

STATEMENT OF COMMUNITY INVOLVEMENT: Adopted 2014



COTSWOLD
DISTRICT COUNCIL

Preface 0

- 0.1** Our Statement of Community Involvement (SCI) was first adopted in January 2007 with minor revisions being made in 2010 and 2012. It was subject to two periods of public consultation and its 'soundness' has been examined by an Inspector. The Inspector's binding report was produced in November 2006 and the SCI was determined as 'sound'. The tests of soundness that have been applied to this latest version can be found in Appendix B of this document.
- 0.2** Since the adoption of the SCI, there have been significant changes to the planning system including the introduction of the 2012 Town and Country Planning Regulations, the Localism Act 2011 and the National Planning Policy Framework (NPPF).
- 0.3** The Localism Act 2011 places strong emphasis on the importance of community involvement within the planning system and enabling communities to make a significant contribution towards shaping the places where they live. It also introduced Neighbourhood Planning, allowing Parish Councils and Town Councils to develop their own Neighbourhood Plans for their local area for which the Council has a duty to support the preparation process.
- 0.4** The Act also introduced a new duty to co-operate, which places a legal requirement for all local Planning Authorities, National Park Authorities, County Councils and a number of other public organisations to co-operate with one another and consider joint approaches as part of the preparation of their local plans.
- 0.5** In March 2012 the NPPF was published which introduced, amongst other things, new national policy guidance relating to the preparation of local plans.
- 0.6** Finally, in April 2012, the Town and Country Planning (Local Planning) (England) Regulations 2012 came into force. These Regulations set out the minimum requirements for community involvement in local plan making.
- 0.7** This document has therefore been updated to take into account the important legislative and policy changes that have taken place since its previous adoption.

Front cover image:

Community engagement exercise undertaken in Northleach, training workshop for town and parish councils for the use of site assessment toolkit for evidence towards the emerging Local Plan.

Contents

1	Introduction	3
2	Benefits of Community Involvement	5
3	Links with Other Strategies	6
4	Cotswold Community and Stakeholder Groups	7
5	Preparing the Local Plan	10
6	Preparing Supplementary Planning Documents	12
7	Feedback	13
8	Methods of Community Involvement	14
9	Community Involvement in Planning Applications	17
10	Revising the Statement of Community Involvement	20

Appendices

A	Statutory and Non-Statutory Consultees for the Local Plan and Planning Applications	21
B	Tests of 'Soundness' for Local Plans	24
C	Strategic Site South of Chesterton	25
D	Glossary of Terms	27

Introduction 1

- 1.1** A key objective of the new planning system is to strengthen community involvement. This SCI sets out how those with an interest in the future development of the District will be engaged in the preparation and revision of local development documents. It also outlines how the community will be consulted on planning applications.
- 1.2** It aims to ensure the active, meaningful and continuous involvement of local communities and stakeholders. The statement is not an end in itself but a means of improving the quality of the planning process. The preparation of the SCI will ensure that we consider how to involve the community and benefit from its local knowledge and views. It sets out in broad terms how and when local communities will be involved, together with a general description of the types of involvement we intend to use.
- 1.3** This document sets out a policy for community involvement which meets the statutory requirements for consultation while at the same time being tailored to the district's circumstances. This document:
- Demonstrates that legal requirements are being met;
 - Sets out the overall vision and strategy for community involvement, and how this links with other community involvement initiatives, e.g. the Community Strategy;
 - Explains the nature of the Local Plans and supporting documents that require consultation;
 - Clearly identifies the range of local community groups who need to be involved;
 - Shows that we understand how communities can be involved in a timely and accessible way, and have identified suitable techniques to use;
 - Is clear about the different stages of involvement - information, participation, consultation, and feedback – and shows that these will be done in ways that work for the different stages and for the particular communities;
 - Shows how the results are to be fed into the preparation the Local Plan and supporting documents;
 - Sets out our policy for consultation on planning applications;
 - Sets out how we will learn from our experiences and improve the arrangements where necessary;
 - Shows we can manage the process effectively.
- 1.4** Like all local authorities, Cotswold District Council must develop a forward-looking Local Plan that will help shape communities and, crucially, serve as a blueprint for the future use of land, taking account of local needs. The Plan will cover the period 2011 to 2031 and its policies will be used to control development and guide most day-to-day planning decisions. Over the last few years, work has been carried out to develop a Local Development Framework (LDF)-style Core Strategy, including the collation of diverse data and the commissioning of several studies and reports. Once approved, this would have formed the basis to develop more detailed documents dealing with planning policies and site allocations.

1 Introduction

- 1.5** However, the Council have now taken action to speed up the adoption of its detailed planning policies by producing a single comprehensive Local Plan rather than a portfolio of documents led by a Core Strategy, as was previously proposed. This approach has been enabled by the introduction of the National Planning Policy Framework (NPPF) which heralded a change in the planning system from LDF Core Strategies to comprehensive Local Plans.

