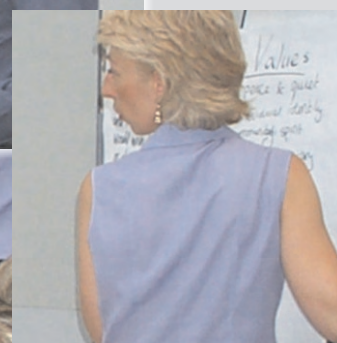
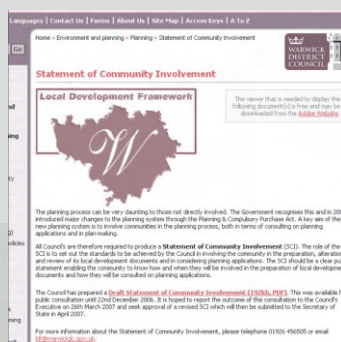
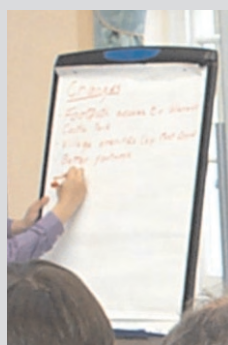




## statement of community involvement



### Local Development Framework



# **Warwick District Statement of Community Involvement**



**Adopted  
July 2007**

**(Updated April 2014)**





## **Warwick District**

Warwick District lies within the heart of Warwickshire and due south of the city of Coventry. It covers an area of 28,226 hectares, comprising the four towns of Royal Leamington Spa, Warwick, Kenilworth and Whitnash set within attractive countryside. Its population was 125,931 at 2001 (Source: National Census).

Warwick District has a high quality environment with attractive, historic towns surrounded by a pleasant rural area. It benefits from good road and rail links with the major conurbations of the West Midlands and London. It also has a strong local economy, containing a number of major employers and attractions including Warwick Castle, Kenilworth Castle, the Royal Pump Rooms and Stoneleigh Park (National Agricultural Centre). These attributes make Warwick District a popular place to live, work and visit which creates considerable development pressure. This pressure needs to be managed in such a way that maintains and directs growth to areas in need whilst protecting the very qualities which make the District a desirable place to live and work.

## **The Statement of Community Involvement**

This is the submission version of the Warwick District Council Statement of Community Involvement (SCI). This document forms part of the Local Development Framework (LDF) which is a portfolio of documents replacing the Local Development Plan (LDP – in this case, the Warwick District Local 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 informed the draft document. The draft was consulted upon in November/December 2006 and the results of that consultation were fed into the submission document. After a further six week period of consultation, the Planning Inspector examined the document and objections. His binding report was received in June 2007 and after the recommended changes were made, this SCI was formally adopted by the Council's Executive in July 2007.

This SCI was amended in April 2014 following a resolution by the Executive at the meeting held on 23<sup>rd</sup> April 2014.

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## SECTION 1 - Introduction

### 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 (LDP's - in this case, the Warwick District Local Plan) with a new portfolio of documents called the Local Development Framework (LDF). 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 (this term is known as 'front loading').

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. 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. The SCI should ensure the active meaningful and continued involvement of the community throughout the process.

- 1.2 To achieve this, the Warwick District SCI sets out the following;
- **how and when the community can become involved in planning matters**
  - **how these will be publicised**
  - **how community views will inform later stages of documents**
  - **how community 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**
- 1.3 The Council hopes that through effective community involvement it will:
- **encourage people to have more say in the planning of the district; and**
  - **build consensus so that the planning process runs smoothly and can deliver more quickly**

### How to Use the SCI

- 1.4 This document has been written to enable those wishing to participate in consultations on planning documents and planning applications to be able to find out when, with whom and how consultations will take place. To make this process as

transparent as possible, the Statement of Community Involvement has been set out as follows:-

- **Section 1** gives an introduction to the need for and purpose of the SCI, the stages it passes through and how it has been prepared.
- **Section 2** explains **WHEN** consultation opportunities will arise.
- **Section 3** explains **HOW** the Council will consult and what methods will be used for different types of document or planning applications.
- **Section 4** explains **WHO** will be consulted and how those wishing to be added to the database to take part in future consultations can contact us with their details.
- **The remainder** of the document comprises more detailed supporting information which will provide a deeper understanding of the process.
- **The appendices** to the SCI list various consultees that will be consulted as appropriate.
- There is also a **glossary of terms** in appendix 3.

