

Statement of Community Involvement

Draft for Public Consultation

**Warwick District Council
November 2006**

The Statement of Community Involvement

This is the draft version of the Warwick District Council Statement of Community Involvement (SCI). This document forms part of the Local Development Framework which is a portfolio of documents replacing the Local Development Plan. The SCI outlines the council's commitment to consult on the preparation of its planning policy documents and planning applications at key stages throughout the process.

To enable the Council to contact those groups, organisations and individuals who are interested in the specific issues addressed, a pre-production consultation was carried out in September/early October 2006. The results of that consultation have informed this draft document which is now subject to a six week consultation period.

You are invited to comment upon this draft document and to register your interest in any of the future documents that we have planned by completing the questionnaire accompanying this SCI. If you registered at the pre-production consultation stage, there is no need to do so again. If however, you wish to change or update any of the details we hold, then please use the contact points given on the questionnaire to let us know.

Contents

1. Summary

What is a Statement of Community Involvement?

Preparing the Statement of Community Involvement

- Table 1: Preparing the Statement of Community Involvement

Understanding the jargon

How will the SCI be used?

Provisions for community involvement in Development Plan Documents

- Table 2: Quick Guide to public and stakeholder involvement in Development Plan Document production

Provisions for community involvement in Supplementary Planning Documents

- Table 3: Quick Guide to public and stakeholder involvement in Supplementary Planning Documents

How we will involve you in planning matters

A) Local Development Framework

- Table 4: Methods of Community Involvement, Consultation and Publicity: DPDs
- Table 5: Methods of Community Involvement, Consultation and Publicity: SPDs

B) Planning Applications

- Table 6: Methods of Community Involvement, Consultation and Publicity: Planning Applications

How can I get involved?

Planning Aid

2. Background

The Local Development Framework

The Tests of Soundness

Sustainability Appraisal and Strategic Environmental Assessment (SA & SEA)

3. Principles of Good Consultation (Local Development Frameworks)

Why consult?

Front loading

Capacity Building

Who to involve

'Hard to Reach' Groups

Monitoring and Review

Resources

4. The Council's Commitment to Consult on the Local Development Framework

How and when community and stakeholders can become involved in planning matters

How consultation on LDF documents will be publicised

How community and stakeholder views will inform later stages of documents

How we will inform you of what action we have taken as a result of such involvement

5. Links with other Warwick District Documents

Warwick District Corporate Strategy, 2003 - 2007

Warwick District 2020 – The Community Plan for Warwick District

Warwick District Consultation Strategy, 2003

Warwick District Communications Strategy, 2005

Warwick District People Strategy 2003 - 2007 (revised 2005)

6. Planning Applications

Finding out about Planning Applications

- Table 7: Methods of consultation on planning applications

Taking part in the Decision Making Process for Planning Applications

How a Decision is made

Appeals

Appendices

Appendix 1 Statutory Consultees for Development Plan Documents and other suggested groups

Appendix 2 Statutory Consultees for Major Planning Applications

Appendix 3 Warwick District Council website advice on planning application consultation outlining current practice

Appendix 4 Warwick District Council advice on 'Speaking at Planning Committee' outlining current practice

Appendix 5 Glossary of Terms

Appendix 6 List of those consulted as part of pre-consultation

1. Summary

What is the Statement of Community Involvement?

- 1.1 In 2004, the Government introduced a new planning system with the Planning and Compulsory Purchase Act. The new system replaces Local Development Plans with a new portfolio of documents called the Local Development Framework. Various documents make up the framework, one of which is the Statement of Community Involvement (SCI). The new system encourages greater and earlier community involvement in the preparation of all the documents in the framework. The SCI is the document that sets out the standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and planning applications.
- 1.2 The document should be a clear public statement enabling the community to know how and when they will be involved in the preparation of local development documents and how they will be consulted on planning applications
- 1.3 The SCI should ensure the active meaningful and continued involvement of the community throughout the process.
- 1.4 To achieve this, the SCI sets out the following;
 - **how and when community and stakeholders can become involved in planning matters**
 - **how these will be publicised**
 - **how community and stakeholder views will inform later stages of documents**
 - **how community and stakeholder views will be taken into account when considering planning applications**
 - **how we will inform you of what action we have taken as a result of such involvement**
- 1.5 The expected outcomes are:
 - **to encourage people to have more say in the planning of the district;**
and
 - **to build consensus so that the process runs smoothly and can deliver more quickly**

Preparing the Statement of Community Involvement

- 1.6 This is our timetable for preparing the SCI with relevant dates (we are currently at Stage Two)

Table 1: Preparing the Statement of Community Involvement

Stage One Pre-production (scoping) September/ October 2006	Consult widely to collect views and consider options for community involvement
Stage Two Draft Production November/ December 2006	Prepare the draft SCI according to government legislation and guidance with input from the result of stage one questionnaires A six week period of consultation commences in November 2006 following a meeting of the Executive to consider the draft version. This will be advertised in the local press The results of the consultation inform the preparation of the 'submission' version which will be considered by members
Stage Three Submission March 2007	The amended version of the SCI will be submitted to the Secretary of State for consideration A further six week period of consultation commences on submission and this will again be advertised. Comments at this stage will be submitted to the Planning Inspectorate for the Inspector's consideration
Stage Four Examination June 2007	The Secretary of State will appoint a Planning Inspector who will provide an independent examination of the SCI The Inspector will report on the document with any required amendments. This report is binding upon the Council
Stage Five Adoption September 2007	Any modifications required by the Inspector will be incorporated into the final document and the SCI will be adopted
Stage Six Monitoring and Review	After adoption of the SCI we will continually assess and evaluate the consultation methods contained in it, reporting on the implementation in the Annual Monitoring Report and amending when necessary

Understanding the jargon

- 1.7 The Council will write its documents in plain English at all times, however this can be difficult given the number of acronyms and jargon associated with the planning process. To assist with understanding the terms used and where there is no alternative wording available, a glossary of terms will be appended to each document.

How will the SCI be used?

- 1.8 When new documents are produced or planning applications are received, the SCI will determine with whom, how and when consultation will be carried out. It is an important tool outlining our commitment to involve you in the future planning of the district. The regulations require that all Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's) are accompanied by a statement of compliance when submitted for examination. This statement gives details of with whom, how and when consultations were carried out for that particular document and what the results of the consultation were. The consultations must have been carried out in accordance with the approved SCI. The use of the SCI will be monitored and it may be amended if required from time to time.

Provisions for community involvement in Development Plan Documents (DPD's)

- 1.9 The following table gives a quick guide to the various stages of production for DPD's.

Table 2: Quick Guide To Public and Stakeholder Involvement in Development Plan Document (DPD) Production			
Stage	How and when we will involve you and other stakeholders	Political Involvement	Sustainability Assessment (SA) Stage
Pre-Production	We will inform the evidence base by involving our partners, the community and other stakeholders.	Portfolio member appraised	Stage A – set the scope and consult the four environmental bodies ¹
Production	<p>We will involve all those who have registered their interest on the LDF database, together with the wider community in the identification of options, sites and constraints (where applicable) to decide on preferred options</p> <p>A set of preferred options will be published giving everyone the chance to give their views. This stage will be advertised in the local press and will be published on the Council's website with hard copies made available at deposit points*. A letter will be sent to all those consulted at the Pre-Production stage informing them of the availability of documents.</p> <p>Once collated, the representations will inform any changes to the options suggested.</p> <p>The final 'submission' version will be prepared utilising feedback received. This version will be submitted to the Secretary of State for consideration</p>	The Council will approve the preferred options before consultation takes place	<p>Stage B – Develop and refine options whilst assessing their effects</p> <p>Stage C – Prepare the SA report</p>
Submission	A further period of consultation follows submission and this will be advertised in the local press and on the Council's website	Amendments to the	Stage D – Consult on the

¹ English Nature (Natural England), English Heritage, Environment Agency, Countryside Agency (as required by 2004 SEA Regulations (England))

* Deposit points are Council Offices, Riverside House, Leamington Spa, Town Hall, Leamington Spa, local libraries, council satellite offices and Brunswick Healthy Living Centre, Leamington Spa

Table 2: Quick Guide To Public and Stakeholder Involvement in Development Plan Document (DPD) Production			
Stage	How and when we will involve you and other stakeholders	Political Involvement	Sustainability Assessment (SA) Stage
	<p>Again, those who have responded and those who have registered on the LDF database, will receive a letter informing them of this stage</p> <p>Copies of documents will be published on the Council's website and hard copies will be made available at the deposit points</p> <p>Anyone wishing to view representations received will be able to do so by request, at Riverside House</p>	document prior to submission will require Council approval	proposed DPD together with the SA report
Examination	<p>An independent Inspector appointed by the Secretary of State will carry out an examination of the document. This will be by written representations unless a public examination has been requested by anyone who has made representation during the production stages. A pre-examination meeting will take place in these circumstances.</p> <p>Publicity relating to the public examination will be published in the local press, on the Council's website and will be displayed at deposit points giving 6 weeks notice</p>		
Adoption	<p>The Inspector's report will be binding upon the Council. Adoption of the final document, as revised by the Inspector, will be advertised in the local press and on the Council's website and hard copies will be made available at deposit points</p>	Approval to adopt will be required from the Council	
Monitoring & Review			Stage E – Effects of implementation will be monitored and reported on in the Annual Monitoring Report
NB: DPDs include the Core Strategy, Allocations Documents and any Area Action Plans where required – see Glossary of Terms in Appendix 5.			

