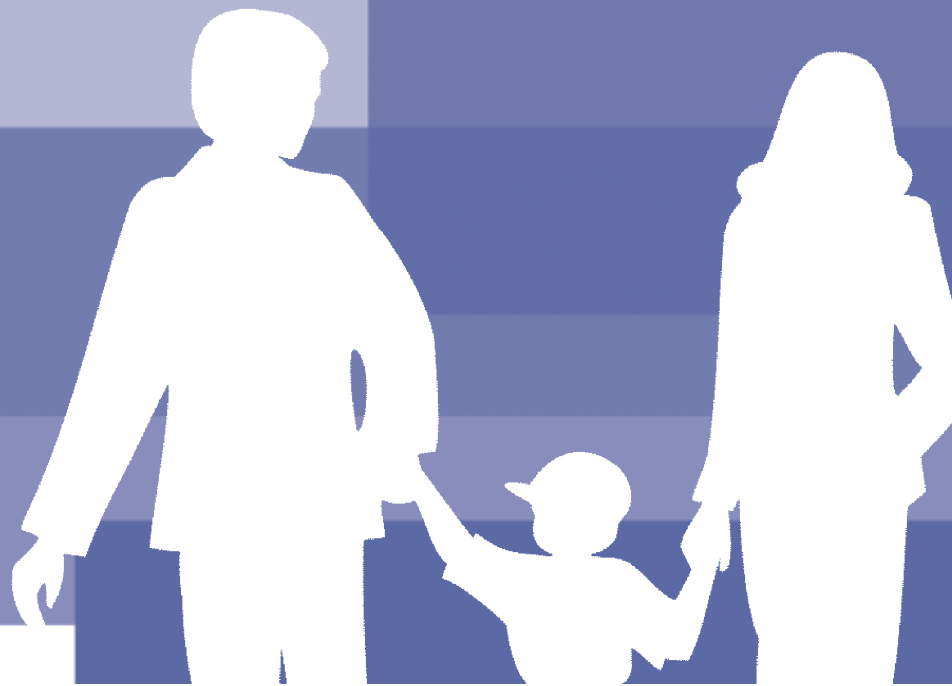


Braintree District Council
Local Development Framework

Statement of Community Involvement



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1 Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 introduced a new planning system in England in September 2004. Under the new system Local Plans will be replaced by a local development framework (LDF) which will consist of a number of different documents. This document, the Statement of Community Involvement (SCI), is one of those documents. It sets out how and when we will involve local communities in the planning system together with a description of the types of involvement that we intend to use.
- 1.2 This statement summarises the main documents that will be prepared under the new system (Section 2), examines the different types of community involvement and the circumstances in which they might be used (Section 3), identifies community and stakeholder groups that are relevant (Appendix 4) and sets out how we will deal with any representations received (Section 3). The statement also examines the resources available to carry out this work (Section 6). It covers involvement in both development documents that will be prepared under the new system (Section 3) and in the consideration of planning applications (Section 5).
- 1.3 The Council already has much experience of community involvement, both in planning issues and other aspects of its work. In particular the Council, through the Local Strategic Partnership (known as PACT), has involved the local community closely in the development of a Community Strategy and Action Plan. Part of PACT's vision is to create:

“A District in which everyone has opportunity to meet their full potential and participate fully in decisions that affect their communities”

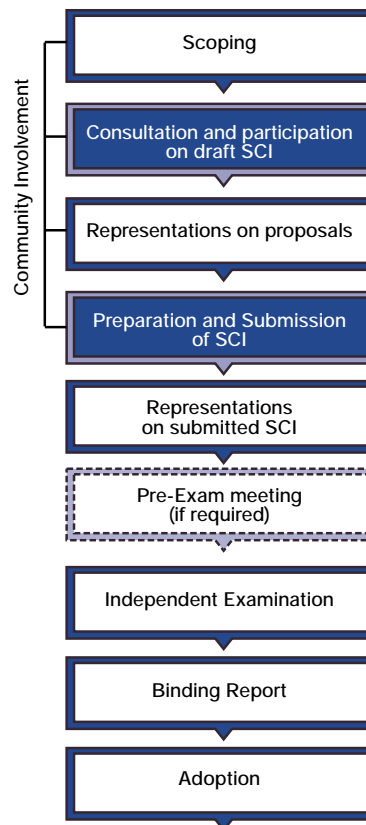
This is reflected in the Council's own Directions and Ambitions, which under the theme of “Improve Performance and Deliver Better Value” state:

“Make the Council's services and decisions open and accessible, so that residents can have a say in the decisions that affect their lives”.

- 1.4 Preparation of the local development framework will build on the community involvement that has already taken place through PACT. Wherever possible involvement and consultation on the Local Development Framework and the Community Strategy will be integrated.

- 1.5 The process for preparing the Statement of Community Involvement is illustrated below:

Figure 1 - Preparing a Statement of Community Involvement

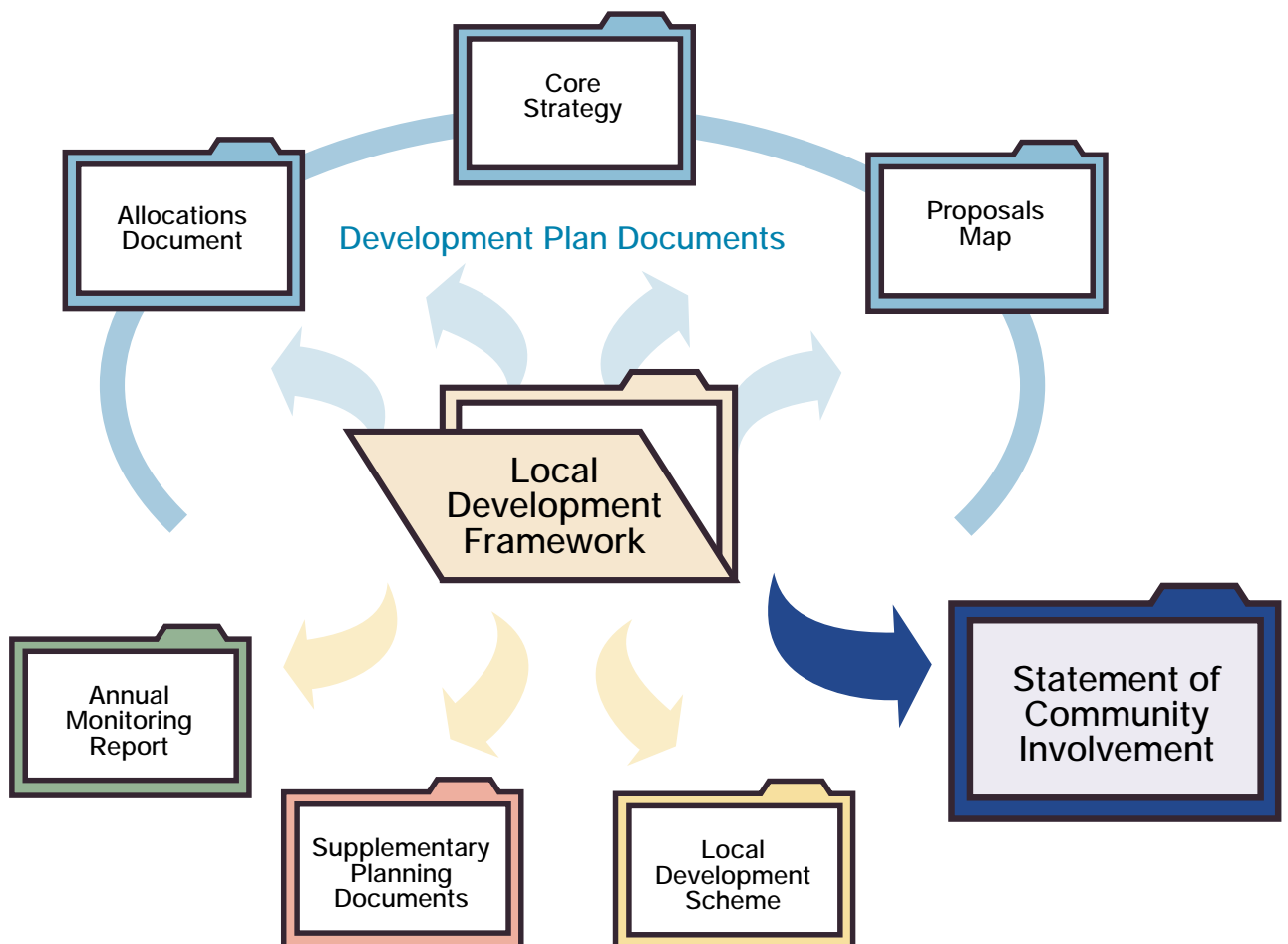


- 1.6 The new Act has introduced a number of new terms and acronyms. A glossary of these is included at Appendix 6.

2 The Local Development Framework

- 2.1 The Local Development Framework (LDF) will serve a similar purpose to Local Plans prepared under the previous system. It will set out how we plan for, and make decisions about, the future of our towns, villages and countryside. It will set out a strategy for the future development of the District which is based on a clear and locally distinct vision. This vision should be developed with the involvement of the local community and there should be commitment by all relevant agencies to its delivery.
- 2.2 The format of the Local Development Framework will be different to the previous Local Plan. Instead of all policies and proposals being set out in a single document the framework will consist of a number of documents, including Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), a Local Development Scheme (LDS), an Annual Monitoring Report (AMR) as well as this Statement of Community Involvement. Further details about each document are given below. Figure 2 illustrates the Local Development Framework and the relationship between the various documents.

Figure 2 - Local Development Framework



- 2.3 Development Plan Documents (DPDs) are planning documents that cover policies, proposals and allocations. They are statutory documents prepared in accordance with set procedures. This includes community involvement throughout the process. They will be subject to a public examination to assess their soundness, which will be carried out by an independent Planning Inspector, before being adopted by the Council.
- 2.4 We are proposing to prepare the following Development Plan Documents:
- (i) A Core Strategy for the District setting out the long-term vision for the District and the strategic policies required to deliver that vision
 - (ii) An allocations document identifying areas for specific uses such as housing and employment and areas to which detailed policies will apply
 - (iii) A Proposals Map
- 2.5 Also as part of the Local Development Framework we are proposing to prepare a number of Supplementary Planning Documents (SPDs). These can deal with a range of issues covering specific subjects or individual sites. They are intended to explain or provide further detail about policies or site allocations in a Development Plan Document. Supplementary Planning Documents will be subject to community involvement during their preparation but are not subject to independent examination.
- 2.6 The Council will undertake sustainability appraisals of Development Plan Documents throughout their preparation. This will test the policies and proposals against sustainability objectives and enable them to be modified where appropriate to mitigate potential adverse effects. These reports will be published for consultation alongside the Development Plan Documents.
- 2.7 The Local Development Scheme (LDS) is a project planning document for the local development framework. It sets out the documents that the Council intends to produce, their scope and the timetable for their preparation. This is available on the Council's website.
- 2.8 Under the new legislation the Council has to prepare an Annual Monitoring Report (AMR) and submit it to Government each December. This will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Stages in the Preparation of Development Plan Documents

2.9 There are four main stages in the preparation of documents. The Council aims to involve the community at each stage to ensure that the documents are effective and reflect community priorities wherever possible. The stages are:

- Pre-Production (Research and Evidence Gathering)
- Production (Preparation of issues and alternative options and preparation of Preferred Options and Submissions Documents)
- Independent Examination
- Adoption

Stage 1 - Pre-Production (Research and Evidence Gathering)

2.10 All documents should be based on a clear understanding of the long-term economic, social and environmental needs of the District. In order to achieve this there will be a need to commission studies and undertake research. A schedule of the evidence that the Council proposes to collect is included in the Local Development Scheme. This will be kept under review and updated if necessary in the Annual Monitoring Report. Examples of the various types of evidence are:

- Specific studies, for example a retail study, a landscape character assessment, and an updated urban capacity study. Preparation of these studies will include surveys, consultation and involvement as appropriate to each study. These studies will be published alongside any Development Plan Documents that they support
- Undertaking research into population forecasts and local housing needs
- Involvement of key stakeholders including Parish and Town councils, local developers, landowners, planning consultants and public service providers such as the Highways Authority, the Health Authority and Education providers to establish needs and aspirations
- Approved Parish Plans and Village Design Statements will also form part of the evidence base by providing information on local priorities and aspirations

Stage 2 - Production

2.11 There are 3 steps involved:

- Identifying the issues that the Development Plan Document needs to address and the options for dealing with those issues. This can be in the form of an issues and options report which is subject to consultation. There is no requirement to prepare an issues/options document for Supplementary Planning Documents.
- The preparation of a Preferred Options Development Plan Document. This will set out the Council's preferred options together with a summary of the alternatives that were considered. These will provide detailed information including maps, diagrams and illustrations. The Council will provide a six-week consultation period for these documents. At the same time the Sustainability Appraisal Report will be published together with other supporting documents. For Supplementary Planning Documents a draft document will be published for consultation accompanied by a sustainability appraisal.
- After considering the response the Council will prepare a final version of the Development Plan Document called the Submission Document. This will contain finalised policies and proposals. It will be submitted to the Secretary of State and published for formal consultation for six weeks. This will be accompanied by a document that sets out how representations have been dealt with in accordance with the Statement of Community Involvement. Alternative options put forward by others will also be published and made available for inspection. For Supplementary Planning Documents the Council will consider representations made to the draft document, make any changes that are appropriate and then adopt it.

2.12 The Council will encourage landowners and developers to put forward their options at an early stage in the process so that decisions on the Submission Document can be made on the basis of the full range of options available.

Stage 3 - Examination

2.13 The purpose of the Examination is to assess whether the Document is sound. The tests of soundness are set out in Appendix 5. This will be conducted by an independent Inspector appointed by the Government. The Inspector will report to the Council and set out how the document must be changed. The Inspector's report is binding on the Council. Examinations are not required for Supplementary Planning Documents.

Stage 4 -Adoption

- 2.14 Following receipt of the Inspector's report the Council will make the necessary changes to the document and then adopt and publish the document together with its sustainability appraisal. This will be advertised and made available at Council offices and public libraries in the District. It will also be available on the Council's website.
- 2.15 The different documents in the Local Development Framework will need to be consistent with one another. The Core Strategy must be in conformity with the East of England Regional Plan. In turn the Allocations Document must be consistent with the Core Strategy. Any Supplementary Planning Document must be linked to a policy or proposal in a Development Plan Document and must be consistent with it. This means that there may be some policies or proposals in a document that it will not be possible to change without breaching the need for conformity. When undertaking community involvement we will make the constraints clear and identify what can and cannot be influenced.

