

Statement of Community Involvement

MINERALS & WASTE DEVELOPMENT FRAMEWORK



The Vision

Community
Consultation

Involving People

Community &
Stakeholders

The Statement of Community Involvement (SCI) sets out how and when the County Council will seek your involvement in the planning of Minerals and Waste and County Council developments such as schools and new roads.

November 2006

MINERALS AND WASTE
DEVELOPMENT FRAMEWORK

Statement of Community
Involvement

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Foreword to the SCI

by Diane Tilley,
Director of PEP/Cabinet Member

The County Council is committed to asking, listening to and learning from communities in Worcestershire.

A key aim of the Government's planning reforms is to 'strengthen community involvement and participation' in the planning process. We will accomplish this through our Statement of Community Involvement (SCI). This document forms part of the Council's Minerals and Waste Development Framework. It sets out the County Council's approach to consulting and seeking the involvement of communities and stakeholders in the preparation of its minerals and waste planning documents and in the consideration of planning applications.

By influencing the development of mineral, waste and other County matter planning issues within Worcestershire the community can be involved in the decisions that affect them. To enable this to happen we will make sure that all consultations are carried out in accordance with the SCI, ensuring that all consultation that is carried out is open and transparent. Your involvement is important to us in shaping minerals and waste planning within Worcestershire. We will work towards seeking involvement from all members of the community regardless of age, gender, ethnicity, disability, socio - economic status or educational attainment.

Please do let us know your views during our consultations and if you also have ideas on how we might improve upon our consultations on planning matters with you please do let us know.

Cabinet adopted this Statement of Community Involvement on the 30th November 2006.

Signed

Diane Tilley

Director of PEP/Cabinet Member



Foreword to the SCI by Diane Tilley, Director of PEP/Cabinet Member

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PART 1

The Statement of Community Involvement (SCI) sets out how and when the County Council will seek your involvement in the planning of minerals and waste and County Council developments such as schools and new roads

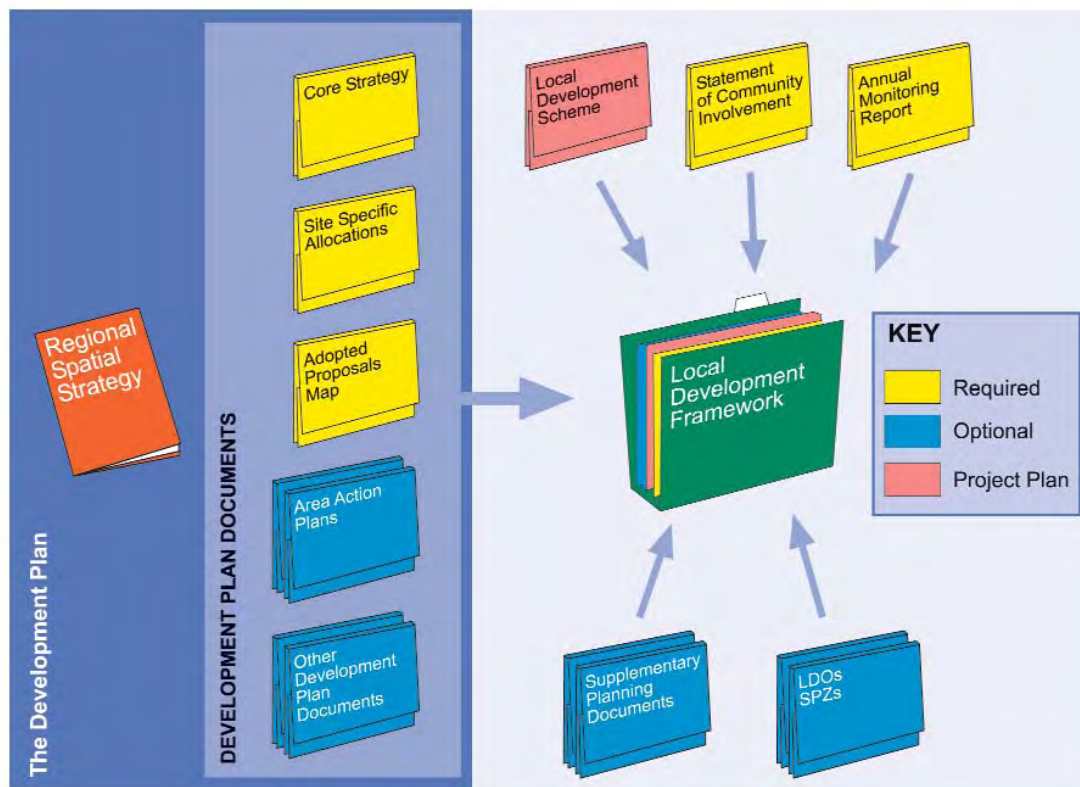
Introduction

1.1 A key objective of the new planning system is to strengthen community involvement and to this end the County Council is required to prepare a Statement of Community Involvement (SCI). The purpose of the SCI is to set out in broad

terms how communities and stakeholders will be engaged in the preparation and revision of Mineral and Waste development documents as well as in the consideration of planning applications received by the County Council.

1.2 The SCI (adopted by Council, November 2006) will form part of the Minerals and Waste Development Framework. All local development documents prepared by the County Council have to comply with the requirements of this SCI.

Fig. 1.1 The Local Development Framework



Source: Planning Policy Statement 12: Local Development Frameworks



1.3 The SCI has been prepared with a mind to finding new ways of involving the community more effectively and ensuring that those with an interest in planning at the County level are involved. It has been informed by a period of evidence gathering asking, listening and learning from the community. In order to produce a sound and effective SCI, the County Council must have an understanding of the community and people who live within the County. This will ensure that the SCI can be tailored to their needs and lifestyle, Appendix 1 contains a profile of Worcestershire. The statement utilising a combination of consultation methods that are deemed to be fit for purpose and realistic within resource constraints of the planning department.

1.4 The SCI will be kept under review through the Annual Monitoring Report, with annual monitoring of successes and areas for improvement, and will be revised as necessary.

The Benefits of Consultation

1.5 Providing greater opportunities for community involvement can be seen to benefit the community, individuals and organisations by:

- Providing a means for the people of Worcestershire to express their views such as upon the services that they want
- Providing an opportunity to influence the decision making process and shape the future of Worcestershire
- Providing a greater sense of ownership in decision making and accountability of the Council
- Improving community cohesion and fostering a sense of inclusion
- Providing value for money
- Fostering a better understanding of the way services (particularly planning) in the County Council work

1.6 There are also benefits to the County Council, which include:

- Increased input in to problem solving and suggestions of new ideas
- Ensuring that services are provided in the interests of the community
- Improving the participation in services
- Improved understanding and satisfaction with services provided and decisions taken
- More effective and efficient use of resources, by establishing consensus early on in the process

The Vision

1.7 In light of the above benefits we will strive towards delivering the following vision:

There will be genuine opportunities for all members of the community to have a stake in the decisions that will influence minerals and waste planning within Worcestershire.



