

# **AGENDA MANAGEMENT SHEET**

<b>Name of Committee</b>	<b>Cabinet</b>
<b>Date of Committee</b>	<b>30th June 2005</b>
<b>Report Title</b>	<b>Statement of Community Involvement for Minerals &amp; Waste Development Frameworks</b>
<b>Summary</b>	An outline of the process to adopt the Statement of Community Involvement and a request to approve its content.
<b>For further information please contact</b>	Suzanne Osborn Planning Strategy Unit Tel. 01926 412538 suzanneosborn@warwickshire.gov.uk
<b>Would the recommended decision be contrary to the Budget and Policy Framework?</b>	Yes/No
<b>Background Papers</b>	Draft Statement of Community Involvement.

## **CONSULTATION ALREADY UNDERTAKEN:-**

*Details to be specified*

Other Committees	<input type="checkbox"/>	.....
Local Member(s) (With brief comments, if appropriate)	<input type="checkbox"/>	.....
Other Elected Members	<input checked="" type="checkbox"/>	Councillor M J Jones Councillor F B Barnes Councillor R P L Morris-Jones
Cabinet Member (Reports to The Cabinet, to be cleared with appropriate Cabinet Member)	<input checked="" type="checkbox"/>	Councillor C Saint
Chief Executive	<input type="checkbox"/>	.....
Legal	<input checked="" type="checkbox"/>	I Marriott
Finance	<input type="checkbox"/>	.....

} For Information

Other Chief Officers	<input type="checkbox"/>	.....
District Councils	<input type="checkbox"/>	.....
Health Authority	<input type="checkbox"/>	.....
Police	<input type="checkbox"/>	.....
Other Bodies/Individuals	<input type="checkbox"/>	.....

**FINAL DECISION**                      **YES/NO**                      *(If 'No' complete Suggested Next Steps)*

***SUGGESTED NEXT STEPS :***

*Details to be specified*

Further consideration by this Committee	<input type="checkbox"/>	.....
To Council	<input type="checkbox"/>	.....
To Cabinet	<input type="checkbox"/>	.....
To an O & S Committee	<input type="checkbox"/>	.....
To an Area Committee	<input type="checkbox"/>	.....
Further Consultation	<input type="checkbox"/>	.....

## Cabinet - 30th June 2005

### Statement of Community Involvement for Minerals & Waste Development Frameworks

#### Report of the Director of Planning, Transport and Economic Strategy

##### Recommendation

That Cabinet approves:-

1. The draft Statement of Community Involvement for 6 weeks public consultation and participation commencing during July 2005.
2. The steering arrangements for progressing Minerals and Waste Development Plan Documents as set out in paragraph 5.2.

## 1. Introduction

- 1.1 The Planning & Compulsory Purchase Act (2004) requires all Planning Authorities to produce a Statement of Community Involvement to set out how they will consult with their stakeholders and members of the general public. This document will prescribe how, when and with whom we consult as we progress the Minerals and Waste Development Frameworks. The key issues of the draft Statement of Community Involvement are outlined in paragraph 3 but a full copy of the draft Statement is available to Members on request or via the Warwickshire website.
- 1.2 We have already carried out an initial consultation to determine the scope of potential consultees and the responses from this survey are included in **Appendix 1** of the draft Statement of Community Involvement. Cabinet was informed of this initial consultation on 24th February 2005.

## 2. Administrative Process

- 2.1 Under the Act we are required to carry out two further consultation exercises on the draft Statement of Community Involvement. The first 6 week consultation period is scheduled for June 2005, but there is some flexibility to allow for some slippage into July.
- 2.2 Officers will then assimilate the comments and produce a submission document for the Secretary of State. This will be followed by a second 6 week consultation

period on the submission document. This is anticipated to take place in September 2005.

- 2.3 This is followed by an independent examination into the Statement of Community Involvement. The Inspector will produce a report following this examination, which will be binding upon the authority.
- 2.4 The County Council aims to adopt the Statement of Community Involvement by March 2006.

