

Cambridgeshire
Statement of Community Involvement (SCI)
Submission Document

March 2006



The Statement of Community Involvement is a Development Document in the
Cambridgeshire Minerals & Waste Development Framework
It is also for use in County Council Development Control

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Executive Summary

ES1. A key objective of the new planning system is to strengthen community involvement. The County Council is required to prepare a “Statement of Community Involvement” which sets out how to actively, meaningfully, and continuously involve all sections of the community in:

- the preparation and revision of Minerals and Waste Development Plan Documents (i.e. due to replace the existing waste and aggregates local plans), and
- the consideration of county planning applications.

ES2. The “community” includes:

- local people,
- district councils, parish and town councils,
- organisations and businesses.

ES3. Our aim is to provide the best methods and techniques of involvement appropriate to each section of the community, building on those already in use. The Statement of Community Involvement balances the need for greater community engagement, going beyond what we are obliged to do, with the recognition that available resources are limited (i.e. it must be ‘fit for purpose’).

ES4. The Statement of Community Involvement identifies:

- **Groups and organisations involved in the preparation of Minerals and Waste Development Plan Documents.** (Appendix C, Page 53)
- **Best methods and techniques for encouraging community involvement in the preparation and revision of Minerals and Waste Development Plan Documents.** (Tables 3 & 4, Pages 34 & 35)
- **Statutory and non-statutory consultation bodies involved in the planning applications that the County Council determines.** (Appendix D, Page 60)
- **Different categories of planning applications requiring different levels of pre-application community involvement.** (Appendix F, Page 68)
- **Best methods and techniques for strengthening community involvement in the planning applications that the County Council determines.** (Appendix G, Page 69)



ES5. Benefits of greater community involvement include a greater shared understanding of local responsibilities and issues. Early and meaningful engagement can help better solutions to be found and better planning decisions to be made. Also, even where consensus cannot be achieved, it should help participants in the process understand each others' positions and identify the main land use issues involved.

ES6. The Statement of Community Involvement itself must involve the community at an early stage and throughout its preparation. Involvement began with the scoping questions raised as part of the public consultation for the "Minerals & Waste Development Plan: Issues & Option Paper" published in June 2005. The draft Statement of Community Involvement was prepared taking into account the views expressed at this early "pre-production" stage.

ES7. We consulted over 700 local bodies, organisations and businesses on the "Draft" Statement of Community Involvement in November and December last year. Other consultation arrangements included an unmanned exhibition held in four locations around Cambridgeshire. 55 written responses were received. This "submission" Statement of Community Involvement addresses many of the issues raised.



Having Your Say

ES8. You can make representations to us or comment on any of any aspect of this "submission" Statement of Community Involvement. Consultation starts on **Friday 31 March 2006**. Please make your response to us by **5 PM on Friday 12 May 2006**. This version of the document has also been submitted to the Secretary of State for examination.

ES9. Please use a form for commenting on this document. This can be found at **Appendix A** or our website at: www.cambridgeshire.gov.uk. Please send your contribution to:

**Cambridgeshire County Council
Box ET1011
Castle Court
Shire Hall
Cambridge
CB3 0AP**

or email to: mwplan@cambridgeshire.gov.uk or fax to: (01223) 718537.

ES10. This document can be viewed on our web site at: <http://www.cambridgeshire.gov.uk/>, and is also available in other languages, large print or braille etc on request.

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1. Introduction

1.1 The New Planning System

1.1.1 The planning system in England is being reformed by the introduction of the Planning and Compulsory Purchase Act 2004 (the “2004 Act”). Through this Act the Government is seeking to establish a more flexible and responsive land use planning system to deliver the vision of creating inclusive, accessible, safe and sustainable communities. Key to this objective is the need to provide opportunities for local people and communities to be actively involved in the spatial planning of their area. A glossary of technical terms is included as **Appendix B**.

1.1.2 The County Council’s statutory planning functions include setting the planning policy framework for the future production of minerals and the management of waste in Cambridgeshire, together with the consideration of planning applications for minerals, waste and County Council service developments (such as new schools, libraries and county roads).

1.1.3 The 2004 Act represents an important move away from the “old” planning system of Structure and Local Plans. Previously, Cambridgeshire’s Development Plan for minerals and waste development comprised:

- The Cambridgeshire and Peterborough Structure Plan 2003,
- The Cambridgeshire Aggregates (Minerals) Local Plan 1991,
- The Cambridgeshire and Peterborough Waste Local Plan 2003, and
- Relevant district/city councils’ Local Plans.

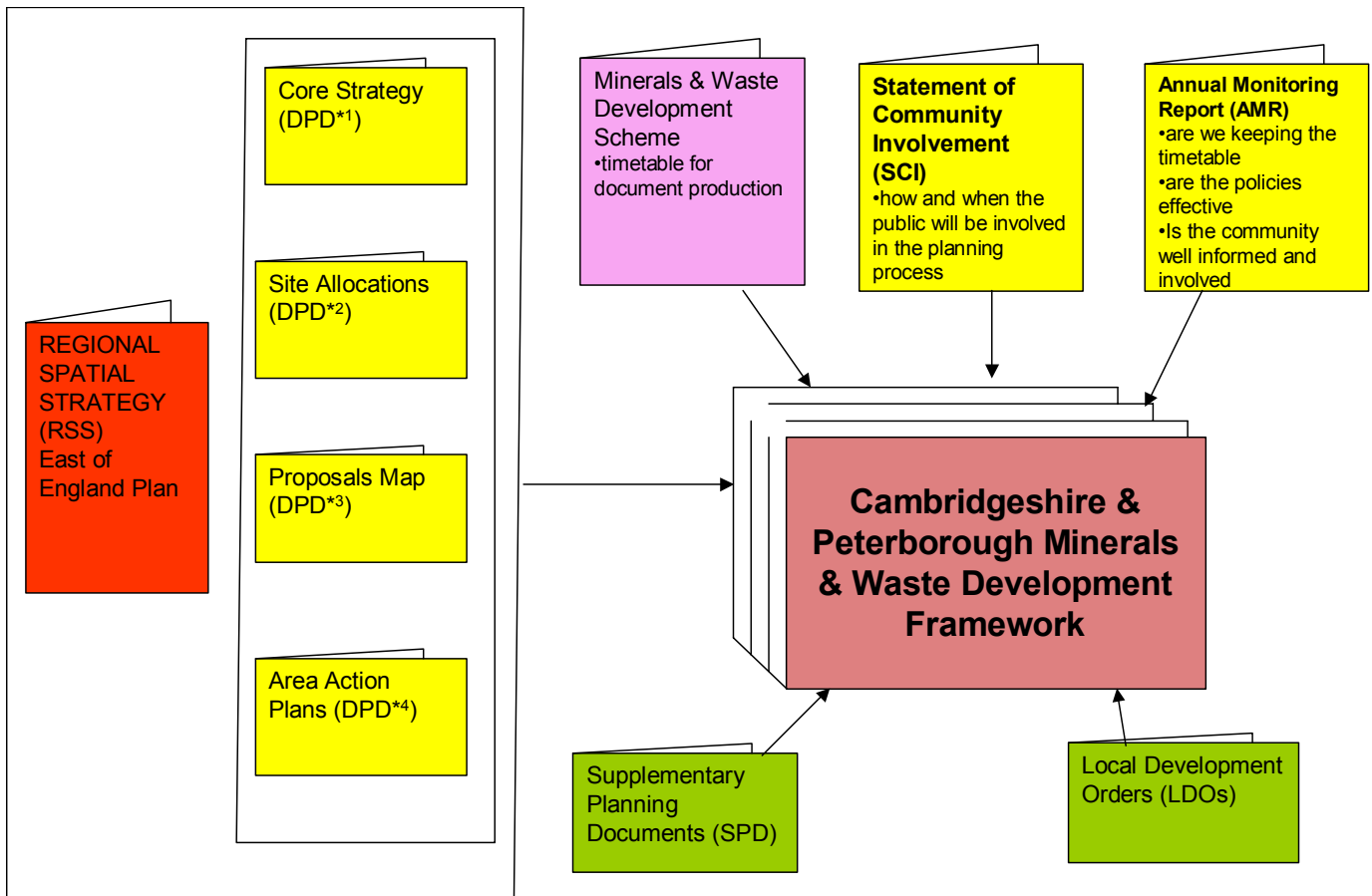
1.1.4 Under the “new” planning system existing Structure and Local Plans will be replaced by more flexible Local Developments Frameworks (LDFs). For minerals and waste, LDFs are referred to as the “Minerals & Waste Development Framework” (M&WDF). This is a statutory “portfolio” (or family) of Local Development Documents (LDDs) that sets out the spatial planning policies for a local planning authority area.

1.1.5 Therefore, under the “new” system, the Development Plan for minerals and waste development in Cambridgeshire and Peterborough will comprise:

- East of England Plan (also known as Regional Spatial Strategy 14, prepared by the East Of England Regional Assembly),
- Minerals and Waste Development Framework (being prepared jointly by Cambridgeshire County Council and Peterborough City Council); and
- the relevant district/city councils’ Local Development Framework (LDFs).