Benefits of Community Involvement 2

2.1 Essentially, the purpose of consultation is to produce a better outcome. By fully involving people at the beginning of the planning process, there will be a better understanding of the issues and needs that are important to the community. A Local Plan can then be prepared which reflects those views as far as possible. The main benefits of community involvement are:

- **Strengthening the evidence base for plans, strategies, and planning decisions** – stakeholders and local communities bring a different perspective to planning, and should be valued for their expertise, opinions and insight.
- **Community commitment to the future development of an area** – local people can be encouraged to make a difference in their area, with long-term benefits.
- **Promoting regeneration and investment** – by publicising proposals and inviting the involvement of stakeholders and local communities, we can demonstrate our commitment to improving areas and facilitating joint working to achieve better quality outcomes; and
- **Fostering ownership and strengthening delivery** – many elements of the Local Plan will require joint working between the Council, local communities and stakeholders. Involving communities at an early stage of document preparation (known as ‘front loading’) will help to resolve issues, thereby avoiding the need for lengthy independent examinations.

2.2 We will actively encourage the community to play an integral role in addressing local issues. Everyone should be provided with the opportunity to be involved in planning. However, the majority of people cannot or do not always get involved. The reasons for this must be considered and addressed. There are limits to our resources and we have to be realistic in our aspirations for community involvement. We therefore intend to focus on providing people with opportunities to be involved and, as such, will aim to involve them:

- Where the issue is relevant to them.
- At an early stage in the process where their view could influence outcomes; and
- By a method appropriate for the purpose, the issue being discussed and the people affected.

2.3 A key priority will be to provide everyone with the opportunity to know what’s going on and how they can get involved if they want to. To support this we aim to provide information that is local and relevant, and to use methods of involvement that are accessible, interesting and meaningful. Alongside specific consultation events, we hope to raise awareness of the planning system throughout the District. With this in mind, we are committed to placing more emphasis on going out into local communities to engage with them.

- **Access to information-** Documents will be available in a variety of formats, to encourage the widest possible readership and they will be easy to read and understand.
- **Opportunities to contribute ideas-** Community groups and the wider public will have the opportunities to put forward their own ideas and feel confident that they will be listened to and that there is a process for responding to their concerns.
- **Opportunities to take an active part in developing proposals and options-** Where appropriate, there will be opportunities for people to actively engage with planners.
- **Opportunities to be consulted and make representations on formal proposals-** This is a statutory requirement and represents the minimum in terms of community involvement.

2.4 The involvement of communities, stakeholders and commercial interests will be ‘front loaded’ into the Local Plan. ‘Front-loading’ means more active involvement of these groups earlier in the preparation of the plan. The aim is to seek consensus on issues early in the process. This will offer the public and organisations an opportunity to influence the content of the plan by sharing their knowledge and views.

3 Links with Other Strategies

- 3.1** There are many strategies prepared by us and other stakeholders that will have linkages with the Local Plan. The Sustainability Appraisal usefully includes the requirement to identify other relevant plans, programmes and strategies. For example, these could include strategies for education, housing, health, social inclusion, waste, minerals, biodiversity, recycling and environment protection. Other examples include the Gloucestershire Local Transport Plan and the Cotswold Area of Outstanding Natural Beauty (AONB) Management Plan, which forms a key local environmental/landscape strategy.
- 3.2** The Localism Act 2011 introduced reforms to the planning system that enable local communities through a parish/town council, or by establishment of a Neighbourhood Forum, to create a Neighbourhood Plan for their area with support from the Council. The Neighbourhood Planning (General) Regulations 2012 provide further details of the process of Neighbourhood Planning, including requirements for consultation and publication of neighbourhood areas, forums and plans. Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided.
- 3.3** Since Neighbourhood Plans are not prepared by the Council, this SCI can't prescribe what methods of consultation they should follow. Neighbourhood Plans do however have to meet the requirements set out in the legislation. The Council will provide technical guidance and support to local communities who wish to introduce a Neighbourhood Plan and it is suggested that this document provides a good starting point in terms of the methods of consultation that should be used.

