



COTSWOLD DISTRICT COUNCIL

Statement of Community Involvement

January 2024

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I. Introduction/Summary

This document, the Statement of Community Involvement (SCI), outlines how you and the wider community can get involved in the planning process, subject to [exceptional circumstances](#). Planning affects the daily lives of us all, the homes we live in, the parks and open spaces we use and the roads we travel on. These are just some of the activities that planning is responsible for or involved in.

We are committed to ensuring that we involve the community, interested organisations and statutory stakeholders in planning and development matters which affect them. We want to make it as easy as possible for you to find out how to get involved. A SCI states who the Council will consult, when and how on applications and planning documents.

The SCI provides a framework for future consultation and community engagement, it is intended to be a flexible approach, and to address and expand upon (where appropriate) the requirements for consultation on plan-making and planning applications set out in legislation.

Equality

We understand and respect that people are unique and have individual differences. We celebrate this diversity and encourage positive relationships between people with differing needs.

We are committed to equality of opportunity both in the services we provide and as an employer and we believe that every individual should be treated fairly and equally.

The Local Plan [Equality Impact Assessment](#), under the Equality Act 2010, analyses the impact that the Local Plan proposed policies are likely to have on particular groups in the community.

Accessibility

We are committed to making our website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. We intend to publish all documents relating to the Local Plan, evidence base and others mentioned in this SCI in an accessible format. For further information please see: [support accessibility](#)

I.1 The Benefits of Consultation

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 evolve which reflects those views as far as possible and adequately mitigate the effects of new development. 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’) and throughout, will help to identify and resolve issues earlier in the process, thereby avoiding the need for lengthy independent examinations and delays in plan production. 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.

The regulations for producing an SCI

The preparation of a SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended).

An SCI must set out how the Council intends to achieve community involvement, public participation and cooperation in the preparation of their Local Plan, including any Supplementary Planning Documents (SPDs), as well as setting out how they intend to involve the public when consulting on planning applications. The Neighbourhood Planning Act 2017 also requires SCIs to be up to date and to set out how we will support groups undertaking neighbourhood planning.

In short, the aim of the SCI is to ensure that all sections of the public and community, including local groups and organisations, are actively involved in the planning process and are notified of plans that may affect them.

Unless otherwise stated the ‘Regulations’ referred to in this SCI are: ‘The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)’. The ‘Regulations,’ set out the minimum requirements for community involvement, in local plan making.

Legislative changes

There have been a number of changes in planning legislation since the adoption of our first SCI in 2007, which had minor revisions in 2010 and 2012. Our second SCI was adopted in 2014 following the publication of the National Planning Policy Framework (NPPF) in 2012 and the Local Plan Regulations which came into force in 2012.

This review is therefore vital to ensure that we continue to meet the latest statutory requirements and do all we reasonably can to encourage involvement in the planning process. Recent legislative changes include for example:

- [Neighbourhood Planning Act 2017](#)
- [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) (as amended)

- [National Planning Policy Framework - GOV.UK](#) (2018) and [Planning practice guidance - GOV.UK](#)

1.2 Review of the SCI

The SCI should be reviewed every 5 years from the date of adoption. It is our intention to revise this document on an on-going basis to address any particular problems or successes which we experience, such as re-evaluate the languages we use. Revisions may also be necessary to reflect best practices, changes to legislation, policy or guidance.

The SCI is a 'Local Development Document' (LDD), which is a collective term to describe the SCI, as well as other planning documents like the Annual Monitoring Report (AMR). As SCIs are no longer defined as a 'development plan document' (DPD) there is no longer a requirement for the SCI to be examined and approved by the Secretary of State; and no longer a requirement for the Council to consult when reviewing and updating our SCI. Once adopted, it will supersede the Council's previously adopted SCI (2014).

1.3 What is the Planning System?

Development is influenced by national and local policies. The National Planning Policy Framework (NPPF) sets out the Government's national planning policy and includes things like use of land, sustainability, good design and managing flood risk.

The [Adopted Local Plan](#) is our long term strategy to ensure Cotswold District can meet local needs for new homes, employment, shops, open space and infrastructure like roads, schools and leisure facilities. It also includes policies which are used to decide planning applications.

The Local Plan is prepared taking national policy into account. We also publish additional information on how some of these policies will be used. These documents can be found here on the Local Plan Evidence Page: [Evidence base and monitoring](#)

At an even more local level, some town and parish councils and their communities are preparing or have adopted Neighbourhood Plans. Neighbourhood Plans add detail to Local Plan policies and influence what happens at a local level, for example identifying Local Green Spaces.

To date Tetbury and Tetbury Upton, Lechlade on Thames, Northleach with Eastington, Fairford, South Cerney, Kemble and Ewen Neighbourhood Preston Neighbourhood Plan, Somerford Keynes and Shorncote Neighbourhood Plan have adopted Neighbourhood Plans. There are a number of other Neighbourhood Plans underway, their progress can be found on the website: [Neighbourhood planning](#)

On a very site-specific scale planning applications are needed for most types of development, such as building a house or an extension, or changing the use of land or buildings. We need to approve these planning applications before work can start. All planning applications must take all national and local policy into account, including that of Neighbourhood Plans. Therefore, to do this it is important that we find out people's views about the Local Plan or Planning applications as early as possible.

I.4 What is the role of the Council in planning?

Council staff and elected Councillors are involved in making planning decisions and the [Corporate Plan](#) provides a steer on how we act and operate. We work together in a fair and positive way to secure good development which is sustainable i.e. *meeting the needs of the present without compromising the ability of future generations to meet their own needs* (NPPF, para. 7).

Spatial Planning - The Forward Planning Team

This team provides the planning framework for the Cotswold District through the Local Plan. They develop the Local Plan through consultation and engagement with local communities, organisations and statutory stakeholders. This also includes consultation and engagement on Supplementary Planning Documents and strategic Master Plans. The team also assists the Community Partnership Officer in helping Town and Parish Councils to develop their Neighbourhood Plans.

The Community Infrastructure Team

This team is responsible for the Community Infrastructure Levy (CIL). The CIL is a charge placed on development, such as new homes and extensions to homes according to their floor area. The money generated through the levy contributes to the funding of infrastructure to support development growth in Cotswold District

Development Management Team

This team receives, considers and decides planning applications. The team deals with hundreds of applications every year ranging from extensions to houses right up to new housing estates and business buildings.

We assess all planning applications against national policy set out in the NPPF and the Local Plan. Specialists within the team give advice on listed buildings and conservation, biodiversity and green infrastructure, tree preservation and landscaping. We also consult external organisations on technical aspects of an application such as flooding, traffic, and parking.