## Preparing the Statement of Community Involvement

1.5 These are the stages necessary to the preparation of the SCI

**Table 1: Preparing the Statement of Community Involvement**

<b>Stage One Pre-production (scoping)</b>	Consult widely to collect views and consider options for community involvement
<b>Stage Two Draft Production</b>	<p>Prepare the draft SCI according to government legislation and guidance with input from the result of stage one questionnaires</p> <p>A six week period of consultation following a meeting of the Council's Executive to consider the draft version. Advertised in the local press</p> <p>The results of the consultation inform the preparation of the 'submission' version which is considered by the Council</p>
<b>Stage Three Submission</b>	<p>The amended version of the SCI is submitted to the Secretary of State for consideration</p> <p>A further six week period of consultation commences on submission and this is again advertised. Comments at this stage are submitted to the Planning Inspectorate for the Inspector's consideration</p>
<b>Stage Four Examination</b>	<p>The Secretary of State appoints a Planning Inspector who conducts an independent examination of the SCI (when necessary)</p> <p>The Inspector reports on the document with any required amendments. This report is binding upon the Council</p>

**Table 1: Preparing the Statement of Community Involvement**

<b>Stage Five Adoption</b>	Any modifications required by the Inspector are incorporated into the final document and the SCI is adopted
<b>Stage Six Monitoring and Review</b>	After adoption of the SCI there is continual assessment and evaluation of the consultation methods contained in it. Implementation is reported in the Annual Monitoring Report and amendments-made when necessary

## The 'Tests of Soundness'

1.6 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 grounds for objection. The tests are that the:

- i) **Local planning authority has complied with the minimum requirements for consultation as set out in Regulations<sup>1</sup>;**
- 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.**

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

[www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

<sup>1</sup> The Town and Country Planning (Local Development) (England) Regulations 2004

### **Understanding the jargon**

- 1.8 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. A glossary of terms has also been included in this SCI in appendix 3.

### **How will the SCI be used?**

- 1.9 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) 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. Supplementary Planning Documents and planning applications will also need to be consulted upon in accordance with the SCI. The use of the SCI will be monitored and it may be amended if required from time to time.

## SECTION 2 – When will we involve you in planning matters?

- 2.1 The following table 2 gives a quick guide to the various stages of production for DPD's, and identifies how and when we will involve the community in this process. It also identifies those times when formal Council approval will be required for a document

### A) Local Development Framework

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- 2.2 There are different procedures for preparing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Each needs to be considered in turn.

#### i) Community involvement in Development Plan Documents (DPD's)

- 2.3 It is a legal requirement that when DPDs are prepared a Sustainability Appraisal is carried out. Such Sustainability Appraisals follow a set procedure (defined by Government regulations) and this includes consultation. Table 2 also therefore sets out the various stages of producing the Sustainability Appraisal and identifies how this will relate to the production of the DPD. Read table 2 in conjunction with table 4 to gain a full view of all community involvement in preparing DPDs.

<b>Table 2: Quick Guide To Community Involvement in Development Plan Document (DPD) Production</b>			
<b>Stage</b>	<b>How and when we will involve you</b>	<b>Political Involvement</b>	<b>Sustainability Assessment (SA) Stage</b>
<b>Pre-Production</b>	We will inform the evidence base by involving our partners and the community, including the statutory consultees.	Portfolio member appraised	Stage A – set the scope and consult the environmental bodies <sup>2</sup>
<b>Production</b>	<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>
<b>Submission</b>	<p>A further period of consultation follows submission and this will be advertised in the local press and on the Council's website</p> <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>		Stage D – Consult on the proposed DPD together with the SA report
<b>Examination</b>	<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 final consultation. A pre-examination meeting will take place in these circumstances</p> <p>Publicity relating to the public examination, (when held) will be published in the local press, on the Council's website and will be displayed at deposit points giving 6 weeks notice</p>		
<b>Adoption</b>	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	Approval to adopt will be required from the Council	
<b>Monitoring &amp; Review</b>			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 3			

<sup>2</sup> Natural England, English Heritage, and the Environment Agency,

\* 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



## (ii) Community Involvement in Supplementary Planning Documents (SPDs)

- 2.4 The following table (table 3) gives a quick guide to the various stages of production for SPD's. Read table 3 in conjunction with table 5 to gain a full view of all community involvement in preparing SPDs. It is a legal requirement that when DPDs are prepared a Sustainability Appraisal is carried out. Such Sustainability Appraisals follow a set procedure (defined by Government regulations) and this includes consultation.

<b>Table 3: A Quick Guide To Community Involvement in Supplementary Planning Document (SPD) Production</b>			
<b>Stage</b>	<b>How we will involve you</b>	<b>Political stages</b>	<b>SA Stage</b>
<b>Pre-production</b>	We will inform the evidence base by involving our partners, and the community, including the statutory consultees. 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 and the community	Portfolio member appraised	Stage A – set the scope and consult where necessary, the environmental bodies <sup>1</sup>
<b>Production</b>	<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 adopted 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>
<b>Adoption</b>	<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	
<b>Monitoring &amp; Review</b>			Stage E – Effects of implementing the document will be monitored
<p>1 These are Natural England, English Heritage, and the Environment Agency</p> <p>* 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</p> <p>NB Those subscribing to the Planning Policy email alert system will receive notification in advance of the commencement of these stages ( to subscribe to this service access the page on our website <a href="http://www.warwickdc.gov.uk/WDC/Environment+and+planning/Planning/Email+alert+service+-+Planning+Documents.htm">http://www.warwickdc.gov.uk/WDC/Environment+and+planning/Planning/Email+alert+service+-+Planning+Documents.htm</a>)</p>			