### **3. Statement of Community Involvement: Key Issues**

- 3.1 The report considers two main areas where planning engages with the community:-
  - (i) In developing plans that will eventually make up the Minerals and Waste Development Framework.
  - (ii) All planning applications that are considered by Warwickshire County Council.
- 3.2 With regard to the Minerals and Waste Development Framework the report sets out how and at what stage the public may choose to get involved in the plan-making process. It details the methods we will use to reach a wide range of stakeholders and general members of the public e.g. by using the local media, roadshows, our web-site, other community forums etc. There is also some mention of whom we will consult with e.g. individuals and organisations on our mailing list, Parish Councils, County Councillors, Civic societies, industry representatives to name but a few.
- 3.3 With regard to planning applications the report highlights opportunities for applicants or members of the public to make a contribution to the decision-making process. It specifies how we will consult on planning applications e.g. by publicising the application in local newspapers, on site notices and through neighbour notifications. It points members of the public to our web-site where they can view site notices of applications received as well as decisions made on these applications. The report also clarifies who our statutory consultees are with regard to planning applications.
- 3.4 Finally, in order to shape the plans (now called Development Plan Documents) that will eventually make up the Minerals and Waste Development Framework the Statement of Community Involvement proposes a cross-party mechanism for steering the direction of policy-formulation at an early stage.

### **4. Steering Arrangements**

- 4.1 Within the Statement of Community Involvement we propose a dedicated Members' steering arrangement to manage the process of developing a Minerals and Waste Development Framework.

- 4.2 Part of the proposal is to set up a cross-party steering group to provide a consistent steer on preparation of the Minerals and Waste Development Plan Documents. This may involve a selected group of Members from Economic Development Overview and Scrutiny Committee as well as the Portfolio Holder for Economic Development.
- 4.3 The Waste Development Plan Document setting out our Core Strategy is currently going through an initial informal consultation stage and will formally consult from the end of August 2005. The proposed steering group could provide the necessary Member steer behind our Waste Core Strategy.
- 4.4 We would seek to involve all Members of Economic Development Overview and Scrutiny Committee at appropriate stages.
- 4.5 Table 5 in the draft Statement of Community Involvement sets out the functions and responsibilities for Committee approval for the range of documents and plans that make up the Minerals and Waste Development Framework.

## **5. Recommendations**

- 5.1 Your officers intend to commence the first statutory 6 week consultation period during July 2005. Before circulating the attached Statement of Community Involvement for consultation Members are requested to endorse the draft Statement of Community Involvement.
- 5.2 The process of formulating policies for our Waste and Minerals Development Framework would benefit from ongoing Member involvement. Members are requested to approve proposals for a cross-party steering group which can offer a steer on matters relating to Minerals and Waste Development Plan Documents.

JOHN DEEGAN  
Director of Planning, Transport and Economic Strategy  
Shire Hall  
Warwick

17th June 2005

# **Draft Statement of Community Involvement**

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# 1. Introduction

1.1 The purpose of the Statement of Community Involvement (SCI) is to specify how we will involve you in the development plan-making process and in making decisions on planning applications. 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 consultation ranging from merely informing you to involving you or even collaborating with you from the outset as we devise certain plans. Different levels of consultation are appropriate at different stages of the process and we have attempted to identify the range of methods we will use at different times.

## Overview

1.2 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. It will consist of several Local Development Documents (LDDs) e.g. Core Strategy, Site Specific Allocations, Area Action Plans etc.

1.3 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. Each LDD is one part of what is known as the Local Development Framework (LDF). For example, the old Waste Local Plan will now be called a Waste Development Framework. Instead of producing the entire Waste Local Plan, authorities are now only being asked to work on one or two LDDs that make up the new Waste Development Framework e.g. the Core Strategy LDD or a Supplementary Planning Document (SPD).

1.4 To focus attention on the main elements of the new Development Frameworks, some LDDs have been given the name of Development Plan Documents (DPDs). This title only applies to documents that are considered to be part of the development plan e.g. the Core Strategy, Site Specific Allocations, the Proposals Map and Area Action Plans. These documents are subject to greater public involvement than other LDDs. Other LDDs such as the Local Development Scheme, for example, are not subject to any form of public consultation because its purpose is simply to set out the timetable for LDD production. Other examples of LDDs include the Statement of Community Involvement (SCI), Supplementary Planning Documents (SPDs) and the Annual Monitoring Report (AMR).

**Table 1: Glossary of Abbreviated Terms**

Abbreviation	Explanation	Description
LDF	Local Development Framework	A collection of LDDs e.g. Core Strategy, Local Development Scheme, Statement of Community Involvement etc.
LDD	Local Development Document	A document that relates to the planning framework
LDS	Local Development Scheme	It sets out the timetable for LDD production
DPD	Development Plan Document	LDDs that are considered to be part of the development plan e.g. the Core Strategy, Site Specific Allocations and Area Action Plans
SCI	Statement of Community Involvement	It sets out how the authority will involve the public in the development plan-making process and in making decisions on planning applications
SPD	Supplementary Planning Document	This document deals with one particular planning matter in more depth e.g. a design guide or affordable housing
AMR	Annual Monitoring Report	Produced each December and relating to the previous financial year. It shows how the policies are performing

1.5 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.