Cotswold Community and Stakeholder Groups 4

- 4.1** The Localism Act 2011 outlines the duty to co-operate in relation to planning of sustainable development whilst the NPPF states that public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities. The Government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities.
- 4.2** Cotswold District is within the county of Gloucestershire, adjacent to Stroud District, Cheltenham Borough and Tewkesbury Borough authorities. The District also borders Worcestershire, Warwickshire, Oxfordshire and Wiltshire, as well as small sections of border with Berkshire and South Gloucestershire. We therefore have a close geographical relationship with numerous authorities.
- 4.3** The Cotswold AONB also reaches from Warwickshire in the north, beyond the eastern and western boundaries of the District, and as far south as Bath. It is the largest AONB in England and Wales, a designation aimed at conserving the natural beauty of the landscape and countryside. This demonstrates that there is a degree of consistency in the character of landscape across the administrative boundaries.
- 4.4** This close relationship with neighbouring areas means that development can have impacts beyond the administrative boundary on one area. Therefore, it is important to cooperate with neighbouring planning authorities on strategic matters and a joint approach to resolving matters during the preparation of development plan documents will be pursued where necessary.
- 4.5** Infrastructure needs such as transport, water supply, wastewater, energy, telecommunications, utilities, waste, health, social care, education and flood risk will also often cross boundaries and as such we will work with other authorities and providers to understand and help meet these needs.
- 4.6** We will also work with local advisors and others to ensure we take into account higher risk sites for malicious threats and natural hazards when necessary.
- 4.7** By 'community' we mean the individuals, groups and organisations that live, work or operate in the District. This includes residents, businesses, community groups and service providers. The different groups that make up our community have different needs and expectations. They also have different desires, capabilities and capacities to get involved with the preparation of the Local Plan. Effective community involvement will therefore require a good understanding of the composition, needs and interests of the groups and their capacity to engage with the planning system. Involvement methods can then be tailored to the requirements of specific groups.
- 4.8** The following broad sectors of the community will be engaged in the preparation of the Local Plan:

4 Cotswold Community and Stakeholder Groups

Local Communities

Local residents are relatively easy to identify by area; however, particular sections of local communities can be harder to reach. The interests of local communities can also be represented by Town / Parish Councils or voluntary groups such as Residents' Associations. These are easy to identify, have the capability to be involved, and offer continuity of representation at grass roots level. Specific interests or perspectives can be represented by amenity or interest groups. We maintain a database of community groups in the District. Some town and parish councils are preparing Neighbourhood plans, which can contribute to the evidence for the Local Plan.

Statutory Stakeholders

There are certain groups that we must involve when consulting on the Local Plan. These include, amongst others, English Heritage, Environment Agency, Natural England, Gloucestershire County Council and Parish Councils.

Other Agencies

In addition to statutory stakeholders, other organisations can provide valuable views. These are easy to identify and generally have the capacity to be involved. These are broadly based, usually organised at the national level but often with local branches e.g. 'Cirencester Friends of the Earth'. Some, however, may need support in understanding the Local Plan process and how it relates to their operations so they are able to contribute effectively.

Developers and Landowners

Most developers are aware of the planning system and seek to be involved. Many can be identified via previous involvement and have the capability to be involved. Similarly, many Landowners will be keen to understand and consider the implications of any policies / decisions for their land holdings. As the potential 'deliverers' of development these groups will have an important part to play in identifying options for the Local Plan.

Cotswold Community and Stakeholder Groups 4

Service Providers

Service Providers include local health trusts, schools and colleges, transport providers, emergency services, utility providers, community development organisations, voluntary groups and others.