Provisions for community involvement on Supplementary Planning Documents (SPDs)

- 1.10 The following table (table 3) gives a quick guide to the various stages of production for SPD's.

Table 3: A Quick Guide To Public and Stakeholder Involvement in Supplementary Planning Guidance Document (SPD) Production			
Stage	How we will involve you	Political stages	SA Stage
Pre-production	We will inform the evidence base by involving our partners, the community and other stakeholders. Where considered appropriate to the subject matter of the SPD, the Council may hold a 'pre-production' consultation event or otherwise engage informally with partners, the community and other stakeholders	Portfolio member appraised	Stage A – set the scope and consult where necessary, the 4 environmental bodies ¹
Production	<p>The evidence base will be used to prepare the draft SPD</p> <p>Comments will be invited from all interested parties and the wider community on the draft SPD and SA. Details will be advertised in the local press and on the Council's website</p> <p>Those registered on the LDF database requesting the SPD, will be informed that it is available for comment on our website or in hard copy at deposit points</p> <p>Responses will be considered and will inform the final 'submission' version of the SPD</p>	Approval of draft by Council required prior to consultation	<p>Stage B – Develop and refine options whilst assessing their effects</p> <p>Stage C – Prepare the SA report</p>
Adoption	<p>SPD's are not subject to the independent examination stage</p> <p>The adopted document will be published on the Council's website and hard copies will be available to view at deposit points</p>	Council approval of the amended document will be required prior to adoption	
Monitoring & Review			Stage E – Effects of implementing the document will be monitored
1 These are English Nature (Natural England), English Heritage, the Environment Agency and the Countryside Agency.			

How we will involve you in Planning Matters

- 1.11 The following tables (table 4 and 5) indicate those methods that the Council will use to consult with you during the production of Development Plan Documents and Supplementary Planning Documents. Table 6 shows how the Council already consults on planning applications.

If you think that we have missed something or could improve our present system, please let us know by filling in the comments form during the consultation period.

A) Local Development Framework

1.12 Tables 4 and 5 indicate a number of methods by which consultation will or may take place in the preparation of Development Planning Documents (DPDs) and Supplementary Planning Documents (SPDs). It is important to note that some methods of consultation will be used at various stages (eg: sending letters to consultees, use of the Council's web site) whilst others only may be used (eg: public exhibitions and workshops). This is because experience of consultation has shown that certain methods are much more effective than others and this will vary according to the document being prepared and the issues it raises. Public meetings for example tend to be most effective when there is a major issue of interest to local people (for example a proposed new development in their local area).

Table 4: Methods of Community Involvement, Consultation and Publicity: DPDs

Stage	Letter	Email alert	Website	Public Meeting	Questionnaire/ comments form	Public Exhibition	Workshop	Press release/ Newspaper article	Press Notice	News items on Local Radio (2)
Pre-production	*		✓		*		*			
Production	✓(1)	✓(1)	✓	*	✓	*	*	✓		✓
Submission	✓(1)	✓(1)	✓	*	✓	*		✓	✓	✓
Examination	✓(1)	✓(1)	✓					✓	✓	✓
Adoption	✓(1)	✓(1)	✓					✓	✓	✓

Table 5: Methods of Community Involvement, Consultation and Publicity: SPDs

Stage	Letter	Email alert	Website	Public Meeting	Questionnaire/ comments form	Public Exhibition	Workshop	Press release/ Newspaper article	Press Notice	News items on Local Radio (2)
Pre-production	*	*	✓		*		*			
Production	✓(1)	✓(1)	✓	*	✓	*	*	✓	✓	✓
Adoption	✓(1)	✓(1)	✓					✓		✓



This means of consultation/publicity **will** be used at this stage



This means of consultation/publicity **may** be used at this stage where considered relevant.

- (1) Although the Council will ensure that it writes to all relevant consultees, this may be through either a letter or an email.
- (2) Clearly the Council cannot require local radio stations to broadcast news stories relating to DPD production, however where indicated we will encourage this through press releases to local radio stations and by offering Council officers to do radio interviews.

B) Planning Applications

- 1.13 The following table gives the methods which are currently employed by this Council to consult on planning applications. We also offer to assist interest groups in preparing for appeals.

Table 6: Methods of Community Involvement, Consultation and Publicity: Planning Applications					
Stage	Weekly List	Web Site	Neighbour Notification (letters sent to adjoining occupiers)	Site Notice	Duty Officer
All Planning Applications					
Pre-application*					
Application	✓	✓	✓	✓	✓
Post decision		✓			✓
Appeal		✓	✓	✓ (1)	✓
Major Planning Applications (defined in Appendix 2)					
Pre-application (2)					
Application	✓	✓	✓	✓	✓
Post decision		✓			✓
Appeal		✓	✓	✓ (3)	✓
(1) For inquiries and hearings only. (2) Although there are no formal mechanisms for pre-application community involvement, case officers will discuss with prospective developers, possible methods of pre-application publicity for schemes that are likely to be of wide public interest. (3) Certain cases only.					

How can I get involved?

- 1.14 As part of the public consultation on this draft Statement of Community Involvement, the Council would welcome your comments on the existing and proposed means of community involvement set out above.

- 1.15 We are also keen to know whether you wish to be included on our database so that you can be kept informed of any issues that are of interest to you. If you have not already registered with us, then please complete the questionnaire accompanying this document. If you have already registered, but wish to change any details, including those issues that interest you, please contact us at any time. The relevant contact points and details of the documents that we will produce in the near future are given in the comments form. Please only complete the questionnaire if you have not already registered with us. If you are unsure if you are already registered, please contact us and we will check for you.

Planning Aid

- 1.16 West Midland Planning Aid is an independent service which provides free advice on planning matters to those groups and individuals who cannot afford professional fees. The service can help communities to prepare themselves for getting involved with the Local Development Framework and the Development Control process.

Planning Aid may be contacted at;

319 The Custard Factory, Gibb Street, Birmingham B9 4AA

telephone 0121 766 8044

e-mail wmcw@planningaid.rtpi.org.uk

web www.rtpi.org.uk

2. Background

The Local Development Framework

- 2.1 The Local Development Framework will provide a portfolio of new documents which will contain the policies which will assist in the decision making process relating to planning applications and to the location of new development. These documents are:
- **The Local Development Scheme**
 - **Core Strategy**
 - **Development Plan Documents**
 - **Area Action Plans (where appropriate)**
 - **Supplementary Planning Documents (where appropriate)**
 - **Annual Monitoring Report**
 - **Statement of Community Involvement**
- 2.2 The government requires local authorities to view the planning system spatially rather than just as a land use tool and to this end, the documents that the council will prepare will look at a broader range of issues than previously.
- 2.3 The first of these documents, the Local Development Scheme (LDS), has already been prepared, adopted and is updated at least annually. This document provides the title and basic details of each of the documents that will combine to form the LDF. A rolling 3 year timetable is published within the LDS with updated details of any timetable changes, those documents which have been completed and new documents introduced into the timetable. It also gives details of how the council will monitor progress against the timetable and advises where changes are needed to be made. This could be due to the need for another document to be brought forward in the programme to meet identified requirements. You will need to refer to the LDS to access full details of content and the times for involvement and comment. This can be done by referring to the Council's website (<http://www.warwickdc.gov.uk/WDC/Environment/Planning/Local+Development+Scheme.htm>) or by consulting a paper copy at the Council Offices at Riverside House, Milverton Hill, Leamington Spa.

