

Statement of Community Involvement

Contents

1. Introduction 2

Community Involvement in Minerals & Waste Development Frameworks

2. When the Council will consult 8
3. How the Council will consult 10
4. Who the Council will consult 17
5. Resources & Management 19

Community Involvement in Planning Applications

6. When the Council will consult 21
7. How the Council will consult 24
8. Who the Council will consult 29
9. Resources & Management 31

Appendices

Appendix 1: Statement of Community Involvement Process

Appendix 2: Summary of Consultation Exercises

Appendix 3: Stakeholders & Consultees

Appendix 4: Methods of Engagement Matrix

Appendix 5: Appraisal of Methods of Engagement in the Local Development Framework

Appendix 6: Appraisal of Methods of Engagement on Planning Applications

Appendix 7: Hierarchy of Plans

Appendix 8: Guide to Public Speaking at Regulatory Committee

Glossary of Terms

1. Introduction

1.1 The purpose of the Statement of Community Involvement (SCI) is to specify how and when we will involve you in the development plan-making process and in making decisions on planning applications. For details of how the County Council will develop its Statement of Community Involvement please see **Appendix 1**. We are keen to involve interested parties in the process at as early a stage as possible. To encourage early involvement we have highlighted in this document the particular stages at which involvement is sought. We also recognize that there are various levels of engagement ranging from merely informing you to involving you or even collaborating with you from the outset as we devise certain plans. Different levels of engagement are appropriate at different stages of the process and we have attempted to identify the range of methods we will use at different times.

1.2 We endeavour to engage interested parties in the plan-making and decision-making process and for such engagement to inform and shape our decisions as far as possible. However, those involved should be aware that due to the nature of community engagement, consensus and agreement cannot always be achieved.

Warwickshire – A General Profile

1.3 Warwickshire is a predominately rural county situated at the heart of the country adjacent to the West Midlands conurbation and Coventry. The main urban areas are Nuneaton, Bedworth, Kenilworth, Leamington and Warwick, Rugby and Stratford upon Avon.

- The County has a well-developed highway network due to its location, being a focal point for the national road network. The M40, M6, M6 toll, M42, M45 and M69 motorways and A5 and A46 trunk roads all pass through the county.
- There are five local authorities within Warwickshire – North Warwickshire Borough, Nuneaton & Bedworth Borough, Rugby Borough, Stratford-on-Avon District and Warwick District.
- Warwickshire's population has been growing for the last three decades – particularly in recent years with a growth rate that is higher than both the regional and national average. Warwickshire's population is also ageing; the biggest percentage increases have been in the older age groups.
- Across the County as a whole, minority ethnic groups account for a larger share of the population in 2001 (4.4%) than in 1991 (3.4%). The Indian ethnic group is the next largest group after 'White', accounting for 2.4% of Warwickshire's population.
- The typical gross annual wage for a full-time worker living in Warwickshire in 2004 was higher than the equivalent figure for England & Wales and more than the typical wage for West Midlands' residents.
- In 2003, the proportion of Warwickshire residents, of working age in employment was 79%. This compares favourably with the West Midlands

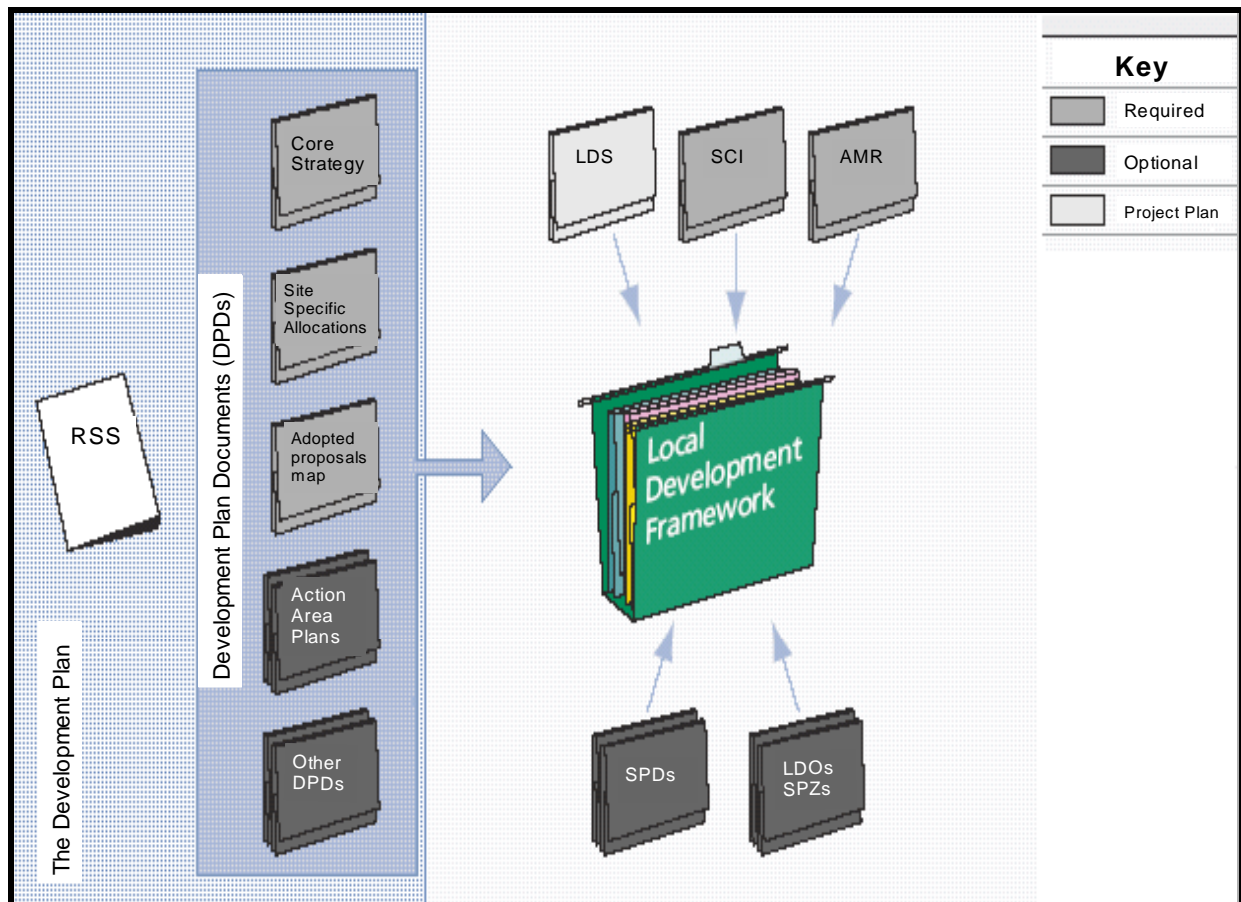
region and the national averages, 73% and 74% respectively. Unemployment levels within Warwickshire have fallen consistently throughout the mid and late nineties as they have nationally. Since 2001, the claimant count rate has been below the average for England and Wales in all five Warwickshire districts.

Overview of the planning process

1.4 Following the commencement of the Planning and Compulsory Purchase Act (2004) Local Authorities are now required to prepare Local Development Frameworks (LDF) to replace Local Plans and Structure Plans. LDFs will consist of several Local Development Documents (LDDs) e.g. the Core Strategy, Site Specific Allocations, Area Action Plans and Local Development Schemes.

1.5 Each LDD is one part of what is known as the Local Development Framework (LDF). For example, instead of the old Waste Local Plan it will now be called a Waste Development Framework. The aim of creating separate LDDs is so that each LDD can be reviewed independently without having to review the entire plan. This will hopefully make the planning system more responsive to changing requirements. The make-up of the new LDF is set out in the diagram below and a glossary of abbreviations is summarised in **Table 1**.

Figure 1: The Local Development Framework



Source: Planning Policy Statement 12 (ODPM, 2004)

Table 1: Glossary of Abbreviated Terms

		Description	Is it a DPD ?
Adopted Proposals Map		This illustrates all site specific policies and identifies areas of protection in map form.	✓
Annual Monitoring Report	AMR	This is produced each December and shows how policies performed in the previous financial year.	It is <i>not</i> a DPD but it <i>is</i> an LDD
Area Action Plans	AAP	This focuses on a specific area subject to conservation or significant change.	✓
Core Strategy		This sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. In the case of Warwickshire there will be a core strategy for waste and a separate one for minerals.	✓
Development Plan Documents	DPDs	Local Development Documents that are considered to be part of the Development Plan.	-
Local Development Documents	LDDs	They are all of the documents that make up the Local Development Framework. They include all Development Plan Documents as well as Supplementary Planning Documents, Local Development Orders, Simplified Planning Zones the Local Development Scheme, the Statement of Community Involvement and the Annual Monitoring Report.	-
Local Development Framework	LDF	A collection of Local Development Documents. Each Local Development Framework has to be in conformity with the Regional Spatial Strategy.	-
Local Development Orders	LDOs	This is made by a planning authority in order to extend permitted development rights for certain forms of development, and relate to a relevant Local Development Document. The County Council's Local Development Framework is unlikely to contain these.	It is <i>not</i> a DPD but it <i>is</i> an LDD
Local Development Scheme	LDS	This a project plan for the Local Development Framework.	It is <i>not</i> a DPD but it <i>is</i> an LDD
Other Development Plan		These can be additional thematic or generic development control policies.	✓

Documents			
Regional Spatial Strategy	RSS	This is a spatial strategy for the whole region, in the case of Warwickshire the region is the West Midlands. It guides the preparation of the Local Development Framework and Local Transport Plan towards sustainable regional development.	-
Simplified Planning Zones	SPZs	These are areas in which the local authority wishes to stimulate development and encourage investment. Again the County Council's Local Development Framework is unlikely to contain these.	It is <i>not</i> a DPD but it <i>is</i> an LDD
Site Specific Allocation		This allocates sites for specific land uses.	✓
Statement of Community Involvement	SCI	This sets out how the authority will involve the public in the plan-making process and in making decisions on planning applications.	It is <i>not</i> a DPD but it <i>is</i> an LDD
Supplementary Planning Documents	SPDs	These deal with one particular planning matter and expand or add depth to policies set out in Development Plan Documents.	It is <i>not</i> a DPD but it <i>is</i> an LDD
The Development Plan		Consists of the Regional Spatial Strategy and Development Plan Documents.	-

1.6 To focus attention on the main elements of the new Development Frameworks, some LDDs have been given the status of Development Plan Documents (DPDs). As **Table 1** illustrates this title only applies to LDDs that are considered to be part of the development plan, these being the Core Strategy, Site Specific Allocations, the Proposals Map and Area Action Plans. These documents are subject to greater public involvement than other LDDs. The other LDDs (e.g. SPDs, SCIs, LDOs etc) are still subject to consultation, but to a lesser extent than DPDs.