Councillors - Our elected Councillors have a key role to play in the planning process, activities include:

Representation - Listening to and representing the views and concerns of residents on planning applications.

Committees - Making decisions on some of the more significant or controversial planning applications and those that cannot be determined by officers under delegated powers.

More information can be found about the role of your local Councillor can be found here - [Elected representatives](#)

I.5 Our Consultation Commitments

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. Plans should be shaped by early, proportionate and effective engagement.

We will apply the following principles to all of our planning consultations:

- Involvement will be open to all, regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation, for example.
- We will seek views from interested and affected parties early in the process when comments can have the greatest influence, and throughout.
- Consultation publications will be clear and concise and will not include avoidable “jargon”, without understating the complexities of any decision.
- We will give sufficient and proportionate information and reasoning to allow for an informed response and we will give sufficient time for responses to be made, taking into account any statutory time requirements.
- All responses will be considered conscientiously.
- Anyone who asks us to do so will be kept informed, where the issue is relevant to them and consulted on emerging plans in accordance with data protection principles.
- We will consult by a method appropriate for the purpose.

2. Consulting on Planning Policy Documents

2.1 What do we consult on?

We will consult on development plans and accompanying documents including, but not limited to, Development Plan Documents (DPD), Supplementary Planning Documents (SPD), Neighbourhood Plans and Orders and the Community Infrastructure Levy (CIL) Charging Schedule. As a minimum we will endeavour to meet the consultation requirements set out in the relevant regulations.

Development Plan Documents

Development Plan Documents (DPD) are planning policy documents which guide development in an area. They set out detailed planning policies which planning officers use to determine planning applications. DPDs form the statutory ‘development plan’ which includes any minerals and waste plans at County Level and alongside community-led ‘made’ Neighbourhood Plans. A Development Plan Document is a document produced by the local authority such as a Local Plan.

For Cotswold District, the [Adopted Local Plan](#) is the statutory development plan setting out the principal policies and proposals for land use in the District. It contains a development strategy, allocates sites for future development and sets out policies used in decision making on planning matters. It must be supported by evidence and accord with national planning policy and guidance.

Planning law stipulates that planning applications should be determined in accordance with the statutory development plan unless material considerations indicate otherwise.

DPDs are also subject to the ‘duty to co-operate’ engagement on any cross boundary strategic matters e.g. housing, transport and flood risk. Each DPD is also accompanied by a

Sustainability Appraisal (SA) and includes Strategic Environmental Assessment (SEA), which shows how the policies reflect sustainable development objectives.

Supplementary Planning Documents

Whilst not having development plan status, Supplementary Planning Documents (SPDs) can be used to expand policy or provide further detail to that already contained within the Local Plan. They can be used to provide guidance but cannot be used to set out new policy. SPDs can be a material consideration in planning decisions.

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 still apply.

Neighbourhood (Development) Plans and Orders

A Neighbourhood (Development) Plan (or NDP) is a community-led planning policy document, supported by the District Council that sets out policies for a designated neighbourhood area (normally a parish area). It can be used to influence the shape and type of development that will take place in a designated area. It can also allocate sites for development including land for housing and employment, safeguard areas of local green space and include policies for managing development.

A Neighbourhood Development Order grants planning permission for a particular type of development in a designated area.

The process for consultation is set out in [The Neighbourhood Planning \(General\) Regulations 2012](#). Once it is adopted or 'made' by the District Council, a Neighbourhood Plan or Order forms part of the Development Plan and is a material consideration when making decisions on planning applications.

Community Infrastructure Levy Charging Schedule

The Community Infrastructure Levy (CIL) is a charge placed on development, such as new homes and extensions to homes according to their floor area. The money generated through the levy will contribute to the funding of infrastructure, such as highway improvements, flood defences and schools, to support development growth in our District.

A Charging Schedule sets out the levy rate(s) that the authority will charge; the rate is charged per square meter. Like Local Plans it is subject to independent examination before it can be adopted. [The current rates can be found on the Council's website](#).

The CIL Charging Schedule will need to be reviewed periodically, usually at the same as the Local Plan.

In the event of a review of the CIL Charging Schedule, the processes for consultation and examination required to adopt such a schedule, as set out in [the Community Infrastructure Regulations 2010 \(as amended\)](#), will need to be repeated as appropriate. Any other legislative changes and requirements will be taken into account.

2.3 Other Planning Policy Documents:

Cirencester Town Centre Masterplan

The Cirencester Master Plan (or its successor) will provide a framework for the development of the Town Centre. In preparing such a framework there will be a need for consultation and engagement.

The adopted Local Plan 2011-31 paragraph 7.4.24 outlines the need for a Cirencester Master Plan

7.4.24 The Town Centre will, in the longer term, deliver significant retail and business opportunities along with new homes. This would be guided by a Town Centre Master Plan that will be produced by the District Council in association with other stakeholders, including the Town Council, Gloucestershire County Council, the local community, businesses and the Civic Society. The master plan will update and review the existing SPD and build upon the principles that are essentially still valid and supported. It will seek to develop Cirencester Town Centre in a holistic manner, balancing the need to manage traffic, and improve the appearance of the public realm with other competing, environmental, social and economic objectives.

The master plan will be considered for adoption by the Council. This will be accompanied by a consultation report that summarises the main issues raised and the main changes made to the draft document.

The Council maintains an evidence base to support the Local Plan and also produces a Local Development Scheme (LDS) which lists the programme for the preparation and review of planning documents, and the Authority Monitoring Report (AMR) to assess whether adopted planning policies are being successfully implemented and achieving their intended aims.

Evidence

All plans are supported by a wide variety of evidence which is produced and updated throughout plan preparation stages. To keep communities informed and involved in the plan making process we will publish the SCI and any other documents forming part of the evidence base as they are completed.

Evidence is not normally consulted on but it is made publicly available on our website.

Local Development Scheme (LDS)

The timetable for the production of the Local Plan and other Development Plan Documents is published in a Local Development Scheme (LDS). This is regularly reviewed and published when there are changes to ensure the most updated timescales are publicly available.

The Duty to Cooperate

In addition to public consultation on plans, local planning authorities are required to cooperate with each other, and other bodies, when preparing, or supporting the preparation of policies which address strategic matters. This 'Duty to Co-operate' is set out in the Localism Act (2011) and described in the National Planning Policy Framework and National Planning Practice Guidance on plan-making.

The 'Duty to Co-operate' is not defined as consultation, but it ensures that we work effectively with neighbouring authorities and other public bodies to address strategic issues that affect local plans and cross local authority boundaries.