## B) Planning Applications

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2.5 Guidance on this is included within table 6 below which also explains how the Council will involve the community, consult on and publicise planning applications. There are three points to be borne in mind:-

- There is a statutory period of consultation for the majority of applications of 28 days
- For all major applications where pre-application contact is made by developers, officers will discuss options with prospective applicants for pre-application consultation with affected parties/stakeholders in order that they might obtain feedback to assist them in formulating their proposals
- There is currently a policy of allowing public speaking at planning committee. The amount of time allocated is 3 minutes for objectors or supporters. More information on this can be found on the Council's website [http://www.warwickdc.gov.uk/WDC/Council\\_x2c\\_+government+and+democracy/Councils/Decision+making+%28council%29/Decisions+-+Public+Speaking+at+Commitee.htm](http://www.warwickdc.gov.uk/WDC/Council_x2c_+government+and+democracy/Councils/Decision+making+%28council%29/Decisions+-+Public+Speaking+at+Commitee.htm)

## SECTION 3 – How will we involve you in planning matters?

- 3.1 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. Tables 6 and 7 show how the Council will consult on planning applications.

### A) Local Development Framework

- 3.2 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 (e.g. sending letters to consultees, use of the Council's web site) whilst others only may be used (e.g. 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(3)	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)	✓	✓	*	✓	*	*	✓	✓	✓
Submission	✓(1)	✓	✓	*	✓	*		✓	✓	✓
Alternative Sites Consultation	✓(1)	✓	✓							
Examination	✓(1)	✓	✓					✓	✓	✓
Adoption	✓(1)	✓	✓					✓	✓	✓
<p>✓ This means of consultation/publicity <u>will</u> be used at this stage</p> <p>* This means of consultation/publicity <u>may</u> be used at this stage where considered relevant.</p> <p>(1) Although the Council will ensure that it writes to all relevant consultees, this may be through either a letter or an email.</p> <p>(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.</p> <p>(3) A system has been set up whereby email alerts will be sent to those who subscribe to the service through the Council website. The alerts will inform subscribers when consultations are about to commence.</p>										

<b>Table 5: Methods of Community Involvement, Consultation and Publicity: SPDs</b>										
Stage	Letter	Email alert (3)	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)	✓	✓	*	✓	*	*	✓	✓	✓
Adoption	✓(1)	✓	✓					✓	✓	✓
<p>✓ This means of consultation/publicity <b>will</b> be used at this stage</p> <p>* This means of consultation/publicity <b>may</b> be used at this stage where considered relevant.</p> <p>(1) Although the Council will ensure that it writes to all relevant consultees, this may be through either a letter or an email.</p> <p>(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.</p> <p>(3) A system has been set up whereby email alerts will be sent to those who subscribe to the service through the Council website. The alerts will inform subscribers when consultations are about to commence.</p>										

## B) Planning Applications

3.3 The following table gives the methods by which the Council will consult on planning applications. We will also offer to assist interest groups in preparing for appeals and advise potential applicants on pre-application consultation which this Council encourages. This may include public meetings which can be effectively carried out by potential developers at the pre-application stage to inform and gather views of local people.

<b>Table 6: Methods of Community Involvement, Consultation and Publicity – Planning Applications</b>						
Stage	Weekly List	Web Site	Neighbour Notification	Site Notice	Duty Officer	Press Notice
Pre-Application (1)		*				
Application	✓	✓	✓	✓	✓	✓ (2)
Post Decision		✓			✓	✓ (2)
Appeal		✓	✓	✓ (2)	✓	✓ (2)
<p>✓ This means of consultation/publicity <b>will</b> be used at this stage</p> <p>* This means of consultation/publicity <b>may</b> be used at this stage where considered relevant.</p> <p>(1) See paragraph 9.7</p> <p>(2) Statutory requirement</p>						

- 3.4 Read this table in conjunction with Table 7 below to gain a full understanding of consultations on planning applications

<b>Table 7: Methods of consultation on planning applications</b>	
<b>Site Notice</b>	Site notices will be 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 2 of this document but Warwick District Council will undertake to display site notices for all applications
<b>Neighbour Notification Letter</b>	Letters will be sent to all those neighbours adjacent to the application site as depicted by the red line on the site plan attached to the application, whose addresses can be identified from an OS base. The planning officer dealing with the case will have 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
<b>Public Notices (Press)</b>	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 2 of this document
<b>Weekly List</b>	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.



## SECTION 4 – Who will we involve in planning matters?

- 4.1 It is important that in preparing planning policy documents in the Local Development Framework and determining planning applications, the Council encourages participation from all sections of the community that will have an interest. The Council is committed to ensuring that this will happen. Those with an interest will include, in appropriate circumstances, local residents, local businesses, parish and town councils, local and national amenity groups, landowners, developers, investors, Government departments, utility providers, adjacent local authorities, Warwickshire County Council, the West Midlands Regional Assembly and others.

