



STATEMENT OF COMMUNITY INVOLVEMENT

Adopted
December 2005

*The Statement of Community Involvement is a Development Document in the
Gloucestershire Minerals & Waste Development Framework
it is also for Gloucestershire County Council Development Control Services*



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12th December 2005

Summary

S.1 A Statement of Community Involvement is central to the new plan making system. It aims to encourage involvement from all sections of the community who have an interest in the future of the area throughout the plan making process. The groups and individuals making up 'the community' include:

- local people;
- district councils;
- organisations and businesses.

S.2 The aim is to provide the best way of involving the community and other stakeholders in preparing our Minerals and Waste Development Framework and determining planning applications as part of development control functions. The Statement of Community Involvement contains six main sections:

1. What are we seeking involvement on?
2. Who will be involved?
3. How will people be involved?
4. When will people be involved?
5. Involvement in planning applications.
6. Managing the process.

S.3 Gloucestershire County Council's Statement of Community Involvement is about involving people. This process of involvement will lead to a greater awareness of the issues, an understanding of the position of interested parties, and ultimately, to enable a consensus to be reached in preparing Gloucestershire's Minerals & Waste Development Framework and in dealing with planning applications. Table 3 (on page 23) contains a summary of the key stages and methods of consultation/ involvement.

S.4 We have prepared this Statement of Community Involvement following an initial survey of the communication techniques that the community would like us to use for engaging with them. We then consulted with over 1300 people/organisations on the Draft Issues Statement of Community Involvement, producing 28 respondents. We also held a stakeholder forum/workshop for 21 people, which generated numerous useful suggestions as to how the Statement of Community Involvement should be changed. This Statement of Community Involvement addresses many of the issues raised.

S.5 You can look at this Statement of Community Involvement on our website at: www.goucestershire.gov.uk or phone the Minerals & Waste Policy Team on 01452 505345 and we will send you a copy, or you can write to:

**Minerals & Waste Planning Policy Team, Environment Directorate,
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List of Acronyms

For information: although acronyms have not been used in the Statement of Community Involvement this section is provided to assist readers' understanding of other planning documents.

AAP	Action Area Plan
AMR	Annual Monitoring Report
CABE	Commission for Architecture and the Built Environment
CBI	Confederation of British Industry
CPA	County Planning Authority
CPRE	Council for the Protection of Rural England
CS	Community Strategy
CVS	Local Council for Voluntary Services
DC	Development Control
DEFRA	Department of Environment, Food and Rural Affairs
DETR	Department of the Environment, transport and the Regions
DoE	Department of Environment
DPD	Development Plan Document
GCC	Gloucestershire County Council
GDPO	General Development Procedure Order
HSE	Health and Safety Executive
IPPC	Integrated Planning and Pollution Control
LD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
LSP	Local Strategic Partnership
LTP	Local Transport Plan
LTP2	Local Transport Plan 2
M&W	Minerals and Waste
M&WDF	Minerals and Waste Development Framework
M&WDPD	Minerals and Waste Development Plan Document
M&WDS	Minerals and Waste Development Scheme
M&WPA	Minerals and Waste Planning Authority
MLP	Minerals Local Plan

MPG	Minerals Planning Guidance Note
MPG7	Minerals Planning Guidance Note 7 'Reclamation of Mineral Workings'
MPS	Minerals Planning Statement
MPS1	Minerals Planning Statement 1 'Planning and Minerals'
MWMS	Municipal Waste Management Strategy
ODPM	Office of the Deputy Prime Minister
PPC	Pollution Prevention and Control
PPG	Planning Policy Guidance Note
PPS9	Planning Policy Statement 9 'Planning and Nature Conservation'
PPS10	Planning Policy Statement 10 'Planning and Sustainable Waste Management'
PPS12	Planning Policy Statement 12 'Local Development Frameworks'
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SAC	Special Area of Conservation
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SoS	Secretary of State
SPA	Special Protection Area
SPD	Supplementary Planning Document
SPG	Supplementary Planning Guidance
SSSI	Site of Special Scientific Interest
WLP	Waste Local Plan

1. Introduction – What are we seeking involvement on?

The New Planning System

1.1 The planning system has recently undergone its most significant change in fourteen years. The present system of Minerals and Waste Local Plans has been replaced with a Minerals and Waste Development Framework. This is a statutory ten-year portfolio of documents that will help us to determine planning applications for minerals and waste related development. We anticipate that the first round of documents will take us about three years to prepare. To help you understand the new planning system we have included a glossary of technical terms in Appendix A, and a list of abbreviations at the front of this document.

The Statement of Community Involvement

1.2 A key objective of the new system is to encourage more meaningful community involvement through a Statement of Community Involvement. The purpose of our Statement of Community Involvement is to set out how we will involve interested parties when preparing Minerals and Waste Development Plan Documents and also when consulting on planning applications. Whilst the Statement of Community Involvement cannot change the legal framework or impose direct conditions on others, it demonstrates how the legal requirements are to be met. It also sets out which particular consultation methods will be used.

1.3 The process for preparing this SCI is set out in detail in the Statement of Pre-Submission Consultation (pages 3-5). There will be an independent examination of the Statement of Community Involvement, and the Inspector's Report will be binding on the Minerals and Waste Planning Authority. We must then comply with our Statement of Community Involvement.

The Statement of Community Involvement has six main areas:

- 1. What are we seeking involvement on?**
- 2. Who will be involved?**
- 3. How will people be involved?**
- 4. When will people be involved?**
- 5. Involvement in planning applications.**
- 6. Managing the process.**

The Benefits of Community Involvement

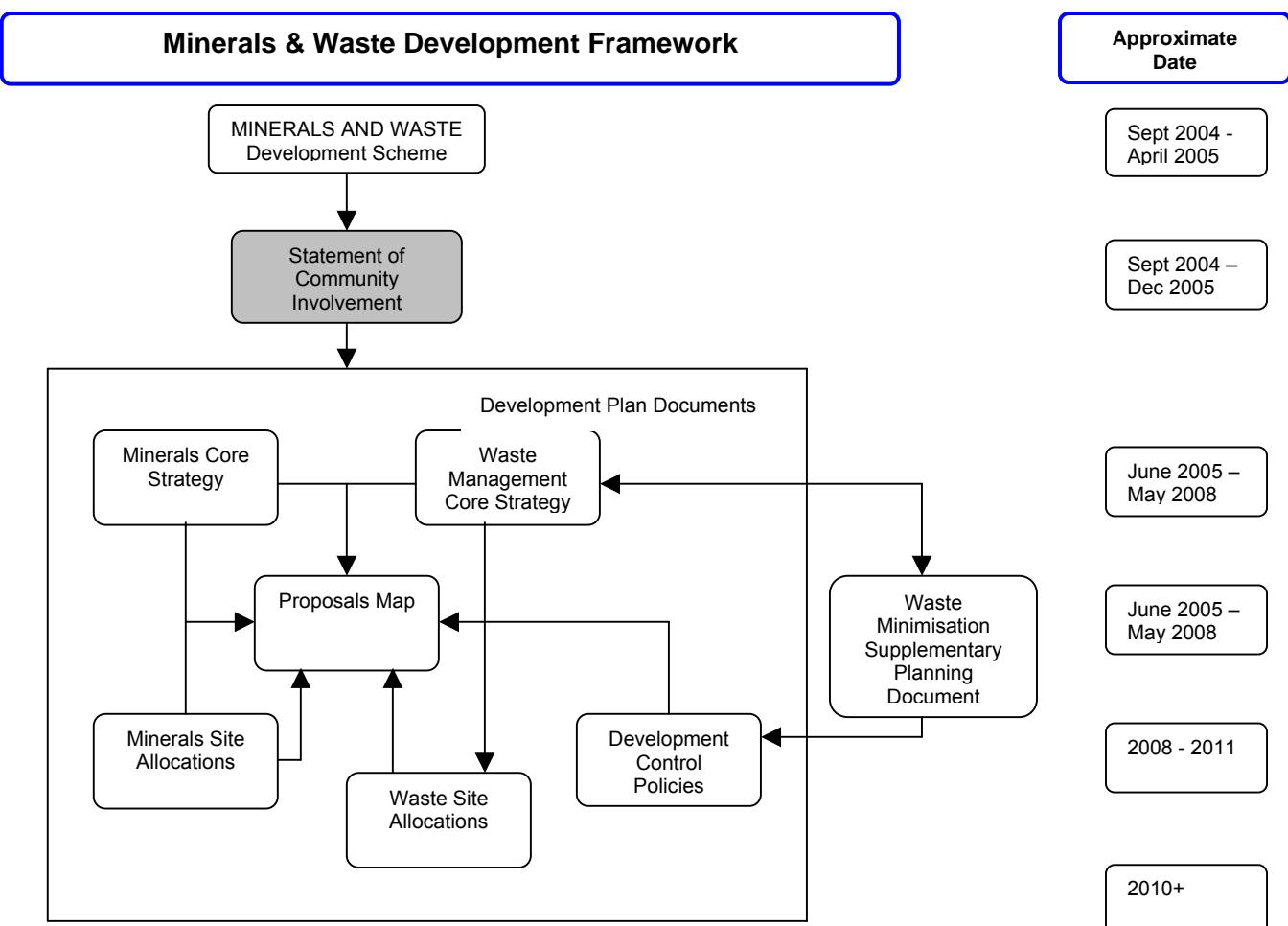
1.4 Community involvement in the preparation of land-use planning documents will provide the following benefits:

- strengthen the base-line evidence for plans, strategies and planning decisions (local communities can bring a different perspective to planning);
- provide community commitment to the future development of an area
- promote regeneration and investment
- foster ownership and strengthen delivery (by involving communities at an early stage ['frontloading'] should help to avoid the need for lengthy independent examinations).

The Planning Documents to be Prepared

1.5 We have included an outline of the proposed content and programme for creating Gloucestershire's Minerals & Waste Development Framework in the Minerals & Waste Development Scheme. The Minerals & Waste Development Scheme is a project plan outlining the stages of preparation over the next 3 years (up to mid 2008). When adopted the scheme will be available to view/download on our website and hard copies will be available by telephoning the Minerals & Waste Policy Team on 01452 505345.

Diagram 1- Minerals & Waste Development Framework Documents to be Prepared



2. Who will be involved?

The Community

2.1 'The Community' comprises every individual or group living in Gloucestershire and potentially anyone living close to the County boundary. The key target groups and individuals that make up the community (including statutory organisations) have been identified in the table below, this list though is not exclusive:

Key Target Groups/Individuals:

- **Interest groups (e.g. Council for the Protection of Rural England, Wildlife Trust)**
- **Resident Associations and Action Groups**
- **Hard to reach groups (currently being identified)**
- **Businesses (including minerals & waste management operators)**
- **District and Parish Councils (including adjacent authorities)**
- **Developers/agents/landowners**
- **Statutory bodies (eg. Environment Agency, Countryside Agency, English Nature etc.)**

A more detailed list of the bodies that will be consulted is set out in Appendix B.