3 Community Involvement in the Local Development Framework

- 3.1 We intend to maintain a process of ongoing community involvement and aim to encourage early involvement in the preparation of each document so that everybody feels that they have had a chance to influence local policy decisions that are made. A Development Plan Document will take about 3 years to prepare and the Statement of Community Involvement and Supplementary Planning Documents about 12 months. We will aim to involve the community throughout this period based on a mixture of informing, involving and consulting. Regulations set out the minimum requirements for consultation and these are set out in Appendix 3. However, we aim to go further than the minimum requirements to ensure more effective and wide-ranging community involvement. A number of different methods will be used depending on the nature of the subject involved and the audience. Whilst the potential methods of community involvement will be the same for different types of document, there is likely to be a difference in the presentation of documents and workshops. For example, there is likely to be greater use of maps and diagrams for involvement in site allocations. The methods and their possible uses are summarised in Appendix 2 and further explained below.
- 3.2 The Council is a signatory to the Braintree District Local Compact with the voluntary sector which includes a code of practice on consultation and policy appraisal. The principles set out in that code of practice have been incorporated into this Statement of Community Involvement. In particular the Council will consult with the voluntary and community sector on all major planned consultations and any proposals that may have a significant effect on their services.

Informing People

- 3.3 We will seek to keep the wider community, statutory consultees and other stakeholders informed about the Local Development Framework during all the stages of preparation. This includes letting people know about what the Council is doing, at what stage it is in the preparation of documents, where documents can be inspected, how people can be involved and the results of consultations. This information will be continually updated. Ways in which we will inform people include:
- updates on our website, www.braintree.gov.uk
 - issuing news releases and arranging briefings for the local media at key stages in the process
 - posters, flyers and displays in public locations

- presentations to existing meetings such as Parish Clusters, PACT and the Business Council
- briefings for District Council members

Involving People

- 3.4 As mentioned above the Council will involve the local community including statutory consultees and other stakeholders at an early stage in the preparation of the Local Development Framework. This will enable people to consider the issues involved and put forward ideas before options and proposals are developed. This will also provide an opportunity for local landowners and developers to indicate those sites that they would like to put forward for future development.
- 3.5 The involvement may take a number of forms which are outlined in Appendix 1. The method used will depend on the group involved, the subject matter and the stage that the document has reached. A list of local development framework consultees is included at Appendix 4.

Consulting People

- 3.6 The stages at which formal consultation is required are set out in the Regulations. There will be two periods of formal consultation on Development Plan Documents: at the Preferred Options Stage and at the Submission Stage. Although the period for making representations will be limited to the statutory six-week period, whenever possible the Council will publish documents before then to give consultees a longer period in which they can be considered. For Supplementary Planning Documents there will be one formal consultation stage with a statutory period of 4 to 6 weeks and again whenever possible we will publish the documents before the statutory period begins. At these times the Council will publish its documents, both in hard copy and electronically, and invite representations on them. This will enable anyone to comment on the Council's proposals and to put forward alternative options.
- 3.7 The Council will provide a standard form for making representations and will encourage these to be submitted on-line. The Council will however continue to accept representations made in writing. We will make efforts to include the views of people with sensory, physical and learning disabilities for whom written or typed representation may not be appropriate.

- 3.8 In order to ensure that as many groups and individuals as possible take part in the process the Council will:
- ensure that all documents are clear and concise and written in plain English
 - offer documents in alternative formats if required
 - arrange meetings at times and locations convenient for as many people as possible
 - provide documents in both written and electronic formats and make all documents available on the Council's website

Consultation with Hard to Reach Groups

3.9 We recognise that some parts of the community often have less chance to be involved than others and are therefore under represented in the planning process. Examples of these hard to reach groups include young people, older people, people with disabilities and ethnic minorities. We will therefore take positive action to ensure that they have every opportunity to be involved and to encourage their participation.

3.10 The basic principles that will be followed in consulting with hard to reach groups will be as follows:

- In targeting people with disabilities or who live in isolated areas we will take the consultation to them.
- Where people are invited to attend a consultation event in a specified place we will:
 - make sure the venue is accessible
 - offer travelling and carer expenses
 - ask about access requirements and check after the event that these were satisfactory
 - offer written information in alternative formats and give a wide range of contact methods
- Offer assistance in completing written consultation documents
- Be sensitive to the cultural needs of the people we are talking to
- View the consultation as the first base in a relationship that will live beyond the immediate need

- Give feedback and show how their views have made a difference

3.11 In terms of the methods of consultation with hard to reach groups the generic methods set out in Appendix 2 will not differ but their manner of delivery will. Examples of different types of delivery that may be used are:

- Interactive consultation exercises can be designed to meet the needs of the targeted group. This can be completed by representatives who are willing to take resources away and repeat this exercise in their own groups. This consultation can be modified/simplified for use at local fetes and events which attract a diverse range of people.
- Where it can be identified that people may have low levels of literacy or numeracy or learning difficulties pictorial consultation methods or 3-D images that move around can be used to express people's views
- For surveys use can be made of market research companies who have trained interviewers and a proven track record of working with vulnerable and hard to reach groups
- We will consult through the Council's newsletter that reaches all households
- We will consult through a trusted party or advocate such as the Braintree District Voluntary Support Agency

Using the Results of Consultation and Feeding Back

3.12 All responses received will be considered and a decision will be made on whether the document should be changed to take account of the representation. After the consultation period has finished a report will be considered by the District's Development Committee. This report will summarise the representations received, provide an officer comment on each representation, a recommendation on whether or not the document should be changed as a result, and the reasons for the recommendation. The reports and minutes of the meetings will be published and made available at Council offices and on our website.

3.13 We will acknowledge by e-mail or letter all representations received and provide information about the next steps in the process. We will let respondents know when the Development Committee will consider their representation. We will also advise respondents by letter or e-mail and anyone else who is required or has asked to be notified when documents are submitted to the Secretary of State, when the Inspector's report is published and when a document is adopted.

- 3.14 All Submission Documents will be accompanied by a Statement of Compliance which sets out how the Statement of Community Involvement has been followed in the preparation of the document, the main issues raised and how these have been addressed.
- 3.15 The various consultation and involvement methods will be kept under review. Participants will be asked to provide feedback on the effectiveness of the methods used so that the processes can be refined and improved.

4 Linking with Other Strategies

4.1 The Local Development Framework is one of a number of strategies that the Council prepares. The Council's priorities are delivered through a strategic framework which includes a Community Strategy and Action Plan (known as District of Tomorrow) which has been prepared by the Local Strategic Partnership (known as PACT - Partners and Communities Together). The Community Strategy is likely to be reviewed at the same time as parts of the local development framework are prepared. The Community Strategy identifies the Council's key priorities for action. It acts as an overarching context for the issues that matter most to our local communities. The local development framework will set out the land use and transport implications of the Community Strategy. These areas have been identified through consultation and comprise the overall direction and ambition of the Council. They are:

- Creating a Cleaner and Greener District.
- Helping People to Feel Safe and Well.
- Making the District a Better Place to Live Work and Play.
- Improve Performance and Deliver Better Value

The Council is exploring how the Community Strategy and Local Development Framework processes might be joined together so that there are combined community involvement activities, information sharing and where possible a combined document. The Community Strategy will therefore be the primary delivery mechanism for a wide range of strategic plans. These will include the Local Development Framework and the Council's Housing Strategy which in particular will be the means by which affordable housing will be delivered. Other corporate issues and strategies will have implications for and influence the Community Strategy and Local Development Framework. These include the Economic Development Strategy, Rural Policy and Action Statement, Community Safety Strategy and Sustainability Strategy. In order to prevent a proliferation of different consultations on different strategies at the same time joint consultation on the local development framework and other strategies will be undertaken where timetables and issues are complementary; for example it is intended to combine consultation on the Core Strategy with the Review of the Community Strategy.

4.2 Each year the Council produces a "Consulting our Communities Report". This sets out the results of consultations carried out by the Council in the previous year and a timetable of consultations for the coming year. This provides an opportunity to plan joint working on community involvement.