### A) Local Development Framework

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- 4.2 The Council will draw its list of those individuals and groups that it wishes to consult from two sources. These individuals and groups will be invited to contribute to discussions and an exchange of ideas once the preparation of each new document is due to commence.

1. **Specific and general consultation bodies.**

These comprise the organisations in Annex E of Planning Policy Statement 12 (PPS12). They are listed in appendix 1.

2. **Other participants.**

The Council maintains a database of individuals and groups that have asked to participate in the preparation of planning documents. During the preparation of this SCI, over 900 individuals and groups were invited to indicate whether they would wish to participate in future documents. In addition to the participants listed in appendix 1 (Annex E of PPS12), parish and town councils will also be consulted.

- 4.3 As part of its commitment to encouraging participation in the preparation of planning documents, the Council will maintain this database and add new names to it as requested. If you would like your name to be added at any time please send your details, including full postal address, telephone number and email address to the Council. If you are an existing consultee and you wish your details to be amended or removed, please similarly let us know by contacting: The Policy Team, Warwick District Council, PO Box 2178, Riverside House, Milverton Hill, Royal Leamington

Spa, Warwickshire CV32 5QH. Telephone: 01926 450000 Email:  
[ldf@warwickdc.gov.uk](mailto:ldf@warwickdc.gov.uk)

- 4.4 In addition, the Council will seek to identify and involve 'hard to reach' groups in preparing planning documents. More information on this is given in section 6, para.6.9.

## **B) Planning Applications**

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- 4.5 The list of statutory consultees for major planning applications is attached at appendix 2 of this document. The list of consultees for major planning applications has been reproduced from the Town and Country Planning (Local Development) (England) Regulations, 2004. Furthermore, the Council will seek to consult directly, by letter, with all neighbouring properties which directly adjoin the site.

### **Planning Aid**

- 4.6 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](mailto:wmcw@planningaid.rtpi.org.uk)  
web [www.rtpi.org.uk](http://www.rtpi.org.uk)



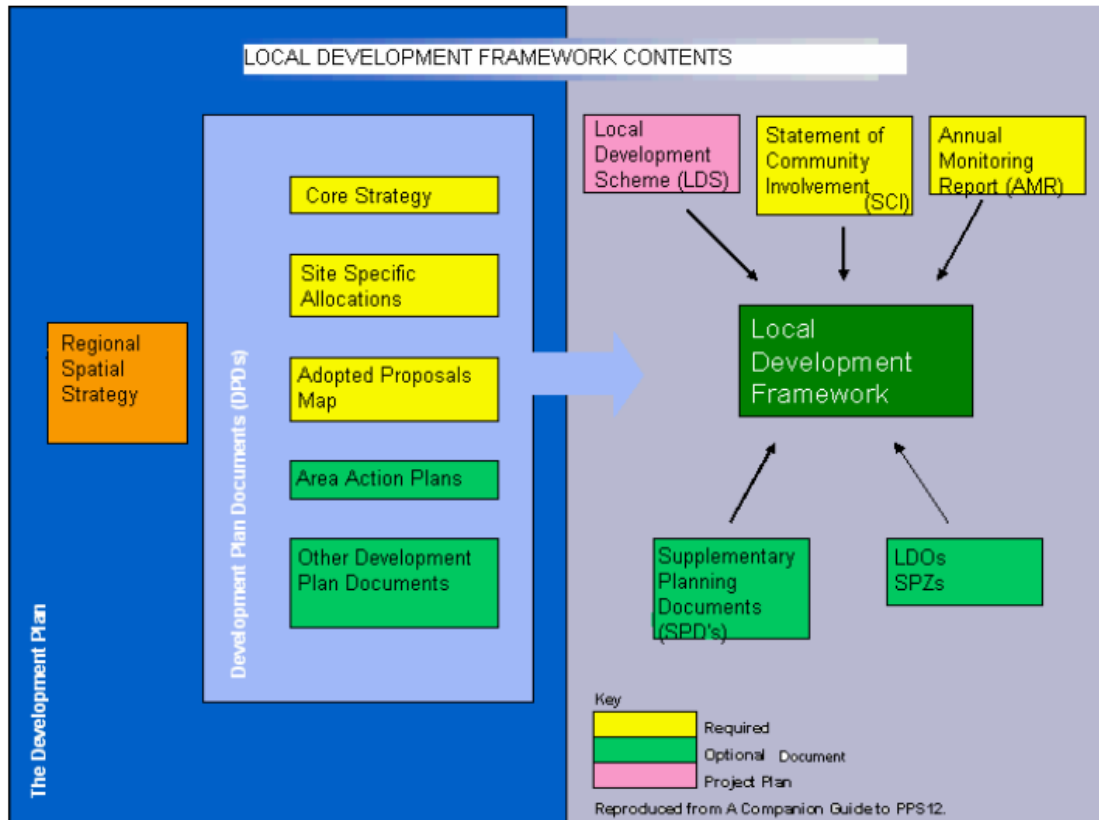
## SECTION 5 - Background

### 5. The Local Development Framework

5.1 The Local Development Framework will provide a portfolio of new documents which will contain the policies to assist in the decision making process relating to planning applications and to the location of new development. These documents will include some or all of the following::

