



**EAST DEVON LOCAL DEVELOPMENT
FRAMEWORK**

STATEMENT OF COMMUNITY INVOLVEMENT

**PRE –SUBMISSION DRAFT STATEMENT
CONSULTATION**

MARCH 2008

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Where practical and on request we will endeavour to make this and other LDF documents available in a range of formats, for example to include large print, braille, audio cassette and languages other than English.

If you require documents in any other format please contact the Planning Policy Team at East Devon District Council

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East Devon Local Development Framework 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. Under the new planning act the South West Regional Assembly is producing a Regional Spatial Strategy (following a round of Modifications scheduled for the Summer of 2008 it is due to be adopted by the Government in late 2008/early 2009). Also under the new act East Devon District Council will produce a Local Development Framework (LDF). The LDF is not a single document but is an overarching term that refers to a series of plans and documents that the Council will produce.
- 1.2 As part of the LDF there is a statutory requirement for East Devon District Council to produce a Statement of Community Involvement (SCI). The SCI seeks to strengthen community involvement in the planning system and it sets out how and when local communities, businesses, individuals and other bodies will be engaged and involved in plan production and in consideration of planning applications.
- 1.3 This SCI 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 to promote effective public consultation engagement in East Devon. Reference is also made in this SCI to how it may be reviewed and improved.
- 1.4 To help produce this consultation version of the SCI and other LDF documents the Council invited responses to a questionnaire in the Autumn of 2007. A report summarising responses received can be viewed on the Council website.

Promoting Community Engagement

- 1.5 East Devon District 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. The Council aims to make the best use of its resources to inform, listen and involve people more effectively. It is recognised that earlier and improved community involvement in the planning process should ensure outcomes better meet local needs and aspirations.
- 1.6 Through promoting a better understanding of how planning policies are produced, developed and refined 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. Ultimately unresolved issues may need to be addressed by an independent Inspector at an Examination.
- 1.7 The SCI relates to other work which the Council is involved in 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). The Sustainable Community Plan has the broad aim of improving the quality of life for all those who live and work in the District.

- 1.8 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. Work on the SCI and LDF will aid the Council's understanding of what local people want and may find ways of providing for it through both broader community based initiatives and strategies and planning policies.

Related Documents

- 1.9 This Draft Statement of Community Involvement has been informed by a number of other documents including:

- **East Devon District Council Corporate Strategy 2008** which sets out the overarching vision and framework for the Council and advises as key headlines:

Our vision:

'Outstanding and sustainable quality of life for everyone in East Devon'.

Our values:

Courage: to lead

Wisdom: to listen

Passion: for people, places and performance

Champions: of improvement and challenge

To achieve our vision, we'll work towards seven priorities:

1. Affordable homes
2. Thriving economy
3. Safe, clean and green environment
4. Recycling
5. Children and young people
6. Excellent service for our customers
7. An inspirational Council

- **East Devon Sustainable Community Plan 2007** - 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 2005** - this is a guide to good practice on how to carry out a consultation.

- 1.10 The Council will follow the principles and detailed advice in the Council's own Consultation Strategy and Guide in implementing the methods set out in this Statement of Community Involvement.

The Next Steps

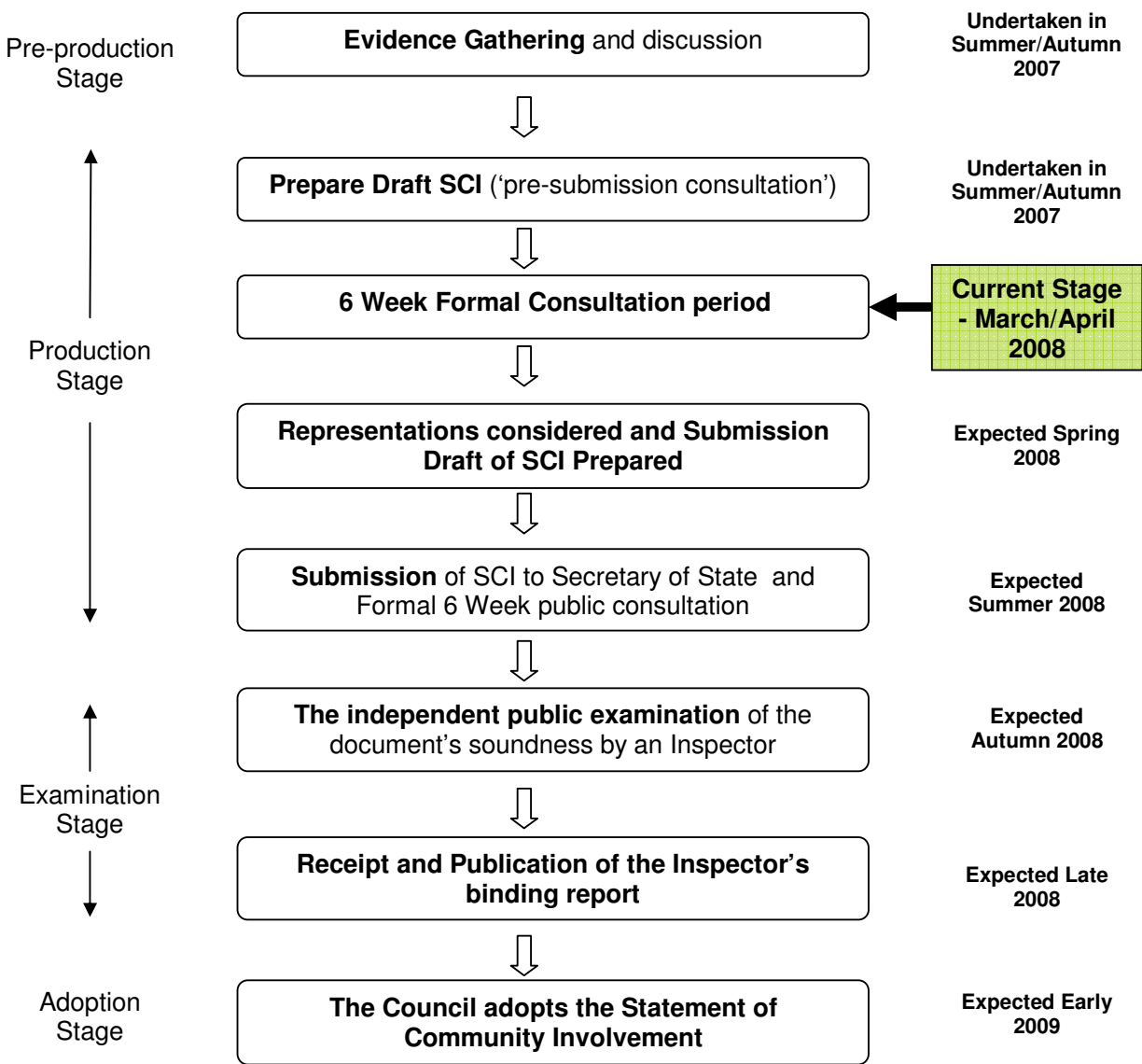
- 1.11 This Draft SCI¹ is to be widely circulated and available for comments to individuals, organisations and community groups as well as businesses and developers. Following consideration of any comments received, and amendments where appropriate, we will produce the Submitted Version of the Statement of Community Involvement² on which formal responses will be sought.