### **Hierarchy of Plans**

1.6 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 (please see **Appendix 5** for details).

1.7 District and Borough Councils will consult separately 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**

1.8 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 shall use the responses from the initial scoping survey to form the basis of our mailing list. We also intend to use the Citizens Panel later in 2005 to find out how people would like to be consulted. For further results from the initial scoping consultation on the SCI please see **Appendix 1**.

1.9 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  
Local 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 1** below. In contrast to the old system representations made during the first 6 week consultation period 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.

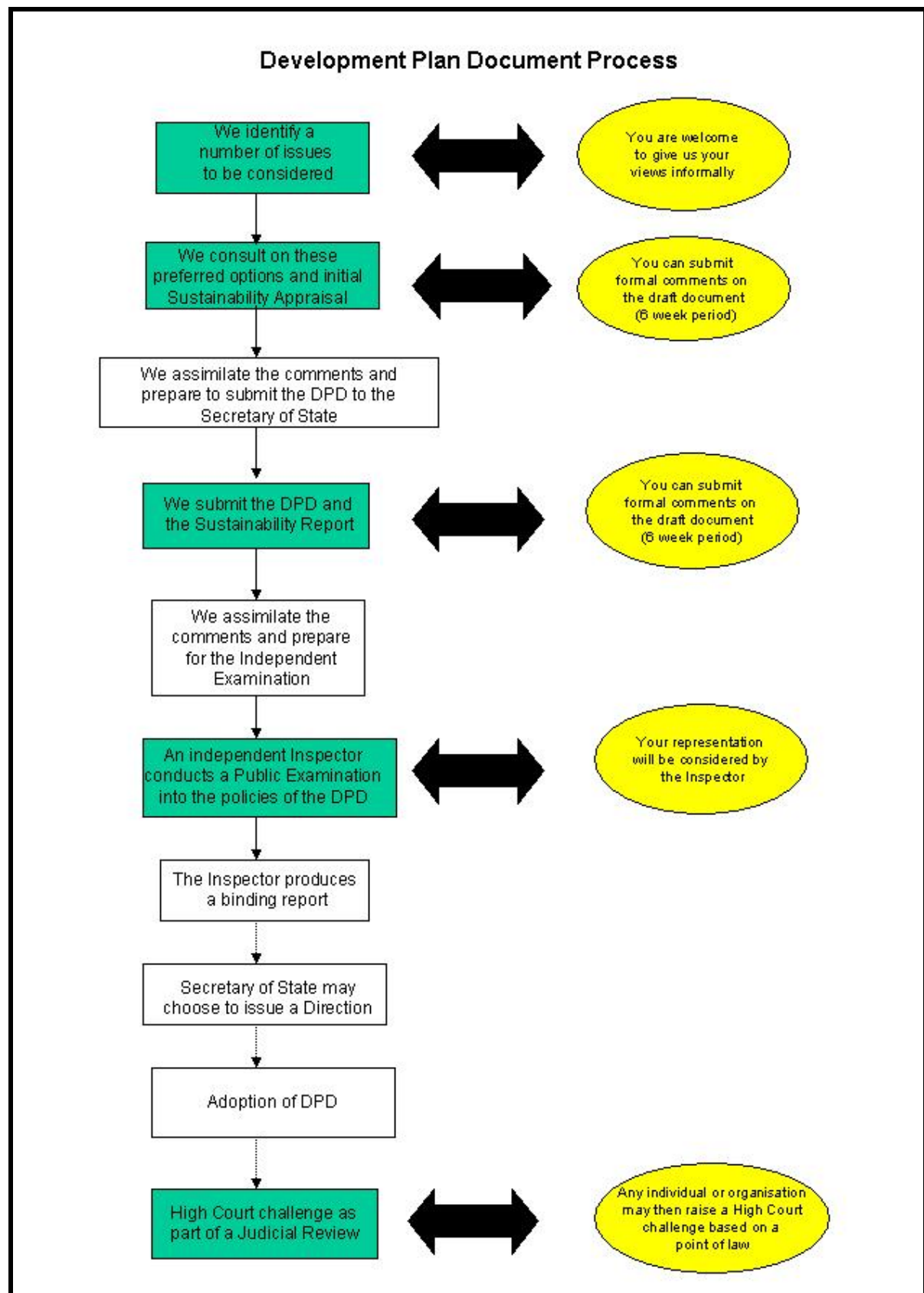
2.2 Once the two 6 week statutory periods of consultation are over you may still have a further opportunity to express your views to the Inspector. This can either be done in writing (written representations) or in person by appearing at the Public Examination.