Information Format

2.2 Community groups and individuals have important local knowledge, which can be invaluable in determining an appropriate strategy for planning. However, tapping in to this knowledge and experience is not always easy. Whilst there are many groups that have previously been involved with minerals and waste planning in Gloucestershire, we hope that additional community groups and individuals will get involved in the future. We hope to encourage participation by:

- Supplying translations for our minerals and waste development plan documents in a variety of languages as needs are identified.
- Putting all consultation documents on our website for community groups who find it difficult to access the council offices or libraries to view the documents.
- Producing documentation onto CD ROMs where applicable to reduce paper usage.

- Producing the document in Braille, large print and on audio tape if requested.

2.3 We also need to devise more innovative approaches to encourage the involvement of 'hard to reach' groups, such as young to middle aged commuters who have no particular affiliation with a locality. However, it is important to recognise that some people may want to be actively involved in the process whilst some may just wish to be consulted, and despite our best efforts others may not want to get involved at all.

Table 1 – Community Groups' Skills and Needs

Type of Community Group	Interests & Skills	Method of Involvement
Local Residents Group	Local knowledge. Interest and skills concerning a particular locality.	Forum attendance by a group representative(s).
Land Owners and Businesses	Site knowledge, operational constraints, aspirations for land usage, economic implications.	Focus group or forum attendance concerning a particular site allocation.
Specific Interest Group formed concerning a particular issue (e.g. A site identified near to their homes)	Local knowledge tailored to a particular issue. Interest in a particular locality. May also be interested in wider strategic issues.	Forum attendance by a group representative to discuss strategic policy direction. Focus group attendance concerning a particular site allocation.
Local Branch of a National Interest Group (e.g. Council for the Protection of Rural England, Friends of the Earth)	Local knowledge backed by a national network of experience and resources.	Focus group attendance concerning a particular strategic issue.
Individuals	Local knowledge, including site history and other skills.	Forum attendance/consultation through letters, email, press notices/advertisements, media coverage, and website information
Parish Council	Statutory powers, locally elected, broad knowledge of local planning issues including amenity, character and landscape. Wider knowledge of the community's needs.	Letter/e-mail consultation with response through their elected council.
Statutory Bodies and other Agencies	Statutory powers and expertise in particular subjects.	Letter/e-mail consultation. Forum attendance by a representative. Focus group and expert group attendance.

Involving Everybody

2.4 The under 30 age group represents a principal hard to reach group. We will send newsletters to young people's associations, such as the Scouts and Guides, and to Universities, and we will look at further ways of reaching hard to reach groups through joint initiatives with the Waste Disposal Authority.

2.5 Through community involvement in developing this Statement of Community Involvement it has become apparent that one of the main reasons for people not getting involved in the planning process is the lack of awareness of the process and the opportunity to contribute in the first place. People aren't always hard to reach, but are simply 'not notified'. This is particularly likely for those who are not connected into local community networks. It is concluded that we should focus on improving access to information (about the process and involvement

opportunities) for everyone. We will encourage other organisations and community networks (for example the Local Council for Voluntary Groups) to get involved where possible and to learn from their experiences in inclusive involvement and to draw on their ability to communicate information to the broader community.

Link to the Community Strategy

2.6 The Community Strategy is a relatively new document that gives the opportunity for all sectors of the community to put forward their needs and priorities. These views can influence our decisions and those of other service providers, and make a significant contribution towards delivering sustainable development. '*The Community Strategy for Gloucestershire 2004-2014*' was adopted in 2004 and the Gloucestershire Strategic Partnership will monitor its implementation. The Minerals & Waste Development Framework will draw upon the philosophy of the Community Strategy and will share its objectives where they relate to minerals or waste development issues.

2.7 The Community Strategy's Vision, which is adopted as an overarching vision by the Minerals & Waste Development Framework, is:

**To make a positive difference for people who live in, work in,
and visit Gloucestershire**

2.8 There are two principal ways in which Community Strategies and Local Development Frameworks can be linked:

- **Content** - some objectives contained in the Community Strategy have spatial (land-use) aspects that can be delivered through the planning system; and
- **Process** - the way in which the documents are prepared, including methods of consultation.

2.9 The Government identifies Local Development Frameworks as one of the key mechanisms for implementing Community Strategy objectives. In particular the issue of recycling and minimising waste is a key issue that can be addressed through the Minerals & Waste Development Framework. However, as the Community Strategy was adopted in 2004, it is unlikely that we can link the consultation processes to the Minerals & Waste Development Framework production timetable, but we will endeavour to link future revisions.

Link to Local Transport Plan

2.10 The Government believes that integration between transport and land use planning policies is important in helping deliver more sustainable patterns of development and travel. Our first Local Transport Plan was finalised in 2000 and our second Local Transport Plan has been prepared since 2003 and will be finalised in July 2005. We developed a Local Transport Plan forum to encourage ownership of the Plan's objectives amongst the wider stakeholders and provide advice to the Council's Cabinet on Local Transport Plan spending priorities. The

stakeholder forum has met at different stages during 2004 in order to provide the draft second Local Transport Plan for early 2005.

2.11 Although the Local Transport Plan preparation process is different to the preparation of Minerals and Waste Development Plan Documents, we are fully committed to making sure that our second Local Transport Plan involves comprehensive and widespread consultation with the community. Again, though, as our second Local Transport Plan is almost finished it is unlikely that we can link consultation processes to the Minerals and Waste Development Framework but we will endeavor to link, where possible, future revisions of these documents.

Link to Municipal Waste Management Strategy

2.12 The County Council, as Waste Disposal Authority, is required to produce a Municipal Waste Management Strategy. At its current stage we will be able to link together consultation events and strategies with the Minerals and Waste Development Framework. The Statement of Community Involvement forum provided the first such linkage where Waste Disposal Authority officers were involved and presented an outline of issues to participants. It is possible that further forum events could be arranged that deal with particular issues generated by the municipal waste management strategy. This may be particularly appropriate given the ongoing and related changes that occur in respect of the different documents.

2.13 In addition, there may be scope for combining work on the Strategic Environmental Assessment/Sustainability Appraisal of the Minerals and Waste Development Scheme and the Minerals and Waste Development Plan Documents. There is also potential to undertake joint awareness raising initiatives and this will be investigated further where appropriate.

Link to Other Planning Strategies

2.14 Our Minerals and Waste Development Plan Documents must be in general conformity with the Regional Spatial Strategy. Accordingly, the preparation of our documents will need to relate to the intended preparation timetable of that regional work. In addition, there are also likely to be close links with neighbouring authorities' Minerals and Waste Development Frameworks and District Council Core Strategies. Parish Plans (prepared by Parish Councils) and Areas of Outstanding Natural Beauty Management Plans (Prepared by Areas of Outstanding Natural Beauty Partnerships or Conservation Boards) may also provide a potential local link. These bodies have all been identified as key groups in preparing our Minerals and Waste Development Plan Documents, and will have the opportunity to be closely involved in developing the documents through participation in forums/workshops and other community events. District Councils will also have to identify minerals and waste allocated sites on their proposals map, and we will liaise closely with them to ensure that this aspect is undertaken.

3. How will people be involved?

Vision for Community Involvement

3.1 Our vision for engaging with the community is:

Enabling people to make a difference by providing them with an opportunity to actively participate in the development of options and proposals for minerals and waste planning.

Aims

3.2 Our aims for community involvement are:

- To improve decision making through community involvement;
- To build consensus in minerals and waste planning;
- To allow those who wish to participate to do so, and for their views to be considered prior to determining policy;
- To further the Council's values of openness, fairness and diversity, sustainability and social inclusion;
- To make Gloucestershire a better place in which to live, learn and work.

Key Principles

3.3 Following on from this vision, the key principles for effective involvement, as identified by community respondents/representatives, include:

- 'Appropriate' e.g. using appropriate approaches and communicating information at an appropriate level;
- 'Relevant' e.g. providing information that is relevant to the audience and highlights personal relevance;
- 'Genuine' e.g. only involve people when they can influence the outcome;
- 'Open' e.g. provide feedback to demonstrate that being involved is worthwhile;
- 'Proactive' e.g. where possible and appropriate involve people more actively/via more innovative methods;
- 'Efficient' e.g. use and build on existing mechanisms and networks; and
- 'Timely' e.g. gaining early involvement in plan preparation, choosing appropriate times for activities and allowing appropriate timeframes for responses;
- 'Clarity' – clearly articulated opportunities for continuous involvement.

Involving People

3.4 We will involve people at three different levels:

- **Informing people** – we will keep people up to date with the current position at each stage of the process. It is up to the individual/group to make a representation or become further involved.
- **Consulting people** – we will find out what individuals/groups think about particular approaches that are being taken. This is normally a formal period when we invite representations from all interested parties on a draft version of a document.
- **Involving people (participation)** – we want active involvement from individuals/groups in order to further the discussion around a particular issue. We need interested parties to bring something to the table in a positive way rather than reacting to a particular issue or document.

Models & Techniques of Community Involvement

3.5 There are many models of community involvement. At its most simple level, a community involvement process should ensure that people:

- Have access to information.
- Can put forward their own ideas and feel confident that there is a transparent process for considering and responding to ideas.
- Can take an active part in developing proposals and options.
- Can comment on formal proposals.
- Get feedback and are informed about progress and outcomes.

3.6 The table below shows some of the possible techniques that could be used in involving the community:

Table 2 – Techniques for Community Involvement

Techniques for Community Involvement			
Methods	Main considerations	Applicability for Gloucestershire Minerals and Waste Development Framework	Does it: Inform (I), Consult (C) or Involve/Participate (P)
Documents available for inspection at local planning authority offices during set consultation period	Minimum requirement – it should be clear how and when people should respond. Offices and documents should be accessible to those with disabilities.	This is currently standard practice and Gloucestershire County Council will continue to place copies of deposit documents at District and County Council Offices during consultation periods. Some documentation may be available on CD Rom to reduce paper usage.	I & C
Letters to statutory bodies (listed in Regulations)	Minimum requirement – authorities should identify such bodies as it considers necessary and consult them in writing.	Gloucestershire County Council has identified a list of specific statutory bodies that will be consulted by letter during deposit periods and also formative stages of development plan document preparation.	I & C
Internet (website, e-mailshot)	Increasingly the first port of call for the public and professionals seeking detailed information. Should be user-friendly and	Gloucestershire County Council has been developing its web site over the last few years and places draft and adopted plans	I & C

Techniques for Community Involvement

(Source: Office of the Deputy Prime Minister 'Creating Local Development Frameworks: A companion guide to Planning Policy Statement 12', 2004)

