



EAST DEVON DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

March 2007

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East Devon Draft Statement of Community Involvement

1. INTRODUCTION

Background

- 1.1 The Planning and Compulsory Purchase Act 2004 has brought about major changes to the planning system, including the replacement of Regional Planning Guidance and Structure Plans with the Regional Spatial Strategy and the replacement of Local Plans and Supplementary Planning Guidance with Local Development Frameworks. Under the Act there is a statutory requirement for the Council to produce a Statement of Community Involvement (SCI) reflecting the Government's view that strengthening community involvement is a key part of the new planning system. Background information about the Local Development Framework is explained in section 2
- 1.2 The Council has already carried out work to find out how people like to be involved in developing planning policies and guidance and consulted on planning applications. A questionnaire survey in **????** 2007 was carried out to aid the development of both the Local Development Framework.

What is the Statement of Community Involvement?

- 1.3 The Statement of Community Involvement (or "SCI" for short) sets out a local planning authority's policy for involving communities in the preparation and revision of Local Development Documents (LDDs) and considering planning applications. The statement is not an end in itself but a means of improving the quality of the planning process. Preparing the statement will ensure authorities consider how to involve communities and benefit from their knowledge and expertise.
- 1.4 This SCI is designed to make sure that people have the opportunity to get involved in the preparation of plans and the determination of planning applications that will shape the future of the places in which they live and work. It shows how the Council will meet the minimum consultation requirements set by the Government and what the Council will do over and above these minimum standards.

It also sets out how the SCI will be reviewed and improved.

Purpose

- 1.5 The Council aims to strengthen community involvement in planning by ensuring that it adopts a continuous, active and open approach which values the contributions of a wide range of people and organisations. It aims to make the best use of its resources to inform, listen and involve people more effectively.
- 1.6 Earlier and improved community involvement should ensure outcomes better meet local needs and aspirations.
- 1.7 Through promoting a better understanding of how planning policies are developed, the Council aims to achieve a greater sense of ownership and as much general agreement on planning issues as it can. However, the Council has to make difficult decisions and it must be recognised that reaching a consensus may not always be possible. Unresolved issues will need to be addressed by an independent Inspector at an Examination (like a public inquiry).

- 1.8 The Statement of Community Involvement relates to other work in which the Council is involved and with the local community in East Devon. Much of this is through the East Devon Sustainable Community Plan 2006 - 2016, prepared by the Local Strategic Partnership (the Council and its partners in the public, private and voluntary sectors) with the broad aim of improving the quality of life for all those who live and work in the District.
- 1.9 The Council also needs to ensure that wherever possible it engages with other community-led planning initiatives in East Devon, such as the preparation of Parish Plans. This Statement of Community Involvement will aid the Council's understanding of what local people want and may find ways of providing for it through both the Community Strategy and planning policies in the Local Development Framework, where this is appropriate.

Related documents

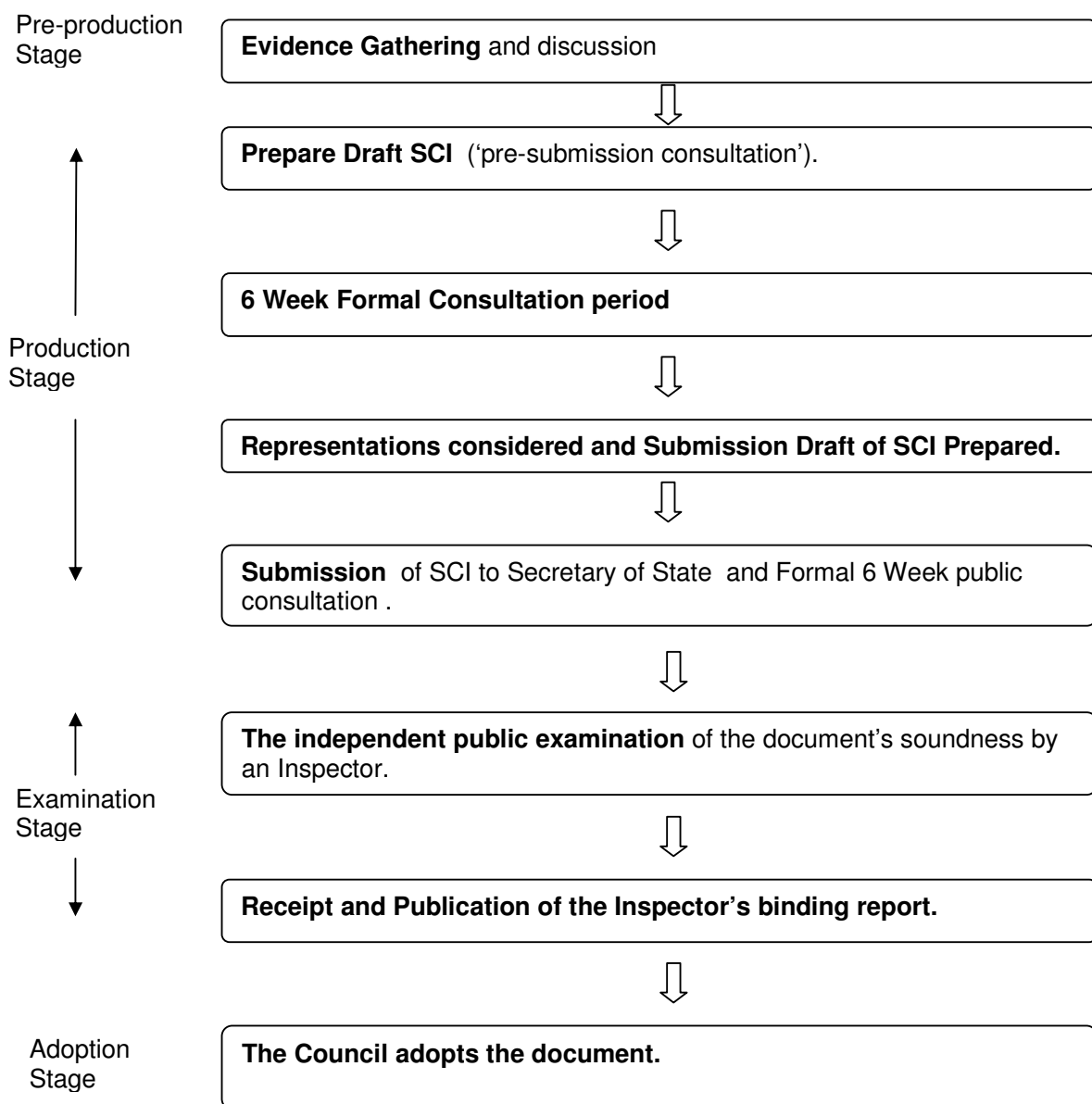
- 1.10 This draft Statement of Community Involvement has been informed by a number of other documents including:
- East Devon District Council Corporate Strategy 2006. One of the priorities in the Strategy is to “ Provide community leadership and good value for money, customer focused services” with the desired outcome being that “all stakeholders believe the Council genuinely consults and plays an active role in shaping the future of the District”
 - East Devon Sustainable Community Plan produced by the Local Strategic Partnership.
 - East Devon Consultation Strategy 2006. This strategy is part of the Council's overall approach to putting customers first and commits the Council to consulting more widely than required by legislation.
 - East Devon Consultation Guide. This is a guide to good practice on how to carry out a consultation.
- 1.11 The Council will follow the principles and detailed advice in the Consultation Strategy and Guide in implementing the methods set out in this Statement of Community Involvement.

The next steps

- 1.12 This draft will be published for formal consultation for a period of six weeks in ??? and ??? 2007. It can be viewed on or downloaded from the Council's website and will be available in hard copy too. It will be widely circulated to those people, organisations and community groups that the Council thinks will have an interest in future land use planning in East Devon. In addition there is an article drawing attention to it in the ??? edition of *East Devon Talk*, the free Council magazine delivered to most households in East Devon on a quarterly basis.
- 1.13 East Devon District Council is committed to ensuring Town and Parish Councils are actively involved in planning issues and are invited to comment on this draft Statement of Community Involvement. Many Town and Parish Councils are already engaging with local communities on the future of their area through production of Parish Plans and Village/Area Design Statements. The Council recognizes the value of this work and will involve parishes at all stages of preparation of the Local Development Framework. Survey material from Parish Plans will form part of this Council's evidence base for the LDF.