¹ The Draft SCI is produced to accord with Regulations 25 and 26 of the 2004 PCP Act.

² The submitted version of the SCI will be produced to accord with Regulation 28 of the 2004 PCP Act.

- 1.12 An independent Inspector will examine the Statement of Community Involvement. This will involve the consideration of the soundness of the document, the tests for which are set out at Appendix 1.
- 1.13 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.
- 1.14 The process of production of the SCI (with a timetable showing actions taken to date and projected future actions/dates) is outlined in figure 1.1.

FIGURE 1.1 STATEMENT OF COMMUNITY INVOLVEMENT PRODUCTION PROCESS



Give Us Your Views

- 1.15 You are invited to comment on the Consultation Draft of the Statement of Community Involvement. 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 the Submission Statement of Community Involvement.

Please send your comments on the form provided to:

ldf@eastdevon.gov.uk

or

Policy and Conservation Manager
Environment Directorate
East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

- 1.16 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

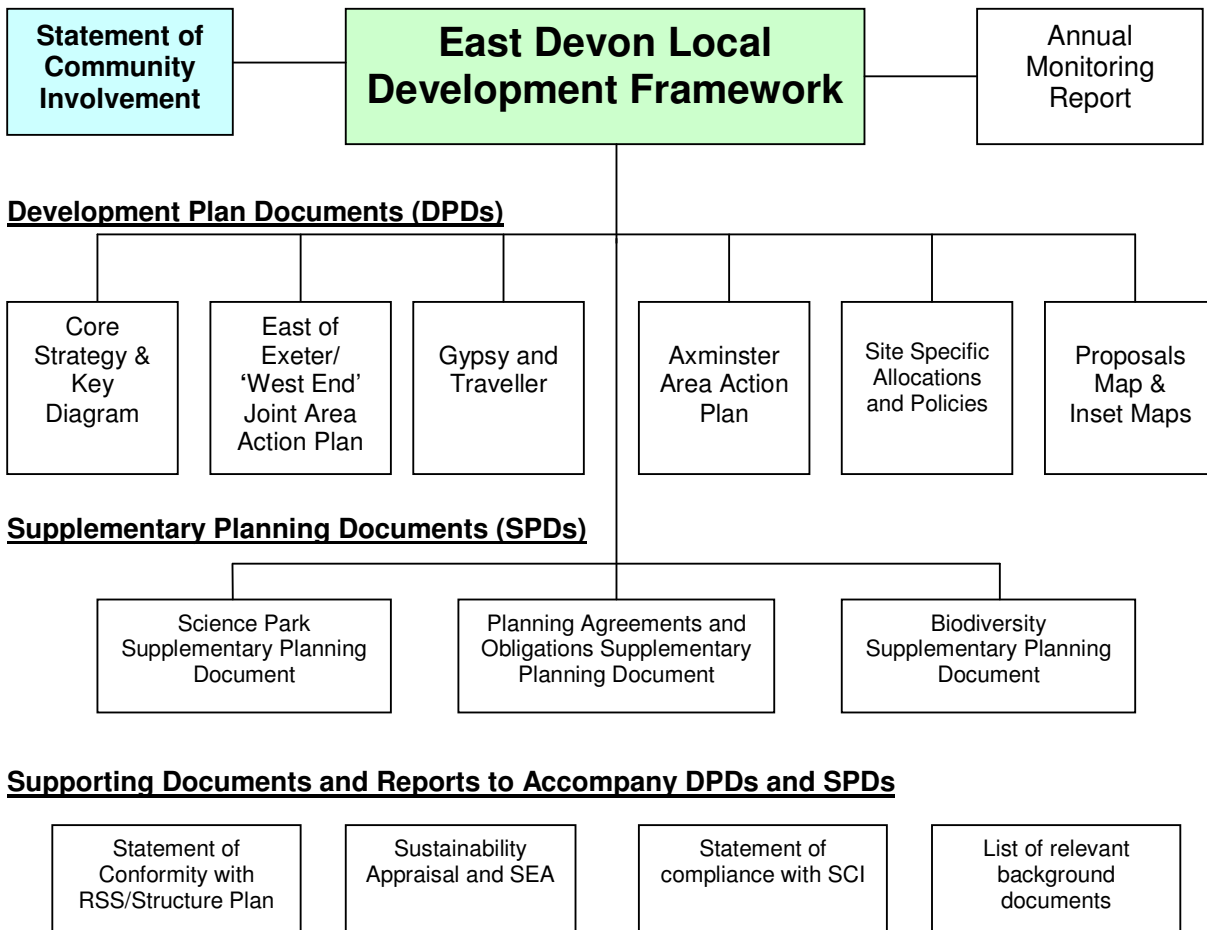
Introduction

2.1 The new planning system replaces Structure Plans, Local Plans and Supplementary Planning Guidance with an LDF. The LDF documents will set out a clear vision and strategy for East Devon. 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 or produced.