- **The Local Development Scheme**
- **Core Strategy**
- **Adopted Proposals Map**
- **Local Development Orders**
- **Special Planning Zones**
- **Site Specific Allocations**
- **Area Action Plans (where appropriate)**
- **Supplementary Planning Documents (where appropriate)**
- **Annual Monitoring Report**
- **Statement of Community Involvement**

5.2 The following diagram assists in understanding how these link together to form the Local Development Framework. All documents in Warwick District's Local Development Scheme can be found on the Council's website <http://www.warwickdc.gov.uk/NR/rdonlyres/F88BB806-79AE-4BA5-B54A-C2E6CBB4BBB6/0/LDSJanuary2007.pdf>



5.3 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. A definition of spatial planning is in the glossary.

5.4 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. We have also produced a 'quick guide' to the LDS which is also on the Council's website.

## **“Front Loading”**

- 5.5 The principle of ‘front loading’ is a key concept which should underpin the preparation of all documents proposed within the LDF. Front loading means involving the community throughout the process, starting at an early stage. Communities, interest groups and individuals are encouraged to participate in the development of each document, as well as statutory consultees who will advise on technical aspects of planning applications and policy documents.

## **Sustainability Assessment and Strategic Environmental Assessment (SA & SEA)**

- 5.6 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**

- 5.7 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).

- 5.8 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.

## SECTION 6 - Principles of Good Consultation (Local Development Framework)

### 6. Why Consult?

- 6.1 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 given to our short questionnaire published in September, has helped us to understand who, how and when communities want to be consulted and this has informed the draft Statement of Community Involvement

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

- 6.2 The pre-draft stage of this document is an example of 'front loading'. We asked about specific planning interests and who would like to be involved in preparing documents which deal with these in the future. As a result a consultation database has been set up which has details of all those bodies and individuals who have expressed interest so far in any/all of the documents that we will be producing. This database will be updated regularly and added to when new groups/individuals request that they are included. To add your name to the database or amend your entry, please contact: Policy Team, Warwick District Council, PO Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire CV32 5QH. Telephone: 01926 450000 Email: [ldf@warwickdc.gov.uk](mailto:ldf@warwickdc.gov.uk)

### Capacity Building

- 6.3 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'*.<sup>3</sup> The Council is committed to working with its partners in the community to achieve this.

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

## Who to Involve

- 6.4 Groups will be invited to contribute to discussions and an exchange of ideas once the preparation of each new document is due to commence. Specific and general consultation bodies comprise the organisations included in Annex E of Planning Policy Statement 12 (PPS12). The prescribed lists for development plan documents and planning application consultations are attached at Appendix 1 and Appendix 2 of this document.<sup>4</sup>
- 6.5 Other individuals, groups and organisations wishing to participate in the preparation of planning documents and be consulted on these and/or planning applications have indicated this through the pre-production and draft process that has been 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. The Council will make every endeavour to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.

## The Role of Elected Members:

- 6.6 Elected members have a role to play as representatives of communities, making decisions on their behalf. If you have concerns regarding a planning issue or a planning application, you may wish to contact your councillor to make these known and discuss them further. Details of how to contact your councillor can be found by referring to the relevant section of the Council's website <http://www.warwickshire.gov.uk/corporate/WDC+Admin+R5.nsf/WCalpha?OpenView>
- 6.7 Although councillors feed back comment to officers, if you want your views to be formally considered and, where relevant, committee members made aware, it is important that you send them to the relevant planning case officer in writing, by email or fax.
- 6.8 Councillors will be kept informed of progress on the LDF and key consultation stages by written report through the Executive or Planning Committee where these responses relate to planning applications.

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<sup>4</sup> The list of consultees for planning applications has been reproduced from the Town and Country Planning (Local Development) (England) Regulations, 2004.

### **‘Hard to Reach’ Groups**

- 6.9 We recognise that there are ‘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, those living in remote rural areas, black and minority ethnic groups, gypsies, travellers and refugees and gay and lesbian groups. As a response to this situation, the Council will continue 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. We will do this by contacting the representative bodies for such groups and requesting their assistance in making direct contact with those we seek to include.

### **Monitoring and Review**

- 6.10 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 the community 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**

- 6.11 This SCI is based on a realistic and robust assessment of likely resource availability. 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.