4.3 As indicated in paragraph 2.10 above, the Council will support and encourage local communities to develop their own community led plans early in the Local Development Framework process. Any plans that are produced may be used by the Council to inform its own plans for the District or a specific area. Community-led plans include:

- parish and town appraisals
- village design statements
- parish and town plans

The Council works with the Rural Community Council of Essex to encourage this work and helps to fund a field worker whose role is to assist Parish Councils.

5 Planning Applications

- 5.1 For many people their main contact with the planning system is through planning applications, either as an applicant or as someone who might be affected by the proposed development. This section of the Statement of Community Involvement therefore sets out our proposed approach for involving statutory bodies and the community in planning applications and for encouraging developers to undertake pre-application consultations on significant or sensitive schemes.
- 5.2 In 2004/5 the Council determined 2083 planning applications of all types. The Council has challenging targets for dealing with applications which are set by Government. These are to determine 60% of major applications within 13 weeks, to determine 65% of minor applications within 8 weeks and to determine 80% of other applications within 8 weeks (the definitions of major, minor and other for the purposes of these targets are included in the Glossary at Appendix 6).
- 5.3 It is therefore particularly important that when applications for significant or sensitive development are made all issues relating to that development are addressed at the time the application is made. It will only be possible to identify many of these issues through previous consultation and involvement of the local community. The planning application process should not be used as a substitute for proper pre-application community involvement. Whilst the Council cannot refuse an application if such involvement has not been carried out, there may be issues that arise during the consideration of the application that could have been addressed and will warrant refusal. The aim of the process is to encourage discussion before formal applications are made so that adjustments to the proposals can be made in line with the aspirations of the local community where practicable and to avoid unnecessary objections at a later stage. Further guidance on the types of application where pre-application consultation will be expected is set out below.

Pre-Application Stage

- 5.4 As indicated above the Council will encourage pre-application discussions for certain types of development. The objective of these discussions is to establish whether the principle of the development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine the application. The Council does not charge for pre-application advice. We strongly encourage developers to discuss their proposals with us at an early stage so that appropriate arrangements for pre-application consultation can be agreed. The Council will expect the costs of this consultation to be met by the developer. Types of application and suggested methods of involvement are set out below, although there will be a need for flexibility in the approach to deal with different circumstances. For example a small development may have a much bigger impact in a rural area than in an urban area and may therefore require more consultation. Although the Council will advise on the

consultation process at this stage it will not be directly involved in the consultation itself. This is to enable the Council to maintain an impartial position. The Council will offer constructive feedback on the proposal whenever possible although any views expressed by officers at this stage cannot be binding on a subsequent decision. Developers will be expected to submit a statement with any subsequent application that outlines the community involvement that has been carried out and the outcome. This should set out the methods used, the views expressed and how these have been addressed in the application. Whilst early pre-application discussions with planning officers followed by consultation with the community is ideal, it is recognised that in some circumstances, due to matters of confidentiality associated with some development proposals, it may be necessary to delay pre-application consultation until such time as the applicant is able to confirm that a submission is likely to take place. Pre-application discussions with officers will offer the opportunity of appropriately agreeing matters associated with the disclosure of information provided by the prospective applicants, the officers written response to pre-application and if the case may be, the outcome of initial community consultation. This agreement will take place in the context of the requirement contained within the Freedom of Information Act and the Environment Information Regulations 2004. The precise timing of the pre-application consultation will be agreed with the planning authority, and will need to strike a balance between involving the community at an early stage to be relevant while respecting issues of commercial confidentiality that may arise.

- 5.5 The pre-application advice service is intended to ensure that as far as practicable that development accords with the relevant policies and guidance of the Council and as a means of addressing potential issues prior to the submission of any formal application. For this reason and as a means of meeting government targets on decision-making, the Council will not normally seek amendments to applications during the course of their consideration. If, however, amendments are sought, we will write to neighbours, the Parish Council and any other relevant consultees seeking views on the amendments.

Application Type	Suggested Action by Applicant
Major applications (i.e. housing sites of 1 hectare, or 30 dwellings or more, retail and leisure uses of 1,000sq.m. or more, business uses, higher and further education uses of 2,500sq.m or more and stadia of 1,500 seats or more), or applications which are contrary to or out of line with the Development Plan	<p>Applicant/Developer should discuss with local planning authority appropriate methods of community involvement which could include:</p> <ul style="list-style-type: none"> - exhibitions - workshops - development briefs - surgeries - public meetings - planning for real type exercises - pre-existing panels/forums and design teams - citizen panels - consultation panel - Town/Parish Councils - media - website - individual letter

Application Type	Suggested Action by Applicant
Applications broadly in accordance with the Development Plan but raising controversial issues of detail. Reserved matter applications raising issues not addressed at the outline stage.	<ul style="list-style-type: none"> - exhibitions - surgery - Town/Parish councils - website - media - individual letter
Other applications for sites where wider community involvement may be beneficial including those on sites that are sensitive to development pressures for example within a conservation area or affecting a listed building or its setting.	<ul style="list-style-type: none"> - Town/Parish Councils - website - media - individual letter
Minor and householder applications	<ul style="list-style-type: none"> - neighbour consultation

Application Stage

5.6 The statutory requirements for publicity for applications for planning permission are laid down in Article 8 of the Town and Country Planning (General Development Procedure) Order. This requires the local planning authority to publicise planning applications either by site notice or by notification to neighbours and sometimes by press advertisement. Other regulations set out the requirements for applications for listed building and conservation area consent and for applications for planning permission affecting the setting of a listed building or demolition within a conservation area. In deciding what constitutes a significant or controversial application, the Council does not favour setting thresholds as such applications vary quite significantly in their nature and extent. For this reason, a more appropriate way to determine such applications is to give examples. Examples might include major applications that have more than local significance, those that have an Environmental Impact Assessment, applications that are likely to generate considerable local objection or support and applications that represent a departure from the Development Plan. The Table below sets out the Council's current practice, which is to carry out more publicity than the minimum required by the regulations. In respect of significant pre-application publicity, the Council will expect the developer and/or landowner to take the lead at that stage. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Type of Publicity	Pre-application stage	Major and Departure Applications	Significant or Controversial Applications	All Other Applications	Appeals
Advertise on Website		Weekly list posted on website	Weekly list posted on website	Weekly list posted on website	
Post site notice		Always	Always	Always	If a local hearing or inquiry is held
Send consultation letter to neighbours		Always (unless there are no immediate neighbours)	Always (unless there are no immediate neighbours)	Always (unless there are no immediate neighbours)	
Advert in local newspaper		Always	In some circumstances	Where it affects a listed building, conservation area or right of way	
Application available for inspection at Council Offices		Always	Always	Always	Always
Appropriate Town or Parish Councils provided with a copy of the application		Always	Always	Always	Always
Public exhibition of proposals	In some circumstances	In some circumstances	In some circumstances		
Press releases	In some circumstances	In some circumstances	In some circumstances		
Local Public Meetings	In some circumstances	In some circumstances	In some circumstances		

Type of Publicity	Pre-application stage	Major and Departure Applications	Significant or Controversial Applications	All Other Applications	Appeals
Application considered in public session by Committee		Usually	Usually	In some circumstances (e.g. where a contrary representation has been received)	

Decision Stage

- 5.7 Generally where applications are in accordance with planning policy and no objections have been made the decision will be made at officer level. The receipt of one or more objections will result in an application being determined by Committee if it is being recommended for approval. An application will also be referred to Committee if it is being recommended for refusal and representations have been received in support. These arrangements are kept under review and may change from time to time. There are three Area Committees for the Braintree, Halstead and Witham areas, which each meet once every four weeks. Where applications are referred to the Area Committee there will be an officer report which describes the site and application, sets out the policy considerations, summarises the representations received, comments on them and makes a recommendation for approval or refusal. All respondents are notified of the Committee at least 5 working days before the Committee. The Committee Agenda and Reports are available 5 days before the meeting at the Council offices and also on the Council website. Time is set aside at the start of Area Committee meetings for public statements and questions. A representative of the relevant Town/ Parish Council is permitted to sit at the Committee table when an application in their area is being discussed. The Parish Council representative may be invited to speak but cannot vote on the application.
- 5.8 All respondents are notified by letter once a decision has been made. A weekly list of decisions is also posted on the Council's website. A full copy of the decision notice is retained on the statutory planning register which is available for inspection at the Council's main office.