Cotswold District shares a boundary with the following local planning authorities:

- Cheltenham Borough Council;
- Gloucestershire County Council;
- Oxfordshire County Council;
- Swindon Borough Council;
- Stroud District Council;
- Stratford Upon Avon District Council;
- South Gloucestershire;
- Tewkesbury Borough Council;
- Vale of the White Horse;
- Warwickshire County Council;
- West Oxfordshire District Council;

- Wiltshire County Council;
- Worcestershire County Council; and ☐ Wychavon District Council.

The Local Plan Regulations 2012 sets out the public bodies that we are required to cooperate with and we will engage constructively, actively and on an ongoing basis ([see Appendix](#)). The Duty to Co-operate is not a duty to agree, but we will make every effort to secure necessary cooperation.

Planning practice guidance establishes the council's responsibilities further (<https://www.gov.uk/guidance/plan-making>). In accordance with regulations the council includes details of what actions have been undertaken in accordance with the duty to cooperate in the Authority Monitoring Report (AMR) published annually.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

The Sustainability Appraisal (SA) is an integral and iterative part of the plan preparation process and is required for each Local Plan document, and SA and/or SEA for some Neighbourhood Development Plans and SPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given the alternatives.

At each stage of the Plan preparation there is a corresponding stage of the SA/SEA and these documents are made available during public consultation, including publishing any SA/SEA reports alongside early consultation documents. We will consult on the updated versions at the same time as we consult on the Local Plan. For example, the SA Report should be published alongside the Publication version of a DPD. This allows any interested party the opportunity to comment on the potential environmental, social and/or economic effects of a particular proposal or policy as it emerges.

Due to their technical nature, these documents may also be shared with specific social, economic and environmental consultees for their input. As a minimum we will meet the consultation requirements set out in the relevant regulations. Copies will be available on the website and at deposit locations.

Brownfield Land Register

The Council also has a duty to publish a Brownfield Land Register of previously developed land suitable for housing having regard to the criteria set out in [The Town and Country Planning \(Brownfield Land Register\) Regulations 2017](#)

Proposals to give any land on the register Permission in Principle (PIP) i.e. establish the principle of residential development, will be subject to consultation where appropriate in line with prevailing legislation and guidance. Further information on the Register can be found at: [Brownfield land registers - GOV.UK](#)

2.4 Who do we consult?

The following broad sectors of the community will be engaged in the preparation of planning documents in accordance with the relevant legislation:

Engagement should be between *'planmakers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees'* (NPPF, 16c)

[The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the legal requirements for consultation and public participation in respect of local planning documents. This includes specific and general consultation bodies, local residents and businesses.

A Neighbourhood Development Plan (NDPs) is community-led, prepared by a Parish Council or Neighbourhood Forum with support from the District Council, and like the CIL, it has its own set of legal requirements for consultation and examination (see chapter on Neighbourhood Planning).

Local Communities

We will engage with a range of groups and individuals who may have a role or interest in shaping the planning of Cotswold District, including any who have asked to be consulted. By 'community' we mean the individuals, groups and organisations that live, work and operate in the District. This includes, but is not limited to, for example local residents, businesses, schools, and community groups and other 'general' consultation bodies that are considered appropriate.

The interests of local communities can 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 a local / neighbourhood level. Specific interests or perspectives can be represented by interest groups. Some Town and Parish Councils are also preparing and have adopted Neighbourhood plans, which can contribute to the evidence for the Local Plan.

Local residents are relatively easy to identify, however, particular sections of local communities can be harder to reach. We will endeavour to engage with groups in our community that can find us less accessible (e.g. disability groups and ethnic groups) these are sometimes referred to as 'hard to reach' groups); and encourage involvement from groups that have traditionally not been involved in the planning process (for example younger people). We will seek to engage with the local community through both our general consultation procedures and if appropriate, through more targeted events, (e.g.

public meetings, exhibitions and other forums).

Statutory Consultees

There are certain groups that we must involve when consulting on the Local Plan. The Regulations 2012 identify specific organisations that where appropriate we are required to consult, and more general bodies. These are sometimes known as ‘statutory’ consultees and include organisations such as the Environment Agency, Historic England, Natural England and Highways England. A list of who we must consult is contained within the Regulations and set out in [Appendices](#).

Developers and Landowners

Most developers are familiar with 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.

Service Providers

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

Database of Consultees

A free-standing register of consultees is maintained and up-dated regularly by our Forward Planning team.

On 25th May 2018 the General Data Protection Regulations (GDPR) came into force. We need to ensure that contact details are up-to-date and that consultees are happy to remain on our database. If consultees consent to us holding their contact details we will notify them of future Local Plan consultations and the publication of future planning policy documents that support the Local Plan. Consultees can ask to be removed from the database at any time.

If you would like to be added to the database or need to amend your details, please email local.plan@cotswold.gov.uk call our Front of House Team on 01285 623000 or view the Planning Policy webpages on the Council’s website at www.cotswold.gov.uk to find the latest consultation link.

We will protect the personal details of respondents in accordance with the [Data Protection Act 2018](#) or its successor.

2.5 How do we consult?

‘Plans should be shaped by early, proportionate and effective engagement...’ (NPPF, 16c).

‘Plans should be accessible through the use of digital tools to assist public involvement and policy presentation’ (NPPF, 16e).

The various methods of engagement that we could use for consultations are listed below:

- **Council's website** – The main source of all documentation we publish.
- **Email** – Enables large numbers of people to be contacted quickly and efficiently.
- **Media releases** – News releases to local media to raise interest and awareness
- **Social media** – Use of social media to raise awareness. Particularly useful for targeting working age and young people.
- **Availability of consultation documents** – Relevant documents will be made available online and in paper form at a variety of public locations, including libraries.
- **Leaflets and posters** – Information will be displayed in public locations, distribution to large groups, could be more targeted to specific groups
- **Meetings, workshops, 'Drop-in' sessions and focus groups** – These will be organised where appropriate to facilitate face to face engagement with relevant parties.
- **Community events** – Where relevant we will bring our consultation to local community venues
- **Online videos** – Short videos published on the website, for example via social media or on YouTube.
- **Virtual meetings** - Workshops and Focus Groups, for example via zoom or webex.
- **Target events** - such as exhibitions with harder to reach groups for example, e.g. those who find us less accessible or are traditionally unlikely to engage

This list is not intended to be exclusive, there are other engagement methods that we may use. It is also not a commitment that all methods will be employed at relevant regulation consultation stages.