The 'Tests of Soundness'

2.4 The Inspector who carries out the independent examination of the SCI, will be judging the document against 9 'tests of soundness'. These are the criteria by which all SCI's will be assessed and form the only grounds for objection. The tests are:

- i) **Local planning authority has complied with the minimum requirements for consultation as set out in Regulations²;**
- 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.**

2.5 For more information on the tests of soundness and on the examination process, visit the Planning Inspectorate website;

www.planning-inspectorate.gov.uk

Front Loading

2.6 This means involving stakeholders throughout the process, starting at an early stage. Communities, interest groups and individuals are encouraged to participate in the development of each document.

By registering your interest, we can include you on our database for future involvement in specific documents and with regard to particular issues that interest you.

² The Town and Country Planning (Local Development) (England) Regulations 2004

Sustainability Assessment and Strategic Environmental Assessment (SA & SEA)

- 2.7 A key requirement of the Local Development Framework is that it contributes to the aims of Sustainable Development. The government defines Sustainable Development as:
- **Living within environmental limits**
 - **Ensuring a strong, healthy and just society**
 - **Achieving a sustainable economy**
 - **Promoting good governance**
 - **Using sound science responsibly**
- 2.8 To ensure that policies and proposals in the Local Development Framework contribute to sustainable development, each document produced will be subject to a Sustainability Appraisal (SA), incorporating the requirements of the EU Directive on Strategic Environmental Assessment (SEA).
- 2.9 The process of SA / SEA for the LDF documents involves a number of stages as follows:
1. Set out the current information we have about the District, together with an explanation of how things may change without the LDF.
 2. Identify key issues affecting sustainable development in the District.
 3. Develop 'sustainability objectives' which the LDF document should work towards in order to achieve sustainable development.
 4. Test the plans and policies in the LDF document under preparation against the sustainability indicators and objectives, in order to determine if and how they contribute to sustainable development.
 5. Use the results from (4) above, suggest and incorporate changes to the LDF document to ensure that it meets the sustainability objectives.
 6. Once the document has been adopted, monitor its effect on sustainable development.

3. Principles of Good Consultation (Local Development Framework)

Why Consult?

- 3.1 The purpose of consultation is to involve the community from the beginning by asking how it can and should be involved with the planning process and add value to it. The responses you gave to our short questionnaire published in September, has helped us to understand who, how and when you want to be consulted and this has informed the draft Statement of Community Involvement.

Responding to our future consultations will allow you to play a full role in the future planning of Warwick district.

- 3.2 The pre-draft stage of this document is an example of front loading. We asked you to tell us what your specific planning interests are and whether you would like to be involved in preparing documents which deal with these in the future.

Capacity Building

- 3.3 This term is used to describe the way in which communities and individuals can become involved and empowered. In simple terms, this can be defined as *'developing the capacity and skills of the members of a community in such a way that they are better able to identify, and help meet, their needs and to participate more fully in the planning system'*.³ The Council is committed to working with its partners in the community to achieve this.

Who to Involve

- 3.4 Groups will be invited to contribute to discussions and an exchange of ideas once the preparation of each new document is due to commence. Standard consultees comprise the organisations included in the Town and Country Planning (Local Development) (England) Regulations, 2004. The prescribed lists for development plan documents and planning applications consultations, are attached at Appendix 2 and Appendix 3 of this document.

³ Based on a definition promoted by The Charity Commission in its policy RR5 - The Promotion of Community Capacity Building (Version - November 2000)

- 3.5 Others wishing to participate have indicated/will indicate this through the process that is now being carried out during the preparation of this document. It is important that we reach as many people, groups and organisations as possible to ensure that we are inclusive. This will include all regardless of origin, gender, religion or sexual orientation.

‘Hard to Reach’ Groups

- 3.6 We recognise that there are so called ‘hard to reach’ groups who tend to be under-represented in responses to consultation exercises. These may include, for example, the young, the elderly, those with disabilities and access problems, black and minority ethnic groups, gypsies, travellers and refugees. As a response to this situation, the Council will endeavour to seek out and contact such groups to give them the chance to have their say, having regard to the requirements of the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act, 2005.

If you think that there is a group that we have missed out, please tell us so that we can contact them direct.

Monitoring and Review

- 3.7 The Council will monitor the success of consultation exercises on an ongoing basis. A review of the SCI will be triggered where there is evidence that the consultation techniques outlined in the document are not as effective as the Council and its stakeholders would wish. The Annual Monitoring Report, published in December each year, will examine whether what is set out in the SCI is being achieved. A review of the SCI may also be triggered where there are significant changes in Government guidance or best practice on community involvement.

Resources

- 3.8 This SCI is based on a realistic and robust assessment of likely resource availability over the next three years. The Council does not have either the financial or staff resources with which to undertake community and stakeholder consultation on a massive scale. Instead it has been necessary to devise a programme of consultation that is achievable, continuous and effective, yet will not raise the public's expectations unrealistically high.

4. The Council's Commitment to Consult on the Local Development Framework

How and when community and stakeholders can become involved in planning matters

- 4.1 Tables 2 and 3 in section 1 show the stages that DPD's and SPD's will go through and the stages at which you can become involved. The initial development of a document will have a consultation period attached to it, the draft document will then be consulted upon and finally, another period of consultation will begin when the document is submitted to the Secretary of State for consideration. The Council will provide a structure for your response by way of a questionnaire for each document.

How consultation on LDF documents will be publicised

- 4.2 The Council will publicise these opportunities for involvement, by advertising in the local press, placing details on its website and providing information at deposit points.

How community and stakeholder views will inform later stages of documents

- 4.3 The views expressed by those participating in the consultation process will be carefully considered. Wherever possible we will incorporate your ideas and your views will help us to shape not only the current documents, but also the ways in which we involve you in the future. A summary of views will be reported to Council. All such Council reports are public and published on our website.

How we will inform you of what action we have taken as a result of such involvement

- 4.4 The Government expects feedback to be an integral part of the process of involvement. It is essential that this is built in to ensure that the results of community input are known. It will also be necessary to provide reasons why it may not have been practical to introduce a particular idea so that contributors gain a better understanding of the system and its limitations. It may be for example, that an issue is raised which planning legislation has no control over and cannot therefore influence. The results of consultation will inform the production of DPD's and SPD's, which we will publish on the website.

5. Links with other Warwick District Documents

5.1 The Council intends to link the documents which comprise the LDF with the strategies published in documents which are already in place and have been produced to underpin the corporate strategic objectives outlined in the Corporate Strategy and the Community Plan. These existing documents are:

- Warwick District Corporate Strategy, 2003 - 2007
- Warwick District 2020 – The Community Plan for Warwick District
- Warwick District Consultation Strategy, 2003
- Warwick District Communications Strategy, 2005
- Warwick District People Strategy 2003 - 2007 (revised 2005)

Corporate Strategy 2003 – 2007

5.2 The vision for the district is to be 'Safe, healthy, fair and prosperous now and in the future'. In support of this vision are seven corporate objectives:-

- Manage our services openly, effectively and efficiently
- Promote and contribute to safer and healthier community
- Enhance the culture of the area
- Improve our services to provide a cleaner and greener environment
- Support a prosperous mixed economy
- Meet the housing need
- Target resources to the areas of greatest need

5.3 To support the objectives the council strives to operate employing the following eight values:

Democratic	Take decisions in the public interest
Accountable	Accept responsibility for and explain our decisions
Accessible	Listen and respond to the needs of people
Equality	Ensure everyone is treated equally and with dignity
Ethical	Behave with integrity
Open	Tell people about what the Council does
Equitable	Be fair in dealing with people and making decisions
Sustainable	To minimise the adverse impact of our actions

- 5.4 These values are particularly valid for planning and provide adopted aims which will link into the SCI.

Warwick District 2020 – The Community Plan for Warwick District

- 5.5 Produced by the Warwick Partnership, this document is the overarching plan for the district. It sets the context and direction for other plans and therefore overlaps with the SCI. The plan encompasses the same vision and objectives as the Corporate Strategy intended to address the jointly identified priorities of the local community. Although communication is not specifically referred to in the plan, achieving the aims relies on good communication and the SCI is expected to meet this requirement.