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 Local Authority 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 a Local Authority 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 Act. At this point there is no further opportunity to challenge the actual policies of the plan directly.

**Figure 1: 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 It is important to distinguish between how we will consult on the formulation of a DPD and how we will consult on a LDD. As mentioned earlier a DPD is a document that forms part of the Development Plan – either a Core Strategy, a Site Specific Allocation, the Proposals Map or an Area Action Plan. These plans are subject to more extensive consultation than LDDs because they have a greater bearing on potential development. A Supplementary Planning Document (SPD) will consist of less intensive consultation as it is an LDD. For reasons of clarity the process for consulting on DPDs and SPDs have been set out separately.

#### First Stage of DPD Engagement: Issues & Options

3.3 Referring to **Figure 1** there are 4 opportunities for your views to be considered. The first of these is as we formulate what the issues are and suggest possibly policy options to deal with these issues. In order to involve stakeholders in the process from as early on 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.

3.4 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 consultation process and partly to gauge the range of issues.

**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	✓	✓	✓	✓

3.5 As we are dealing with limited resources it is important that we target consultation 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. Consultation needs to take account of these differences.

3.6 **Table 3** sets out the consultation techniques 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	✓	✓

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

## **Second Stage of DPD Engagement: Preferred Options and Draft Sustainability Appraisal**

3.8 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 1**) 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** (please see **Appendix 2** 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/MW](http://www.warwickshire.gov.uk/MW)

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. 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.

3.9 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 DPD Engagement: Submission DPD and Sustainability Appraisal Report**

3.10 Having produced its Submission DPD and final Sustainability Report, the Council will repeat the public notification procedure outlined in paragraph 3.8.

### **Fourth Stage of DPD Engagement: Public Examination**

3.11 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 DPD Engagement: Judicial Review**

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

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## First Stage of SPD Engagement: Issues & Options

3.13 The consultation on 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 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.

## Second Stage of SPD Engagement: Preferred Options and Draft Sustainability Appraisal

3.14 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 1**) 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** (please see **Appendix 2** 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/MW](http://www.warwickshire.gov.uk/MW)

- 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. 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 SPD Engagement: Adoption

3.16 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.

3.17 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 crossed this means that we meet and exceed the requirements for this statutory method of consultation. By law, for example, 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 consult much more widely.

**Table 4: Methods of Consultation**

Method of Involvement	Statutory	Non-Statutory
To view documents at offices	X	
To view documents at libraries	X	
Publish documents on the Local Authorities' web-site	X	
Direct letters to statutory bodies	X	X
Advertisement in local press	X	
Leaflets		X
Public Exhibition/Roadshows		X
Formal written consultation	X	
Citizen's Panel		X
Forums		X
Workshops		X
Focus Groups		X

## 4. Who will we consult?

4.1 The County Council holds a database of all consultees relating to its planning activities (please see **Appendix 2** for further details). We will consult all the consultees presently on our **mailing list**.

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 initial scoping SCI consultation has used established Council networks to include groups such as older people, young people and ethnic minorities with some success. However, we need to ensure that future consultation 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** and their **Members** 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 consulting 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 will be set up to encourage cross-party support for the Minerals & Waste Development Frameworks.

4.7 The **Local Strategic Partnership** has already been involved in the initial consultation, thereby helping to ensure that emerging policies link with the County's Strategic Plan.

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 already have a Resident Liaison Committee which we have already made use of during our preliminary consultation. 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 Strategy Unit within the department of Planning, Transport and Economic Development.

5.2 Additional support will be required as and when from other groups within the department of Planning, Transport and Economic Development, such as Development Group, Libraries and Heritage, Research Unit, Transport Planning, Environmental Design, Sustainability Unit and Chief Executive department. A Minerals & Waste officer group has already been set up with inputs from Strategy Unit, Development Control, Research Unit and Sustainability Unit.

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 intend to set up a cross-party steering group, which will consist of members from our Economic Development Overview and Scrutiny Committee as well as the Portfolio holders for Economic Development. At appropriate stages the Overview and Scrutiny Committee will be consulted on the plans. All DPDs as well as the SCI will then be commended to Cabinet for further consultation. The adoption of DPDs will have to be approved by Full Council as well. **Table 5** sets out the process in more detail.