1.1.6 Existing Structure and Local Plans will, however, continue to have a role to play during a transition period; as “saved” policies. Table 1 shows how the Statement of Community Involvement (SCI) fits in with the other M&WDF documents

Table 1: How the SCI fits in with the Minerals & Waste Development Framework (M & WDF)



Key: Required Project Plan Optional

Note*1, 2, 3 & 4: DPD = Development Planning Documents

1.2 Cambridgeshire & Peterborough Minerals & Waste Development Framework (M&WDF)

1.2.1 Cambridgeshire County Council and Peterborough City Council are working together to prepare a joint M&WDF that will address the future spatial planning of these authority areas in respect of the supply of minerals (particularly, the extraction of sand & gravel, limestone, clay and chalk), and the management of waste

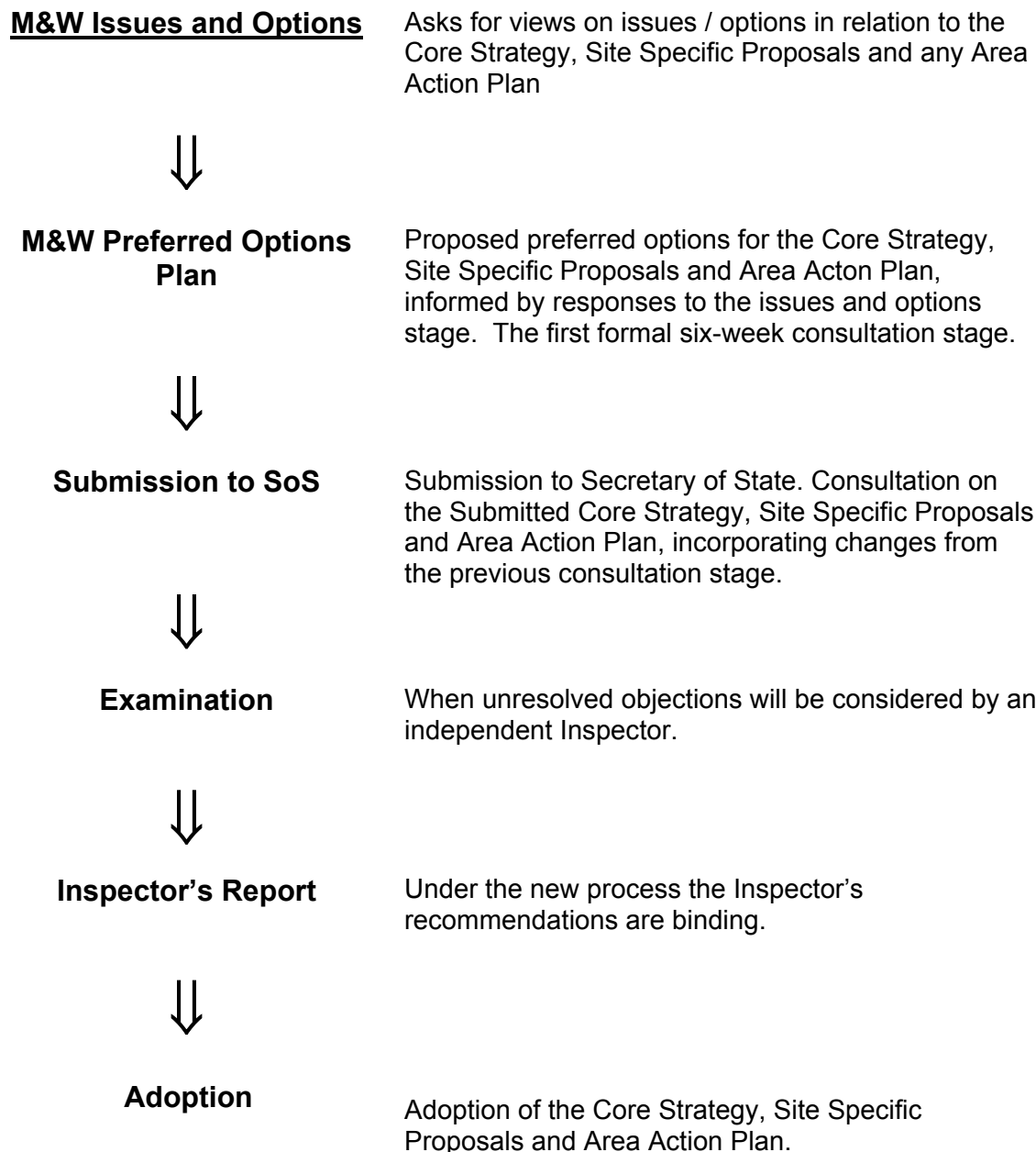
1.2.2 The key documents for the M&WDF will be:

- (i) The Cambridgeshire and Peterborough Minerals and Waste Development Plan Documents. This sets out spatial planning policies to guide land use decision-making on minerals and waste development in Cambridgeshire and Peterborough up to the period 2021. It consists:
 - (a) Core Strategy: a document setting out the strategic vision and objectives, and including a suite of development control policies to guide minerals and waste development.
 - (b) Site Specific Policies: Document setting out site specific proposals for mineral and waste development and supporting site specific policies.
 - (c) Earith / Mepal Area Action Plan: this is an area where there are interrelated minerals and waste issues, and other issues such as transport, flood protection, opportunities to make sustainable use of land and water resources together with a significant contribution to the achievement of bio-diversity targets through quarry restoration.
 - (d) Proposals Map: These documents will be supported by a Proposals Map.
- (ii) Statement of Community Involvement (SCI). This sets out how local communities, individuals and any other interested parties will be given the opportunity to be involved in the preparation of the various M&WDPDs (i.e. Core Strategy, Site Specific Policies, Earith / Mepal Area Action Plan and Proposals Map) and decisions on major planning applications for minerals, waste and the Council's service developments (e.g. new schools, roads etc). Peterborough City Council will be preparing their own Statement of Community Involvement.
- (iii) The Cambridgeshire Minerals and Waste Development Scheme. This document sets out details of what documents are to be prepared, and timescales and arrangements for production. It can be viewed on the Council's web site.

(see <http://www.cambridgeshire.gov.uk/NR/rdonlyres/F0CB6582-34C5-460F-BE57-2F7E03EE7037/0/FinalMineralandWasteDevScheme.pdf>)
- (iv) Supplementary Planning Document. The Location and Design of Major Waste Management Facilities. This document will provide advice for developers, landowners and planners on determining the appropriate locations and design of major waste management facilities.
- (v) Annual Monitoring Report. This sets out our progress in terms of producing document and implementing policies.

- (vi) Saved policies. Until superseded by new policies, the existing policies will continue to apply – i.e. the Cambridgeshire and Peterborough Structure Plan 2003, Cambridgeshire Aggregates (Minerals) Local Plan 1991 and the Cambridgeshire and Peterborough Waste Local Plan 2003.

1.2.3 The M&WDF is to be prepared, and full details of the timetable can be found in the Cambridgeshire Minerals and Waste Development Scheme. The key stages are:



1.3 **Statement of Community Involvement (SCI)**

1.3.1 A SCI is a formal statement of County Council policy, which shows how local communities, business (including the mineral and waste industry) and other stakeholders (e.g. district/parish councils, Environment Agency, RSPB) can expect to be actively, meaningfully and

continuously involved in the preparation and review of all Cambridgeshire and Peterborough's Minerals and Waste Development Documents.

1.3.2 Additionally, it will set out the standards for involving the community and stakeholders, going beyond the minimum requirements, in the consideration of planning applications that the County Council is responsible for deciding. These are planning applications associated with:

- Extracting minerals (e.g. sand and gravel/brick clay/chalk), related processing and restoring the extracted land,
- Moving and distribution of minerals by rail or water (e.g. aggregate railheads and wharves) and associated mineral processing;
- Re-using and re-cycling discarded materials and the storing, treating and disposing of residual waste, and
- Providing the Council's services (including new roads, social services centres, schools, park and ride sites, and libraries).



[Photo: Planning workshop for stakeholder involvement]

1.3.3 **Principles For Community Involvement**

Our six principles for engaging the community in these important decisions, regardless of the method or type of engagement used, will be based on abiding with the following:

Principle 1: Inclusiveness.

Encourage the participation of all stakeholders who have an interest in or who would be affected by a planning decision, and make particular efforts to involve those historically less participative groups or under represented groups from past planning consultations.

Principle 2: Transparency, Openness And Clarity.

Provide stakeholders with all the information they need, tell them where information is lacking or uncertain, clearly identify what can be or cannot be influenced by contributing and the next steps.

Principle 3: Commitment.

Demonstrate respect for stakeholders by giving engagement the priority and resources it deserves together with listening and responding to the responses provided.

Principle 4: Accessibility.