## **SECTION 7 - The Council's Commitment to Consult on the Local Development Framework**

### **How and when the community can become involved in planning matters**

- 7.1 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 DPD will have a consultation period attached to it, the draft document will then be statutorily consulted upon and finally, another period of statutory 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. As we are a two tier authority in this area, the Warwickshire County Council have responsibility for waste and mineral planning. The LDDs produced in this respect will be covered by the County Council's adopted SCI which can be referred to on their website [http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/982CD97DA0D6456280256FB2005363E3/\\$file/SCISubmissionDraftv1.pdf](http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/982CD97DA0D6456280256FB2005363E3/$file/SCISubmissionDraftv1.pdf). In order to avoid consultation fatigue the Council will, where possible, combine consultation on DPD's with consultation exercises for other Council strategies

### **How consultation on LDF documents will be publicised**

- 7.2 The Council will publicise these opportunities for involvement (see Table 4) by advertising in the local press, placing details on its website and providing information at deposit points, together with informing the specific and general consultation bodies and individuals and organisations on our database that a period of consultation is about to commence.

### **How community and stakeholder views will inform later stages of documents**

- 7.3 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 the Council's Executive. All such Council reports are public and published on our website [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk) and made available in hard copy at The Council Offices, Royal Leamington Spa, The Town Hall, Royal Leamington Spa, Whitnash Town Council Office, Leamington Spa Library, Warwick Library, Kenilworth Library,

Lillington Library, Whitnash Library, The Chain Community Office and Brunswick Healthy Living Centre.

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

- 7.4 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. In terms of policy documents, a table of the results of consultation will be produced at each stage with the council's response so that those sending in representations can see how their concerns have been addressed. The Council will notify all those who made a representation on the submission SCI of the publication of the Inspectors Report and the subsequent adoption of the SCI. The Council must ensure that this part of the Regulations is complied with correctly during the production of future Local Development Documents. Decision lists for planning applications are posted on the Council website and are also available from local libraries. If individuals or groups require copies of decision notices, they should contact the administration section of development control.

## SECTION 8 - Links with other Warwick District Documents

8.1 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

8.2 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

8.3 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

- 8.4 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**

- 8.5 Produced by the Warwick Partnership<sup>5</sup>, 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**

- 8.6 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 remain relevant and will therefore support the SCI.

### **Warwick District Communications Strategy, 2005**

- 8.7 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.*

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<sup>5</sup> **The Warwick Partnership comprises;**

**Government Office West Midlands, Council for Voluntary Service - Warwick District, The Community and Voluntary Sector Network** : Community of Interest Forums, Neighbourhood Initiatives Forum, Community and Voluntary Sector Representatives. **Warwick Partnership Steering Groups;** Warwick District Crime and Disorder Reduction Partnership, Warwick District Community Learning Partnership, Culture Group, Environment Strategy Group, South Warwickshire Business Partnership, Warwick District Health Improvement and Wellbeing Partnership, Warwick District Housing Strategy Group. **Business Representative, Warwickshire County Council, Warwick District Council, Warwickshire College, South Warwickshire Primary Care Trust, Warwickshire Police Authority**

The Council will ensure that initiatives/organisations such as the Local Strategic Partnership, and any other relevant organisations are given the opportunity to participate in the preparation of Development Plan Documents throughout the consultation process wherever possible.

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

- 8.8 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)**

- 8.9 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.
- 8.10 There are 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.



## SECTION 9 - Planning Applications

### Finding out about Planning Applications

- 9.1 Planning application details are publicised in a number of ways. Tables 6 and 7 (see pages 18-19) give a summary of the methods that will be used.
- 9.2 Details of applications are also sent for consultation purposes to relevant Parish and Town Councils as well as statutory consultees and immediate neighbours. Where major new residential development is proposed, the Council consults with the police through the Police Architectural Liaison Officer for his comment under 'Secured by Design' principles to ensure that development meets certain safety criteria. The consultation period is usually 21 days, but for certain bodies, e.g. Natural England, a longer period of time will be allowed to comment on applications where this is prescribed by legislation.
- 9.3 As we are a two tier authority in this area, the Warwickshire County Council have responsibility for waste and mineral planning and related applications. The LDD's produced in this respect will be covered by the County Council's SCI which has already been adopted and can be referred to on their website  
[http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/982CD97DA0D6456280256FB2005363E3/\\$file/SCISubmissionDraftv1.pdf](http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/982CD97DA0D6456280256FB2005363E3/$file/SCISubmissionDraftv1.pdf)  
The SCI provides the framework for community involvement in waste and mineral planning applications.

### Taking Part in the Decision Making Process for Planning Applications

- 9.4 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

- 9.5 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 of objection or support 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. This time period is strictly adhered to and if more than one objector/supporter 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. Additionally, since 2006, the Conservation Area Advisory Forum (CAAF) has also been allowed to address the committee on relevant matters. The committee will then consider the application and make a decision. Occasionally, the committee may defer the decision pending a site visit. Some planning applications have to be referred to the Secretary of State via the Government Office for the West Midlands (GOWM) e.g. departures from the development plan.

## **Appeals**

- 9.6 When an application for planning permission has been refused and the applicant appeals against the Council's decision, the Council will inform 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 and copies are forwarded by the Inspectorate to those parties who have requested it.