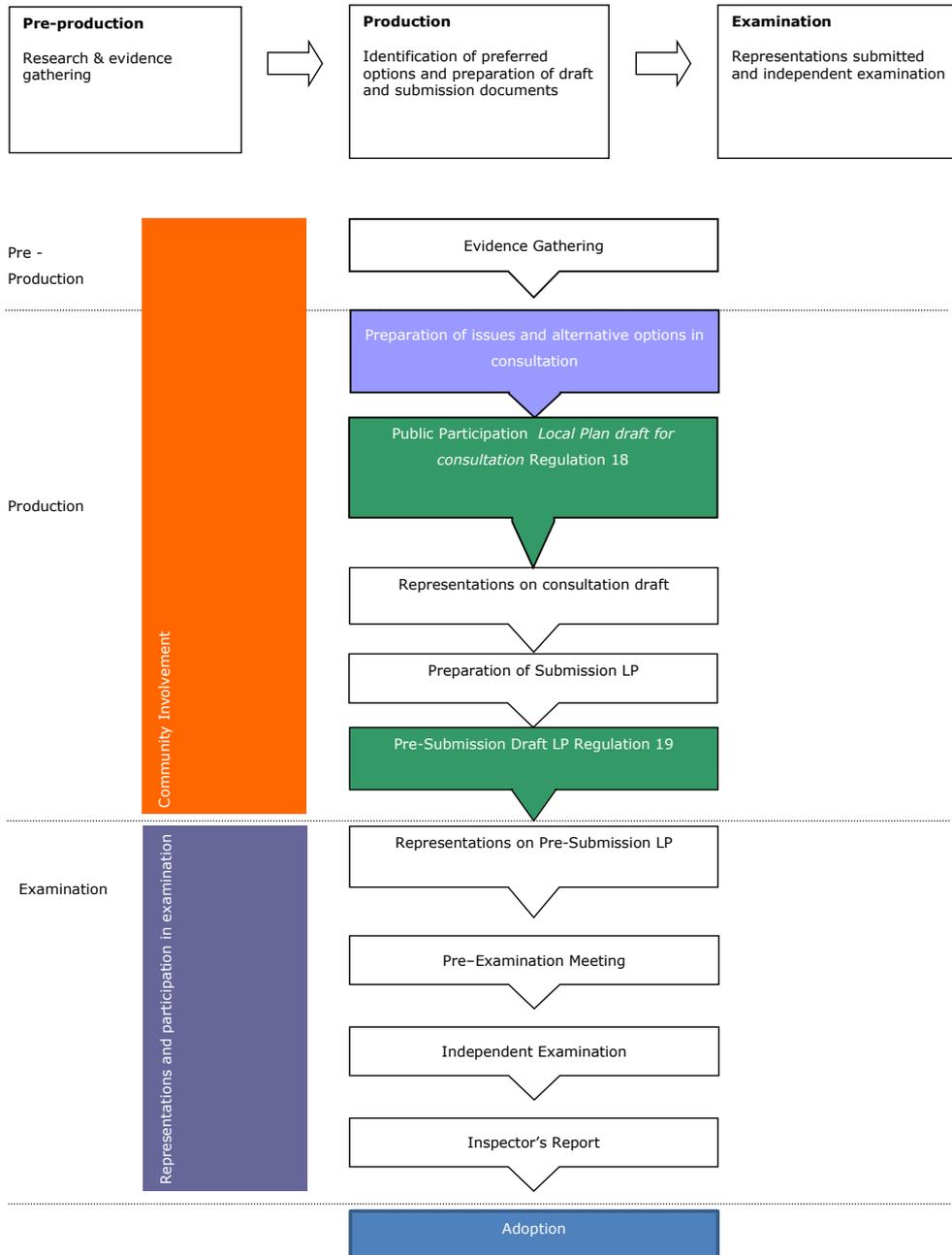
Business Sector

Local businesses range in size from the self-employed and small businesses to multi-national organisations. Whilst larger organisations may have the capacity to get involved more actively, smaller organisations may need support in understanding the system, how it relates to them and how they can get involved. The interests of the business sector can also be represented by relevant organisations, such as Local Enterprise Partnerships, Chambers of Commerce, the Small Business Federation or Gloucestershire First.

- 4.9** Appendix A of this document contains a list of consultation bodies that will be involved where appropriate during the preparation of the Local Plan and associated local development documents. Local community interest groups are identified by type. A free-standing register of consultees is maintained and up-dated regularly by our Forward Planning section.
- 4.10** Section 8 of this document outlines the methods of community involvement that will be used to involve the sectors identified in this section during the preparation of the Local Plan and associated development plan documents.

5 Preparing the Local Plan

5.1 The diagrams below illustrate the opportunities for community involvement during the preparation of the Local Plan.



Local Plan Flow Chart

Preparing the Local Plan 5

Protocol for periods of statutory consultation (6 weeks)

Copies of the draft/submission Local Plan and any supporting documents will be made available for inspection during normal office hours at the Council's main offices in Cirencester, the Moreton Area Centre and at local libraries, in accordance with Regulations.

The draft/submission Local Plan and supporting documents will be published on our website.

Notice will be given by local advertisement of the fact that the draft/submission Local Plan and its supporting documents are available for inspection and the places and times at which they can be inspected.

The draft/submission Local Plan will be sent to each of the specific and general consultation bodies (to extent that they are affected or that it is considered appropriate). Letters will be sent to consultation bodies who have requested notification of document publication stating the places and times it can be inspected.

Residents and businesses within and adjoining identified locations subject to site specific policies/proposals will be notified directly.

Standardised representation forms will be produced so that comments are framed around the tests of soundness. Representations will be able to be submitted via the Council's website.

The Council will acknowledge the receipt of all representations. These will be available for public inspection together with the Councils' response to them.

For the submission Local Plan we will prepare a statement setting out:

- which bodies have been consulted during its preparation
- how these bodies, and any other persons, were consulted; and
- how those main issues have been addressed in the Local Plan.

A statement will also be prepared for the submission Local Plan setting out in full or summary the main issues raised in representations on the draft Local Plan, and how those main issues have been addressed.

Any major modifications to the Local Plan after submission will be subject to a further 6 week consultation period.

6 Preparing Supplementary Planning Documents

- 6.1** Supplementary Planning Documents (SPDs), whilst not having development plan status, can be used to expand policy or provide further detail to issues in the Local Plan. There will be formal community involvement in the preparation and adoption of the draft document. The preparation process allows for documents to be prepared quickly. Although not subject to independent examination, the underlying principles of soundness will still apply.

Evidence Gathering	Preparation of the evidence base and input at an early stage where appropriate.
Prepare draft SPD	The preparation of draft documents will include the informal involvement of local communities and stakeholders in the development of policies.
Public consultation on draft SPD	Statutory consultation 4-6 weeks
Representations and finalise SPD	As part of considering the representations received we will prepare a report summarising the main issues and how they will be addressed.
Adoption	We will make final changes as appropriate and adopt the document.