- 1.14 Following the incorporation of feedback the final Statement of Community Involvement will be published for further public consultation in 2007 when it is submitted to the Secretary of State.
- 1.15 An independent Inspector will then examine the Statement of Community Involvement and any views received from the further consultation. This will involve the consideration of the soundness of the document, the tests for which are set out at Appendix 1.
- 1.16 The Examination may take the form of a hearing or written representations. The Inspector will then produce a report, which will be binding on the Council. This means that the Council must follow any recommendations in the Inspector's report before the Statement of Community Involvement can be formally adopted.
- 1.17 The formal process of production is outlined in figure 1.1.

FIGURE 1.1 STATEMENT OF COMMUNITY INVOLVEMENT PRODUCTION PROCESS



Give us your views

You are invited to comment on the draft. This is your opportunity to influence how the Council will involve you, your organisation and other sections of the community in the preparation of planning policies and in planning applications. The feedback that the Council receives will be used to help prepare a final Statement of Community Involvement.

Please send your comments on the form provided, by **?? ??? 2007**, to:
Policy and Conservation Manager
Environment Directorate
East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

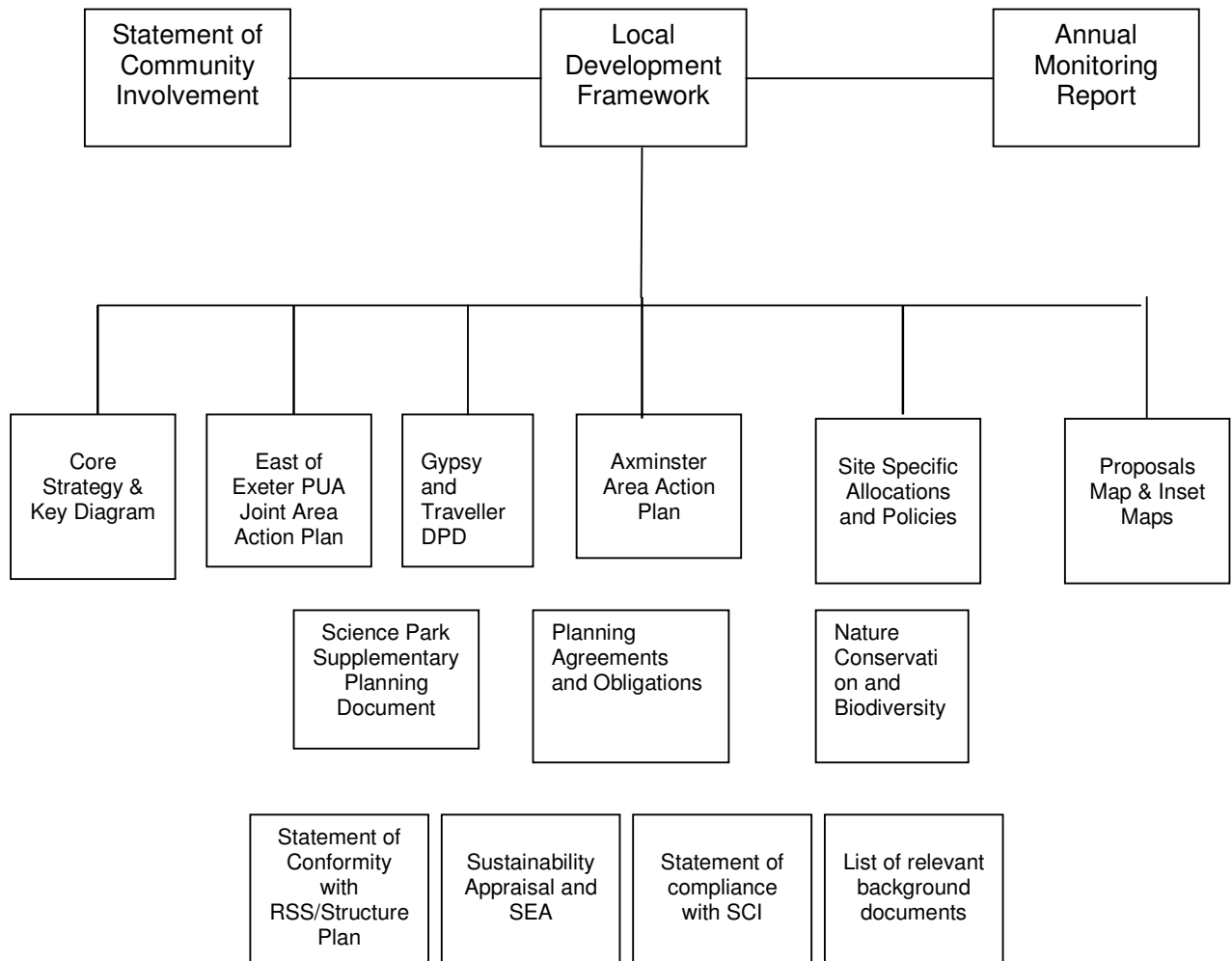
If you need any further information about the Statement of Community Involvement, the Local Development Framework or other matters raised in this draft document, please e-mail ldf@eastdevon.gov.uk or telephone 01395 571533

2. THE NEW TOWN AND COUNTRY PLANNING SYSTEM

Introduction

- 2.1 The new planning system replaces Structure Plans, Local Plans and Supplementary Planning Guidance with a Local Development Framework (LDF). In general terms the LDF has the same role as the Local Plan does now in that it will allocate land for development and contain policies to protect peoples' quality of life and the natural and built environment. However, it will differ in that it will be a 'spatial' plan with a clear vision and strategy. The key aims of the new system are:
- Flexibility;
 - Strengthening community and stakeholder involvement;
 - Front loading (i.e. seeking consensus on essential issues early in the process)
 - The use of sustainability appraisal in the preparation of local development documents;
 - Efficient programme management; and
 - Soundness both in plan content and the process by which plans are secured.
- 2.2 The Local Development Framework will also differ from the Local Plan in that it will consist of a number of individual **Local Development Documents** (LDDs) which can be prepared and updated separately. The LDF should therefore be thought of as a folder containing a series of separate documents as opposed to it being a single local plan.
- 2.3 The different types of Local Development Documents that the Council will prepare are:
- The Local Development Scheme (LDS)
 - The Statement of Community Involvement (SCI) – this document
 - Development Plan Documents (DPDs)
 - Supplementary Planning Documents (SPDs)
 - The Annual Monitoring Report (AMR)

Figure 2.1: Components of the East Devon Local Development Framework



The Local Development Scheme

2.4 This is essentially the timetable for preparing other Local Development Documents over the next three years. It also sets out what the current planning policies for East Devon are. It will be reviewed annually. The Local Development Scheme can be viewed on the Local Development Framework pages of the Council's website at www.eastdevon.gov.uk.

Development Plan Documents

2.5 Development Plan Documents (DPDs), together with the Regional Spatial Strategy (RSS), form the statutory Development Plan for an area. In the South West, the South West Regional Spatial Strategy is being prepared by the South West Regional Assembly (SWRA) and will set the strategic planning framework for the whole region covering the period 2006 to 2026.

2.6 The Development Plan Documents the Council prepares must be in conformity with the Regional Spatial Strategy. They will be subject to independent assessment at an Examination by an Inspector, whose report will be binding. DPDs have to be prepared in

compliance with the Statement of Community Involvement. The DPDs that the Council must prepare include:

- **The Core Strategy**

This will set out the key elements of the planning framework for the East Devon. It will comprise a vision and strategic objectives for the area, a spatial strategy, core policies that apply to the whole area and a monitoring and implementation framework. The time horizon will be at least 10 years. This will be one of the first Development Plan Documents to be prepared and other Development Plan Documents must be in conformity with it.

- **Site Allocations**

This will set out the allocation of land for particular uses, such as housing and employment, to meet the identified needs of the area.

- **Core Development Control Policies**

A limited set of policies that set out the criteria against which all planning applications will be assessed, to ensure that development and use of land accords with the vision and objectives set out in the Core Strategy.

- **Area Action Plans (where needed)**

These will provide the framework for areas where significant change or conservation is needed.

- **The Proposals Map**

This will illustrate on an Ordnance Survey base map all the policies and proposals contained in other Development Plan Documents.

Supplementary Planning Documents

- 2.7 Supplementary Planning Documents will provide further details of policies and proposals set out in Development Plan Documents. These could take the form of design guides, other guidance, development briefs, or issue-based documents. Supplementary Planning Documents (SPDs) will not form part of the statutory development plan and will not be independently assessed by an Inspector, but will be a material consideration in making any planning decision. SPDs have to be prepared in compliance with the Statement of Community Involvement.

