planning application?

4.3.1 A considerable amount of negotiation takes place on a large number of applications, particularly the major ones (see glossary for definition of major applications). This is a very important and crucial part of the development control process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers and developers and their professional advisors is something which the Government and this council actively encourages. The council promotes early negotiation prior to the submission of applications and would encourage developers proposing major schemes to undertake early community consultation. This helps to ensure that once an application is submitted it has already been amended to reflect some of the local concerns

4.3.2 In a number of cases, the proposal will generate much public interest and provide many letters of objection. The results of consultation on planning applications will be reported and taken into account in decisions made by, and on behalf of, the council.

4.4 What happens when amendments are made to applications?

- 4.4.1 Re-notification of neighbours on minor amendments can significantly delay consideration of an application. On the whole most amendments to applications are normally made to seek a better quality of development, which may indeed overcome many objectors' concerns.
- 4.4.2 In order to avoid unnecessary delay, for minor amendments, such as altering the design of extensions or individual houses or where the amendment results in smaller buildings, no additional re-notification is undertaken. More significant alterations such as re-siting of roads in residential developments or altering the siting of extensions or building closer to neighbouring properties will require neighbour notification. Essentially, the question of re-notification is at the discretion of the case officer within the aforementioned parameters. However, bearing in mind the pressure to determine applications speedily we may reduced time for a response to a re-notification.
- 4.4.3 Significant amendments are re-advertised. No re-advertisement would normally take place on minor amendments. No hard and fast rules are possible and any re-notification is therefore at the case officer's discretion within the above framework.
- 4.4.4 For significant alterations to plans then the parish council and neighbours who wrote in will be re-consulted, together with the relevant statutory consultees.

4.5 How do we involve the Community when an application is being determined?

- 4.5.1 A large proportion of the applications submitted to the council (83%) are dealt with through delegated powers to officers that help ensure that the majority of applications are dealt with within the statutory eight week period set by the Government. An application can be dealt with by officers unless it is submitted on behalf of the council or a senior officer of the council, in addition, all applications that are contrary to the development plan or where a council member requests that the application is dealt with at committee, will be considered by the council's Plans Board. This board meets regularly on a three to four week cycle.
- 4.5.2 At present the council does not operate a system that allows public speaking at Plans Board meetings, although ward members are able to request to speak on behalf of their community.

4.6 How do we involve the community after a decision is taken on a planning application?

- 4.6.1 A letter is sent to everyone who writes in advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at committee). The decision, if taken at committee is also publicised in the committee minutes on the council's website.

4.7 What happens if an appeal is received on a planning application?

- 4.7.1 If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. This right of appeal does not extend to a third party.

- 4.7.2 If and when an appeal is received anyone who wrote in on the application is notified in writing of the appeal and information is provided on how to make their views known (either in writing, if a written representations appeal or in person at an informal hearing or public inquiry). There is no need to re-submit previous information sent in on the planning application as all this information will be copied and sent to the Planning Inspectorate. Ward councillors are also individually notified.
- 4.7.3 Where an informal hearing or public inquiry is to be held to consider an appeal a site notice is erected and the appeal is publicised in the press the date/time with the location of the hearing/inquiry. Third parties are able to attend both informal hearings and enquires if they wish to, providing the inspectorate are notified before hand. Third parties can have an important role as it is often their views that reinforce the council's decision to refuse planning permission or impose specific conditions.
- 4.7.4 The inspectorate encourage many appeals to be dealt with by way of written representations and where this is the case the appeal is determined on the bases of the statements submitted by the appellant, the council and any third parties.

4.8 How else do we involve the community?

- 4.8.1 If requested and appropriate, officers will attend public meetings or residents association meetings to explain planning proposals.
- 4.8.2 Twice yearly meetings are held with parish councils where parishes have an opportunity to express their views on the range of planning issues. Again officers when requested will attend parish council meetings and explain particular planning applications.
- 4.8.3 Councillors are also involved in the consultation process. Councillors receive via email copies of the weekly list. Members can request copies of documentation or plans relating to individual applications. Members are aware of the need to keep the requests for copies to a reasonable level.

