



Report to Cabinet

Subject: Gedling Borough Council Statement of Community Involvement

Date: October 20th 2005

Author: Principal Planning Officer on behalf of Portfolio holder Cllr Feeney

Purpose of report

To be made aware of the intention to put out on consultation the draft Gedling Borough Statement of Community Involvement in accordance with the timetable for the Local Development Scheme (LDS) and in accordance with the Council's corporate objective to enhance the physical environment of the Borough.

Background

The Planning and Compulsory Purchase Act 2004, which came into effect on 28th September 2004, introduced a new system for producing development plans, called Local Development Frameworks (LDFs). The first stage in this new process was to produce a LDS, which sets out the Council's intentions with regard to the content and timescale for production of new Local Development Documents (LDDs) that will make up the LDF. The Borough Council's LDS formally took effect in April 2005.

Informal Consultation

An informal consultation period has been undertaken seeking an early input from key stakeholders primarily asking how organizations would like to be kept involved with the preparation of the Gedling Borough LDF. The questions asked are set out as Appendix 1 to this report.

Five responses were received and are summarised below:-

Ashfield District Council highlighted that they would like to be kept informed about, or involved in, the preparation of the GBC LDF. The Council would like to be kept informed by either letter or mailshot.

Oxton Parish Council confirmed that they would like to be kept informed about the LDF and would like to be involved with the Proposals Map, Conservation Area Appraisals and

Development Briefs. The Parish would like to be kept informed by letter and would prefer to comment on documents.

Papplewick Parish Council indicated that they would like to be kept informed about the LDF process including:- the Statement of Community Involvement; Core Strategy; Generic Development Control Policies; Site Specific Allocations; Proposals Map; Conservation Area Appraisals; Development Briefs and Annual Monitoring Report. The Parish would like to be contacted by letter or email, would like to comment on documents and would appreciate individual, group or public meetings on matters of greater importance. "Hard to reach" groups include "Friends of Moor Pond Wood". The Parish would appreciate more openness from the Borough Council and would like to be consulted at an early stage before conflict occurs.

Ravenshead Parish Council have requested that they be involved in the LDF process.

Rushcliffe Borough Council have indicated that they would like to be kept informed about the preparation of the LDF.

Formal Consultation

The draft SCI is set out as Appendix 2 to this report. In section 2 it sets out how and when Gedling Borough Council will involve the community and key stakeholders in preparing its LDF. The document also identifies in section 3 the procedure with development control matters.

Subject to Cabinet approval the formal stage of consultation will be based on the questions set out in the informal stage of consultation in order to help structure the consultation on the draft SCI. This document will be subject to a six week period of consultation. It will be made available for public inspection at the Civic Centre and will be available on the Borough Council's website.

Next Stages

Following on from the consultation, the SCI will be amended where necessary and will be taken forward for Cabinet and Full Council approval. The document will then be formally submitted to the Secretary of State in January 2006 when it will be subject to a further six week consultation period. The submitted document will then be put before an independent inspector for a binding decision before being adopted by the Borough Council.

Recommendations

Cabinet resolve to

- 1. Endorse that the SCI be made available for public inspection in accordance the Town and Country Planning (Local Development) (England) Regulations 2004 and**
- 2. The results of the formal consultation process will be included in the report to a future Cabinet when any modifications are also recommended.**

APPENDIX 1

Gedling Borough Local Development Framework

Statement of Community Involvement

1. Do you / your organisation wish to be kept informed about, or involved in, the preparation of the Gedling Borough Local Development Framework?
2. What parts of the Local Development Framework would you like to be involved in, including:- Statement of Community Involvement; Core Strategy; Generic Development Control Policies; Site Specific Allocations; Proposals Map; Arnold Town Centre Action Plan; Conservation Area Appraisals; Development Briefs and Annual Monitoring Report?
3. How would you prefer to be kept informed, e.g. by letter, mailshot, Borough Council publications, Borough Council website, local press, other?
4. By which of the following methods would you like to be involved in the preparation of the Local Development Framework e.g. commenting on documents, individual meetings, small group meetings, design panel, citizen panel, seminars or workshops, exhibitions, other.
5. Please give details of any other groups of people or organisations such as “hard to reach” sections of the community that should be involved in or kept informed about the preparation of the Local Development Framework. (Please provide contact details/addresses).
6. Any suggestions for improving the community’s involvement in determining planning applications?
7. Is there anything in the Draft Statement of Community Involvement which is unclear or could be improved?