Warwick District Consultation Strategy, 2003

- 5.6 The Council has always maintained a positive stance with regard to consultation and communication. The consultation strategy was updated in 2003 and the principles embodied in it will be utilised in the SCI. The aim of this document was to provide a framework for consultation giving details of those to be consulted, on what, when and for how long. The document details the roles of those who are involved and the methods for carrying out the consultation task. The aims are as relevant today as when the document was published and will therefore contribute to the SCI.

Warwick District Communications Strategy, 2005

- 5.7 Similarly, the subsequent communications strategy lists relevant objectives and targets with a vision for effective communication.

‘ We want to make it easier for everyone to access information and services provided by the Council.

We want to be better at telling people how we are performing, what we are doing, how the Council Tax is spent and what our plans are for the future.

We want people to feel informed about Council services and involved in their development’

- 5.8 A table is appended to the communications strategy which details improvement actions where these have been identified, giving relevant time scales and priority with resource implications. This has set the agenda for improvements which were implemented at the time of Local Plan Review and Inquiry, particularly in relation to the use of the Council website.

Warwick District People Strategy 2003 - 2007 (revised 2005)

- 5.9 One of the six aims of the strategy is 'Communications and Involvement'. This strategy is aimed at informing staff to ensure that they are involved and empowered, thus sharing knowledge which can be imparted beyond the workplace. This will obviously impact on the ability of staff to relate information to the public regarding the SCI and future documents.
- 5.10 There are obviously a host of other documents including wider national policies and planning policies in the Regional Spatial Strategy and the Warwick Local Plan which will impact upon the Council's planning function and LDF production in particular. These have not been individually listed but their importance is recognised and acknowledged here.

6. Planning Applications

Finding out about Planning Applications

- 6.1 Planning application details are publicised in a number of ways. The following table gives summary of the methods used and Appendix 4 details the advice given on our website regarding consultation on applications

Table 7: Methods of consultation on planning applications	
Site Notice	Site notices are posted as closely as possible to the site for which an application has been made in all cases. A detailed list of the types of applications which are statutorily required to have site notices posted, appears in Appendix 3 of this document but Warwick District Council undertake display of site notices for all applications
Neighbour Notification Letter	Letters are sent to all those neighbours having a common boundary with the application site as depicted by the red line on the site plan attached to the application. The planning officer dealing with the case has the discretion to notify beyond this if the application is considered to have a wider effect. The combination of letters and site notices should alert all those likely to be affected by the proposal
Public Notices (Press)	Only certain types of application require a public notice to be posted in the local newspaper. Such applications include those affecting a listed building or a Conservation Area, major developments, departures from the Local Plan or those affecting a public footpath. A detailed list of these applications appears at Appendix 3 of this document
Weekly List	The weekly list of valid applications registered, can be found on the Council's website and can be emailed to those requesting this service. Major applications are given prominence on the website and plans and documents for these can be viewed where schemes are likely to be of wide public interest. We are working to make all other applications available online.

Taking Part in the Decision Making Process for Planning Applications

- 6.2 Anyone wishing to make a representation to the council on any planning application may do so and these can be taken into account provided that the matters they raise are planning issues. Representations must be made in writing and can be sent as a letter, fax, online consultation form or email. The Council website has the facility for a response by email, but does not acknowledge receipt of representations in any format. Please be aware that representations are available for public viewing.

How a Decision is Made

- 6.3 The majority of minor planning applications are decided under 'delegated powers'. If objections are received from Parish and Town Councils or there are five or more written objections and the officer recommendation is contrary to those representations, then the item will be referred to committee for a decision. The committee will be made aware of all representations made with regard to an application in the officers' written report on the application. In addition, since April 2004, interested parties have been allowed to address the committee for a period of three minutes to summarise their cases (see Appendix 5 for full details). This time period is strictly adhered to and if more than one objector wishes to speak, then either a single representative must be elected to speak for all, or the three minutes must be divided between those wishing to speak. The committee will then consider the application and make a decision. Occasionally, the committee may defer the decision pending a site visit.

- 6.4 Table 6 above, shows the current limits of consultation on planning applications.

If you think that there are other methods of consultation or that the current coverage is insufficient, please tell us on the questionnaire and we will consider whether your suggestions are appropriate and achievable. Please bear in mind that it is not feasible to tell everyone about every application that is received in the district, so try to be realistic about your expectations.

Appeals

- 6.5 When an application for planning permission has been refused and the applicant appeals against the Council's decision, the Council informs those who were initially consulted and any others who have made representations during the life of the application. Details of all appeals received are also included on the website. Comments made at the time of the application will be forwarded to the relevant Inspector but any further comments which objectors or supporters wish to make should then be sent direct to the Planning Inspectorate. Officers will discuss with third parties how to get involved in the appeal process. Persons wishing to attend and participate in any subsequent Inquiry or Hearing, must inform the Planning Inspectorate of their wish. The Inspector's decision is available after the inquiry/hearing from the Planning Inspectorate.

APPENDICES

Appendix 1 Statutory Consultees for Development Plan Documents and other suggested groups

Appendix 2 Statutory Consultees for Major Planning Applications

Appendix 3 Warwick District Council website advice on planning application consultation outlining current practice

Appendix 4 Warwick District Council advice on 'Speaking at Planning Committee' outlining current practice

Appendix 5 Glossary of Terms

Appendix 6 List of those consulted

APPENDIX 1

Statutory Consultees for Development Plan Documents and other suggested groups

Appendix 1

List of Consultees for Development Plan Documents

The Town and Country Planning Regulations (2004) specify that the following bodies must be consulted in accordance with the Act and Regulations:

Specific Consultation Bodies

Regional Planning Body – West Midlands Regional Assembly (WMRA)
Regional Development Agency – Advantage West Midlands
County Planning Authority – Warwickshire County Council
Adjoining Local Planning Authorities –
Town and Parish Councils within Warwick District
Town and Parish Councils which adjoin Warwick District
Countryside Agency
Environment Agency
Highways Agency
Historic Buildings and Monuments Commission for England (English Heritage)
English Nature
Network Rail
Strategic Health Authority
Relevant gas, electric and telecommunications companies
Relevant water and sewerage undertakers

Other Consultees

The Council will engage with a wide variety of groups and organisations through the LDF process which will include those from the following list:

Government Office for the West Midlands
Local Strategic Partnership
Local Community Action Groups
Local Civic and Amenity Groups
Local Business Groups (For example, Chambers of Commerce and Federation of Small Businesses)
Gypsy & Travellers Groups (For example The Gypsy Council)
Religious Groups
Countryside and Conservation Groups at local, regional and national level (For example the CPRE, Friends of the Earth, Warwickshire Wildlife Trust)

The development industry (For example Home Builders Federation and local consultants)
Department for Transport, Department for Health, Department for Culture, Media and Sport, National Playing Fields Association.
Bodies that represent the interest of different religious groups
Bodies that represent the interests of disabled persons in the area (For example Disability West Midlands)
Rural Organisations (For example National Farmers Union)
Bodies that represent older people (For example Senior People's Forum)

The list of organisations and bodies within this list will be continually updated throughout the LDF process.