5.0 Resources and Management

- 5.1 The council has used the Planning Delivery Grant to increase investment in the planning service, in terms of additional staff resources, improved IT facilities, and officer and member training, both of which will improve the planning service the authority provides.
- 5.2 The LDF team has been expanded to address the challenges of the new planning system and now comprises five planning officers and 0.5 planning technician. This represents a strong commitment from the authority and in part recognises that managing participation in the new system will be resource intensive. The team will work closely with colleagues and partners and adopt a positive approach to involving external groups and individuals. By ensuring that community involvement is targeted and realistic the council will seek to make best use of the resources available to it, recognising that existing networks linked to other plans and programmes eg Community Strategy, Local Transport Plan, Neighbourhood Initiative Areas etc will be particularly valuable.

- 5.3 The Development & Design unit has been expanded to have the capacity required to deal with an increased level of applications. In addition, a new Urban Form and Conservation team has been established within the unit and focuses on urban design work and development briefs in addition to conservation, linking to the work on the LDF.

6.0 Conclusion

- 6.1 Community involvement is about communicating information to people and gaining information from people. The aim should be to enable people of all abilities, colour, race, sex, religion, sexuality or age to gain insight and information and therefore the council will be seeking to use reliable and varied ways to disseminate information.
- 6.2 **The role of West Midlands Planning Aid** - Recognising that council officers are not always the best people to facilitate community engagement events and that some people prefer to seek advice from independent sources, the council will seek to ensure that people within the Borough are made aware of the role of West Midlands Planning Aid (WMPA). WMPA provides a free and independent professional advice service on all planning related matters for individuals and community groups who cannot afford consultants fees. Work is generally undertaken by planning professionals who volunteer to provide this service and can provide a valuable source of advice independent of the council. The key outcome should be that local communities will be better able to use the planning system, effectively and confidently resulting in better proposals, plans and development that meets the needs of local communities. Planning Aid volunteers and staff have already assisted at a number of LDF consultation events and been involved in assisting a number of clients within Telford & Wrekin.
- 6.3 There are a number of important benefits of achieving community and stakeholder buy-in, these include:
- Community commitment to the future development of an area;
 - Promoting regeneration and investment, creating certainty and commitment to change;
 - Providing a strong basis for successful negotiations on development proposals, including developer contributions; and
 - Providing a robust basis for addressing difficult decisions – it is important that in seeking to build consensus, we do not avoid addressing controversial issues.
- 6.4 By involving the community in its widest sense it is possible to more clearly identify the local priorities and needs. In addition through local knowledge or personal understanding of the issue solutions can often be identified more easily. Without the close involvement of the community there will be no ownership of the LDF and hence delivery will be that much harder.
- 6.5 The SCI will be reviewed as appropriate in the light of joint working experiences and consultation with stakeholders. This might include changes to reflect best practice in community/stakeholder involvement, managing stakeholder expectations more effectively or addressing specific problems or concerns in relation to joint working with stakeholders.

Appendix 1 – Definition of Terms

Abbreviations:-

AMR	Annual Monitoring Report
DPD	Development Plan Document
GOWM	Government Office for the West Midlands
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
ODPM	Office of the Deputy Prime Minister
PINS	The Planning Inspectorate
PPS	Planning Policy Statement
RPG	Regional Planning Guidance
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SPD	Supplementary Planning Document

Glossary of Terms

Annual Monitoring Report (AMR) - LPAs have to produce an Annual Monitoring Report (AMR) which will show how the authority is performing by assessing the implementation of the LDS and the extent to which policies in LDDs are being achieved against all relevant targets. The report will be published by the LPA so that those with an interest in the area can see what changes the LPA may need to make to their LDF.

Area Action Plans – Development Plan Documents that are used to provide a planning framework for areas of change and areas of conservation.

Community Strategy - The plan which local authorities are required to prepare through a Local Strategic Partnership for improving the long term economic, environmental and social well being of local areas through partnership working and the active involvement of local communities.

Core Strategy – Development Plan Document will set out the vision for the Local Planning Authority area and the strategic policies and proposals to deliver that vision together with housing and employment provisions in accordance with the Regional Spatial Strategy (RSS).

Development Plan - The Development Plan sets out land use planning policies and development proposals against which planning applications will be considered. In the past it comprised the Structure Plan (strategic policies at county level) and the Local plan which sets out more detailed policies for the local authority area, now it is comprised of the LDF and the RSS.

Development Plan Documents (DPDs) - The DPDs are prepared by Local Planning Authorities and form part of the development plan they must contain the following components:

- Core Strategy;
- Site allocations; and
- Proposals map

And they may contain:

- Area Action Plans; and
- General policies for the control of development.

(All DPDs will be subject to Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA))

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

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 plan 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).