Implementation Stage

- 5.9 For major developments the Council is keen for there to be continuing community involvement during the implementation of the development. This ensures a continuing dialogue with the Council and the developers and enables matters of detail to be considered further and problems during implementation to be discussed. This is normally achieved by the establishment of a Consultative Forum or Committee comprised of representatives of the developer, the Council, Town/Parish Councils, the local highway authority, local residents' associations and other interested groups and local business interests. At present there are two active forums in the District, one for the Maltings Lane development in Witham and one for the Freeport development in Braintree.

Independent Advice

- 5.10 The Council will assist the community to obtain independent advice where required. The Council will provide a list of planning consultants and their contact details who can advise on planning matters on a professional basis and assist with the submission of applications, making comments on them and appealing against a decision. The Council can also put people in touch with the Planning Aid Service. This is an independent agency that provides free help to local people and groups that traditionally do not get involved in planning matters.

6 Resources

- 6.1 The Council does not have unlimited resources for community involvement. Appendix 1 indicates the levels of resource necessary for each type of involvement. The Council will seek to identify the most cost effective method of involvement for each activity. To this end the Council is keen to develop electronic means of involvement and communication and will offer this as an option wherever possible. This will not be used as a substitute for face-to-face communication and more traditional forms of involvement will be used where appropriate.
- 6.2 The Council has some in-house resources for preparing and consulting on the Local Development Framework, which will be led by the Planning Policy team. The support of other Council services and other agencies will be sought where appropriate, for example, where consultation on the Local Development Framework and other strategies can be linked. Outside facilitators and consultants will also be used where the Council does not possess the necessary expertise or capacity in-house. There will be a need for the Council to consider the resources necessary through its annual budget and prioritisation process. Planning Delivery Grant when available will be used to supplement the Council's own resources.
- 6.3 The Council will encourage parish and town councils to take a lead in involving their local community wherever possible. A partnership approach will enable a greater proportion of the rural areas of the District to be involved and build capacity for community involvement.
- 6.4 As indicated in paragraph 5.4 above the Council will expect developers and applicants to meet the costs of any community involvement that may be necessary for their planning applications. It is recognised that developers, architects and objectors may also have financial and time constraints and the Council will have regard to this in discussing the requirements for community involvement with them.

7 How this Statement has been developed

- 7.1 This is the fourth and final stage in the preparation of the Statement of Community Involvement.
- 7.2 The first stage involved preliminary consultation with Parish and Town Councils in the District and with members of the PACT Assembly about the local development framework and methods of involvement. In addition a survey was carried out on methods of involvement and communication of statutory consultees and all those who made a representation on the Council's Review Local Plan.
- 7.3 The responses to this first round of consultation were used to inform the preparation of the Draft Statement of Community Involvement. This was published on 20th October 2005 with comments to be submitted by 1st December 2005. As a result of the comments received a number of changes have been incorporated into the submission document, which was published in January 2006.
- 7.4 Changes outlined in the submission document were forwarded to the Planning Inspectorate. The Inspector, Ben Linscott Bsc MRTPI, endorsed all changes to the submission document, and recommended three further changes.
- 7.5 All changes agreed and recommended by the Inspector have been incorporated into this, final Statement of Community Involvement.

8 Review

- 8.1 The Council will monitor the effectiveness of the methods and techniques set out in this Statement of Community Involvement so that they can be refined and improved. Feedback forms will be provided alongside each document that is produced and whenever consultation workshops and events are held participants will be asked to provide feedback on their contents and effectiveness. The database of people and organisations to be consulted will also be kept up to date. The responses to each consultation and an assessment of its effectiveness will be reported to the Council's Development Committee. Any significant changes that are identified will be set out in the Annual Monitoring Report. A formal review of this Statement of Community Involvement will be carried out 3-years after it has been adopted.
- 8.2 The following consultation and participation arrangements will be applied when the Statement of Community Involvement is reviewed.

	Pre-production	Production	Production	Adoption
	Stage A Preliminary Consultation (Regulation 25)	Stage B Draft SCI (Regulation 26)	Stage C Draft Submission (Regulation 28)	Stage D Adoption
Consultees	We will involve the community and stakeholders in the preliminary consultation on the Review of the SCI	We will publish the Draft SCI and ask for comments within 6 weeks (Regulation 26)	The Council will consider the representations received and amend the SCI, where appropriate. The Council will then submit the SCI for approval to the Secretary of State	
General Public (including hard to reach groups)	Media and Publicity Surveys (written and electronic). Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip /Leaflet Surveys (Written and electronic) Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Interactive website	Media and Publicity Letters/ e-mail Website
Community/ Voluntary/ Special Interest Groups	Reply Slip /Leaflet Surveys (Written and electronic) Letters Workshops/ Discussion Group	Letters Consultation Document Reply Slip /Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail Consultation Document Reply Slip /Leaflet	Letters/ e-mail

	Pre-production	Production	Production	Adoption
	Stage A Preliminary Consultation (Regulation 25)	Stage B Draft SCI (Regulation 26)	Stage C Draft Submission (Regulation 28)	Stage D Adoption
District/ Town/Parish Councillors	Letters Reply Slip /Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip /Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail Consultation Document Reply Slip /Leaflet	Letters/ e-mail
Businesses/ Developers and Agents	Letters Reply Slip /Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip /Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail Consultation Document Reply Slip /Leaflet	Letters/ e-mail
Statutory Consultees including Government Bodies	Letters Reply Slip /Leaflet	Letters Consultation Document Reply Slip /Leaflet	Letters Consultation Document Reply Slip /Leaflet	Letters/ e-mail

Appendix 1

Potential Methods of Community Involvement

Potential Methods of Community Involvement

Method	Useful For	Main Construction	Resources
Informing Methods			
Newsletters, letters, leaflets and articles	<p>Can be useful for informing all stakeholders of progress with new planning documents</p> <p>Can provide a signpost to websites where further detail can be obtained.</p>	<p>Can be labour intensive and costly. Difficult to assess how many people are reached.</p> <p>Lack of editorial control over articles in newspapers.</p>	<p>Medium. Costs depend on the numbers produced and method of distribution</p> <p>Officer time required to produce document</p> <p>Possibility of local assistance with distribution e.g. inserts in local magazines.</p>
Detailed document (hard copy)	Presenting full text of document and plans and inviting comment on them.	Not cost effective to send detailed document to all stakeholders. Would only be sent to statutory consultees. Copies would be made available for public inspection at public offices and libraries.	High. Costs of production are high.
Training/Briefing Sessions	Informing existing groups and organisations.	Linking into existing groups and meetings will save on consultation costs and resources.	Medium. Requires staff time to prepare for and attend meetings.
Website	Can be used both as a means of informing and as a means of responding.	Website needs to be user friendly and AAA accessible. An effective way of providing information that is available at all times. Need to encourage those without private access to the internet to use access from public offices and libraries. Nevertheless all information posted on the website should be available in other formats.	Low. There are initial setting up costs but can be very cost effective.