Appendix 2

GEDLING BOROUGH COUNCIL

GEDLING BOROUGH STATEMENT OF COMMUNITY INVOLVEMENT

Draft Version 1 - October 2005

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1. Introduction

- 1.1 This is the Draft Statement of Community Involvement (SCI) for Gedling Borough. The preparation of a SCI is required in accordance with the new Planning and Compulsory Purchase Act (2004), which came into force in September 2004. The aim of the Act is to introduce a simpler and more effective planning system and a major element of this is to strengthen community involvement.
- 1.2 The Act requires the Borough Council to prepare a Local Development Framework (LDF) to set out the planning framework and policies for the Borough. In time, this will replace the Gedling Borough Replacement Local Plan, Adopted July 2005.
- 1.3 The Local Development Scheme identifies which elements of the Local Development Framework will be produced and when. It forms the starting point for the community and stakeholders to find out about the Borough Council's planning policies in respect to a particular place or issue, and what the status of those policies is, and outlines the details of and timetable for the production of Local Development Documents.
- 1.4 This Draft Statement of Community Involvement sets out how and when Gedling Borough Council will involve the community and key stakeholders in preparing its Local Development Framework (LDF), as set out in **Section 2** and on development control matters in the consideration of planning applications, as set out in **Section 3**.
- 1.5 The aim is to ensure that all groups in the Borough are involved in the process early enough for people to be able to have an input, and to address the needs of those groups of people who traditionally have not been involved in the process but may have specific needs to be met or addressed. ***It is important that all views are sought, not just those of people with a direct interest in a land use proposal.***
- 1.6 The Draft SCI is a Local Development Document and is therefore subject to a formal process, as set out in **Appendix 1** of this document. As a first step, early input was requested from key stakeholders during September/October 2005 on the form and nature of questions to be asked during the formal consultation period (i.e. the current stage).
- 1.7 Public consultation on this draft document will take place for six weeks, following which representations will be considered and any necessary amendments made. The Draft SCI will then be submitted to the Secretary of State for Independent Examination, to assess its soundness, at which time it will be placed on formal deposit for a further six weeks. In assessing the soundness of the SCI, nine tests will be considered by the Inspector. These tests are listed in **Appendix 2** of this document, which also sets out how the Borough Council considers that each test has been met. Following the consideration of the

document by an Inspector, there may be a need for an Inquiry if there are any unresolved objections, following which the Inspector's report will be binding on the Council. The Borough Council must adopt the SCI as changed by the Inspector's Report unless the Secretary of State intervenes. Once adopted the SCI will form part of the Borough Council's LDF.

2. Planning Policy

The Local Development Scheme

- 2.1 The Borough Council's Local Development Scheme (LDS) formally took effect in April 2005. It sets out the programme of how the Borough Council intends to produce the Local Development Framework (LDF), indicating what documents will be produced and when. The LDS identifies Development Plan Documents (DPDs) and Supplementary Planning Documents (SPD's) that are to be prepared, and these are explained in more detail below.
- 2.2 Each of the documents to be prepared will also be accompanied by a Sustainability Appraisal (SA) to ensure that what is being proposed has been considered in relation to economic, social and environmental issues. The Sustainability Appraisal will be published alongside the draft Development Plan Document or Supplementary Planning Document.
- 2.3 The SCI sets out the different consultation arrangements that will apply to all of these different types of document.

Development Plan Documents (DPDs)

- 2.4 The Local Development Scheme lists five Development Plan Documents to be prepared, as follows:-
- The Core Strategy
 - Generic development control policies
 - Site specific allocations
 - A proposals map
 - Arnold Town Centre Action Plan
- 2.5 The consultation stages proposed for Development Plan Documents are as follows:-
- Issues Stage – This stage is informal and aims to identify concerns and proposals that the community may wish to make regarding planning issues; and develop ideas on specific issues to enable planning officers to draw up preferred options.
 - Preferred Options Stage - This is a formal stage of the consultation process, which builds on the previous stage, and consists of a 6 week consultation period to allow written comments to be submitted. The aim, is to give people a formal opportunity to comment on how the Borough Council is approaching the preparation of each document in the LDF and to ensure the Borough Council is aware of all possible options before it prepares the final 'submission' document. After the 6 week period has expired, full consideration will be given to all comments made and further discussions

may be entered into. Work will then commence on the preparation of a Submission Document.

- Submission Stage - Once the final document is 'submitted' a 6 week formal consultation period will take place, within which any comments can be made. The Borough Council may then discuss people's representations further to consider whether any agreement or compromise can be reached. However, in some instances the representations will be recorded for an Inspector to consider within the next formal stage.
- Examination in Public - Any representations that are made at the submission stage and not resolved will be considered by Independent Planning Inspectors, either in writing, at informal or formal hearings or through 'round table' discussions. A report will then be prepared by the Independent Planning Inspector which will identify any changes that are to be made. The Borough Council will then be obliged to make these changes, as the Inspector's Report will be binding on the Borough Council.
- Adoption - This is a formal process for Gedling Borough Council to adopt the documents as part of the Local Development Framework.