1.7 A key aim of these reforms to the planning system is to encourage the public to get involved in the planning system at as early a stage as possible. The SCI highlights the early stages of public involvement where we would welcome constructive involvement so as to avoid unnecessary delay later on. This “front loading” should help resolve conflicts, thereby avoiding lengthy public inquiries and revisions in the later stages. We are committed to involving our stakeholders and the local community in decisions that will affect their quality of life as encapsulated in Warwickshire County Council's Social Inclusion Statement of Intent (November 2000) “We will involve and consult with all sectors of the community, to make sure that all people have an equal chance of having their voice and views heard and of influencing their future.”

Hierarchy of Plans

1.8 The existing plans (i.e. Warwickshire Structure Plan, Waste Local Plan and Minerals Local Plan) will all be 'saved' (i.e. policies that are in conformity with the Regional Spatial Strategy will be retained) until September 2007 (see **Appendix 7** for details).

1.9 District and Borough Councils will undertake separate engagement on their LDFs and these plans will cover all aspects of development within their area (i.e. residential, industrial, retail etc) but not for minerals and waste development. The County Council will be consulted as a statutory consultee, but will no longer have the power to issue notices of conformity against County Council policies. The District and Borough LDFs will now have to be in conformity with the Regional Spatial Strategy (RSS). It will be the role of the West Midlands Regional Assembly (WMRA) as Regional Planning Body to decide whether the District and Borough LDFs are broadly in general conformity with the RSS. The WMRA has selected a number of advisors throughout the region to assist in judging conformity of the LDFs. Each strategic authority has a nominated Regional Conformity Advisor (RCA) who advises the WMRA, but the final decision rests with the regional body.

Links with other Plans and Strategies

1.10 The SCI must adhere to principles laid down in Warwickshire County Council's Corporate Consultation Strategy by making use of best practice gained elsewhere in the authority and using existing networks outlined in the strategy. In identifying potential stakeholders for our initial scoping consultation we made use of a number of forums identified in the strategy e.g. Warwickshire Forum for Older People (Policy for Older People), Warwickshire Youth Panel, Black & Minority Ethnic groups (Race Equality Statement), Local Strategic Partnerships (Strategic Plan, commonly referred to in government guidance as the Community Strategy), Planning Liaison groups as well as our own contacts. We have used the responses from the initial scoping survey to form the basis of our mailing list. We also used the Citizens Panel to find out how people would like to be consulted. For further results from the earlier consultations on the SCI please see **Appendix 2**.

1.11 Unfortunately the timetable for the review of the Strategic Plan and the DPDs does not allow for full integration, but the policies in the Strategic Plan that relate to our DPDs will certainly inform policies in our Waste and Minerals DPDs and share relevant indicators and targets wherever appropriate.

**Community Involvement in
Minerals & Waste
Development Frameworks**

2. When will we consult?

2.1 The opportunities for public involvement in the plan-making process are as set out in **Figure 2** below. Dates and timescale for this involvement will vary depending on the DPD in question, specific details for each DPD are supplied in the Local Development Scheme (LDS). This is available on our website and from the planning office. In contrast to the old system representations made during the first 6 week period of engagement will no longer automatically be carried forward to the Public Examination. These representations will have to be re-submitted if you want your representations to be heard by the Inspector. In addition, there will be no restrictions placed on representations made during the second 6 week period of consultation. Instead there is now an opportunity to make representations on any aspect of the DPD during the second 6 week consultation period.

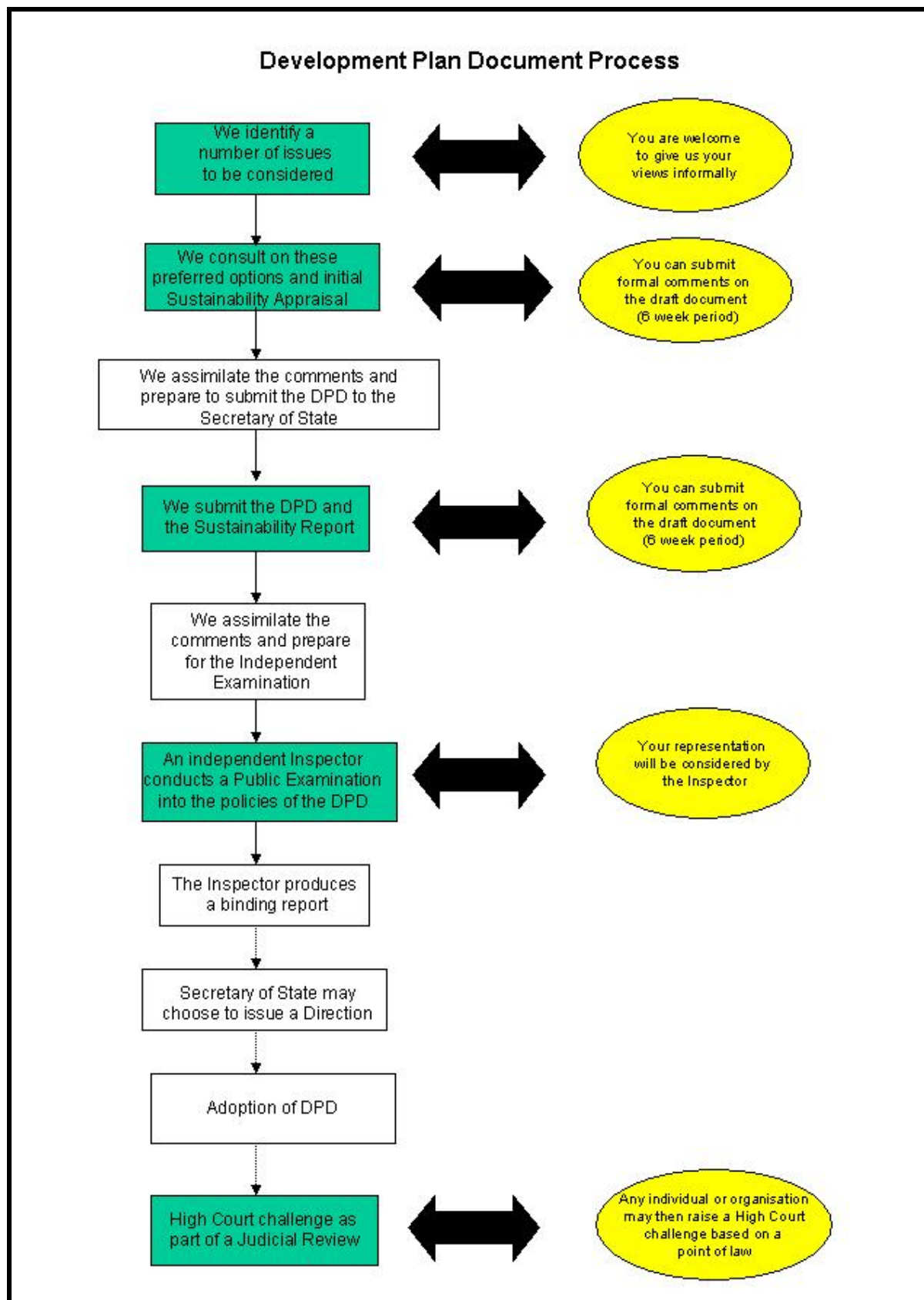
2.2 Once the 6 week statutory periods of consultation are over, if you have made representations about a DPD these will be passed to the Examination Inspector. The Inspector will then either consider the representations in their written form (i.e. by written representations) or allow the person making the representation to do so in person (i.e. by appearing at the Public Examination).

2.3 After the Public Examination the Inspector produces a report, summarising his/her recommendations having heard all the evidence. This report will now be binding upon the authority. This means that the County Council will have to accept all of the Inspector's recommendations. Normally the plan is then adopted once the recommendations have been incorporated into the plan.

2.4 However, on occasions the Secretary of State may decide to intervene in respect of the recommendations of the Inspector. In such instances the Secretary of State may choose to direct the County Council to adopt alternative recommendations from those in the Inspector's report.

2.5 An individual or organisation may also decide to challenge the plan in the High Court. This is known as a Judicial Review. It can only be based on a point of law i.e. a demonstration that any requirement of the Town & Country Planning Act 2004 or any regulation made under it has not been complied with in relation to the adoption of proposals. There is a period of 6 weeks post-adoption whereby a person could make an application to the High Court under section 287 of the 1990 Town and Country Planning Act. At this point there is no further opportunity to challenge the actual policies of the plan directly.

Figure 2: Community Involvement in the DPD Process



3. How will we consult?

3.1 As a County Council we will consult on our Minerals and Waste Development Framework (MWDF), which will cover the whole county of Warwickshire. District and Borough Councils will eventually adopt the MWDF into their Local Development Frameworks (LDFs) for each respective area.

3.2 We intend to use a range of methods to maximise involvement in the plan-making process (see **Appendix 4** for details). We have considered all the advantages and disadvantages of each approach in **Appendices 5** and **6**.

3.3 It is important to distinguish between how we will consult on the formulation of a DPD and how we will consult on other LDDs. As mentioned earlier, DPDs form part of the Development Plan but the other LDDs do not. DPDs include a Core Strategy, a Site Specific Allocation, the Proposals Map and/or an Area Action Plan. These plans are subject to more extensive consultation than LDDs because they have a greater bearing on potential development. Other LDDs such as a Supplementary Planning Document (SPD) will consist of less intensive consultation and some LDDs will not be consulted on at all. For reasons of clarity the process for consulting on DPDs and SPDs has been set out separately.

3.4 Each period of community involvement will be reported fully to the Council's Cabinet where Councillors will have an opportunity to respond directly to each comment made by individuals or organisations. This will be achieved by adhering to the following process:

- A summary of each issue raised during each period of community involvement (whether submitted as part of the formal written consultation or recorded as part of discussions at roadshows or forum meetings) will be reported to Cabinet alongside proposed officer responses to each issue;
- This summary report will be supported by an Appendix which will contain each individual comment made;
- Councillors will have an opportunity to comment on the full set of responses as set out in the Appendix and Cabinet can change the proposed action in relation to the DPD or SPD.

First Stage of Development Plan Document (DPD) Engagement: Issues & Options and Initial Sustainability Appraisal

3.5 Referring to **Figure 2** there are 4 opportunities for your views to be considered. The first of these is as we formulate what the issues are and suggest possible policy options to deal with these issues. We also assess these options against a set of sustainability objectives. These sustainability objectives are produced by a Sustainability Appraisal Scoping Report which is carried out before drafting the Issues & Options paper. In order to involve stakeholders from as early on in the process as possible, we will welcome feedback on relevant issues from the outset. We plan to involve a wide range of stakeholders and will use a number of means to do so. The specific nature of our plans however (i.e. Minerals and Waste)

will probably limit the contribution certain sectors may want to make, but we welcome views from all groups.