Method	Useful For	Main Construction	Resources
Public Meeting/ Presentations	For addressing specific concerns and controversial issues.	Needs strong chairing. Can be dominated by a few vocal people. Open to all.	High. Can be resource intensive and require a large number of staff to attend and organise. Possibility of local assistance with organisation and publicity.
Radio/TV features	For informing and promoting plans and proposals.	Can reach a large number of people in a short space of time. Coverage not guaranteed as depends on other news items.	Advertisement costs high. Editorial costs low.
Exhibition/ Roadshow/Open Day	For informing and gathering views.	Can provide a one to one service in a public environment. Need to ensure that venues and opening times are accessible to as many people as possible. Attendees are self-selecting. Needs to be well publicised. If part of a larger event can reach those not normally involved.	High costs of organising and staffing. Possibility of local assistance with organisation and running. Possibility of "piggy-backing" on to existing event to reduce costs.
CD ROM	Providing large amounts of information in a compact format.	Useful alternative to hard copies for those that have ability to access CD ROMs. Enables people to absorb information at their own pace and in their own time.	Production and distribution costs low.

Method	Useful For	Main Construction	Resources
Methods for Commenting on Proposals			
Document with reply slip	Presenting full text of document and plans and inviting comment on them.	Provides comprehensive information and an opportunity to respond. Depending on length of document may not be possible to send this to all consultees. Copies will need to be available at public offices and libraries. Tends to encourage those with strong views to respond. Need to be complemented by other methods.	High costs of printing and distribution.
Written survey/questionnaire	Obtaining views and information on specific topics.	Can be sent to large numbers of people but response rates may be low. Tends to encourage those with strong views to respond. Most effective if collected in person.	Medium to high depending on numbers of questionnaires. Costs involved in production, distribution and analysis.
Telephone Survey	Obtaining views and information on selected topics.	Unsolicited telephone calls not welcomed by many people. May be hard to obtain a representative response. Personal contact enables follow up questions to ensure that the correct information is collected.	Cost of commissioning surveys is high.
Face-to-face interview	Obtaining views and information on selected topics.	Personal approach may solicit a more willing response. Personal contact enables follow up questions to ensure that the correct information is collected.	Cost of commissioning surveys is high.

Method	Useful For	Main Construction	Resources
E-mailed survey	Obtaining views and information on specific topics.	Can be sent to large numbers of people but response rates may be low. Survey limited to those with an e-mail address. Needs to be complemented by other methods.	Low. Large numbers of surveys can be sent out at low cost.
Telephone hotline	Obtaining views and opinions.	Enables people to express views orally rather than sending in a written response. More useful if a staffed service rather than a recorded or automated system.	Low. Costs of telephone line and transcription.
Public meeting/debate	For addressing specific concerns and controversial issues.	Needs strong chairing. Can be dominated by a few vocal people. Open to all. Difficult to record comments. Minutes and show of hands only.	High. Can be resource intensive and require a large number of staff to attend and organise. Possibility of local assistance with organisation and publicity.
Exhibition/roadshow/open day	For informing and gathering views.	Can provide a one to one service in a public environment. Participatory methods can be used to record comments. Need to ensure that venues and opening times are accessible to as many people as possible. Attendees are self-selecting. Needs to be well publicised. If part of a larger event can reach those not normally involved.	High costs of organising and staffing. Possibility of local assistance with organisation and running. Possibility of "piggy-backing" on to an existing event to reduce organisational costs.

Method	Useful For	Main Construction	Resources
Methods for Involving/Engaging			
Focus/discussion groups	Can promote debate and gather opinion.	Can be used to engage a number of different groups in the community. Allows in depth discussion of issues. Can only involve a small number of selected people. May need incentives for people to attend including guest speakers.	Medium. Staff costs involved in organising and attending. Costs of accommodation and facilitating.
Citizens juries/ panels/forums	Can promote debate and gather opinion.	If continued over a long period of time involving the same people can build up a knowledgeable forum for discussion and providing opinions.	High. Requires a considerable amount of officer time to administer and attend.
Interactive website	To provide information and a method of feedback.	Website needs to be user friendly and AAA accessible. An effective way of providing information that is available at all times. Need to encourage those without private access to the internet to use access from public offices and libraries. Nevertheless all information posted on the website should be available in other formats. Needs to have a user-friendly method of providing comments and linking to previous comments.	Low. There are initial setting up costs but can be very cost effective.

Method	Useful For	Main Construction	Resources
Workshops	Gathering opinion, promoting debate and raising the thinking of participants.	Can provide a forum for providing information and an opportunity for all those attending to take an active part in exercises to formulate policies and proposals. Can profile the characteristics of those attending.	Medium. Costs involved in preparation and facilitating.
Participatory appraisals	Can build capacity and gather opinion	Can help to encourage ideas and more informed responses. Can be adapted and used in many different situations and events to target groups not usually involved.	Medium. Costs involved in preparation and facilitating. Possibility of local representatives to take a lead if methods are uncomplicated and training given.
Community-led plans	Gathering evidence and opinions in a small local area. Can build capacity.	Led by local community. Can cover a wide range of issues.	Can be resource intensive on local communities. Low cost to local authority.
Exhibition/ roadshow/open day	For informing and gathering views	Can provide a one to one service in a public environment. Participatory methods can involve those attending. Need to ensure that venues and opening times are accessible to as many people as possible. Attendees are self-selecting. Needs to be well publicised. If part of a larger event can reach those not normally involved.	High costs of organising and staffing. Possibility of local assistance with organisation and running. Possibility of "piggy-backing" on to an existing event to reduce organisational costs.

Appendix 2

Community Involvement in Development Plan Documents

Development Plan Documents (DPDs)

The Local Development Scheme indicates that the Council will be preparing 3 types of Development Plan Document: a Core Strategy, an Allocations Document and various Supplementary Planning Documents. This Table therefore sets out the types of community involvement that will be carried out for each type of document. Reference should be made to the Local Development Scheme for specific dates of consultation for each document. The Appendix also includes the types of community involvement that would be appropriate in the preparation of an Area Action Plan. At the time of writing no Area Action Plans had been identified and they are included here should the need for such plans arise in the future.

Core Strategy					
	Pre-production	Production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Preferred Options	Stage C Participation on the Preferred Options	Stage D Submission of Core Strategy	Stage E Adoption
Consultees	We will involve relevant groups in the preparation of the evidence base.	We will involve the community and stakeholders in the preparation of the Preferred Options. We will also publish and consult on the Initial Sustainability Appraisal Report. (Regulation 25)	We will publish the Preferred Options and Proposals Report and the Sustainability Appraisal Report and ask for comments within six-weeks. (Regulations 26 and 27)	After considering the representations received and amending the Core Strategy, where appropriate, we will publish a notice stating that the Core Strategy has been submitted for independent examination. We will give a six-week period for representations to be submitted. (Regulation 28)	Following the examination of the Core Strategy we will publish the adopted document and make it available along with any related documents. We will also publish the final Sustainability Report. (Regulations 24 and 36)
General Public (including hard to reach groups)	Media and Publicity Exhibition Reply Slip/Leaflet Surveys (written and electronic) Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Letters Consultation Document Reply Slip Interactive Website	Media and Publicity Interactive Website Final Document Letters to previous respondents