Supplementary Planning Documents (SPDs)

- 2.6 The Local Development Scheme lists a number of Supplementary Planning Documents to be prepared, including four conservation area appraisals (for Calverton, Lambley, Linby and Woodborough), plus the development briefs for the larger allocations.
- 2.7 Consultation on SPDs is a formal requirement before they can be adopted, although there is no independent examination. The consultation stages for Supplementary Planning Documents are as follows:-
- Informal consultation and discussions – in order to gather evidence in relation to the subject of the document with any relevant stakeholders.
 - Preparation of Draft SPD
 - Formal consultation stage – on the draft document. This is a formal consultation stage and consists of a 4-6 week period to allow written comments to be submitted. The aim is to give individuals a formal opportunity to comment on the content of the SPD.
 - Consideration of representations and preparation of Final SPD – after the formal consultation period has expired, full consideration will be given to all comments made and preparation of the Final SPD undertaken.

- Adoption – This is a formal process for Gedling Borough Council to adopt the document as part of the Local Development Framework.

Annual Monitoring Report (AMR)

- 2.8 The Local Development Scheme also refers to the Annual Monitoring Report, which the Council is required to prepare each December. The purpose of the document is to set out progress against the programme for preparing DPDs and SPDs as set out in its Local Development Scheme. Any variation in this programme will be detailed in the AMR. The AMR will be available on the Borough Council's web site or from the Borough Council (see contact details provided in **Section 6** of this document).

Consultation

Aims

- 2.9 To consult widely and cost-effectively to ensure that all with an interest in proposals have the opportunity to express their views, using a range of appropriate consultative techniques.

Who will be consulted?

The Council has identified four categories of consultation bodies that will be included at various stages of the involvement process, as follows:-

- 1) Statutory consultees – as set out in the Town and Country Planning (Local Development) (England) Regulations 2004 and in Planning Policy Statement 12: Local Development Frameworks. Listed in **Appendix 4**.
- 2) Non-statutory consultees. Listed in **Appendix 5**.
- 3) Local community – including Borough residents, service users and non-users, Council tenants/ tenants associations, the voluntary sector, community and religious groups, MPs, pressure groups, other interest or need based groups, employers and recognised trade unions and funding partners.
- 4) Hard to reach groups – including, amongst others, young people, older people, black and minority ethnic communities (BME) and individuals, lesbian and gay people, people with disabilities and homeless people.

Regarding 'hard to reach groups', the Council will work with Gedling Partnership to identify and engage with hard to reach groups and their representatives. We will contact these groups and discuss with them the best way to engage their interest. This could involve a variety of engagement measures including:-

- Specific meetings/forums with these groups.
- Use of web-site and on-line forum to target these groups.
- Utilising the East Midlands Planning Aid service to target these groups and to hold 'Planning for Real' events.
- Targeting particular venues to engage these groups.

Methods of involvement

The Borough Council cannot attempt to engage every local resident in the consultation process, as this would be both unwieldy and require the allocation of resources that are unavailable; however using appropriate methods to engage the various groups that have been identified, information will be made available to local residents and interested parties and the future planning of an area can be debated in public at an early stage in the process. **However, any person or organisation that has an interest in a document which is out for public consultation can make representations on that document.**

Appendix 6 sets out a summary of stages and methods of community involvement at key stages in the preparation of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). It should be noted that the consultation exercises listed exceed those statutory requirements as set out in the Town and Country Planning (Local Development) (England) Regulations 2004 – which are identified in italics in the appendix.

3. Planning Applications

- 3.1 Planning decisions can often be controversial. There will often be good reasons for and against any development and the Borough Council must apply planning criteria in a reasonable manner. The important issue is to make the decision making process as clear, transparent and inclusive as possible. It is important to realise that the number of objections to a proposal is not a determining factor and applications can only be refused for clear planning-related reasons.
- 3.2 This Statement of Community Involvement sets out the Borough Council's policy for consulting the community on planning applications, setting out what we will do and when.
- 3.3 Gedling Borough Council is not responsible for determining all planning applications within the Borough. The County Council control certain categories of applications, such as minerals and waste developments – and in these cases, they will be responsible for any consultation.
- 3.4 At all stages of the planning application process, the Borough Council will
- supply general advice and guidance to the public.
 - provide a 'one stop shop' approach for all enquiries.
 - Ensure that all administrative, procedural and technical enquiries can be dealt with by an appropriately qualified and experienced officer during normal office opening hours.