The Linkage to the Community Strategy

1.8 The Local Government Act 2000 requires all Local Authorities to produce a Community Strategy. Worcestershire Community Strategy was approved in 2003. As the first community strategy for Worcestershire it is an overarching document that is supported and delivered through a whole range of local plans, strategies and delivery agencies. The strategy is an aspirational document that sets out the vision for Worcestershire over the next 10 years, to 2013. The document addresses six themes:

1. Communities that are healthy, and support vulnerable people
2. Communities that are safe, and feel safe
3. Learning and skills for everyone, at every age
4. Economic success that is shared by all
5. A better environment for today and for our children
6. Connecting Worcestershire

1.9 The Government has identified the local development framework as being a key mechanism for delivery of the Community Strategy. The County Council will aid this by having regard to consultation responses to the Community Strategy as part of the development of the Minerals and Waste Development Framework. Through the SCI we also ensure that in our preparation of documents and consideration of planning applications we abide by the values included in the Community Strategy namely:

- Treating people with equality and valuing diversity
- Working in partnership with others and
- Involving and listening to local people and local communities, both of geography and interest.

The Principles of Community Consultation

1.10 A review of the Council's public consultation practices was undertaken in 2003 involving Councillors, Chief Officers and a Citizens Panel. The outcome was the production of the Council's Consultation Strategy, a comprehensive 'how to' toolkit and a database of consultation exercises undertaken, and their findings, as well as those being planned.

1.11 The SCI will work within the framework of principles for public consultation as set out in the County's Consultation Strategy. Consultation undertaken for the preparation of Minerals and Waste development documents and consideration of planning applications will reflect the principles included in Appendix 2.

Community and Stakeholders

Who are the community?

1.12 In developing planning policies and in consideration of planning applications, consultation programmes will have regard to the demographic profile of the area effected.

1.13 A full list of the types of groups contacted can be seen in Appendices 3 and 6.

Communities can be defined in a number of ways, the most obvious of which is geography, but people belong to many different communities at different times of their lives. Users and citizens can be for example, members of communities of interest (commuters or churchgoers), demographic groups (young people or older people) or minority communities (black and minority ethnic groups, non-English speaking).

The communities can provide important invaluable information, for example local knowledge. To consult successfully there needs to be an understanding of the perspective of all the people the County Council serve and the complexities of all the communities. In this way the County Council will be more able to plan for and respond to people's needs.

Source: www.worcestershire.gov.uk/home/cs-con-strategy.htm

Inclusiveness

1.14 The SCI is to be inclusive and should recognise the diversity of people who live in Worcestershire and listen to everyone's views. However there are some groups who the County Council have traditionally not engaged with and their views may have

been under represented in consultation processes. These are what the County Council have labelled 'hard to reach' groups. As a result of the audit of previous consultations it has been found that the views of 21 'hard to reach' groups have been under represented.

1.15 Although groups have been identified as being "hard to reach" often what has not been established are contact details of the people that fall within these groups. As part of the SCI process the County Council, will continue to endeavour to identify people who fall within these groups, who may have an interest in County Planning matters. The County Planning Section has already made contact with some of the groups as listed below, contacts with other groups will continued to be sought as appropriate:

- Black and Minority Ethnic Groups (BMEs)
- Young people
- Gypsies and travellers
- People living in rural areas
- Parent and toddler groups
- Those people with a disability
- Older people

1.16 It is recognised that different methods of consultation as well as the careful selection of venues will be needed to engage with people from within these groups. However whilst recognising the differing needs of these groups, due to resource constraints the aim would be to find common methods of consultation, that are appropriate and suitable for everyone.

1.17 The Council will make every endeavour to meet the requirements of the Race Relations Act 2000, the Disability Discrimination Act 1995 and the Sex Discrimination Act 1975.



Involving People

1.18 The County Council through the SCI will be seeking to strengthen engagement with communities through a variety of methods. The County Council has adopted a model called the ladder of participation that sets out the different levels of involvement in consultation. The SCI adopts the following three levels of consultation

- Information - Inform people what is planned and what the current position is, so they are informed about what is happening at each stage of the process. It is then up to the individual to decide if they want to get further involved. For example inform people about the out come of a planning application or publication of the Local Development Scheme.
- Consultation - Consult with groups/ individuals, offering a number of options and taking account of the feedback, making clear what can and cannot be changed. For example inviting representations on a planning application or the draft version of a document.
- Deciding together - Involve individuals/groups by encouraging them to provide ideas and options around a particular option. For example the identification of key issues that need addressing for waste disposal.

1.19 It is not enough to simply ask people their views. Results will be fed back to participants, colleagues, and partners, informing them as to what will happen next.

Communicating

1.20 The County Council is committed to offering equal access to its services to all members of the community. It recognises that a vital element in achieving this is the ability to communicate with people effectively. Some users have particular communication needs. The use of plain English in the drafting of development documents can contribute to the greater involvement of the community in planning. Accordingly all development documents produced by the Council will be prepared having regard to the standards established as part of the Plain English Crystal Mark campaign. In addition to the written word, the Council will make available, upon request, the following services:

1. On telephoning 01905 766717 blind or visually-impaired customers can receive documents reproduced in:
 - Large print
 - Braille
 - Audiotape
 - Floppy disks, CD-ROMs or e-mail
2. Deaf or hard of hearing customer can use the Minicom service (Tel: 01905 766399). The Minicom number will be attached to documents. It may also be possible to arrange for an interpreter. However the County Council recognise that many such customers will already have their own preferred interpreters.
3. For those whose first language is not English the Ethnic Access link scheme (Tel: 01905 25121) provides an interpretation, translation, liaison and advice service. The ethnic access link signpost will be attached to documents.



1.21 Documents (and the planning register) will also be made available for inspection during normal working hours at County Hall reception as well as County libraries and one-stop shops (and District Planning Offices). Planning Committee reports and minutes of decisions will be available at County Hall reception. All documents will be available on the website.

1.22 Access to a planning officer for enquiries in relation to both planning policy and planning applications will be available during office hours, by appointment. We will do our best to assist those people who have not made an appointment, but still require assistance. However it may mean scheduling an appointment for another time.

Legal Duties

1.23 There are clear obligations and responsibilities on Local Authorities to promote equality and recognise the needs of all sections of their community. To ensure that we do not discriminate against people who have a disability, in any of our consultation exercises we will select, and inspect in advance, venues that are accessible and/or have facilities for disabled users. Likewise displays will be positioned in accessible locations only. Sign language interpreters will be provided where required. Dogs for the blind will also be welcomed to consultation events. The Council have operated a Race Awareness Campaign for a number of years to remove unlawful discrimination and promote equality. Gypsies and travellers are a recognised racial group.

1.24 Under the Freedom of Information Act (2000) and Environmental Information Regulations members of the public have a general right of access to a range of information held by the Council. Details of information held by the Council are available through the County Council's publication scheme. We aim to make as much information as possible available via the County Council website. If you cannot find the information you want either on the website or through the publication scheme you have a right to request to see information held by the Council. For all enquiries about the Councils access to information policies please refer to <http://worcestershireshub.org.uk/home/wcc-records-foi>.



PART 2

The Council will prepare a variety of planning documents to guide the development of minerals and waste. Development proposals will need to demonstrate how they comply with these documents

The Minerals and Waste Development Framework

2.1 The Minerals and Waste Development Framework consists of a number of Local Development Documents:

- Development Plan Documents;
- Supplementary Planning Documents; and
- Statement of the Community Involvement.