3.6 At this point in the process we would want to attract as many stakeholders as possible to get a feel for the range of issues that you would like to see addressed in the proposals. We suggest using a range of techniques in order to reach a large number of people as well targeting hard to reach groups. **Table 2** sets out a selection of methods we will use to communicate with you at this early stage, partly to inform you of the process of engagement and partly to gauge the range of issues. Throughout the consultation process we encourage consultees, and particularly developers, to give as much relevant information as possible at the earliest possible stage so that it can be considered thoroughly in the process. Consultees should however be aware that as this is a public consultation any information put forward will be made public.

Table 2: Early Stakeholder Engagement

Type of Consultee	Local Media	Roadshows	Web-site	Forum meetings
Statutory bodies	✓	✓	✓	
Operators / Landowners	✓	✓	✓	✓
Central / Regional / Local government	✓	✓	✓	
Voluntary organisations	✓	✓	✓	✓
General public	✓	✓	✓	✓

3.7 As we are dealing with limited resources it is important that we target engagement exercises to areas/groups of people that are likely to be affected by the proposals. It is therefore necessary to target the location of roadshows to areas that are likely to be the focus of waste and mineral sites. Quarries are likely to be limited to where minerals occur geographically, but some waste management facilities are less constrained. The engagement process needs to take account of these differences.

3.8 **Table 3** sets out the techniques of engagement used to build on the initial consultation and start to find common agreement on a way forward, resulting in draft proposals, which will be consulted on further.

Table 3: Issues and Options Consultation

Type of Consultee	Stakeholder Workshop	Resident Liaison Group meetings
Statutory bodies	✓	
Operators / Landowners	✓	✓
Central / Regional / Local government	✓	
Voluntary organisations	✓	✓
General public	✓	✓

3.9 Both tables may not be relevant to all DPDs, but may well be a helpful way of developing our Core Strategies.

Second Stage of Development Plan Document (DPD) Engagement: Preferred Options and Draft Sustainability Appraisal

3.10 Once these draft proposals have been produced in consultation with stakeholders the County Council will publicise them through a variety of media. There will be a 6 week consultation period for you to submit any formal representations. We will make the proposals document and the proposals matters available in the following ways:

- Copies of the proposals document and proposals matters will be publicized in Warwickshire's **libraries, Shire Hall reception** and at the **County and District/Borough Council offices** during normal office hours.
- Those who have already specified how they would like to be consulted (see **Appendix 2**) will receive notification of the proposals and the proposals matters by letter or e-mail.
- We will write to all of the statutory and non-statutory organizations and individuals held on our **mailing list** (see **Appendix 3** for details), giving them notification of the proposals document and proposals matters and the exact location and time when the documents will be available to view.
- The pre-submission proposals documents and the proposals matters will also be available for view on our **website** at:

www.warwickshire.gov.uk/planning

Any comments can be made directly to us via the website. The website will also include details of the exact location and time when the documents will be available to view.

- Notice will be given through the **local media** of the proposals document and proposals matters as well as details of the exact location and time when the documents will be available to view.
- The information will also be available in **alternative formats** upon request e.g. Braille, large print, other languages, Minicom or in audio format.
- There will be a **single point of contact** through the Planning Strategy e-mail address or postal address.

3.11 The Council will then consider all comments received as it prepares its Submission DPD and final Sustainability Report. Officers will publish all comments received and how these have affected the policies and proposals in the DPD.

Third Stage of Development Plan Document (DPD) Engagement: Submission DPD and Sustainability Appraisal Report

3.12 Having produced its Submission DPD and final Sustainability Report, the Council will repeat the public notification procedure outlined in paragraph 3.10.

Fourth Stage of Development Plan Document (DPD) Engagement: Public Examination

3.13 All representations received during the third stage will be submitted to an independent Inspector. The Inspector will consider all objections (whether submitted in writing or orally) and make recommendations to the Council, which the Council will have to accept before it can move to the final stage of the planning process i.e. to adopt the DPD.

Fifth Stage of Development Plan Document (DPD) Engagement: Judicial Review

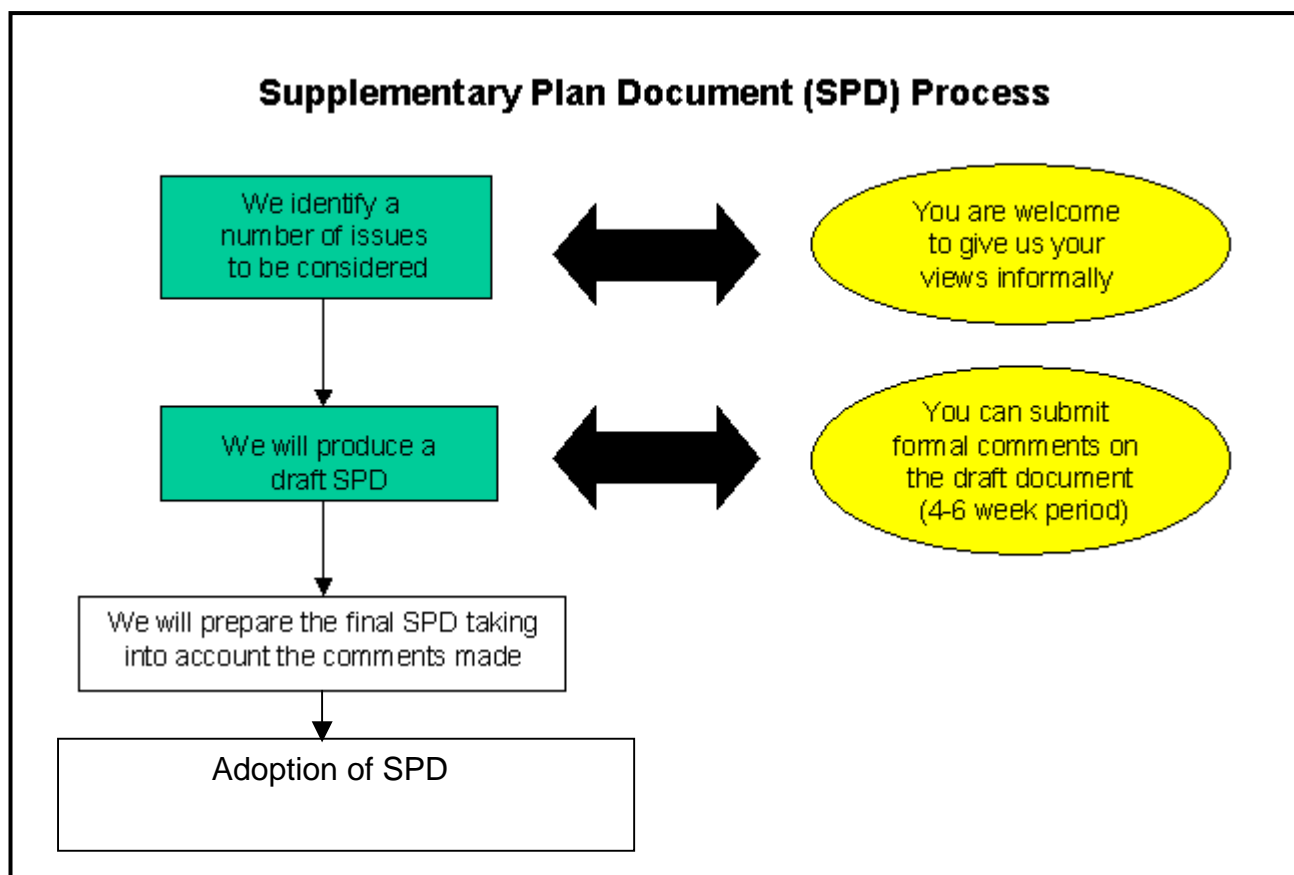
3.14 This stage will only be invoked if an individual or organisation chooses to challenge the plan on a point of law.

~ ~ ~ ~ ~

First Stage of Supplementary Planning Document (SPD) Engagement: Issues & Options

3.15 Public engagement with SPDs is usually more limited than on DPDs because SPDs are usually written to give greater clarification on policies already consulted on in the DPD. During the first stage (see **Figure 3**) the County Council will be gathering information on the issues that need to be dealt with in the SPD. We will also involve other specific organisations who may offer us a broader understanding of the issues.

Figure 3: Community Involvement in the SPD Process



Second Stage of Supplementary Planning Document (SPD) Engagement: Preferred Options and Draft Sustainability Appraisal

3.16 The County Council will then produce a draft SPD based on its understanding of the issues. The draft SPD will be published for a formal 4-6 week consultation period. We will make the proposals document and the proposals matters available in the following ways:

- Copies of the proposals document and proposals matters will be publicized in Warwickshire's **libraries, Shire Hall reception** and at the **County and District/Borough Council offices** during normal office hours.
- Those who have already specified how they would like to be consulted (see **Appendix 2**) will receive notification of the proposals and the proposals matters by letter or e-mail.
- We will write to all of the statutory and non-statutory organizations and individuals held on our **mailing list** (see **Appendix 3** for details), giving them notification of the proposals document and proposals matters and the exact location and time when the documents will be available to view.

- The pre-submission proposals documents and the proposals matters will also be available for view on our **website** at:

www.warwickshire.gov.uk/planning

- Any comments can be made directly to us via the website. The website will also include details of the exact location and time when the documents will be available to view.
- Notice will be given through the **local media** of the proposals document and proposals matters as well as details of the exact location and time when the documents will be available to view.
- The information will also be available in **alternative formats** upon request e.g. Braille, large print, other languages, Minicom or in audio format.
- There will be a **single point of contact** through the Planning Strategy e-mail address or postal address.

Third Stage of Supplementary Planning Document (SPD) Engagement: Adoption

3.17 The Council will then consider all comments received as it prepares its final SPD. The SPD will contain a statement, which lists all comments received, and how these have been taken into account in the final SPD. Where the comments have not been taken into account the statement will explain the reasons for not.

3.18 The requirements for Local Authorities to consult on Local Development Frameworks are set out in the Town and Country Planning (Local Development) (England) Regulations, 2004. These are our statutory requirements, which we consider to be a minimum standard. **Table 4** differentiates between our statutory requirements and shows how we exceed the statutory minimum. Where both the statutory and the non-statutory boxes have been ticked this means that we meet and exceed the requirements for this statutory method of engagement. For example by law, we are only required to consult with the Regional Planning Body, the Highways Agency and adjoining authorities on our Statement of Community Involvement, whereas we enter into much wider engagement.