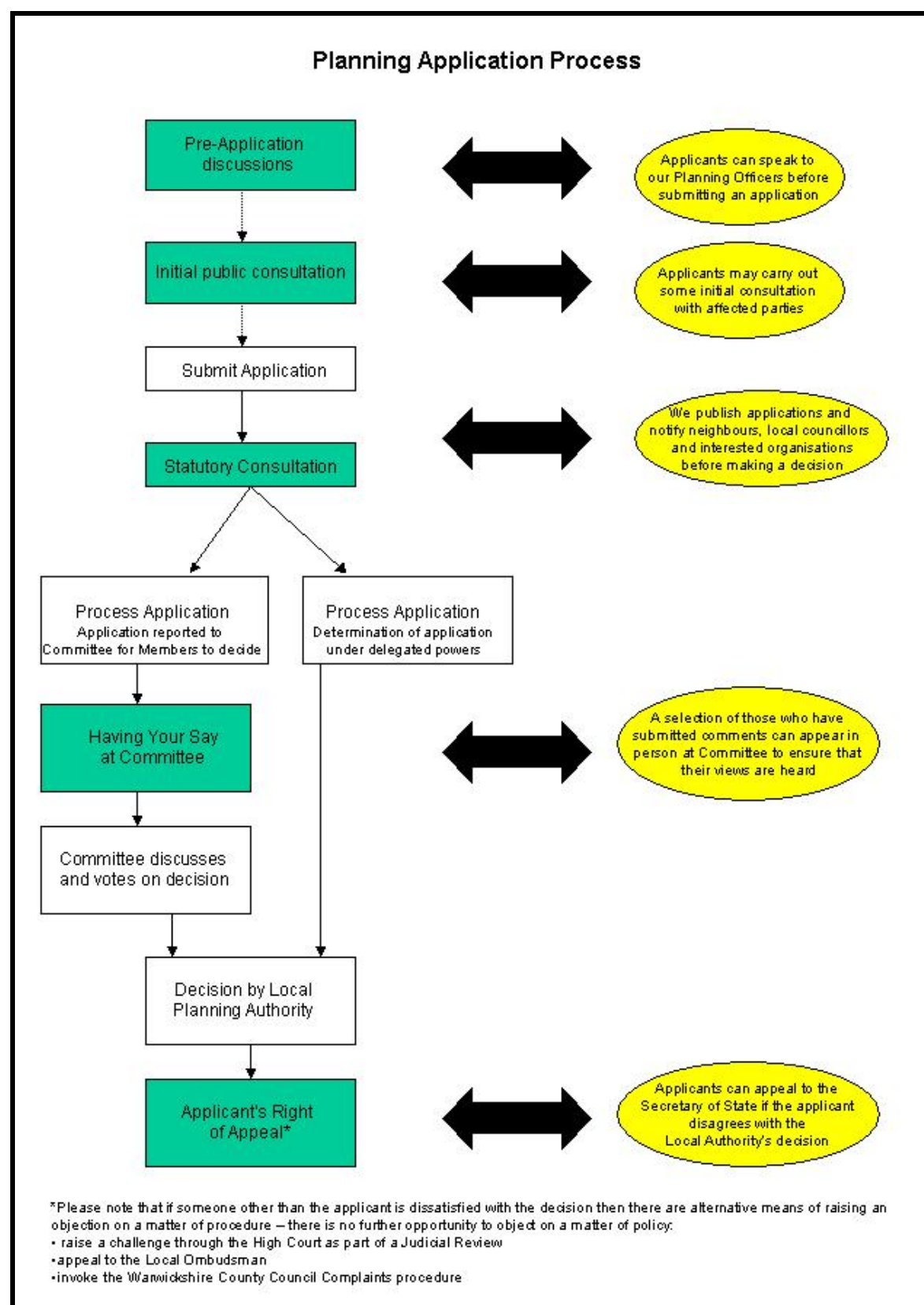
**Table 5: Member approval for plans**

	<b>First Consultation</b>	<b>Second Consultation</b>	<b>Submission</b>	<b>Adoption</b>
<b>Core Strategy DPD</b>	Cabinet	Cabinet	Cabinet	Full Council
<b>Site Specific Allocations DPD</b>	Cabinet	Cabinet	Cabinet	Full Council
<b>SCI</b>	Cabinet	-	Cabinet	Cabinet
<b>SPD</b>	Cabinet	-	-	Cabinet

# **Community Involvement in Planning Applications**

## 6. When will we consult?

**Figure 2: 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 a major application. If the proposed application is of a controversial nature i.e. will have a significant impact on the environment then developers would be well-advised to carry out some initial consultation of their own with the affected community/parties prior to submitting the planning application.

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 Before submitting major applications the County Council encourages applicants to enter into discussions with the authority. This enables applicants to take policy considerations into account before submitting an application. It is also helpful for applicants to realize at an early stage whether there will be 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.7.17). 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.