Pre-application stage

- 3.5 At the pre-application stage, the Borough Council will
- Actively encourage and hold pre-application discussions with prospective applicants.
 - For major applications, discuss with applicants the need to hold exhibitions and other events to publicise their proposals.
 - Publish and update advice relating to the submission of planning applications on the Borough Council's web-site.

Publicity arrangements

- 3.6 Gedling Borough Council is required by law to give publicity to all planning applications. The Council's Borough publicity policy for various categories of applications is set out in the following table:-

Type of Development	Publicity Required
Major Development (a) 10 or more dwellings or, where the site is 0.5 ha or more; and (b) for all other uses, floor space of 1000 sq m or more or site area of 1 ha or more.	Notice in local newspaper and either a site notice or neighbour notification letter.
Minor Development (all other development)	Site notice or neighbour notification.
Other Publicity Arrangements*	Notice in local newspaper and either a site notice or neighbour notification letter.
Listed Buildings and development in Conservation Areas	Notice in local newspaper and site notice.
Amendments to Planning Applications	Dependent on the type of amendment and at the discretion of the Head of Service.
Appeals	People who have previously comments will be notified by letter as well as all original consultees.

*Other publicity arrangements include the advertisement of the following types of development:-

- (a) Those affecting nearby property by causing noise, smell, vibration, dust or other nuisance;
- (b) Those attracting crowds, traffic and noise into a generally quiet area;
- (c) Those causing activity and noise during unsocial hours;
- (d) Those introducing significant change, for example the erection of particularly tall buildings;
- (e) Those resulting in serious reduction or loss of light or privacy, beyond adjacent properties;
- (f) Those affecting the setting of an Ancient Monument or archaeological site;
- (g) Those proposals affecting trees subject to Tree Preservation Orders (TPO).

Neighbour Notification

- 3.7 To notify neighbours of all applications the Council will either erect a site notice or notify adjoining owners/occupiers by letter. Neighbour notification is considered by the Council to be the most effective method where small numbers of residents are likely to be affected by a development. This will normally mean those neighbours whose property adjoins or is across the road from a boundary of an application site and which faces an elevation of a proposed new development.

Parish Councils

- 3.8 Parish Councils will be notified on applications within their areas and also where it affects an adjoining Parish they may be notified.

Period of Notice

- 3.9 After the initial newspaper publication, display of notice or delivery of notification letter, consultees have 21 days in which to respond. After that period a decision may be taken, but any comment received before the application is decided will be considered.

Access to Information and Commenting on Applications

- 3.10 Planning applications are available for inspection at the Gedling Borough Council offices at Arnold during office hours, and online at the following web address: www.gedling.gov.uk
- 3.11 Officers from the Planning and Environment Department will be available to offer advice or answer questions.
- 3.12 Any comments received will be placed on the application file. This file is available for public inspection.
- 3.13 All written representations will be acknowledged in writing and taken into account when the decision is made.

The Decision

- 3.14 The Borough Council decides many planning applications through the Development Control Panel of elected members and officers. More complex proposals are referred to the Planning Committee, which meets approximately every three weeks. The Borough Council provides an opportunity for residents and developers to speak on those applications determined by the Planning Committee.
- 3.15 Only one speaker is allowed in support and one in opposition of any proposal. Each speaker is allowed a maximum of three minutes and this is carefully controlled by an Officer of the Council.

Consideration of Applications

- 3.16 The Borough Council can only consider “material considerations” when deciding planning applications. Examples include planning policies in the Gedling Borough Replacement Local Plan, government advice and policy, the impact on residential amenity, highway safety and traffic, noise and disturbance, design, impact on Listed Buildings, Conservation Areas and trees amongst other factors. Reference should not be made to non-planning issues such as private property rights, covenants, competition, loss of view and property value, as these cannot be taken into account.

After the Decision

- 3.17 The applicant/agent will receive a decision notice detailing conditions and reasons for approval or reasons for refusal. A copy of the decision notice is kept on file and is available for viewing at the Civic Centre as well as on the website.
- 3.18 Any persons who have made representations will be informed in writing of a decision and will be provided with a summary of either reasons for a refusal/grant of permission and a list of conditions if permission has been given, where applicable.
- 3.19 Any appeal by the applicant needs to be made within six months of the decision. Each person who responded to the original application will be informed and given the opportunity to make further representation to the Planning Inspector dealing with the case.

Developer Community Involvement

- 3.20 The Borough Council considers that developers can have a crucial role in engaging local communities with the planning process. Carrying out a Community Involvement Exercise will help the community understand what is being proposed and also give them opportunity to voice any concerns.
- 3.21 A wide range of proposals are likely to benefit from Developer Community Involvement and include:
- Industrial and commercial development of 1500+sqm;
 - Residential development of 100+ dwellings / 3+ hectares;
 - All major infrastructure projects;
 - All new educational or institutional buildings and extensions of 1000+sqm.