Provide different ways for people to participate and be involved.

Principle 5: Accountability.

Inform participants how and why their contributions have, or have not, influenced the outcome, and ensure they continue to be kept informed of final decisions and the implementation of plans.

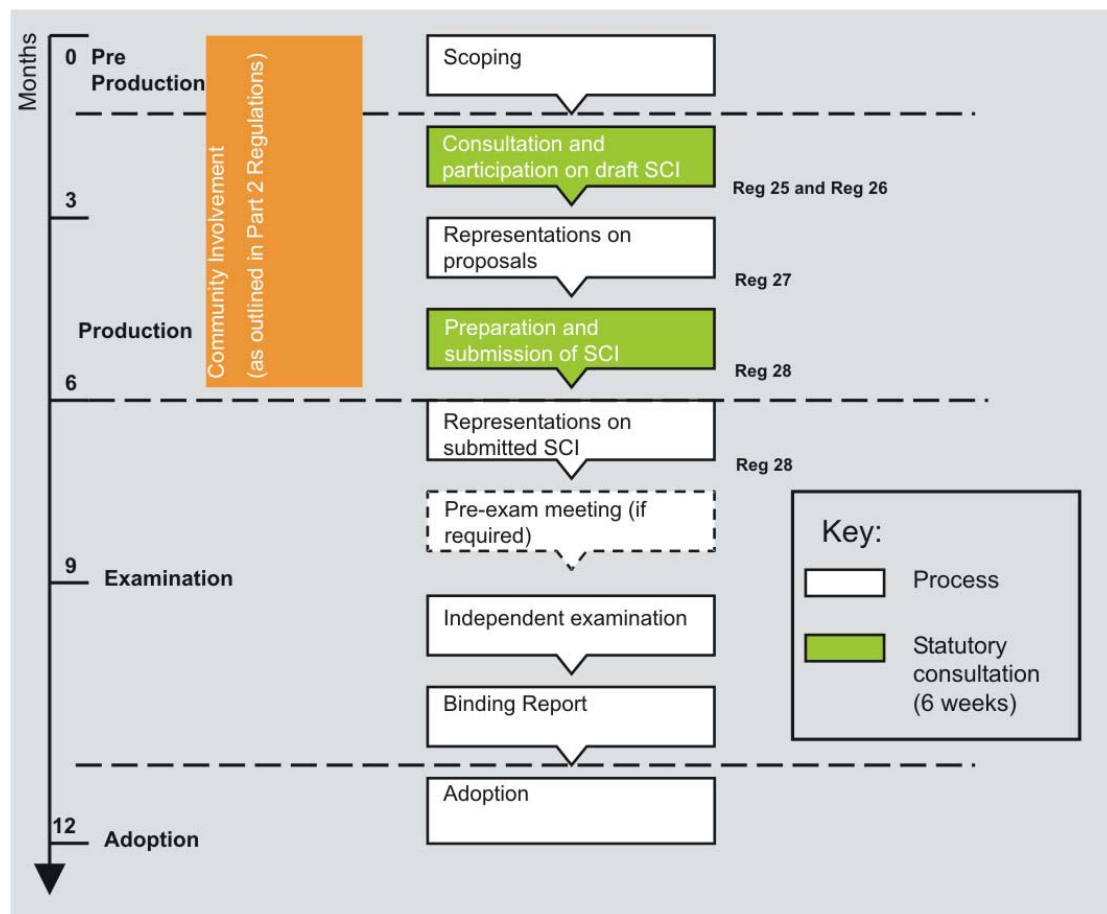
Principle 6: Productivity.

Ultimately, the purpose of all engagement is to make better planning decisions for the benefit of all concerned.

- 1.3.4 Engaging communities by adhering to these principles can help provide a greater understanding of local responsibilities for the extraction of minerals together with preventing and reducing waste as well as managing it. Where new quarries or waste management facilities are essential, early and meaningful engagement can help better solutions to be found and better planning decisions to be made. Also, even where consensus cannot be achieved, it should help participants in the process understand each other's positions and identify the main land use issues involved.
- 1.3.5 The SCI must itself be prepared involving the community at an early stage and throughout the preparatory process. "Pre-production" involvement began with the scoping questions raised as part of the public consultation for the "Issues & Option Paper" published in June 2005. The "draft" SCI was prepared taking into account the views expressed during public consultation and was the first stage of community and stakeholder involvement in the production stage of the process. We consulted over 700 local bodies, organisations and businesses on the "Draft" SCI. Other consultation arrangements included an unmanned exhibition held in four locations around Cambridgeshire. 55 written responses were received. This "Submission" Statement of Community Involvement addresses many of the issues raised.

1.3.6 This version of the document has been submitted to the Secretary of State for examination. A Planning Inspector will then make an independent assessment of the SCI. Any recommendations by the Inspector to change the SCI's contents is binding on the Authority. The whole process is expected to take 18 months to complete; adoption is expected in September 2006. A flow diagram setting the SCI process is set out in Figure 1.

Figure 1 - The SCI Process



[Source: Figure 3.1 – ODPM’s Planning Policy Statement 12:Local Development Frameworks]

1.3.7 Once adopted, we will need to ensure that all documents are prepared and planning applications considered in accordance with its requirements in terms of community involvement. A ‘statement of compliance’ will need to be submitted with the submitted M&WDF. With regard to M&WDPDs (i.e. the Core Strategy, Site Specific Proposals and Earith/Mepal Area Action Plan), failure to comply with the SCI may mean that an inspector may recommend that a document is withdrawn if they consider that its ‘soundness’ has been undermined. Developers promoting major planning applications will also be expected to provide

details of the informal pre-application community involvement and how any responses may have modified any of the proposals.

How To Comment On The Submission SCI

- 1.3.8 This version of the Statement of Community Involvement (SCI) has been submitted to the Secretary of State for examination. We are inviting your comments and views on any aspect of this submission document. The SCI will be tested according to its "soundness". There are 9 different tests of soundness (source: Paragraph 3.10, Planning Policy Statement 12: Local Development Frameworks). The relevant tests are set out in the response form (see Appendix A). If you wish to object to the SCI, or any part of it, it should be made clear why it is not sound. It would also be helpful to say precisely how you think the SCI should be changed.
- 1.3.9 Consultation starts on **Friday 31 March 2006**. We need to receive your response by **5 PM on Friday 12 May 2006**. Please use a form for commenting on this document. This can be found at **Appendix A** or our website at: www.cambridgeshire.gov.uk. Please send your contribution to:

**Cambridgeshire County Council
Box ET1011
Castle Court
Shire Hall
Cambridge
CB3 0AP**

or email to: mwplan@cambridgeshire.gov.uk or fax to: (01223) 718537.



[Photo: The Vine Primary School, Cambourne]

2. Who Will Be Involved?

- 2.1.1 Stakeholders have important local knowledge, expertise, and perspectives which, collectively, can help us make better plans and decisions on planning applications. Harnessing this wealth of

knowledge and experience, however, can be challenging. Many groups are already involved with minerals and waste planning in Cambridgeshire, often via the extensive network of quarry and waste management liaison groups already operating across Cambridgeshire. However, we are keen to encourage other stakeholders to become involved.

2.1.2 Different stakeholders may benefit from different methods of engagement. Similarly, different development documents will generate different levels of interest. Community engagement is expected to be greatest once specific proposals are considered for the “Site Specific Proposals” and “Earith/Mepal Area Action Plan” documents. But, who are the stakeholders?

2.1.3 The main categories of stakeholders, although some may appear in more than one, are:

Statutory consultees: Statutory consultees are bodies with which authorities must consult on development plans and individual planning applications, such as government agencies and local authorities. Examples include district and parish councils, Environment Agency, Highways Agency and English Nature.

Strategic stakeholders*¹: This group can be defined as people who represent organisations with particular interests, whether at a national, regional or local level, whose support of or opposition to a development would be significant, or who have particular information or expertise to offer. Examples include the Quarry Products Association, Environmental Services Association, Ramblers Association, Royal Society for the Protection of Birds, Friends of the Earth and The Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough.

Community stakeholders*²: This group includes individuals or organisations that are interested because they live in the community the development will affect, for example interested individuals, local businesses (including minerals & waste management operators, developers, operators, agents and landowners) and local action groups. These community stakeholders can be the most challenging to engage including individuals and groups who may have no interest in mineral and waste proposals until they are affected by them but where engagement is often crucial to the success of a strategy or project.

[Note^{1&2}: “Strategic stakeholders” and “Community stakeholders” are sometimes referred to as “Non-statutory” consultees.]*

2.1.4 We need to involve ‘hard to reach’ groups. It is difficult to define such groups of people because it will inevitably vary greatly across Cambridgeshire. However, these types of groups may include the

elderly, the young, ethnic groups, disabled, or those living in areas of deprivation/remote rural areas.