Feedback 7

- 7.1** Developing the Local Plan and associated SPDs will be an ongoing process. As well as consulting the community, we will undertake research and produce draft documents. To ensure that people are aware of progress, we intend to provide an ongoing commentary of our progress on our website and in other council publications where necessary and appropriate.
- 7.2** The emerging Local Plan also includes a proposed strategic site allocation for mixed-use development on land south of Chesterton, Cirencester. This will probably be the largest development in the District over the next 20 years and as such it is important that the community and stakeholders are fully involved in its conception and design. Appendix C sets out how this will be achieved.
- 7.3** The Local Plan has to be accompanied by a statement of consultation. This will outline how the SCI has been followed and how the main issues raised have been addressed, including any benefits this brought to the process. Whilst it is not feasible to provide individual letters, we aim to feedback directly to those involved, either in specific involvement activities (such as workshops), or other consultation processes associated with the Local Plan and Development Plan Documents.

Feedback Protocol

We aim to provide feedback following informal community involvement activities or statutory consultation processes associated with the Local Plan.

Feedback will include:

- An acknowledgement of your comments
- A summary, or full response report, and;
- An outline of the actions taken and the reasons why in relation to a representation.

8 Methods of Community Involvement

8.1 The following table sets out the different types of consultation that can be used in respect of the Local Plan and SPDs.

	Method of Involvement	Usefulness / Considerations	Community Sectors
Information	Media (Local Press, Radio, TV, Parish and Voluntary Group Newsletters, Cotswold News)	Local media can be used to carry articles and stories about proposals. This can reach a wide audience; raise the profile of the Local Plan, and inform of opportunities to get involved. Press releases can be a pro-active way of engaging people. Use should be made of our own publication, 'Cotswold News' and its wide distribution.	Local Communities, Developers & Landowners, Business Sector
	Internet (Website, e-mails, and enabling online consultation and responses)	Increasingly the first port of call for those seeking detailed information. A useful means of providing feedback to consultation exercises. Not everyone has access to the web, although it is more accessible to some hard to reach groups e.g. younger people/youth groups. The opportunity to make use of online response forms should be explored.	All Sectors
	Local Publicity (at District and Town Council offices/ notice boards, shopping centres, sports centres, libraries etc)	Summary leaflets and flyers or site notices can publicise an outline of a proposed document or application, and inform the community of further opportunities to get involved. This can reach those people who wouldn't normally seek to get involved.	Local Communities
	Notification of consultation periods in newspapers	Statutory requirement. Make use of appropriate local news publications such as the Wiltshire and Gloucestershire Standard, Cotswold Journal, Gloucestershire Echo.	Local Communities, Developers & Landowners, Business Sector
Consultation	Documents available for public inspection at District Council offices, libraries and on website	Statutory requirement. It should be clear how and when people should respond. Offices and documents should be accessible to those with disabilities. The statutory consultation period must be publicised widely before it takes place.	Local Communities, Developers & Landowners, Business Sector
	Notification of consultation	Statutory requirement. Make use of appropriate local news publications such as, the Wiltshire and Gloucestershire	Local Communities, Developers &

Methods of Community Involvement 8

	Method of Involvement	Usefulness / Considerations	Community Sectors
	periods in newspapers	Standard, Cotswold Journal and Gloucestershire Echo.	Landowners, Business Sector
	Letters or emails sent to Statutory Bodies	Statutory Requirement to inform such bodies of document publication and formal consultation periods.	Statutory Consultees, and those requesting notification by post.
	Town and Village meetings and forums	Gaining first-hand view on a specific area. Open and inclusive way for people to engage in robust debate on the issues. Meetings must be carefully prepared and effectively chaired.	Local Communities, Developers & Landowners, Business Sector
	Public Exhibitions and Road shows	Good medium for disseminating information, allowing communities to air their views. Should be held in accessible locations and may need to be held over a number of days and varying times to ensure all sections of the community have the opportunity to attend.	Local Communities, Developers & Landowners, Business Sector
	One-to-one meetings with selected stakeholders	Useful means of identifying key issues, getting key people involved (on demand) and achieving alignment with other strategies and initiatives.	Developers and Landowners, Local Communities
	Qualitative Research (including focus groups, stakeholder groups and citizen panels)	Good introduction to the main issues. Responses can help to identify key interests and groups. Useful for area-based discussions and presentation of options. Can help to gain more understanding of public concerns. Provides opportunity to explore issues in depth.	Local Communities, Developer and Landowners, Business Sector
Participation	Interactive Workshops (e.g. 'enquiry by design' and 'planning for real' exercises)	Means of engaging local communities on significant planning applications and developing 'ownership of proposals'. Useful for identifying and focusing discussion around difficult issues and key themes. Feedback would be essential.	Local Communities, Developers and Landowners. Statutory consultees and service providers

8 Methods of Community Involvement

	Method of Involvement	Usefulness / Considerations	Community Sectors
			will be invited as appropriate.
	Steering/ Advisory/Working Groups	Mechanism for getting key organisation involved in overseeing or acting as a sounding board for the production of Local Development Documents (LDDs). Role of the group needs to be clear and there should be a transparent approach to selecting members.	All Sectors

Community Involvement in Planning Applications 9

9.1 Planning decisions are made in line with the development plan unless material considerations such as national planning policies dictate otherwise. This section covers our method for consultation and publicity on planning applications, as well as the opportunities for community participation regarding proposals determined by Cotswold District Council. It considers how community involvement should relate to different stages of the application process i.e. pre-application, application and post-application.