2.2 The LDF will consist of a number of individual Local Development Documents (LDDs) which will 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 (the LDF and its constituent parts are diagrammatically shown in Figure 2.1). We will be adopting a common style and format/layout for LDF documents.

Figure 2.1: Components of the East Devon Local Development Framework



- 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).
- 2.4 Many Parishes have or are preparing parish plans or Towns Market and Coastal Town Initiative plans/Town Plans to identify issues that are important to local communities. The needs of local communities articulated through parish plans will be taken into account when the Council prepares Development Plan Documents.
- 2.6 The DPDs the Council prepares must be in conformity with the Regional Spatial Strategy. The DPDs 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 is preparing are currently identified as:
- **The Core Strategy** - This will set out an overarching strategy and policies for development in the District and it will be one of the first DPDs to be prepared and other DPDs 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** - This will set out a limited set of policies against which 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 or locations where significant change or conservation is considered appropriate. At the current time two Area Action Plans are proposed – the East of Exeter or 'West End' Joint Area Action Plan and the Axminster Area Action Plan. The East of Exeter/'West End' Joint Area Action Plan is to be produced in conjunction with Exeter City Council.
 - **The Proposals Map** - This will illustrate, on an Ordnance Survey base map, all the policies and proposals contained in other DPDs.
 - **Gypsy and Traveller Development Plan Document** – This will set out policies and site allocations to meet the needs of gypsies and travellers.

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. At the present time three SPDs are proposed in East Devon:
- **The University of Exeter Science Park;**
 - **Planning Agreements and Obligations; and**
 - **Biodiversity.**

The Annual Monitoring Report

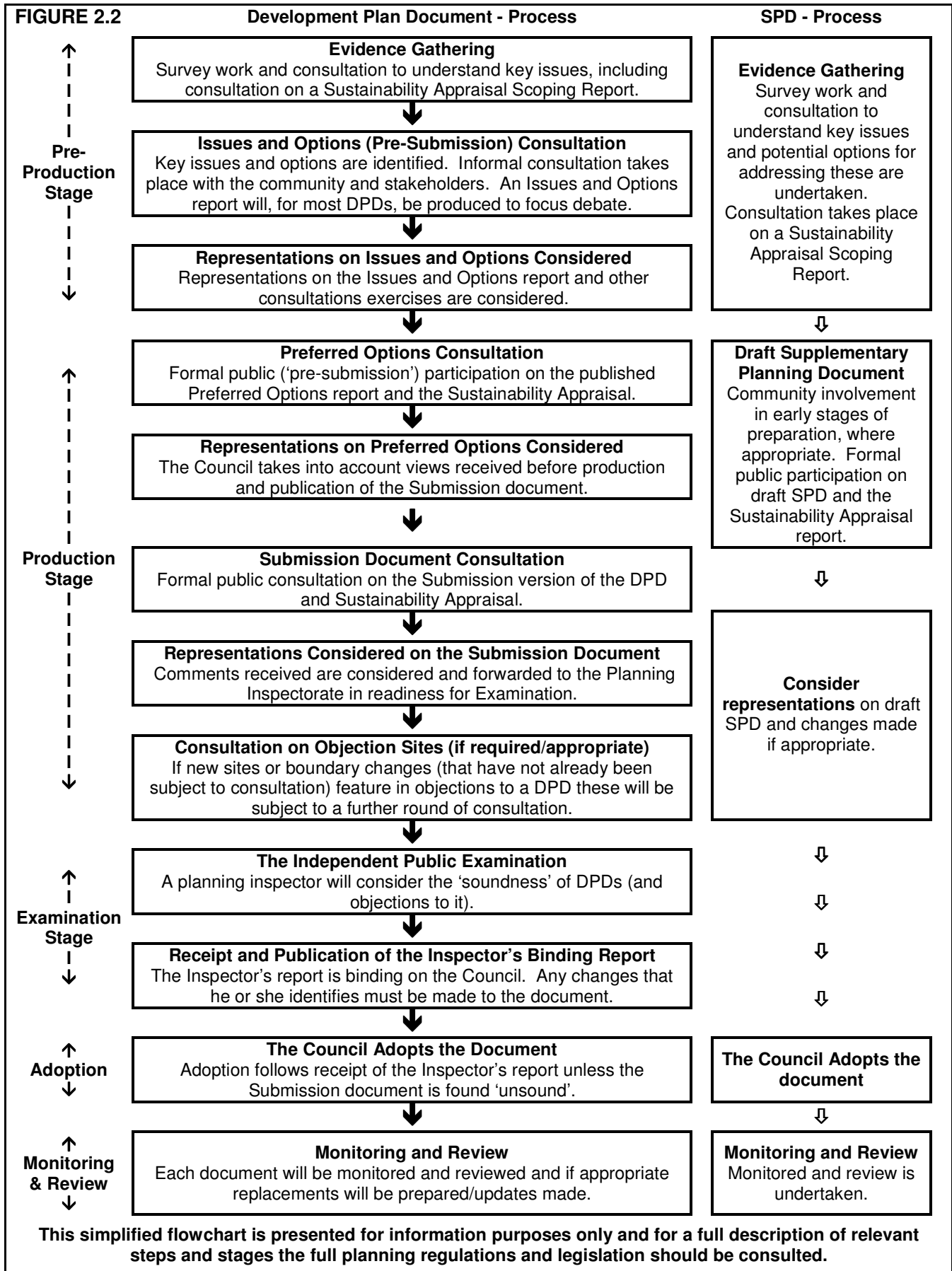
- 2.8 This will report on progress in preparing the Local Development Framework against the timetable set out in the Local Development Scheme, and outline to what extent policies in Development Plan Documents are delivering objectives.