4. Resourcing

- 4.1 There are currently adequate resources to carry out the consultation as laid out in this Statement of Community Involvement. Existing revenue budgets will continue to be supplemented by Planning Delivery Grant to deliver all elements of the Local Development Framework
- 4.2 Work on community engagement for LDF documents and Supplementary Planning Documents will be carried out mainly from within the Local Plans section. The Local Strategic Partnership and the Council's Cabinet Office will also have important roles to play.
- 4.3 Participation on significant planning applications will be carried out by staff in the Development Control section.
- 4.4 Successful community engagement will to a large extent be reliant on partners/other stakeholders' active participation in the process.
- 4.5 The issue of resourcing will be kept under review as part of the Local Development Scheme and the Annual Monitoring Report.

5. Monitoring and Review

- 5.1 Gedling Borough Council will monitor the success of community involvement methods and use the results to review the techniques used in the future.
- 5.2 Feedback will be gathered after consultations to gauge how the participants felt it went and whether or not any improvements should be made. This feedback can also be used to analyse who attended the meetings and if there are any groups that were not reached.
- 5.3 As part of this approach, the Borough Council will carefully consider the resource implications of all of the methods used to try to ensure that the most effective use is made of all the resources available for this work. The Borough Council recognises that good quality community engagement has significant costs in terms of time and financial resources.
- 5.4 It is also clear that the Borough Council may not be able to meet all of the aspirations for engagement that the community may wish to promote, due to time and resource limitations. However, the Borough Council will strive for transparency at all stages and will seek to ensure that views can be put forward whenever possible. Methods of community involvement that provide the best results in terms of the quality and quantity of involvement, for the best cost, will be utilised more regularly where appropriate.

6. Further Information

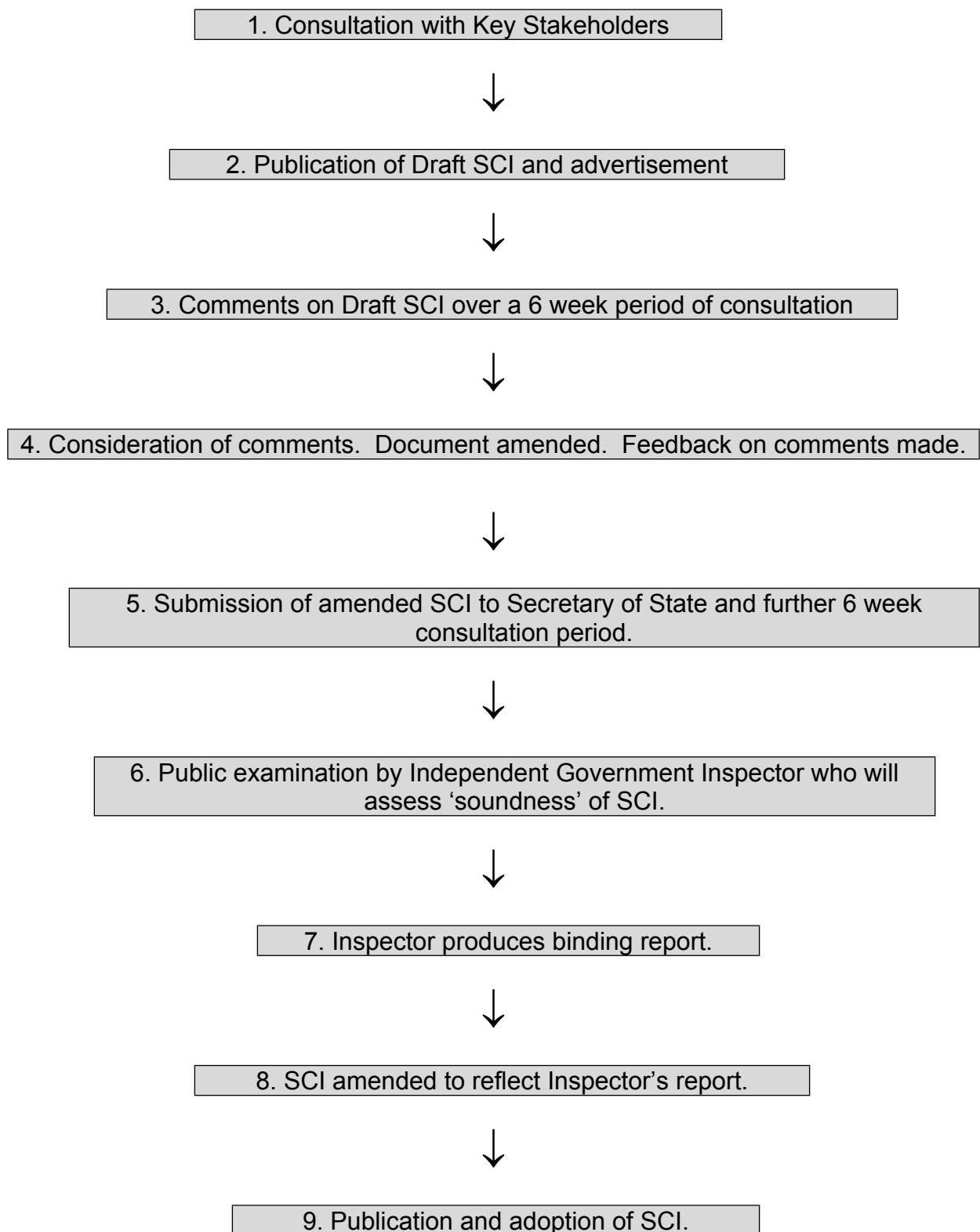
- 6.1 If you wish to know more about the Statement of Community Involvement or any aspect of the Local Development Framework, please contact the Borough Council at the address shown below. Information on the Adopted Local Plan and the new development plan process is also available on the Borough Council's website.