APPENDIX 2

Statutory Consultees for Major Planning Applications

Appendix 2

Major development is defined in the Town & Country (General Development Procedure) (Amendment) (England) Order 2006, as development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwelling-houses where—
 - (i) the number of dwelling-houses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

Para	Description of Development	Consultee
(a)	Development likely to affect land in Greater London or in a metropolitan county	The local planning authority concerned
(b)	Development likely to affect land in a non-metropolitan county, other than land in a National Park	The district planning authority concerned
(c)	Development likely to affect land in a National Park	The county planning authority concerned
(d)	<p>Development within an area which has been notified to the local planning authority by the Health & Safety Executive for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of:</p> <ul style="list-style-type: none"> (i) residential accommodation; (ii) more than 250 square metres of retail floorspace <p>more than 750 square metres of floor space to be used for an industrial process, or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.</p> <p>Development likely to result in a material increase in the volume or a material change in the character of traffic:-</p>	The Health and Safety Executive

(e)	(i) entering or leaving a trunk road; or	In England, the Secretary of State for Transport and, in Wales, the Secretary of State for Wales
	(ii) using a level crossing over a railway	The operator of the network which includes or consists of the railway in question, and in England, the Secretary of State for Transport and in Wales, the Secretary of State for Wales
(f)	Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway	The local highway authority concerned
(g)	Development likely to prejudice the improvement or construction of a classified road or proposed highway	The local highway authority concerned
	Development involving -	
(h)	(i) the formation, laying out or alteration of any means of access to a highway (other than a trunk road); or	The local highway authority concerned
	(ii) the construction of a highway or private means of access to premises affording access to a road in relation to which a toll order is in force	The local highway authority concerned and in the case of a road, subject to a concession, the concessionaire
(i)	Development which consists of or includes the laying out or construction of a new street	The local highway authority
(j)	Development which involves provision of a building or pipeline in an area of coal working notified by the Coal Authority to the local planning authority	The Coal Authority
(k)	Development involving or including mining operations	The Environment Agency
(l)	Development within three kilometres of Windsor Castle, Windsor Great Park or Windsor Home Park, or within 800 metres of any other royal palace or park, which might affect the amenities (including security) of that palace or park	The Secretary of State for National Heritage
(m)	Development of land in Greater London involving the demolition, in whole or part, or the material alteration	The Historic Buildings and Monuments

	of a listed building	Commission for England
(n)	Development likely to affect the site of a scheduled monument	In England, the Historic Buildings & Monuments Commission for England, and, in Wales, the Secretary of State for Wales
(o)	Development likely to affect any garden or park of special historic interest which is registered in accordance with section 8c of the Historic Buildings and Ancient Monuments Act 1953 (register of gardens) and which is classified as Grade I or Grade II*	The Historic Buildings and Monuments Commission for England
(p)	Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream	The Environment Agency
(q)	Development for the purpose of refining or storing mineral oils and their derivatives	The Environment Agency
(r)	Development involving the use of land for the deposit of refuse or waste	The Environment Agency
(s)	Development relating to the retention, treatment or disposal of sewage, trade waste, slurry or sludge (other than the laying of sewers, the construction of pumphouses in a line of sewers, the construction of septic tanks and cesspools serving single caravans or single buildings in which not more than ten people will normally reside, work or congregate, and works ancillary thereto)	The Environment Agency
(t)	Development relating to the use of land as a cemetery	The Environment Agency
(u)	<p>Development –</p> <p>(i) in or likely to affect a site of special scientific interest of which notification has been given, or has effect as if given to the local planning authority by The Nature Conservancy Council for England or the Countryside Council for Wales, in accordance with section 28 of the Wildlife & Countryside Act 1981 (areas of special scientific interest); or</p> <p>(ii) within an area which has been notified to the local planning authority by the Nature Conservancy Council for England or the</p>	The council which gave, or is to be regarded as having given, the notice

	Countryside Council for Wales, and which is within two kilometres of the Site of Special Scientific Interest (SSSI) of which notification has been given or has effect as if given as aforesaid	
(v)	Development involving any land on which there is a theatre	The Theatres Trust
(w)	<p>Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves –</p> <p>(i) the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes; or</p> <p>(ii) the loss of less than 20 hectares of grades 1,2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, in circumstances in which the development is likely to lead to a further loss of agricultural land amounting cumulatively to 20 hectares or more</p>	The waste regulation authority concerned
(x)	<p>Development within 250 metres of land which –</p> <p>(i) is or has, at any time in the 30 years before the relevant application, been used for the deposit of refuse or waste; and</p> <p>(ii) has been notified to the local planning authority by the waste regulation authority for the purposes of this provision</p>	The waste regulation authority concerned
(y)	Development for the purposes of fish farming	The Environment Agency

APPENDIX 3

Warwick District Council website advice on planning application consultation outlining current practice

Appendix 3

Warwick District Council website advice on planning application consultation outlining current practice

Why Are You Consulted

When making decisions about planning applications, the Council always takes into account the views of those people who are likely to be affected by the development. You may wish to support an application, suggest changes to it to overcome any concerns you may have, or raise objections. Objections which can be considered are listed below. In all cases, your comments are welcomed and will be carefully considered.

If an application has been submitted, properties with land adjoining the site will normally receive a letter from the Council. Major proposals which would have a greater impact on the local area sometimes require us to consult more surrounding properties. A Planning Site Notice is also normally posted on or close to the application site. Parish and Town Councils are also sent copies of all applications and some have to be advertised in the local press too. You can telephone or visit the Planning Department to find out about current applications, details of which all have to be listed in a register available for inspection by the public, or you can search by address using the website.

Looking at the Plans

Copies of all current planning applications are available for inspection at the main Council Offices reception during normal office hours. For applications in Kenilworth and the parishes of Stoneleigh, Ashow or Leek Wootton, plans may also be viewed at Warwickshire Direct in Kenilworth Library. Applications in Warwick can also be viewed at the Warwick Connection in Warwick Library. You can also search on the website for a planning application, which will give brief details of all applications which have recently been received.

A planning officer is available at our main Council Offices to answer any queries you have and to explain any matters about which you are unclear. If you have substantial concerns about the application, you may wish to telephone the case officer whose name appears on correspondence concerning the application, and if necessary arrange an appointment.

Making Comments

It is helpful if any letters about an application quote the planning reference number and the site address. Your letter should be as clear and concise as possible and state the reasons why you wish to support or oppose the proposal. Alternatively you may wish to use the online form or e-mail your comments to us. Please remember to include your postal address and the application reference number).

The Council has to make a decision on applications within a set timescale, normally 8 weeks, and there is a time limit for making your views known. This consultation period is normally up to 21 days from the date of the notification letter or the posting of a Planning Site Notice.

The Council has to assess the planning issues relevant to the proposal. The following lists give some idea of what matters can or cannot be taken into account.

Planning Issues include:

- Compliance with approved planning policies
- Character of the area
- Loss of light
- Loss of privacy
- Noise and disturbance from the proposal
- Traffic generation and access
- Impact on the rural landscape

Planning Issues DO NOT include:

- The impact on property values
- Boundary or other legal disputes
- Loss of view
- Restrictive covenants
- Competition between traders
- Possible damage to property caused by building work
- Access for maintenance

Making the Decision

Any letters received about an application will be placed on the relevant application file and carefully considered by the case officer dealing with the application. Any letter you forward will not be acknowledged, but you may telephone to check it has been received. All written comments received are open to public inspection and copying, as required by the Access to Information Act 1985. Responses are also being displayed on the Council's website.

The case officer will visit the site and assess the impact of the development on its surroundings and its acceptability in terms of the Council's approved policies. The views of neighbours, Parish and Town Councils, and other consultees will be considered before a recommendation to grant or refuse permission is made.

Some applications for development which comply with approved policies may be approved under delegated powers. Applications may also be refused under delegated powers if they are contrary to policy or other approved guidance. Further information on this and full details of the Delegation Agreement for Development Control can be viewed under 'delegated powers' on the website. Applications which cannot be decided under delegated powers are reported to committee for decision, which allows public speaking on individual applications.

Please understand that there are many factors to consider when deciding whether to grant or refuse permission. Your views will be taken into account, but might not override other factors.

APPENDIX 4

Warwick District Council advice on 'Speaking at Planning Committee' outlining current practice

Appendix 4

Warwick District Council advice on 'Speaking at Planning Committee' outlining current practice

Public speaking at Planning Committee – Procedures**Who can speak**

People wishing to speak will fall into four categories, these are:-

- Parish/Town Councils
- Objectors
- Applicants/Supporters
- Ward Councillors

To ensure equity, applicants and supporters will only be allowed to address the Committee if objectors have registered to speak, except for cases where the recommendation is to refuse, where an applicant/supporter may address the committee.

There will be a three minute time period for each category of speaker, except for ward Councillors. If there is more than one person registered in any category, the three minutes will be split between those persons having registered to speak. However, they will be encouraged to liaise with each other and nominate one speaker.

Registering to speak

People wishing to speak must contact Members' Services in writing, by telephone or e-mail by 12 noon the **working** day (i.e. Mondays to Fridays) before the meeting (if a letter is delivered by hand to reception please allow 1 working day for it to reach Members' Services). Persons wishing to speak must provide the following information:-

Name

Home address and contact phone number.

Which category they fall within

Which application they want to speak on (including application number)

Members' Services will inform them that their contact details will be made public before the meeting

A list of those who had registered an interest to speak will be available for all Members of the Committee, alongside the addendum papers for the meeting.