Sustainability Appraisal / Strategic Environmental Assessment / Appropriate Assessment

- 2.9 Development Plan Documents and Supplementary Planning Documents must be assessed through a Sustainability Appraisal. Sustainability Appraisal ensures that the impacts of plans on the environment, society and the economy are 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 process for preparing Development Plan Documents and Supplementary Planning Documents is summarised in Figure 2.2.
- 2.12 The process is followed for all DPDs, except for documents which allocate land (for which there is an extra consultation stage where people can comment on development sites which are proposed by others). This extra site specific consultation stage will come after submission document consultation and before going to Public Examination. For this extra consultation stage, which runs for a six week period, 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). The representations at this pre-examination stage go straight to the Inspector who will then consider all the representations on 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 made.
- 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 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 as shown in Figure 2.2.
- 2.15 It should be noted that the Government are currently proposing changes to the planning system and the stages detailed in Figure 2.2 may change at some point in 2008 or at a later date. If/when changes are made the SCI may need to be amended. At this current point in time the SCI refers to current processes/procedures only.



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:

Key Aspects of Community Involvement

- **Front loading** – opportunities for involvement should exist at the earliest opportunity. By placing consultation at the front of the process decisions can be influenced and a sense of ownership around the outcomes can be generated. 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 reasons 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 specific organisations which the Council is required to consult when it is preparing most types of Local Development Documents. These are mostly 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. The Council already has an extensive list of organisations, bodies, businesses, consultancies, landowners and individuals whom it will consult. These are recorded on an LDF database. The LDF database records address details of (most of) the bodies and organisations that are listed in Appendix 2, as listed as potential consultees in PPS12. 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, house builders and representative organisations;**
 - **Registered Social Landlords;**
 - **Young people and organisations for young people;**
 - **Women's organisations; and**
 - **Older people**
- 3.5 It is stressed that the above list is not intended to be an exhaustive list of all bodies or interest groups, organisations and businesses recorded on 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. In the near future the database will go 'on-line' and it will be possible to check details via the Council website at www.eastdevon.gov.uk.
- 3.6 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 with 169 people.
- 3.7 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 typically include ethnic minorities/groups, disabled people, young people and older people. It also includes homeless people, gypsies and travellers. The Council is currently developing a Hard to Reach Groups database and any organisations identified will be added to the LDF database.
- 3.8 To date work on LDF production has not sought to formally define who the 'hard to reach' groups in East Devon are and what the most appropriate means to reach such groups might be. It is recognised that liaison with partner organisations (especially the LSP) is liable to be instrumental in providing advice on who the 'hard to reach' groups are and why it may be important that their views and opinions are taken into account in the LDF process. Also it is important to note that the above is an indicative list of some of the 'traditional'

types of people that may be seen as 'hard to reach' but this list is not exhaustive. There may be other groups/types of people who are not involved or are under-represented in the planning process, but who could or should legitimately be identified as 'hard or harder to reach'. Such people could include those that are 'time poor' because they are very busy and therefore do not have the chance/or do not choose to comment on planning matters. 75% of private individuals responding to the SCI Questionnaire were over 60 years of age and 87.5% were males. This may suggest that females and younger people (under 60s!) could be 'hard to reach' in East Devon.

- 3.9 The LDF database does not form part of this SCI. Because of its length and constantly changing nature it is maintained as a separate, free-standing register. It will be regularly updated and reviewed at intervals and all those on it asked whether they wish to remain in touch with the preparation of the LDF and if so, they will be invited to update their contact details.
- 3.10 Where practical and upon request we will endeavour to make LDF documents available in a range of formats, for example to include large print, audio cassette and languages other than English. If you require documents in any other format please contact the Planning Policy Team to discuss your needs.

How will we Involve People in Preparation of LDF Documents?

- 3.11 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 in summary form below. Appendix 3 sets out more detail on these methods together with a brief consideration of their advantages, disadvantages and when they could be used to best effect. Consultation techniques identified include:
- **Exhibitions and Roadshows;**
 - **Workshops;**
 - **Focus groups;**
 - **Surgeries;**
 - **Attending meetings of other groups;**
 - **One-to-one meetings;**
 - **Questionnaires;**
 - **Website;**
 - **Media (local press, TV and radio);**
 - **Council magazine (East Devon Talk);**
 - **Leaflets;**
 - **Display of information; and**
 - **Letter or e-mail.**

When Will We Involve People?

- 3.12 The Government has set out minimum standards for involving the community at different stages in the preparation of the Local Development Documents 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.opsi.gov.uk
- 3.13 Figure 3.1 sets out the minimum levels of consultation that the Council will undertake to involve the community at each stage of development plan document preparation. Figure 3.1 also sets out other consultation approaches that may be applicable for each stage. The stages of plan preparation are as detailed in Figure 2.2. It should be noted that many of the consultation exercises must be undertaken under the legal plan making regulation. We will undertake, as an absolute minimum, any consultation required under the relevant planning

legislation. Figure 3.2 sets out the equivalent minimum levels of consultation that we will use for consultation on Supplementary Planning Documents.