By post: Gedling Borough Council
Planning and Environment (Local Plans)
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

By e-mail: localplans@gedling.gov.uk

Website: www.gedling.gov.uk

Appendix 1 – STATEMENT OF COMMUNITY INVOLVEMENT: THE PROCESS



Appendix 2 – ASSESSING THE SOUNDNESS OF STATEMENTS OF COMMUNITY INVOLVEMENT

Planning Policy Statement 12 sets out nine tests (listed below) which a SCI should meet if it is to be sound. The following table also shows how each test has been met by this SCI:-

Test of Soundness	How test is met in this SCI
1. Local planning authority has complied with minimum requirements for consultation as set out in Regulations.	Addressed in appendix 6.
2. Local planning authority's strategy for community involvement links with other community involvement initiatives eg the community strategy	Addressed in section 2 of the SCI.
3. Statement identifies in general terms which local community groups and other bodies will be consulted.	Addressed in appendices 4 and 5.
4. Statement identifies how community and other bodies can be involved in a timely and accessible manner.	Addressed in appendix 6.
5. Methods of consultation to be employed are suitable for intended audience and for the different stages in the preparation of local development documents.	Addressed in appendix 6.
6. Resources are available to manage community involvement effectively.	Addressed in section 4 of the SCI.
7. Statement shows how results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents.	Addressed in appendix 6.
8. Authority has mechanisms for reviewing the statement of community involvement.	Addressed in section 5 of the SCI.
9. Statement clearly describes planning authority's policy for consultation on planning applications.	Addressed in section 3 of the SCI.

Appendix 3 – LIST OF ABBREVIATIONS AND GLOSSARY

Annual Monitoring Report (AMR)	A report submitted to Government by local planning authorities or regional planning bodies assessing Local Development Framework or Regional Spatial Strategy production progress and policy effectiveness.
Community Strategy (CS)	The Gedling Community Plan 2003-2008 was prepared during 2003 by the Gedling Partnership to highlight the key issues for the people of the Borough and sets out the challenges in dealing with these over an initial five year period.
Development Plan Document (DPD)	Local Development Documents that have development plan status. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise. The DPDs which local planning authorities must prepare include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be a proposals map, which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report.
Joint Structure Plan (JSP)	The Nottinghamshire and Nottingham Joint Structure Plan, establishing the interim strategic policy context for Development Plan Documents. This will be superseded by the next Regional Spatial Strategy.
Local Development Document (LDD)	These include Development Plan Documents, which will form part of the statutory development plan, and Supplementary Planning Documents, which do not form part of the statutory development plan. LDDs collectively deliver the spatial planning strategy for the local planning authority's area, and they may be prepared jointly between local planning authorities.
Local Development Framework (LDF)	The Local Development Framework is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's Local Development Documents (comprised of Development Plan Documents, which will form part of the statutory development plan, and Supplementary Planning Documents). The Local Development Framework will also comprise the Statement of Community Involvement, the Local Development scheme and the Annual Monitoring Report.
Local Development Scheme (LDS)	The local planning authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with Government and reviewed every year.