The Annual Monitoring Report

- 2.8 This will check progress in preparing the Local Development Framework against the timetable set out in the Local Development Scheme, and outline to what extent policies in Development Plan Documents are delivering objectives.

Sustainability Appraisal / Strategic Environmental Assessment / Appropriate Assessment

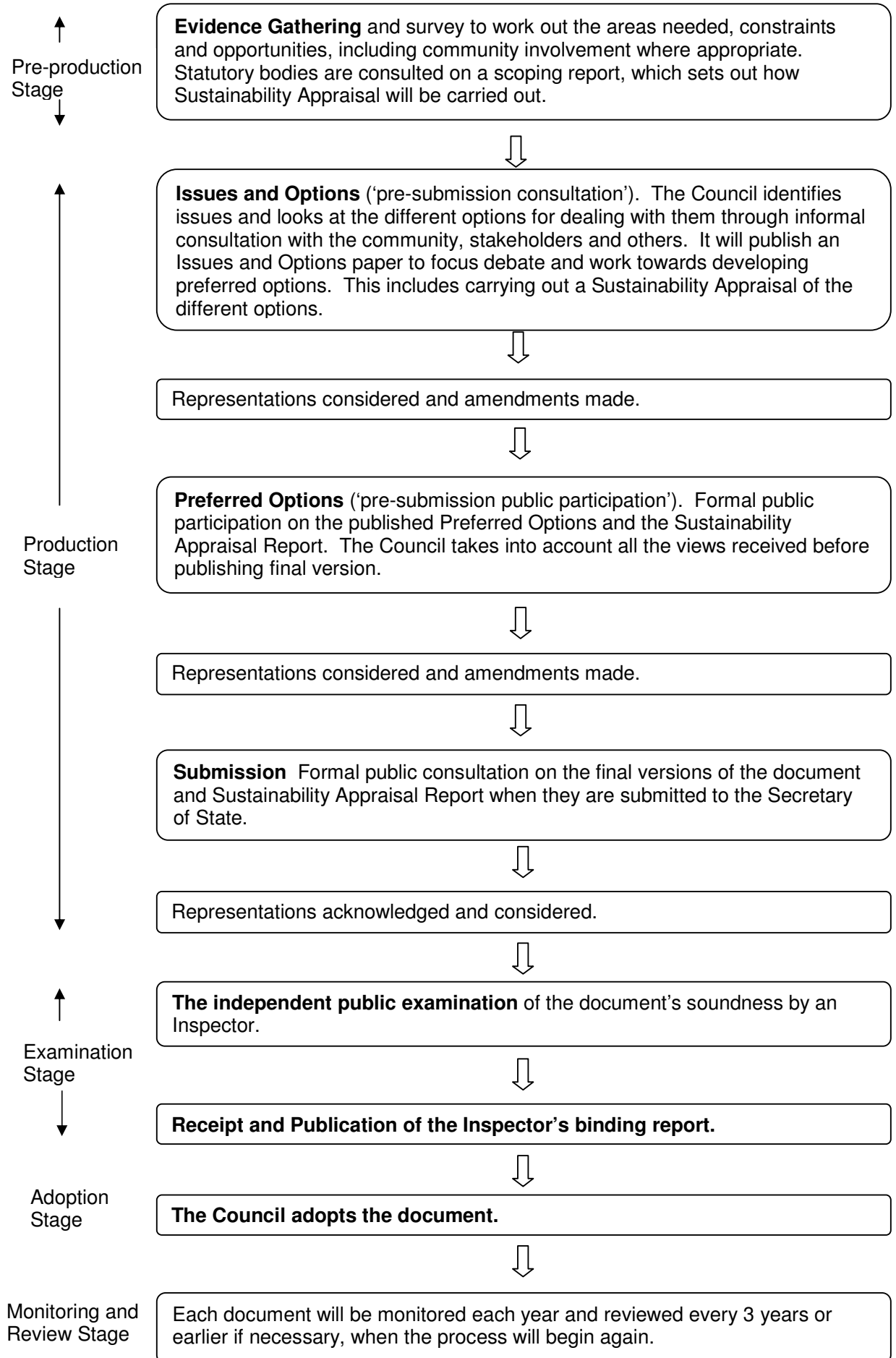
- 2.9 Preparing Development Plan Documents and Supplementary Planning Documents must involve a Sustainability Appraisal. Sustainability Appraisal ensures that the impacts of plans on the environment, society and the economy are properly assessed. The Sustainability Appraisal will be subject to public consultation alongside the documents. DPDs and SPDs will also require Strategic Environmental assessment under the European “SEA Directive” 2001/42/EC on their effect on the environment and this will be incorporated in the Sustainability Appraisal.
- 2.10 Appropriate Assessment (AA) aims to ensure that the protection of the integrity of European sites (Special Areas of Conservation, Special Protection Areas and Offshore Marine Sites) is part of the planning process in the preparation of DPS and SPDs. Whether AA is required will be considered at the scoping stage of the Sustainability Appraisal for

DPDs and SPDs and AA will be undertaken alongside the development of options for DPDs and the preparation of draft SPDs.

The Process for Preparing Local Development Documents

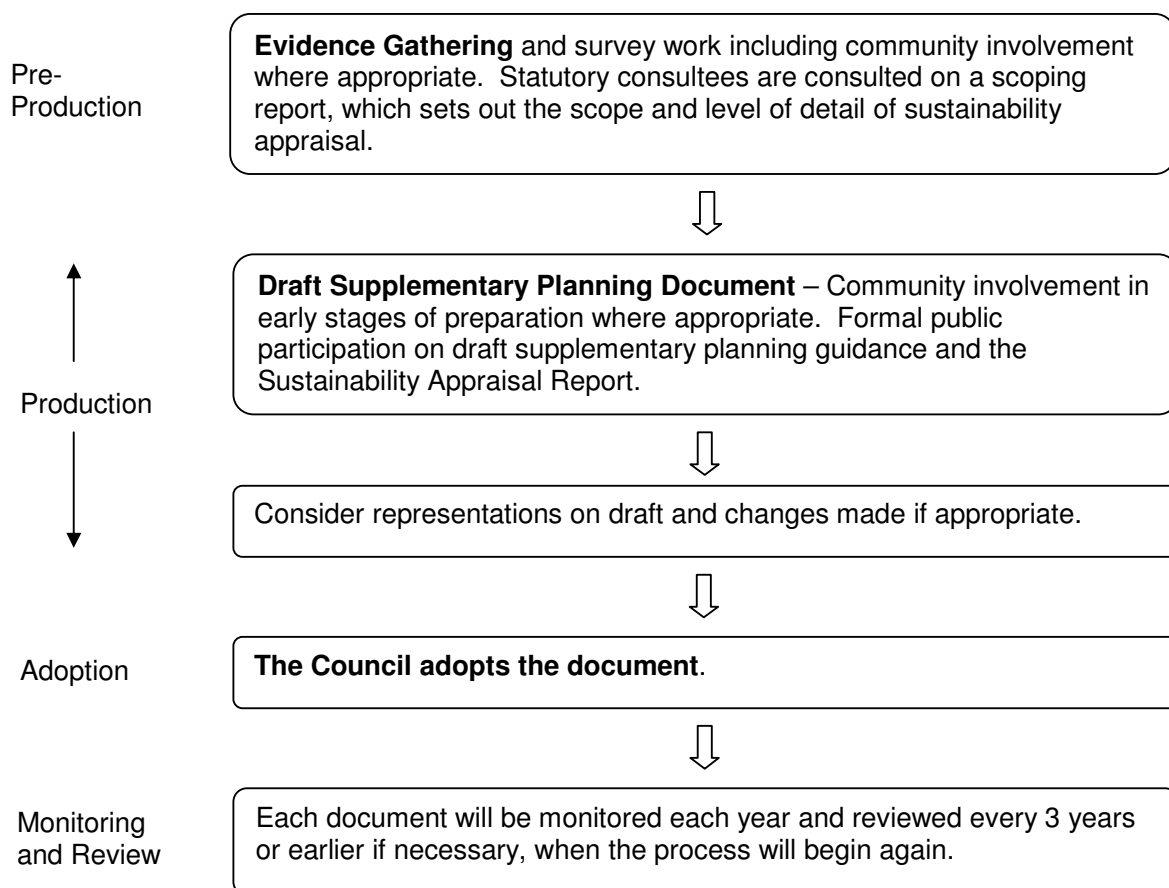
2.11 The main types of Local Development Documents in which people will be involved are Development Plan Documents and Supplementary Planning Documents. The process for preparing Development Plan Documents can be summarised in Figure 2.2