2.2 Development Plan Documents can be either in the form of a core strategy, site specific allocations of land or an area action plan, all of which must be accompanied by a proposal map that illustrates the spatial extent of the policies. A programme for the production of documents that the County Council will be preparing is included within the Minerals and Waste Development Scheme. It is important to note that the Minerals and Waste Development Framework is prepared within the context of the Regional Spatial Strategy (RSS). Any local community engagement needs to be aware of these wider regional influences as well as the involvement of the key stakeholders such as the Regional Planning Body, adjoining authorities and the needs of the Minerals and Waste Industry.

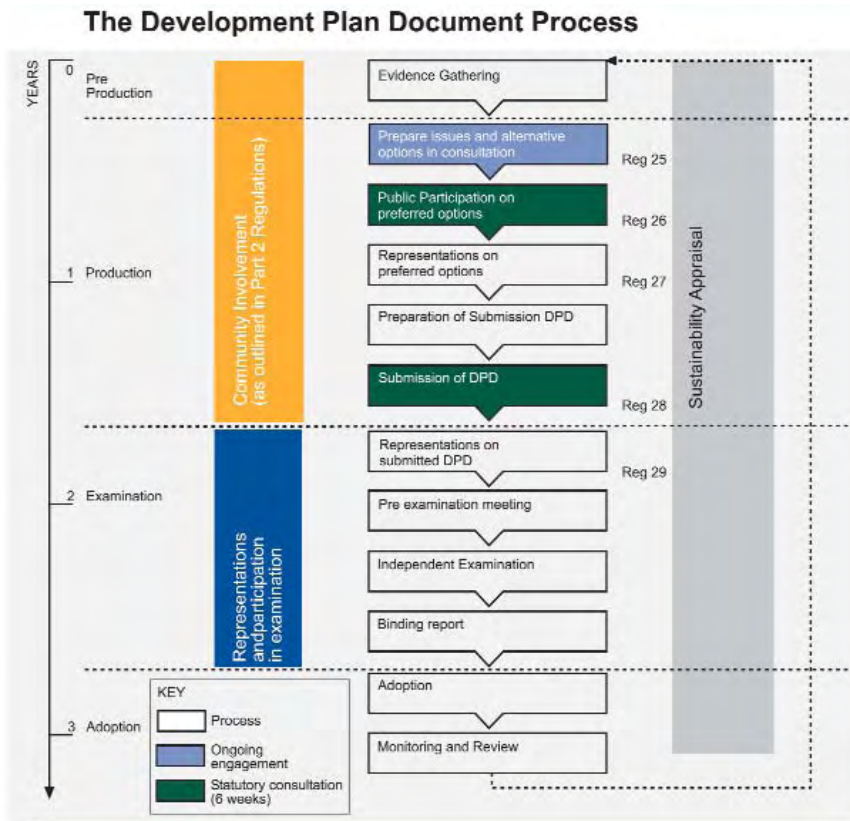
Types of Development Plan Documents (DPD's)

Core Strategy:	This establishes the key elements of the planning framework for the development and use of land over a period of at least 10 years and, once adopted, all other development plan documents must be in conformity with it. PPS 12 states that the core strategy for minerals should take account of the need to contribute appropriately to national, regional and local requirements at acceptable social, environmental and economic costs and for waste, should set out a planning strategy for sustainable waste management which enables adequate provision of waste management facilities in appropriate locations (para 2.11).
Site Specific Allocation:	Land identified with specific uses or policies relating to the delivery of allocations do not form part of the core strategy but instead are detailed in Site Specific Allocation documents.
Area Action Plan:	Addresses areas of significant change, or conservation, with a timetable for action on how to deliver the change or specific measures
Proposals Map:	Provides an up - to- date visual expression of the Councils planning policies and proposals, including areas of protection

The preparation process for DPD's is shown on the next page



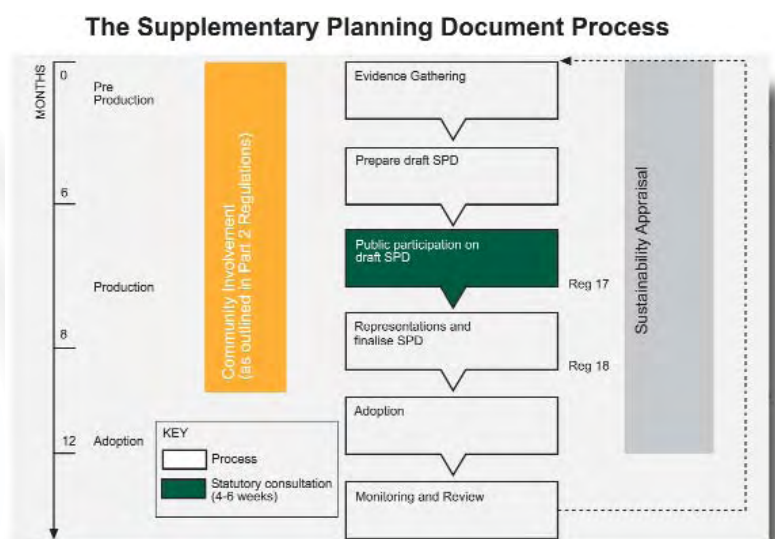
The preparation process for DPD's



Source: Planning Policy Statement 12: Local Development Frameworks

Supplementary Planning Documents

2.3 While these may contain policies, which expand, or supplement policies of the development plan documents, they do not themselves form part of the statutory development plan. They may cover either a range of issues or be site specific but should not contain policies which should be included in the development plan document and thus be subjected to independent scrutiny. The process for preparation of a SPD is shown in the diagram opposite.



Source: Planning Policy Statement 12: Local Development Frameworks



Sustainability Appraisal

2.4 During consultation of both Development Plan Documents (DPD) and Supplementary Planning Documents, each document, will be accompanied by a Sustainability Appraisal and Report. Although not part of the Minerals and Waste Development Framework the Sustainability Appraisal (SA) of the documents is required by legislation. The purpose of the SA process is to assess and document the social, economic and environmental implications arising from each Local Development Document.

2.5 It should be noted that the legal requirement to undertake Strategic Environment Assessment is incorporated into the Sustainability Appraisal process. As with the DPD's the Council will seek early involvement with key stakeholders and the community as part of the SA process. Potential methods of consultation are set out in Appendix 4.

Involvement in Local Development Documents and Development Plan Documents

2.6 As the Minerals and Waste Planning Authority for Worcestershire, the County Council has the responsibility to establish the strategy, policies and proposals for minerals and waste. The details of each of the documents that the Council intends to produce, and the programme for doing so, is summarized in the Minerals and Waste Development Scheme. As part of the evidence gathering and consultation exercises undertaken in preparation of the SCI, the community and stakeholders were asked how they would wish to be involved in future document preparation. Reflecting the responses received the minimum approach that will be taken for consultation is illustrated in table 1.0 below, with further detail provided in Appendix 4. Whilst the current Development Scheme programme (2005) does not include Allocation Plans or Supplementary Planning Documents, the intended method of consultation are shown, should priorities within the Development Scheme change.

2.7 For each document the Council will submit a formal Statement of Compliance for examination. This will set out, in detail, how the authority has gone about preparing the respective document in accordance with the principles and methods of community involvement as set out in this Statement of Community Involvement.



Table 1.0.

Indicative methods for involvement in local development documents and development plan documents.