- 2.1.5 The County Council will seek to engage with these groups of people which, historically, have been “under represented” and less participative, from traditional forms of formal planning consultation by ensuring representative groups are included and consulted such as Help the Aged, as well as disability and youth groups. However, it is also important to recognise that some people, despite our best efforts, may not want to get involved at all.

3. How Will People Be Involved?

3.1 Methods & Techniques of Community Involvement

- 3.1.1 The main techniques for community involvement have been reviewed and are set out in the **Table 2** (see page 17) along with the advantages, disadvantages and resources implications for each of the methods.

- 3.1.2 These techniques involve people at three different levels:

- **Informing people (I)** – keeping 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 to become further involved
- **Consulting people (C)** – finding out what individuals / groups think about particular approaches that are being taken. This is normally a formal period of time when representations will be invited from all parties e.g. on a draft version of a document
- **Involving people (Participation) (P)** – active involvement from individuals/groups in order to further the discussion around a particular issue. Parties should bring something to the table in a positive way, rather than reacting to a particular issue or document.

- 3.1.3 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 process for considering 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.

3.2 Links to the Cambridgeshire Community Strategies

- 3.2.1 Community strategies have been produced by the Local Strategic Partnerships of Cambridge, South Cambridgeshire, East Cambridgeshire, Fenland and Huntingdonshire. These individual Community Strategies, which have been prepared with all sectors of the community, set out the long-term plan for their particular areas. By

taking into account those aspects of the Strategies that relate to minerals and waste it is anticipated that all the local development documents will be able to contribute to the local vision within our area, that is not only focused, but sustainable for the future.

- 3.2.2 The Government has identified Local Development Frameworks as a mechanism for implementing community strategies. In particular the target for waste recycling and diversion of waste from landfill, which is captured in the community strategies, is one that can be carried forward by minerals and waste local development documents as its has spatial land use and land use planning policy implications.

3.3 Links to the Cambridgeshire and Peterborough Waste Management Strategy

- 3.3.1 The Cambridgeshire and Peterborough Waste Partnership was formed in 1998. This partnership, which comprises the waste disposal and waste collection authorities in the area (county, unitary, city and district councils), produced a strategy for dealing with municipal solid waste in Cambridgeshire and Peterborough between 2002 and 2022. This has clear linkages with the development of spatial land use planning for waste management and the preparation of the minerals and waste local development framework.

- 3.3.2 The Council has in the past drawn links between this strategy and the preparation of the existing Waste Local Plan e.g. organising joint road shows. Such linkages may be possible again in the future as the Waste Management Strategy is shortly to be reviewed. In addition it may be possible to draw upon the evidence base and sustainability appraisal / strategic environment assessment work done for the minerals and waste development framework in developing the municipal waste strategy.



3.4 Links with other Strategies

- 3.4.1 Wherever possible the Council will also look to establish links with other relevant strategies and consultation exercises. This may include for example the Local Transport Plan. It also important to look beyond the boundaries of Cambridgeshire (and Peterborough) to other neighbouring authorities' mineral and waste local development frameworks. Effective consultation and good working relationships will assist in bring these links forward.

Table 2: Techniques for Community Engagement

Method	Target Group	Target LDD	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
Documents available for inspection at local planning authority offices during set consultation period	<ul style="list-style-type: none"> ◆ Those groups that have not been sent a copy of proposals. Local groups and individuals who have access to main libraries and Councils offices. 	<ul style="list-style-type: none"> ◆ All, there is a statutory requirement to put proposals 'on deposit' 	<ul style="list-style-type: none"> ◆ Good starting point for consultation ◆ Makes views of the organisation clear ◆ can be produced in variety of formats (minority languages, braille, large print, etc. 	<ul style="list-style-type: none"> ◆ Document may not be read by many ◆ Does not cater for people with learning difficulties ◆ Access is limited to office hours, 5 days a week 	<ul style="list-style-type: none"> ◆ Can be costly to produce and circulate 	I & C
Public Exhibitions and / or Roadshows	<ul style="list-style-type: none"> ◆ All stakeholders, but with a focus on reaching local residents and communities affected by proposals 	<ul style="list-style-type: none"> ◆ Relevant to all LDD's. The content of the exhibition / roadshow can be tailored to each particular LDD and host locations / communities within the Plan area. 	<ul style="list-style-type: none"> ◆ Effective in publicising the plan ◆ Informal and accessible if staged correctly ◆ Can cover more than one issue ◆ Can give public longer time to 	<ul style="list-style-type: none"> ◆ Group reached depends on location and the timing of roadshow and / or exhibition ◆ Likely to obtain views of a small number of people who are not representative of the target population ◆ More useful when discussing site specific proposals as these are 	<ul style="list-style-type: none"> ◆ Roadshows require a use of specialised vehicle ◆ resource intensive if exhibitions are manned 	I, C & P

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			<p>comment on issues</p> <ul style="list-style-type: none"> ◆ Attendees are self-selecting ◆ Gives those who would not normally attend Council functions a chance to attend ◆ Can offer a high degree of success in keeping people informed ◆ Provides a more transparent opportunity for open discussions ◆ More exhibitions can cover large area in short time and can be taken to Parish council 	easier for people to relate to		

Method	Target Group	Target LDD	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			meetings etc.			
Planning For Real - a holistic approach to understanding communities needs and aspirations	<ul style="list-style-type: none"> ◆ All stakeholders, but success will depend on willingness of stakeholders to participate. 	<ul style="list-style-type: none"> ◆ Perhaps most suitable for Core Strategy where the principles of a strategic vision and spatial proposals is being debated 	<ul style="list-style-type: none"> ◆ Tailored 'Planning for Real' package is available ◆ Could involve those who would not normally participate ◆ Makes it easy to obtain honest and wide-ranging opinions ◆ Can deal with complex issues 	<ul style="list-style-type: none"> ◆ Difficult to ensure representativeness ◆ Size of the model limits how many people can get involved ◆ Many models may be required if consultation is to be far reaching ◆ May be difficult to fit to minerals and waste due to technical issues 	<ul style="list-style-type: none"> ◆ Costly exercise ◆ Need special training or trained facilitator 	
Internet (website, e-mailshot)	<ul style="list-style-type: none"> ◆ All stakeholders, e-consultation represents a means of reaching a wide range of stakeholders. 	<ul style="list-style-type: none"> ◆ All LDD's 	<ul style="list-style-type: none"> ◆ Useful means of providing feedback to consultation exercises ◆ Available 24 hours 7 days a week ◆ Efficient feedback and acknowledgem 	<ul style="list-style-type: none"> ◆ Recipients need access to a computer 	<ul style="list-style-type: none"> ◆ Relatively cheap, may require amendments to the existing website 	I & C

Method	Target Group	Target LDD	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			ent of comments is possible			
Media (local press, T.V, radio etc)	<ul style="list-style-type: none"> ◆ All stakeholders, a means of reaching a wide 'audience' 	<ul style="list-style-type: none"> ◆ All LDD's. 	<ul style="list-style-type: none"> ◆ Can help to raise the profile of the local development framework, particularly when combined with hotlines ◆ Can reach a wide audience depending on coverage and readership of the publication ◆ Informal method of informing - not intrusive ◆ Potential to get public involved 	<ul style="list-style-type: none"> ◆ Can be time consuming to produce and distribute ◆ Newsletters can be perceived as junk mail ◆ Not always read ◆ Selective reporting 	<ul style="list-style-type: none"> ◆ Not financially costly 	I
Formal written consultation	<ul style="list-style-type: none"> ◆ All stakeholders that are represented through formal 	<ul style="list-style-type: none"> ◆ All LDD's 	<ul style="list-style-type: none"> ◆ One can be as complete as necessary ◆ One can use whatever 	<ul style="list-style-type: none"> ◆ Takes time ◆ Non-skilled writers are disadvantaged ◆ No face-to-face contact ◆ May not fully 	<ul style="list-style-type: none"> ◆ Costly and time consuming 	C

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
	and informal bodies. In later stages individual and other stakeholders can be added and included in formal notification of progress on the LDD's.		<ul style="list-style-type: none"> format fits their work ◆ Permanent written record ◆ Can monitor consultation / response ◆ One can take time to reflect before answering ◆ Allows for input by both parties 	<ul style="list-style-type: none"> communicate one's intent ◆ No inter personal communication 		
<i>One-to-one meetings with selected stakeholders</i>	<ul style="list-style-type: none"> ◆ All stakeholders, the Council would respond to any request for a 1:2:1 meeting. This may be with individuals or organisational representatives e.g. Parish Council's 	<ul style="list-style-type: none"> ◆ All LDD's 	<ul style="list-style-type: none"> ◆ Useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives ◆ Exhibition and other LDD material can be shared 	<ul style="list-style-type: none"> ◆ Not a true representation of the general view ◆ Would require trained staff to conduct the meeting 	Resource intensive requiring senior staff involvement together with expectation that commitments will be made and fulfilled	P