Community Involvement by the Developer

9.2 Section 61W of the Town and Country Planning Act 1990 added by the Localism Act 2011 places a legal duty on developers to consult local communities on very large scale development proposals prior to submitting a planning application. For large scale proposals where there is no legal requirement to consult, the Council agrees with the suggestion in the National Planning Policy Framework that it should strongly encourage developers to involve the local community from an early stage. This may take a variety of forms such as local exhibitions, public meetings, circulation of leaflets or the creation of a well-publicised dedicated website, including a facility to make comments.

9.3 Community involvement should ideally be sought in two stages:

- Firstly, views should be sought from groups on what may be appropriate for a site so that these comments can, wherever possible, be taken on board before the proposals are drawn up; and
- Secondly, further views should be sought on the evolving proposals before a planning application is submitted, so that changes can be made in response before submission, and also so that people are already aware of the background and the proposals when we carry out consultations on the application.

9.4 Where an applicant has arranged some community involvement prior to making a planning application, we expect a supporting report to be submitted setting out the type of community involvement, undertaken, the views expressed and the changes made by the applicant in response; if no changes have been made, the report should explain why not.

9.5 Anyone proposing development of any scale is likely to find that early information of and consultation and discussion with neighbours, or others, likely to be affected by the development will ease the planning process.

Pre-Application Discussions with the Council

9.6 We encourage developers to seek our views on development proposals before they submit an application. While any views we express will not bind the Council in its subsequent decision on any planning application, these pre-application discussions help to identify key issues, and help to ensure that the application closely accords with our planning policies. We usually charge a fee for pre-application advice. More detailed information on pre-application discussions is available on our website.

Legal consultation requirements

9.7 All consultations will be undertaken in accordance with prevailing legislation and advice.

9.8 We ensure that we carry out all consultation that we are required to do and allow the necessary time period for comments to be made. Consultation may include:

9 Community Involvement in Planning Applications

- Advertising proposals in local newspapers;
- Placing a site notice as near as possible to the application site;
- Advising in writing occupiers of properties immediately adjacent to the application site and directly affected by the proposal;
- Consultation as required with statutory consultees – such as Environment Agency.

9.9 Where appropriate, we also consult others including the following:

1. We provide details of applications on our website. We provide public access to scanned application documents and drawings once applications are complete and ready to be processed. People can register to be notified by email about applications in their area or any part of the district they are interested in. Comments on proposals can be submitted online.
2. We consult other groups and bodies as appropriate to the particular nature of the proposals or its location. The relevant groups or bodies are too numerous to list in full here, but include, for example:
 - Gloucestershire County Councils Highways
 - Thames Water
 - Wessex Water

9.10 Any amendments to application details may be the subject of further consultation. The extent of any consultation will be determined by assessment in terms of impact, the comments received and the relevance of the revisions.

9.11 Each week a list is published of all planning applications received and determined. Copies of all current applications are kept for public inspection at the District Council Offices at Trinity Road, Cirencester. Town and Parish councils are notified by email alert of applications for their area. A local viewing may be possible by prior agreement with the clerk.

9.12 All applications are scanned and entered onto our web site using a continuously updated Planning On-Line system. Members of the public are able to view on-line application forms, full plans, drawings and applicant correspondence and can comment on them directly via the website. We are currently developing the on-line system to display all application documents and related correspondence during the period when the application is being processed.

9.13 Any planning-related comments made in response to a planning application will be placed on file. This is available for public inspection and the applicant will also be able to read the comments made. All representations, whether in support or against the application, will be taken into consideration during the decision making process.

9.14 A decision whether or not to grant planning permission can either be taken by the Planning Committee or by Development Management Officers. Over 90% of applications are determined by Officers using the adopted Scheme of Delegation. The Scheme of Delegation is available from our offices or can be viewed on our website.

9.15 Lists are published of the applications due to be considered at the forthcoming meeting of the Planning Committee including the officer's report to that meeting. These are available on the website for at least five working days before the meeting. Those who have submitted or commented on a proposal will be advised in writing of the Committee date.