Table 4: Methods of Engagement

Method of Involvement	Statutory	Non-Statutory
To view documents at offices	✓	
To view documents at libraries	✓	
Publish documents on the County Council's web-site	✓	
Direct letters to statutory bodies	✓	✓

Advertisement in local press	✓	
Leaflets		✓
Public Exhibition/Roadshows		✓
Formal written consultation	✓	
Citizen's Panel		✓
Forums		✓
Workshops		✓
Focus Groups		✓

4. Who will we consult?

4.1 The County Council holds a database of all consultees relating to its planning activities (see **Appendix 3** for further details). We will consult all the consultees presently on our **mailing list**. If anyone would like to be added to the mailing list please contact the Planning Unit, P O Box 43, Shire Hall, Warwickshire County Council, Warwick, CV34 4SX or telephone 01926 412061 or e-mail planningstrategy@warwickshire.gov.uk

4.2 The Council will also seek the views of those already contacted as part of the initial SCI scoping consultation. These include:

- Parish Councils
- Councillors
- Representatives from the Waste Industry sector
- Representatives from the Minerals Industry sector
- Black & Minority Ethnic groups
- Representatives from the Voluntary sector
- Youth Groups
- Civic Societies
- Environmental interest groups
- National Health Service

4.3 **Parish Councils** are a vital means of obtaining views from the local community, particularly those communities most directly affected by waste and minerals operations. The Council will seek to work with Parish Councils to find the best means of meeting the needs of all interested parties.

4.4 Certain groups of society are **harder to involve** than others. The preliminary SCI consultation has used established Council networks to include groups such as older people, young people and ethnic minorities with some success. The Warwickshire County Youth Panel consists of two elected young people from youth groups in each of Warwickshire's 5 districts and as such represent the views of a much larger group of young people from both the urban and rural areas of the county. We need to ensure that future engagement activities are held at convenient times and venues, thus facilitating the involvement of those with mobility constraints, physical impairments etc. All the plans and documents that we produce in preparing our DPDs will be available in different languages and different formats such as Braille, large print or audiotapes upon request. Members of the public with hearing difficulties are welcome to make use of our Minicom service – the Minicom number will be attached to the documents. All our committee meeting rooms are fitted with loops for those with hearing difficulties and are accessible to those in wheelchairs.

4.5 **Warwickshire District Councils** need to be involved with the progress of the Waste and Minerals Development Framework, as these policies will directly impact on all their plan-making. There is an established sub-regional planning officers group (CSWAPO) and Development Plans Forum for progress on DPDs to be discussed. They report to a sub-regional Members group (CSW Forum). These

sub-regional groups will be an important arena for engagement on emerging Minerals and Waste DPDs.

4.6 **Warwickshire County Council Officers** and its **Members** will need to be informed about progress with the Minerals and Waste Development Framework, especially as it impacts on policies and targets in the Strategic Plan. A cross-party steering group has been set up to encourage cross-party support for the Minerals & Waste Development Frameworks.

4.7 The **Local Strategic Partnership** has been involved at all stages of consultation to date, thereby helping to ensure that emerging policies link with the County's Strategic Plan. We will continue to consult organisations from Local Strategic Partnerships but have also found it beneficial to concentrate on organisations with particular expertise in the area of minerals and waste.

4.8 **Operators** and **Landowners** will play an important role in providing expertise that will be particularly relevant to the delivery of the Minerals and Waste Development Framework. A number of existing sites have a Resident Liaison Committee which we have made use of during our consultation exercises. These committees vary from site to site, but generally consist of operators, local residents (who are invited to attend), Local Authority officers and the Environment Agency.

5. Resources & Management

5.1 The work of involving the public in progressing the Minerals & Waste Development Frameworks will mainly be the responsibility of the Planning Unit within the Environment and Economy Directorate.

5.2 Additional support will be required as and when from other groups within the Environment and Economy Directorate, such as Development Group, Heritage and Cultural Service, Research Unit, Transport Planning, Environmental Design, Sustainability Unit and Chief Executive's department. A Minerals & Waste officer group has already been set up with inputs from the Planning Unit, Development Group, Research Unit and Sustainability Unit. At this stage, we do not intend to employ external consultants to assist with any part of the LDF, with the exception of the Sustainability Appraisal.

5.3 Member approval of the final DPDs and LDDs will rest with our County Councillors. For a consistent steer on preparation of the Minerals and Waste Development Plan Documents we have set up a cross-party steering group (Minerals and Waste Development Framework), which will consist of members from our Economic Development Overview and Scrutiny Committee as well as the Portfolio holder for Economic Development. At appropriate stages the Overview and Scrutiny Committee will be consulted on the plans. All DPDs will then be referred to Cabinet and Full Council for further consultation. The adoption of the DPDs will have to be approved by Full Council as well. **Table 5** sets out the process in more detail.

Table 5: Member approval for plans

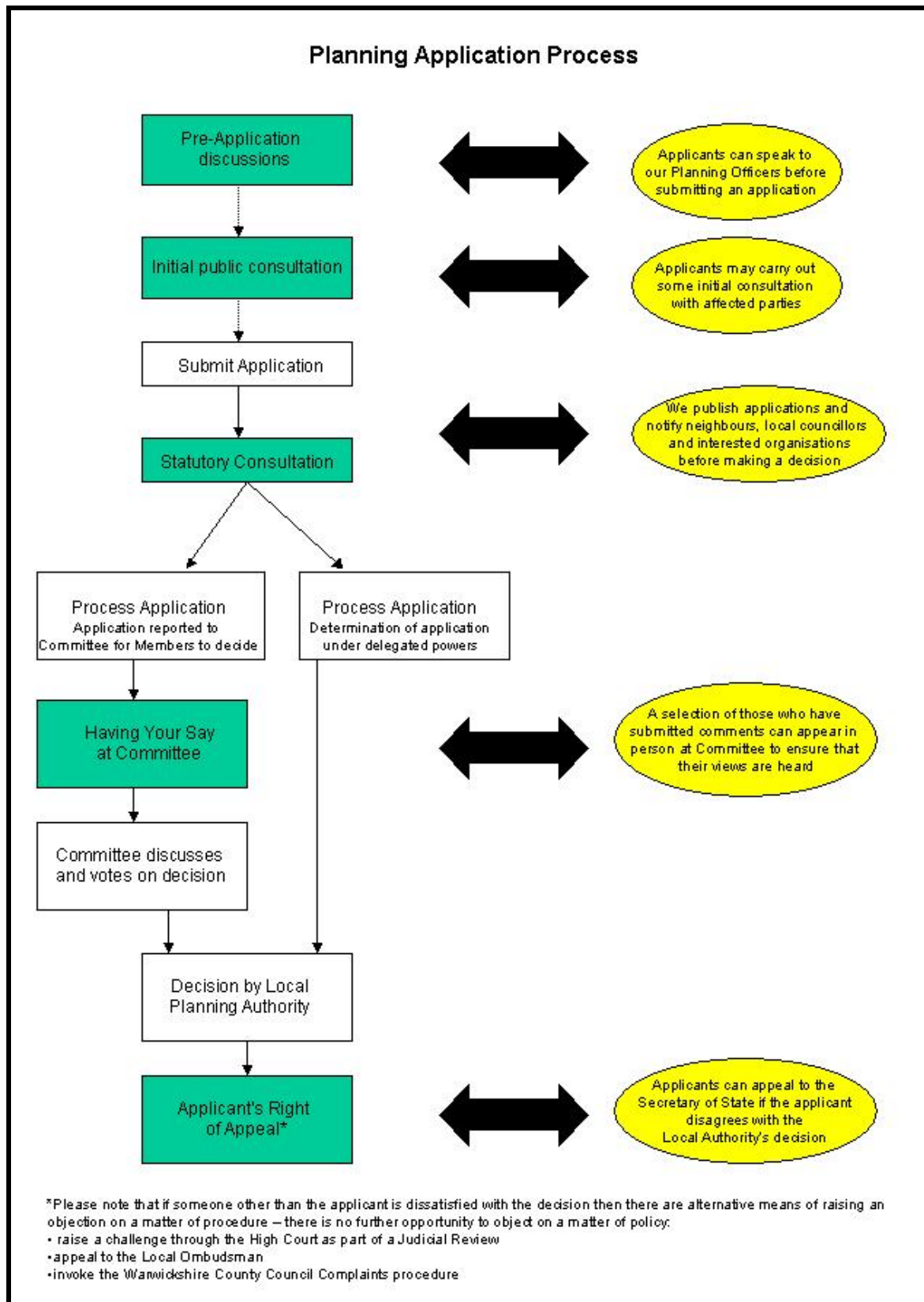
	First Consultation	Second Consultation	Submission	Adoption
Core Strategy DPD	Cabinet	Cabinet	Council	Council
Site Specific Allocations DPD	Cabinet	Cabinet	Council	Council
SCI	Cabinet	-	Cabinet	Cabinet
SPD	Cabinet	-	-	Cabinet

5.4 As part of our consultation we will invite respondents to comment on how satisfied they are with the methods of consultation. The methodologies proposed in the SCI will be reviewed in the Annual Monitoring Report (AMR) in the light of this feedback. This will be included in all AMRs from December 2006 onwards.

Community Involvement in Planning Applications

6. When will we consult?

Figure 4: Community Involvement in the Planning Application Process



6.1 The County Council deals with two specific types of planning applications - County Matter applications, which deal with all waste and mineral applications and County Council applications. The latter relate to County Council-owned property such as schools, depots etc.

6.2 Our planning officers encourage potential applicants to engage in pre-application discussions before submitting any planning application. If the proposed application is of a controversial nature i.e. will have a significant impact on the environment, then developers would be advised to carry out some initial consultation of their own with the affected community/parties prior to submitting the planning application. Where development is expected to affect trunk roads and motorways, developers are encouraged to consult with the Highways Agency at this stage.

6.3 For certain major applications there may, for example, be a requirement for an Environmental Impact Assessment (EIA) to be carried out. The County Council has 3 weeks in which to carry out screening to determine whether an application would fall into this category. If an EIA is required then the Council has a further 5 weeks in which to consult with certain bodies to determine what issues the EIA will have to cover. All the documentation associated with an EIA is available to the general public for inspection. All information relating to an EIA (including the summary report) will be available for the general public to view along with the planning application at the time of its submission. The EIA may provide very useful information for those intending to make representations on an application.

6.4 Legal agreements that may be proposed as part of a planning application are also available to view by members of the public. The County Council may choose to enter into either Section 106 or Section 278 agreements with the developer. The aim of these agreements is to secure some community benefits from the development – this may consist of infrastructure, landscaping or community facilities, which the developer will agree to provide as part of the proposal. Unfortunately these agreements are often only finalised once an application has been approved in principle.

6.5 Pre-application discussions can also highlight any additional requirements over and above the standard application form, especially if the application is likely to meet the criteria of a regionally significant application (see par.7.19). Such an application will be considered by the West Midlands Regional Assembly (WMRA) as Regional Planning Body.

6.6 Once the application has been received, the County Council has an obligation to publicize the proposed development for a period of 21 days. The County Council applies the statutory minimum of 21 days, but will endeavour to take into account any representations made prior to the date of determination.