General Policies for control of development

These will cover, among other things, the protection of the natural, visual and residential environment, they will not repeat national policies, as set out in Planning Policy Statements (PPSs).

Local Development Documents (LDDs) – These are the documents contained within the Local Development Framework. There are two types of LDD:

- Development Plan Documents (DPD)
- Supplementary Planning Documents (SPD)
- Statement of Community Involvement (SCI)

Local Development Framework - (LDF) - This is a portfolio of Local Development Documents (LDDs) which will provide the council's policies for meeting the community's economic, environmental and social aims for the future of the area, where this effects the development and use of land. This will replace the current Wrekin Local Plan.

Local Development Scheme (LDS)

The LDS will set out the council's programme for the preparation of Local Development Documents. It will provide details on what DPDs and SPDs the council propose to prepare over the three year period and the timetable for their production. It will also set out the policies that the council wish to save from the current development Plan and the timetable for the preparation of the Statement of community involvement. The LDS must be submitted to the Secretary of State for approval within six months of the commencement of the Planning & Compulsory Purchase Act.

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

Major Application - 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 dwellinghouses to be provided is ten or more; or
 - (ii) The development is to be carried out on a site having an area of 0.5 hectare or more and it is 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 1000m² or more; or
- (e) development carried out on a site having an area of one 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

Minor Application - applications that fall under the limits set out under Major Applications set out above

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

Planning Policy Statement (PPS) - Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs)

Preferred Options – A report on the council's Preferred Options will offer alternative proposals and policy options for consultation over six weeks, however the council will highlight those options which it feels is most appropriate.

Proposals Map The Proposals Map will illustrate on an Ordnance Survey map policy designations, allocations and Area Action Plans in the Development Plan Documents.

Regional Spatial Strategy (RSS) - This will incorporate the regional transport strategy, and will provide a spatial framework to inform the preparation of local development documents, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.

Site Allocations - Site allocations are the sites which are proposed for development to meet the council's Core Strategy. Policies in the site allocations DPDs 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.

Statement of Community Involvement (SCI) - The SCI will set out how the council intends to achieve continuous community involvement in the preparation of LDDs in their area. It will also

deal with community involvement in development control decisions. It will be subject to independent examination.

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) – These documents provide policy guidance to supplement policies and proposals contained within DPDs. SPDs are not subject to independent examination as they do not form part of the development plan but the matters covered must be directly related to policy in the DPDs.

Strategic Environmental Assessment (SEA) – a requirement of European legislation this is an assessment of the effects of the policies and proposals within the LDF on the environment.

Sustainability Appraisal (SA) – an appraisal of the potential impact of policies and proposals from an environmental, economic, social and natural perspective. This will inform the council of the potential implications of different alternatives. SEA and SA will be undertaken together.

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

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

Appendix 2 – Community Engagement 2003 /2004

Community Engagement 2003

Community involvement in the preparation of the LDF began in 2003, with a series of three visioning and issues workshop events held between March and May 2003. These events involved elected members, community group representatives, general stakeholders and individual members of the community.

The Plans & Policy team looked at many options for involving people at the early stage of the plan process. It was found that it was important to develop a forum of representatives within which important development issues could be discussed. For the forum to be effective, it was vital that a cross sector of representatives were involved. The final make up of this **development forum** is broadly as set out below.

Representative type	Number
All Telford & Wrekin Members	54
All Members of the Local Strategic Partnership	28
All Members of the Parish Councils	28
Other key Borough Stakeholders (eg, HBF, RICS, CPRE, Housing Association)	41
Members of the general public	24
Borough of Telford & Wrekin Council Officers	20

The first was a session which looked at issues from the key themes of the community strategy. The second session looked at the detail of the issues raised in the first session in the context of what the plan could achieve in the Borough.

Community Engagement 2004

The key issues identified in 2003 were subsequently considered by officers and a Vision and Development Strategy Options Paper drafted - copies of this briefing paper is attached to this report for further discussion at the meeting (see Annex A). This paper, together with more detailed papers on the issues and options for each of the four themes: Neighbourhoods; Jobs & Prosperity; Accessibility and Environment were used as the basis for discussion at the recent series of LDF consultation events.

More than 400 individuals and organisations received direct invites to the LDF consultation events, in addition information was placed on the council's web site and a press release was issued just prior to the events. The highest attendance was at Newport (approx 82), although this was due primarily to an additional press article run by the Newport Advertiser the week before. In total, more than 250 people attended the events – full details are set out in the table below.