Figure 3.1 Consultation we will Undertake at Each Stage in the DPD Process

Stage in Plan making	Consultation that we will Undertake In All Cases For Development Plan Document Production
<p>Pre-Production Stage</p>	<p>Evidence Gathering</p> <ul style="list-style-type: none"> • Any technical or background document that forms or will form a (substantive) part of our evidence base will be available in electronic form on the Council website or available in paper form for inspection at the Council offices. • Details of findings of consultation events that we undertake will be available on our website and in paper format. <p>Issues and Options (Pre-Submission) Consultation</p> <ul style="list-style-type: none"> • All statutory consultees (Appendix 2) will be sent a copy of the Issues and Option report or notified of publication, according to their wishes. • All bodies and individuals listed on the LDF database will be notified of document publication via their chosen method. • Discussions will be held with East Devon Local Strategic Partnership. • Documents and response forms will be published on the Council website and made available at the main Council Offices and public libraries within East Devon and at Exeter Central Library, Pinhoe Library and Lyme Regis Library. <p>Representations on Issues and Options Considered</p> <ul style="list-style-type: none"> • Feedback reports of consultation responses will be published on the Council website and paper copies made available for inspection.
<p>Production Stage</p>	<p>Preferred Options Consultation</p> <ul style="list-style-type: none"> • Relevant Public Notices will be published. • All statutory consultees (Appendix 2) will be sent a copy of the document. • All bodies and individuals listed on the LDF database will be notified of document publication via their chosen method. • Documents will be sent to East Devon Local Strategic Partnership seeking their comments. • Documents and response forms will be published on the Council website and made available at the main Council Offices and public libraries within East Devon and at Exeter Central Library, Pinhoe Library and Lyme Regis library. • All documents and response forms will be made available for a period of six weeks at main Council offices and public libraries within East Devon and at Exeter Central Library and Pinhoe Library and Lyme Regis Library. • Paper copies of all documents will be made available for purchase. <p>Representations on Preferred Options Considered</p> <ul style="list-style-type: none"> • Feedback reports will be published on the Council website and paper copies made available on request. <p>Submission Document Consultation and Representations on Submission Document Considered</p> <ul style="list-style-type: none"> • Same processes as Preferred Options Consultation and consideration of representations on Preferred Options (though sustainability appraisal is not required at this stage). <p>Objections Seeking the Allocation of Land (if required/appropriate)</p> <ul style="list-style-type: none"> • We will require objections which seek the allocation of a site for any purpose or the alteration of a site boundary to define the site clearly on an ordnance survey map and state the proposed use(s). • Any new objection sites will need to be accompanied by a sustainability appraisal that accords with the methodology published/used by the Council and followed in the preparation of development plan documents. <p>Following submission we will publish details of objection sites on the Council website and by local advertisement and allow a period of six weeks for representations to be made.</p>

Stage in Plan making	Consultation that we will Undertake In All Cases For Development Plan Document Production
Examination Stage	<p>The Independent Public Examination</p> <ul style="list-style-type: none"> Six weeks before the Examination starts details will be sent to people/organisation that made representations at the submission stage and published on the Council website and through local advertisement. <p>Receipt and Publication of the Inspector's Binding Report</p> <ul style="list-style-type: none"> We will notify everyone on the LDF database of the receipt of the Inspector's report.
Adoption Stage	<p>The Council Adopts the Document</p> <ul style="list-style-type: none"> We will Print and publish the adopted document (with accompanying SA report). We will publish the adopted document (and SA report) on Council website. We will notify all consultees and persons/organisations that made comments on the document (at whatever stage). The adopted document will be made available to view at main Council office and public libraries in East Devon and also made available for purchase in paper format.
Monitoring and Review	<p>Monitoring and Review</p> <ul style="list-style-type: none"> We will notify all bodies and individuals of monitoring processes/the AMR and of document Review (if proposed).
<p>In addition for each stage we will:</p> <ul style="list-style-type: none"> Examine the potential for holding stakeholder events. Appendix 3 lists various options for stakeholder events and groups are invited to express interest (with reasons) in us undertaking events that they feel would be of particular worth or value. Seek to issue relevant and informative press releases and press articles. 	

Figure 3.2 Consultation We Will Undertake At Each Stage in the SPD Process

Stage in Plan making	Consultation that we will Undertake In All Cases For Supplementary Planning Document Production
Pre-Production Stage	<p>Evidence Gathering</p> <ul style="list-style-type: none"> Any technical or background document that forms or will form a (substantive) part of our evidence base will be available in electronic form on the Council website or available in paper format for Inspection at the Council offices. Details of findings of consultation events that we undertake will be available on our website and in paper format.
Production Stage	<p>Draft Supplementary Planning Document</p> <ul style="list-style-type: none"> Relevant Public Notices will be published. All statutory consultees (Appendix 2) will be sent a copy of the document. All bodies and individuals listed on the LDF database will be notified of document publication via their chosen method. Documents will be sent to East Devon Local Strategic Partnership seeking their comments. Documents and response forms will be published on the Council website and made available at the main Council Offices and public libraries within East Devon and at Exeter Central Library, Pinhoe Library and Lyme Regis library. Paper copies of all documents will be made available for purchase. <p>Consider representations and Feedback on Representations</p> <ul style="list-style-type: none"> Feedback reports will be published on the Council website and paper copies made available on request.
Adoption Stage	<ul style="list-style-type: none"> We will print and publish the adopted document (with accompanying SA report). We will publish the adopted document (and SA report) on Council website. We will notify all consultees and persons/organisations that made comments on the document (at whatever stage). The adopted document will be made available to view at the main Council Office and public libraries in East Devon and also made available for purchase in paper format.
<p>In addition for each stage we will:</p> <ul style="list-style-type: none"> Examine the potential for holding stakeholder events. Appendix 3 lists various options for stakeholder events and groups are invited to express interest (with reasons) in us undertaking events that they feel would be of particular worth or value. Seek to issue relevant and informative press releases and press articles. 	