6.7 If you made comments on the application during the statutory consultation period, then you will be permitted to address the Committee and make your views known in person. The number of people permitted to address Committee is limited to three objectors and three supporters and each speaker will only have 3 minutes in which to state their arguments. For further guidance on Public Speaking at Regulatory Committee see **Appendix 8**.

6.8 Once representations are received and acknowledged they are analysed and assessed by the planning officer responsible for the application (the Case Officer). Specific points or concerns which ask for, or require, a response will be responded to and if further information is requested from the Council it will, whenever possible, be supplied. Applicants seeking planning permission will be made aware of representations received so that they may have the opportunity to consider their contents.

6.9 If representations relate to matters of detail, then, when they can be resolved through discussion or negotiations these discussions will take place. Where representations relate to matters which cannot be resolved prior to the determination of the planning application then our scheme of delegation requires the application to be presented to the County Council's Regulatory Committee so that elected Members may consider representations and adjudicate upon any matters of concern.

6.10 All representations that are received before the committee reports are prepared will be incorporated into the committee report in summary form with each point of concern identified for elected Members to consider. The committee report will then contain an analysis of the representations to assist elected Members in their deliberations and debate. Any representations received after the preparation of the written committee report will be reported verbally to the committee for Members to consider and debate.

6.11 Elected Members will treat all representations received as material planning considerations and will take them into account before determining individual applications, when they will be assessed along with all other material planning considerations relevant to the individual case. Once an application is determined those parties who have made representations will be formally notified of the Council's decision.

7. How will we consult?

7.1 Notification and consultation regarding applications are carried out in accordance with the requirements of Circular 15/92 “Publicity for Planning Applications”. All major developments and, those which are likely to have a wider than purely local impact, are publicized through **newspaper advertisements, site notices** and **neighbour notifications**. For minor developments we will always use site notices and neighbour notifications except when there are no neighbours nearby. Site notices are as clear, noticeable and prominent as possible, and located near the site. In addition, individual properties are informed of the receipt of the application, by means of the planning officer distributing a **Neighbour Notification Notice** through the door of the relevant properties. The Neighbour Notification Notice is also accompanied by a **leaflet**, which explains the planning system and how it is operated by Warwickshire County Council.

7.2 As many of the development proposals dealt with by the County Council have a wider impact than merely adjacent properties, the authority does consider the advice in Circular 15/92 to be very much a minimum standard.¹ Properties adjoining the application site will normally be notified by letter if, in the opinion of the Case Officer, that property may be materially affected by the application proposals. Whether buildings that do not adjoin the application site should be notified, is a matter of judgement for the Case Officer. In relevant cases the County Council endeavours to engage adjoining Parish, District and County Councils. The Case Officer’s decision takes into account likely traffic generation and the likely impact on amenity (e.g. noise or odour - where residents within a certain distance should be consulted). If traffic routes are likely to be affected by the development then the Case Officer should consider consulting residents along the access route to the site.

7.3 A major development includes all waste and minerals applications, (i.e. County Matter applications) and also residential and industrial development above a floorspace threshold of 1,000 square metres or site area threshold of 1 hectare and the erection of 10 or more dwellings. As a County Council we are primarily responsible for waste and minerals applications – the District and Borough Councils are responsible for publicising applications for residential and industrial development.

7.4 A minor application would be a County Council application (i.e. relating to applications on County Council-owned land) beneath this threshold. For these applications we would consult with a limited number of interested parties such as neighbours, Parish Councils, Members and other statutory consultees by writing to them directly.

7.5 In all such cases individual property notifications are tailored to the nature of the development. A minor proposal in an isolated location with no nearby properties may be advertised by a site notice alone, whereas a major proposal in an urban or semi-urban context may be advertised by a site notice, newspaper advertisement and a large number of property notifications distributed across a wide area.

¹ As a minimum Warwickshire County Council consultation on planning applications meet the requirements of the Town and Country Planning (General Development Procedure) Order and Circular 15/92 “Publicity for Planning Applications”.

7.6 Consultees are then given 21 days to respond to the submission. The government is fully committed to the provision of a speedy, efficient and effective planning system, in which planning authorities meet rigorous speed and efficiency targets. Warwickshire County Council is fully committed to meeting these targets and thus must strike a balance between the need to consult and involve stakeholders in the planning process and the need to determine planning applications quickly and efficiently. It is therefore important that consultees adhere to the 21 day timetable. The County Council will however accept and consider comments and representations received after the end of the consultation period provided the application has not already been determined. If the site in question involves a Site of Special Scientific Interest (SSSI) the consultation period is extended to 28 days.

7.7 If an application is a **departure** from the development plan (i.e. granting permission for the application would go against policies in the development plan) then the application has to be advertised as such. If the Committee decides to approve such an application then it would have to be referred to the Government Office for the West Midlands.

7.8 Planning applications are publicized in a number of ways:

- Site notices, decision notices and conditions attached to permissions are all available to view on our **website**: www.warwickshire.gov.uk/planning
- Copies of the site notices are publicized in Warwickshire's **libraries, Shire Hall reception** and at the **County and District/Borough Council offices** during normal office hours.
- Local **Members** are also informed, as are the relevant **Parish Councils**.
- The County Council also keeps an up-to-date list of all applications received each week and publicizes this weekly list on its **website**. A hard copy is available to view in person upon request. The Council also issues a monthly bulletin on its website summarising which applications have been to Committee or gone to appeal or details of enforcement action etc.

7.9 All committee reports that we produce will be available in different languages and different formats such as large print or audiotapes upon request. All our Committee meeting rooms are accessible to those with mobility impairments and are fitted with loops for those with hearing difficulties.

7.10 Warwickshire County Council encourages applicants to involve residents in the proposed development (e.g. new quarries or waste sites or major extensions to either) by holding public meetings or exhibitions and inviting residents to take part in discussions. This will increasingly be required if the proposed application is of a controversial nature i.e. will have a significant impact on the environment. There are currently about a dozen **Resident Liaison Committees** covering a substantial number of our larger minerals and waste sites. Membership can include quite an extensive range of participants such as operators, local residents (who are invited to attend), Local Authority officers and the Environment Agency.

7.11 Officers are also actively involved in **pre-application discussions** with potential applicants. This may involve discussions about the feasibility of an application or advising about any additional requirements such as a development brief or an Environmental Impact Assessment (EIA). These documents (e.g. EIAs, Section 106, Section 278 and any background papers²) will all be made available for the public to view alongside the planning application. At this point, potential applicants may also be advised to carry out their own initial public engagement if the proposed development is likely to be controversial. Applicants are also advised to consult with the Highways Agency if the development is likely to impact upon motorways or relevant trunk roads.

7.12 All major applications and any minor applications that contain objections are reported to Regulatory Committee. This Committee determines whether to grant or refuse applications and meets every 6 weeks. Committee reports are available for the public to view 5 full working days³ before the meeting of Regulatory Committee. Members of the public are welcome to view the committee report and any other background papers before the meeting. Decisions from Regulatory Committee are published on our website through a decision notice. All those who submitted comments on an application will be notified of the decision directly by mail.

7.13 Section 38(6) of The Planning and Compulsory Purchase Act 2004 sets out the basis for planning decisions. They “must be made in accordance with the plan unless material considerations state otherwise”. Any objections or support for planning applications should be made on this basis. Material considerations are many and varied in nature but must specifically relate to the regulation of land in the public interest. They may include:

- Whether the proposals comply with the Development Plans for the area;
- Whether the proposed development will create noise, dust, odour or disturbance to local residents through vehicle movement or activities on site;
- The visual impact on the rural landscape or any other setting.

They do NOT include:

- The impact of a proposal on property values;
- Boundary or other legal disputes;
- Loss of view;
- Restrictive covenants affecting a property or area of land.

The County Council or the West Midlands Planning Aid Service can provide clarification on such considerations on a case-by-case basis.

7.14 The County Council publicizes the West Midlands Planning Aid Service by making details available in reception areas of County Council offices and by sending out details with all neighbour consultation letters. Planning Aid is a free and independent source of advice, helping people to understand, use and be involved in the planning system. Further details of this service are available at our planning office and on www.planningaid.rtpi.org.uk

7.15 The County Council also provides **general advice** on planning matters. There are guides on how to make a representation (“Making Your Views Known”)

² As detailed in Warwickshire County Council's *Planning Code of Practice* (par. 19.3, March 2005)

³ As detailed in Warwickshire County Council's *Constitution* (Standing Orders par. 27.4, April 2005)

and how to speak at committee meetings (“Having Your Say at Regulatory Committee”). Planning officers are available to offer advice either by phone, e-mail or in person. General planning advice is also available on the Planning Portal website (www.planningportal.gov.uk).

7.16 Warwickshire County Council’s planning case officers are always willing to attend public meetings or to meet local community groups to discuss a planning application before it is determined. Such meetings provide a useful opportunity to exchange information and certainly influence the decision-making process.

7.17 The requirements for Local Authorities to consult on planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 and Circular 15/92. These are our statutory requirements, which we consider to be a minimum standard. **Table 6** differentiates between our statutory requirements and shows how we exceed the statutory minimum. Where both the statutory and the non-statutory boxes have been ticked this means that we meet and exceed the requirements for this statutory method of consultation. For example, the statutory requirement for neighbour notification is only for adjoining properties, whereas the County Council will consult with a larger area if it considers that the impact of the proposed development warrants more extensive consultation.

Table 6: Methods of Engagement

Method of Involvement	Statutory	Non-Statutory
View applications at council offices	✓	
View current applications at local libraries		✓
View applications on website		✓
Letters to statutory bodies	✓	
Advertise on site notice	✓	✓
Advertise in local press	✓	
Neighbour notification	✓	✓
Meeting with officers		✓
Pre-application discussions		✓
Guidance notes on how to get involved		✓
Resident Liaison meetings		✓

How will we be consulted?

7.18 The County Council is consulted on all applications where the application will have an impact on the highway. If the District or Borough Councils receive an application which impacts on the highway then they would have to consult with the County Council in its capacity as Highways Authority⁴. The County Council will have 21 days to respond to the consultation.

7.19 All strategic authorities in the region have been requested to offer strategic advice to the Regional Planning Body in relation to regionally significant applications and their conformity with the Regional Spatial Strategy. If an application meets the criteria for a regionally significant application, the Regional Conformity Advisor (RCA) will advise the Regional Planning Body (RPB) of the application (see par. 1.9) The RPB will then alert Policy Leads across the region of the application. All comments will have to be assimilated by the responsible RCA who then has to advise the RPB as to whether the application is in general conformity with the Regional Spatial Strategy (RSS).

⁴ As detailed in Warwickshire County Council's *Planning Code of Practice* (par. 20.1, March 2005)

8. Who will we consult?

8.1 In the event of minor applications we consult adjoining neighbours, Parish Councils, County and District councillors and other statutory consultees e.g. Natural England, Environment Agency, Department for Environment, Food and Rural Affairs (DEFRA) as and when appropriate.