Methods	Main considerations	Applicability for Gloucestershire Minerals and Waste Development Framework	Does it: Inform (I), Consult (C) or Involve/Participate (P)
	include all relevant documents in pdf format. Useful means of providing feedback to consultation exercises.	on its web site. In addition other relevant information (e.g. Newsletters, questionnaires) are also available on-line. We will provide links to Government sites that relate to topical issues.	
Media (local press, TV, radio, etc)	In addition to statutory requirements for advertising planning applications, can use local newspapers/radio station to carry articles and stories about proposals. Can also raise profile of the local development framework, particularly when combined with 'hotlines' (see below).	Gloucestershire County Council has previously used the media to generate awareness of planning issues. Gloucestershire County Council has recently sent a press release inviting interested parties to take part in the preparation of this statement of community involvement.	I
Leaflets/ brochures	Can publicize an outline of the proposed document or application, and inform the public about further opportunities to get involved.	Gloucestershire County Council have produced and distributed a newsletter outlining the new planning system and inviting those interested to become involved with the preparation of the new minerals and waste development plan documents.	I
Public exhibitions/ displays/stalls/ roadshows/ posters	Good medium for disseminating information, allowing communities to air their views. Fairly resource-intensive and attendees are self-selecting. Should be held in accessible locations that are relevant to the subject under discussion. May need to be held over a number of days and varying times to ensure all sections of the community have an opportunity to attend. Material should be presented in a format that is easy to understand.	The Council has previously used this technique though with mixed success. It is more useful when discussing site-specific proposals, as these are easier for people to relate to.	I, C & P
Formal written consultation/ referenda/ community surveys	Good introduction to main issues. Responses can help identify key interests and groups. Benefit in focusing consultation around a number of key questions.	A survey has been carried out of previous respondents to the Minerals Local Plan and Waste Local Plan in the form of a questionnaire requesting information on future participation and engagement techniques.	C
Hotline	Information for people without internet access. For optimum benefit, should be a staffed service rather than a recorded or automated system.	A helpline is operated by the Environment Department that seeks to ensure that people are directed to the most appropriate officer.	I
One-to-one meetings with selected stakeholders	Useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives. Resource intensive requiring senior staff involvement	During preparation of both local plans one-to-one meetings were held with particular stakeholders. For example specific groups were invited to discuss detailed waste data issues to ensure that	P

Techniques for Community Involvement

(Source: Office of the Deputy Prime Minister 'Creating Local Development Frameworks: A companion guide to Planning Policy Statement 12', 2004)

Methods	Main considerations	Applicability for Gloucestershire Minerals and Waste Development Framework	Does it: Inform (I), Consult (C) or Involve/Participate (P)
	together with expectation that commitments will be made and fulfilled.	where definitive figures were not available that those used were based on a consensus and were the best available.	
Public meetings/area, town and village meetings	Particularly relevant to core strategies, area action plans and planning applications. Open and inclusive way for people to engage in robust debate on the issues although attendees are self-selecting. Meetings must be carefully prepared and effectively chaired. Can be resource intensive.	Public meetings have been used when preparing the local plans, however they were not seen as a particularly useful way of disseminating information as they engendered a feeling of confrontation rather than cooperation.	I & P
Focus groups (selected groups of participants with particular characteristics) or citizen panels (randomly selected participants)	Useful for area-based discussions and presentation of options. Can help authorities to gain more understanding of public concerns. Provides opportunity to explore issues in depth but may need to be complemented by other methods.	Used by the Community Strategy team for each of the key areas identified in the Community Strategy. The most applicable to the Minerals and Waste Development Framework would be the environment group, though at present this is not fully functional.	C & P
Pre-existing panels, forums and design teams	Developer panels comprising 'regular applicants' can provide a forum for authorities to disseminate information and canvass professional opinion on proposed documents or applications.	This is not a technique used by the minerals and waste team, though representatives from industry are consulted on proposals and their views canvassed on the economic potential of particular scenarios.	I, C & P
Workshops (interactive): e.g. 'enquiry by design' and 'planning for real' exercises	Means of engaging local communities on planning applications and developing 'ownership' of proposals. Need to involve right people and require significant preparation to allow a structured approach and report back. Useful for identifying and focusing discussion around difficult issues and key themes.	This is not a method that has been used previously by the minerals and waste team though it is a technique that has potential for specific applications.	C & P
Area forums (standing groups with geographical remit)	Tailor-made forums to discuss issues relevant to the area, especially appropriate for area-based policies or specific applications.	This is not a method that has been used previously by the minerals and waste team though it is a technique that has potential for specific applications.	I, C & P
Planning aid	Planning aid is a valuable source of planning advice and help. The Government is funding planning aid so it can enhance its service, become more proactive, and develop a greater role in targeting communities which traditionally do not get involved in the planning system as well as increasing their capacity to participate.	This is a technique that interested parties may wish to explore to ensure that their involvement is focused on the planning issues.	I & P

Techniques for Community Involvement

(Source: Office of the Deputy Prime Minister 'Creating Local Development Frameworks: A companion guide to Planning Policy Statement 12', 2004)

Methods	Main considerations	Applicability for Gloucestershire Minerals and Waste Development Framework	Does it: Inform (I), Consult (C) or Involve/Participate (P)
Steering/advisory group	Mechanism for getting key organisations involved in overseeing or acting as a sounding board for the production of local development documents. Particularly appropriate for area action plans or topic-based policies. Role of the group (steering or advising) needs to be clear and there should be a transparent approach to selecting members.	In this form this is not a method that has been used previously by the minerals and waste team. However, a policy panel of elected members and other appropriate co-opted members (e.g. Environment Agency, Council for the Protection of Rural England etc.) helped to steer both local plans during their formative periods. Such a technique may prove useful for the Minerals and Waste Development Framework.	I, C & P

Use of Techniques for Involvement

3.7 We will involve the community at an early stage in the preparation of minerals and waste development plan documents, in order to achieve local ownership of the policies. We will use appropriate techniques to engage the community, building upon existing networks and good practice. We may need to use different involvement techniques depending on which document is being prepared, the stage in the process and the people involved. For example, holding focus group meetings at different places around the County could help in involving local communities, particularly for site-specific documents. Additionally, the use of electronic resources is likely to be of benefit to representatives of organisations who get involved as part of their job role and wish to access information whilst at work. We intend to tailor methods to best suit the situation and audience and will learn from our experiences as the process continues.

3.8 The Statement of Community Involvement and Core Strategies are overarching documents that contain suitable issues to discuss in a forum event. However, minerals and waste development plan documents containing site-specific allocations may be more suited to small focus groups with representatives who have a specific interest in the subject. Where sites are proposed for allocation we hope to engage with landowners at an early stage.

3.9 For specific technical matters we will use an expert group. For example, to discuss how to revise the nature conservation policies in the Development Control minerals and waste development plan document, in light of guidance in Planning Policy Statement 9 'Planning and Nature Conservation', we might include representatives from Gloucestershire Wildlife Trust, English Nature, Friends of the Earth, a Gloucestershire County Council officer and an elected Member. We will then put the notes of the meetings on our web site to make it clear how particular positions were reached.

3.10 For the supplementary planning document on waste minimisation, a number of individuals and groups have expressed an interest in being involved. We could initially hold a forum event and then break this down into a smaller group to refine the proposals. This would not prevent wider community involvement during the statutory consultation periods.

Strategic Environmental Assessment / Sustainability Appraisal

3.11 Throughout the preparation of development plan documents we have to prepare and present a strategic environmental assessment / sustainability appraisal of the issues. We will carry this out at the same time as the particular document being produced and therefore stakeholders will have the opportunity to input into the strategic environmental assessment / sustainability appraisal as part of the stakeholder events and also during the formal consultation periods.

Continuous Involvement

3.12 Our process of continuous involvement will include:

- informing and updating the community and other bodies with regard to the Minerals and Waste Development Framework process;
- maintaining a dialogue with stakeholders and participants in the Minerals and Waste Development Framework process; and
- promoting the fact that comments and proposals are welcome at any time (though there are some legal deadlines that we must adhere to).

3.13 Our strategy is likely to comprise holding focus groups and expert groups, comprising a small number of interested parties, and then arrange a principal stakeholder event prior to each 'deposit/consultation' stage. We will use existing networks (e.g. forums, meetings) and contacts to informally involve the community and stakeholders at an early stage. Where appropriate, an ongoing dialogue will be maintained, in order to inform the preparation of Minerals and Waste Development Plan Documents and to resolve potential conflicts. Methods to resolve conflicts include:

- engagement – process of dialogue;
- negotiation – process of exchanging information, bargaining and compromise between parties involved;
- planning authority-led mediation - process of intervention into dispute where the planning authority is the impartial third party; and
- mediation by a neutral third party - when the planning authority is a party to the dispute.

3.14 The process is hopefully simple to follow, and is designed to be delivered in a fair, transparent and efficient manner. We intend to make the information about plans and policies readily available, in a form that is easy to understand and encourages participation. This Statement of Community Involvement makes it clear who is responsible for the decisions that are made.

Access to Information

3.15 In making information available we have to strike a balance between access and what is reasonable in terms of resources and cost. With this in mind we will make information relating to the Minerals and Waste Development Framework process available through a variety of methods:

- We will carry out consultations by letter, stating where information can be obtained, and include an on-line link;
- We will make available copies of all documents at local authority offices, and key documentation available at all libraries in the County;

- We offer a translation service, through Tapestry;
- The minerals and waste planning policy team email address: **M&Wplans@gloucestershire.gov.uk** and the Council Direct telephone number **01452 505345** offer easy points of contact;
- Newsletter/leaflets raising awareness and providing updates on progress;
- Press and media coverage;
- Using existing networks and contacts to disseminate information;
- We will include anyone who makes a comment on an electronic database and we will then inform them at each stage of the process.

3.16 In order to improve public awareness of the planning system will produce regular newsletters and use our website to provide further relevant information, and link it to other pages of interest, for example the Environment Agency site, or Office of the Deputy Prime Minister.

3.17 Although we propose to use libraries as a point of access for documentation, we will keep the formal deposit locations at the County and District Council offices, and on our website (www.gloucestershire.gov.uk).

4. When will people be involved?

The Minerals & Waste Development Scheme

4.1 The Minerals & Waste Development Scheme sets out in detail the proposed timetable for taking our Minerals & Waste Development Plan Documents through to adoption in May 2008. Initially, we will be preparing a Minerals Core Strategy, Waste Management Core Strategy, and a Proposals Map. Following advice from the Government Office for the South West, we have removed likely timescales for consultation to retain flexibility in the document. For more a more specific timeframe please refer to our Minerals & Waste Development Scheme. We intend to combine involvement on our different documents where appropriate to optimize the efficiency of the process, the value of the process outcomes, and to ensure that the community is not overloaded. We have developed our Minerals & Waste Development Scheme and community involvement processes with this in mind. To summarise there will be five key stages for involvement:

- 1. Statement of Community Involvement and Minerals & Waste Development Scheme preparation**
- 2. Pre-production – Issues & Options**
- 3. Preferred Options Consultation**
- 4. Submission Document Consultation**
- 5. Examination**

4.2 We will also be preparing a waste minimisation supplementary planning document. This will take approximately one year with a key consultation stage to coincide with the issues & options stage set out above for the development plan documents.

4.3 Although we want to encourage a process of continuous engagement, the earlier participants make their representations, the better chance there is of a change being included in the document.

Pre-Production of Development Plan Documents – Issues & Options

4.4 We will carry out joint informal pre-submission consultation on issues and alternative options for the Development Plan Documents in the following three stages.