Note: this table is expanded upon in appendix 4 for those documents identified within the Minerals and Waste Development Scheme

Consultation Group	SCI	Core Strategy & Proposals Map	Site Specific Allocations Area Action Plans & Proposals Map	Supplementary Planning Documents	Sustainability Appraisal
Landowners, Developers, Consultants & Agents	Postal survey Web survey	Postal survey Web survey	In depth interviews Web survey	Postal survey Web survey Workshop	Web survey
Industry, operators & local business		Postal survey Newsletter Web survey	In depth interviews Web survey		Web survey Focus group
Governmental & Statutory Agencies		Web survey Workshop	Web survey Workshop		Postal survey Web survey Workshop
Parish Councils		Postal survey Newsletter Workshop/Focus Group	Web survey In depth interviews	Postal survey Web survey	Web survey Postal survey
LSP - (Worcestershire Partnership)		Postal survey Web survey	Postal survey Web survey	Postal survey Web survey	Postal survey Web survey
Community groups		Newsletter Workshop/Focus group Web survey	Exhibition Workshop/ Focus group In depth interviews	Postal survey Web survey Workshop/Focus Group	Web survey Workshop/Focus Group
Interest groups (e.g. Environmental, Recreational groups)		Web survey Workshop/Focus group Newsletter	Workshop/Focus group Exhibition In depth interviews	Postal survey Web survey Workshop/Focus Group	Web survey Workshop/Focus Group
Hard to Reach Groups		Stakeholder workshop workshop	Stakeholder workshop/ existing community network Postal survey	Stakeholder workshop/ existing community network	Stakeholder workshop/ existing community network
Members of the Public	Web survey Press release	Web survey Workshop	Web survey Exhibition	Web survey	Web survey Citizens Panel

PART 2 • The Minerals & Waste Development Framework



Comments Received and Continued Communication

2.8 As part of the evidence gathering exercise in preparing the Statement of Community Involvement the Council updated its electronic database. Anybody making comments on any of the local development documents will, if not already, be automatically included on the database (unless requested not to be). As the stages of plan preparation proceed, we will send all interested parties either an email, or letter, informing them of the consultation opportunities as they arise. For major exercises newsletters may also be prepared to keep interested parties informed of progress. The wider community will also be kept up to date with preparation of documents through hosting all new documents on the Councils website and by providing information to the press. Information will also be disseminated using existing networks such as the Worcestershire Partnership Local Strategic Partnership.

2.9 However whilst it is acknowledged that there are different aspirations as to when people wish to be involved in the plan making process, the majority of respondents to the evidence gathering (in advance of preparation of the SCI) favoured being consulted on drafts and informed of the outcome rather than being directly involved. Using the database of contacts that has been developed over preceding consultation exercises, we will endeavour to tailor/target the timing of consultation according to the preferred stage, but where a preference is not known, the submission of representations will be encouraged at each stage from all parties. Continual efforts through the application of new and

innovative events and techniques of consultation will be made so that we establish a database that is representative and inclusive of all community and society interests.

2.10 Formal consultation periods will be for a six-week period. Wherever possible informal consultations will also be for a minimum period of 6 weeks. It is our aim that all responses received during consultations will be acknowledged. All representations will be considered and the response to each representation will be made clear in a report at the end of each consultation period. The report will be made available via the website and at County Hall reception and libraries etc.

Front - Loading

2.11 Throughout the plan making process, community involvement will remain a constant consideration. However in order to develop a sense of ownership, and effectively to influence the direction of policies, the Council will encourage communities to become involved early in the planning process. A common aim of consultation will be to seek consensus on the essential issues early in the process thus avoiding protracted arguments and serious objections at the examination stages. It is important therefore that communities and stakeholders become involved in the preparation of the development documents as early as possible. As the process continues, the opportunity to influence proposals diminishes.

PART 3

Prior to making a decision on planning proposals the Council must subject the application to a number of stages

Development Control

3.1 The County Council's Development Control Service is responsible for processing Planning Applications relating to:

- The treating, storing, processing or disposing of waste materials
- The winning and working of minerals, and
- Any development to be undertaken by the County Council itself such as new libraries, schools and roads.

3.2 Planning applications comprise a number of stages:

- Pre application discussions
- Submission of the planning application; consultation, publicity and making representations
- Determining the application and making the results of decision available.

3.3 This section of the SCI sets out the County Council's requirements for strengthening community involvement and participation at the various stages leading up to the determination of the application.

3.4 The way the community is involved will depend upon the scale, type and location of development proposed. As a rule significant applications would be subject to wider consultation than those of a minor nature and consultation could include public exhibitions/meetings and letters to residents. An indicative table outlining the types of consultation that may be used is attached as Appendix 5.

3.5 Significant applications would include:-

- All Environmental Impact Assessment (EIA) development as defined by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999
- Development Plan Departures as defined by the Town and Country Planning (Development Plans and Consultation Departures) Direction 1999
- Development on Playing Fields as defined by the Town and Country Planning (Playing Fields) (England) Direction 2000
- Development proposed that requires a full transport assessment, as defined in the draft County Transportation Design guide.

3.6 How the community would be involved with development proposals that fall marginally below these thresholds would have to be considered on a site-by-site basis. Those proposals that are in potentially environmentally sensitive locations such as AONBs, SSSIs or affecting buildings of historic or architectural interest should be considered in the same way as significant applications.



Pre Application Discussions

3.7 The County Council encourages all potential applicants to discuss their proposals with the County Council and all other relevant statutory and non statutory bodies before submitting their planning application whether it is for a significant proposal or not. In doing so the LPA can offer guidance to the applicant in developing the format and level of detail required; whether or not it is a development proposal requiring an EIA; and to highlight potential problems.

3.8 The County Council believes that involving the general public and community groups at the pre-application stage can also be very constructive. It can avoid misinformation; address fears expressed by the public and allow suggested changes to be incorporated on the final submitted application. This can make the process of determining the planning application more inclusive and reflect local community concerns.

3.9 How the public are involved at this stage will be a matter for the applicant. However, the County Council will provide a guidance note on the role of the applicant during pre-application stages and will request a statement to be submitted with any planning application giving details of how consultation was undertaken and any issues arising were addressed.

3.10 Where potential applicants choose to undertake early community consultation in advance of submitting their application, the County Council will welcome such actions subject to: -

- the methods and practice of community consultation being in accordance with this Statement of Community Involvement (statement of compliance);
- the results of the community consultation being made available in support of the application;
- financial responsibility for pre application activities will be expected to be met by the applicant. Officers of the County Council will however be available to provide technical advice; attend a site meeting when appropriate; prepare a scoping opinion when EIA is required; and to inform the applicant of the County Council policies, information and procedures.

3.11 The County Council reserve the right to hold the position of a watching brief over the consultation programme so as to ensure impartiality (this may be done by engaging third party consultants to undertake the consultation events).

3.12 It should be noted that Government advise that:

Authorities cannot refuse to accept valid applications because they disagree with the way in which an applicant has consulted the community. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application. The aim of the process should be to encourage discussion before formal applications are made to avoid unnecessary objections at a later stage. (Creating Local Development Frameworks, A Companion guide to PPS12. 2004).