## 7. How will we consult?

7.1 All major developments are publicised through **newspaper advertisements**, **site notices** and **neighbour notifications**. Consultees are then given 21 days to respond to the submission. Site notices are positioned as prominently as possible, on or 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.<sup>1</sup> 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. The Case Officer's decision should take account of 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. Other similar considerations will also apply.

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.

7.6 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

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<sup>1</sup> 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".

approve such an application then it would have to be referred to the Government Office for the West Midlands.

7.7 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/Web/corporate/pages.nsf/Links/5D4A6CC7FFE290AD80256F230044103D](http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/5D4A6CC7FFE290AD80256F230044103D)
- 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.

7.8 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 hearing difficulties.

7.9 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 (see **Appendix 5** for details of the Resident Liaison Committees).

7.10 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 papers<sup>2</sup>) 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 consultation if the proposed development is likely to be controversial.

7.11 All major applications and any minor applications that contain objections are reported to Regulatory Committee. This Committee determines whether to grant or

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

refuse applications and meets every 6 weeks. Committee reports are available for the public to view 5 full working days<sup>3</sup> 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.

7.12 The County Council also provides **general advice** on planning matters. There are guides on how to make a representation (“Making Your Views Known”) 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](http://www.planningportal.gov.uk)).

7.13 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 crossed 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.

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<sup>3</sup> As detailed in Warwickshire County Council’s *Constitution* (Standing Orders par. 27.4, April 2005)

**Table 6: Methods of Consultation**

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

### **How will we be consulted?**

7.16 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 Authority<sup>4</sup>. The County Council will have 21 days to respond to the consultation.

7.17 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. 1.7) 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).

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<sup>4</sup> 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 consultation. 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 is 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 been made provision for this purpose.	Environment Agency
Development likely to affect a playing field.	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.	Advantage West Midlands
Development involving a departure from the Development Plan.	Government Office for the West Midlands
Regionally significant planning applications.	Regional Planning Body

## **9. Resources & Management**

9.1 The work of determining planning applications is the responsibility of Development Group within the Department of Planning, Transport and Economic Strategy.

9.2 As part of the process of consultation Development Group may also require assistance from other teams within the Department such as Strategy Unit, Libraries and Heritage, 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 public who make representations on an application will be informed of the decision directly.

## Appendix 1

### Summary of initial 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:

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

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:

	<b>Number</b>	<b>Percentage</b>
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:

	<b>Number</b>	<b>Percentage</b>
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%

## Appendix 2

### Stakeholders & Consultees

#### **National Government & Agencies**

Office of the Deputy Prime Minister  
Department for Environment, Food and Rural Affairs  
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

#### **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  
Forestry Commission  
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  
Sport England

### **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)  
Road Haulage Association  
Freight Transport Association (Rail Companies/Rail Freight Group)  
Church Commissioners  
Quarry Aggregates (Construction & Demolition)  
Quarry Products Association

### **Local Government & Agencies**

Local Transport Authority  
Warwickshire County Councillors  
County Museums (Ecologist)  
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  
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)  
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