4.5 Firstly, the Minerals and Waste Planning Policy Team has undertaken a specific technical review of the adopted Minerals Local Plan and Waste Local Plan in light of changes to national guidance. We received advice from internal and external consultees (including the Environment Agency, English Nature, the Countryside Commission and the Highways Agency), and we identified the issues needing review in the Minerals and Waste Development Scheme.

- 4.6 Secondly, following this initial work, we will carry out a more extensive round of informal consultation on the issues and options for the Development Plan Documents. This will be over an eight-week period. We will send a letter to those bodies identified in Appendix B giving details of the link to consultation documentation on our website (hard copies will be available on request). This will provide a continuous process of informal discussion with people during this phase of preparation in accordance with Regulation 25.
- 4.7 Thirdly, to coincide with the joint consultation periods, we will send a newsletter around the County (with multiple copies available for particular communal venues) and put it on our website, to help inform the community of the issues being debated. To encourage people to become involved we will look at joint awareness initiatives with the Waste Disposal Authority to link to the Municipal Waste Management Strategy. We will consider arranging forums/focus groups/workshops if there is sufficient stakeholder interest. This will result in a pre-submission document setting out our preferred options. Realistic alternatives will be subject to strategic environmental assessment and sustainability appraisal upon which people will also be invited to comment.

Pre-Submission Document - Preferred Options Consultation

- 4.8 We need to make sure that people's views are taken into account in determining preferred options. We anticipate that stakeholder events, such as focus groups and workshops, will provide opportunities for active involvement in preparing the Minerals and Waste Development Plan Documents.
- 4.9 To meet the legal requirements of Regulation 26, we will send all interested parties (listed in Appendix B) a letter stating that our preferred options (including strategic environmental assessment and sustainability appraisal) are placed on joint deposit for a six-week consultation period. We will also put a notice in local newspapers stating where and when the documents can be inspected (this will include District and County Council Offices, libraries and on our web site).
- 4.10 We aim to automatically acknowledge each e-mailed representation. Representations received within the statutory period will be considered by the Minerals and Waste Planning Authority, who will publish copies of both the representation and our consideration of them. Following the end of the consultation period we will send all respondents an acknowledgement of their representation and notifying them of our response. As part of this consideration we will show how representations have been incorporated (where appropriate) into the Minerals and Waste Development Plan Documents.

Submission Document Consultation – Regulation 28

- 4.11 Following Member approval, we will send our final submission document and accompanying final strategic environmental assessment and sustainability appraisal to the Secretary of State for independent examination. A Notice will be placed in local newspapers stating that the documents will be available to view at District and County Council Offices, libraries and on the Council's web site. At this stage we will send all interested parties (any person who has made a representation or is listed in Appendix B) a letter stating that they have six weeks to comment on the various submission documents. We will not consider any representations received after the stated deadline.

- 4.12 If we receive site-specific representations at this time relating to land not identified in the Minerals and Waste Development Framework (called omission sites), they will be subject to a second round of consultation following the end of the initial six week period. This will also be for a six-week period, of which all interested parties will be notified by letter. The proposers of alternative sites at this stage should have carried out a strategic environmental assessment and sustainability appraisal to demonstrate how their proposed sites are more appropriate and sustainable than ones currently included in the plan.
- 4.13 However, the Minerals and Waste Development Scheme identifies that the site-specific proposals contained in the Minerals Local Plan and Waste Local Plan will be 'saved' and not reviewed until after the Core Strategies are adopted in 2008. We intend to begin reviewing the site-specific proposals for minerals in 2008, with waste sites being reviewed some time later. Consequently, at this time there would be no site-specific submission Minerals and Waste Development Plan Documents to propose alternative sites against as there would be none being prepared.
- 4.14 The Inspector at the Independent Examination will consider any comments that have been submitted at the '*Submission Document*' stage. We anticipate that some degree of agreement will have already been reached by this stage, which will hopefully reduce the number of representations going forward to Examination.

Examination (date subject to agreement with the Planning Inspectorate)

- 4.15 The purpose of the Examination is to test the soundness of Minerals and Waste Development Plan Documents. We will publish any pre-examination changes for consultation, although we hope that early community and stakeholder involvement in the process will keep these to a minimum. We will advise all interested parties of the time and venue for the Examination by letter, and we will put all details on our web site.

Adoption

- 4.16 The Inspector's Report is binding, so there will therefore be no scope for further community and stakeholder involvement at this stage. We will make the report available at statutory deposit points and inform everyone who has commented on the Plan that the Inspector's Report has been published. We will also make the report available on our website. The Council will send a notification letter to everyone who has made representations that the Minerals and Waste Development Plan Document has been formally adopted. In addition, statutory notices will be placed in District Council/County Council Offices, in the local press and on our website.

Supplementary Planning Documents

- 4.17 We can also produce supplementary planning documents to support the policies in the Minerals and Waste Development Plan Documents if this is considered appropriate. Supplementary planning documents will form part of the Minerals and Waste Development Plan Framework but will not be subject to public examination. We must however prepare them in a clear and open manner and, in doing so conform with the Statement of Community Involvement. They will fulfil a similar role to current Supplementary Planning Guidance. We will:

- use stakeholder events to discuss the scope, content and early versions of the supplementary planning document. In particular we will use a focus group of interested parties with a particular expertise in this field;
- publish a draft for a period of public consultation (6 weeks) and publish a statement of representations received and our response;
- publish a statement of conformity with the Statement of Community Involvement when the supplementary planning document is adopted;
- carry out a sustainability appraisal during the preparation of the supplementary planning document and publish the findings.

Table 3 - Key stages and methods of consultation/involvement (the bold text indicates the minimum statutory requirements)

Stage of Minerals and Waste Development Framework preparation	Level of Involvement	Method of consultation/involvement
Initial technical consultation used to inform preparation of Issues and Options Report and identification of Strategic Environmental Assessment / Sustainability Appraisal objectives	Technical consultation for targeted gov't bodies	<ul style="list-style-type: none"> • Letters to specific organisations • E-mail to internal consultees
Raising awareness of the new planning system	Information for all community groups	<ul style="list-style-type: none"> • Publication of Newsletter No.1 • Press release to coincide with adoption of Waste Local Plan
Consultation on Issues and Options Report	Information, consultation and participation for all community groups	<ul style="list-style-type: none"> • County Council's Web Site • Letters to consultation bodies and target groups • Community based participation events • Publication of Newsletter
Consultation on Preferred Options	Consultation and participation for all community groups	<ul style="list-style-type: none"> • County Council's Web Site • Letters to consultation bodies and target groups • Newspaper notices • Inspection copies at County and District Council offices and in Public Libraries • Exhibitions • Consultee seminars • Press release to media • Publication of Newsletter
Submission of Development Plan Documents to Secretary of State	Consultation and participation for all community groups	<ul style="list-style-type: none"> • County Council's Web Site • Letters to consultation bodies and target groups • Newspaper notices • Inspection copies at County and District Council offices and in Public Libraries • Press release to media • Publication of Newsletter
Independent Examination of Development Plan Documents	Optional participation for all community groups	<ul style="list-style-type: none"> • An independent Planning Inspector will invite people making representations to attend examination sessions, as appropriate • round table discussions • hearings • or formal inquiry sessions • Examination sessions will be open for all interested parties to observe.
Inspector's Report and adoption of Development Plan Documents (to incorporate amendments specified in the Inspector's binding report)	Information for all interested parties	<ul style="list-style-type: none"> • Publication and notification for information • County Council's Web Site • Letters to consultation bodies and target groups • Newspaper notices • County and District Council offices and in Public Libraries • Press release to media
Annual monitoring report on minerals and waste development framework	Information for all interested parties	<ul style="list-style-type: none"> • County Council's Web Site • Letters to consultees (including Newsletters)

5. Involvement in Planning Applications

What is Development Control?

- 5.1 The process of deciding planning applications is known as Development Control. Gloucestershire County Council is the planning authority responsible for deciding (or *determining*) planning applications relating to: mineral development; all development relating to waste; and planning applications relating to development that the County Council itself proposes to carry out (e.g. road construction, school buildings).
- 5.2 Each planning application submitted to the County Council goes through a number of stages:
 - Pre-application discussions
 - Submission of planning application
 - Consultation, publicity and making comments on an application
 - Deciding planning applications
 - Making the results of decisions available

The extent to which the public can become involved varies with each stage and is described below:

Pre-Application Discussions

- 5.3 ***Discussions with the Council*** We encourage people and companies applying for planning permission (the *applicant*) to discuss their proposals with us before submitting a formal planning application. These are known as pre-application discussions. They help to confirm whether the principle of the development could be acceptable, highlight potential problems and clarify the format, type and level of detail needed for us to decide the application. The results of these discussions are not generally available, but information requests would be considered under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 5.4 ***Community Consultation*** For large or otherwise significant developments, we strongly encourage the applicant to undertake early consultation with the community (e.g. community groups, the wider public). Gloucestershire County Council consider that it is appropriate that increased community consultation for specific development projects be instigated by the developer/applicant. One reason for this is so that there is no public misunderstanding of the Planning Authority's role, i.e. that its involvement is restricted to determining the application.
- 5.5 The criteria for deciding which applications should undergo pre-application community consultation are set out in Appendix E. The applicant would be expected to discuss with us the consultation methods that they propose to implement prior to consultation. The resulting application should include details of the process, results and any changes to the proposals made as a result of the consultation exercise (Appendix F). Community involvement before an application is submitted can raise new issues and help allay concerns, and may amend the proposals or speed up the planning application process. In some circumstances it

may be appropriate for planning officers to assist in establishing a constructive dialogue between developers and members of the public e.g. by holding 'round-table' meetings with developers and objectors, or for planning officers to be present at exhibitions. This would however be discretionary as it would not be appropriate in all circumstances, and would only be with the agreement of the applicant.

5.6 Where the applicant holds public meetings or exhibitions we will encourage them to publicise them well in advance. Where the County Council is involved in these public meetings, we will also endeavour to publicise them well in advance. In addition, we are considering a future mail-shot to existing mineral and waste operators, to emphasize the value of pre-application discussions.

Submission of a Planning Application

5.7 We are required to undertake a process of consultation and publicity for every planning application we receive.

5.8 **Consultation** is when we seek the specialist advice of other interested organisations, such as government departments, government agencies, and district and parish councils. Legislation sets out the minimum requirements of this process and requires that we consult certain organisations so they can provide their specialist opinion on the proposal and identify mitigation measures and/or conditions to minimise the impact of and/or control the development. Consultation varies according to the development and location, but will always include the District/Borough Council and the Parish Council appropriate to the site location. A list of other statutory consultees and the circumstances in which they are consulted is included in Appendix G. In addition, where appropriate, we will notify other organisations listed in Appendix H.

5.9 **Publicity** is when we advertise the proposals to people who may be affected by or interested in the proposals, so they have the opportunity to find out more about it and can tell us their views before a decision is taken.