The Planning Application

3.13 On receipt, details of all planning applications are placed on the County Council's website. Copies are sent out to consultees. The consultees will vary according to the nature of the proposal and its location. A list of the organisations the County Council consult on planning applications is given in Appendix 6.

3.14 The County Council is required by law to use a number of methods of publicity to bring all planning applications to the attention of the public. As a minimum, these include:

- Site notices
- Advertisements in the local press
- Neighbour Notification

3.15 When an application is considered to be of 'significance' it will be subject to more extensive consultation.

3.16 A copy of the planning application can be viewed at County Hall and another local venue, usually the local library, One Stop Shop or relevant District Council offices. Contact details of the case officer will be included with the submission who will be available, subject to prior appointment, to discuss the application.

3.17 Consultation on planning applications will only commence once the application has been validated. A period of 21 days will then be allowed for representations to be made. However, in special circumstances, e.g. over a public holiday, additional time may be allowed. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation. Representations must be submitted by letter or e-mail and will be acknowledged. At this stage members of the public who make representations will be asked to indicate if they wish to address the Planning Committee.

3.18 Any material changes to the submitted application will result in a re-notification or advertisement of the application as appropriate. This will include notifying all those members of the public who sent in representations on the original proposals.

3.19 Updates on the progress of the application will be given to the applicant and other interested parties who have asked to be kept informed.



Determining the Application and Making the Decision Available

3.20 Taking account of representations received, applications are determined by Committee or through powers delegated to senior officers.

3.21 Information on the dates of Committees are kept at Libraries, One Stop Shops and the County Council's web site.

3.22 Any representations from members of the public will be summarised in the Committee agenda and made available for Councillors to inspect prior to and during the meeting. Committee agendas are available 5 working days prior to the meeting and will be available on the web.

3.23 Arrangements are in place for one objector and supporter to address the Committee. A copy of guidance notes on addressing the Committee is available where the planning application can be inspected. Officers are available in the half hour preceding the Committee meeting to answer any questions.

Notification of Decision

3.24 Copies of the decision notice are sent to the applicant/agent and statutory consultees. Notification of the decision will be sent to individuals who have requested it and the decision will be available to view on the web site. Where there have been large numbers received with regard to application, a press release may be issued. Additional copies of the decision notice are available for a fee.

Appeals

3.25 Where an applicant chooses to appeal against the decision, the County Council will notify all those who originally made representations of the appeal and inform them when and where the appeal is to be heard.

Post Determination

3.26 For new, large scale mineral and waste developments the County Council will encourage applicants to set up liaison committees with residents, any relevant Parish Councils, and local community groups to keep them aware of progress of the development and to deal with any issues arising. For minerals and waste sites where there is considerable public interest in the progress of the development this could take the form of newsletters or articles in local newspapers and church magazines as appropriate.

PART 4

Support, implementation and monitoring of consultation activities

Planning Aid

4.1 Planning works best when the process is accessible, but for some it isn't. West Midlands Planning Aid provides a free and independent professional town planning advice and support service to communities and individuals who cannot afford to hire a planning consultant. Working independent of the Local Authority Planning Aid can provide the following help to communities or individuals:

- An understanding of how to use the planning system;
- How to participate in preparing plans;
- Advising on how to draw up their own plans for the future of their community;
- How to comment on planning applications;
- How to apply for planning permission or to appeal against the refusal of permission.

4.2 The County Council will make every effort to inform all of those whom may benefit from Planning Aid of the services and advice that it can provide. This will be done in the following ways;

- Placing Planning Aid leaflets, in the County Council reception area,
- Provide website links to the Planning Aid website, on the County Council web page,
- Referring to Planning Aid in relevant publications,
- Referring community groups and individuals to Planning Aid,
- Referring to Planning Aid on neighbourhood notification letters,

The West Midlands Planning Aid Service

contacts details are:

Unit 319, The Custard Factory,
Gibb Street, Birmingham, B9 4AA
Email: wmcw@planningaid.rtpi.org.uk
Phone: 0121 766 8044
Web: www.planningaid.rtpi.org.uk

Resourcing of community involvement

4.3 The LDDs will be prepared in accordance with timetable set out in the Minerals and Waste Development Scheme. The time and resources (e.g. staff, venue hire) available will influence the type of consultation that can take place. This needs to be understood and taken in to account when planning consultation events. In doing so, this will ensure that principle 5 of the County Council's principles of good practice for public consultation is met. Staff within the planning unit will be responsible for undertaking the majority of work that is associated with community involvement. Assistance will be sought from the Council's corporate consultation team and research and intelligence unit where appropriate. Consultants will be used when necessary.



Financial Resources

4.4 The funds for the community involvement, with regards to planning shall be met from the existing planning budget. Where appropriate the planning unit will use the County Council's Ask Me - Consultation Planner & Finder database to establish if any other consultations are being run at the same time and whether they would be suitable to "piggy back". This could save money and prevent people from being bombarded with consultation events. It may be necessary to use consultants for some of the work and the budgetary implications for this will need to be taken into account.

E-planning

4.5 Providing information electronically can provide benefits for both the County Council and the public. It can reduce staff time that is spent dealing with requests for planning information and the printing and distributing of this information. It can also save time for people requiring this information, as they can access the information they want immediately. However not everybody has access to a computer, so the County Council will continue to provide information in other formats.

4.6 The County Council will make all mineral and waste development documents and associated reports available on its website.

4.7 The Development Control section already provides a list of Planning Applications and Planning Decisions for viewing on the County Council web page. Efforts are being made to extend this to include Committee reports, plans and maps. It is our target that during 2006, the opportunity for submission of online planning applications will be made available.

Review and Monitoring

4.8 This SCI will be subject to regular monitoring to ensure that it is fostering community engagement. The review will consider the relative success of its community involvement techniques, give consideration to emerging best practices and to the comments from consultees. Should changes occur with regard to the types of consultation groups, ability to use different techniques of engagement or in relation to the documents being prepared, revisions will be made to this Statement. Any amendments that are proposed will be advertised for comment following the same procedure as the preparation of the original Statement. The findings of the review and monitoring of the SCI will be reported every year in the Council's Annual Monitoring Report.

Charging for information

4.9 Charging for planning documents, planning histories, committee reports, decision notices, copying of plans etc could exclude some members of the community from gaining information on issues that may affect them. For this reason the County Council will only charge a nominal fee to cover the cost of the document production and/or copying of information.

Appendix 1

Profile of Worcestershire

The 2001 Census recorded that 542,107 were living in Worcestershire, in April 2001 (Census 2001)

- 66% of these people were recorded as living in urban areas and the remaining 34% in rural areas.
- 22.1% of the population were aged 30-44, children (0-16) made up 19.5% of Worcestershire's population and pensioners made up 19.1%.
- 42.9% are employed full time above the average for England, which, is 40.8%.
- 17.6% of households in the County had no car or van.
- Ethnic minorities contribute 2.5% of the population, with Asian Pakistani being the largest group within this category, making up 0.5% of the population for Worcestershire.
- 95.5% of Worcestershire's population is White-British.
- 85.5% of people in Worcestershire state their religion to be Christian and 0.9% Muslim.
- The longest established minority group is the travelling community.