Method	Target Group	Target LDD	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			(spare exhibition normally prepared for mobile use)			
Public meetings	<ul style="list-style-type: none"> ◆ All stakeholders would have the opportunity to attend 	<ul style="list-style-type: none"> ◆ All LDD's, but it is considered that greater attendance from individuals would be secured if this means of involvement related to LDD's with site specific proposals 	<ul style="list-style-type: none"> ◆ Can be used to seek committed involvement from local people ◆ Addresses specific issues raised by the public and allow them to participate ◆ Can be held at time and location appropriate to target communities ◆ Can keep people informed ◆ Provides a more transparent 	<ul style="list-style-type: none"> ◆ Attendees are unlikely to represent the views of the whole community ◆ Turnout is likely to be poor – unless issue is controversial ◆ Can be dominated by the 'most vocal' ◆ Agenda could be taken over ◆ Not as constructive as workshops 	Relatively cheap	I & P

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			<ul style="list-style-type: none"> ♦ opportunity for open discussions 			
<i>Focus groups (selected groups of participants with particular characteristics)</i>	<ul style="list-style-type: none"> ♦ Selected groups of stakeholders that will usefully participate in focussed discussions or workshops 	<ul style="list-style-type: none"> ♦ All LDD's, but may be most suited to matters of strategic policy i.e. in the Core Strategy 	<ul style="list-style-type: none"> ♦ Useful for area based discussions and presentation of options ♦ Can help authorities to gain more understanding of public concerns ♦ Can explore complex issues 	<ul style="list-style-type: none"> ♦ Require expertise to facilitate discussion ♦ Suitable venue needed. ♦ Only achieve limited representativeness 	<ul style="list-style-type: none"> ♦ Could be costly to set up and maintain ♦ Might not represent the views of the whole community 	C & P
<i>Citizen Panel (demographically representative people)</i>	<ul style="list-style-type: none"> ♦ Representative individuals of the community i.e. residents across the LDD area 	<ul style="list-style-type: none"> ♦ All LDD's, but may be most suited to matters of strategic policy i.e. in the Core Strategy 	<ul style="list-style-type: none"> ♦ Readily available 'pool' of willing respondents to consult ♦ Good response rate ♦ Provide a snap-shot of local opinion ♦ Promote the 	<ul style="list-style-type: none"> ♦ Cannot be used to discuss complex issues ♦ Risk of 'over-consulting' with panel ♦ Panel members are unlikely to represent the views of the public ♦ Members may become 'expert' and conditioned to provide the 'right answers' – 	<ul style="list-style-type: none"> ♦ Cost effective ♦ Replacing existing panel members with new one is a resource intensive process 	C & P

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			exchange of information and understanding amongst the partners	<ul style="list-style-type: none"> panel needs to be refreshed regularly ◆ Difficult to get over complex minerals and waste issues ◆ Can only be used if Panel is established 		
<i>Planning aid</i> - valuable source of planning advice to those who cannot afford to employ a planning consultant	◆ Individuals or communities	◆ All LDD's	◆ Targets communities which traditionally do not get involved in the planning system as well as to increase their capacity	◆ Difficult to access resources	◆ No cost to the council	I & P
<i>Liaison Forms</i>	◆ Industry, Agency's e.g. Environment Agency, local residents, Parish / District Council members	◆ All LDD's	<ul style="list-style-type: none"> ◆ Targets the local community as well as Agency's involved in the local and wider area ◆ Can be used as a forum to share and debate information 	◆ Primarily reaches local areas only	◆ No additional cost to the council (officers normally attend these forums)	I & P

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			<ul style="list-style-type: none"> ◆ Uses an existing vehicle for consultation ◆ No additional officer resources are required (already committed) ◆ Exhibition and LDD material can be taken and used (spare exhibition always prepared) 			
<i>Surveys and Questionnaires</i>	<ul style="list-style-type: none"> ◆ All Stakeholders 	<ul style="list-style-type: none"> ◆ All LDD's 	<ul style="list-style-type: none"> ◆ Can seek views on a specific or wide range of questions ◆ Can be an anonymous response ◆ Can be hosted in a variety of places or incorporated 	<ul style="list-style-type: none"> ◆ Sometime stakeholders may not respond if they support a matter, only if they oppose it ◆ Processing and interpretation required 	<ul style="list-style-type: none"> ◆ Cost effective 	C & I

Method	<u>Target Group</u>	<u>Target LDD</u>	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
			<p>into a document, on web site etc.</p> <ul style="list-style-type: none"> ◆ Effective in collecting information and local knowledge e.g. in relation to sites and constraints 			

4 Involvement in Mineral & Waste Development Framework

4.1 Types of Plans

The plans that will be covered by the SCI are those Development Plan Documents (DPDs) which form the Cambridgeshire Minerals and Waste Development Framework:

- Core Strategy
- Site Specific Proposals
- Earith / Mepal Area Action Plan

and the:

- Supplementary Planning Document – The Design and Location of Major Waste Management Facilities.

4.1.1. Further details of the characteristics of these documents are set out in paragraph 1.2.2. The nature and scope of consultation will vary according to which document it is, the stage that has been reached, and its subject matter. In some instances it can be challenging trying to engage the wider community on minerals and waste matters, and particularly on issues that are not site specific. However, it is important that this is done in order to inform the planning process and to achieve local ownership of the policies and proposals that are developed.

4.1.2 Each type of document poses different challenges in terms of targeting consultation:

Core Strategy:

Consultation must engage all consultees on more strategic issues and policy matters including development control policies. This can pose a challenge as local people often focus on site specific matters close to them rather than on 'higher level' policy. In terms of addressing this, the County Council's past experience on developing and consulting on minerals and waste plans has pointed to the fact that more effective engagement can be secured when consultation covers both policy and site specific matters. The County Council has therefore concluded the preparation of the Cambridgeshire and Peterborough Minerals and Waste Core Strategy and Site Specific Proposals should be done in parallel so stakeholders have a chance to relate the policy framework directly to local proposals and vice versa.

Site Specific Proposals:

In consulting on site specific proposals the primary focus will be capturing the views of those affected by any proposal, this impact may direct in terms of being in close proximity to a waste facility or proposed quarry, or more indirectly e.g. those communities which may be affected

by traffic movements. Additional community involvement, above that required by legislation, will therefore take place. This will utilise consultation methods aimed at reaching local communities e.g. attendance at parish council meetings, use of exhibition material tailored to the local community being visited, contact through liaison forums.

Area Action Plans:

Area action plans are a mixture of policy proposals and site-specific proposals, which fit within the broad policy framework of a core strategy. The County Council therefore feels it is important to consult on area action plans at the same time as a core strategy. This is so stakeholders can see how the more area focused proposals fit within the broad spatial vision and objectives of the wider Plan. Consultation must therefore focus on seeking views on policy and site specific proposals. As for site-specific proposals, these can be presented using various methods as described above.

Supplementary Planning Documents (SPD)

SPD is generally topic focused which means that whilst it is still important to involve the wider community in the preparation of the SPD, thought must also be given to including particular stakeholders associated with the topic area being addressed. This may best be done through targeted use of questionnaires / surveys or an arranged stakeholder event with invited attendance.

Table 2 (see page 17) highlights different consultation methods and the target groups that each can reach. This has been taken into account in drawing up the proposed consultation arrangements for the minerals and waste development framework. In practice as the wider community should be reached at all stages in plan preparation and for all documents, a wide-ranging selection of consultation methods will be used for consultation.

4.2 Process of Plan Preparation – Stages of Consultation

4.2.1 The process of Plan preparation is governed by the Planning & Compulsory Purchase Act 2004, and the accompanying Local Development Regulations 2004. These, and Government advice provided through Planning Policy Statements, will guide the Plans content and process. They also set out clearly the stages through which the Local Planning Authority must go through when preparing these documents, and the minimum consultation that must be undertaken.

(i) Minerals & Waste Development Plan Documents (M&WDPDs)

The process of preparing a Development Plan Document varies from that of a Supplementary Planning Document. When preparing the

Minerals and Waste Development Plan Document each of the three component documents will go through the following main stages:

Issues and Options – an informal stage during which community involvement will take place on the key issues and options relating to the Minerals and waste Development Plan (Note: this has already been undertaken for the emerging Plan).

An Issues And Options Paper will be published and publicised, with community involvement being encouraged and focused on commenting on key matters that relate to the preparation of the Plan. Where necessary a second paper may be published i.e. this has been the case in respect of the emerging Plan where the initial consultation brought forward other significant site-specific proposals which the Councils' concluded must be shared with the community before progression to the next stage.

Preferred Options – the first formal stage of community involvement, which must take place over a statutory 6-week period. As suggested, the consultation is on 'Preferred Options' i.e. preferred policies and preferred site-specific allocations. Community involvement will be actively promoted, and will meet and exceed the scope of the minimum Regulations set out by Government for this stage.

Submitted Plan – the second formal stage of community involvement, which must also take place over a statutory 6-week period. At this stage the Plan is 'submitted' formally to the Secretary of State.