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 questionnaires, 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 Council when making its decisions and the 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.

Resources for Community Involvement in the LDF

- 3.19 We will examine the potential for consultation to be carried out with the team responsible for supporting the Local Strategic Partnership and the preparation of the Sustainable Community Plan. Joint consultation is desirable due to the documents common strategic nature and content and because the Core Strategy needs to accord with the Sustainable Community Plan and give spatial expression to its proposals and objectives.
- 3.20 For the LDF documents the assistance of the Council's Communications Teams will be used to help prepare press releases, Council magazine articles, leaflets and site notices.
- 3.21 Consultants will be used as necessary to assist the Council in carrying out questionnaire surveys and to facilitate workshops and focus groups.
- 3.22 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. The Council has set out a level of community involvement that it considers will ensure widespread public engagement within the constraints of available funding and which it will be able to maintain and resource.

4. COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

Development control

- 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; and
 - Prior Notifications and consultations on development.
- These are collectively known as 'applications'.

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 four years (2004, 2005, 2006 and 2007) East Devon Planning Services has received an average of 3,439 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' (see page 23 for a definition of 'major' and 'minor').
- 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 publicises and consults 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 In December 2007 the department of Communities and Local Government produced 'Validation of Planning Applications Guidance' for local planning authorities. The document outlines the plans, surveys, assessments and other information that is required for a planning application to be validated and sets out information that local planning authorities can request when a planning application is submitted. The validation process will enable the Council to accurately assess a planning application against the statutory development plan and any other material considerations. The Government guidance provides a broad national list of plans and assessment that are required to validate planning applications and recommends that local planning authorities develop and adopt a local validation check list which is able to relate to the context of the area and is responsive to the documents that are required for individual planning applications. East Devon Council has developed a

Validation Check List which provides advice on the documents required to validate a planning application.

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 currently free of charge but charges may be made in the future. Pre-application discussions on other categories of applications are also welcomed where time and resources permit. There is a tension between the need to meet best value targets for handling major planning applications whilst still allowing for community involvement. An effective pre-application process is seen as a very positive way to help achieve this objective.
- 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. 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 ensuring the input of the community to making appropriate changes to the scheme at an early stage.
- 4.8 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 of 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

- 4.9 The Council publishes a weekly running list of valid applications received. It is available on the Council's website at www.eastdevon.gov.uk in the Planning Online section. 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.
- 4.10 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; this is at least 21 days from the date the notice is displayed. In addition press releases will be issued to specifically inform the

media of any applications of a significant scale or which are felt to be of particular community interest. This will be in addition to normal advertisements.

Notifying Neighbours

- 4.11 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 4.20 to 4.21 on 'Making Comments').
- 4.12 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

- 4.13 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, Natural England 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 Parish Council's are consulted on planning applications within their area. Neighbouring Parish Council's will also be consulted on planning applications close to the boundary which have a wider than local significance.
- 4.14 The Council will consult Devon County Council (who are the relevant authority for minerals and waste issues) and the Minerals Industry in respect of planning applications for non-mineral development proposals that fall within mineral consultation areas as set out in the Devon County Minerals Local Plan 2004 (or other subsequent minerals plans).

Proposals for Additional Consultation Methods on Very Large Scale (District-Wide Significance) or Controversial Applications

- 4.15 For the applications which have District-wide significance or controversial applications the Council will endeavour to undertake additional publicity measures to ensure that 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

- 4.16 The Council, as Local Planning Authority is required by The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2002 to maintain a Planning Register which details validated planning applications and details of planning obligations. This is available to view on request at the Council Offices. All current planning applications, submitted plans and supporting information are available for inspection at the Council Offices, Knowle, Sidmouth between 8.30 am and 5.00 pm on weekdays.
- 4.17 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.

- 4.18 Applications 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.
- 4.19 Town and Parish Councils receive copies of local planning applications which it may be possible to view by arrangement with the relevant town/parish 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

- 4.20 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.
- 4.21 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

- 4.22 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 on page 99 of the Council's Constitution (which is available on the website http://www.eastdevon.gov.uk/constitution_-_may_2006.pdf).
- 4.23 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.
- 4.24 All comments received within the period specified in the notification letter will be taken into account. In the case of applications decided by the Head of Planning comments received, before the decision is taken, will also be taken into account.
- 4.25 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.
- 4.26 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 history files which include a copy of the planning officers report can be viewed

free of charge with 24 hours notice given or viewed on request subject to a small fee per file. 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 the only 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

- 4.27 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, and one representative of an amenity or interest group.
- 4.28 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

- 4.29 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

- 4.30 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

- 4.31 The Council acknowledges every letter and comment received in connection with a current planning application. Once the decision has been made, either by the Development Control Committee or by the Head of Planning and Countryside, 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 nominal charge and can be downloaded from the Council's website or e-mailed.

Appeals

- 4.32 If a planning application is refused, or if the Council does not determine it within the statutory time period, or an applicant is not satisfied with conditions, 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 appeals. 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. Copies of letters submitted in relation to the planning application will have been submitted to the Planning Inspectorate and appellants. Where an appeal is to be heard at a public inquiry or informal hearing 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.

- 4.33 Appeal decisions for appeals determined since 1 January 2008 have been included in the 'Associated Documents' section of the Planning Applications details on the Planning Portal. Other decisions can be viewed by obtaining a reference from the Planning Appeal Weekly list page on the Council Website.
- 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 determining 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. The Council has made provision in its budget for community involvement and the budget is reviewed annually, at which point the budget can be amended 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.