Planning Delivery Grant (PDG)	Government grant to local authorities based upon planning performance.
Planning Policy Statement (PPS)	Issued by central Government to replace the existing Planning Policy Guidance notes (PPG), in order to provide greater clarity and to remove from national policy advice on practical implementation, which is better expressed as guidance rather than policy.
Regional Spatial Strategy (RSS)	Prepared by the regional planning body, the East Midlands Regional Assembly (EMRA). It will set out the strategic policies in relation to the development and use of land in the region and will be approved by the Secretary of State. (Previously known as Regional Planning Guidance). The RSS provides a spatial framework to inform the preparation of LDDs.
Sustainability Appraisal (SA)	The process of weighing and assessing all the policies in a development plan, Local Development Document, or Regional Spatial Strategy, for their global, national and local implications. (See also Strategic Environmental Assessment).
Statement of Community Involvement (SCI)	The SCI sets out 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 development control decisions.
Strategic Environmental Assessment (SEA)	An environmental assessment of certain plans and programmes, including those in the field of planning and land use, which complies with the EU Directive 2001/42/EC. The environmental assessment involves the:- <ul style="list-style-type: none"> ▪ preparation of an environmental report; ▪ carrying out of consultations; ▪ taking into account of the environmental report and the results of the consultations in decision making; ▪ provision of information when the plan or programme is adopted; and ▪ showing that the results of the environment assessment have been taken into account. (See also Sustainability Appraisal).
Supplementary Planning Document (SPD)	An SPD is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' DPD.
The Act	Planning and Compulsory Purchase Act (2004)
The Regulations	The Town and Country Planning (Local Development) (England) Regulations, 2004. Provides regulatory detail to support the implementation of the Act.

Appendix 4 – STATUTORY CONSULTEES

Specific consultation bodies as set out in the Town and Country Planning (Local Development) (England) Regulations 2004) and in Planning Policy Statement 12: Local Development Frameworks.

All adjoining Local Planning Authorities, County and Parish Councils including:-

- Ashfield District Council
- Newark and Sherwood District Council
- Nottingham City Council
- Rushcliffe Borough Council
- Nottinghamshire County Council
- Annesley and Felley Parish Council
- Bestwood Parish Council
- Blidworth Parish Council
- Bulcote Parish Council
- Burton Joyce Parish Council
- Calverton Parish Council
- Colwick Parish Council
- Epperstone Parish Council
- Holme Pierrepont and Gamston Parish Council
- Lambley Parish Council
- Linby Parish Council
- Lowdham Parish Council
- Newstead Parish Council
- Oxton Parish Council
- Papplewick Parish Council
- Radcliffe on Trent Parish Council
- Rainworth Parish Council
- Ravenshead Parish Council
- Shelford and Newton Parish Council
- Stoke Bardolph Parish Council
- Woodborough Parish Council

Government Office for the East Midlands (GOEM)
East Midlands Regional Assembly (EMRA)
East Midlands Development Agency (EMDA)
Countryside Agency
Environment Agency
Historic Buildings and Monuments Commission for England
The Highways Agency
English Nature
Strategic Rail Authority
Electronic Communications Code Operators
Strategic Health Authority
Electricity Act Licensees
Gas Act Licensees
Sewerage Undertakers
Water Undertakers

Appendix 5 – NON-STATUTORY CONSULTTEES

Gedling Local Strategic Partnership
Representational Groups (eg Age Concern, Ethnic, Disabled and Youth groups)
Relevant Community and Resident Groups
Conservation, Heritage and Amenity Groups
Emergency services/crime prevention
Chambers of Trade
Business Forums
House Builder's Federation
Registered Social Landlords
Environmental bodies (eg CPRE, RSPB, Wildlife Trust and Greenwood)
Network Rail
Developers and Landowners
Primary Care Trusts
Sports England and relevant local sports groups and bodies
Housing Corporation
Bus Operators
Regional Housing Body
Sub-Regional Strategic Partnerships (eg Greater Nottingham Partnership)
Relevant Government Departments

Appendix 6

SUMMARY OF STAGES AND METHODS OF COMMUNITY INVOLVEMENT – DEVELOPMENT PLAN DOCUMENTS

The entries in italics are those that are statutory requirements under the Town and Country Planning (Local Development) (England) Regulations 2004.

Stage of Production	How we will keep people informed	How you can respond	How we will provide feedback	Council Decision stages
<p>Issues Stage and Initial Sustainability Report</p>	<p><i>Programme for production of DPDs set out in LDS, available on web site and from the Civic Centre.</i></p> <p><i>Issues document will be sent to appropriate statutory and non-statutory consultees (Appendices 3 and 4), local community and hard to reach groups.</i></p> <p>Documents will be placed on the Borough Council's web site.</p> <p>Documents will be placed in the Civic Centre and local libraries.</p> <p>Notification in appropriate local paper(s).</p> <p>Use of email alerts.</p>	<p>Not a formal consultation stage.</p>	<p>Summary of responses will be placed on web site and at the Civic Centre.</p>	<p>No Council decision required at this stage (as emphasis is on ongoing informal discussion to identify key issues and options).</p> <p>LDF Steering Group to receive reports on emerging issues and options.</p>