Where	What	When	Who	Approx Nos.
Oakengates Theatre	Local Development Forum	June 26 th (4-7pm)	Key stakeholders Members and LSP Representatives	50
Ellerdine Village Hall	Public Workshops	July 5 th (7-9pm)	Members of the Public, Interest groups & others	42
Civic Offices, Telford	Developers Workshops	July 7 th (10am – 12.30pm)	Developers, Housebuilders and landowners	43
Civic Offices, Telford	Public workshops	July 7 th (7-9pm)	Members of the Public, Interest groups & others	38
Cosy Hall, Newport	Public workshops	July 20 th (7-9pm)	Members of the Public, Interest groups & others	82

In addition to comments made at the events a small number of written submissions were made by those who had additional comments to make or who were not able to attend one of the events. A draft copy of the consultation report is available on the council's web site www.telford.gov.uk/environment . This report collates all the key points from the events.

Appendix 3 Existing groups/Networks

Name of Group	Who Is Included	Link with LDF	Key form of Contact
Wider Community			
Telford & Wrekin Community Panel	1100 local residents	Limited role due to timescales and limits of questions in survey	Questionnaires
Neighbourhood Action Forums	One for each of the priority neighbourhoods. Residents and others within each area. (These forums are used to identify the needs of local people in these areas, determine people's perceptions of public service and to develop an action plan for improvement)	Large amount of info. gathered through past consultation and opportunity to link with forums in each of the neighbourhoods.	Attendance and meetings of planning officers; Info in newsletters etc.
Voluntary and Community Sector Forum	Various organisations in Telford including the Council for Voluntary Service (CVS).	These groups operate across the borough and can provide a valuable insight into the issues.	Attendance at meetings – two way dialogue.
Telford & Wrekin Partnership	Representatives of key stakeholders - Co-ordinators meeting quarterly giving direct access to partner organisations. Direct link with Community Strategy.	Opportunity to consult with a wide range of partner agencies together.	Attendance at meetings – two way dialogue.
Parish Clerks Meeting	Officers and Parish and Town Clerks	Discuss issues of joint interest/benefit	Information reports, articles for dissemination to Parishioners
Connecting Communities Group	Representatives from main BME communities in the Borough.	Opportunity to link in with elements of the community that are traditionally hard to engage.	Attendance at meetings, circulation of information; two way dialogue
Business Community			
Telford Business Club	Approx 130 small businesses	Discuss issues of joint interest/benefit	Attendance at meetings, circulation of information; two way dialogue

Name of Group	Who Is Included	Link with LDF	Key form of Contact
Telford Business Forum	Approx 30 major local companies	Discuss issues of joint interest/benefit	Attendance at meetings, circulation of information; two way dialogue
Business Leaders Forum	Representatives primarily from the manufacturing sector in Telford	Discuss issues of joint interest/benefit	Attendance at meetings, circulation of information; two way dialogue
Young People			
Young Peoples Forum	Representatives from school councils, youth groups/organisations or local youth forums Aged 13 – 18	Traditionally a hard to reach group this forum provides the opportunity to engage young people on key issues	Attendance at meetings; circulating information; two way dialogue
Schools	National Curriculum includes citizenship lessons		School projects, seminars
United Kingdom Youth Parliament	Young people aged 13-18.		Attendance at meetings, circulation of information; two way dialogue

Appendix 4 - LSP Membership

Borough of Telford & Wrekin
Chamber of Commerce & Business Link, Shropshire
Early Years Development & Childcare Partnership
English Partnerships
Harper Adams University College
Ironbridge Gorge Museum Trust
Job Centre Plus
Learning & Skills Council, Shropshire
New College
Physical & Sensory Disability Partnership
Primary Heads Forum
Princess Royal Hospital NHS Trust
Race Equality Council for Telford & Shropshire
Secondary Heads & Principals Group
Shropshire Fire & Rescue Service
Shropshire, Telford & Wrekin Connexions
Telford & District Trades Union Council
Telford Christian Council
Telford College of Arts & Technology
Telford Development Agency
Telford & Shropshire Marketing Partnership
Telford & Wrekin Council for Voluntary Service
Telford & Wrekin Primary Care Trust
Telford & Wrekin Sustainability Trust
University of Wolverhampton (Telford Campus)
Wrekin Area Committee - Shropshire Association of Local Councils
Wrekin Community Safety Partnership
Wrekin Housing Trust
West Mercia Police
West Mercia Probation
Wrekin Community Safety Partnership