- Site Notice – we post at least one site notice for each application on or near the site in a position that will be clearly visible to the general public, local people and anyone passing by, and with further site notices erected where appropriate. In addition we also post site notices on our website. The notice will tell you where you can see copies of the application, where you should send your comments, and the date we need to receive them by. This date will be at least 21 days after posting the site notice. Standard site notices are included at Appendix L to help you recognise them.
- Newspaper Advert – we will advertise proposals for all major development (definition included within Appendix I) and development likely to affect a Scheduled Ancient Monument, listed building, conservation area, public right of way or that is not in accordance with the Development Plan, in a local newspaper. It will contain the same information as in the site notice. We generally allow you 7 days more than the statutory minimum period of 14 days from the date of advertisement for you to submit your comments to us.
- Near-Neighbour letter – Where an application site is close to other properties, we will send letters to the occupiers informing them about the application. Letters will include the same information as the site notice and will come with the leaflet "How to make comments on a Planning Application". We generally allow you 7 days more than the statutory minimum period of 21 days from the date that the letter is posted for you to submit your comments to us.

Appendix J contains the protocol on how we will identify near-neighbours for notification. This is based on a combination of criteria (relating to types and size of applications) and officer discretion. In addition, we are also:

- preparing a leaflet about accessing planning information
- amending the standard parish council planning application consultation letters to specifically request that they post lists of planning applications on which they are consulted on their notice boards and/or in parish newsletters

Where Can You View Copies of Planning Applications?

5.10 You can see these at our offices in Shire Hall, Gloucester between 09:00-17:00 Monday to Friday. If you wish to speak to a particular case officer we strongly recommend that you contact us in advance to arrange a time to come in. In addition, a copy of each planning application is sent to the relevant Local Authority and Parish/Town Council where it is publicly available.

We are also considering the following:

- A fortnightly list of new planning applications to be posted on our website;
- All near-neighbour letters to be accompanied by a site location plan;
- When an application is accompanied by an Environmental Statement, displaying a copy of the application documents in the nearest local library;
- Posting scanned copies of current planning application forms and location plans on our website.

These measures would be intended to assist people to view planning applications who are not able to visit our offices during normal work hours or who may have problems with mobility/transportation.

Making Comments on a Planning Application

5.11 We have produced a leaflet, "How to Make Comments on a Planning Application", which explains what you should do and what you can expect from us, when you are commenting on a planning application. This leaflet is issued with near-neighbour letters, the information in the leaflet is shown on our website, and they are also available at our offices. All of our leaflets relating to development control and enforcement are going to be reviewed soon to make sure they are accurate and up-to-date.

5.12 You can submit comments on planning applications to us by letter, e-mail or fax, which we aim to acknowledge by letter within 5 working days (if you send us your

postal address). In addition we have prepared (in draft) a standardised response form for making representations to applications, which will be available on our website and from our offices - see Appendix K for this draft version.

- 5.13 We will accept your comments up to the day that a decision is made. If your comments are received before completion of the planning officers' report they will be summarised and (where relevant to planning issues) will be addressed in that report. Letters relating to applications to be decided by Planning Committee will be made available to Committee Members prior to committee. You should be aware that your comments will be held on file and will be part of the public record associated with that application.
- 5.14 If you wish to discuss the planning application with the case officer before commenting on it you can telephone, e-mail or visit our offices in Shire Hall. If you wish to visit our offices we would recommend that you telephone in advance to ensure that the case officer is available. With sufficient prior notice, planning officers are also happy to attend local meetings to describe the application, the planning process and /or the progress of the application.

We are also developing the following:

- Providing a reference copy of our leaflets in libraries throughout the county;
- Providing copies of our leaflets to local action groups and liaison groups;
- A standardised response form to be available from Local Council offices and libraries;

A standardised response form available from our website, for submission by e-mail and with automatic acknowledgement.

Deciding Planning Applications

- 5.15 Planning applications may be decided either by our Planning Committee or the County Planning Manager. Our protocol, setting out which applications go to Committee, is in the process of preparation and will shortly be put on our website. Members of the planning committee generally visit each site before the meeting is held. Both of these events are open to members of the public and details of dates are published on our website and may also be obtained from our 'Democratic Services Directorate'. If an application is to be decided by the Planning Committee, we aim to notify all those who have written to us about the application by letter at least 7 days before the date of the Members' site visit.
- 5.16 **Members' Site Visit** – We have a leaflet called "*Attending a Planning Committee Members' Site Visit*", which describes what happens during these visits and what your rights are. This is available from our offices at Shire Hall and the information is on our website.

We are also developing the following:

- Posting the itinerary of the Members' site visit on our website
- Providing a reference copy of this leaflet in libraries throughout the county

These measures would be intended to assist people who are not able to visit our offices during normal work hours, or who do not have internet access.

5.17 **Planning Committee** – We display Planning Committee documents (including agenda, reports and recommendations) on our website, or you can get them by contacting our ‘Democratic Services Directorate’ at least 5 working days before the meeting. We have a leaflet, “*Your right to speak at Planning Committee*”, which sets out what happens at a Planning Committee meeting and the ways that the public can be involved. This is available from our offices and the information contained within it is also shown on our website. Details of planning committee meetings and full sets of meeting papers are also sent to the local press.

5.18 At the Planning Committee, the public can:

- ask a public question (written or spoken) to the Committee Chairperson at the start of the meeting;
- speak for or against the proposal. At present, for every application, up to 5 objecting and 5 supporting speakers may speak for up to 4 minutes each (a total of 40 minutes). This protocol for speaking at planning committee is currently being reviewed.

We will provide a reference copy of our leaflets in libraries throughout the County.

Making the Results of Decisions Available

5.19 Once a planning application has been decided, we aim to tell everyone who has written to us about that application within 5 working days of the decision. Copies of decision notices are kept for public inspection (during normal working hours) and are also issued to the relevant District Council to be held on their public registers. Anyone can purchase a copy of a decision notice: contact our office for details of charges.

We will publish decision notices and a fortnightly list of decisions on our website for a trial period in 2005. This will be continued if successful.

5.20 Planning Committee minutes are published in draft form on our website or are available from our ‘Democratic Services Directorate’ before the next Planning Committee meeting, with the final version being published once it has been ratified at the following planning committee.

6. Managing the Process

Resources Available

6.1 It is clear that more community involvement will require additional resources and time, particularly for more active involvement activities. However, we have developed this Statement of Community Involvement to reflect our ability to involve the community, drawing on all resources available. Whilst this Statement of Community Involvement sets out how and when people will be involved, we also hope to involve more people, more actively if resources are available to us (and if it is appropriate to the process). The requirements of the different activities will also be reviewed as part of the evaluation, allowing us to learn from experience (see 6.17).

6.2 Making decisions on the content of the Minerals and Waste Development Plan Documents is ultimately the responsibility of elected members. This will be undertaken through the Council's Cabinet, full County Council as appropriate. Particular local members may also become involved at site-specific stages.

6.3 Our Minerals and Waste Planning Policy Team will carry out most of the work required in community involvement. The team sits within a larger Planning Unit and currently consists of a Team Leader (who will be the project manager for the Minerals and Waste Development Plan Documents), two Principal Planning Officers, a Senior Planner and a Planning Officer. The Development Control Team has contributed to the planning application consultation section. In addition, staff resources from the wider Planning Unit are potentially being made available. Other resources that may be called upon are identified below:

- Office of the Deputy Prime Minister and Department for Environment, Food and Rural Affairs, through the Government Office for the South West
- Planning Inspectorate
- Regional Planning Body/Regional Assembly
- Gloucestershire District Councils
- Adjacent Mineral Planning Authorities

6.4 The Minerals and Waste Planning Policy Team will carry out joint consultation and stakeholder events with other teams in the Council (for example with the Municipal Waste Management Team on the Municipal Waste Management Strategy) where possible. This will help to reduce costs and link strategies. However, sufficient funding will be made available to undertake those aspects of community involvement set out in this Statement of Community Involvement. The Statement of Community Involvement has been developed to be effective but also achievable.

6.5 In terms of potential venues for events, where possible these will utilize existing community facilities (for example District Offices or Parish Halls) to reduce costs involved in hiring meeting rooms. We hope to use locations that are centrally accessible to residents of Gloucestershire, bearing in mind that holding meetings in one extremity of the County is unlikely to suit stakeholders from the opposite side of the County. However, where site-specific aspects are being discussed, localized venues will be sought for such events.

Independent Facilitation

6.6 In order to provide independent facilitation of stakeholder events we have hired a firm of consultants called Entec. They have worked with officers to provide advice on techniques for engaging with communities to make sure that we use appropriate methods to help interested parties contribute effectively. The consultants will produce a report following each facilitated event to highlight the issues that were discussed and the key findings. These reports will not only provide transparency of process for the local community but will also help to keep elected members informed of the outcome of stakeholder events.

Handling Representations

6.7 To meet the timescales proposed in the Minerals and Waste Development Scheme, we need to handle most of the representations and consultation periods electronically. This requires the creation of a database of e-mail addresses (with a list of postal addresses for those not on-line). We are currently developing this system and it is hoped that the wider community support e-mail consultation when this Statement of Community Involvement is reviewed.

Feeding Back Results

6.8 This section explains how we will use the results of community involvement in the preparation of this Statement of Community Involvement, the Minerals and Waste Development Plan Documents and supplementary planning documents.

Minerals and Waste Development Plan Document and Supplementary Planning Document Preparation

6.9 We predict that the Minerals and Waste Planning Authority will hold stakeholder events during preparation of each Minerals and Waste Development Plan Document to engage the community in discussions surrounding particular issues. As with the Statement of Community Involvement, these will be independently facilitated, and it is the role of the facilitator to produce a report for the Minerals and Waste Planning Authority summarizing the issues raised. These matters will be considered alongside national guidance when drafting revised or new policies. We will append the summary reports to committee/cabinet items to make Elected Members aware of the outcome of these events.

6.10 Feedback on the outcome of events will be via biannual newsletters sent to interested parties, posted on our web site, and (when available) set out for viewing at subsequent engagement sessions.

6.11 In addition, the Minerals and Waste Planning Authority must send to the Secretary of State two statements relating to the statutory consultation periods:

The first (called a '*pre-submission consultation statement*' [Reg 28(1)(c)]) sets out which bodies/persons have been consulted as part of the '*Pre-production – Options & Alternatives*', how they have been consulted, a summary of the main issues that have been raised and how they have been addressed in the Minerals and Waste Development Plan Documents.

The second statement [Reg 28(1)(d)] is required to detail the number of representations we received during the '*Pre-Submission Document*

Preferred Options' consultation period, how people have been consulted, a summary of the main issues that have been raised, and how they have been addressed in the Minerals and Waste Development Plan Documents.

6.12 The Minerals and Waste Planning Authority will send a letter to those who want to be consulted as part of the '*Pre-production – Options & Alternatives*', telling them how to access the following documents electronically:

- the submitted Minerals and Waste Development Plan Document,
- the Strategic Environmental Assessment / Sustainability Appraisal Report,
- the Pre-submission Consultation Statement,
- the Notice,
- any other relevant documents that have been submitted to the Secretary of State.

6.13 For anyone who does not have on-line access, we will make the documentation available at District/County Council Offices and libraries (subject to the issue highlighted in paragraph 3.15).

Continuous Improvement

6.14 It is important that individuals, groups, organisations and businesses are given ample opportunity to influence the decision-making process. Effective participation helps the community to understand and contribute positively to the planning system. It also assists us in bringing to light new issues, offering opportunities for collaboration and sharing responsibilities.