In order to ensure engagement with a wide range of organisations and individuals, all of our planning documents and planning applications will be available to view, where possible and access from our website: [Planning policy](#)

In addition, paper copies of planning policy documents are available to view at our office. During consultation periods, documents may also be made available at a number of deposit locations across the district, including libraries. We may make these documents available electronically to town and parish councils and statutory bodies. Requests for printed copies of documents may carry a printing, posting and administration charge.

Other engagement

In addition to meeting statutory consultation requirements during each stage of plan preparation we may also undertake preliminary engagement when there are opportunities for communities and interested bodies to shape the plan early on at the evidence gathering / survey stage. A range of methods, such as information gathering meetings and workshops, focus groups and targeted consultation may be used. The methods of consultation we use will vary depending on the nature of the planning policy document, the stage of the document being consulted on and the geographical scope or nature of the planning issue being considered. This may involve more than one round of consultation.

'There is considerable flexibility open to local planning authorities in how they carry out the initial stages of local plan production, provided they comply with the specific requirements in [regulation 18 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), ('the Local Plan Regulations') on consultation...' (NPPG, 2019, Paragraph: 034 Reference ID: 61-034-20190315)

Plan Making - Consultation Protocol

Typically planning policy documents follow a similar process of formal engagement, as laid out in relevant legislation or statute; public consultation on an initial document, a draft or submission version is then consulted upon following consideration of representations received; the document is submitted for examination where recommendations for modifications can be consulted upon and made, before adoption.

The following protocol* is principally set out with the Local Plan (DPD) in mind; and other statutory consultation such as SPDs and CIL, as appropriate.

We will endeavour to deliver the following protocols to assist with discharging duties contained within planning legislation:

At the start of the consultation, we will always notify statutory consultees and groups or individuals registered on our planning policy consultation database for planning matters, ideally by email or if specifically requested by letter, of the commencement dates and period for comment, along with clear guidance regarding how to comment.

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 the latest regulations; and 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.

Standardised representation forms will be produced at the pre-submission stage of plan production so that comments are framed around the 'tests of soundness' upon which Local Plans are examined. Representations will be able to be submitted via the Council's website.

Responses are strongly encouraged through the online consultation software as this will help to process comments in a more timely manner. However, written comments including by email (send to local.plan@cotswold.gov.uk) or letter (FOA: Forward Planning) are equally valid methods of submitting comments and will be manually inputted into the Council's online consultation software.

We will acknowledge receipt of all representations on planning policy. Correspondence sent to Local.plan@cotswold.gov.uk will receive an automated receipt.

We will publish comments received as soon as feasible on our website. However, comments must be 'duly made' (see glossary) to be considered within the plan making process.

We will summarise comments received after each consultation stage, and this will be made available via a 'consultation statement' that accompanies the emerging local plan and other planning documents. This will be made available via the Council's website and will be updated following the completion of a formal consultation.

The choice of feedback such as workshop, report or summary will be based on a proportionate approach, dependent on the stage a document has reached and the need for expediency for example.

We will prepare a consultation statement in line with prevailing Regulations setting out:

- which bodies and persons have been consulted
- how these bodies, and any other persons, were consulted,
- A summary of the main issues raised; and
- how those main issues have been addressed in the Local Plan and set out the number of representations received.

This document will outline how the main issues raised by consultation have been addressed, including any benefits this brought to the process, setting out the changes made to a planning policy document following consultation.

**Please also note the section below 'Exceptional Circumstances'*

All 'duly made' comments on the relevant planning policy document will be carefully considered. It is important to note however, that it will not always be possible or appropriate to take a comment on board or decide an issue in accordance with the comment received. There may be other material considerations such as requirements of legislation or national policies to which the Council must adhere. At Examination only soundness or legal compliance issues can be addressed by the Inspector.

We often receive a high volume of correspondence and are unable to respond to individual comments that we receive during a particular consultation. Petitions and campaigns are often equally of value as a reflection of particular concerns and can be useful where a community is not used to expressing its views in writing to the Council. Where such multiple, high volume, similar and/or repetitive representations are made on an issue however, these will be taken into account, but maybe considered as a single representation, in a proportionate approach. The duly made comments we receive on our planning policy documents will be made publicly available online at the earliest opportunity.

Respondents to consultations, particularly those in the development industry and private planning consultants, will be encouraged to submit representations via the Council's online consultation system. Letter, email or pdf / Word document (or similar) submissions will be discouraged unless respondents are unable to use the online consultation system (e.g., if a

respondent does not have access to a computer or smartphone). Respondents may be requested to submit their representation via the online consultation system if they submit their representation by letter, email or pdf / Word document (or similar).

Feedback Protocol

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

Feedback will include:

- An acknowledgement of your comments
- A summary, or full response report, of comments; and
- An outline of the actions taken and the reasons why in relation to a representation. - Frame the responses on a 'we asked, you said, we did' basis, where possible.

Developing the Local Plan and associated documents such as 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 on our website and in other council publications where appropriate.

We will, in addition, make our consultation report or summary document available at our council office and on our website as soon as possible, at: [Planning policy](#)

To assist with a more efficient consideration of representations and provide feedback, it is likely artificial intelligence (AI) will be used in future to support planners by summarising responses to aid, but not replace, the existing system of taking comments into account.

2.6 Exceptional Circumstances

Responding to Covid-19 safety guidelines has affected all aspects of our planning functions. In particular, they have affected the ability to make documents available in public places including local libraries, hold exhibitions, circulate leaflets, attend forums or meetings and the submission of paper-based representations as well as the ability for people and groups to meet together to prepare joint responses to applications and planning documents.

There may be times when we cannot meet all of our commitments due to exceptional circumstances, even though we have listed them in this document. We will always be committed to keeping essential services running but the way we deliver some services may change.

For example, during the coronavirus pandemic in 2020 we were not able to display printed copies of some of the Council's documents at the Customer Service Centres because the Centres in Cirencester and Moreton in Marsh were closed.

There may be other exceptional circumstances in the future which prevent us from doing what we have said we will. We will always follow the latest government advice on how to protect the community and our staff. In the meantime, we will try to use our website and social media more and conduct virtual meetings and conversations where that is possible.

Government advice (in October 2020) states:

The local planning authority should then make any temporary amendments that are necessary to allow plan-making to progress, and that continue to promote effective community engagement by means which are reasonably practicable. Local planning authorities are strongly encouraged to use online engagement methods to their full potential. (NPPG, Paragraph: 078 Reference ID: 61-078201200513)

2.6 When can I be involved?

How long does the Consultation Process last for each Planning Policy Documents?