Core Strategy					
	Pre-production	Production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Preferred Options	Stage C Participation on the Preferred Options	Stage D Submission of Core Strategy	Stage E Adoption
Community/ Voluntary/ Special Interest Groups	Reply slip/leaflet	Letters	Letters	Letters	Letters
	Surveys (written and electronic)	Consultation Document	Consultation Document	Consultation Document	Final Document
	Letters	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (written and electronic) Workshops/ Discussion Group	Surveys (written and electronic) Workshops/ Discussion Group		
District/ Town/Parish councillors	Letters	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
	Surveys (written and electronic)	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (written and electronic) Workshops/ Discussion Group	Surveys (written and electronic) Workshops/ Discussion Group		
Businesses/ Groups and Other Bodies	Leaflets	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
	Survey	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (Written and electronic) Workshops/ Discussion Group	Surveys (Written and electronic) Workshops/ Discussion Group		
Statutory Consultees including Government bodies	Leaflets	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
		Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	

Allocations Document					
	Pre-production	Production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Preferred Options	Stage C Participation on the Preferred Options	Stage D Submission of Core Strategy	Stage E Adoption
Consultees	We will involve relevant groups in the preparation of the evidence base.	We will involve the community and stakeholders in the preparation of the Preferred Options. We will also publish and consult on the Initial Sustainability Appraisal Report. (Regulation 25)	We will publish the Preferred Options and Proposals Report and the Sustainability Appraisal Report and ask for comments within six weeks. (Regulations 26 and 27)	After considering the representations received and amending the Allocations Document where appropriate, we will publish a notice stating that the Allocations Document has been submitted for independent examination. We will give a six-week period for representations to be submitted. (Regulation 28)	Following the examination of the Allocations Document we will publish the adopted document and make it available along with any related documents. We will also publish the final Sustainability Report. (Regulations 24 and 36)
General Public (including hard to reach groups)	Media and Publicity Exhibition Reply Slip/Leaflet Surveys (written and electronic) Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (written and electronic) Interactive Website Workshops/ Discussion Group Site notices and neighbour consultation where areas are proposed for significant change	Media and Publicity Letters Consultation Document Reply Slip Interactive Website	Media and Publicity Interactive Website Final Document Letters to previous respondents

Allocations Document					
	Pre-production	Production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Preferred Options	Stage C Participation on the Preferred Options	Stage D Submission of DPD	Stage E Adoption
Community/ Voluntary/ Special Interest Groups	Reply slip/leaflet	Letters	Letters	Letters	Letters
	Surveys (written and electronic)	Consultation Document	Consultation Document	Consultation Document	Final Document
	Letters	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (written and electronic)	Surveys (written and electronic)		
		Workshops/ Discussion Group	Workshops/ Discussion Group		
District/ Town/Parish councillors	Letters	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
	Surveys (written and electronic)	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (written and electronic)	Surveys (written and electronic)		
		Workshops/ Discussion Group	Workshops/ Discussion Group		
Businesses/ Groups and Other Bodies	Leaflets	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
	Surveys (Written and electronic)	Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	
	Workshops/ Discussion Group	Surveys (Written and electronic)	Surveys (Written and electronic)		
		Workshops/ Discussion Group	Workshops/ Discussion Group		
Statutory Consultees including Government bodies	Leaflets	Letters	Letters	Letters	Letters
	Reply Slip/Leaflet	Consultation Document	Consultation Document	Consultation Document	Final Document
		Reply Slip/Leaflet	Reply Slip/Leaflet	Reply Slip	

Supplementary Planning Documents				
	Pre-production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Draft SPD	Stage C Participation on the Draft SPD	Stage D Adoption
Consultees	We will involve relevant groups in the preparation of the evidence base.	We will involve the community and stakeholders in the preparation of the Draft SPD. We will also publish and consult on the Initial Sustainability Appraisal Report.	We will publish the Draft SPD and the Sustainability Report and ask for comments within four to six weeks. (Regulations 17 and 18)	The Council will consider the representations received and amend the SPD, where appropriate. The Council will then publish an adoption statement, the adopted SPD, a statement explaining how representations were dealt with and a statement summarising how sustainability issues have been integrated into the document, how the sustainability appraisal and consultation has been taken into account. (Regulations 18 and 19)
General Public (including hard to reach groups)	Media and Publicity Exhibition Reply Slip/Leaflet Surveys (written and electronic) Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Letters/e-mail Website

Supplementary Planning Documents				
	Pre-production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Draft SPD	Stage C Participation on the Draft SPD	Stage D Adoption
Community/ Voluntary/ Special Interest Groups	Reply Slip/Leaflet Surveys (written and electronic) Letters Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail
District/ Town/Parish councillors	Letters Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters/e-mail
Businesses/ Groups and Other Bodies	Leaflets Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail
Statutory Consultees including Government bodies	Leaflets Reply Slip/Leaflet	Letters Consultation Document Reply Slip/Leaflet	Letters Consultation Document Reply Slip/Leaflet	Letters/e-mail

Area Action Plans				
	Pre-production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Draft AAP	Stage C Participation on the Draft AAP	Stage D Adoption
Consultees	We will involve relevant groups in the preparation of the evidence base.	We will involve the community and stakeholders in the preparation of the Draft AAP. We will also publish and consult on the Initial Sustainability Appraisal Report.	We will publish the Draft AAP and the Sustainability Report and ask for comments within four to six weeks. (Regulations 17 and 18)	The Council will consider the representations received and amend the AAP, where appropriate. The Council will then publish an adoption statement, the adopted AAP, a statement explaining how representations were dealt with and a statement summarising how sustainability issues have been integrated into the document, how the sustainability appraisal and consultation has been taken into account. (Regulations 18 and 19)
General Public (including hard to reach groups)	Media and Publicity Exhibition Reply Slip/Leaflet Surveys (written and electronic) Interactive website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Consultation Document Exhibitions Reply Slip/Leaflet Surveys (Written and electronic) Interactive Website Workshops/ Discussion Group	Media and Publicity Letters/e-mail Website

Area Action Plans				
	Pre-production	Production	Production	Adoption
Consultation Groups	Stage A Development of the Evidence Base	Stage B Preparation of Draft AAP	Stage C Participation on the Draft AAP	Stage D Adoption
Community/ Voluntary/ Special Interest Groups	Reply Slip/Leaflet Surveys (written and electronic) Letters Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail
District/ Town/Parish councillors	Letters Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (written and electronic) Workshops/ Discussion Group	Letters/e-mail
Businesses/ Groups and Other Bodies	Leaflets Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters Consultation Document Reply Slip/Leaflet Surveys (Written and electronic) Workshops/ Discussion Group	Letters/e-mail
Statutory Consultees including Government bodies	Leaflets Reply Slip/Leaflet	Letters Consultation Document Reply Slip/Leaflet	Letters Consultation Document Reply Slip/Leaflet	Letters/e-mail

Appendix 3

Minimum Consultation Required by Regulations

Minimum Consultation Required by Regulation

Stages of Document Production	Regulation No.	Minimum Consultation required by Regulations
Pre-Production		
Evidence Gathering	None	
Production		
Consultation on issues and options (pre-submission draft or draft document)	Reg. 25	Consult DPD bodies*
Public participation on issues and options (pre-submission or draft document)	Reg. 26	Available at principal and other offices Publish on website Send to DPD bodies* Advert in local press
Public participation on SPD	Reg. 17	Available at principal and other offices Publish on website Send to appropriate DPD bodies* Advert in local press
Representations on Issues and Options	Reg. 27	6-week consultation period
Representations on SPD	Reg. 18	4-6 week consultation period
Submission Document	Reg. 28	Submit to Secretary of State Available at principal and other offices Publish on website Send to DPD bodies* Advert in local press
Representations on Submission Document	Reg. 29	6-week consultation period

Stages of Document Production	Regulation No.	Minimum Consultation required by Regulations
Conformity with Regional Strategy	Reg. 30	Submit to East of England Regional Assembly
Examination		
Consultation on alternatives	Regs. 31, 32 and 33	Available at principal and other offices Publish on website Send to appropriate DPD bodies* Advert in local press
Examination	Reg. 34	Publish details on website Write to respondents Advert in Local Press
Publication of Inspector's Report	Reg. 35	Available at principal and other offices Publish on website Advise anyone who has asked to be notified
Adoption		
Adopted Document	Reg. 36	Available at principal and other offices Publish on website Advert in Local Press Advise anyone who has asked to be notified
Adopted SPD	Reg. 19	Available at principal and other offices Publish on website Advise anyone who has asked to be notified
Annual Monitoring Report	Reg. 48	Submit to Secretary of State Publish on website

* DPD bodies are those bodies listed in Appendix 4 that the local planning authority considers relevant to the subject matter of the document.