FIGURE 2.2 DEVELOPMENT PLAN DOCUMENT PRODUCTION PROCESS



- 2.12 The process is followed as shown for all Development Plan Documents, except for the document which allocates land (i.e. the Site allocations Document). After the submission document consultation and before going to Public Examination the Council has to publish details of all of the omission sites (sites which have been put forward by objectors either in addition to, or instead of, sites proposed by the Council) and seek any further comments on those potential omission sites for a period of 6 weeks. The representations at this pre-examination stage go straight to the Inspector who will then consider all the representations of the submission document and any counter objections on those omission sites suggested in addition or as alternatives to the Council's allocations. This part of the process will allow the Inspector to see all comments.
- 2.13 Any omission site can be proposed at the submission stage. All interested parties will then get the opportunity to comment on the omission site before the Examination. This is a helpful part of the new Development Plan system whereby interested parties will get to see what other sites have been put forward.
- 2.14 The preparation process for Supplementary Planning Documents is simpler with one period of community involvement and comprises the following main stages:

FIGURE 2.3 SUPPLEMENTARY PLANNING DOCUMENT PRODUCTION PROCESS



3. COMMUNITY INVOLVEMENT IN THE LOCAL DEVELOPMENT FRAMEWORK

Who will we involve?

- 3.1 Local people already have extensive opportunities to become involved in the planning process and the changes to the planning system expand this further. The Government has set out a number of guiding principles that the Council wishes to follow to ensure that maximum community involvement is achieved. The key principles are outlined below:

Changes to Community Involvement

- **Front loading of involvement** – opportunities for involvement should exist at the earliest opportunity. By placing consultation at the front of the process, decisions can still be influenced and a greater sense of ownership around the outcomes can be generated. It is also hoped that earlier involvement will help to keep people involved throughout the process. The SCI is an important part of front loading as it sets out the consultation standards for the production of planning documents and planning applications in advance.
 - **Use of consultation methods that are relevant to the community concerned** – recognition should be given to the fact that not everyone will want to be consulted in the same manner and that it may not be appropriate to consult everybody in the same way. This is especially important if the whole community is to be offered an equal opportunity to participate.
 - **Continuous Involvement** – there should be clearly articulated opportunities for continuing involvement as part of an ongoing programme, not a one off event. Front loading should encourage people to become involved in the process early on but those taking part need to know how and when that they can be involved in future stages.
 - **Transparency** – there should be certainty about who will be involved in a process, how and at what point. Feedback is important to show how involvement has influenced decisions. Those involved also need to know the reason if the decisions taken do not accord with their suggestions. The SCI will help to generate this certainty and transparency.
 - **Accessibility** – community involvement should take into account the needs of all groups within the community and should offer everybody access to documents in a format that suits them.
 - **Planning for Involvement** – community involvement needs to be planned into the process for the preparation and revision of Local Development Documents. This will ensure that it is carried out in an effective and efficient matter.
- 3.2 Anyone can get involved in the LDF process as an individual or a representative of a group or body or through an agent. The Council considers it important to involve as many sections of the community as possible in the preparation of planning policies and guidance for the District.
- 3.3 There are a number of organisations, called specific consultation bodies, (listed in Annex E of Planning Policy Guidance Note 12 – Local Development Frameworks) which the Council is required to consult when it is preparing most types of Local Development Documents. These are mostly strategic national and regional bodies, neighbouring Councils, and gas, telephone, water and sewerage service suppliers. They are listed at Appendix 2.
- 3.4 The Council will also consult the Government Office for the South West, which is the first point of contact for many other central Government Departments and agencies.

- 3.5 The Council has an extensive list of all the organisations, bodies, businesses, consultancies, landowners and individuals whom it will consult. This is known as the 'Local Development Framework database' (LDF database). It is made up of many of the bodies and organisations that are the general consultation bodies and other consultees set out at Appendix 2. The different types of groups on the LDF database include:
- **The Local Strategic Partnership.** In order to achieve wider community involvement the Council will work with its partner organisations on the Local Strategic Partnership, which prepares the East Devon Sustainable Community Plan.
 - **District and local County Councillors**
 - **Other departments of the District and County Council**
 - **Parish Councils and Residents' Associations.** A key component of the database is this existing network across East Devon. These bodies provide an important local focus for community involvement.
 - **Members of Parliament**
 - **Interest groups and societies**
 - **Voluntary groups**
 - **Religious groups**
 - **Disabled groups**
 - **Business groups and organisations**
 - **Town centre and retail groups and organisations**
 - **Developers, housebuilders and representative organisations**
 - **Registered Social Landlords**
 - **Young people and organisations for young people**
 - **Women's organisations**
 - **Older people**
- 3.6 Other groups, organisations and individuals have specifically asked to be kept informed of the Local Development Framework process and have been added onto the database. Anyone can register his or her interest or check if they or their organisation is included on the database by e-mailing ldf@eastdevon.gov.uk, telephoning the Planning Policy Team on 01395 571533 or writing to the Policy and Conservation Manager at the Council offices at Knowle, Sidmouth, Devon EX10 8HL
- 3.7 There are no known locally organised groups that specifically represent the relatively small black and minority ethnic population in East Devon. In 2001, 0.7% of people living in East Devon (just under 880 people out of approximately 125,500) described their ethnic group as non-white, with Chinese being the largest single grouping at 169.
- 3.8 The Council is keen to involve socially excluded people, often referred to as 'hard to reach' groups, on relevant planning matters and is continually working to find the best ways of doing so and identifying appropriate representatives. 'Hard to reach' groups include some of those mentioned above, such as ethnic groups, disabled people, young people and older people. It also includes homeless people, gypsies, travellers and tourists.
- 3.9 The LDF database list does not form part of this Statement of Community Involvement because of its length and because of its constantly changing nature. It is maintained as a separate, free-standing register. It will be reviewed at intervals and all those on asked whether they wish to remain in touch with the preparation of the Local Development Framework and if so, they will be given the opportunity to update their contact details.
- 3.10 The Council is also keen to involve the general public, who may not belong to any of the groups and organisations already identified.

- 3.11 LDF documents are available in a variety of formats, for example large print, audio cassette and languages other than English. If you require documents in any other format please contact the Planning Policy Team as set out in paragraph 3.6 above

How will we involve people?

- 3.11 The questionnaire survey carried out in **2007** looked in some detail at how people would like to be involved in the preparation of Local Development Documents.
- 3.12 From the work already carried out, the Council has identified a range of possible methods of informing and involving some of the different types of groups, organisations and individuals referred to above. These are set out below together with a brief consideration of their advantages, disadvantages and when they could be used to best effect.

• Exhibitions and roadshows

These provide a good way of presenting and discussing issues with local communities. They can reach a wide range of people if they are held at times and places most convenient to the community – for example in towns and shopping centres at weekends, at village days, during the evening in local halls and pubs for those who work, and during the daytime for those that do not or near centres of employment for those that do. They are, however, resource intensive, particularly in terms of staff time to mount and man the exhibition but also in materials. They could be best used where there are specific proposals of local relevance, different options to consider or controversial issues to address early on in the planning process.

• Workshops

Workshops are more interactive and can bring together many different groups and individuals in the community and stakeholders to identify issues or look at different options early on in the planning process. They are also resource intensive, as they require significant preparation to develop a structured approach and successful feedback mechanisms. The Council – and the community – has found it helpful to hold independently facilitated workshops. Resource implications for this method of involvement are high both for materials and staff, particularly if independent facilitators are required.

• Focus groups

These could be used to discuss specific issues and again could bring together smaller groups of different stakeholders and members of the community by invitation. Generally focus groups are recruited to be representative of the area's population and often people are paid to attend and/or have costs of attendance met.

• Surgeries

Surgeries give local community groups and individuals the opportunity to discuss particular issues with relevant Council officers, Member champions and other relevant experts on more of a one-to-one basis. They can help improve the level of understanding on both sides and may be particularly helpful when there are difficult issues to address. They are demanding of staff time and would need to be held at times convenient to different community groups in the same way as exhibitions and roadshows.

• Attending meetings of other groups

Making the best use of existing networks and connections could be a good use of resources. Officers already attend meetings of The Local Strategic Partnership, Parish Councils, Residents Associations and other amenity groups, often at their invitation, to explain particular planning issues. Greater use could be made of this method for obtaining information too at the earlier stages of preparation of Local Development Documents and

giving feedback later on. Resource implications for this method of involvement are moderate for materials and high for staff.