We will normally consult on our plans for the minimum statutory periods of public consultation.

- Development Plan Documents, e.g. Local Plan - 6 Weeks
- Supplementary Planning Document - 4 Weeks
- Community Infrastructure Levy - 4 Weeks
- Scoping of Sustainability Appraisal/Strategic Environmental Assessment - 5 Weeks
- Neighbourhood Plan Area Designation - 4 Weeks
- Draft Neighbourhood Plan/Neighbourhood Development Order - 6 Weeks

The key stages are shown in more detail in the tables showing consultation involvement below.

Please note that if a consultation period will run over an established busy holiday period (for example Christmas or Easter) we may seek to extend the consultation period in such circumstances.

We will ensure that the time periods of consultations are clearly publicised. Late responses will be kept on file, but these will be unlikely to influence the content of documents, and will not be considered to be 'duly made' (see the Glossary for what is considered to be 'duly made').

We will consult on our planning policy documents at the relevant stages of plan-making, and we will be guided by up to date legislation, government guidance and best practice advice, and from our communications team, where appropriate. We will carry out planning policy consultations in line with our commitments as set out at the beginning of this SCI, and in accordance with the latest timetable set out in our Local Development Scheme (LDS).

Once the Plan has been submitted for Examination, the Council will take a proportionate approach to further consultation. During this busy Local Plan period it is unlikely the Council would seek resource intensive and/ or specific engagement activities (such as workshops) at this time.

Any main modifications to the Local Plan after submission to the Planning Inspectorate will be subject to a further 6-week consultation period, or as otherwise directed by the Inspector.

2.7 Key Stages of Consultation

The tables below show the key stages of consultation for planning documents and the opportunities to be involved. This table highlights the formal stages only and it does not list

informal engagements that may take place with organisations and groups in between the formal stages.

Development Plan Documents (including the Local Plan) DPDs

Table 1 - Key Stages in the Preparation of the Local Plan (DPD)

Stage	The Local Plan - How and what? Public Participation/ Formal Representations or Both?
Stage 1 Evidence Gathering	Public Participation - Early engagement with interested parties through meetings and information gathering.
Stage 2 Draft Plan Regulation 18	Public consultation on the scope of the plan, draft policies and draft proposals. This stage may include more than one round of consultation depending on the nature of the plan being prepared. A period of 6-8 weeks consultation. Comments received during the consultation are considered and used to inform the next stage of plan preparation.
Stage 3 Proposed Submission Regulations 19 and 22	Public Participation and Public Representations - Public consultation on the Proposed Submission version of the plan. A period of 6-8 weeks consultation. Representations received during the consultation are considered prior to the plan being submitted to the Secretary of State
Stage 4 Submission Regulation 22	The plan is submitted to the Secretary of State and an Independent Planning Inspector is appointed.
Stage	The Local Plan - How and what? Public Participation/ Formal Representations or Both?

<p>Stage 5</p> <p>Examination Regulations 2325</p>	<p>Formal Representations - The plan and representations are considered by the Independent Planning Inspector at a public examination. The purpose of the examination is to consider if the plan meets relevant legal requirements and if it is 'sound'. Soundness is tested by considering whether it is justified, effective and consistent with national policy. Any interested parties will be invited to speak at the examination, or to prepare written statements, setting out their concerns. Anyone can observe the examination hearings but only those invited by the Planning Inspector can participate. At the end of the hearings the Planning Inspector will issue a report to the Council containing recommendations relating to the plan</p>
<p>Stage 6</p> <p>Adoption Regulation 26</p>	<p>The Council will consider the recommendations made by the Planning Inspector and decide whether to adopt the plan.</p> <p>All consultees will be notified of any decision to adopt.</p>

The Cotswold District Local Plan was adopted in August 2018 - [Adopted Local Plan](#)

The Community Infrastructure Levy (CIL)

Table 2 - Key Stages in the Preparation of the CIL Charging Schedule

Stage	How & What?
<p>Stage 1</p> <p>Evidence gathering and early engagement</p>	<p>Early engagement with interested parties through meetings and information gathering, when necessary.</p> <p>Public Participation</p>
<p>Stage 2</p> <p>CIL Draft Charging Schedule Regulation 16</p>	<p>Public consultation on Draft Charging Schedule. The Council will publish a 'Statement of the representations procedure' setting out how and when consultations can be made.</p> <p>Public Participation & Formal Representation</p>
<p>Stage 3</p> <p>Submission</p> <p>Regulation 19</p>	<p>An Independent Examiner is appointed to conduct an examination of the Charging Schedule.</p>

Stage	How & What?
Stage 4 Examination Regulation 21	<p>The Charging Schedule is considered by an Independent Examiner at a public examination. Any interested parties will be invited to speak at the examination, or to prepare written statements, setting out their concerns. Anyone can observe the examination hearings but only those who have asked to speak will be heard. At the end of the hearings the Examiner will issue a report to the Council containing recommendations relating to the Charging Schedule.</p> <p>Formal Representation</p>
Stage 5 Approval Regulation 25	<p>Approval and publication of the Community Infrastructure Levy Charging Schedule</p> <p>Cotswold District Council adopted the CIL charging schedule in August 2018 and implemented CIL on 1 June 2019. More information can be found on the Cotswold District Council website.</p>

Supplementary Planning Documents (SPDs)

Table 3 - Key Stages in the Preparation of a Supplementary Planning Document (SPD)

Stage	Supplementary Planning Documents - How and what? Public Participation/ Formal Representations or Both?
Stage 1 Evidence Gathering Prepare draft SPD	<p>Early engagement with interested parties through meetings and information gathering. Preparation of the evidence base and input at an early stage.</p> <p>The preparation of draft documents will include the informal involvement of local communities and stakeholders in the development of policies.</p> <p>Public Participation</p>
Stage 2 Draft SPD Regulations 12	<p>Public consultation on a draft version of the SPD. Minimum 4 week period. Representations received during the consultation are considered and used to inform the final version of the plan.</p>

Stage	Supplementary Planning Documents - How and what? Public Participation/ Formal Representations or Both?
and 13 Representations and finalise SPD	Public Participation and Formal Representations
Stage 3 Adoption Regulation 14	We will make final changes as appropriate. A final version of the SPD is prepared and adopted by the Council.

3. Neighbourhood Planning

Neighbourhood Planning was introduced into law by the Localism Act (2011) and gives communities the power and opportunity to develop a shared vision for their neighbourhood and shape the growth of their local area. Neighbourhood Planning is not a legal requirement but a right which communities can choose to use; they can draw up either a Neighbourhood Development Plan or Neighbourhood Development Order or both.