Appendix 4

Local Development Framework Consultees

Local Development Framework Consultees

1. This Appendix lists the types of bodies, groups and organisations that the Council will involve and consult during the preparation and development of the local development framework, where appropriate. In many cases the list refers to types of group rather than naming every individual group and organisation. This is because a list of names would change too quickly and it is important that this document does not contain out of date information. A detailed list will however be stored electronically by the Council and will be kept up to date.
2. The stage at which individuals, groups and organisations will be invited to get involved will depend on the document and their function. The Council will be particularly keen to seek contributions which will enable a sound document to be prepared. The Council aims to be as inclusive as possible and anyone can request to be involved at any stage.
3. The Act and Regulations require the Council to consult with a number of specific, general and government consultation bodies that are appropriate to the local development document in question. Please note, these lists are not exhaustive and also relate to successor bodies where re-organisations occur.

Specific Consultation Groups

4. These will include:
 - (i) The East of England Regional Assembly
 - (ii) Essex County Council
 - (iii) Parish and Town Councils, including those within the District and those Councils that adjoin the District.
 - (iv) Adjoining District Councils i.e. Babergh DC, Colchester BC, Maldon DC, Chelmsford BC, Uttlesford DC, South Cambridgeshire DC and St. Edmundsbury DC
 - (v) Adjoining County Councils i.e. Suffolk CC and Cambridgeshire CC
 - (vi) The Countryside Agency
 - (vii) The East of England Development Agency

- (viii) English Nature
- (ix) The Environment Agency
- (x) The Highways Agency
- (xi) The Historic Buildings and Monuments Commission for England
- (xii) The Strategic Health Authority
- (xiii) The Strategic Rail Authority
- (xiv) Sewage Undertakers
- (xv) Water Undertakers
- (xvi) Any person to whom the electronic communications code applies by virtue of a direction given under section 106 (30(a)) of the Communications Act 2003
- (xvii) Person to whom a licence has been granted under section 6 (1) (b) or (c) of the Electricity Act 1989
- (xviii) Person to whom a licence has been granted under section 7(2) of the Gas Act 1986

General Consultation Groups

5. When preparing Development Plan Documents, Supplementary Planning Documents and the SCI the Council will seek to engage and consult, where appropriate, with the general public, the wider community, and hard to reach groups. These may include:

Community and Voluntary Bodies

- voluntary and community bodies whose activities benefit Braintree District, including:
 - residents and tenants groups
 - registered social landlords
 - wildlife groups
 - environmental organisations
 - historical/archaeological organisations
 - sports organisations
 - arts organisations
 - Braintree District Voluntary Support Agency

- neighbourhood watch groups
- Citizens Advice Bureaux
- town and village societies and associations
- local amenity societies

Special Interest Groups

- bodies which represent the interests of different racial, ethnic, religious and national groups and disabled groups in the District including:
 - the Braintree District Access Group
 - disability groups
 - older people's groups
 - youth groups
 - mental health groups
 - local trusts
 - ethnic organisations
 - faith groups and churches
 - women's groups
 - gay/lesbian groups
 - gypsies and travellers

Business Groups

- bodies which represent the interests of the Business Community in the area including:
 - the Braintree Business Council
 - Chambers of Trade and Commerce
 - Town Centre Strategy Groups
 - Business groups
 - Landowner and farming organisations

Other Bodies

- Other bodies, including:
 - schools, colleges and other education and training providers
 - developers and planning consultants/agents
 - health organisations
 - environmental groups
 - rail and bus companies
 - community transport providers
 - housebuilders
 - housing associations

- sport and cultural organisations
- utility providers including gas, water, electricity and telecommunications
- Essex Police
- local branches of professional institutions
- anyone that made a representation on the Review Local Plan for Braintree District will be invited to get involved with the local development framework

Whenever possible the Council will consult with existing groups and use meetings already programmed.

Government Departments

6. The Council will consult the Government Office for the East of England and central Government Departments where they are appropriate to the document being prepared or if they have large land holdings in the District. These may include the Department for Transport, the Department for Environment, Food and Rural Affairs, English Heritage and the Ministry of Defence. This will allow us to take account of Government priorities and plans in the local development framework.

Appendix 5

Tests of Soundness

Tests of Soundness

Statement of Community Involvement

In assessing whether the statement of community involvement is sound, the Inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

Development Plan Documents

A development plan document will be sound if it meets the following tests:

Procedural

- i. it has been prepared in accordance with the local development scheme;

- ii. it has been prepared in compliance with the statement of community involvement, or with the minimum requirements set out in the Regulations where no statement of community involvement exists;
- iii. the plan and its policies have been subjected to sustainability appraisal;

Conformity

- v. it is a spatial plan which is consistent with national planning policy and in general conformity with the regional spatial strategy for the region or, in London, the spatial development strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- v. it has had regard to the authority's community strategy;

Coherence, consistency and effectiveness

- vi. the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant;
- vii. the strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- viii. there are clear mechanisms for implementation and monitoring; and
- ix. the plan is reasonably flexible to enable it to deal with changing circumstances.

Appendix 6

Glossary

Glossary

- AMR** **Annual Monitoring Report**
Part of the Local Development Framework. This will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.
- DPD** **Development Plan Document**
Spatial planning documents that are subject to independent examination, which together with the Regional Spatial Strategy will form the development plan for the area.
- LDD** **Local Development Document**
The collective term for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
- LDF** **Local Development Framework**
The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.
- LDS** **Local Development Scheme**
This sets out the programme for preparing Local Development Documents.
- RSS** **Regional Spatial Strategy**
Sets out the region's policies in relation to the development and use of land and forms part of the development plan.
- SCI** **Statement of Community Involvement**
Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The SCI is not a development plan document but is subject to independent examination.
- SPD** **Supplementary Planning Document**
Provides supplementary information in respect of policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination. They must link to a DPD policy or proposal and be subject to sustainability appraisal and community involvement.

Major planning applications

Residential development of 10 or more dwellings or a site area of 0.5 hectares or more if number of dwellings is not specified.

For all other uses where floorspace will be 1000 square metres or more or the site area is 1 hectare or more. (The site area is that which is directly involved in some aspect of the development. Floorspace is defined as the sum of the floor area within the building).

Where a major application is subject to a change of use application it should be considered as a major application, not as a change of use.

Minor planning applications

Development which does not meet the criteria for major development nor the definitions of change of use or householder developments.

Other planning applications

These include:

Change of Use

Applications that do not concern major development or where no building or engineering work is involved.

Householder Development

Development within the curtilage of residential property which requires an application for planning permission and not a change of use.

Listed Building Consent

Any works or alterations which are likely to affect the character of a listed building.

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