- **One-to-one meetings**

These could be particularly useful to discuss technical and other issues with some stakeholders, such as service providers, at an early stage in document preparation but are resource intensive in staff time.

- **Questionnaires**

Although these are moderately resource intensive to devise, send out and analyse, they do provide a way of obtaining a great deal of information from a range of different community groups and individuals. They are most useful at the evidence-gathering stage to help identify issues and concerns. They do not, however, allow an exchange of views. There would appear to be little public support in East Devon for carrying these out over the telephone or via the Council's website.

- **Website**

Anyone with internet access is able to visit the Council's website www.eastdevon.gov.uk and keep up to date with all LDDs. There will be a full explanation of how to comment on LDDs including submitting representations online. Resource implications for this method of involvement are low for materials and moderate for staff.

- **Media (local press, TV and radio)**

The Council's Communications Team assist in drafting press releases and trying to get greater media coverage of issues and stages in the preparation of Local Development Documents. Press releases could be more widely circulated, for example to Parish Councils for potential inclusion in Parish magazines, Residents Association newsletters etc. Resource implications for this method of involvement are low for materials and moderate for staff. Publication of documents and any forthcoming events will be advertised in the local press.

- **Council magazine (East Devon Talk)**

This is published four times a year and distributed to most of the households in the District. It will be used regularly to feature short articles on particular aspects of the Local Development Framework. Resource implications for this method of involvement are low for materials and low for staff.

- **Leaflets**

These could be used to draw attention to particular issues and options but can prove costly to prepare, print and distribute. One of the more cost-effective ways of delivering them is to include them with copies of East Devon Talk. However, a disadvantage is that sometimes leaflets are regarded as unwanted junk mail and may not be read.

- **Display of information**

Public inspection copies of all consultation and supporting documents are made available for inspection at the Council Offices and public libraries in the District (and some outside) and copies held by Parish Councils can usually be inspected by arrangement with the Parish Clerk. Copies are provided on request (many people and organisations will receive copies directly), and are also available on request in large print or on audio tape and may also be able to be made available in different languages. More use could be made of Council and Parish notice boards to display information, and perhaps some information could be displayed on boards in the Council Offices' foyer. Resource implications for this method of involvement are moderate to high for materials and low for staff

- **Letter or e-mail**

This remains a favoured way of groups, individuals and organizations being kept in touch of progress on the Local Development Framework. It relies on a database being efficiently maintained and updated and has moderate resource implications for materials and staff.

When will we involve people?

- 3.13 The Government has set out minimum standards for involving the community at different stages in the preparation of the Local Development Document that make up a Local Development Framework. The minimum standards are set out in the Town and Country Planning (Local Development) (England) Regulations 2004, which can be viewed in full on the Government website at www.communities.gov.uk . They are summarised in the following table and the Council must meet them. The table also sets out what the Council will do in addition to meeting these standards to involve the community.
- 3.14 The Government intends that community involvement should be ‘frontloaded’, meaning that the people and organisations will be informed, consulted and involved most at the earliest stages in the preparation of Local Development Documents.
- 3.15 Taking into account the Government’s minimum standards for involvement and the findings of the questionnaire, the Council is putting forward a range of ways of engaging with the community at different stages in the preparation of different Local Development Documents. They are set out in the following table.

Reporting back

- 3.15 The Council considers it important for those who participate to receive appropriate feedback so that they know what is happening to their comments, suggestions and representations.
- 3.16 Reports of questionnaire surveys, workshops and focus groups will be published and made available on the Council’s website and where appropriate, sent to participants.
- 3.17 The Council will acknowledge any written comments in respect of the preparation of Local Development Documents. Those making the comments will then be kept informed of subsequent stages in the preparation of that Local Development Document and, if appropriate, other Local Development Documents.
- 3.18 At the end of each consultation period, the Council will analyse the comments and prepare a summary report of comments with responses, identifying possible changes to policies and guidance where appropriate. This report will be considered by the Development Control Committee when making their decision on the content of the DPF Reports will be published and made available, including on the Council’s website, and will be sent to all those involved in the preparation of that particular Local Development Document.
- 3.19 The reports will be considered by the Local Development Framework Panel, which in turn reports to the Development Control Committee.

Resources for community involvement in the LDF

- 3.20 The main staff resource for community involvement in the Local Development Framework is the Council’s Planning Policy Team.

- 3.21 Some consultation and involvement will be carried out with the team responsible for supporting the Local Strategic Partnership and the preparation of the Community Strategy. Wherever possible joint consultation will be carried out on the review of the Community Strategy and preparation and review of the Core Strategy due to their common strategic nature and content.
- 3.22 The assistance of the Council's Communications Teams will be used to help prepare press releases, Council magazine articles, leaflets and site notices.
- 3.23 Consultants will be used as necessary to assist the Council in carrying out questionnaire surveys and to facilitate workshops and focus groups.
- 3.24 The Council has made provision in its budget for community involvement and the budget is reviewed annually on the basis of the work programme for the coming year, at which point the budget can be reviewed if necessary. The Council has set out the level of community involvement that it considers it will be able to maintain and resource.

4. COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

- 4.1 The Statement of Community Involvement must also set out the Council's policy for involving the community in development control decisions. Development control is the way that the Council deals with applications for planning permission, Listed Building Consent, Conservation Area Consent, consent to carry out works to trees covered by Tree Preservation Orders and in Conservation Areas, Advertisement Consent, Certificates of Lawfulness, Prior Notifications and consultations on development. The Government has set out minimum standards for consultation on planning applications in Circular 15/92 and Article 8 of the Town and Country Planning (General Development Procedure) Order 1995.
- 4.2 Over the last three years East Devon Planning Services has received an average of 3474 planning applications per annum. The majority of these, around 73%, are householder and other applications, 25% are classified as 'Minor' applications with around 2% classified as 'Major'. Table 2 below sets out the way the Council notifies and/or publicises the receipt of planning applications. The footnote to the table explains the definition of 'Major' and 'Minor' applications.
- 4.3 Information on how to go about making an application is available from the Planning Department. Please see the Council's website at www.eastdevon.gov.uk, telephone 01395 516551 or e-mail planning@eastdevon.gov.uk for general enquiries concerning planning and other types of applications.

The Council's aim for community involvement in planning applications

- 4.4 The Council aims to publicise and consult on all the applications it receives. It seeks to ensure that adjoining residents, landowners, stakeholders and other interested parties are made aware of proposed development that could affect them, so that they have the opportunity to make comments on applications. These will be taken into account when the application is decided.
- 4.5 The questionnaire survey carried out in **????** included questions on how people like to be informed of planning applications, how they like to view them, how they like to give their views on them and how they like to receive feedback on the outcome of the decision on applications.

Pre-application discussions

- 4.6 The Council welcomes and encourages pre-application discussions on major applications with prospective developers, applicants or their agents as these can help to identify those issues that need to be addressed before an application is made. This can help the Council to identify other bodies or organisations that also need to be consulted informally, such as the Highway Authority, before a formal planning application is submitted. The Council has Major Applications Protocols which come into play when initial contact is made with the Planning Service regarding a proposal that will lead to a major application being submitted. The protocol operates by bringing together representatives from appropriate Council services to offer co-ordinated advice on proposed developments. The protocol can be found on the Council website. Pre-application discussions are free of charge. Pre-application discussions on other categories of applications are also welcomed where time and resources permit.
- 4.7 Pre-application discussions are normally treated as confidential and without prejudice to the outcome of the application to be submitted later. There is no publicity or public consultation required at this stage.
- 4.8 However, the Council does encourage applicants to discuss their proposals with those who may have an interest in them before submitting an application. For the smallest application, this might be an informal discussion with the neighbours, although for a major application, wider community discussion, displays and exhibitions might be appropriate. This promotes a better understanding of proposals and can identify issues and problems very early on, as well as ensure the input of the community to making appropriate changes to the scheme at an early stage.
- 4.9 The Council will expect prospective applicants to consider the benefits of carrying out pre-application consultations, which must be done at their own expense, and to consider holding any such consultations at times of day to suit all those who might be interested. This will normally include afternoons, evenings and weekends. The Council cannot insist that pre-application consultation is carried out. Where a pre-consultation consultation exercise is undertaken applicants should submit a brief statement as part of the application submission outlining what this comprised with a record and analysis of the consultation and how the results have been taken into account. When undertaking community involvement it is important that local Ward Councillors are made aware of the development proposals before or at the same time as the local community. Details of how to contact local councillors can be found at:
www.eastdevon.gov.uk/index/your_council/councillors.htm

Publicity of planning applications

- 4.10 The Council publishes a weekly running list of valid applications received. It is available on the Council's website at www.eastdevon.gov.uk. It is available for inspection at the Council Offices. Weekly lists of valid applications received are published in local papers for parishes in which the paper is circulated.
- 4.11 All planning applications are advertised in the local press covering an area relevant to the application, along with applications affecting a listed building or Conservation Area. Site notices are put up for these types of applications and these indicate the date by which any comments should be received by the Council and this is at least 21 days from the date the notice is displayed.