Neighbourhood Development Plans can allocate land or establish policies for land use; and have a say on what buildings should look like, where housing should go or what infrastructure should be provided for example. These plans must be in general conformity with the strategic policies in the Local Plan and have regard to the national planning policy framework.

Once approved at referendum (community vote) Neighbourhood Development Plans 'come into force' as part of the statutory development plan and sit alongside the Local Plan. Neighbourhood Plans carry equal weight to the Local Plan. Decisions on planning applications are made in accordance with the development plan, i.e. using the Local Plan and Neighbourhood Plan, as well as any other material considerations.

Neighbourhood Planning allows communities a stronger role in shaping their local area through three distinct statutory powers:

Neighbourhood Development Plans are documents that set out a number of new planning policies for a defined neighbourhood area. A Neighbourhood Development Plan is prepared by a Parish Council or Neighbourhood Forum and is aligned with and supports the strategic needs set out in the Local Plan for the wider local area.

Neighbourhood Development Orders grant planning permission for specific types of development in a particular neighbourhood area. They can apply to a specific site or sites or wider area, or for a certain type(s) of development

Community Right to Build Order is a form of Neighbourhood Development Order to grant planning permission for small scale development for community benefit on a specific site(s) in a neighbourhood area.

3.1 What is the role of the Council in Neighbourhood Planning?

Like Local Plans, regulations cover Neighbourhood Plan / Development Order preparation and referendum stages and should be prepared in accordance with [The Neighbourhood Planning \(General\) Regulations 2012](#) or in accordance with subsequent legislation and guidance. Unlike Local Plans, Neighbourhood Plans are produced by local communities with the support of the Council. We have a duty to provide advice and direction at all stages (making and modifying) that we consider appropriate to help communities produce a neighbourhood plan or order¹.

We will support and assist neighbourhood planning groups, for example by:

- Provide initial advice and information to those expressing an interest in neighbourhood planning;

¹ [Neighbourhood Planning Act 2017](#), Section 6 (assistance) - amends Section 18 (SCI) of the [Planning and Compulsory Purchase Act 2004](#)

- Determine applications for a Neighbourhood Forum where appropriate²;
- Determine applications to designate a ‘neighbourhood area’;
- Carry out screening to identify and provide an opinion and advice on the need for a Strategic Environmental Assessment, Sustainability Appraisal or Habitats Regulations Assessment;
- Share and provide advice on documents and relevant information from within the Local Plan evidence base;
- Practical assistance, such as mapping, where possible;
- Provide advice on community engagement, publicising consultation including in the preliminary stages of neighbourhood plan making;
- Provide advice and informal comments on draft policies, on the emerging plan and other supporting documents;
- Make formal representations at the pre-submission and submission consultation stages;
- The Council will undertake the consultation on the Submission Plan or order, and organise and fund the examination and referendum;
- Consider the examiner’s report and determine whether the plan or order should go forward to referendum. Where an examiner recommends modifications, it is the Council’s role to consider and make the modifications;
- If the Plan or order passes the referendum, the Council will ‘make’ the Neighbourhood Plan or order as part of the development plan and publish on the Council website unless it considers that this would breach, or be incompatible with any EU obligation or any of the Convention Rights;

3.2 The key stages in preparing Neighbourhood Plans/Orders:

Table 4 - Key Stages in the Preparation of a Neighbourhood Development Plan or Order

Stage	The Neighbourhood Plan or Order - How and what? Public Participation/ Formal Representations or Both?
Stage 1 Designation	Neighbourhood Area Application is submitted to the Council. No statutory consultation is required if the area proposed is a single parish. If this area is not the same as the parish or town council boundary, we will consult on the application for a minimum of 6 weeks Formal Representations
Stage 2 Draft plan	The community will engage with and involve their residents in the plan preparation process and must report what they have done in their Consultation Statement. Draft Neighbourhood Plan or Order is prepared.

²
²

In areas where there is no town or parish council, such as a ‘parish meeting’

Stage	The Neighbourhood Plan or Order - How and what? Public Participation/ Formal Representations or Both?
preparation	Council provides on-going support and assistance, informal comments Public Participation
Stage 3 Pre Submission Regulations 14	Public consultation on the Pre-Submission plan. A period of 6-8 weeks consultation. <i>Consultation coordinated by the Neighbourhood Planning Group or Forum.</i> Council makes formal representations. Public Participation & Formal Representations
Stage 4 Submission to Local Planning Authority Regulations 15, 16, 22 and 23	The Plan or Order is submitted to the Council. If the Plan or order meets certain legal requirements the Council formally publicises and consults on the Plan. Public consultation on the Plan or Order. Minimum 6 week period. Council makes formal representations. Public Participation & Formal Representations
Stage 5 Submission of plan to examination Regulations 17 and 24	The Council, in liaison with the Neighbourhood Planning Group/Parish or Town Council/Neighbourhood Forum, will appoint an independent examiner who is sent all representations and who assesses the draft Plan or Order against required criteria. The Council organises and funds the examination.
Stage 6 Independent Examination Regulations 18 and 25	The examiner has 3 options: a) That the plan/order proceeds to referendum as submitted; b) The plan/order is modified by the LPA to meet basic conditions and then the modified version proceeds to referendum; c) That the plan/order does not proceed to referendum. If the Plan or Order proceeds to referendum and more than half the votes agree (50% plus one vote), it can proceed to adoption.
The Final Stage Adoption Regulations 18 and 25	The Plan or Order is “made” (adopted) by the Council.

Stage	The Neighbourhood Plan or Order - How and what? Public Participation/ Formal Representations or Both?
Proposals for the modification of a Plan	Council advises and assist modifying an existing Neighbourhood Plan, proportionate to the changes proposed.

The process for modifying neighbourhood plans, should be flexible to correct errors and keep them up-to-date, and should therefore be proportionate to the changes proposed.

Minor updates that would not materially affect policies may be made by the local planning authority, with consent from the qualifying body. In these circumstances, there is no need to repeat consultation, examination and the referendum. Substantial revision to a neighbourhood plan would need to go through the later stages of the process (see table above), from pre-submission consultation onwards.

To date Tetbury and Tetbury Upton, Lechlade on Thames, Northleach with Eastington all have adopted Neighbourhood Plans. There are a number of other Neighbourhood Plans underway, their progress can be found on our website.

The Neighbourhood Planning web pages can be found here: [Neighbourhood planning](#)

For further Information see: [Locality Neighbourhood Planning: Home](#)

4. Consulting on Planning Applications

A planning application is submitted to the Council when planning permission is needed for a change of use or physical works, for example. The planning application may consist of an application form, accompanying plans and supporting details.