6.15 On adoption of the Statement of Community Involvement the Council is bound by its contents. However, the Statement of Community Involvement will be under constant review by officers to see whether it is achieving its intended purpose. The criteria that will be used to assess this are:

- whether it sets out the process in a relevant and accessible way,
- whether it involves the community effectively,
- whether it proposes appropriate techniques,
- whether changes to guidance/regulations require a revision,
- ultimately, whether it facilitates the achievement of the vision.

6.16 In order to gain an insight into these issues, participants will be asked to complete a brief questionnaire to provide feedback following each stakeholder event (such as the forum/workshops, or focus groups) on the appropriateness, clarity and usefulness of the exercise. The outcomes will then be included in the summary reports from each session. The success, or otherwise, of events and techniques will be factored into the next Statement of Community Involvement that the Minerals and Waste Planning Authority produces.

6.17 The second Statement of Community Involvement will be prepared with the assistance of stakeholders following adoption of the first group of Minerals and Waste Development Plan Documents to be produced, as set out above, which is likely to be in 2008. The intention is that this two-way process will assist in building a sense of trust and confidence in the approach.

Appendix A – Glossary of Terms

Area Action Plan (AAP) Provide a planning framework for areas of change and areas of conservation.

Annual Monitoring Report (AMR) Assesses the implementation of the Local Development Scheme and extent to which the policies in Local Development Documents are being achieved.

Community Strategy The Local Government Act 2000 requires local authorities to prepare a Community Strategy. It sets out the broad vision for the future of the local authority's area and proposals for delivering that vision.

Core Strategy (CS) Sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision.

Development Control policies A set of criteria-based policies required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan Document (DPD) Spatial planning documents that are subject to independent examination. There is a right for those making representations seeking change to be heard at an independent examination.

Elected Members Locally elected community representatives that form part of the decision making body in a local authority.

Engagement Entering into a deliberative process of dialogue with others, actively seeking and listening to their views and exchanging ideas, information and opinions. Unlike 'mediation' or 'negotiation' engagement can occur without there being a dispute to resolve.

Enquiry by Design This process helps reach agreement between groups that would normally hold differing aspirations by bringing them together and focusing on the sustainability and quality of the urban environment itself. All concerns - technical, political, environmental and social - are tested and challenged by the design itself, so that design leads rather than follows the process.

Inspector's Report This will be produced by the Planning Inspector following the Independent Examination and will be binding on the County Council.

Local Development Framework (LDF) Comprises a portfolio of local development documents that will provide the framework for delivering the spatial planning strategy for the area.

Local Development Document (LDD) A document that forms part of the Local Development Framework. Can either be a Development Plan Document or a Supplementary Planning Document.

Local Development Scheme (LDS) Sets out the programme for the preparation of the local development documents. Must be submitted to Secretary of State for approval within six months of the commencement date of the Act regardless of where they are in terms of their current development plan.

Local Strategic Partnership (LSP) Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing the Community Strategy.

Mediation Intervention into a dispute by an acceptable impartial neutral person whose role it is to assist the parties in dispute to reach their own mutually acceptable settlement. It is essentially a voluntary procedure, its proceedings are confidential to the participants; any settlement however can be made public with the agreement of all parties.

Minerals & Waste Development Plan Document (M&WDPD) Spatial minerals and waste related planning documents that are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

Minerals & Waste Development Scheme (M&WDS) Sets out the programme for the preparation of the minerals and waste development documents. Must be submitted to Secretary of State for approval within six months of the commencement date of the Act regardless of where they are in terms of their current development plan.

Minerals & Waste Development Framework (M&WDF) Comprises a portfolio of minerals and waste development documents which will provide the framework for delivering the spatial minerals and waste planning strategy for the area.

Negotiation Process of reaching consensus by exchanging information, bargaining and compromise that goes on between two or more parties with some shared interests and conflicting interests. Negotiation is likely to be part of the process of mediation, but can also happen outside of any formal mediation and without the assistance of a neutral person.

Office of the Deputy Prime Minister (ODPM) The Government department with responsibility for planning and local government.

Planning Aid Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to afford to pay for the full costs of such advice. Planning Aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively.

Proposals Map Illustrates the policies and proposals in the development plan documents and any saved policies that are included in the local development framework.

Public Consultation A process through which the public is informed about proposals fashioned by a planning authority or developer and invited to submit comments on them.

Site-specific Allocations and Policies Allocations of sites for specific or mixed uses or development. Policies will identify any specific requirements for individual proposals.

Strategic Environmental Assessment (SEA) Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. In the UK, SEA is increasingly used to refer to an environmental assessment in compliance with the 'SEA Directive'.

Supplementary Planning Document (SPD) Policy guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination. (Formerly known as Supplementary Planning Guidance SPG).

Sustainability Appraisal (SA) Generic term used to describe a form of assessment that considers the economic, social and environmental effects of an initiative. SA, as applied to Local Development Documents, incorporates the requirements of the SEA Directive.

Statement of Community Involvement (SCI) The County Council must produce a local development document that sets out how and when the community can get involved in the preparation of Development Plan Documents. It should also set out the Local Planning Authority's vision and strategy for community involvement, how this links to other initiatives such as the community strategy, and how the results will feed into Development Plan Document preparation. The Statement of Community Involvement will be subject to independent examination.

Appendix B – Consultation Bodies for the Minerals and Waste Development Framework

Bodies identified pursuant to Regulation 25 are known as *Development Plan Document Bodies*. The Minerals and Waste Planning Authority is required to consult:

- (a) each of the **specific** consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the development plan document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate.

The key issue for the Minerals and Waste Planning Authority to determine is the extent to which the proposed subject matter affects the body. Consequently the *Development Plan Document Bodies* for the Minerals and Waste Development Plan Documents are:

Specific Consultation Bodies

- Government Office for the South West (see also list of Central Government Departments below);
- Countryside Agency;
- Environment Agency;
- Historic Buildings and Monuments Commission for England (English Heritage);
- English Nature;
- Strategic Rail Authority;
- Highways Agency;
- South West Regional Planning Body;
- South East Regional Planning Body;
- West Midlands Regional Planning Body;
- Cheltenham Borough Council;
- Gloucester City Council;
- Cotswold District Council;
- Forest of Dean District Council;
- Stroud District Council;
- Tewkesbury Borough Council;
- Wiltshire County Council;
- Swindon Unitary Authority;
- South Gloucestershire Unitary Authority;
- Herefordshire County Council;
- Worcestershire County Council;
- Warwickshire County Council;
- Oxfordshire County Council;
- Monmouthshire Unitary Authority;
- North Wiltshire District Council;
- Malvern Hills District Council;
- Wychavon District Council;
- West Oxfordshire District Council;
- Vale of White Horse District Council;
- Stratford-on-Avon District Council;
- Welsh Assembly;
- South West Regional Development Agency;
- South East Regional Development Agency;
- Advantage West Midlands;
- Welsh Development Agency (South East Division);

- All Parish Councils in Gloucestershire and those that adjoin the County boundary;
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of Gloucestershire;
- The Strategic Health Authority;
- Any person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
- National Grid Transco;
- Severn Trent Water, Thames Water, Wessex Water and Welsh Water.

General Consultation Bodies

The Minerals and Waste Planning Authority will also consult, where appropriate, the following agencies and organisations in the preparation of Minerals and Waste Development Documents.

- Age Concern;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Citizens Advice Bureau;
- Civil Aviation Authority;
- Coal Authority (and Deputy Gaveller);
- Commission for Architecture and the Built Environment;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- English Tourist Board;
- Environmental groups at national, regional and local level, including:
 - i. Council for the Protection of Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds; and
 - iv. Wildlife Trusts;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Housing Corporation;
- Learning and Skills Councils;
- Local Agenda 21 framework, which may include:
 - 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;
- Local Council for Voluntary Services;
- Local Educational Establishments;
- Local Strategic Partnership;
- Minerals & Waste Industry (and their Trade Associations);
- National Playing Fields Association;
- Network Rail;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Planning Consultancies;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Regional Development Agencies;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association;
- Sport England;
- The House Builders Federation;
- Traveller Law Reform Coalition; and
- Women's National Commission.

Central Government Departments

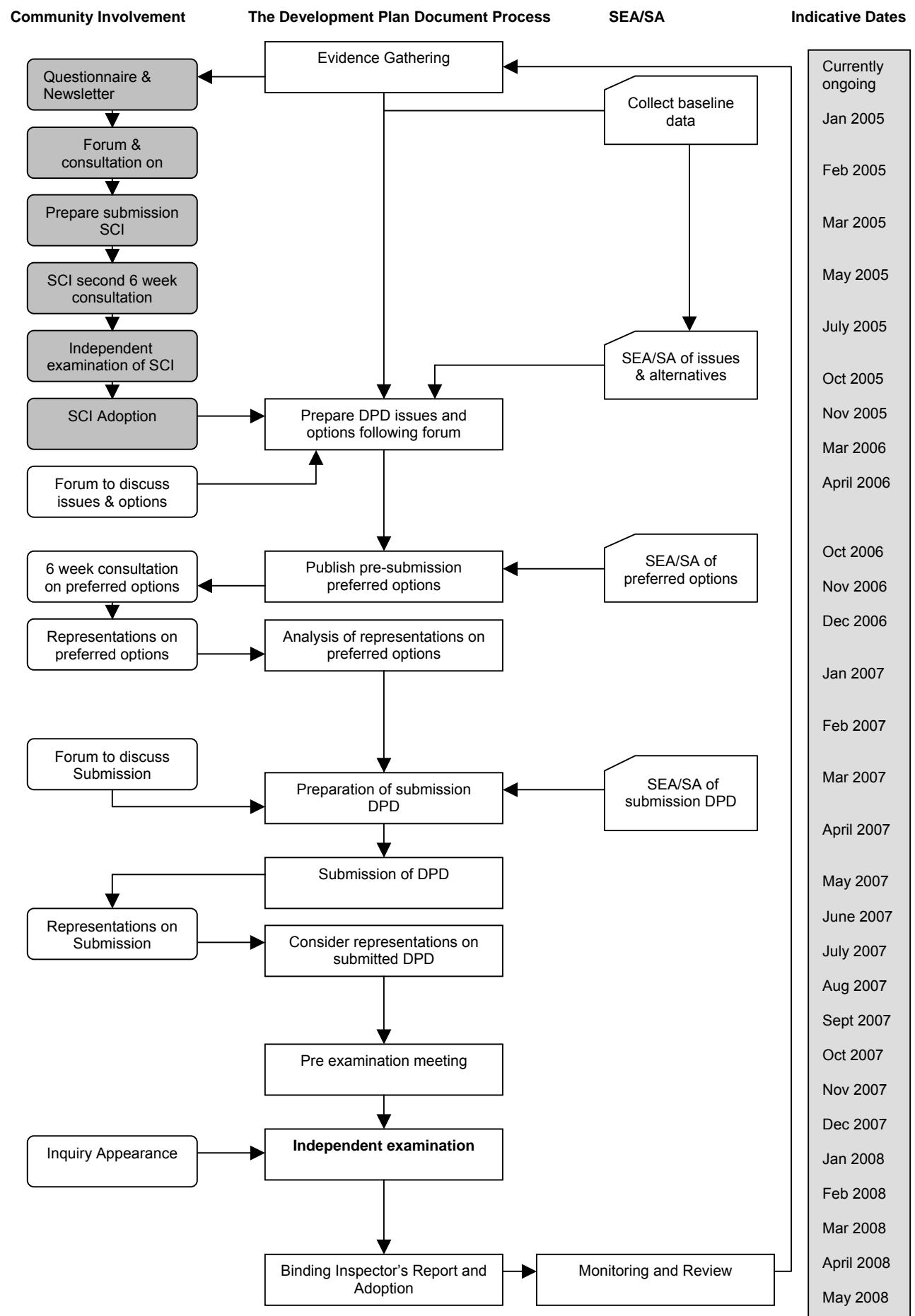
- Home Office;
- Department for Education and Skills (through Government Offices);
- Department for Environment, Food and Rural Affairs;
- Department for Transport (through Government Offices);
- Department of Health (through relevant Regional Public Health Group);
- Department of Trade and Industry (through Government Offices);
- Ministry of Defence;
- Department of Work and Pensions;
- Department of Constitutional Affairs;
- Department for Culture, Media and Sport;
- Office of Government Commerce (Property Advisers to the Civil Estate)