If site-specific representations are received at this stage, which are not related to land identified in the Plan (i.e. omission sites), they will be subject to a second round of consultation following the end of the initial six-week period. All relevant parties will be notified. Proposers of such sites should have carried out a strategic environmental assessment and sustainability appraisal to demonstrate how their proposed site(s) are more sustainable and appropriate than those included in the Plan.

Community involvement will be actively promoted, and will meet and exceed the scope of the minimum Regulations set out by Government for this stage.

Independent Examination – during which an independent Inspector appointed by the Secretary of State, will hear representations that have been duly made and test the soundness of the Plan. The examination is preceded by a pre-examination meeting, which will establish how the Inspector wishes to conduct the examination. This meeting may be attended by the public and other stakeholders, as well as the examination itself.

Although community involvement should build consensus on proposals in the Development Plan Documents, it is anticipated that some objections will not be resolved. Compliance with the Regulations set out by Government should ensure that all parties are notified of the time and venue for the pre-examination meeting and the Examination. In addition the Council will issue press releases in respect of arrangements for the Examination.

A report setting out the Inspector's recommendation is then published, which is binding on the Authority.

Adoption – the Inspector's recommendations are incorporated and the Plan is adopted. There is no scope for community involvement at this stage; however, it is an opportunity to provide feedback on the Examination and notification of adoption of the Plan. This will be done in compliance with the Regulations, with notification to stakeholders by letter, plus additional measures being taken to ensure that the community is aware of the adoption of the Plan and its final contents e.g. through final exhibitions, information on the web site.

Every effort will be made by the Council to publish the final Plan expeditiously.

(ii) Supplementary Planning Document

With regard to the SPD, the main stages this will go through are:

Evidence gathering – an informal stage at which the Council will seek to ensure it has a sound evidence base for the preparation of the SPD. This will include pro-active measures such as surveys or questionnaires. In the case of the SPD on the 'Location and Design of Major Waste Management Facilities' this also included approaching the waste industry for information relating to the topic of the SPD.

Draft SPD – a formal stage of consultation on a draft version of the SPD, which has been prepared based on evidence gathered. Consultation is over a statutory period of 4 – 6 weeks. Community involvement will be actively promoted, and will meet and exceed the scope of the minimum Regulations set out by Government for this stage.

Adoption – following consideration of representations and final amendments the SPD is adopted. Feedback on the results of the community involvement will also be provided with the publishing of a schedule of representations showing how these have been taken into account in the finalising of the SPD.

Notification by letter will be sent to all relevant stakeholders informing them of the adoption of SPD, and (where they are not sent details of the final content), where this can be viewed e.g. deposit points, and on the web. Every effort will be made by the Council to publish the final SPD expeditiously.

4.3 Sustainability Appraisal

- 4.3.1 All development plan documents must be subject to a full sustainability appraisal (SA), in line with the Planning and Compulsory Purchase Act 2004 and current planning policy guidance (Planning Policy Statement 12: Local Development Frameworks). In addition, the preparation of the MWDP must also be in accordance with the requirements of European Directive 2001/42/EC (known as the Strategic Environment Assessment, or SEA Directive).
- 4.3.2 Government guidance recommends that SEA should be integrated into SA as one combined approach. The purpose of this widened 'SA' is to promote sustainable development by assessing the social, economic and environment effects of a plan, and ensuring that the Plan promotes positive outcomes, and minimises any negative impacts. Independent consultants have / may be appointed to carry out the SA as this will help ensure that the SA is independent.
- 4.3.3 Community involvement in the development of any Sustainability Appraisal will be encouraged through the publication of a Scoping Report, at an early stage of the development plan document process. This will give stakeholders an opportunity to say if the SA approach is sound, if the SA objectives relevant, and to make suggestions for their alteration / refinement.
- 4.3.4 Additional community involvement will be also sought at later formal stages i.e. preferred options and submissions stages when the development documents are accompanied by a SA report assessing the sustainability of proposals.
- 4.3.5 All SA publications will placed on the web, made available at deposit points, and will be sent to specific consultation bodies as required by the Regulations.

4.4 Consultation Arrangements

- 4.4.1 Community involvement will be incorporated into the process of plan preparation. The structure for this is already in place as there are minimum consultation requirements set out in the Regulations for

certain stages. These Regulations also set out the range of consultees to be consulted at specific stages. However, these are a minimum and the County Council wishes to consult more widely. A list of statutory consultees, and an indication of those who will be included in addition, is attached as **Appendix C**.

- 4.4.2 The County Council is looking to achieve consultation that is above the minimum required, and in order to decide how to consult the community in the future the Issues and Options consultation on the Minerals and Waste Development Plan included a questionnaire on Community Involvement. This questionnaire asked each respondent (which included statutory bodies, the minerals and waste industry, the public and interest groups) to provide feedback on how they wished to be consulted on the Plan in the future. A copy of the questionnaire, incorporating a summary of the results of the survey and the Council's response, is attached as **Appendix D**.

4.5 Summary of Community Involvement on Development Plan and Supplementary Planning Documents

- 4.5.1 The results of the questionnaire and other matters have been taken into account in proposing how community involvement will take place on development plans. These proposals are set out in **Table 3** (page 35) and **4** (page 36).

- 4.5.2 In the past community involvement on the development of minerals and waste planning policy has been linked with other community involvement initiatives. This has had the advantage of reaching a wider audience, sharing resources, and drawing links between other strategies and work being undertaken in the Council. Examples of this have been earlier exhibitions on the adopted Waste Local Plan, which were linked with the development of the Cambridgeshire and Peterborough Municipal Waste Management Strategy; and more recently joint exhibitions on the emerging SPD on the 'Location and Design of Major Waste Management Facilities' and this emerging SCI. The Council will be mindful to capitalise on any future opportunities for joint community involvement. The Mineral and Waste Issues and Options consultation was also used as an opportunity to seek the views of stakeholders on how they wanted to be consulted in the future (see paragraph 4.42 above)

4.6 Using and Providing Feedback on the Results of Community Involvement

- 4.6.1 It is important after encouraging community involvement to acknowledge its receipt, and to give feedback on how it has been used in the process of preparing local development documents.
- 4.6.2 At all stages when receiving representations the Council will provide acknowledgement of receipt of a representation. This will be by letter or email depending on the means of submission of the representation. It is

anticipated that as the Council moves towards greater e-consultation on the web automatic email acknowledgement may be able to be used. However, it is unlikely that all representations will be submitted in this form, thus letter acknowledgements are still likely to be required.

4.6.3 At formal consultation stages i.e. preferred options and submission stage there is a set six week period for responses which will be well publicised. At these stages if a representation is received after the close of a consultation period it will be acknowledged, and the representee advised that the representation is not duly made.

4.6.4 In terms of providing feedback at each stage the following will be undertaken:

Informal Consultation Stages i.e. Pre-Production Consultation on Issues / Options on Development Plan Documents

- A schedule of all representations received will be published on the Council's web site
- Following stakeholder events a summary of the outcome of the day will be produced and circulated to all attendees
- At the Preferred Options it will be shown how the representations that have been received have been taken into account in identifying options and those which are 'preferred'

Preferred Options Stage

- Following community involvement at the Preferred Options stage a Pre-Submission Statement of Consultation (under Regulation 28(1)(c)) will be produced showing how community involvement has been undertaken and how it has shaped the Development Plan Documents. This Statement will also show how the Council has complied with the requirements of this SCI.

Submission Stage:

- At submission stage a further Pre-Submission Statement of Consultation (under Regulation 28(1)(d)), which has been prepared following preferred options, will be submitted to the Secretary of State and made available as required under the Regulations. Within this statement a Schedule of Representations will be produced, with details of how the Council has responded to representations received and the main issues that have been raised. It will be placed on the Council's web site and at deposit points i.e. the Council's main office, District and Coty Council offices, and at main libraries.

Post Examination Stage:

- Following examination stage the independent Inspectors Report will be published and made available to stakeholders so they can see the Inspectors conclusions from the examination, and his binding changes to the Plan.

Table 3: Community Involvement in Minerals and Waste Development Plan Documents

Stage		Evidence Gathering / Issues & Options	Preferred Options	Submission of DPD	Examination	Adoption
Minimum Community Involvement	Consult / Inform 'Statutory' Consultees	X	X	X	X	X
	Consult / Inform Other Relevant Parties	X	X	X	X	X
	Place 'Proposals' on Website*	X	X	X	X	X
	Documents on Deposit at Principal Office & other locations	X	X	X		X
	Send Proposals to Government Office	X	X	X	X	X
	Publish Statutory Notice in Press		X	X	X	X
	Submit DPD to SoS			X		X
	Submit Sustainability Appraisal / SEA to SoS			X		X
	Submit SCI Statement to SoS			X		
	Advertise Alternative Site Proposals			X		
	Notice of Examination / Pre-Examination to Statutory & other stakeholders				X	
	Six Week Consultation Period	X	X	X		
	Send copy of DPD to Planning Inspectorate					
Additional Involvement	Meetings with Stakeholders (on request)	X	X	X		
	Community Information Gathering e.g. questionnaires / surveys	X				
	Focus / Stakeholder / Deliberative Workshops	X				
	Displays / Exhibitions (unmanned)	X	X	X		X
	Press Releases / Media Interviews e.g. local radio	X	X	X	X	X
	Attend Parish / Town Council Meetings (on request)	X	X	X		
	Attend Minerals & Waste Liaison Forums	X	X	X		X

*Proposals will also be available in hard copy and on CD.