Planning decisions are made in line with the development plan unless material considerations such as national planning policies indicate 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 postapplication.

4.1 Community Involvement by the Developer

Section 61W of the Town and Country Planning Act 1990 added to 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.

Community involvement should ideally be sought in two stages:

1. 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
2. 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.

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.

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.

4.2 Pre-Application discussions with the council

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 charge a fee for pre-application advice in accordance with the publicly available detailed information and scale of charges on the Council's website.

4.3 Legal consultation requirements

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

We ensure that we carry out all consultations that we are required to undertake and allow the necessary time period for comments to be made. Consultation according to individual site characteristics and the nature of development proposals, may include:

- 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 the Environment Agency.

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
 - Neighbourhood Planning Groups

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.

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.

All applications are scanned and entered onto our website using a continuously updated Planning On-Line system. Members of the public are able to view on-line application forms, full plans, drawings, applicant correspondence, submitted comments and can comment on them directly via the website. Comments from interested third parties are removed from the website after the application is determined and any timeframe for an appeal has expired.

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.

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 includes planning permissions or consents, including Listed Building Consents, TPO applications and Permission in Principle (PIP) applications. The Scheme of Delegation is available from our offices or can be viewed on our website.

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. Public speaking invitations/ notifications will be sent out to those who have submitted or commented on a proposal 10 days prior to the meeting.

People who have objected to or supported an application (or their representatives) are allowed to speak at meetings of the Planning and Licensing Committee subject to certain rules. This facility is also available to a representative of the town or parish council, and the applicant or agent. Information about public speaking is available either from our offices or can be viewed via our website [Public participation](#).

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.

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 an alternate view is reported in the minutes of the meeting. All information, including Officer reports, is publicly available, on our website.

5. Appendices

The legislation for specific and general consultation bodies can be found in the Local Plan Regulations 2012: <https://www.legislation.gov.uk/ukSI/2012/767/regulation/2>.

Please note the following lists are not exhaustive and also relate to successor bodies where relevant.

5.1 Specific consultation bodies:

The following specific consultation bodies must be consulted where the Council considers that they may have an interest in the subject of the planning document:

- a) The Coal Authority
- b) The Environment Agency
- c) Historic England
- d) Marine Management Organisation
- e) Natural England
- f) Network Rail
- g) Highways England former Highways Agency
- h) A relevant authority any part of whose area is in or adjoins the local planning authority's area (such as):
 - a. Adjoining local planning authorities
 - b. Gloucestershire County Council
 - c. Parish and Town Councils within and adjoining Cotswold District Council's area
- i) Electronic communications companies who own or control apparatus situated in Cotswold District Council
- j) Exercises functions in any part of the local planning authority's area:
 - a. NHS Gloucestershire Clinical Commissioning Group (former Primary Care Trusts)
 - b. Relevant utility and infrastructure providers (including water, sewerage, electricity, gas and telecommunications)
- k) Homes England (former Homes and Communities Agency)
- l) Active Travel England

5.2 Duty to Co-operate bodies

The Localism Act 2011 introduced a Duty to Co-operate, which is designed to ensure that all organisations involved in planning work together on strategic issues.

The authorities and agencies that the Council will co-operate with are specified in Regulation 4 of the Town and Country Planning (Local Development) (England) Regulations 2012. <https://www.legislation.gov.uk/uksi/2012/767/regulation/4>

The following bodies are prescribed as Duty to Co-operate stakeholders (though this may not be an exhaustive list):

- a. The Environment Agency
- b. Historic England
- c. Natural England
- d. Mayor of London
- e. The Civil Aviation Authority
- f. Homes England
- g. Gloucestershire Clinical Commissioning Group (CCG)
- h. The Office of Rail Regulation
- i. Integrated Transport Authorities
- j. Gloucestershire County Council as the local Highway Authority
- k. The Marine Management Organisation
- l. Gloucestershire (GFirst) Local Enterprise Partnership (LEP)*
- m. Gloucestershire Local Nature Partnership (GLNP)*

**have regard to their activities*

5.3 General consultation bodies

We also consult with general organisations and other consultees that we consider appropriate and have an interest in our policies and who can help us with information and ideas, such as, but not limited to;

- a) Voluntary bodies some of all of whose activities benefit any part of the administrative areas
- b) Bodies which represent the interest of different racial, ethnic or national groups within the administrative area
- c) Bodies which represent the interests of the different religious groups within the administrative area
- d) Bodies which represent the interests of disabled persons within the administrative area
- e) Bodies which represent the interests of person carrying on business within the administrative area (such as local Chambers of Commerce)

5.4 Other consultees

We may consider the need to consult where appropriate include, for example;

- Relevant educational bodies (such as The Royal Agricultural University)
- Bodies which represent the interest of environmental groups within the administrative area (such as Council Protection of Rural England, Cotswold Conservation (AONB) Board, Cotswolds Canals Trust, The Woodland Trust, Gloucestershire Wildlife Trust, Farming and Wildlife Advisory Group)
- Relevant service providers (such as transport providers) and local community groups
- Bodies which represent health and sporting groups (such as Sport England)
- Registered Social Landlords, The House Builders Federation
- Emergency Services
- Gloucestershire County Council

Please note that this list is not an exhaustive one.

Any individual or organisation may request to be added to the Local Plan consultee database by contacting Local.Plan@cotswold.gov.uk or 01285 623000.

**For Neighbourhood Planning see Schedule 1 'consultation bodies' for Regulations 14 and 16*
<https://www.legislation.gov.uk/ukxi/2012/637/schedule/1/made>

6. Glossary

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.

Community: The term 'community' we use to mean the individuals, groups and organisations that live, work or operate in the District. This includes residents, businesses, community groups and service providers. There are different groups that make up our community and have different needs and expectations.

Community Infrastructure Levy (CIL): A charge that allows local authorities to raise funds from most types of development in their area to fund essential infrastructure.

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 Policies: 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.

‘Duly made’ (comments): Term referring to assessment of comments received during public consultation. To be considered ‘duly made’ they must;

- Be received within the specific consultation period – late comments at the formal stages will not be accepted;
- Not be anonymous;
- Not be offensive, libellous or otherwise breach the law i.e. inadmissible; and □ Relate to the document, its contents or preparation, and/ or as otherwise stated.

Examination Hearing: This is a public examination into the soundness of a development plan document by a Planning Inspector.