8.2 Major applications involve considerably more engagement. The Town and Country Planning (General Development Procedure) Order 1995 sets out a list of statutory consultees (see **Table 7**) of which an amended version is presented below. The Case Officer will consult any number of these statutory consultees depending on their relevance to the application submitted.

Table 7: Statutory Consultees

Description of Development	Consultee
Development likely to affect land in a non-metropolitan county.	The district planning authority concerned
Development within an area which has been notified to the local planning authority by the Health and Safety Executive because of the presence of toxic, highly reactive, explosive or inflammable substances.	The Health and Safety Executive
Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a trunk road or using a level crossing over a railway.	Highways Agency and/or the operator of the railway network
Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway.	The local highway authority concerned
Development likely to prejudice the improvement or construction of a classified road or proposed highway.	The local highway authority concerned
Development which consists of or includes the laying out or construction of a new street.	The local highway authority concerned
Development which involves the provision of a building or pipe-line in an area of coal working.	The Coal Authority
Development involving or including mining operations.	Environment Agency
Development within 800 metres of any other royal palace or park, which might affect the amenities of that palace or park.	The Secretary of State for National Heritage
Development likely to affect the site of a scheduled monument.	English Heritage
Development likely to affect any garden or park of special historic interest which is registered and classified as Grade I or Grade II.	English Heritage
Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream.	Environment Agency

Development for the purpose of refining or storing mineral oils and their derivatives.	Environment Agency
Development involving the use of land for the deposit of refuse or waste.	Environment Agency
Development relating to the retention, treatment or disposal of sewage, trade-waste, slurry or sludge.	Environment Agency
Development in or likely to affect a site of special scientific interest.	The Council which was notified of the land's special status and Natural England
Development involving any land on which there is a theatre.	The Theatres Trust
Development of good quality agricultural land, which is not for agricultural purposes and not in accordance with the provisions of a development plan.	Department for Environment, Food and Rural Affairs (DEFRA)
Development which is near land, which has been used for the deposit of, refuse or waste or has made provision for this purpose.	Environment Agency
Development likely to affect a playing field or any minerals application where there is a potential for leisure and recreation as part of its restoration.	Sport England
Development likely to affect any inland waterway or reservoir owned by British Waterways Board.	British Waterways
Development which involves the provision of a proposed or existing infrastructure project, which is likely to have a significant impact upon a policy in the Regional Development Agency's Strategy or is within an area which is likely to affect the implementation of a strategic regional investment or employment policy in the Regional Development Agency's Strategy.	Advantage West Midlands
Development involving a departure from the Development Plan.	Government Office for the West Midlands
Regionally significant planning applications.	Regional Planning Body
Proposals that may affect non-statutory nature conservation sites (Sites of Importance for Nature Conservation)	Warwickshire Museum Field Services
Proposals that may affect the activities or interests of the Forestry Commission.	Forestry Commission

9. Resources & Management

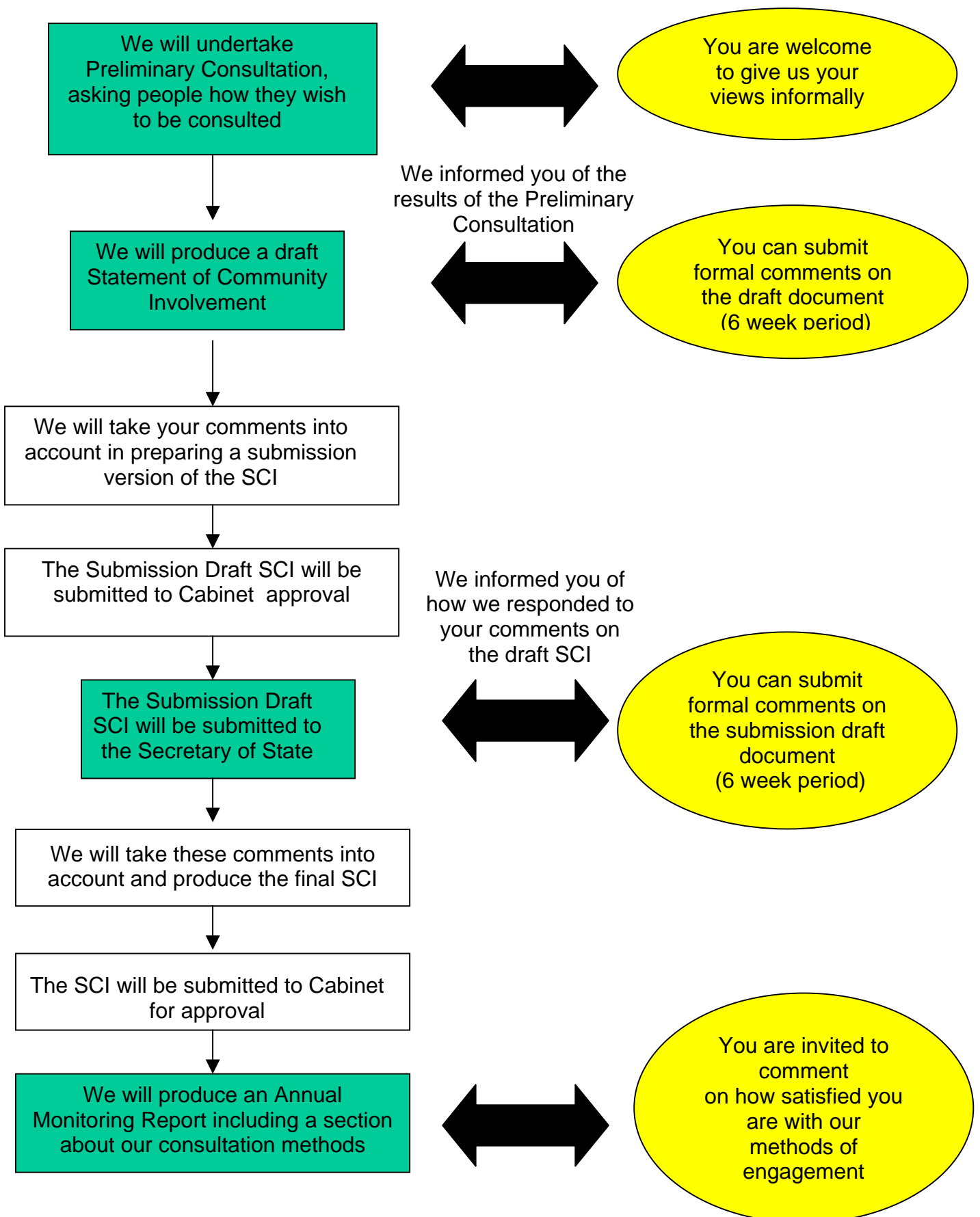
9.1 The work of determining planning applications is the responsibility of Development Group within the Environment and Economy Directorate.

9.2 As part of the engagement process Development Group may also require assistance from other teams within the department such as the Planning Unit, Heritage and Cultural Service, Transport Planning, Environmental Design, Sustainability Unit and the Research Unit.

9.3 Although officers may determine applications under the powers of delegation, most applications are determined by our County Councillors at Regulatory Committee. This Committee meets every 6 weeks and decision notices are published on our website. Members of the public who make representations on an application will be informed of the decision directly.

Appendix 1

Statement of Community Involvement (SCI) Process



Appendix 2

Summary of preliminary consultation on SCI

We carried out an initial leaflet survey between March and April 2005 asking respondents to indicate how they would like to be involved in Minerals and Waste consultations by collaborating on the SCI. The leaflet was sent to all Warwickshire libraries, district and borough council offices, directly mailed to a large number of organizations and made available on-line on the Warwickshire website.

Distribution was allocated in the following way:

Centres of Distribution	Numbers
Band A (8 libraries) 8 Main Warwickshire Libraries	50 @ each = 400 leaflets
Band B (8 libraries)	30 @ each = 240 leaflets
Bands C & D (16 libraries)	10 @ each = 160 leaflets
222 Parish Councils	1 @ each = 222 leaflets
County Councillors	62 leaflets
District & Borough Councils	20 @ each = 140 leaflets
Direct Mail:	
Waste/Mineral operators	103 leaflets
BME	79 leaflets
Older People	62 leaflets
Developers/Consultants	37 leaflets
Voluntary sector/Agencies	115 leaflets
E-mail:	
Link to on-line survey	83 e-mails
Advertised on Minerals Policy website	
Advertised on Waste Policy website	
Advertised on corporate consultation website	
TOTAL	1,703 leaflets/e-mails

We received 126 leaflets in response to our consultation, (7% response rate) which is quite positive, as minerals and waste is not as wide-ranging in its appeal as other Local Development Frameworks. We were also invited to present our issues to the County Youth Panel who was keen to be further involved in the process.

Of the responses 26 (21%) were from Warwickshire's Parish Councils, 4 (3%) from Black & Minority Ethnic groups, 11 (9%) were from operators and those involved in the minerals/waste industry, 2 (2%) from young people's organizations and 11 (9%) from other authorities.

Of the 102 who offered a response on their age the highest proportion were in the 45-59 age range (34%) closely followed by the over 60 age range (30%) and the 30-44 age group (29%). Five respondents were between 18 and 29 and only 1 was under 18.

Of the 103 who offered a response on their ethnicity the vast majority were white (88%) and 11% were Asian/Asian British with only 1 Black/Black British responding.

A number of questions were asked about whether respondents wanted to be involved in drawing up the SCI or simply being involved in the planning or planning application process – the response was as follows:

	Number	Percentage
Those who wanted to be involved in drawing up the SCI	111	89%
Those who wanted to be particularly involved in drawing up the Minerals & Waste Development Framework	87	70%
Those who wanted to be particularly involved in commenting on how we consult them on planning applications	78	62%
Those particularly interested in Minerals issues	72	58%
Those particularly interested in Waste issues	114	91%

Respondents were also asked how they would like to be consulted – the results were as follows:

	Number	Percentage
Letter (direct mail)	89	71%
Newsletter (available at public venues)	6	5%
Warwickshire website	10	8%
E-mail	66	53%
Roadshow	8	6%
Workshop	17	14%
Community Forum	14	11%

Summary of consultation on Draft SCI

After developing a draft SCI we consulted on it in much the same way as the preliminary consultation. The consultation took place between 29th July and 9th September 2005.

In addition to those consulted in the preliminary consultation we extended our mailing list, to include those who requested to be involved, those who were recommended for involvement by others and Parish Councils in parishes which adjoin the county boundary. It was thought appropriate to include these Parish Councils in the consultation as the planning matters dealt with by the SCI and indeed the County Council are not constrained by administrative boundaries.

Some consultees requested removal from the mailing list and where this was the case this consultation was not sent to them or their organisation.