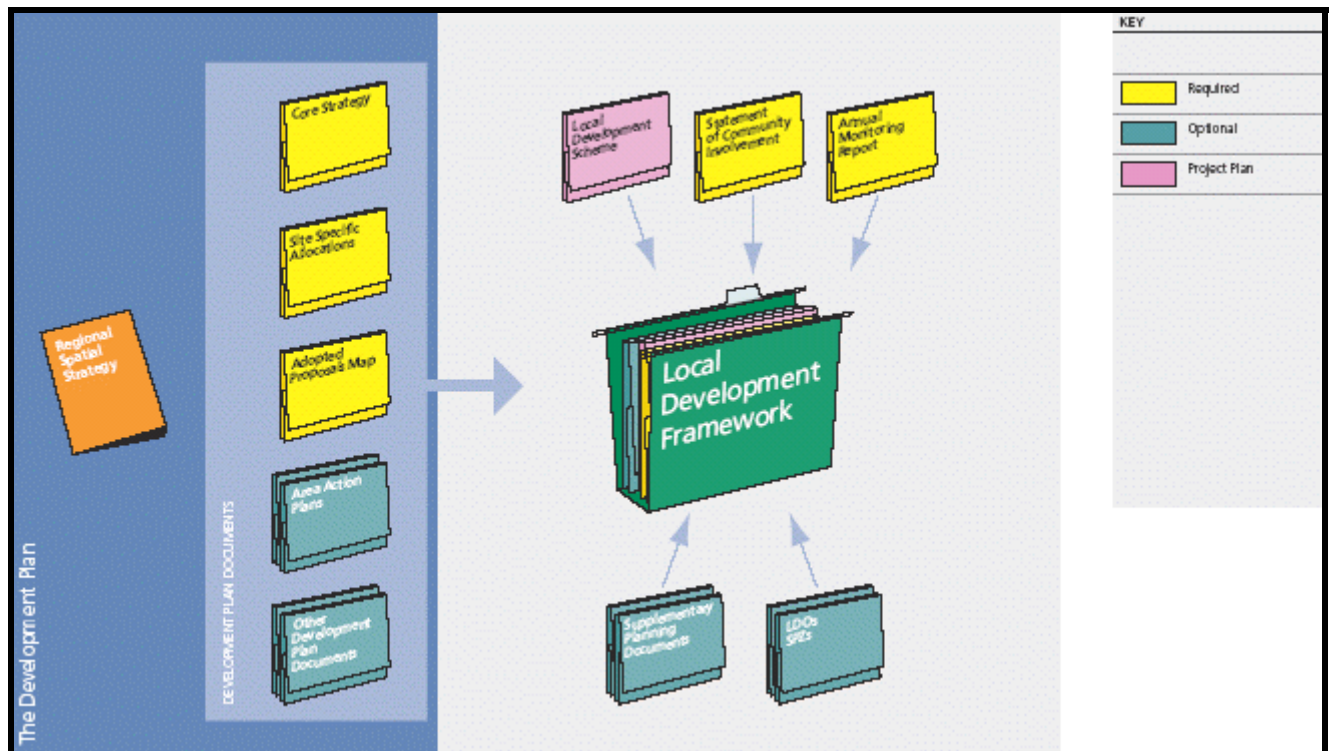
Local Race Equality Councils

Representatives from Minerals & Waste Industry

## Appendix 3

### Local Development Framework

The following diagram is extracted from PPS12 (ODPM, 2004) and explains the relationship between Development Plan Documents and other Local Development Documents such as the Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report.



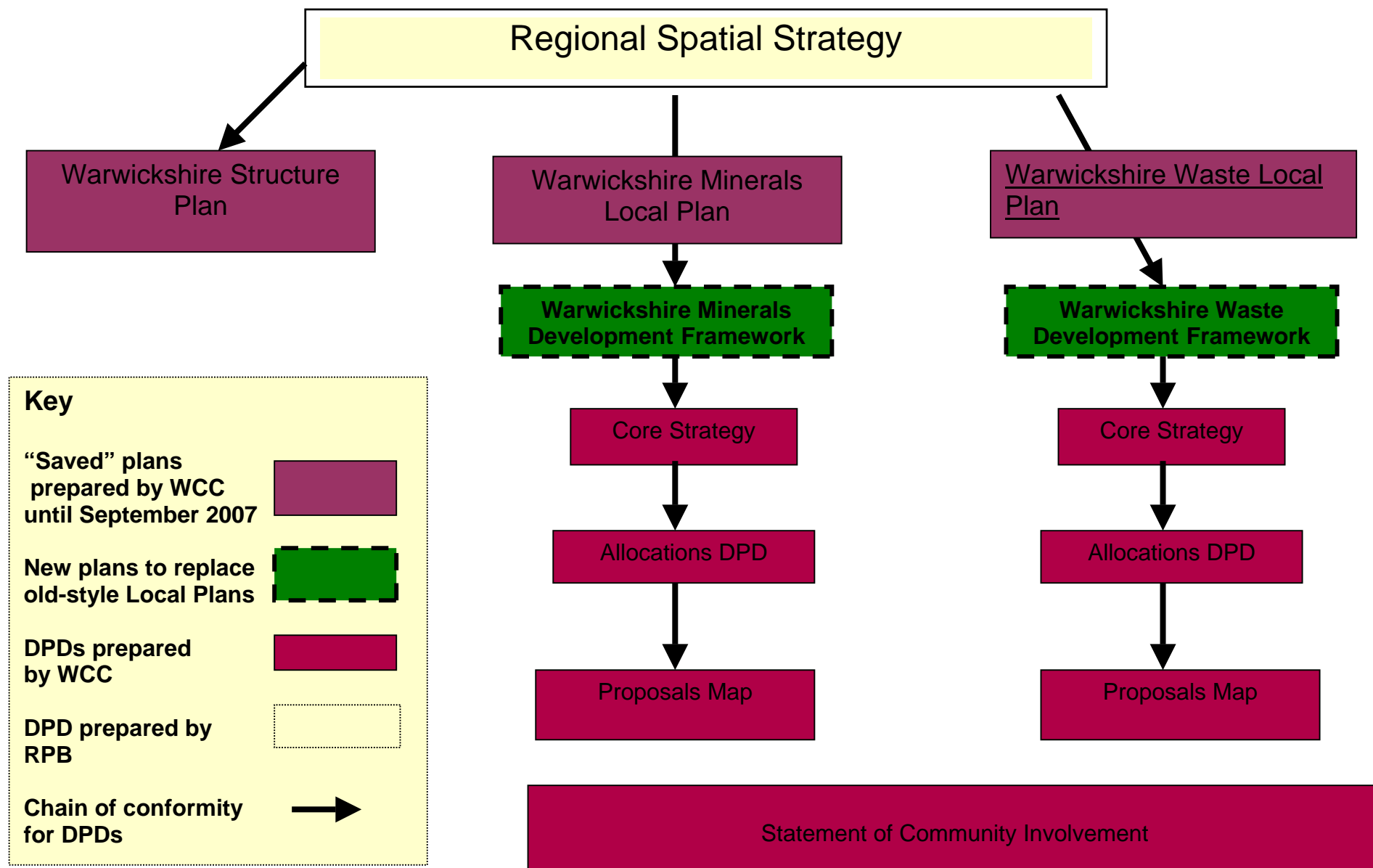
Source: Planning Policy Statement 12 (ODPM, 2004)