## **Pre-Application Consultation**

- 9.7 Developers and applicants are encouraged to discuss their proposals with planning officers, statutory consultees, neighbours to the development and the wider public where relevant. Where major development is proposed discussions with officers will cover possible methods of and timescales for pre-application publicity that they may wish to undertake on their proposals. This may include public exhibitions or meetings which will inform residents and interested groups.



## **APPENDIX 1**

### **Specific Consultees and General Consultation Bodies for Local Development Documents**



## Appendix 1

### List of Consultation Bodies as required by PPS12 Annex E

#### Specific consultation bodies

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations<sup>6</sup>:

(a) The regional planning body if the local planning authority's area is in a region other than London; (in the case of Warwick District Council this is The West Midlands Regional Assembly)

(b) The Mayor of London if the authority is a London Borough (not applicable in Warwick District)

(c) A relevant authority any part of whose area is in or adjoins the area of the local planning authority (In the case of Warwick District Council these are: Warwickshire County Council, Rugby Borough Council, Coventry City Council, Solihull Metropolitan Borough Council, Stratford upon Avon District Council). Relevant authorities also include Town and Parish Councils, both within Warwick District and those immediately adjoining the area.

(d) Natural England

(e) The Environment Agency;

(f) Highways Agency;

(g) The Historic Buildings and Monuments Commission for England;

(h) Network Rail

(i) A Regional Development Agency whose area is in or adjoins the area of the local planning authority ( in the case of Warwick District Council this is Advantage West Midlands)

(j) 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;

(k) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and

(l) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:

- i. Strategic Health Authority (in the case of Warwick District Council this is; NHS West Midlands and the Warwickshire Primary Care Trust)

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<sup>6</sup>The Town and Country Planning (Local Development) (England) Regulations, 2004

- ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- iii. Sewage undertaker (in the case of Warwick District Council this is Severn Trent Water) and
- iv. Water undertaker. (in the case of Warwick District Council this is Severn Trent Water)

## **Government Departments**

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

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

[Communities & Local Government (through GOWM) additional department consulted by GOWM]

## **General consultation bodies**

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;

- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area; and
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

**Other consultees .**

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

- (a) Age Concern;
- (b) Airport operators;
- (c) British Chemical Distributors and Traders Association;
- (d) British Geological Survey;
- (e) British Waterways, canal owners and navigation authorities;
- (f) Centre for Ecology and Hydrology;
- (g) Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- (h) Church Commissioners;
- (i) Civil Aviation Authority;
- (j) Coal Authority;
- (k) Commission for Architecture and the Built Environment;
- (l) Commission for New Towns and English Partnerships;
- (m) Commission for Racial Equality;
- (n) Crown Estate Office;
- (o) Diocesan Board of Finance;
- (p) Disability Rights Commission;
- (q) Disabled Persons Transport Advisory Committee;
- (r) Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- (s) Environmental groups at national, regional and local level, including:
  - i. Campaign to Protect Rural England;
  - ii. Friends of the Earth;
  - iii. Royal Society for the Protection of Birds; and

- iv. Wildlife Trusts;
- (t) Equal Opportunities Commission;
- (u) Fire and Rescue Services;
- (v) Forestry Commission;
- (w) Freight Transport Association;
- (x) Gypsy Council;
- (y) Health and Safety Executive;
- (z) Help the Aged;
- (aa) Housing Corporation;
- (bb) Learning and Skills Councils;
- (cc) Local Agenda 21 including:
  - i. Civic Societies;
  - ii. Community Groups;
  - iii. Local Transport Authorities;
  - iv. Local Transport Operators; and v. Local Race Equality Councils and other local equality groups;
- (dd) National Playing Fields Association;
- (ee) Network Rail;
- (ff) Passenger Transport Authorities;
- (gg) Passenger Transport Executives;
- (hh) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
  - (ii) Port Operators;
  - (jj) Royal Mail Property Holdings
- (ii) Rail Companies and the Rail Freight Group;
- (jj) Regional Development Agencies;
- (kk) Regional Housing Boards;
- (ll) Regional Sports Boards;
- (mm) Road Haulage Association
- (nn) Sport England;

(oo) Home Builders Federation;

(pp) Transport for London;

(qq) Friends, Family & Travellers

(rr) Water Companies; and

(ss) Women's National Commission.

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur. The list will be updated as necessary.