Direct Mail:	
Parish Councils	219
Local Authorities	29
Health Authorities and Organisations	12
Other Bodies	50
Community and Voluntary Groups and Organisations	135
Environmental and Conservation Groups	20
Businesses and Business Groups	91
Housing Groups	8
Consultants	31
Individuals	112
Contacted via Email:	86

We received 45 responses to this consultation (4% response rate). The issues raised and, our response to these, are recorded in the Pre-submission Consultation Statement.

Issues Raised

- The time allowed for consultation was considered by a number of respondents as insufficient to allow for an adequate response.
- A number of organizations wished to be included in our consultations.
- There was some confusion concerning the planning process and terminology involved.
- There was no indication of what process was in place to monitor and review the Statement of Community Involvement.

Appendix 3

Stakeholders & Consultees

National Government & Agencies

Office of the Deputy Prime Minister
Department for Environment, Food and Rural Affairs (Via Government Office for the West Midlands)
Department for Transport
Department for Trade and Industry
Ministry of Defence
Department for Education and Skills
Department of Health
Home Office
Environment Agency
Highways Agency
Natural England
English Heritage
National Trust
Strategic Rail Authority
Network Rail
Passenger Transport Authorities
Passenger Transport Executives
British Waterways
Health and Safety Executive
Housing Corporation
Strategic Health Authority
Electronic Communications
Coal Authority
Commission for Architecture and the Built Environment
English Partnerships
Crown Estate Office
Learning & Skills Council
The Forestry Commission

National Interest Groups

House Builders Federation
Electricity, Gas and Telecommunications Undertakers and National Grid Company
Council for the Protection of Rural England
Friends of the Earth
Royal Society for the Protection of Birds
Wildlife Trusts
Age Concern
Help the Aged
Commission for Racial Equality
Equal Opportunities Commission
Women's National Commission
Disability Rights Commission

Disabled Persons Transport Advisory Committee
British Chemical Distributors and Traders Association
British Geological Survey (RIGS)
Centre for Ecology and Hydrology
National Playing Fields Association
Post Office Property Holdings

Regional Government & Agencies

West Midlands Regional Assembly
Government Office for the West Midlands
Regional Planning Body
Regional Aggregates Working Party
Regional Technical Advisory Body
Advantage West Midlands
Severn Trent Water
Regional Housing Board
Sport England
Civil Aviation Authority

Regional Interest Groups

Airport Operators (Birmingham International Airport; Coventry Airport; East Midlands)
Road Haulage Association
Freight Transport Association (Rail Companies/Rail Freight Group)
Church Commissioners
Quarry Aggregates (Construction & Demolition)
Quarry Products Association
Museum, Libraries & Archives West Midlands
Culture West Midlands
Tourism West Midlands
Arts Council West Midlands
MADE (Midlands Architecture and the Designed Environment)
WMPAS (West Midlands Planning Aid Service)
Cotswold Conservation Board

Local Government & Agencies

Local Transport Authority
Warwickshire County Councillors
Warwickshire District/Borough Councillors
County Museums (Ecologist/Archaeologist/Geologist)
North Warwickshire Borough Council – Planning & Waste Collection
Nuneaton & Bedworth Borough Council – Planning & Waste Collection
Rugby Borough Council – Planning & Waste Collection
Stratford District Council – Planning & Waste Collection
Warwick District Council – Planning & Waste Collection
Parish Councils within Warwickshire and adjoining Parish Councils
Cross-boundary Local Authorities (Counties and Districts e.g. Leicestershire CC;
Northamptonshire CC; Worcestershire CC; Gloucestershire CC; Oxfordshire CC;

Solihull MBC; Coventry CC; Birmingham CC; Staffordshire CC; Lichfield District Council; South Northamptonshire Council; Blaby District Council)
Fire and Rescue Services

Local Interest Groups

Chambers of Commerce, Local CBI
Warwickshire Wildlife Trust
LA21 groups
Gypsy Council (Traveller Law Reform Coalition)
Civic Societies
Community Groups
Local Transport Operators
Local Race Equality Councils
Representatives from Minerals & Waste Industry
Warwickshire Geological Conservation Group
Senior Peoples Forum of Warwick District

Please note that this is not an exhaustive list, and will be updated as necessary.

Appendix 4

Methods of Engagement Matrix

	Core Strategy	SPDs	Site Specific Allocations
General Public	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list • Roadshows / Displays 	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list 	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list • Roadshows / Displays
County Council Officers / Members	<ul style="list-style-type: none"> • Cabinet • Internal briefings • Steering Group 	<ul style="list-style-type: none"> • Cabinet • Steering Group 	<ul style="list-style-type: none"> • Cabinet • Internal briefings • Steering Group
Sub-regional Officers / Members	<ul style="list-style-type: none"> • Sub-regional officer working groups • CSW Forum 	<ul style="list-style-type: none"> • Sub-regional officer working groups 	<ul style="list-style-type: none"> • Sub-regional working groups • CSW Forum
Parish and Town Councils	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list 	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list 	<ul style="list-style-type: none"> • Website • Libraries • Local media • Mailing list
Businesses	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop 	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop
Operators / Landowners	<ul style="list-style-type: none"> • Mailing list • Website • Resident Liaison Groups • Stakeholder Workshop 	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website • Resident Liaison Groups • Stakeholder Workshop
Central / Regional / Local government	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop 	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop
Statutory bodies	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website
Voluntary organisations (e.g. environmental groups, sector-specific groups, Residents Associations etc)	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop • Forum meetings 	<ul style="list-style-type: none"> • Mailing list • Website 	<ul style="list-style-type: none"> • Mailing list • Website • Stakeholder Workshop • Forum meetings

Appendix 5

Appraisal of Methods of Engagement in the Local Development Framework

Method	Advantages	Disadvantages
Documents available for inspection at local planning offices during consultation period	A known point of access and planning officers available to answer any queries.	Not easily accessible to all due to their central locations.
View current consultations at local libraries	Gives wider access than just being available at council offices. Encourages public engagement as they can view applications in a more familiar setting. Can raise the profile of the consultation among library users.	Less interaction between the authority and consultee and less scope for clarification of issues than with face-to-face consultation.
View consultation documents on website	Gives wider access than just being available at council offices. Encourages public engagement as they can view applications in a more familiar setting and out of office/library hours.	Less interaction between the authority and consultee and less scope for clarification of issues than with face-to-face consultation.
Meeting with officers	Developers can provide more detailed information to aid plan preparation.	Resource intensive.
Local media	Provides coverage to a wide audience and can raise the profile of the LDF. It should engage those who may not previously have been involved in the planning system. In the case of public notices it is also informative.	Coverage from a press release is not guaranteed and the message may be distorted in the article.
Roadshows/ Displays/ Exhibitions	Allow the community to express their views and gain clarification about some matters.	This is resource intensive and attendees are self-selecting. It also relies on publicity and a high profile. Success depends on the

		accessibility of the location and the relevance of this issue to the community in that area.
Written consultation	Efficient use of resources. Good introduction of main issues and can help focus further consultation.	Only accesses those who are immediately involved in the application or have previously been involved in the planning system.
Letters to Statutory bodies	Ensures that all statutory bodies are informed and consulted at the relevant points in the plan making process.	Less interaction between the authority and consultee and less scope for clarification of issues than with face-to-face consultation.
Stakeholder workshops	Involves all interested parties, allowing discussion of issues from a variety of viewpoints. Ensures that the most relevant people are present as it is by invitation only.	Resource intensive and could miss key stakeholders if by invitation only.
Steering/Advisory group	Quick means of obtaining advice on issues as they emerge from an elected councillor's perspective.	Rather narrow as it only considers views of a small number of people.