Table 4: Community Involvement in Minerals and Waste Supplementary Planning Documents

Stage		Evidence	Draft SPD	Adoption
Minimum Community Involvement	Consult / Inform 'Statutory' Consultees		X	X
	Consult / Inform Other Relevant Parties		X	X
	Place 'Proposals' on Website*		X	X
	Documents on Deposit at Principal Office and other locations		X	X
	Send Proposals to Government Office		X	X
	Publish Statutory Notice in Press		X	X
	Submit SPD			X
	Submit Sustainability Appraisal / SEA to SoS		X	X
	Submit SCI / Statement of Consultation		X	
	Six Week Consultation Period		X	
	Publish Statement of Representations / Associated Amendments			X
Additional involvement	Meetings with Stakeholders (on request)		Y	
	Information Gathering e.g. questionnaires / surveys	X		
	Displays / Exhibitions (unmanned)		X	X
	Press Releases / Media Interviews e.g. local radio		X	X
	Attend Parish / Town Council Meetings (on request)		X	
	Attend Minerals & Waste Liaison Forums		X	X

*Proposals will also be available in hard copy and on CD.

4.7 The Statement of Community Involvement

Preparation and Review of the Statement of Community Involvement

4.7.1 The SCI is a local development document, and like development plan documents it is subject to a statutory process of preparation and review, which has been set out in Figure 1.

4.7.2 A key element of the any review of the SCI will be community consultation. The main stages for community involvement are as follows:

Scoping – the pre-production stage where the Council will establish the baseline i.e. considering such aspects as identification of main stakeholders, and the resources available. At this stage the Council will undertake informal consultation with stakeholders seeking views on how they wish to be consulted in the future. This may take the form of surveys / questionnaires.

Draft SCI – a statutory stage where a draft SCI is published for consultation and participation (Regulation 25 and 26). At this stage a draft document will be published and made available for a statutory period of six weeks. Community involvement will be actively promoted, and will meet and exceed the scope of the minimum Regulations set out by Government for this stage.

Submission of the SCI to the Secretary of State – A further formal stage where the SCI is submitted to the Secretary of State (Regulation 28). A further statutory stage where the submitted SCI is the subject of a six-week period of community involvement. Community involvement will be actively promoted, and will meet and exceed the scope of the minimum Regulations set out by Government for this stage.

Examination - representations to the Submission SCI may be carried forward to an independent Examination. The examination is preceded by a pre-examination meeting, which will establish how the Inspector wishes to conduct the examination. This meeting may be attended by the public and other stakeholders, as well as at the examination itself. Compliance with the Regulations set out by Government should ensure that all parties are notified of the time and venue for the pre-examination meeting and the Examination. In addition the Council will issue press releases in respect of arrangements for the Examination.

A report setting out the Inspector's recommendation is then published, which is binding on the Authority.

Adoption – the Inspector's recommendations are incorporated and the SCI is adopted. There is no scope for community involvement at this stage; however, it is an opportunity to provide feedback on the

Examination and notification of adoption of the SCI. This will be done in compliance with the regulations, with notification to stakeholders by letter, plus additional measures being taken to ensure that the community is aware of the adoption of the SCI and its final contents e.g. through press releases, information on the web site.

Review - Once the SCI is adopted, its content becomes legally binding, however it will remain under constant review by officers who will be checking that the document is achieving its intended purpose. In order to do this, the Council will undertake regular surveys after stakeholder consultations that will help to identify the clarity, appropriateness and usefulness of the exercise. The responses obtained will then be used to shape the direction and content of the next SCI.

- 4.7.3 The results of the questionnaire and other matters have been taken into account in proposing how community involvement will take place on any SCI. These proposals are set out in **Table 5**. Further details of consultation methods are set out in **Table 1**.



[Photo: An example of quarry restoration in progress]

Table 5: Community Involvement in Statements of Community Involvement

Stage		Scoping	Draft SCI	Submission SCI	Examination	Adoption
Minimum Community Involvement	Consult / Inform 'Statutory' Consultees	Y	Y	Y	Y	Y
	Consult / Inform Other Relevant Parties	X	X	X	X	X
	Place 'Proposals' on Website*		X	X	X	X
	Documents on Deposit at Principal Office & other locations		X	X		X
	Send Proposals to Government Office		X	X	X	X
	Publish Statutory Notice in Press		X	X	X	X
	Submit DPD to SoS			X		X
	Submit Sustainability Appraisal / SEA to SoS			X		X
	Submit SCI Statement to SoS			X		
	Give Notice of Pre-Examination / Examination to statutory and other consultees				X	
	Six Week Consultation Period		X	X		
	Send copy of DPD to Planning Inspectorate					
Additional Involvement	Meetings with Stakeholders (on request)	Y	Y	Y		
	Community Information Gathering e.g. questionnaires / surveys	Y				
	Displays / Exhibitions (unmanned)		Y	Y		
	Press Releases / Media Interviews e.g. local radio	Y	Y	Y	Y	Y
	Attend Parish / Town Council Meetings (on request)	Y	Y	Y		
	Attend Minerals & Waste Liaison Forums	Y	Y	Y		Y

*Proposals will also be available in hard copy and on CD.

5 Involvement In Planning Applications

5.1 County Planning Applications

5.1.1 The County Council, as the County Planning Authority, is responsible for determining planning applications within Cambridgeshire, which relate to the following:

- quarrying and the working of minerals together with associated development (including facilities for the transport of construction materials and related mineral production facilities);
- use of land for waste management or buildings, plant or machinery for treating, storing, processing or disposing of refuse or waste materials (including waste treatment and recycling plants, energy from waste, sewage treatment plants and landfill); and
- County Council service development (including schools, libraries, social services centres, and county highways but excluding applications for Listed Building Consent or Conservation Area Consent).

5.1.2 Each planning application submitted to the County Council goes through a number of stages:

- Pre-application discussions (*not mandatory*)
- Submission of planning application
- Consultation, publicity and making comments on an application
- Deciding planning applications
- Making the results of decisions available.

5.1.3 The extent to which the public can become involved varies with each stage.



[Photo: Pre-application community involvement for a major development in Cambridgeshire]

5.2 Pre-Application Discussions

- 5.2.1 The County Council encourages applicants to discuss proposals with officers prior to the formal submission of a planning application. These are known as pre-application discussions. This stage is “good practice” rather than mandatory. It helps to consider whether the principle of the development could be acceptable, ensure that an application is sufficiently detailed, and minimise delay by highlighting important issues at an early stage. 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.
- 5.2.1 Pre-application discussions consider the need for an Environmental Statement to be submitted in support of an application in accordance with the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 (Amended) [i.e. screening and scoping]. Baseline assessment and monitoring of main potential environmental impacts arising from the proposed development such as a landscape appraisal, noise assessment, ecological survey and/or archaeological assessment are also considered in consultation with statutory/non statutory consultees.
- 5.2.2 Additionally, developers are strongly encouraged to engage with the community including local residents, and statutory/non-statutory consultees before a major planning application is formally submitted. The extent of such pre-application community engagement will vary, depending on the nature and scale of the proposals.
- 5.2.3 Minerals and waste developments are by their very nature often controversial and subject to intense public scrutiny and examination. However, proposals for County Council development may also be contentious depending upon the nature, scale, and location of the proposal. The criteria for helping developers to decide which types of planning applications should undergo pre-application community consultation are set out in Appendix F.

5.3 Pre-Application Community Involvement

- 5.3.1 Prospective developers for applications which might be viewed as requiring “high” or “enhanced” levels of community involvement will be expected to provide a statement of the pre-submission consultation which they have undertaken, alongside their application.
- 5.3.2 Such a statement, where pre-application consultation is undertaken, 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; and
- A description of any changes to the proposals made as a result of public consultation.

5.3.3 Misunderstandings can occur between "pre-application" and "application" community involvement. "Pre-application" consultation is generally instigated by the developer. "Planning application" consultation (i.e.. the formal stage of community involvement) is undertaken by us. Selecting and funding the precise mix of methods and techniques for community involvement at the pre-application stage is a matter primarily for the developer. Appropriate methods and techniques for community involvement including the pre-application stage are set out in Appendix G. The County Council will also expect developers to invite planning officers to attend any "pre application" community involvement events such as exhibitions that are organised in order to assist in providing advice to individuals and groups attending of the planning process involved.