Observers:

Advantage West Midlands
Government Office - West Midlands

Appendix 5a- Specific consultation bodies

West Midlands Regional Assembly

Adjoining Parish Councils:

Leighton & Eaton Constantine Parish Council
Childs Erccall Parish Council
Cheswardine Parish Council
Broseley Town Council
Shifnal Town Council
Uffington Parish Council
Stoke on Tern Parish Council
Wroxeter & Uppington Parish Council
Astley Parish Council
Buildwas Parish Council
Blymhill & Weston-under-Lizard Parish Council
Norbury Parish Council
Gnosall Parish Council
Forton Parish Council
Adbaston Parish Council
Withington Parish Council
Stanton Upon Hine Heath Parish Council
Shawbury Parish Council
Barrow Parish Council
Sutton Maddock Parish Council
Kemberton Parish Council
Sheriffhales Parish Council
Upton Magna Parish Council
Hodnet Parish Council
Sheriffhales Parish Council

Local Planning Authorities:

Staffordshire County Council
North Shropshire District Council
Shropshire County Council
Bridgnorth District Council
South Shropshire District Council
Shrewsbury and Atcham Borough Council
Oswestry Borough Council
Wolverhampton City Council
Dudley Metropolitan Borough Council
Stafford Borough Council
South Staffordshire Council

Local Parish Councils:

Wrockwardine Parish Council

Stirchley & Brookside Parish Council
Wrockwardine Wood and Trench Parish Council
Eyton Parish Council
Newport Town Council
Hadley & Leegomery Parish Council
St Georges & Priorslee Parish Council
Wellington Town Council
Edgmond Parish Council
Ercall Magna Parish Council
Waters Upton Parish Council
Madeley Parish Council
Preston on the Wealmoors Parish Council
Lawley & Overdale Parish Council
Little Wenlock Parish Council
Chetwynd Aston & Woodcote Parish Council
Hollinswood & Randlay Parish Council
The Gorge Parish Council
Rodington Parish Council
Oakengates Town Council
Great Dawley Parish Council
Lilleshall and Donnington Parish Council
Dawley Hamlets Parish Council
Church Aston Parish Council
Kynnersley Parish Council
Chetwynd Parish Council
Tibberton & Cherrington Parish Council
Ketley Parish Council

Other specific consultation bodies:

Advantage West Midlands
British Gas
British Geological Survey
British Telecom
CABE
Coal Authority
Connexions
Connexions Shropshire, Telford & Wrekin
CPRE
Defence Estates
DE Operations North
English Heritage
English Nature
English Partnerships
Highways Agency
Hutchison 3G Ltd
Mercury Personal Communications
MLL Telecom Ltd
National Grid Transco

National Playing Fields Association
National Wind Power Ltd
Network Rail
Orange Personal Communications Services Ltd
Powergen UK
Princess Royal NHS Trust
Rail track
Severn Trent Water Ltd
Shropshire Chamber of Commerce
Shropshire Chamber of Commerce and Enterprise
Shropshire Fire and Rescue Service
Sport England
Telford & Shropshire Marketing Partnership
Telford & Wrekin Primary Care Trust
Telford Development Agency
Telford Police
The Community Council of Shropshire
The Countryside Agency
The Environment Agency
The Housing Corporation
The Strategic Rail Authority
Visit Heart of England – Regional Tourist Board
Vodafone Ltd
West Coast Energy Ltd
West Mercia Constabulary
West Mercia Probation Service
West Midlands Probation Service

Appendix 5b- Government Departments

Department for Culture, Media and Sport
Department for Education and Skills (through GOWM)
Department for Environment, Food and Rural Affairs
Department for Transport (through GOWM)
Department of Constitutional Affairs
Department of Culture, Media and Sport
Department of Health (Primary Care Trust)
Department of Trade and Industry (GOWM)
Government Office West Midlands
Home Office
Job Centre Plus
Ministry of Defence
Office of Government Commerce
The Countryside Agency