Internal Consultees

In addition there are a number of interests internal to Gloucestershire County Council that will provide useful input into the process. These are:

- Archaeology;
- Community Strategy;
- Ecology;
- Economic Development;
- Elected Members;
- Highways (Network Improvement);
- Landscape;
- Local Transport Plan;
- Municipal Waste Disposal;
- Tourism.

Appendix C - How the Statement of Community Involvement Fits into Minerals and Waste Development Plan Document Preparation



Appendix D - The Government's Nine Criteria for Sound Statement of Community Involvements

The Government¹ considers that an effective Statement of Community Involvement should fulfil nine criteria to be considered 'sound':

1. Show that the Local Planning Authority is meeting legal requirements.
2. Set out the Local Planning Authority's overall vision and strategy for community involvement, and how this links with other community involvement initiatives, e.g. Gloucestershire's Community Strategy.
3. Identify clearly the range of local community groups who need to be involved.
4. Show that the Local Planning Authority understands how best these communities can be involved in a timely and accessible way, and has identified suitable techniques to use.
5. Be clear about the different stages of involvement – information, participation, consultation, feedback etc – and shows that these will be done in ways that work for the different stages and for the particular communities.
6. Show that the Local Planning Authority can resource and manage the process effectively. This should include a clear understanding of the roles of members and officers in the process.
7. Show how the results are to be fed into preparation of Development Plan Documents and Supplementary Planning Documents.
8. Set out how the Local Planning Authority will learn from the experience and improve the arrangements where necessary.
9. Set out the Local Planning Authority's policy for consultation on planning applications.

¹ Community Involvement in Planning: The Government's Objectives (2004)

Appendix E – Criteria for Pre-Application Community Consultation

Developers would be expected to undertake pre-application community consultation where the development falls within the following criteria:

- Schedule 1 developments (i.e. developments that require Environmental Impact Assessment under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999).
- Schedule 2 developments deemed likely to have significant environmental effects (i.e. developments included within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 and deemed to be likely to give rise to significant environmental effects and hence need to be accompanied by an Environmental Impact Assessment).

In addition, as a result of pre-application discussions the Planning Authority may recommend (on a case-by-case basis) that applications for other types of developments incorporate community consultation. If we receive planning applications for development that falls within the criteria listed above that have not included public consultation, we will recommend that this is undertaken. If an applicant does not follow our recommendation to carry out public consultation, we will require that a statement setting out the reasons for this are submitted as part of the application.

Appendix F – Content of Pre-Application Discussions

Pre- application discussion with the Planning Authority and Statutory Consultees

Gloucestershire County Council (as the Planning Authority) encourages applicants to discuss proposals for development prior to the submission of an application. Pre-application discussion between the Planning Authority, relevant consultees and the operator will guide the content of the subsequent application and provide an opportunity to highlight pre-application requirements, for example:

- The need for an Environmental Impact Assessment of the proposal under the Town and Country Planning (Environmental Impact Assessment) Regulations 1999
- Hydrological monitoring as required by the Environment Agency
- Baseline monitoring of the environment prior to development to allow the accurate assessment of any adverse environmental impact arising from the proposed development. Such information will be essential to the preparation of environmental assessments, landscape appraisal and visual impact assessment, noise assessment etc.
- Landscape enhancement, ecological survey and/or archaeological assessment where appropriate.
- Pre-application public consultation

Approach to be taken for Pre-application public consultation

- Where pre-application public consultation is to be undertaken we recommend that the developer discuss with us their approach to consultation, the methods to be used and the organisations and/or communities to be targeted. Where consultation is undertaken, the planning application shall be accompanied by a supporting statement which shall include the following:
 - A description of the methods used and the rationale behind their use
 - An assessment of the inclusivity of the process;
 - A description of the results;
 - Developer's response to the key issues raised during the public consultation process and how they may be addressed;
 - A description of any changes to the proposals as a result of public consultation.

We recommended that the developer also send a copy of the consultation supporting statement to the groups/organisations involved in the consultation process, and to advise all participants/respondents where a copy of this document may be inspected.

Appendix G – List of Statutory Planning Application Consultees

The table below includes the statutory consultees, and the circumstances when they would be consulted during the planning application decision-making process. The consultations are identified on the basis of the circumstances, nature of the proposal or site although some will apply to all applications:

Reason for consultation	Organisations	Basis for consultation
Likely to affect land in the area of another planning authority	The local planning authority concerned	Article 10, General Permitted Development Order
Involve a material increase in the number of people working in or visiting an area identified by the Health and Safety Executive due to the presence in the vicinity of toxic, reactive, explosive or inflammable substances.	Health and Safety Executive	Article 10, General Permitted Development Order
Result in a material increase in the volume or character of traffic entering or leaving a trunk road or using a level crossing over a railway	The Highways Agency	Article 10(e) General Permitted Development Order
Result in a material increase in the volume or character of traffic using a level crossing over a railway	Network Rail (Rail Network Operator) Department for Transport	Article 10(e) General Permitted Development Order
Development that would: <ul style="list-style-type: none"> • Result in a material increase in the volume or character of traffic entering or leaving a classified road/proposed highway • Likely to prejudice the improvement or construction of a classified road/proposed highway • Involve the creation or alteration to an access to a highway • The construction of access to a toll road 	Local Highway Authority i.e. Gloucestershire County Council, Environment Directorate	Article 10(h) General Permitted Development Order
Development (a building or pipeline) in an area of coal-working	The Coal Authority	Article 10(j)
Development involving mining operations	The Environment Agency	Article 10(k)
Development within 800m of any royal palace or park that might affect its amenity or security	The Department for Culture, Media and Sport	Article 10(l) General Permitted Development Order
Development likely to: <ul style="list-style-type: none"> ▪ affect the site of a scheduled ancient monument ▪ affect garden or park of special historic interest, classified on the Register as Grade I or II* 	English Heritage English Heritage	Article 10(m) General Permitted Development Order Article 10(n) General Permitted Development Order
Development likely to affect the setting of a grade I or II* listed building or likely to affect the character or appearance of a conservation area where the development is of >1000m ² or the construction of any building >20m in height above ground level.	English Heritage (notification)	Environment Circular 14/97 'Planning and the Historic Environment – Notification and Directions by the Secretary of State' Paragraph 8
Applications involving the demolition of/material alteration to Grade I & II* listed building (including grades A, B & C ecclesiastical buildings)		Paragraph 11
Development likely to affect any garden or park listed on the Register of Historic Parks and Gardens	The Garden History Society	Town and Country Planning (Consultation with the Garden History Society) Direction 1995

Development involving works in the bank or on the bank of a river or stream	Environment Agency	Article 10(p)
Development for the purpose of refining or storing mineral oil (or derivatives)	Environment Agency	Article 10(q)
Development involving the use of land for the deposit of refuse or waste	Environment Agency	Article 10(r)
Development related to treatment/disposal of sewage or sludge (with some exceptions)	Environment Agency	Article 10(s)
Development relating to use of land as a cemetery	Environment Agency	Article 10(t)
Development likely to affect a Site of Special Scientific Interest, or within 2km of a notified Site of Special Scientific Interest (when notified) Where no consultation area around important conservation sites has been defined – if there is doubt about whether the development would have an effect	English Nature English Nature	Article 10(u), General Permitted Development Order Mineral Planning Guidance Note 6 paragraph 72 Planning Policy Guidance Note 9 paragraph 32
Development likely to affect a Special Area of Conservation or Special Protected Area, that is not directly connected with or necessary for the management of the site	English Nature	Regulation 48, Conservation (Natural Habitats, &c.) Regulations 1994 (the Habitats Regulations)
Development affecting a Theatre	The Theatres Trust	Article 10(v)
Non-agricultural Development involving: <ul style="list-style-type: none">▪ the loss of ≥ 20 ha of agricultural land (grades 1,2 or 3a)▪ the loss of <20 ha grade 1, 2 or 3a agricultural land, that could lead to a further loss, cumulatively to ≥ 20ha	Department of Environment, Food and Rural Affairs (DEFRA)	Article 10(w)
Development within 250m of land that has (within 30 years) been used, and has been notified to the planning authority, for the deposit of waste	The Environment Agency (as the Waste Regulation Authority)	Article 10(x), General Permitted Development Order Planning Policy Statement 10, paragraph 33
Development <ul style="list-style-type: none">▪ that would detrimentally affect land used as a playing field▪ on undeveloped land used as a playing field within the past 5 years▪ allocated for use as playing field in development plan▪ involving the replacement of the grass surface with a man-made or composite surface	Sport England	Article 10(z)
Development that would lead to the loss of sports facilities	Sport England	Planning Policy Guidance Note 17 'Sport and Recreation'
Development affecting inland waterway owned by the British Waterways Board, or associated feeder channel, culvert etc	British Waterways	Article 10(za)
Development that would impact major accident hazards	Health and Safety Executive Environment Agency (also English Nature if hazard would affect an area of particular nature conservation interest or sensitivity)	Article 10(zb)
Development that would affect an existing/ proposed infrastructure project, or is within an identified area likely to affect a strategic regional investment/employment policy <ul style="list-style-type: none">• A change to an access of a	South West Regional Development Agency The Highways Agency	Article 10(zc) Article 15, Site of Special