Community Involvement in Planning Applications 9

- 9.16** People who have objected to or supported an application (or their representatives) are allowed to speak at meetings of the Planning Committee subject to certain rules. This facility is also available to a representative of the Town or Parish Council, and the applicant or agent. A leaflet explaining more about public speaking is available either from our offices or can be viewed via our website.
- 9.17** All decisions are available for inspection on our website. The email alert system allows anyone to subscribe and will provide information at various stages of the determination process.
- 9.18** To promote transparency in the decision making process the applicant and the community need to know why a planning application has been permitted or refused. The decision notice and the associated Committee or delegated reports therefore give the reasoning behind decisions. Where the Planning Committee makes a decision against officer recommendation, the reason for this alternate view is reported in the minutes of the meeting. All information is publicly available, including on our website.

10 Revising the Statement of Community Involvement

- 10.1** It is our intention to revise this document on an on-going basis to address any particular problems or successes which we experience. Revisions may also be necessary to reflect best practise, changes to legislation, policy or guidance.

Statutory and Non-Statutory Consultees for the Local Plan and Planning Applications A

Please note, the following lists are not exhaustive and also relates to successor bodies where re-organisations occur.

Bodies that Cotswold District Council has a Legal Duty to Co-operate with where Relevant

Environment Agency
 Historic Buildings and Monuments Commission for England (known as English Heritage)
 Natural England
 Civil Aviation Authority
 Homes and Communities Agency
 Each clinical commissioning group established under section 14D of the National Health Service Act 2006
 National Health Service Commissioning Board
 Office of Rail Regulation
 Integrated Transport Authority
 Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority)
 Marine Management Organisation.

Other Consultation Bodies

Coal Authority
 A Relevant Authority any part of whose areas is in or adjoins the local planning authority's area.
 Primary Care Trusts
 Network Rail
 Gloucestershire County Council
 Surrounding Local Authorities
 Cotswold District Town and Parish Councils
 Adjoining Town and Parish Councils
 Cotswold AONB Conservation Board
 Local Enterprise Partnerships
 Local Nature Partnerships
 Highways Agency
 English Heritage
 The Strategic Rail Authority
 Utility Providers (eg. water, electricity, sewerage, gas)
 Telecommunications Providers

Government Departments

We will consult any Government Departments or agencies where those departments or agencies have significant land holdings in the area affected by a planning application or DPD.

Home Office
 Department for Education and Skills
 Department for Environment Food and Rural Affairs
 Department for Transport
 Department of Health (through relevant Regional Public Health Group)
 Department of Trade and Industry
 Ministry of Defence
 Department of Work and Pensions
 Department of Constitutional Affairs

A Statutory and Non-Statutory Consultees for the Local Plan and Planning Applications

Department of Culture Media and Sport
Office of Government Commerce (Property Advisors to the Civil Estate)

Other Consultees

We will consider the need to consult, where appropriate other agencies and organisations, including the following:

Age Concern
Airport Operators
British Chemical Distributors and Traders Associations
British Geological Survey
British Waterways, canal owners and navigation authorities
Centre for Ecology and Hydrology
Chamber of Commerce, Local CBI, Institute of Directors
Churn Catchment Flood Prevention Group
Commission for Architecture and the Built Environment (CABE)
Commission for New Towns and English Partnerships
Commission for Racial Equality
Crown Estate Office
Diocesan Board of Finance
Disability Rights Commission
Disabled Persons Transport Advisory Committee
Environmental Groups at national, regional and local level, including:
 Council for the Protection of Rural England
 Friends of the Earth
 Royal Society for the Protection of Birds; and
 Wildlife Trusts
Equal Opportunities Commission
Fire and Rescue Services
Forestry Commission
Freight Transport Association
Gypsy Council
Health and Safety Executive
Help the Aged
Housing Corporation
Learning and Skills Councils
Local Agenda 21 including:
 Civic Societies
 Community Groups
Local Transport Authorities
Local Transport Operators
Local Race Equality Councils and other local equality groups
National Playing Fields Association
Passenger Transport Authorities
Passenger Transport Executives
Police Architectural Liaison Officers / Crime Prevention Design Advisors
Post Office Property Holdings
Rail Companies and the Rail Freight Group
Regional Housing Board
Regional Sports Board

Statutory and Non-Statutory Consultees for the Local Plan and Planning Applications A

Religious Bodies
 Road Haulage Association
 Sport England
 The House Builders Federation
 Traveller Law Reform Coalition
 Water Companies
 Women's National commission
 Woodland Trust

Local Consultees (General Categories)

A freestanding register of Local Plan consultees, including Registered Social Landlords and Gloucestershire Race Equality Council, is maintained and updated regularly by the Forward Planning section.