Notifying neighbours

- 4.12 Once an application has been registered, occupiers of properties abutting the site together with those who are close enough to be affected, are notified individually together with any other properties that the case officer considers may be significantly and adversely affected. A period of 21 days is given for comments to be sent in (see paragraphs 4.17-18 below on 'Making Comments').
- 4.13 If significant amendments are made to an application a fresh application is usually required but where this is not the case those likely to be affected will be re-notified and given a 14 day period in which to respond, unless the views they have already given cover the alterations made.

Other consultations

- 4.14 The Council will consult appropriate bodies and organisations, depending upon what is proposed and what may be affected. Statutory authorities that need to be consulted, including bodies such as the Government Office for the South West, County Highway Authority, Environment Agency, water authorities, English Nature and English Heritage will be identified when the application is received, as will relevant non statutory bodies such as Devon Wildlife Trust. All East Devon Parishes are consulted on planning applications within their area. Neighbouring parishes will also be consulted on planning applications close to the boundary which have a wider than local significance.
- 4.15 The Council will consult the County Council and the Minerals Industry in respect of planning applications for non mineral development within mineral consultation areas as set out in the Devon County Minerals Local Plan 2004.

Proposals for Additional Consultation Methods on very large scale (District-Wide significance) or Controversial Applications

- 4.16 For the applications which have District-wide significance or controversial applications this Council will endeavour to undertake additional publicity measures to ensure the communities are aware of proposals including the following when appropriate:
- Additional Site Notices posted in the local area;
 - Extra copies of the planning application sent to the Town/Parish Councils;
 - Additional notices in newspapers with a wider circulation than just the immediate area of the planning application.

Viewing planning applications

- 4.17 All current planning applications, submitted plans and supporting information are available for inspection at the Council Offices, Knowle, Sidmouth between 8.30am and 5pm on weekdays.
- 4.18 Copies of applications for the relevant area can also be inspected at the Sub-District Offices at Axminster, Budleigh Salterton, Exmouth, Honiton, Ottery St Mary and Seaton.
- 4.19 They can also be viewed on the Council's website at www.eastdevon.gov.uk together with all representations submitted on the proposal and all other correspondence on the planning file. Where applications are submitted by private individuals any signature, telephone number or email address is obscured on the website for security reasons.
- 4.20 Town and Parish Councils receive copies of local planning applications which may be possible to view by arrangement with the Clerk. If interested people have difficulty reaching the Council Offices or looking at the website, copies of current planning applications can be provided for inspection on request.

Making comments

- 4.21 Anyone may comment on a planning application, and they may support it or object to it. Comments must be in writing and sent to the Head of Planning and Countryside Services at the Council Offices, Knowle , Sidmouth EX10 8HL within 21 days of the date of a neighbour notification letter. E-mailed comments (which can be submitted online via the Council website) or faxed comments are accepted. The planning application reference should be included
- 4.22 Comments made must be on planning matters such as whether or not the proposal complies with planning policies or the effect of the proposal on local amenities, land use and character, the environment and countryside, traffic and parking. Examples of such issues are detailed on the back of the neighbour notification letter. The effect of development on property values, loss of view and private interests such as legal covenants cannot be taken into account. All letters received on planning applications are made available for public inspection at the Council Offices and cannot be treated as confidential.

How planning applications are decided

- 4.23 The majority of applications are decided by the Head of Planning and Countryside services, who is authorised to do so by the Council. These include nearly all house extensions, alterations and other minor developments as well as the refusal of applications. All relevant material considerations are taken into account before a decision is made. Full details of delegation system are set out in the Council's Constitution (which is available on the website www.eastdevon.gov.uk).
- 4.24 The remaining applications, usually more major applications, are decided by the Development Control Committee. Committee meetings are usually held at the Council Offices on a Tuesday on a four week cycle, except where this is not practicable. They are open to the public. A copy of the agenda is available for inspection at the Council Offices (and is also placed on the Council website) at least 5 working days before the meeting.
- 4.25 All comments received within the period specified in the notification letter will be taken into account.
- 4.26 In the case of applications decided by the Head of Planning then comments received before the decision is taken will also be taken into account.
- 4.27 Where the Committee takes the decision, the Committee report includes a summary of comments received at the time the report is written and copies of all letters and comments are made available to Members. Any other comments received before the Committee meeting will be reported to Members to be taken into account if they raise new issues. Otherwise members will be informed of the number of further representations received but that they raise no additional issues to those considered in the Committee report.
- 4.28 For all applications, whether delegated to officers or determined by the Committee, the case officer will write a report which outlines all of the material planning considerations relevant to the application and all of the comments received as a result of the application. Planning legislation requires that decisions on planning applications have to be made in accordance with the statutory development plan unless material considerations indicate otherwise. If the development plan contains material considerations, the application must be determined in accordance with the development plan. Where there are other material considerations, the development plan should be the starting point, and other material considerations should be taken into account in reaching a decision.

Planning Inspections Committee – Public Speaking

- 4.29 In respect of applications referred to the Planning Inspections Committee the Council allows the public to speak directly to the Committee. Those who can speak are the applicant or their agent, a representative of a group of objectors, individual objectors, one Town or Parish Council representative, one representative of an amenity or interest group.
- 4.30 Where the opportunity to speak arises the Council will advise those who have already made written comments. Details of the arrangements for speaking to the Committee are set out in a leaflet available from the Council Offices at Knowle, Sidmouth or can be viewed on the Council website www.eastdevon.gov.uk.

Other Opportunities for Involvement

- 4.31 In addition to involvement relating to specific planning and other applications, the Council also has contact with customers in general. A Customer Satisfaction Survey is carried out every three years, as required by the Audit Commission, which looks at the Planning Service as a whole. A Planning Agents Forum is held approximately twice a year to discuss current issues.

Section 106 Planning Obligations

- 4.32 A Section 106 Planning Obligation is a legal agreement to secure developer contributions or other necessary planning matters. Some developments may only be acceptable if such an agreement is in place as they enable the Local Planning Authority and the Applicant to agree restrictions and provisions that are necessary to mitigate and/or enhance development where such provisions cannot be achieved by planning condition. An example of such an agreement may be where a developer agrees to make a contribution to the provision of additional educational or community facilities or improvements to highway infrastructure. All Section 106 Agreements are available to view as part of the planning application. As well as this the Council are legally obliged to publish planning obligations in a register. The agreed Heads of Terms for obligations are included in committee papers and are open to public inspection.

Feedback after the decision has been made

- 4.32 The Council acknowledges every letter and comment received in connection with a current planning application. Once the decision has been made, a copy of the decision notice is available for inspection at the Council Offices and on the Council website. Those who have made individual representations, and organisers of petitions, will be advised by letter or email of the decision. Copies of decision notices will be provided on request at a charge and can be downloaded from the Council's website or e-mailed.

Appeals

- 4.33 If a planning application is refused, or if the Council does not determine it within the statutory time period, the applicant has the right to appeal against the decision or non-determination. Only the applicant can appeal. Appeals are dealt with by the Planning Inspectorate in Bristol. When the Planning Inspectorate tells the Council that an appeal has been submitted, the details are added to the weekly list of planning applications. Everyone who was consulted and who gave their views on the original planning application will be advised that an appeal has been received and told how they can make their views on the appeal known to the Planning Inspectorate. Where an appeal is to be heard at a public inquiry this is publicised by placing a notice adjacent to the appeal site. Notification of the outcome of any appeal is the responsibility of the Planning Inspectorate, but a copy of each appeal decision is available to view via a link from the Council website to the Planning Portal.

4.34 Please note, there are no third party rights of appeal against the determination of a planning application. This means that if permission is granted for an application that was the subject of objections, then those who were not in support of it cannot appeal that decision, although a legal challenge may be mounted if it is considered that the Council has not followed the correct procedures in dermining the application or has not had regard to all of the material planning considerations. Application for a legal challenge must normally be made within 6 weeks of a decision being made.