Independent Examination: The purpose of an independent examination is to consider the ‘soundness of a plan’ by an independent Planning Inspector, appointed by the Secretary of State to conduct the examination to consider the document as a whole and determine its soundness. In assessing this, the independent Planning Inspector will consider all representations made on the submitted document and the changes that have been suggested by those making representation.

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

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.

Local Plan: see ‘Development Plan’.

Local Planning Authority: The public authority whose duty it is to carry out specific planning functions for a particular area.

Made: Refers to the final stage of Neighbourhood Development Plan (NDP) preparation in which the Plan is successfully ‘made’ (approved) by the Local Planning Authority

Masterplan: is an all-encompassing term. Its scope can range from a 10 year implementation at the regional scale, to an illustrative plan of small-scale groups of buildings.

National Planning Policy Framework (NPPF): The 2012 National Planning Policy Framework Introduced a new planning system. Its 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. Updated 2019.

Neighbourhood Plan: See Neighbourhood Development Plans.

Neighbourhood Development Plans: A plan prepared by a Parish or Town Council or a neighbourhood forum for a particular neighbourhood area.

Neighbourhood Development Order: Grants planning permission for a particular type of development in a particular area. This could be either a particular development, or a particular class of development (for example retail or housing).

Participation: The extent and nature of activities undertaken by those who take part in public or community involvement.

Planning and Compulsory Purchase Act 2004: This is an act which makes provisions relating to spatial development and town and country planning; and the compulsory acquisition of land.

Planning Application: An application to the Local Planning Authority to seek permission for development or use of land.

Representations: Comments submitted in response to a formal or informal consultation.

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.

Scoping: The act of or involving an investigation or discussion to determine the effect a proposed policy or project would have on a community or the local environment.

Statement of Community Involvement (SCI): A document that sets out what consultation will take place with the community on planning policy documents and planning applications

Supplementary Planning Documents: These documents contain policy guidance to supplement the policies and proposals in the Local Plan.

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).

Statement of Community Involvement (SCI) 2020 – Addendum 2023

The SCI should be reviewed every 5 years from the date of adoption. However, we also intend to make some minor revisions to ensure the document remains up to date and relevant to forthcoming consultations, on an on-going basis. The list of anticipated revisions is below. In due course the document will be reviewed in full.

Requirement / update	Adopted SCI 2020 – already included?	SCI minor revision 2023
New NDPs that have been made	Yes – include new NDPs	<p>Page 5, section 1.3</p> <ul style="list-style-type: none"> • Fairford • South Cerney • Kemble and Ewen Neighbourhood • Preston Neighbourhood Plan • Somerford Keynes and Shorncote Neighbourhood Plan
New hyperlink to Local Plan	Yes – broken link	<p>Page 7, add in new hyperlink - ‘Adopted Local Plan’</p> <p>https://www.cotswold.gov.uk/planning-and-building/planning-policy/local-plan-2011-to-2031/</p>
Use of AI in auto-summary of representations - inform	No – new use of technology, new/future process	<p>Section 2.5 – Feedback Protocol page 16 – additional text, at end.</p> <p><i>To assist with a more efficient consideration of representations and provide feedback in a timely manner, it is likely artificial intelligence (AI) will be used in future to support planners by summarising responses to aid, but not replace the existing system.</i></p>

Ensure that campaigns/ group objections/ comments on a single issue are treated as one representation rather than 100s – resource issue – repetitive representation.	No – for example, e-campaigns and ability to send multiple/ high volume identical or similar representations to a single issue which are resource intensive to acknowledge and consider individually.	Section 2.5 ' Plan-making - Consultation Protocol ' p15 – additional text. <i>'...We often receive a high volume of correspondence and are unable to respond to individual comments that we receive during a particular consultation. Petitions and campaigns are often equally of value as a reflection of particular concerns and can be useful where a community is not used to expressing its views in writing to the Council. Where such multiple, high volume, similar and/or repetitive representations are made on an issue however, these will be taken into account, but maybe considered as a single representation, as a proportionate approach.</i> The duly made comments...'
Missing word error	No – end of sentence	Section 2.5 - Plan Making - Consultation Protocol page 15 ' <i>...following consultation.</i> '
Encourage the use of online consultation system	Yes – improve	Section 2.5 ' Plan-making - Consultation Protocol ' page 14 – insert word - ' <i>Responses are strongly encouraged through...</i> '
Encourage the use of online consultation system	Yes - promote the use of the digital engagement platform, especially from the	Section 2.5 ' Plan-making - Consultation Protocol ' page 15

	development industry and private planning consultants.	<p>- Add in paragraph at end of the section -</p> <p><i>Respondents to consultations, particularly those in the development industry and private planning consultants, will be encouraged to submit representations via the Council's online consultation system. Letter, email or pdf / Word document (or similar) submissions will be discouraged unless respondents are unable to use the online consultation system (e.g. if a respondent does not have access to a computer or smartphone). Respondents may be requested to submit their representation via the online consultation system if they submit their representation by letter, email or pdf / Word document (or similar).</i></p>
Documents need to be accessibility compliant	Yes – word accessibility checked already	N/A
CDC logo	Yes – remove old version and update	Update to new CDC logo on front cover
Statutory Consultees	<p>Yes – new statutory consultee to include in list.</p> <p>https://www.gov.uk/government/organisations/active-travel-england</p>	<p>Appendix – Section 5.1 Specific Consultation Bodies – include</p> <p><i>l) Active Travel England</i></p>
Consultation Database hyperlink – new system	Yes – link to Objective Limehouse	<p>Section 2.4 Database of Consultees page 12 - Remove need for hyperlink in text.</p> <p>Remove '...or sign up using this link: Consultation Home'.</p> <p>Insert text '<i>...or view the Planning Policy webpages on</i></p>

		<p><i>the Council's website www.cotswold.gov.uk to find the latest consultation hyperlink'.</i></p>
<p>'Coronavirus Development Management and Building Control' – specific reference to Covid19 measures that are no longer relevant. (Exceptional Circumstances section however, remains useful).</p>	<p>Yes – delete – not current practice.</p>	<p>Section 2.6 Exceptional Circumstances</p> <p>Delete subsection –</p> <p>Coronavirus Development Management and Building Control</p> <p>At the moment, Autumn 2020, we have had to adapt some of our processes and procedures to maintain the safety of our team and our clients. Our offices are now closed but staff are working remotely and electronic applications and pre-application responses will continue to be processed. We can assess samples from photographs, manufacturers details and also hold video conferences.</p> <p>Our consultations will all be electronic as we reduce paper handling as much as possible. Anyone wishing to make comments on applications should do so online or by e-mail. For more information please visit. Coronavirus – Planning and building</p>