<p>Preferred Options Stage</p>	<p><i>Documents will be available at the Civic Centre, local libraries and on web site.</i></p> <p><i>Copies will be sent to appropriate statutory and non-statutory consultees, local community and hard to reach groups and Borough Councillors.</i></p> <p><i>Press notices will be placed in appropriate local paper(s).</i></p> <p>Early warning of consultation to Parish Councils, community groups and key stakeholders.</p> <p>Possible use of leafleting or the Council's magazine (Contacts), for DPDs that are likely to have Borough-wide implications.</p> <p>Use of email alerts.</p>	<p><i>Six week period for representations.</i></p> <p><i>Forms will be available on web site for download or online completion. Will also be available from the Civic Centre and local libraries.</i></p>	<p>Summary of responses available at the Civic Centre, local libraries and on web site.</p>	<p>Consideration by LDF Steering Group.</p> <p>Cabinet Approval of Preferred Options for consultation.</p>
<p>Submission of DPD to Secretary of State</p>	<p><i>Documents available at the Civic Centre, local libraries and on web site.</i></p> <p><i>Copies will be sent to</i></p>			

	<p><i>appropriate statutory and non-statutory consultees, local community and hard to reach groups, Borough Councillors and Parish Councils.</i></p> <p><i>Press notices will be placed in appropriate local paper(s).</i></p> <p><i>Letters to people who ask to be notified.</i></p> <p>Early warning of consultation to Parish Councils, community groups and key stakeholders.</p> <p>Possible use of leafleting or the Council's magazine (Contacts) for DPDs that are likely to have Borough-wide implications.</p> <p><i>Copies of representations will be made available at the Civic Centre.</i></p>			
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<p>Examination</p>	<p><i>The date and time of the Public Examination will be advertised on the Borough Council's web site and by a press notice in appropriate local paper(s).</i></p> <p><i>Anybody who has made representations will be informed of the Examination in writing.</i></p>	<p><i>Responding seeking a change to the DPD will have an opportunity to appear at Examination.</i></p>	<p><i>The recommendations of the Inspector will be published on the Borough Council's web site and made available at the Civic Centre and local libraries.</i></p> <p><i>Those people who requested to be notified will be informed of the availability of the Inspector's recommendations.</i></p> <p><i>The Borough Council must make any changes recommended by the Inspector before adopting the DPD.</i></p>	
<p>Adoption</p>	<p><i>The adopted DPD will be made available for inspection at the Civic Centre and local libraries.</i></p> <p><i>The document will be placed on the Borough Council's web site.</i></p> <p><i>A notice will be placed in appropriate local paper(s).</i></p>			<p>Cabinet approval of DPD for adoption. Resolution of Borough Council to adopt DPD.</p>

SUMMARY OF STAGES AND METHODS OF COMMUNITY INVOLVEMENT – SUPPLEMENTARY PLANNING DOCUMENTS

The entries in italics are those that are statutory requirements under the Town and Country Planning (Local Development) (England) Regulations 2004.

Stage of Production	How we will keep people informed	How you can respond	How we will provide feedback	Council Decision stages
Evidence gathering	<i>Programme for production of SPD in LDS available on web site and Council Offices.</i>	Not a formal consultation stage.	<i>Summary of responses from evidence gathering exercise will be placed on web site, at the Civic Centre and in local libraries.</i>	No Council decision required at this stage (where emphasis is on evidence gathering).
Draft SPD and Sustainability Appraisal Report	<i>Documents available at Council Offices, local libraries and on web site.</i> <i>Copies sent to appropriate statutory and non-statutory consultees and Borough Councillors. These bodies also to be sent the Consultation Statement (this is a statement prepared by the Council to set out the names of any persons consulted during the preparation of the SPD; how they were consulted; a summary of the main issues raised; and how the issues were addressed in the SPD),</i>	<i>4-6 week period for objections or statements of support.</i> <i>Forms will be available on web site for download or online completion. Will also be available from the Civic Centre and local libraries.</i>	Summary of responses will be placed on web site, at the Civic Centre and in local libraries.	LDF Steering Group to receive reports on evidence base. Cabinet approval of draft SPD for consultation.

	<p><i>relevant supporting documents plus a statement of the times and places that the documents are available for inspection.</i></p> <p>Press notices in appropriate local paper(s).</p>			
Adoption	<p><i>Adopted SPD will be placed on web site and will be available at the Civic Centre and local libraries.</i></p>		<p><i>Statement of consultation on draft SPD placed on web site and available at the Civic Centre and local libraries.</i></p>	<p>Cabinet approval of adoption of SPD.</p>