## Appendix 4

### Methods of Consultation Matrix

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

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



## Glossary of Terms

Annual Monitoring Report	AMR	Produced each December and relating to the previous financial year. It shows how the policies are performing.
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.
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	A document that relates to the planning framework.
Local Development Framework	LDF	A collection of LDDs e.g. Core Strategy, Local Development Scheme, Statement of Community Involvement etc.
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.
Proposals Map		Illustrates the policies and proposals in the DPDs spatially on a map.
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.



# Minerals & Waste Planning

## Statement of Community Involvement

**Warwickshire County Council would like to invite you to make further comments on our draft Statement of Community Involvement (SCI).**

During March-April 2005 we asked you whether you would like to be involved in developing a SCI for our Minerals & Waste Development Framework and how we consult you on County Council planning applications. We have now produced our draft SCI and would appreciate any feedback you may have on our proposals.

Please take a few minutes to complete this questionnaire and return in the pre-paid envelope by ..... You may also prefer to return it by fax by dialling 01926 412641. This questionnaire may also be completed on-line at [www.warwickshire.gov.uk/SCI](http://www.warwickshire.gov.uk/SCI)

1. Do you broadly support the draft Statement of Community Involvement?

Yes

No

2. How clearly does the SCI set out WHEN you will be given the opportunity to get involved in:

a) The preparation of Minerals & Waste Development Documents

Very clear    Fairly clear    No view    Unclear    Confusing

b) The consideration of County Council planning applications

Very clear    Fairly clear    No view    Unclear    Confusing

**3. Have we missed anything around the timing of our consultation?  
If yes, please give examples.**

.....

.....

.....

.....

.....

.....

**4. How clearly does the SCI set out HOW you will be given the opportunity to get involved in:**

a) The preparation of Minerals & Waste Development Documents

Very clear    Fairly clear    No view    Unclear    Confusing

b) The consideration of County Council planning applications

Very clear    Fairly clear    No view    Unclear    Confusing

**5. Have we missed anything around how we will involve you? If yes, please give examples.**

.....

.....

.....

.....

.....

.....

**6. How clearly does the SCI set out WHO will be given the opportunity to get involved in:**

a) The preparation of Minerals & Waste Development Documents

Very clear    Fairly clear    No view    Unclear    Confusing

b) The consideration of County Council planning applications

Very clear    Fairly clear    No view    Unclear    Confusing

**7. If you are aware of any other interested groups please add their contact details below.**

Name: .....

Organisation: .....

Address.....

.....

.....

.....  
Postcode: .....

**8. Are the methods of consultation proposed in the SCI for the following activities appropriate?**

a) The preparation of Minerals & Waste Development Documents

Yes No

b) The consideration of County Council planning applications

Yes No

**9. If the answer to question 8. is No please give reasons for your answer.**

.....  
.....  
.....  
.....  
.....  
.....

**10. Would you like to continue being involved in either the preparation of Minerals & Waste Development Documents or the consideration of County Council planning applications?**

Yes No

**11. If the answer to question 10. is Yes and you were not contacted directly during this consultation please furnish us with your details below:**

Name: .....

Organisation: .....

Address.....

.....  
.....  
.....