Figure 4.1 - Summary of Community Involvement in Planning Applications

Stage	Statutory Requirements for Consultation	Additional Community Involvement
Pre-application	<ul style="list-style-type: none"> There is no statutory requirement for pre-application consultation. 	<ul style="list-style-type: none"> Pre-application discussions with Council encouraged, particularly for major applications^(See Note 1). Pre-application exhibitions or displays organised by developer encouraged in appropriate cases for major applications^(See Note 1).
Application	<ul style="list-style-type: none"> Published 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)^(See Note 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^(See Note 1) 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 notice where appropriate. 	<ul style="list-style-type: none"> Include details of appeals on weekly list of planning applications. Notify local Council Members and Amenity Groups. Copies of appeals available to view via a link to the Planning Portal from the Council website, at the Council Offices.
<p>Note 1: Major applications - Applications accompanied by an Environmental Statement, those not in accordance with the Development Plan (departures), large-scale and controversial applications</p> <p>Minor applications – most other planning applications, generally more straightforward</p> <p>Note 2: The period of 21 days can be extended with written agreement from the Council. Bodies such as Natural England 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, and reported on through the Annual Monitoring Report which is published in December each year. If changes are required they 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 report on 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, Economy and Development, Council Offices , Knowle, Sidmouth, EX 10 8HL , email ldf@eastdevon.gov.uk, tel 01395 - 571533.
 - **Planning applications** are dealt with by the Council's Development Control Team 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 Regulations³
- 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.

³ The Town and Country Planning (Local Development) (England) Regulations, 2004.

Appendix 2

SPECIFIC CONSULTEES IN THE LOCAL DEVELOPMENT FRAMEWORK PROCESS

Specific Consultation Bodies

The following bodies are specific consultation bodies applicable to LDF DPDs and SPDs in East Devon and must be consulted in accordance with the 2004 Planning Act and Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations, 2004:

- Government Office for the South West (Devon and Cornwall Office);
- South West Regional Assembly (the Regional Planning Body);
- Local authorities that fall in part or wholly within East Devon or adjoin East Devon, these are:
 - All Town and Parish Council's in East Devon;
 - All Town and Parish Council's that abut East Devon;
 - Teignbridge District Council, Exeter City Council, Mid Devon District Council, Taunton Dean District Council, South Somerset District Council and West Dorset District Council.
 - Devon County Council, Dorset County Council and Somerset County Council;
- Natural England;
- Environment Agency (Devon Office);
- Highways Agency;
- Historic Buildings and Monuments Commission for England (English Heritage);
- Department for Transport (Rail);
- South West Regional Development Agency;
- 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
- Any person who owns or controls electronic communications apparatus situated in East Devon;
- South West Peninsula Strategic Health Authority – Devon Primary Care Trust;
- Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- South West Water;

If any of these 'statutory bodies' cease to exist successor bodies will be consulted. With respect to Sustainability Appraisal Scoping Reports the statutory bodies who must be consulted are Natural England, the Environment Agency and English Heritage.

Other Consultees

PPS 12 advises that Local planning authorities should also consider consulting a range of additional bodies representing public, private and voluntary sector concerns across a range of interest areas). The Council will endeavour to ensure that the specific organisations or types of bodies listed below (local contacts where available) are recorded on the LDF database and are contacted with respect to LDF documents. The bodies below are categorised on the basis of what we understand their primary interests to be:

Community Groups/Bodies:

Age Concern;

Bodies representing racial, ethnic or national groups in the area (to date none have been identified);

Churches Together in Devon;

Commission for Racial Equality;

Gypsy Council;

Parish Meetings in East Devon;

Residents Associations within East Devon.

Transportation Groups/Bodies:

Exeter International Airport;
Civil Aviation Authority;
Freight Transport Association;
Local Highway Authority (Devon County Council);
Network Rail;
First Great Western;
South West Trains;
Rail Freight Group;
Road Haulage Association;
Transport 2000.

Business Groups/Bodies:

East Devon Business Forum;
The various Chambers of Commerce for the Towns of East Devon;
The local branch of the Institute of Directors;
Learning and Skills Council.

Environment Groups/Bodies:

Campaign to Protect Rural England;
Devon Wildlife Trust;
Friends of the Earth;
Royal Society for the Protection of Birds;
Blackdown Hills AONB Team;
East Devon AONB Team;
National Trust;
Dorset and East Devon World Heritage Site Team;
Local Biological and Geological Record Centres;
British Trust for Conservation Volunteers;
County Wildlife Trusts;
Royal Society for the Protection of Birds;
Local Natural History Societies;
Local Ornithological and Botanical Societies;
Local Bat and Badger Groups;
The Marine Conservation Society;
Centre for Ecology and Hydrology;
British Geological Society;
British Geological Survey;
Countryside Agency (Landscape, Access and Recreation Division and Commission for Rural Communities);
Internal Drainage Boards;
National Trust for Devon and Cornwall.

Architecture and Design and Heritage Groups/Bodies:

Commission for Architecture and the Built Environment;
Police Architectural Liaison Officers / Crime Prevention Design Advisors;
English Heritage;
Commission for Architecture and the Built Environment;
Ancient Monuments Society;
Council for British Archaeology;
Society for the Protection of Ancient Buildings;
The Georgian Group;
The Victorian Society;
The Twentieth Century Society;
Garden History Society;
The National Trust;
Local Civic Trust / Civic Amenity Society;

Local Building Preservation Trust;
Local Archaeological and Antiquarian Societies;
Local History Societies.