## **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;

Description of Development	Consultee
<p>Development within an area which has been notified to the local planning authority by the Health &amp; 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"> <li>(i) residential accommodation;</li> <li>(ii) more than 250 square metres of retail floorspace</li> </ul> <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> <ul style="list-style-type: none"> <li>(i) entering or leaving a trunk road; or</li> <li>(ii) using a level crossing over a railway</li> </ul>	<p>The Health and Safety Executive</p>       <p>In England, the Secretary of State for Transport</p>    <p>The operator of the network which includes or consists of the railway in question, and the</p>

Description of Development	Consultee
	Secretary of State for Transport
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 (Warwickshire County Council)
Development likely to prejudice the improvement or construction of a classified road or proposed highway	The local highway authority concerned (Warwickshire County Council)
<p>Development involving -</p> <p>(i) the formation, laying out or alteration of any means of access to a highway (other than a trunk road); or</p> <p>(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</p>	<p>The local highway authority concerned (Warwickshire County Council)</p> <p>The local highway authority concerned and in the case of a road, subject to a concession, the concessionaire (Warwickshire County Council)</p>
Development which consists of or includes the laying out or construction of a new street	The local highway authority (Warwickshire County Council)
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
Development involving or including mining operations	The Environment Agency
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
Development of land in Greater London involving the demolition, in whole or part, or the material alteration of a listed building	The Historic Buildings and Monuments Commission for England

Description of Development	Consultee
Development likely to affect the site of a scheduled monument	The Historic Buildings & Monuments Commission for England
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
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
Development for the purpose of refining or storing mineral oils and their derivatives	The Environment Agency
Development involving the use of land for the deposit of refuse or waste	The Environment Agency
Development relating to the retention, treatment or disposal of sewage, trade waste, slurry or sludge (other than the laying of sewers, the construction of pump-houses 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
Development relating to the use of land as a cemetery	The Environment Agency
<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 in accordance with section 28 of the Wildlife &amp; 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 and which is within two kilometres of the Site of Special Scientific Interest (SSSI) of which notification has been given or has</p>	The council which gave, or is to be regarded as having given, the notice

Description of Development	Consultee
effect as if given as aforesaid	
Development involving any land on which there is a theatre	The Theatres Trust
<p>Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves –</p> <ul style="list-style-type: none"> <li>(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</li> <li>(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</li> </ul>	The waste regulation authority concerned (Warwickshire County Council)
<p>Development within 250 metres of land which –</p> <ul style="list-style-type: none"> <li>(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</li> <li>(ii) has been notified to the local planning authority by the waste regulation authority for the purposes of this provision</li> </ul>	The waste regulation authority concerned (Warwickshire County Council)
Development for the purposes of fish farming	The Environment Agency

NB. Since amendments made to the GPDO in October 2006, The Environment Agency is a statutory consultee for all development in Flood Zones 2 and 3 and in Flood Zone 1 where there is a critical drainage problem. Also for proposed developments of one hectare or more

## **APPENDIX 3**

### **Glossary of Terms**





## Appendix 3

### Glossary of Terms

<b>Annual Monitoring Report (AMR)</b>	A report produced every year in December which assesses the implementation of the LDS and whether policies are being achieved
<b>Core Strategy</b>	A key Development Plan Document (DPD) which outlines the long term spatial vision for the district. It outlines the spatial objectives and strategic policies on important issues such as housing, employment and shopping required to deliver that vision.
<b>Delegated Powers</b>	The planning committee confers on the chief planning officer the power to make certain decisions on its behalf without referring matters to the committee.
<b>Development Plan Document (DPD)</b>	Document containing local authority planning policy and which has been subjected to an independent public examination process. Has statutory Development Plan status.
<b>Examination</b>	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.
<b>Evidence Base</b>	The documents, reports or other baseline information that supports assumptions made in the document on which decisions are based
<b>Front loading</b>	The early involvement of all stakeholders to help build consensus and ownership
<b>Local Development Document (LDD)</b>	The documents which set out the spatial planning strategy for the area. Comprise Development Plan Documents which have statutory status and Supplementary Planning Documents which have non-statutory status, but are material considerations for decision making
<b>Local Development Framework (LDF)</b>	The portfolio of Local Development Documents which contain the spatial planning policies
<b>Local Development Plan (LDP)</b>	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
<b>Local Development Scheme (LDS)</b>	The programme of planned document production which gives the timetable and the proposed method of production

<b>Mission Statement</b>	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'
<b>Planning Delivery Grant (PDG)</b>	The government currently offers this grant to council's performing well to assist in the development of their services and improvements to delivery
<b>Regional Spatial Strategy (RSS)</b>	The Regional Spatial Strategy replaces Regional Planning Guidance as the region's planning framework. It sets out a regional framework that addresses the 'spatial' implications of broad issues such as healthcare, education, crime, housing, investment, transport, the economy and environment. It discusses the topics 'how much', 'how big' and 'where' in the region.
<b>Stakeholders</b>	Those who have an interest in a particular decision, either as individuals or representatives of a group). This includes people who influence a decision, or can influence it, as well as those affected by it.
<b>Strategic Environmental Assessment (SEA)</b>	A systematic process for evaluating the environmental consequences of proposed policies and plans to ensure environmental issues are fully integrated and addressed at the earliest appropriate stage of decision-making.
<b>Structure Plan</b>	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
<b>Supplementary Planning Document (SPD)</b>	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
<b>Sustainability Appraisal (SA)</b>	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
<b>Written Consultation</b>	A letter either informing immediate neighbours of a planning application or consultation on a LDF document



## Local Development Framework



Where possible, information can be made available in other formats, including large print, cassette tape, CD and other languages if required. Tel. 01926 450000.