Appendix 5c- General consultation bodies

3 R's Group
Access Group
Admaston Action Group
Admaston House Group
Age Concern
All Friends Around the Wrekin
British Horse Society
Butterfly Conservation
Campaign to Protect Rural England (CPRE)
Campaign for Real Ale (CAMRA)
Coalbrookdale & Ironbridge Community Centre Association
Coalport Action Group
Coalport Village Hall Association
Council For British Archaeology (WM)
Countryside Landowners Association
Friends of the Earth
General Aviation Awareness Council
Green Wood Trust
Ironbridge Floods Group
Ironbridge Gorge Museum Trust
Jackfield Village Hall Association
Jehovah's Witnesses Telford
Landmark Information Group
LARA
Local Residents Associations
Lodge Field Group
Mobile Operators Association
National Farmers Union
National Farmers Union Shropshire
NEAT 21
Newport Civic Society
Newport History Society
Newport Regeneration Partnership
Oakengates Partnership
Parish Rooms, Ironbridge
Peobus Club of Newport
Priorslee Community Association
Rodington Village Hall Committee
Severn Gorge Countryside Trust
Shawbirch Action Group
Shrewsbury & Newport Canals Trust
Shropshire Association of Local Councils
Shropshire Ornithological Society
Shropshire Telford & Wrekin Connexions
Shropshire Wildlife Trust
South Telford Rights of Way Partnership
(STROWP)

St. Peters, Wrockwardine PCC
Telford & District Trade Union Council
Telford & East Shropshire Group, Ramblers Association
Telford & East Shropshire of CAMRA
Telford & Wrekin CVS
Telford & Wrekin Residents Association
Telford & Wrekin Sustainability Trust
Telford Bridleway Association
Telford Christian Council
Telford Friends of the Earth
Telford Historical & Archaeological Society
Wellington LA21
Wellington Partnership
Wrekin Conservation Association
Wrekin Housing Trust
Wrekin Juniors Football Club
Wrockwardine Village Hall Committee
Wrockwardine Village Millennium Committee

Appendix 6 – Example of Site Notice

BOROUGH OF TELFORD & WREKIN
TOWN & COUNTRY PLANNING ACT 1990

Re: TB/W2004/1000

Application has been made to the Borough for permission for the following proposal:-

ERECTION OF A DOUBLE DEMOUNTABLE CLASSROOM UNIT

NEW COLLEGE, KING STREET, WELLINGTON, TELFORD, SHROPSHIRE.

Copies of the application may be inspected during normal office hours at the Environment and Economy Reception, Darby House, Lawn Central , Telford, Shropshire for the next 21 days.

18 October 2004

Appendix 7

Statutory Consultees for Planning Applications

Advantage West Midlands
Ancient Monument Society
Arleston Residents Association
Bridgnorth District Council
British Gas
British Horse Society
British Rail
British Waterways
Commission for Architecture & the Built Environment (CABE)
Council for British Archaeology
County Council Ancient Monuments
Coal Authority
Council for Protection of Rural England (CPRE)
Countryside Agency
Dawley Chamber of Trade/Commerce
Department for Environment, Food and Rural Affairs
Dothill Action Group
Environment Agency
English Heritage
English Nature
English Partnerships
Forestry Commission
Friends of the Earth - Planning
Friends of the Earth - Transport
Georgian Group
Government Office West Midlands
GPU Power Engineering
Highways Agency
Historic Buildings & Monuments
HM Inspector of Pollution
Health & Safety Executive
Ironbridge Chamber of Trade
Ironbridge Gorge Museum Trust
Ministry of Agriculture, Fisheries & Food
National Playing Field Association
National Trust
Newport Civic Society
Newport Partnership
Network Rail
North Shropshire District Council
Parish Councils
Police Architectural Liaison Officer
Police Crime Risk Officer
RAF Cosford

RAF Shawbury
Ramblers Association (Footpaths)
Royal Mail
Shropshire Area Health Authority
Shropshire Badger Group
Shropshire Bat Group
Shropshire County Council
Sport England
Shropshire Fire & Rescue Service
Shropshire Hills Countryside Unit
Shropshire Horticultural Society
Shrewsbury & Newport Canal Trust
Society for the Preservation of Ancient Buildings
Shrewsbury & Atcham Council
Severn Trent Water Ltd
Shropshire Wildlife Trust
Telford Chamber of Trade
Telford Civic Society
The Ironbridge & Coalbrookdale Society
The Twentieth Century Society
Trading Standards
Transco
The Theatres Trust
Victorian Society
Wellington Civic Society
Wellington Chamber of Commerce
Wellington Town Partnership
West Midlands Planning Aid
West Midlands Regional Assembly
Woodland Trust
Wrekin Housing Trust
Wrekin Preservation Committee

Those consulted on any one application will vary depending on the location and nature of the planning application