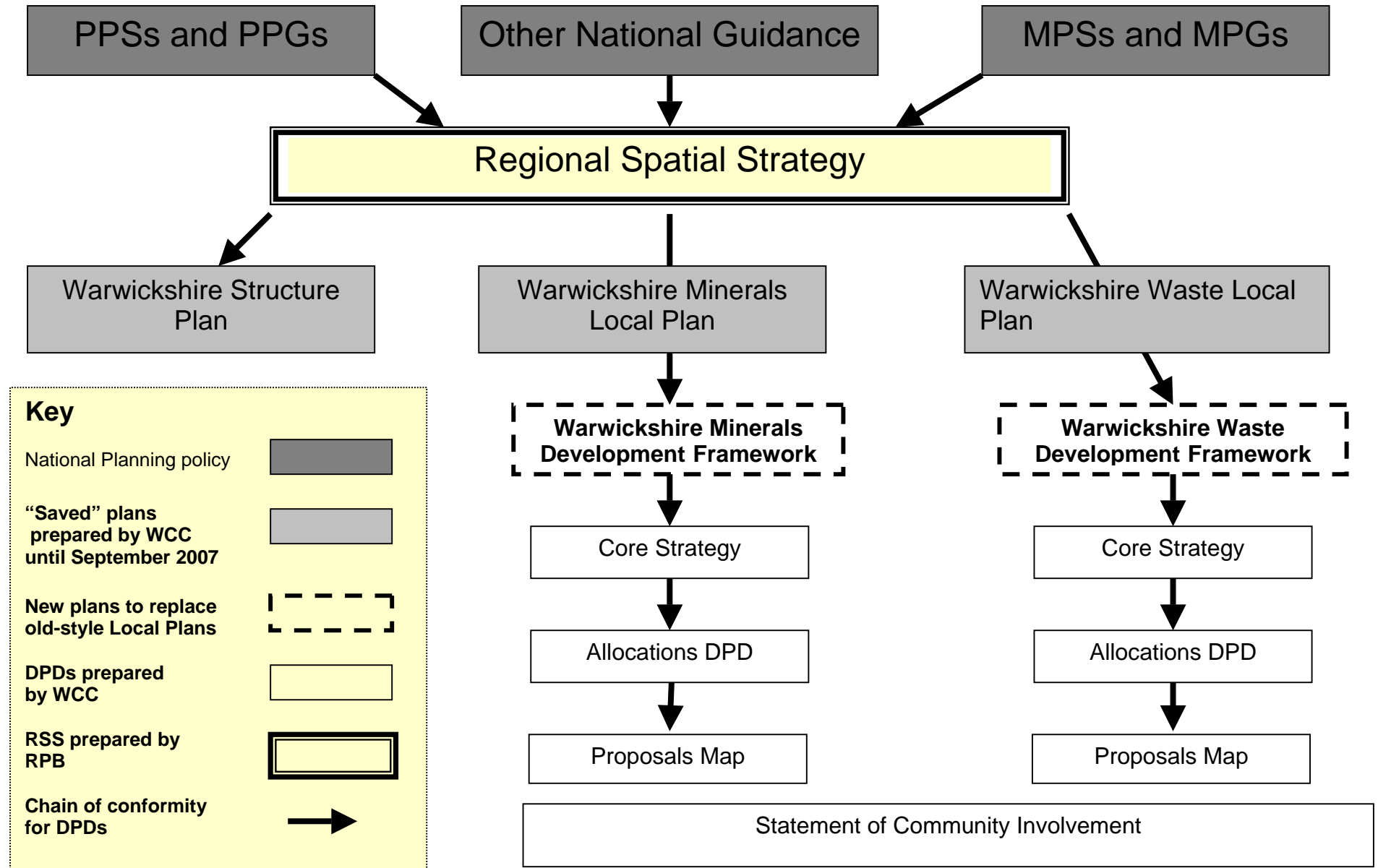
Appendix 6

Appraisal of Methods of Engagement on Planning Applications

Method	Advantages	Disadvantages
Documents available for inspection at local planning offices during consultation period	A known point of access and planning officers available to answer any queries.	Not easily accessible to all due to their central locations.
View current applications at local libraries	Gives wider access than just being available at council offices. Encourages public engagement as they can view applications in a more familiar setting.	Less interaction between the authority and consultee and less scope for clarification of issues than with face-to-face consultation.
View applications on websites	Gives wider access than just being available at council offices. Encourages public engagement as they can view applications in a more familiar setting and out of office/library hours.	Less interaction between the authority and consultee and less scope for clarification of issues than with face-to-face consultation.
Meeting with officers	Detailed matters can be discussed with officers.	Can be resource intensive.
Pre-application discussions	Detailed matters can be discussed with officers and both officers and applicants can be made aware of issues from as early a stage as possible.	Can be resource intensive.
Guidance notes on how to get involved	Explains the process simply and is able to reach a wide audience.	The simplistic approach can be misinterpreted and would require additional correspondence with a planning officer in some cases.
Local media	This raises the profile of applications and informs the wider community.	Coverage from a press release is not guaranteed and the message may be distorted in the article.
Written consultation	Can target and inform those directly affected by applications.	Only accesses those who are immediately involved in the application or have previously been involved in the planning system.

Letters to Statutory bodies	Directly informs the relevant bodies of applications	Only involves statutory bodies and not other bodies who may be concerned.
Residents Liason Groups	Can be an excellent forum for discussing issues arising from a particular site and concluding the best way of dealing with the issues.	Representation from residents is limited because it is by invitation only.
Public meetings	This reaches a wide audience of all those affected by a proposed development.	Does not necessarily resolve issues in a satisfactory manner.

Plan Hierarchy under the Planning & Compulsory Purchase Act (2004)



How do I prepare to speak?

Speaking gives you the chance to say why you think the application should be approved or refused and to stress the issues you consider most important.

The comments you raise should already have been identified in your letter to us and will be summarised in our report. It is not helpful to introduce new issues when speaking to the Committee.

Please note that the following issues are not usually considered relevant in reaching planning decisions:

- Matters covered by other laws, e.g. alcohol license
- Private property rights e.g. boundary or access disputes or covenants
- The developer's morals or motives
- Possible future development
- Loss of view over other people's land
- Effect on value of the property

The Council recognise that making a public address can be a daunting task. It will help if you plan what you want to say, and practice it, ensuring everything you wish to say can be communicated in your allocated 3 minutes.

Do not forget that the laws of slander are very strict. If you say something in public about a person which is not true, even if you believe it to be true, you may be at risk of legal action

Speakers cannot circulate new documents other than photographs and no presentation aids such as overhead projectors or PowerPoint may be used.

Where will the meeting be held?

Planning Committee meetings are held at Shire Hall, Market Place, Warwick CV34 4SX. They start at 10am and usually last 2 or 3 hours.

When you arrive at the meeting, please report to the personnel at Shire Hall reception who will note that you have arrived and help you with any queries you may have.

What happens next?

Once a decision has been made we send signed copies of the decision notice to the agent or applicant within a few days. If the application is approved, the decision will usually be subject to conditions that will be clearly stated on the notice. If permission is refused, the decision notice will state why. We also send decision notices to anyone who made written comments about the application. Please telephone us after 11.00 a.m. on the day following the Committee meeting if you wish to be informed of the decision made.

If an applicant is unhappy about a decision, they can appeal to the Planning Inspectorate, an independent Government agency. Details of how to do this are on the reverse of all decision notices. Only the applicant can appeal. We will notify anyone who submitted written comments on the application if an appeal is lodged and we will forward their original comments to the Planning Inspectorate.

Registering to speak

If you do wish to speak at the Regulatory Committee please contact Mrs. Bee Choo Yew- Booth at least three working days before the Committee is due to meet.

This leaflet explains how public participation at Regulatory Committee works. For a translation, or to obtain a copy of this leaflet in large print, please telephone (01926) 412906.

Warwickshire County Council
Department of Planning, Transport and Economic Strategy
PO Box 43
Shire Hall
Warwick
CV34 4SX

APPENDIX 8

Having Your Say about a Planning Application at the Regulatory Committee

Information and Advice



John Deegan
Director of Planning, Transport & Economic Strategy

Having your say at Regulatory Committee

If you have commented on a planning application you can, as a member of the public speak at meetings of the

Regulatory Committee during the consideration of the planning application that you feel affects you.

This leaflet explains how members of the public can communicate your views on a planning application to the people who will make the decision and should give you an idea of what to expect from the meeting itself.

What is the Regulatory Committee?

The committee is made up of 12 elected Councillors. In addition, planning officers and other council staff will attend to present applications, answer Councillors' queries and take minutes. Representatives of the local press may also be present.

Who can speak?

Other than the relevant Councillor, only applicants, their agents or people who have made written comments about an application will be invited to speak at Committee.

No more than three objectors and three supporters (excluding local Councillors) may speak on any one application. In controversial cases, it is possible that a number of people will wish to speak either for or against an application. When you contact us to register we will advise you if more than three people have already requested to speak in either category. If this is the case, you may wish to contact them and agree a smaller number of representatives. If you find that you cannot agree, preference will be given to those whose views appear to be most representative of local feeling and to those most affected by the application.

During the week before each Committee meeting we write to every person who is entitled to contribute. The letter will give a date and time by which you must contact us if you would like to speak. Only people who register in this way will be included in the list of speakers. If you would rather not speak yourself, you may nominate a representative to speak on your behalf.

How does it work?

Committee Members get a detailed report about each application that is on the agenda. Copies of these are available 5 days before the meeting from our address at the end of this leaflet or online at www.warwickshire.gov.uk. The report summarises comments raising relevant planning issues that were received at the time the report was written. Any comments received after the report is written are given to the Committee at the meeting.

There may be a lot of debate over some applications; others may be decided very quickly. Because of this please be aware that it is not always possible to predict the time when a particular application is likely to be discussed.

How is each application considered?

After the planning officer has introduced the application, those who are permitted to speak will do so in the following order:

1. The County Councillor Other Councillors
2. Objectors
3. Supporters
4. The Applicant

Each speaker will have a maximum of 3 minutes to express their views after which time they may be questioned by officers and members of the Committee. Please note that if a person speaks against an application, the applicant has a right to reply.

You will not be able to interrupt or question other speakers or Committee Members at the Regulatory Committee and will not be allowed to speak more than once. If it is necessary to make a factual correction after speaking, the information should be supplied to an officer. The Chair may stop a speaker if what they are saying is irrelevant or offensive or if they attempt to introduce substantial new issues or evidence. Please note that

speakers who do not conduct themselves in an orderly manner may be asked to leave the meeting.

After hearing contributions from all speakers, the Committee will discuss the application and respond to any matters raised.

The Committee will decide most applications at the meeting. They do not always follow the recommendation in the report. Some decisions may be postponed, for example to allow a panel of Councillors to visit the site or to get further information. In some cases, after considering the application, the Committee will pass it to staff to decide. In these cases, the committee would not normally reconsider the application.

If the Committee defers an application to obtain further information or to visit the site, speakers will be allowed to speak when the application is next considered only:

- a) if they spoke at the first meeting
- b) to address any new information which has emerged in the meantime.

Speakers will be sent written notification of the decision of the Committee.

Please note: The Chair may in his sole discretion allow a departure from the rules of this scheme if there are exceptional circumstances.

How do I register to speak?

Anyone who has made written comments about a planning application and wishes to speak to the Committee must make a request to the Development Group either by letter, fax, e-mail or telephone at least three working days before the Committee meets.

Please see our contact details at the end of this leaflet.

Glossary of Terms

Annual Monitoring Report	AMR	Produced each December and relating to the previous financial year. It shows how the policies are performing.
Adopted Proposals Map		This illustrates all site specific policies and identifies areas of protection.
Community Strategy		It sets out the broad vision for the future of the local authority area and proposals for delivering that vision. In Warwickshire it is known as the Strategic Plan.
Core Strategy		Sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision.
Development Plan Documents	DPDs	Local Development Documents that are considered to be part of the Development Plan.
Inspector's Report		This will be produced by the Inspector following the Public Examination and will be binding on the County Council.
Local Development Document	LDD	All of the documents that make up the Local Development Framework.
Local Development Framework	LDF	A collection of LDDs e.g. Core Strategy, Local Development Scheme, Statement of Community Involvement etc. (See Figure 1)
Local Development Orders	LDOs	This is made by a planning authority in order to extend permitted development rights for certain forms of development, and relate to a relevant LDD. The County Council's LDF is unlikely to contain these.
Local Development Scheme	LDS	It sets out the timetable for LDD production.
Local Strategic Partnership	LSP	This group consists of representatives from the private, public and voluntary sector. The LSP is responsible for producing the Community Strategy.
Minerals & Waste Development Framework	MWDF	A collection of LDDs relating to minerals and waste issues e.g. Core Strategy, Local Development Scheme, Statement of Community Involvement etc.
Minerals & Waste Development Plan Document	MWDPD	LDDs that are considered to be part of the development plan e.g. the Core Strategy, Site Specific Allocations and Area Action Plans.

Minerals & Waste Development Scheme	MWDS	It sets out the timetable for LDD production specifically in relation to minerals and waste plans.
Regional Spatial Strategy	RSS	A spatial strategy for the whole region, in the case of Warwickshire this is the West Midlands. It guides the preparation of the LDFs and Local Transport Plan for coherent regional development.
Simplified Planning Zones	SPZs	These are areas in which the local authority wishes to stimulate development and encourage investment. Again the County Council's LDF is unlikely to contain these.
Site Specific Allocations		Allocations of sites for specific land uses.
Statement of Community Involvement	SCI	It sets out how the authority will involve the public in the development plan-making process and in making decisions on planning applications.
Supplementary Planning Document	SPD	This document deals with one particular planning matter in more depth e.g. a design guide or affordable housing.
Sustainability Appraisal	SA	This assesses policies against sustainability objectives. These objectives are based on social, economic and environmental factors. A Sustainability Appraisal must be undertaken on all LDFs.
The Development Plan		Consists of the RSS and DPDs.