N.B. The use of presentation material including handouts in any form is not permitted when addressing the committee.

Summary of procedure for each meeting

1. The Planning Officer will introduce the items, giving any updates since the preparation of the report.
2. The names of those persons having registered to speak will then be announced by the Chair, in the order of: Parish/Town Councils, Objectors, Applicants/Supporters and Ward Councillors.
3. After all the speakers have finished, the Chair will open the item up to the Committee for consideration. There will be not be a specific formal questions slot .
4. Finally, the Committee will be asked to take a decision on the application.

APPENDIX 5

Glossary of Terms

Appendix 5**Glossary of Terms**

Annual Monitoring Report	A report produced every year in December which assesses the implementation of the LDS and whether policies are being achieved
Delegated Powers	The planning committee confers on the chief planning officer the power to make certain decisions on its behalf without referring matters to the committee.
Examination	A planning inspector will look at the document to see that it complies with the nine 'tests of soundness'. He/she will look at any unresolved issues and will deal with these, either through written statements or a hearing where the objector will be able to attend and put their case in person.
Front loading	The early involvement of all stakeholders to help build consensus and ownership
Local Development Framework (LDF)	The portfolio of Local Development Documents which contain the spatial planning policies
Local Development Plan (LDP)	Until new documents are produced which will gradually replace the LDP, the Council will continue to use the Warwick District Local Plan which gives policies against which all development proposals will be assessed and sites for future development
Local Development Scheme	The programme of planned document production which gives the timetable and the proposed method of production
Mission Statement	The Council issues a Mission Statement which outlines its commitment to the local community and what it seeks to

	achieve. This is set out in the 'Corporate Strategy'.
Planning Delivery Grant (PDG)	The government currently offers this grant to council's performing well to assist in the development of their services and improvements to delivery
Spatial Planning	The holistic approach encouraged by the new planning system which allows planners to broaden the range of issues taken into account when writing policies and assessing planning applications
Stakeholders	All those involved in the planning system as agents, applicants, developers, members of the public, interest and community groups
Structure Plan	The Warwickshire Structure Plan is produced by Warwickshire County Council and gives a framework within which the district council produces the LDP. Structure Plans will be phased out by the implementation of the new system
Supplementary Planning Document (SPD)	This document explains further the policies contained in the DPD's, but does not have the same status. Community involvement is required but there is no formal independent examination stage
Sustainability Appraisal	Every local development document (with the exception of this SCI) will be subject to such an appraisal which will examine the environmental effects of each policy and proposed site
Written Consultation	This will take the form of a letter either informing immediate neighbours of a planning application or a consultation on a LDF document

APPENDIX 6

Full list of those consulted as part of pre-production of the SCI

Robyn Dorling
Sheila Faulkner
Cllr Mr E B Mackay
Cllr Mrs M A McFarland
Cllr Mr P A Offer
Cllr Mr N H Pratt
Cllr B S Sandhar
Dr I M Corbett
Cllr Mr D H Shilton
Cllr Mr J R Short
Cllr Mr R W Smith
Cllr Mrs J M Knight
W Halliday
Cllr Mr B Kirton
Guy W L Morgan
Jeremy Foster
Roger Copping
Vivien Jones
Alan Moore
Franco Verguti
Peter Hitchin
Bruce Paxton
David A Ellwood
Norma Cole
Mrs Curtin
Cllr Mr R E Tamlin
Cllr Ms C A Flanagan
Cllr K Chander
Cllr Mr M F Coker
Cllr Mrs J Compton
Cllr Mr R C H Copping
Cllr Mr R Crowther
Cllr R I G Davies
Cllr Mr C C L Davis
Cllr Mrs C K De-Lara-Bond
Cllr Mr M Doody
Cllr Mrs P W Edwards
Cllr D S Kundi
Cllr Mrs J A Falp
Mr & Mrs Devereux
Cllr Mr W L Gifford
Cllr B S Gill
Cllr Mrs E M Goode
Cllr Mr G B Guest
Graham & Ellen Spencer
Cllr Mr C Harris
Cllr Mr J E Hatfield
Cllr Ms M M Hirsch
Cllr Mrs C Hodgetts
Cllr Mr J R Holland
Cllr Mr M J Kinson

Cllr Mr B Evans
Mark G Bennett
Mrs Phylis & Dr Peter Davies
Alan Neil Estheby
F W B Atcheson
William Worrall
Robert Mulgrue
M C Burman
Michael and Caroline Hughes
Kenneth Henry Heppel
G M Allan
J H Hardy
David Higgins
Hugh Stephen Williams
R J Vickers
Mrs M L Holroyd
Mr A Ainsworth
Mr Andrews
Mr G Ashworth
Mr N Bates
Mr J Beetham
Mr C Bourne
Mr A Brogden
Mrs S Broome
Mrs S Cable
Mr S Coulsting
Mr J C Rogers
Andrew Guest
Ian Hunter
Robin Hedger
Alan Roberts
Jeffery Masters
Mr & Mrs RM Moore
Ian & Christine Squire
J D Berrington
J B Hale
Mr & Mrs M Evans
Mrs Alison Higgins
D J Bezzant
Rev J R Moore
K Galley
Peter Alun Jones
Donald Newton Evans
Roger Warren
Christopher Robottom
M J Hobday
Simon Bridge
John Foley
Cllr Mr J R Holland
Cllr Mr M J Kinson

Cllr Mr B Evans
Mark G Bennett
Mrs Phylis & Dr Peter Davies
Alan Neil Estheby
F W B Atcheson
William Worrall
Robert Mulgrue
M C Burman
Michael and Caroline Hughes
Kenneth Henry Heppel
G M Allan
J H Hardy
David Higgins
Hugh Stephen Williams
R J Vickers
Mrs M L Holroyd
Mr A Ainsworth
Mr Andrews
Mr G Ashworth
Mr N Bates
Mr J Beetham
Mr C Bourne
Mr A Brogden
Mrs S Broome
Mrs S Cable
Mr S Coulsting
Mr J C Rogers
Andrew Guest
Ian Hunter
Robin Hedger
Alan Roberts
Jeffery Masters
Mr & Mrs RM Moore
Ian & Christine Squire
J D Berrington
J B Hale
Mr & Mrs M Evans
Mrs Alison Higgins
D J Bezzant
Rev J R Moore
K Galley
Peter Alun Jones
Donald Newton Evans
Roger Warren
Christopher Robottom
M J Hobday
John Myers
Dr T L & Mrs M E Dunn
Dr G & Mrs M Delfas
Andrew & Julie Day

David Shakespeare
J Norris
David Cass
Mr & Mrs Ewell
Mr M Jackson
Janet Alty
Matthew Rhodes
Mr M Williams
James Plaskitt MP
Philip Bushill-Matthews MEP
Mrs Liz Lynne MEP
Mr J Whitehouse
Philip Bradbourn MEP
Malcolm Harbour MEP
Mr J Plaskitt MP
Mr T Naylor
John Trevor & Lois Betty Godfrey
Mrs P M Pemberton
Dr Graham J Morgan
Mrs M Haywood
Mr C J Edgerton
P J Frampton
John Border
Mr S O Peter
Archy Muir
Deborah Germaine
J F Holroyd
Mr J Young
Dr V F Weinstein
Andrew Faulkner
Dr Andrew Cave
Michael Hill
Johanna Rennison
F B Fisk
Marjorie Tate
P Lloyd
Graham Leeke
GT and EJ Bardell
Brenda Meatyard
Mr & Mrs Parsons
Iris Dickson
M F G Simmons
Kathleen Chambers
Ms J Curtis
L C Lim
Patricia Harrison
Elliot James
Mr S H Dewhurst
David Cottrell
Linda Forbes

Peter Edmond Larkin
Doreen Whitehead
Mrs G Lynn
Mrs M Stokes
Mr R C Smith-Ryland
Ms K Smith
Miss E Rumary
Mr N Reeve
Mr B Phillips
Mr M Parkes
Mr P Page
Mr R Page
Mr D Nijjar
Mr M S Thornton
Mr C Malkin
Mr J Fudger
R James
Mr M Hague
Mr P Galley
Mr G Fyfe
Mr I D Wild
G & J Ford
Mr T Fish
C Edgerton
Mrs J Dutson
Mr N Doyle
Mrs K March
Miss C Thrower
Ms A Wallis-Power
Mr A Watkins
Mr Wheatley