Local Community Groups

Amenity Groups
 Countryside/Conservation/ Environmental Groups
 Civic Societies
 Ethnic Minority Groups
 Disability Groups
 Residents' Associations
 Religious Groups
 Youth Groups
 Health Care Groups

Developers, Landowners, Architects and Consultants

Business Sector including Local Enterprise Partnerships

Service Providers

Local Health Trusts
 Schools and Colleges
 Transport Providers
 Emergency Services
 Community Development Organisations
 Voluntary Groups

Any individual or organisation may request to be added to the Local Plan consultee database by contacting localplan@cotswold.gov.uk Alternatively, you can contact:

Forward Planning
 Cotswold District Council
 Trinity Road
 Cirencester
 GL7 1PX

Tel. 01285 623000
 Fax. 01285 623900

B Tests of 'Soundness' for Local Plans

The following tests are taken from the NPPF.

Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence.

Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities.

Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

Strategic Site South of Chesterton C

The emerging Local Plan includes a proposed strategic site allocation for mixed-use development on land south of Chesterton, Cirencester. We anticipate that the landowner will submit a single outline planning application for this proposed development.

Section 9 of this document addresses community involvement in planning applications. The anticipated outline planning application for Chesterton is of particular significance, not least because of the strategic nature of the allocation. We therefore consider it appropriate to propose bespoke methods of pre-submission community involvement in the Chesterton case. Our allocation policy requires the production of a Master Plan Framework for the Chesterton site, prior to submission of any outline planning application. The Council therefore considers that the Master Plan Framework should be the focus for pre-submission community involvement, as described in the table below. This work will be led by the landowner's consultant team.

	Stages of production for the Master Plan Framework	Proposed methods of community involvement
	<i>The Council anticipates that production of the Master Plan Framework will involve the indicative stages described below.</i>	
1	<p>Understanding the place</p> <p>Initial information gathering and urban design analysis of Cirencester. Assessment of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies.</p>	Meetings with stakeholders. Consideration of local strategies; e.g. Community Plan and Green Spaces Strategy etc. Walkabouts.
2	<p>Initial design work</p> <p>Evaluation of the information collected, identifying opportunities and constraints and formulating initial design concepts.</p>	Stakeholder briefing workshop to explore issues and initial design concepts. Discussions with stakeholders. Exchanges of information.
3	<p>Evaluation of the design options</p> <p>Testing the design options against the emerging Local Plan policy position and earlier urban design analysis.</p>	Community planning weekend to explore design options. Media. Website - enabling online consultation and responses.
4	<p>Refining the design proposals</p> <p>Refining the design proposals in light of the outcomes from the earlier stages.</p>	Design team report back on the community planning weekend. Analysis of consultation responses. Ongoing discussions with community and stakeholders at forum events/exhibitions.

C Strategic Site South of Chesterton

	Stages of production for the Master Plan Framework	Proposed methods of community involvement
5	<p>Submission of the Master Plan Framework</p> <p>Master Plan Framework submitted to the Council. We will make a decision on whether the document has been produced with an appropriate level of community involvement as summarised in this table.</p>	<p>The final version of the Master Plan Framework will include, or be accompanied by, a Statement of Community Engagement. This will describe the methods of community involvement used, and explain how the responses influenced the design proposals.</p>

The purposes of this pre-submission community involvement are as described in section 9.0 of this document. It will of course be followed by further public consultation on any subsequent outline planning application. We will also continue to consult the community on its emerging Local Plan, including the proposed strategic site allocation south of Chesterton.

Glossary of Terms D

Area Action Plan (AAP): a Development Plan Document focused on a specific location or an area subject to significant change or requiring conservation.

Annual Monitoring Report (AMR): part of the Local Development Framework to assess the implementation of the Local Development Scheme and the extent to which policies in the Local Development Documents are being implemented.

Area of Outstanding Natural Beauty (AONB): A site with a statutory national landscape designation to provide special protection for the area's natural beauty.

Development Plan: document setting out policies and proposals for the development and use of land and buildings (usually the Local Plan)

Development Plan Document (DPD): a Local Development Document that has 'development plan' status.

Development Management Polices: a suite of policies which set out the criteria against which planning applications for the development and use of land and buildings are determined. Such policies will ensure that development accords with the vision and objectives set out in the Local Plan.

Local Development Document (LDD): the collective term for Development Plan and Supplementary Planning Documents

Local Development Framework (LDF): The previous planning system, introduced in England and Wales by the Planning and Compulsory Purchase Act 2004. The Local Development Framework (LDF) was a term used to describe a 'folder' of documents, which included all the local planning authority's local development documents with a set of separate of DPD's, the first of which was the Core Strategy.

National Planning Policy Framework (NPPF): The 2012 National Planning Policy Framework introduced a new planning system. It's aim is to make the planning system less complex and more accessible, to protect the environment and promote sustainable growth. It replaces previous Planning Policy Statements and Guidance.

Registered Social Landlord (RSL): housing landlords that are registered with the Housing Corporation. The term currently applies to housing associations and not for profit companies. RSLs are obliged to have publicly available policies and procedures for allocating tenancies.

Supplementary Planning Document (SPD): a local development document that may cover a range of issues, thematic or site specific, and provides detail of policies and proposals in the Local Plan

Sustainability Appraisal (SA): a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental, and economic factors).