The County of Worcestershire is made up of the following six districts Bromsgrove, Malvern Hills, Redditch, Worcester City, Wychavon and Wyre Forest. Out of the six districts:

- Worcester City has the highest proportion of young adults (16-24) in full time education (17.6%) and Redditch has the lowest number of 16-24 years in full time Education (13.5%)
- Redditch has the highest proportion of children aged 0-16 (21.5%) and Malvern Hills the lowest (18.3%)
- Malvern Hills has the highest percentage of pensioners in the County. 24% of people living in Malvern Hills are of pensionable age
- Redditch has the largest Asian Pakistani population in the County (1.9%) and Worcester City has the second largest (1.3%)
- 2.4% of the population in Redditch and 1.8% in Worcester City are Muslim.





Appendix 2

County Council Principles of Consultation

County Council Principles of Consultation	Principle fulfilled in SCI
<p>Principle One - Consultation should be needed</p> <p>Before any new consultation begins, a thorough search will be made to find out whether relevant questions have already been asked of the public. We will avoid unnecessary repetition and duplication. Consultation will aim to seek informed public opinion and not just instant reaction. Whenever possible, the council's communication mechanisms will be used alongside consultation to inform and stimulate public interest, particularly in relation to major strategic and County wide issues.</p>	Para. 1.1
<p>Principle Two - Purpose should be clear - the decision principle</p> <p>Any consultation will contain a clear statement describing why it is being carried out and how the results will be used. It will be clear to consultees what can be changed by responding to the consultation - and what cannot. Consultation will usually be related to a decision that the Council is intending to make, and that can be influenced by the result of that consultation. This principle will be intelligently applied, as there may be circumstances in which consultation not linked to a decision is appropriate.</p>	N/A
<p>Principle Three - Consultation should be inclusive</p> <p>Consultation should aim to seek a representative cross-section of views. It is widely documented that some sections of the community are harder to engage in consultation than others. Therefore, appropriate action should be taken to ensure that the views of these individuals and groups are not excluded or overlooked.</p>	Para. 1.14 Para. 1.17 Para. 1.18 Para. 1.20 Para. 1.21
<p>Principle Four - Consultation should be well planned and timely</p> <p>Major consultations will be identified in advance through the Council's business planning process.</p> <p>Consultees will be given adequate time to prepare their response. It is recognised that the length of time will vary depending on the time of year and the level of response that is being sought. Sufficient time will be allowed for the results of consultation to be collated, analysed and considered, so that the results of consultation feed directly into the decision making process.</p>	Para. 2.2 Para. 2.10 Para. 3.17 Appendix 4



County Council Principles of Consultation	Principle fulfilled in SCI
<p>Principle Five - Methods should be appropriate and well managed</p> <p>The council will use a wide range of public consultation methods. They will be used appropriately, reflecting the strengths and weaknesses of each method and will be managed with a clear understanding of the particular skills, knowledge and resources that consultation requires.</p>	<p>Par. 1.15 Para. 4.3</p>
<p>Principle Six - Results should be acknowledged and fully considered</p> <p>The full range of views expressed during consultation will be acknowledged and attention drawn to areas of agreement and disagreement. The results of public consultation will be weighed carefully together with other evidence and considerations before decisions are made.</p>	<p>Para. 2.9 Para. 3.24</p>
<p>Principle Seven - Accessible feedback should be given</p> <p>Accessible feedback will be provided both on the results of consultation and on how they have been used, in order to encourage greater public participation in the future.</p>	<p>Para. 1.16 Para. 2.11 Para. 4.8</p>
<p>Principle Eight - Effectiveness should be evaluated</p> <p>The effectiveness of major public consultation will be evaluated and the results shared to encourage broader lessons to be learned. Evaluation will consider not only the number of responses received but also the quality, cost and timeliness of the consultation and the overall usefulness of the results in helping to inform decisions.</p>	<p>Para. 4.8</p>

Source: www.worcestershire.gov.uk



Appendix 3

Consultation Bodies for the Minerals and Waste Development Framework

Stakeholder Category	Organisation
External Customers	Individual Landowners Consultants, agents and developers Industry, operators and local business
Internal Customers	All Directorates
Partners	All Parish Councils and Parish Meetings including: Worcestershire County Association of Local Councils
	Adjoining Parish Councils
	District Councils
	Neighbouring Authorities
	Government Agencies including: Advantage West Midlands Countryside Agency Commission for Architecture and the Built Environment Cotswolds AONB Conservation Board DEFRA Department for Constitutional Affairs Department of Trade and Industry Department of Works and Pensions English Heritage English Nature Environment Agency Forestry Commission Government Office for the West Midlands Health Protection Agency Hereford and Worcester Fire Brigade Highways Agency Home Office HM Prison Service Minerals Valuers Office Ministry of Defence Office of Government Commerce Redditch and Bromsgrove Primary Care Trust (PCT) Sport England South Worcestershire PCT The Coal Authority The Planning Inspectorate West Mercia Constabulary West Midlands



Stakeholder Category	Organisation
	<p>Aggregates Working Party West Midlands Planning and Transportation Sub-Committee West Midlands Regional Planning Body West Midlands Regional Technical Advisory Body Wyre Forest PCT</p> <p>Worcestershire Partnership/Local Strategic Partnership (via the Secretariat)</p> <p>Education including: Bishops Wood Centre College of Technology, Worcester Department of Education and Science Government Office for the West Midlands Persore College of Horticulture The Frank Chapman Centre University College Worcester Worcester Sixth Form College</p>
	<p>Community Groups including: Bredon Hill Rotary Group Community First in Herefordshire and Worcestershire Health Protection Agency Planning Aid Probus Club of Droitwich Spa Worcestershire Federation of WI's</p>
Interest Groups or Voluntary Groups	<p>Environment / Heritage Groups including: Abberley Roundabout and Malvern Hills Geopark Abberley Hills Preservation Society Association for Environment Conscious Buildings Bewdley Civic Society Biofuel Interests Bredon Hill Conservation Group British Association of Shooting and Conservation Bromsgrove Society Campaign for Dark Skies Christian Ecology Link Cotswolds Conservation Board CPRE (Worcester, Malvern Hills, Wychavon, Wyre Forest, Bromsgrove and Redditch groups) Droitwich Civic Society Duckworth Worcestershire Trust ENCAMS Environmental Services Association Friends of the Earth Go for Green Green Gardeners Greenways Herefordshire and Worcestershire Earth Heritage Trust Lickey Hills Society Malvern Civic Society</p>



Stakeholder Category	Organisation
	<p>Malvern Hills AONB Partnership Malvern Hills Local Agency 21 Open Spaces Society Pershore Civic Society Ronkswood Action Group RSPB South Droitwich Residents Group Stourport-on-Severn Civic Society Teme Valley Biodiversity Group Timber Growers UK The Kidderminster Society The National Trust Vale Heritage Trust Vale of Evesham Civic Society Welcome to our Future Woodland Trust Worcester Civic Society Worcester Environmental Federation Worcestershire FWAG Worcestershire Wildlife Trust</p> <p>Recreational Groups including: British Gliding Association British Horse Society Land Access and Recreation Association National Playing Fields Association Ramblers Association</p> <p>Represents Landowners including: CLBA National Farmers Union</p> <p>Transport including: British Waterways Civil Aviation Authority Confederation of Passenger Transport Cotswold Line Promotion Group Freight Transport Association GAAC Inland Waterways Association Lower Avon Navigation Trust Midland Red West National Federation of Bus Users Rail Freight (Users and Suppliers) Group Ltd. Railtrack plc South East Worcestershire Transport Forum Strategic Rail Authority Stratford on Avon and Broadway Railway Society Thames Trains Transport 2000/CTC</p>



Stakeholder Category	Organisation
Particular Demographic Groups	Religion/Faith
	Hard to Reach Groups including: Commission for Racial Equality Equal Opportunities Commission Muslim Association Race Equality Council IWorcester Lifestyles Worcester Youth Service
	Ambassadors
	Press and Media
	Members of Parliament
	Members of Public
	Other (those that would not fall into the above category)

Please note, this list is not exhaustive and will be updated as required. It also relates to successor bodies where re-organisations occur. The Council holds a consultation database of individuals, groups and organisations who have expressed an interest in being consulted on LDF matters.