2nd Warwick Sea Scouts
A C Lloyd Ltd
Abercrombie
AC Lloyd (Builders) Ltd
Advantage West Midlands
African Caribbean Project
Age Concern Leamington Spa
Air Atlantique
Alfred McAlpine Development
Ancient Monuments Society
Andrew Martin Associates
Aragon Land & Planning UK Ltd
Archbishops' Council Mission
Arlington Planning Services
Arts Council West Midlands
Asda Stores
Ashram Housing Association Ltd
ASK
Association of Inland Navigation Authorities
B & Q plc
Babtie Group
Baddesley Clinton Parish Council
Baginton Bridge Nurseries
Baginton Parish Council
Balsall Parish Council
Bancroft Cruises
Barford Residents Association
Barford Sherbourne & Wasperton Joint Parish Council
Barratt West Midlands
Barton Willmore Planning
Barton Wilmore Partnership
Bath Place Community Venture
Beaudesert Parish Council
Beausale, Haseley, Honiley & Wroxall Parish Council
Bellway Homes West Midlands
Benfield Group Holdings Ltd
Berkeley Strategic Land Ltd
Berkswell Parish Council
Berkley House
Binswood Allotment Society
Birmingham City Council
Birmingham International Airport Ltd
Bishops Tachbrook Parish Council
Bloor Homes Ltd
Bloor Homes West Midlands
Board of Deputies of British Jews
Bovis Homes
Brandon & Bretford Parish Council
Brindley Twist Tafft & James

Brinklow Parish Council	Chase Homes
British Airport Authority	Chesterton & Kingston Parish Council
British Gas	Chestertons
British Gas Properties	
British Gas Trading	Chiltern Railways
British Geological Survey	Chinese Community
British Horse Society	Christian Alliance Association Ltd
British Humanist Association	Christian Scientists
British Pipeline Agency Ltd	Church Commissioners for England
British Sikh Consultative Forum	Church of Jesus Christ of Latter Day Saints
	Citizens Advice Bureau
British Telecommunications plc	Civil Aviation Authority
	CLARA
British Telecommunications plc	Clarks Solicitors
British Union Conference of Seventh Day Adventists	Claverdon Parish Council
	Cobolt Estates
British Waterways	Colin Buchanan & Partners
British Waterways	Colliers CRE
British Waterways	Commission for Architecture and Built Environment
British Wind Energy Association	Commission for Racial Equality (CRE)
Bromford Carinthia Housing Association	Community Development Foundation
Bromford Housing Group	Community Safety Dept.
Bromford Housing Group	Confederation of British Industry
Brunswick County Councillor	Connell Land & Planning
Bryant Homes	Conservative Group of Councillors
BT Group plc	Cord
BTCV	
Bubbenhall Parish Council	Coten End & Emscote Residents Association
Budbrooke Parish Council	Council for British Archaeology
Burton Green Residents Association	Council for Disabled People
Butler-Sherborn	Council for Voluntary Services
C B Hillier Parker	Country Land & Business Association
c/o Nathaniel Lichfield & Partners	Countryside Homes Ltd
CALA Properties Ltd	
Campion School	Countryside Properties
CAMRA	Countryside Homes Ltd
Carpenter Planning Consultants	
Catholic Bishops' Conference of England & Wales	Court Developments Ltd
CB Hillier Parker	Coventry & Warwickshire Chamber of Commerce
CDS Development Services Ltd	Coventry & Warwickshire Connexions
Central England People First Ltd	Coventry & Warwickshire Nextstep
Central Leamington Residents Association	Coventry City Council
Central Networks	Coventry Diocesan Board of Finance
Central Trains	Coventry, Solihull & Warwickshire Partnerships
Centre for Ecology & Hydrology	
Centro	CPRE West Midlands
Chair of Esr Pag	Crackley Residents Association
Chamber of Trade	Credit Union Development Work
Charlecote Parish Council	Crest Nicholson plc
	Crown Estates
Charles Church Developments Ltd	Cubbington Parish Council
Chartered Institute of Housing	Cycleways

Cyclists Touring Club	
Dale Street	Frankton Parish Council
David Lock & Associates	FRCA
David Wilson Homes (East Midlands) Ltd	Free Churches Group
Davis & Co	Freight Transport Association
Davis Planning Partnership	Friends of the Earth West Midlands
Deeley Properties Ltd	Friends of Warwick Castle Park
Defence Estates	Friendship Housing Association
DEFRA	
Delta Marine European Ltd	Fry Housing Trust
Department for Culture, Media & Sport	Fulbrook Parish Council
Department for Education & Skills	Fuller Peiser
Department for Transport	Future Energy Solutions
Department for Works & Pensions	G Freightliner Ltd
Department of Trade & Industry	Gallagher Estates
Dialogue	George Wimpey (South Midlands)
Disability Rights Commission	George Wimpey Strategic Land
	GL Hearn Planning
Disability West Midlands	Godfrey-Payton
Disabled Persons Transport Advisory Committee	Gorse Cottage
	Gough Planning Services
DPDS Consulting	Government Office for the West Midlands
Drivers Jonas	GR Planning Consultancy
DTZ Piedad Consulting	Greyvayne Properties Ltd
E.ON UK plc	Greywell Property Ltd
Earlplace Ltd	Groundwork West Midlands
Eathorpe, Hunningham, Offchurch, Wappenbury & West	Gurudwara
	GVA Grimley
	Gypsy & Traveller Law Reform Coalition
Elms Cottage	Hallam Land Management & William Davis Ltd
Embassy of Japan	Hallmark Public Relations
Employment Service	Hampton Lucy Parish Council
	Harbury Parish Council
Employment Training Warwickshire	Hardys & Hansons
EnCams	Harris Lamb
English Heritage (WM Region)	Hatton Parish Council
English Nature	Health & Safety Executive
English Partnerships	Heapher Dixon
Entec UK Ltd	Heart of England Community Foundation
Environment Agency	Hill Close Gardens Trust
Envisage	Heart of England Tourist Board
Equal Opportunities Commission	Hellberg Harris Partnership Ltd
Farmers Fresh	Help the Aged
Farming & Wildlife Advisory Group	Highways Agency
Federation 2000	Hindu Council (UK)
Fernhill Farm	
Fisher German	HM Prison Service
Focus Housing Association	House Builders Federation
Ford Motor Company Ltd	House Of Commons
Forestry Commission	Housing 21
FPD Savills	Housing Corporation
Framptons	HSE Chemical & Hazardous Installations Division

Humberts	Malcolm Judd & Partners
Hunter Page Planning	
Hutchinson 3G UK Ltd	Marks & Spencer plc
I M Properties plc	Marson Rathbone Taylor
IBM UK Ltd	Marton Parish Council
Imams and Mosques Council (UK)	McCarthy & Stone
Inland Waterways Amenity Advisory Council	Mencap (mid Warwickshire)
Insignia Richard Ellis	Merrill Lynch Investment Managers
Institute of Directors	Michael Ramus Architects
J G Land & Estates	Mid Warwickshire Mind
Jain Samaj Europe	Midland Assured Homes (1990) Ltd
Jehovah's Witnesses	Mid-Warwickshire Chamber of Commerce
Jephson Homes Housing Association Ltd	Miller Homes (West Midlands)
Jonathan Holland Architects	Mitchell Johnson & Marshall
K B Benfield Group Holdings Ltd	Mobile Operators Association
Kenilworth Chamber of Trade	Morley Fund Management
Kenilworth Community Care Association	Morris Homes Ltd
	Morrison Developments Ltd
Kenilworth Rugby Football Club	Motor Investments (West Midlands)
Kenilworth Safety Committee	Museum Field Service
Kenilworth Society	Myton Residents Association
Kenilworth Town Council	NAC
Kenilworth United Charities	National Association of Boat Owners
King Sturges	National Council of Hindu Temples (UK)
Kingfisher Marine	National Farmers Union
Lady Alice Leigh Almshouses	National Federation of Young Farmers Clubs
Laing Homes Midlands	National Grid
Lammas Residents Association	National Grid Transco
	National Housing Federation
Landmark Info Group Ltd	National Institute for Deaf People
Landmark Planning	National Playing Fields Association
Langstone Homes Ltd	National Spiritual Assembly of the Baha'is of UK
Lapworth Parish Council	Neighbourhood Watch
Leam Bank Farm	Network of Sikh Organisations (UK)
Leamington Chamber of Trade	Network Rail
Leamington Elders Action Project	New Era Housing Association Ltd
Leamington Library	New Fields
Leamington Residents Association	Newbold Pacey & Ashorne Parish Council
	NHS West Midlands Division
Leamington Society	Noralle Ltd
Learning & Skills Council	North Warwickshire Borough Council
Leek Wootton & Guy's Cliffe Parish Council	Norton Lindsey Parish Council
Levvel Ltd	nPower
Life Housing	NTL UK
Livingstone Homes Ltd	Nuneaton & Bedworth Borough Council
Long Itchington Parish Council	O2 plc
Lord Leycester Hospital	Oaklea Farm
Loveitts	Ofcom
Lovell Johns	Office of Public Information for Jehovah's
Lovetts Commercial	Witness
Lucas Land & Planning	Old Milverton & Blackdown Parish Council
Malcolm Hawkesford & Co	Old Town Traders Association