Resources for community involvement in planning applications

4.35 The main staff resource for community involvement in planning applications is the Council's Planning Department.

4.36 The Council has made provision in its budget for community involvement and the budget is reviewed annually, at which point the budget can be reviewed if necessary. The Council has set out the level of community involvement in planning applications that it considers it will be able to maintain and resource.

Table 2 - Summary of Community Involvement in Planning Applications

Stage	Statutory requirements for consultation	Additional Community Involvement
Pre-application		<ul style="list-style-type: none"> • Pre-application discussions with Council encouraged, particularly for major applications* • Pre-application exhibitions or displays organised by developer encouraged in appropriate cases for major applications*
Application	<ul style="list-style-type: none"> • Publish on weekly list of applications • Local advertisement (14 days) and where applicable, notice, also to be available to view on website (no time period given) for major applications*, applications for Listed Building Consent and Conservation Area consent • Site notice or neighbour notification for 21 days (site notice for 7 days where development affects setting of a Listed Building or Conservation Area) • Consult statutory consultees (21 days)*2 	<ul style="list-style-type: none"> • Weekly list emailed to Councillors, Parish Councils. • Weekly list available at Council Offices. • Weekly list available on Council website • Site notices for major applications* and neighbour notification for all applications (21 days) • Copies of applications and plans available to view on website, at Council Offices . • Re-notification of significant amendments to application (generally 7-10 days) unless views received already cover alterations made • Notify interested parties of decisions
Appeals	<ul style="list-style-type: none"> • Notify all those previously notified and those who have expressed an interest • Local advertisement and site 	<ul style="list-style-type: none"> • Include details of appeals on weekly list of planning applications • Notify local Council Members and Amenity Groups.

	notice where appropriate	<ul style="list-style-type: none"> Copies of appeals available to view via a link to the Planning Portal from the Council website, at the Council Offices,
<p>*Major applications - Applications accompanied by an Environmental Statement, those not in accordance with the LDF (departures), large-scale and controversial applications Minor applications – most other planning applications, generally more straightforward</p> <p>*2 The period of 21 days can be extended with written agreement from the Council. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.</p>		

5. REVIEWING THE STATEMENT OF COMMUNITY INVOLVEMENT

- 5.1 Once adopted the Statement of Community Involvement will be kept under review as part of the Annual Monitoring Report published in December each year. If changes are required this will then be earmarked in the subsequent review of the Local Development Scheme, which will set out the timetable for review.
- 5.2 The Annual Monitoring Report must assess the progress of the Local Development Framework against the timetable set out in the Local Development Scheme. It must also assess the effectiveness of Local Development Documents such as the Statement of Community Involvement.
- 5.3 The Council must comply with the Statement of Community Involvement when preparing subsequent Local Development Documents. When it submits a Development Plan Document it will have to produce a 'statement of compliance' showing how this has been done. The Annual Monitoring Report will be used to check whether the appropriate community involvement has taken place for the stage of preparation reached for each Local Development Document and identify any difficulties experienced.
- 5.4 It may also be possible to make some assessment of how successful the methods used have been by getting participants to evaluate their effectiveness at appropriate points in the process. Where methods used clearly have not worked, it may be necessary to consider refining them to better fit their purpose, or replacing them altogether.
- 5.5 It will be necessary to review the Statement of Community Involvement if the Council proposes to introduce different methods of engaging with the community, or when significant changes have occurred in the type of groups the Council wishes to involve. Changes in the level of resources available to the Council may also trigger the need to review the Statement of Community Involvement, either by expanding the community involvement programme or by paring it back.

6. FURTHER INFORMATION AND HELP

- 6.1 For further information and help on getting involved in the Local Development Framework and in planning applications, please contact officers in the appropriate departments. They will be happy to help you. Their details are available on the Council's website at www.eastdevon.gov.uk and general contact information is given in the appropriate sections above, and repeated below:

- **The Local Development Framework** is prepared by the Council's Planning Policy Team in the Environment Directorate, Council Offices , Knowle, Sidmouth, EX 10 8HL , email ldf@eastdevon.gov.uk, tel.01395 571533.
 - **Planning applications** are dealt with by the Council's Planning Department at Knowle Sidmouth, e-mail planning@eastdevon.gov.uk, tel. 01395 516551.
- 6.2 If you would like to speak to your local Councillor about a particular issue or planning application, details of your local, elected representatives can be found on the Council's website at www.eastdevon.gov.uk or by telephoning the Council on 01395 516551.
- 6.3 If you would like help outside the Council, contacting Planning Aid is a good place to start. Planning Aid is a planners' voluntary organisation that aims to work with individuals and groups in the community, that cannot afford planning consultants, to help them understand and participate in local planning issues. For further information please see the Planning Aid website at www.planningaid.rtpi.org.uk or contact South West Planning Aid , The Architecture Centre, Narrow Quay, Bristol BS1 4QA, telephone 0117 929 7292, email swco@planningaid.rtpi.org.uk

Appendix 1

TESTS OF THE SOUNDNESS OF THE STATEMENT OF COMMUNITY INVOLVEMENT

From Planning Policy Statement 12 – Local Development Frameworks (para 3.10).

The Inspector will examine whether the:

- i. Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations⁴;
- ii. Local Planning Authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
- iii. Statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
- vi. Resources are available to manage community involvement effectively;
- vii. Statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents;
- viii. Authority has mechanisms for reviewing the Statement of Community Involvement; and
- ix. Statement clearly describes the planning authority's policy for consultation on planning applications.

⁴The Town and Country Planning (Local Development) (England) Regulations, 2004.

Appendix 2

CONSULTEES IN THE LOCAL DEVELOPMENT FRAMEWORK PROCESS

From Annex E of Planning Policy Statement 12 – Local Development Frameworks:

Specific Consultation Bodies

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations:⁵

- a) The regional planning body if the local planning authority's area is in a region other than London (*i.e. The South West Regional Assembly*);
- b) The Mayor of London if the authority is a London Borough;
- c) A relevant planning authority any part of whose area is in or adjoins the area of the local planning authority (*i.e. adjoining authorities – County, District and Parish Councils and Devon County Council*);
- d) The Countryside Agency; (*now part of Natural England*)
- e) The Environment Agency;
- f) Highways Agency;
- g) The Historic Buildings and Monuments Commission for England (English Heritage);
- h) English Nature; (*now part of Natural England*)
- i) Network Rail;
- j) A Regional Development Agency whose area is in or adjoins the area of the local planning authority (*i.e. The South West England Regional Development Agency*);
- k) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003; and
- l) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
- m) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - i. Strategic Health Authority;
 - ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
 - iii. Sewage undertaker; and
 - iv. Water undertaker.

Government Departments

The appropriate Government Office for the Region should also be consulted (*i.e. the Government Office for the South West*) and will often be the first point of contact for consultation with central Government Departments. In addition, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.

- a) Home Office;
- b) Department for Education and *Skills (through GOSW)*;
- c) Department for Environment, Food and Rural Affairs;
- d) Department for Transport (*through GOSW*);
- e) Department of Health (through relevant Regional Public Health Group);
- f) Department of Trade and Industry (*through GOSW*);
- g) Ministry of Defence;
- h) Department of Work and Pensions;
- i) Department of Constitutional Affairs;
- j) Department for Culture, Media and Sport;
- k) Office of Government Commerce (Property Advisers to the Civil Estate); and
- l) The Countryside Agency. (*now part of Natural England*)

General Consultation Bodies

- a) Voluntary bodies, some or all of whose activities benefit any part of the local authority's area;
- b) Bodies which represent the interests of different racial, ethnic or national groups in the local authority's area;
- c) Bodies which represent the interests of different religious groups in the local authority's area;
- d) Bodies which represent the interests of disabled persons in the local authority's area; and
- e) Bodies which represent the interests of business people in the local authority's area.

Other Consultees

Local planning authorities should also consider the need to consult, where appropriate, the following agencies and organisations in the preparation of local development documents.