To be included on the database please contact:-

Worcestershire County Council
Spetchley Road
Worcester WR5 2NP
Tel: 01905 766723

Appendix 4

Potential methods for community engagement in the preparation of Local Development Documents - this will be updated annually in accordance with the Minerals and Waste Local Development Schemes

All dates below are indicative

Document: Statement of Community Involvement		
Stage: Evidence Gathering	Formal/Informal: Informal	Period: 4 weeks Jan-Feb 2005
Potential consultation technique: Postal questionnaire survey		
Resources: Council Officers, Data inputting agency	Target audience to include but not be limited to: Existing contacts on database and businesses within the local business directory	

Document: Statement of Community Involvement		
Stage: Pre submission consultation	Formal/Informal: Informal	Period: 6 weeks May-June 2005
Potential consultation technique: <ul style="list-style-type: none"> Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops Formal consultation via post or email Press release 		
Resources: Council Officers External facilitators	Target audience to include but not be limited to: Statutory consultees All contacts on database General public Consultant to be employed to seek engagement with Hard to Reach groups	

Document: Statement of Community Involvement		
Stage: Preferred Option	Formal/Informal: formal	Period: 6 weeks Aug-Sept 2005
Potential consultation technique: <ul style="list-style-type: none"> Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops Formal consultation via post or email 		
Resources: Council Officers Consultant to engage with Hard to Reach groups	Target audience to include but not be limited to: Statutory consultees and all those responding to the pre submission consultation	



Document: Statement of Community Involvement		
Stage: Submission to SoS leading to examination in public	Formal/Informal: Formal	Period: 6 weeks Jan 2006
Potential consultation technique: <ul style="list-style-type: none"> • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Formal consultation via post or email • Formal public notice 		
Resources: Council Officers. Venue for Examination in Public	Target audience to include but not be limited to: Statutory consultees and all those making representations	

Document: Core Strategy (Waste)		
Stage: Evidence Gathering	Formal/Informal: Informal	Period: 7 weeks Nov 2004-May 2005
Potential consultation technique: <ul style="list-style-type: none"> • Workshops • Web survey • Postal questionnaire 		
Resources: Council Officers Consultants to facilitate workshop	Target audience to include but not be limited to: Organisations on database Statutory agencies	

Document: Core Strategy (Waste)		
Stage: Issues and options	Formal/Informal: Formal	Period: 10 weeks June-Sept 2005
Potential consultation technique: <ul style="list-style-type: none"> • Formal consultation via post or email • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Press release and newsletter • Summary leaflet • Workshops • Citizens Panel 		
Resources: Council Officers Venue for Workshop Consultants to facilitate workshop and prepare report	Target audience to include but not be limited to: Statutory consultees and all contacts on the database General Public	



Document: Core Strategy (Waste)		
Stage: Consideration of preferred option	Formal/Informal: Formal	Period: 6 weeks April-May 2006
Potential consultation technique: <ul style="list-style-type: none"> • Workshop • Press release and newsletter • Exhibition/display • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Formal consultation via post or email 		
Resources: Council Officers Venue for Workshop/Exhibition Consultants to facilitate workshop and prepare report	Target audience to include but not be limited to: Statutory consultees and all those responding to the issues and option consultation i.e. interested parties	

Document: Core Strategy (Waste)		
Stage: Submission to SoS	Formal/Informal: Formal	Period: 6 weeks Dec 2006 ¹
Potential consultation technique: <ul style="list-style-type: none"> • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Formal consultation via post or email • Formal public notice 		
Resources: Council Officers Venue for examination	Target audience to include but not be limited to: Statutory consultees and all those making representations	

¹ An additional 6 week consultation period is provided for in the case of site allocation representations following the submission stage.

Document: Sustainability Appraisal (incorporating Strategic Environmental Assessment)		
Stage: Scoping Report	Formal/Informal: Formal	Period: 5 weeks June-July 2005
Potential consultation technique: <ul style="list-style-type: none"> • Document available for inspection on the website as well as at County Hall reception, County libraries • Formal consultation via post or email • Workshop 		
Resources: Council Officers Venue for Workshop Consultants to facilitate workshop and prepare report	Target audience to include but not be limited to: Statutory consultees (English Nature, English Heritage, Environment Agency, Countryside Agency) & key stakeholders	



Document: Sustainability Appraisal (incorporating Strategic Environmental Assessment)		
Stage: SA of emerging options	Formal/Informal: Formal	Period: 6 weeks July-Sept 2005
Potential consultation technique: <ul style="list-style-type: none"> • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Formal consultation via post or email • Workshop • Summary leaflet 		
Resources: Council Officers Venue for Workshop Consultants to facilitate workshop and prepare report	Target audience to include but not be limited to: Statutory consultees (English Nature, English Heritage, Environment Agency, Countryside Agency) & key stakeholders All contacts on the database General Public	

Document: Sustainability Appraisal (incorporating Strategic Environmental Assessment)		
Stage: SA of preferred options	Formal/Informal: Formal	Period: 6 weeks April-May 2006
Potential consultation technique: <ul style="list-style-type: none"> • Document available for inspection on the website as well as at County Hall reception, County libraries and One Stop Shops • Formal consultation via post or email 		
Resources: Council Officers.	Target audience to include but not be limited to: Statutory consultees (English Nature, English Heritage, Environment Agency, Countryside Agency) All those responding to the issues and option consultation i.e. interested parties General Public	

Note: Any changes made to the Core Strategy following submission to the Secretary of State will necessitate revisions being made to the Sustainability Report. Should revisions be considered necessary all those making representations on the Sustainability Appraisal of the preferred option prior to submission to the SoS will be notified of the changes either by post or email. Details of the changes made to the Sustainability Appraisal will also be made available on the Councils website.



Appendix 5

Potential methods for community engagement in Planning Applications

Potential Methods	Significant Applications	Other Applications
Public Notice in Press	✓	Dependant on application
Neighbour Notification	✓	✓
Site Notice	✓	✓
Notify District Parish or Town Council	✓	✓
Media Release	✓	
On Deposit for inspection at County Hall and local venue	✓	✓
List of planning applications on website	✓	✓
Copy of application provided or lent to housebound residents	✓	✓
One to one meeting with selected stakeholders	✓	
Public exhibition or demonstration ²	✓	
Area Forums: Involving citizens in a particular geographically defined area.	✓	
Hotline to the Worcestershire Hub, with key details about application ³	✓	
Encourage applicants to set up a liaison group with residents, Parish Council and Interest groups.	✓	
Appropriate methods for hard to reach groups ⁴	✓	✓
Planning Aid	✓	✓

² Undertaken by County Council and/or applicant depending on pre application consultation
³ A one stop service covering; web based portal, telephone, service centres, smaller local centres, kiosks and mobile centres, to improve services and increase the choice in how citizens can access services
⁴ Copy of planning application delivered to housebound residents where requested.