Oldfield King Planning	RNIB
Oldhams Transport Ltd	Road Haulage Association Ltd
Open Spaces Society	Robert Turley Associates
Orange	ROCC Developments Ltd
Orbit Development Department	Roget Tym & Partners
Orbit Housing Association	RoSPA
Pagan Federation	Rowington Almshouses & Poor Charity
Parkridge Homes Ltd	Rowington Parish Council
Patient & Public Involvement	Royal Agricultural Society of England
Paul & Company	Royal Leamington Spa Chamber of Trade
Paworth Charities	
Pedestrian's Association	Royal Leamington Spa Town Council
Pegasus Planning Group	Royal Mail Group
Persimmon Homes	Royal Mail Property Holdings
Pettifer Estates Ltd	Royal Society for the Protection of Birds
Philips Planning Services	RPS Chapman Warren
PHL	Rugby Borough Council
Physically Disabled and Able-Bodied (Phab)	Rugby Mayday Trust
Planning & General Services	Russel & Sons Ltd
Planning & Transportation	Ryton on Dunsmore Parish Council
Planning Inspectorate Library	Sainsbury's Supermarkets plc
Planning Issues	Saltisford Canal Trust Ltd
Planning Services	Savilles Estates
Planning, Transport & Economic Strategy	School of NES Coventry University
Plato Trust	Scottish Power
Portland Place Residents Association	Scottish Widows Investment Partnership
Powergen UK plc	Senior People's Forum
Preston Bagot Parish Council	Servite Houses
	Severn Trent Water
Princethorpe Parish Council	Shelter
Pro Vision	Shirley Estates (Developments) Ltd
Prodrive Ltd	Shoemiths Solicitors
	Showmens Guild of Great Britain
Project Solutions	Shrewley Parish Council
Property Services Dept.	Sikh Community Centre
Public Bodies Liaison Committee for British Paganism	Sion House
Pump Cottage	Smith Stuart Reynolds
Punch Taverns	Snitterfield Parish Council
Quartz Homes Ltd	Society for the Protection of Ancient Buildings
Racecourse Holding Trust	Solihull & Leamington Rail Users Association
RADAR	Solihull Metropolitan Borough Council
Radford Semele Parish Council	South Warwickshire Access
Rae Watson	South Warwickshire CDT
Raglan Housing Association	South Warwickshire PCT
Rail Property Ltd & Network Rail Infrastructure	South Warwickshire Primary Care Trust
Ramblers' Association	South Warwickshire Together
RASE	South Warwickshire Tourism Ltd
Redrow Homes (South Midlands) Ltd	Sport England
Refugee Council West Midlands	St Modwen Developments Ltd
Regional Action West Midlands	
	Stagecoach Midland Red
Results Education	Stannifer Planning Project Manager

Stansgate Planning Consultants	
Startegic Rail Authority	Home Office
Stewart Roff Associates	Homeless Action Group
Stoneleigh & Ashow Parish Council	Human Rights Action Centre
Strategic Planning	Inland Waterways Association
Strategic Rail Authority	Kenilworth History & Archaeological Society
Stratford & Warwick Waterways Trust	Kingsley School
	Leamington Gospel Hall Trust
Stratford upon Avon Canal Society	Leamington Society
	Les Stephan Partnership
Stratford upon Avon District Council	Littman Partnership
Stretton on Dunsmore Parish Council	Lower Avon Navigation Trust Ltd
Strutt & Parker	Muslim Council of Britain
Sundial Conference Centre & Training Group	National Trust
Sure Start	Oil & Pipelines Agency
Sustrans	Princes Trust West Midlands
Sydenham Neighbourhood Initiatives	Ramblers Association
Sydenham Residents Association	
T & N Ltd	Rastafarian Society
T Mobile (UK) Ltd	RSPB
	Theatres Trust
T P Edsall	Twentieth Century Society
Tanworth in Arden Parish Council	Tyler-Parkes Partnership
Taylor Woodrow	Victorian Society
Taylor Woodrow Developments Ltd	Warwick Society
Taylor Woodrow Strategic Developments	Whitnash Society
Tenants User Group	Woodland Trust
Terence Higgins Trust	Thomas Bates & Son Ltd
	Touchstone Housing Association
Tesco Stores Ltd	Town Planning Consultancy
Ancient Monuments Society	Travel Care
Bell Cornwell Partnership	Travel West Midlands
Buddhist Society	Trent City Securities Ltd
British Chemical Business Association	Tweedale Ltd
British Council of Disabled People	Tyler-Parkes Partnership
Chain	Ufton Parish Council
Chamber of Commerce	UK Power Ltd
Charity of Thomas Olen * Nicholas Ryffler	University of Warwick
Coal Authority	Upper Avon Navigation Trust
Countryside Agency (WM Region)	
Coventry & Warwickshire Learning & Skills Council	Victim Support
	Vodafone Ltd
Coventry Diocesan Board of Education	Volunteer Centre
Crown Estate	Walker Morris
Department of Health	Warwick & Leamington Spa Green Party
Europa Way Consortium	Warwick Area
Friends of Hill Close Gardens	Warwick Arts Society
Gap	Warwick Castle Park Trust Ltd
Garden House	Warwick Chamber of Trade & Commerce
Georgian Group	
Guide Dogs for the Blind Association	Warwick District Arts Consortium
Gypsy Council	Warwick District Council

Warwick Gates Community Centre	William Davis Ltd
Warwick Gates Residents Association	William McFarland
Warwick North County Councillor	William Morrison Supermarkets plc
	Wilson Bowden
Warwick Town Council	Windowarm
Warwick United Charities	
Warwick West County Councillor	Wolverton Parish Council
Warwickshire & Northamptonshire Air Ambulance	Womens National Commission
Warwickshire & West Midlands Assoc. of Local Councils	Wood Frampton Planning Consultants
	WS Atkins Transportation Engineering
Warwickshire & Worcestershire Rural Partnership	Young Homeless Project
	Young Housing Project
	Zoroastrian Community
Warwickshire Association for the Blind	
Warwickshire Association of Boys Clubs	
Warwickshire Association of Youth Clubs	
Warwickshire Biodiversity Audit	
Warwickshire College	
Warwickshire Constabulary	
Warwickshire County Council	
Warwickshire Fire & Rescue Service	
Warwickshire Gardens Trust	
Warwickshire Health Promotion Service	
Warwickshire Police Authority	
Warwickshire Rural Community Council	
Warwickshire Rural Housing Association	
Warwickshire Treasurer, Lets	
Warwickshire Welfare Rights	
Warwickshire Wildlife Trust	
Waverley Road Residents Association	
Wellesbourne Parish Council	
West Midlands Ambulance Service	
West Midlands Business Council Ltd	
West Midlands Centre of Excellence	
West Midlands Fire Service	
West Midlands International Airport Ltd	
West Midlands Labour European Office	
West Midlands Local Government Association	
West Midlands Planning & Transportation Sub Cttee	
West Midlands Planning Aid	
West Midlands Police	
West Midlands Regional Assembly	
West Midlands Regional Housing Board	
West Midlands Regional Office	
West Midlands RSL Planning Consortium	
Westbury Homes	
Wetherall Green & Smith	
White Mitchell	
Whitnash Parish Council	
Wilcon Homes Midlands Ltd	