Equality Issues and Disability and Mobility Groups/Bodies:

Disability Rights Commission;
Disabled Persons Transport Advisory Committee;
Equal Opportunities Commission;
Help the Aged;
The Guild of Travelling Showmen;
Local Race Equality Councils and other local equality groups.

Utility Providers:

Electricity, Gas and Telecommunications Undertakers;
Western Power Distribution.

Public Service Providers:

Devon and Somerset Fire and Rescue Service;
Health and Safety Executive;
Devon and Cornwall Constabulary;
Registered Social Landlords.

Development Industry and Land Ownership Groups/Bodies:

English Partnerships;
House Builders Federation;
Housing Corporation;
Crown Estate Office;
Post Office Property Holdings;
Regional Housing Boards;
Diocesan Board of Finance;
Church Commissioners.

Recreation and Sport Groups/Bodies:

National Playing Fields Association;
Regional Sports Boards;
Sport England.

Rural Issues Groups/Bodies:

National Farmers Union;
Country Land and Business Association;
East Devon AONB Partnership;
Blackdown Hills AONB Partnership;
Forestry Commission.

Others:

Members of Parliament (for East Devon);
Members of European Parliament (for East Devon).

Any individual, group or organisation 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

RANGE OF POSSIBLE METHODS OF INFORMING AND INVOLVING GROUPS, ORGANISATIONS AND INDIVIDUALS

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 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. Feedback from the SCI Questionnaire (2007) indicated some, but not overwhelming support, for this form of communication and consultation. It is a form of consultation that has been used extensively in East Devon for planning proposals, especially where large scale development schemes have been proposed. However there has in the past only been limited effort placed on assessing the effectiveness (for example through customer satisfaction surveys) of this form of communication.

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. However resource implications for this method of involvement are high both for materials and staff, particularly if independent facilitators are required. There has been some, but not universal support, for this form of consultation. A number of respondents to the SCI questionnaire stressed the benefits that Workshops can offer including where specific issues are to be addressed (including where an issues is of a technical nature).

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 sometimes people are paid to attend and/or have costs of attendance met. Specific use has not been made to date of Focus Groups in East Devon in respect to the planning process, however, such groups exist and could provide a useful platform for consultation. Some support was also given to this method of engagement through the SCI questionnaire.

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 road shows. Whilst meetings are frequently held with parties and individuals with an interest in the planning and development (including for individual schemes/proposals) there has been limited specific use made of surgeries. As a communication tool they may though be of value for LDF production.

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. It is envisaged that Officers of the Council will, in the future, be invited to third party meetings to explain and discuss LDF documents and production, strategies and proposals. It will be appropriate to advise other bodies that staff of the Council are available to assist groups and bodies and meetings will provide valuable opportunities for the Council to engage with other bodies and understand their views and aspirations.

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 though providing feedback on questionnaires can be a useful way of initiating further dialogue.

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. Not all people, however, have access to the internet (and not all with access have Broadband connections). Therefore this form of communication will not reach everyone and also the SCI questionnaire (2007) revealed that although many people have access to the Internet and emails people still like to receive/handle paper copies of correspondence and documents.

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 (this approach to consultation was highlighted in responses to the SCI Questionnaire). 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 and it is recognised that use of attractive graphics, plans and diagrams can promote greater media coverage, however it can be resource intensive in terms of material production.

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; observations in respect to media coverage (as above) are applicable.

Leaflets

These could be used to draw attention to particular issues and options but can prove costly to prepare, print and distribute (distribution costs are lower if early notification is provided to circulation companies). 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 if possible we will supply them in large print or on audio tape and may also be able to be make them 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. Notices are of most values/interest to regular users of the planning system but can be less accessible to the non-planning literate.

Letter or e-mail

This remains a favoured way of groups, individuals and organisations 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.

APPENDIX 4

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.

Appropriate Assessment

Where proposals are likely to have (or could have) a significant effect on areas or species identified as being of importance under the European Union Habitats Directive (Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora) and Appropriate Assessment will be required indicating how the proposal will impact upon the environment.

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) – Government Agency which appoints the Planning Inspectorate to consider planning appeals and applications called in by the Secretary of State and to examine Development Plan Documents

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 previous planning system provided 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.

Appendix 5

CONSULTATION TIMETABLE

The East Devon LDF Annual Monitoring Report (AMR) undertakes an annual review of timetables for LDF document production and projections of when consultation is to be undertaken. Summary details in respect to dates for publication for consultation on LDF documents, as set out in the AMR (published in January 2008) are set out below. It is stressed that for a full picture the LDS and AMR should be read. Best current estimates (timetables have slipped slightly since publication of the last AMR) for document publication are;

Development Plan Documents

	Issues and Options Consultation	Preferred Option Consultation	Submission to Sec of State Consultation	Objections seeking the allocation of land Consultation
Core Strategy	2 nd Quarter 2008	4 th Quarter 2008	2 nd Quarter 2009	Will be needed if strategic sites are specifically allocated for development
East of Exeter PUA Joint Area Action Plan	3 rd Quarter 2008	2 nd Quarter 2009	4 th Quarter 2009	2009 or 2010
Gypsy and Traveler DPD	2 nd Quarter 2008	3 rd Quarter 2008	4 th Quarter 2009	If required liable to be in 2009
Site Specific Allocations and Policies	1 st Quarter 2009	4 th Quarter 2009	3 rd Quarter 2010	1 st Quarter 2011
Axminster Area Action Plan	1 st Quarter 2009	4 th Quarter 2009	3 rd Quarter 2010	1 st Quarter 2011

Supplementary Planning Documents

	Consultation
University of Exeter Science Park	1 st Quarter 2008
Planning Obligations	Dates to be defined/confirmed.
Biodiversity	Dates to be defined/confirmed.

East Devon Local Development Framework – Draft Statement of Community Involvement

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