<ul style="list-style-type: none"> motorway or road with speed limit of >40mph any development within 67m from the middle of a highway not transferred to local highways authority; highway that Secretary of State proposes to be improved under parts II & V of 1980 Highways Act; any highway the Secretary of State proposes to construct. 	(notification) (determination only after Article 14 direction; notification of intent not to issue direction; period of 28 days has elapsed without receipt of direction)	Scientific Interest
	The Coal Authority	Article 16 General Permitted Development Order
Potentially polluting developments	Environment Agency	Planning Policy Statement 23 Planning and Pollution Control Paragraph 15
Development within internal drainage districts, or that may impact on them	Relevant Internal drainage board	Planning Policy Guidance Note 25 – Development and Flood Risk
Development that would require particular consideration of flood risk issues e.g. within a river or coastal floodplain, within/adjacent to any watercourse or flood defence structure, involve culverting/diverting a watercourse; significant increase in surface water run-off	Environment Agency Sewerage undertaker (e.g. Severn Trent, Thames Water, Welsh Water, Wessex Water) Navigation Authority (e.g. British Waterways Company of Proprietors of the Stroudwater Navigation" English Nature	Planning Policy Guidance Note 25 – Development and Flood Risk
Proposals within 500m of an integrated planning and pollution control process (Part A(1) 1990 PPC Regulations)	Environment Agency	Pollution Prevention and Control (England and Wales) Regulations 2000
Proposals within 250m of: <ul style="list-style-type: none"> Local authority integrated planning and pollution control process (Part A(2) 1990 PPC Regulations) Air Pollution Control or Local Air Pollution Prevention and Control process (Part B 1990 PPC Regulations) 	Local Authority (Environmental Health)	Pollution Prevention and Control (England and Wales) Regulations 2000
Proposals for development affecting rights of way	Local Highways Authority And as appropriate: Auto Cycle Union British Driving Society British Horse Society Byways and Bridleways Trust Cyclists Touring Club The Ramblers' Association	Circular 2/93 'Public Rights of Way' Annex E
All applications	Relevant Parish/Town Council	Article 13, General Permitted Development Order
Where development would affect or be affected by land instability	Consultation as necessary with bodies such as the British Coal Corporation and other mining organisations, the Mineral Valuers of the Valuation Office, Inland Revenue, and the Health and Safety Executive	Paragraph 48, Planning Policy Guidance Note 14 Development on Unstable Land
	Civil Aviation Authority	The Town and Country Planning (Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas) Direction 2002
	Ministry of Defence (Land Safeguarding)	The Town and Country Planning (Safeguarded Aerodromes, Technical Sites

		and Military Explosives Storage Areas) Direction 2002
Development that raises conservation issues of more than local importance	Commission for Architecture & the Built Environment	Paragraph 2.13 Planning Policy Guidance Note 15 Planning and the Historic Environment
Developments that are important in themselves; development on prominent sites; schemes with a significant impact proposals that initiate regeneration or set a standard for further development		Department of Environment Transport and the Regions letter to Local Planning Authorities dated 17/03/1997
All Development	County Archaeological Officers	Gloucestershire County Council policy
Development that would be likely to result in harm to a protected species or its habitat	English Nature	1994 Conservation and Habitat Regs etc para 47
Lawful Development certificate application relating to a SSSI	English Nature (notification)	Para 49 1994 Conservation & Habitat Regs
Reclamation of mineral sites to nature conservation uses	English Nature	Mineral Policy Guidance Note 7 Annex B, paragraph B51
Advice on geological features of interest at mineral sites	English Nature	Mineral Policy Guidance Note 7 Annex B, paragraph B53
Where a local planning authority has been notified of a proposed development reliant on planning permission granted by general development order	English Nature	Conservation (Natural Habitats, &c.) Regulations 1994 - Regulation 62
All new mineral development proposals	Environment Agency	Mineral Policy Guidance Note 6 paragraph 97 Mineral Policy Guidance Note 15 paragraph 78
Where forestry is proposed as restoration/ aftercare of mineral development	Forestry Commission	Town and Country Planning Act 1990, Schedule 5, Part 1, paragraph 4 Mineral Policy Guidance Note 7 paragraph 59 & 60
Proposals where: <ul style="list-style-type: none"> – any part of the development site consists of; – or where development would affect; – or where development would involve erecting a new building or extending the footprint of existing buildings and is within 500m of; ancient semi-natural woodlands or ancient replanted woodlands	Forestry Commission	Department of the Environment Circular 9/95 as amended by Department of Environment Transport and the Regions letter to Chief Planning Officers 15/03/1999
Where woodland on land proposed for mineral development is dedicated under the forestry commission dedication Scheme or grant aided under 1979 Forestry Act Or if tree planting is to be supported under the Woodland Grant Scheme or Community Woodland Supplement	Forestry Commission	Mineral Policy Guidance Note 7, Annex B Paragraph B20 & B21
Development, where people are accustomed to assemble in the vicinity of licensed explosive sites	Health and Safety Executive	Letter to Chief Planning Officers from the Health and Safety Executive 14/02/1985

Appendix H – List of Non Statutory Consultees

Depending on the location and nature of the proposals, as part of the consultation process, we may notify particular non-statutory organisations, as listed below. This list is not exhaustive and is subject to rolling review:

- Local interest groups
- Quarry liaison groups
- Waste site liaison groups
- Cotswold Conservation Board
- Cotswold Water Park Society
- Cotswold Water Park Joint Committee
- Council for the Protection of Rural England
- Ramblers Association
- Wye Valley Area of Outstanding Natural Beauty Society
- Deputy Gaveller, Forestry Commission
- Gloucestershire Wildlife Trust
- Cotswold Canals Trust
- Friends of the Earth
- Thames Water

Appendix I – Definition of Major Development

Taken from SI 419 The Town and Country Planning (General Development Procedure) Order 1995, Article 8(7)

"major development" means 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 hectare 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;

Appendix J – Draft Criteria for Neighbour Notification

Direct notification of neighbours by the County Planning Authority is discretionary, provided that the statutory requirements for publicity have been fulfilled. Gloucestershire County Council's policy for neighbour notification is designed to supplement other methods used for local publicity and consultation (i.e. consultation with parish councils, site notices and newspaper advertisements) and is a combination of specific criteria and case officer discretion. In the case of applications likely to have wider effects, those occupiers/residents liable to experience significant effects from traffic, noise, fumes, dust, vibration, smell and wind-blown litter from the proposed development would be notified.

For Minerals and Waste Applications

Notification by letter all those properties within 100m of the proposed site boundary except:

- a) For new quarries, quarry extension over 1ha² or major waste management facilities* all properties within 250m of the site boundary (as defined by the red line area) shall be notified
- b) For additional significant development or a significant variation of existing conditions at existing quarries or major waste disposal sites*, all properties within 250m of the proposed development shall be notified (where 'significance' of development or variation shall be at the discretion of the case officer).

* Major waste disposal facilities/sites are taken to include new waste-water treatment works and the following waste treatment facilities that are permitted to handle more than 20,000 tonnes of waste per year:

- landfill/landraising sites,
- composting facilities,
- recycling facilities;
- thermal treatment; and
- waste disposal facilities, which in the view of the County Planning Authority are of a similar nature;

For Regulation 3 (County Council applications):

- a) For new schools or development more than 1,000sqm, all properties within 100m from the site boundary shall be notified.
- b) For all other development, all properties, which adjoin the proposed development, shall be notified.

For all of the above:

- in the case of applications likely to have wider effects, those occupiers/residents liable to experience significant effects from traffic, noise, fumes, dust, vibration, smell and wind-blown litter from the proposed development. The significance and extent of potential impact would be assessed by the development control case officer guided by the conclusions of the Environmental Statement where this accompanies an application;
- Only properties for which the County Council have details of postal addresses shall be notified.

Appendix K – Planning Application Consultation Response Form



Gloucestershire

COUNTY COUNCIL

Planning Application Consultation Response Form.

Application number:	
Proposed development and location:	
Your name*	
Your address* Postcode:	
Your telephone number	
You must * tick one box	<input type="checkbox"/> Support the proposal <input type="checkbox"/> Object to the proposal <input type="checkbox"/> Make a general observation
Your comment.	
Date:	Signature:

If this space is insufficient, please use additional sheets of paper, but please tick one box above to ensure your return is processed efficiently.

Sections marked with *must be completed.

Your comments will be a matter of record and a public document.

This completed form should be returned to:

The Planning Manager, Environment Directorate, Shire Hall, Gloucester. GL1 2TH

Appendix L – Standard Site Notices

Examples of two typical site notices are set out overleaf for County Council School Development and Minerals/Waste development respectively. Please note these will be reproduced on orange paper and laminated when posted on site.

**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT
PROCEDURE) ORDER 1995**

Application No: **05/0064/FDREG3/CAPS**

Proposed Development at: **PRIMARY SCHOOL, GLOUCESTER, GL16 3PD**

I give NOTICE that **GLOUCESTERSHIRE COUNTY COUNCIL** is applying for planning permission for:

INSERT DESCRIPTION OF DEVELOPMENT

Members of the public may inspect copies of the application, the revised plans and other documents submitted with it at either Forest of Dean District Council, Council Offices, High Street, Coleford, Gloucestershire, GL16 8HG or Gloucestershire County Council, Environment Department, Shire Hall, Gloucester, GL1 2TH, during all reasonable hours, until (INSERT DATE). A copy of the application and a copy of the plans have also been forwarded to Cinderford Town Council and should be available for public inspection.

Anyone who wishes to make representations about this application should write to Gloucestershire County Council at the above address, quoting the above application no 05/0064/FDREG3/CAPS, by (INSERT DATE).

This NOTICE has been displayed by Gloucestershire County Council to publicise that the above planning application has been made.

Dated:

Terry Smith
Planning Manager

DATA PROTECTION ACT 1998. This information is collected for the administration of Gloucestershire County Council (Environment Department). It may also be provided to outside agencies and neighbouring authorities. If you have a query or concern regarding this, please contact Gloucester 01452-425693.

**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT
PROCEDURE) ORDER 1995**

Application No: **05/0234/TWFUL/CAPS**

Proposed Development at: **INSERT ADDRESS Gloucestershire**

I give NOTICE that **NAME OF APPLICANT** is applying for planning permission for:

DESCRIPTION OF THE PROPOSED DEVELOPMENT

Members of the public may inspect copies of the application, the plans and other documents submitted with it at either Tewkesbury Borough Council, Council Offices, Gloucester Road, Tewkesbury, Gloucestershire, GL2 5TT or Gloucestershire County Council, Environment Department, Shire Hall, Gloucester, Gloucestershire GL1 2TH, during all reasonable hours, until **INSERT DATE**. A copy of the application has also been forwarded to both Bishops Cleeve and Stoke Orchard Parish Councils and should be available for public inspection.

Anyone who wishes to make representations about this application should write to Gloucestershire County Council at the above address, quoting the above application no 05/0017/TWFUL/CAPS, by **INSERT DATE**.

This NOTICE has been displayed by Gloucestershire County Council to publicise that the above planning application has been made.

Dated: **INSERT DATE**

**Terry Smith
Planning Manager**

DATA PROTECTION ACT 1998. This information is collected for the administration of Gloucestershire County Council (Environment Department). It may also be provided to outside agencies and neighbouring authorities. If you have a query or concern regarding this, please contact Gloucester 01452-425693.



Minerals & Waste Planning
Environment Directorate
Gloucestershire County Council
Shire Hall
Gloucester
GL1 2TH

www.goucestershire.gov.uk

council direct 01452 505345

12th December 2005