- a) Age Concern;
- b) Airport operators;
- c) British Chemical Distributors and Traders Association;
- d) British Geological Survey;
- e) British Waterways, canal owners and navigation authorities;
- f) Centre for Ecology and Hydrology;
- g) Chambers of Commerce, Local CBI and other branches of Institute of Directors;
- h) Church Commissioners;
- i) Civil Aviation Authority;
- j) Coal Authority;
- k) Commission for Architecture and the Built Environment;
- l) English Partnerships;
- m) Commission for Racial Equality;
- n) Crown Estate Office;
- o) Diocesan Board of Finance;
- p) Disability Rights Commission;
- q) Disabled Persons Transport Advisory Committee;
- r) Electricity, Gas and Telecommunications Undertakers, and the National Grid Company;
- s) Environmental groups at national, regional and local level, including:
 - i. Campaign to Protect Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds;
 - iv. Wildlife Trusts;
- t) Equal Opportunities Commission;
- u) Fire and Rescue Services;
- v) Forestry Commission;
- w) Freight Transport Association;
- x) Gypsy Council;
- y) Health and Safety Executive;
- z) Help the Aged;
- aa) Housing Corporation;
- bb) Learning and Skills Councils;
- cc) Local Agenda 21, including:
 - i. Civic Societies;
 - ii. Community Groups;
 - iii. Local Transport Authorities;
 - iv. Local Transport Operators;
 - v. Local Race Equality Councils and other local equality groups;
- dd) National Playing Fields Association;
- ee) Network Rail;
- ff) Passenger Transport Authorities;
- gg) Passenger Transport Executives;
- hh) Police Architectural Liaison Officers / Crime Prevention Design Advisors;

- ii) Port Operators;
- jj) Post Office Property Holdings;
- kk) Rail Companies and the Rail Freight Group;
- ll) Regional Development Agencies;
- mm) Regional Housing Boards;
- nn) Regional Sports Boards;
- oo) Road Haulage Association;
- pp) Sport England;
- qq) The House Builders Federation;
- rr) Transport for London;
- ss) Traveller Law Reform Coalition;
- tt) Water Companies;
- uu) Women's National Commission.

In addition the following the will be consulted:

- The Guild of Travelling Showmen
- Relevant community groups/ organizations
- Groups representing racial and ethnic interests
- groups representing religious interests

Any individual, group or organization can be added to the LDF database (see paragraph 3.5) at any time by contacting the Planning Policy Team by e-mailing ldf@eastdevon.gov.uk, telephoning the Planning Policy Team on 01395 571533 or writing to the Policy and Conservation Manager at the Council offices at Knowle, Sidmouth, Devon EX10 8HL

Appendix 3

Glossary

Action Area Plan – (AAP)

These are Development Plan Documents (see below) covering parts of a District. They focus upon implementation, providing an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change and conservation.

Adoption

The formal process by which the LDF documents become valid and replace the previous Local Plan.

Annual Monitoring Report (AMR)

A document to be produced in December each year showing progress in achieving the timetable set out in the LDS and setting out revisions to the LDS.

Community Strategy

A Community Strategy is a wide ranging strategy that focuses on the needs and priorities of local communities setting them within a strategic framework for sustainable development throughout the district. The intention is that Local Development frameworks will provide the spatial expression to those elements of the Community Strategy that relate to the use and development of land.

Core Strategy

The Core Strategy sets out the key elements of the planning framework for the area. It is comprised of a spatial vision and strategic objectives for the area; a spatial strategy; core policies and a monitoring and implementation framework with clear objectives for achieving delivery. Once adopted, all other development Plan Documents must be in conformity with it.

Development Plan (DP)

This will consist of the Regional Spatial Strategy, prepared by the Regional Planning Body and Development Plan Documents prepared by District Councils and in the case of Minerals and Waste Development Plan Documents, County Councils. The statutory development plan is the starting point in the consideration of planning applications for the development or use of land.

Development Plan Document (DPD)

Any part of the LDF that forms part of the statutory development plan – these are: Core Strategy, area wide policies, topic policies, Area Action Plans, Proposals Map, and Site Specific Allocations (includes LDDs but not SCI or SPDs).

Examination : See Independent Examination

Government Office for South West (GOSW)

Regional government office responsible implementing national policy in the region and ensuring Local Planning Authorities policies and plans accord with national guidance.

Independent Examination

An examination held by an independent inspector appointed by the Secretary of State to test the 'soundness' of the Submission Local Development Framework Documents. The inspector's report is binding on the Council. For Development Plan Documents an examination is held even if there are no representations.

Issues and Options Stage

This is the first stage in the production of development plan documents in which the Council brings possible issues and options into the public domain, in order to generate responses to aid the development of the 'Preferred Options' development document which is a statutory stage of the Local Development Framework for the District

Local Development Document (LDD)

Comprised of development plan documents (DPD); supplementary planning documents (SPD) and the Statement of Community Involvement.

Local Development Framework (LDF)

The collective name given to all those policies and documents forming the planning framework for the District.

Local Development Scheme (LDS)

A project management document for a three year period setting out what the LDF will contain a timetable for its production, proposals for monitoring and review. The scheme will be revised when necessary.

Planning Inspectorate (PINS)

Planning Obligations

Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken, for example, the provision of highways. These are sometimes called "Section 106" agreements.

Proposals Map

Illustrates, on an Ordnance Survey base, all the policies and proposals in development plan documents (DPD). It will be revised as new DPD are prepared and it will always reflect the up-to-date planning strategy for the area.

Preferred Options Stage

This stage of preparing documents takes into account the communities comments, having regard to them in the preparation of the final Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Options. The aim of the formal public participation on the Preferred Options stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council it is aware of all possible options before it

prepares the final 'submission' Development Plan Document which is the next stage in the process.

Planning Consultation

Either informal or formal processes for involving the community (individuals and organisations external to the Council) in planning processes. Usually involves the publication of a consultation document which is available for public inspection and comment over a set period (normally six weeks for development plans).

Planning Policy Statements (PPS)

These are statements of National Planning Policy and must be taken into account by local authorities when preparing the Local Development Framework. They will replace Planning Policy Guidance (PPG).

Regional Spatial Strategy (RSS)

Overarching strategy produced by Regional Planning Body, with broad land use, transport and other policies to inform LDFs, will form part of the statutory development plan.

Site Specific Allocations of Land

A document detailing the allocations of sites for specific or mixed uses or development. Policies will identify any specific requirements for individual proposals and all site specific proposals will be identified in the Proposals Map.

Soundness

A Development Plan Document is considered sound if it is based upon good evidence and has been prepared in accordance with all the necessary procedures including the measures set out in the authority's Statement of Community Involvement.

Spatial Planning

An approach to planning that ensures the most efficient use of land by balancing competing demands. Does not consider just the physical aspects of location/land use but also economic, social and environmental matters.

Stakeholders

A combination of statutory consultees, as identified in legislation and Government guidance, and other organizations which are identified by the Council as having a 'stake' or interest in the preparation of a development site.

Statutory Consultees

Public, private or voluntary groups and organizations identified in legislation and Government guidance as having an interest in the preparation of a development plan. The Local Authority has to consult with these organizations at each consultation stage of the Local Development Framework.

Structure Plan

Sets out the County Council's general strategy, policies and main proposals for land use and transport over a period of about 15 years. Consists of a statutory written

statement (the policies) and key diagram together with non-statutory explanatory memorandum. Structure plans will no longer be prepared within the new planning system.

Submission Stage

The final stage in preparation of Development Plan Documents and the Statement of Community Involvement. The documents are sent to the Secretary of State and an independent examination will be held. Following the successful completion of this process, the DPD may be adopted by the Council.

Sustainability Appraisal (SA)

An appraisal of the impacts of policies and proposals on economic, social and environmental issues.

Statement of Community Involvement (SCI)

The document that sets out how the Local Planning Authority will involve and consult the public in the production of the LDF and on major development control matters.

Strategic Environmental Assessment (SEA)

An assessment of the potential impacts of policies and programmes on the environment, to include proposals for the mitigation of impacts.

Supplementary Planning Document (SPD)

A document providing an elaboration of policies, design guidance, site development guidance, parking standards etc. They will not form part of the development plan and are not subject to independent examination.

Supplementary Planning Guidance (SPG)

Documents produced under the existing system providing an elaboration of policies, design guidance, site development guidance.

Tests of Soundness

See Soundness.

Village (or Parish) Design Statement (VDS)

The VDS is written by the relevant local community and includes a thorough consultation and community involvement process. It describes the character of a village or parish including its countryside or landscape setting, the form of the settlement and the characteristics and details of the buildings and spaces within the village. The VDS in the form of design guidance helps to inform planners, developers and other interested parties about the important characteristics of the village, as determined by that community, and will influence new development. If adopted by the District Council as Supplementary Planning Guidance/Document it will become a material consideration in the determination of a planning application.