Appendix 6

Consultees for Planning Applications

A list of bodies who may need consulting on a planning application. The bodies consulted will vary according to the type, scale and location of the development

Organisation	Consulted where a proposal relates to or effects issues regarding
Adjoining authorities	Near their administrative boundary
Advantage West Midlands	Regionally significant planning applications
Ancient Monuments Society	Ancient Monuments and Listed Buildings
British Waterways	Canal Network
British Horse Society	Bridleways
CPRE (local branch)	Significant mineral and waste planning applications
Central Networks	Electricity Lines
Civic Trust (<i>via the Network of Civic Societies</i>)	Significant planning applications relating to the built environment or matters affecting conservation areas or historic buildings
Civil Aviation Authority	Safeguarded Areas
Coal Authority	Coal Working Areas and Unstable Land
Council for British Archaeology	Listed Building - any demolition
Cotswold AONB Conservation Board	Significant development in or adjoining the AONB
County/ City Archaeological Officer	Significant applications or list of planning applications
County Council Countryside Service	Public Rights of Way
County Council Highways Partnership Unit	All Applications
Countryside Agency	EIA development
DEFRA (<i>Department of Environment, Food and Rural Affairs</i>)	Over 20 hectares of agricultural land and aftercare of mineral and waste sites
Department of Transport	Level crossings
District Councils	All Applications
English Heritage	Ancient Monuments, Listed Buildings and large developments in Conservation Areas
English Nature	Sites of Special Scientific Interest (SSSI's), Special Protected Areas and Special Areas of Conservation. 2 kms from an SSSI and features of geological interest



Organisation	Consulted where a proposal relates to or effects issues regarding
Environment Agency	Minerals and waste, flood plain, pollution risk, watercourses, existing/former waste sites
Forestry Commission	Ancient semi-natural woodlands
Garden History Society	Registered Historic Parks and Gardens
Georgian Group	Listed Building - any demolition
Health and Safety Development	Land Instability, Hazardous Developments,
Highways Agency	Traffic levels on Trunk Roads
Hereford and Worcester NHS Ambulance Trust	Traffic Calming
Malvern Hills AONB Partnership	Significant development in or adjacent to an AONB
Ministry of Defence	Safeguarded Areas
National Grid	Major Power Lines
Network Rail	Railway Lines and increase in traffic on level crossings
Office of Deputy Prime Minister	Departures from the Development Plan Development on Playing Fields Regionally significant planning applications
Parish/Town Councils	All Applications
Ramblers Association	Public Rights of Way
Regional Minerals and Waste Officers Group	Regionally significant minerals and waste planning applications
RIGS Group	Regionally important mineral sites
Severn Trent Water/Welsh Water	Mains Drainage and Water Supply
Sport England	New sports developments and development affecting playing fields; minerals applications where sport and recreation is proposed as an after use; or sports facilities
Transco Gas	Pipelines
Twentieth Century Society	Listed buildings - any demolition
West Mercia Constabulary	Road/Park and Ride Schemes - Community Safety
West Midlands Regional Planning Body	Regionally significant planning applications
Woodland Trust	Ancient semi-natural woodlands
Worcestershire Wildlife Trust	Special Wildlife Sites, SSSI's, Sites with wildlife or habitat interest

Appendix 7

Glossary

(Note: terms in *italics* are explained elsewhere in the glossary)

The Act:

The Planning and Compulsory Purchase Act 2004.

Annual monitoring report:

Part of the Local Development Framework, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Area Action Plan:

Used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

Area Forums:

Meetings involving citizens in a particular geographically defined area.

Citizens Panel:

2100 Worcestershire residents make up the Citizens Panel. Twice a year (Summer and Winter) the Panel members complete a postal survey which asks questions about the County Council, its policies and the services it delivers.

Committees:

The County Council's planning function is exercised through its Planning and Regulatory Committee which meets at about six weekly intervals. Applications for major proposals or proposals on which objections have been made are determined by this Committee.

Community Strategy:

Local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.

Core Strategy:

Set out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a Development Plan Document.

County Council Consultation Strategy:

The County Councils plan for improving public consultation in Worcestershire.

Delegated powers:

A power conferred to designated planning officers by locally elected Councillors so that officers may take decisions on behalf of the Council upon specified planning matters.

**Development Control:**

The process whereby a local planning authority manages, shapes, and considers the merits of a planning application and whether it should be given permission.

Development plan:

As set out in Section 38(6) of the Act, an authority's development plan consists of the relevant Regional Spatial Strategy (or the Spatial Development Strategy in London) and the Development Plan Documents contained within its Local Development Framework.

Development plan documents:

Spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of Land, and Area Action Plans (where needed).

Environmental Impact Assessment:

A procedure whereby a developer describes the likely significant effects on the environment and the mitigation measures associated with their development proposal.

Examination in public:

An examination chaired by an independent inspector into objections the Statement of Community Involvement and Development Plan Documents.

Local development document:

The collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local development framework:

The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local development scheme:

Sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of the Act.

Local strategic partnership:

An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.

Minerals and waste development framework:

In two-tier areas, counties will be responsible for producing Minerals and Waste Development Frameworks and Schemes. The latter will be the equivalent of the Local Development Scheme. In unitary authorities and National Parks, minerals and waste policies should be included in their local development frameworks.



Preferred options document:

Produced as part of the preparation of Development Plan Documents, and is issued for formal public participation.

Proposals Map:

The adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in Development Plan Documents, together with saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

Public Consultation:

A process in which the public is invited to comment about a proposal that can be run by either a planning authority or developer.

Public Exhibition:

Used to convey information to the general public or to a specified group.

Stakeholders:

Individuals/groups that have an interest in County Council activities, policies and services.

Statement of Community Involvement:

Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The statement of community involvement is not a development plan document but is subject to independent examination.

Supplementary planning documents:

Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal:

Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

Toolkit:

Is designed for people carrying out public consultation in the County. It provides information on how to plan and organise consultation exercises.

Transport Assessment:

A comprehensive and consistent review of all the potential transport impacts of a proposed development or redevelopment.

এই দলিলটি বুঝতে আপনার সাহায্যের দরকার হলে দয়া করে এই নম্বরে ফোন করুন: 01905 25121

اگر آپ کو اس دستاویز سے متعلق مدد درکار ہو تو براہ مہربانی 01905 25121 پر فون کریں۔

如果你在明白這份文件方面需要幫助的話，請致電 01905 25121。

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕਿਸੇ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਟੈਲੀਫੋਨ ਨੰਬਰ 01905 25121 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Se con questo documento avete bisogno di aiuto pregasi telefonare a 01905 25121

Jeżeli potrzebujesz pomocy w zrozumieniu tego dokumentu, zadzwoń pod nr tel.: 01905 25121

Planning, Economy & Performance Directorate
Worcestershire County Council
County Hall
Spetchley Road
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www.worcestershire.gov.uk