5.3.4 Failure to comply with these provisions by a developer will not allow a local authority to refuse to accept a valid application. However, failure to consult a community properly in accordance with an agreed SCI, will increase the risk of objections being raised which could be material to the determination of the application.

5.4 Submission Of A Planning Application

5.4.1 We are required to undertake a process of publicity and consultation for every planning application that we receive. The Town and Country Planning (General Development Procedure) Order 1995, (as amended) specifies the minimum level of publicity to be given to all planning applications, consultation with the local community and certain technical consultations as part of the process for determining applications for planning permission.

5.4.2 Publicity: Advertising the proposal allows people who may be affected by or interested in the proposal an opportunity to find out more about it and can express their views before a decision is made. The exact requirement for publicity will depend on the scale and nature of the development proposed but will involve a combination of site notification, press advertisement and neighbour notification.

5.4.3 The County Council exceeds the statutory requirements by both erecting site notices and carrying out neighbour notification by letter for each planning application. Provided the statutory requirements for publicity have been fulfilled, direct notification of neighbours by the County Planning Authority is discretionary. We use the following criteria to guide the identification of near neighbours for notification:

- Urban areas: Notification letters are sent to occupiers/owners of properties situated adjoining and opposite an application site.

- Rural locations: Occupiers/owners of properties within 150 metres of an application site are notified.
- 5.4.4 Planning officers may use their discretion to further widen the scope of neighbour notification, if appropriate, beyond the criteria used for guidance. Factors that will be taken into consideration include the nature and characteristics of the development involved (i.e. main potential amenity and environmental impacts and expected duration) and the locality concerned (i.e. main potential human receptors affected). For all “major development” (including all mineral and waste developments), press notices are also placed in a local newspaper. (See Appendix E, Part 1)
- 5.4.5 Consultations: The County Council is required to consult the local community (such as the relevant District Council and Parish/Town Council) on any planning applications that fall within their areas.
- 5.4.6 Neighbouring district, parish and town councils are also consulted, as appropriate, depending on the size, location and nature of the development. Adopting a more prescriptive approach (such as a consultation buffer zones based on distance) has some advantages in terms of creating greater certainty but also involves major disadvantages. It would be inflexible and potentially costly to administer. Parish councils would also be faced with a substantial increase in planning consultations placing an extra burden on parish councils’ time and resources. It is for these reasons that the discretionary approach to wider consultation with parish and town councils is preferred. However, the factors that will guide this decision are set out in Appendix E (Part 3).
- 5.4.7 Technical consultations (such as the Environment Agency) are another important part of the process for deciding applications for planning permission. Other groups and organisations (such as RSPB, National Trust) are also consulted, as appropriate, depending on the size, location and nature of the development. Statutory consultees for planning applications are outlined in Appendix E (Part 2). Non-statutory consultees are also listed in Appendix E, Part 3. This list is not exhaustive and will be updated regularly on our website.

5.5 Making Comments On Planning Applications

- 5.5.1 Copies of planning applications are available during office hours (08:30 to 17:30 Mondays – Thursdays, 08:30 to 16.30 Fridays) at Castle Court, Shire Hall Cambridge. Each individual application is sent to the relevant District/City Council and Parish/Town Council where it will be publicly available. When an application is accompanied by an Environmental Statement, a copy is also made available at the nearest local library.
- 5.5.2 A programme of improvements to the Council’s planning website has recently been introduced that help make the service more accessible

and user friendly for customers. Direct on-line access to all submitted information for planning applications is now available (applications submitted after December 2005). This step is designed to make the service more readily accessible, particularly to those sections of the community who are not able to visit our offices during office hours and those with mobility/transportation difficulties. Comments on planning applications can be sent to us by letter, email or fax.

- 5.5.3 All public representations and consultees comments are collated and summarised in the planning officers' committee (or delegated) report. Relevant land use planning matters relating to an application will be addressed in the report. More complicated decisions are formally made, following a recommendation by the Head of Strategic Planning for approval or refusal, by the Development Control Committee, which consists of up to seven elected members of the Council. Less controversial decisions are taken by the Head of Strategic Planning in accordance with the Council's approved Scheme of Delegation following consultation with the local elected member and Chairman of the Development Control Committee. Letters relating to applications to be decided by the Development Control Committee will be made available to Committee Members prior to committee.



[Photo: Sand and gravel extraction in Cambridgeshire]

5.6 Deciding Planning Applications

5.6.1 The Development Control Committee will meet on an approximately six weekly basis to consider planning applications. Each planning application to be decided by the Committee will have a specific written committee report prepared by the Head of Strategic Planning. The role of the committee report is to:

- Describe the development proposal and application site,
- Outline the applicant's case,
- Summarise the responses received from consultees and letters/emails/faxes (with addresses) received from members of the public,
- Set out relevant Development Plan policies,
- Weigh up the main land use planning considerations relevant to deciding the application, and
- Make a formal recommendation from the Head of Strategic Planning to Committee to approve, approve with necessary planning conditions or to refuse planning permissions for clear land use planning reasons.

5.6.2 Officers will make short verbal presentation to Committee, which is intended to highlight the main points outlined in the report and give an update in respect of consultations and representations received. Public speaking is permitted at Committee subject to the limitations and advice set out in the "Right To Speak Procedure" and "Guidance For Public Speakers". These leaflets are available from our offices and website.

5.6.3 Before reaching a decision, the Development Control Committee will take into consideration all the representations received including those made verbally as part of the Right To Speak Procedure. Occasionally, the Committee may resolve to visit the site of the application or examine similar operations in order to gain a better understanding of the application. This step is solely for the purpose of information gathering and at no time during the site visit will members of the Committee express a view, either for or against the proposal. The site visit will be undertaken under our "Code of Development Control Practice for Members". Again, this leaflet is available from our offices and our website.

5.6.4 Development Control Committee reports are made publicly available five working days prior to the Committee date from the County Council's Democratic Services Team to allow Councillors on the Committee and other customers to read the committee report prior to the meeting. Reports are also published on our website.

5.6.5 Decisions on individual planning applications must be taken in accordance with the statutory Development Plan, unless material considerations indicate otherwise. Material considerations must be genuine planning considerations such as the design, landscape impact

and the proposed means of access, together with impact on the neighbourhood and the availability of infrastructure. Emerging planning policies, in the form of draft policy statements and guidance, can also be regarded as material considerations.

- 5.6.6 Elected members of the Development Control Committee are entitled to come to a different planning view as decisions can turn on different weight and emphasis. Such decisions must be made transparently with due regard given to planning policies in the development plan and with full planning reasons specified for approval or refusal.

5.7 Making The Results Of Decisions Available

- 5.7.1 Once the planning application has been decided, we will aim to inform everyone of the decision taken within three working days of the committee decision being taken. Copies of decision notices are kept for public inspection at Castle Court offices (during normal office hours) and are also issued to the relevant District/City Council to be held on their public register. All decisions notices are also placed on the County Council's website. Similarly, as part of the recent service improvements, previous decisions taken by the County Council are now available to view on line.

6 Managing The Process

- 6.1.1 Ultimately, the content of the M&WDPDs will be decided by elected members of the Council. However, the County Development Mineral & Waste Planning Team will undertake the work required to support community involvement and participation. The nature and extent of the involvement outlined in this document has had regard to the time and resources presently available.
- 6.1.2 The M&WDPDs will be prepared by the Council's County Development Mineral & Waste Team, which includes the Minerals & Waste Planning Manager, 3 Principal Planners, 4 Development Control Officers, a Planning Assistant and the equivalent of 3.5 technical and administrative support staff.
- 6.1.3 All officers and staff within the group work on a flexible basis whereby staff resources are managed to deliver on priority tasks related to plan preparation, development control and site monitoring/enforcement. The Planning Manager will identify the most appropriate deployment of resources, particularly at peak times such as the resourcing of any public meetings. The Group will meet the commitments set out in this statement, subject to requests for attendance at District or Parish Council one-to-one meetings and community group meetings being reasonable in relation to the notice given and frequency. Where appropriate, the County Council may also appoint external consultants to assist in plan preparation of work.

- 6.1.4 The cost of plan making and community involvement will be met from the base budgets allocated to the Strategic Planning Team, which take account of the need to fund the community and stakeholder involvement set out in the SCI. The budgets for 2006/7 and 2007/8 are under discussion.
- 6.1.5 The Council will undertake a regular survey of applicants' experiences in the operation of the planning application process to help inform any decisions to improve efficiency and effectiveness in the Council's statutory duties. Consideration will also be given to extending survey techniques to canvass the views of other stakeholders on planning processes on a similar frequency to that for planning applications.

REPOSE FORM
 SUBMISSION DOCUMENT
 STATEMENT OF COMMUNITY INVOLVEMENT (SCI)
 MARCH/MAY 2006

Office use only	
Response No:	

Please use this form to make comments relating to the Submission Document Statement of Community Involvement.

You may photocopy this form or obtain further copies free of charge from Cambridgeshire County Council. This form is also available on the web site at: www.cambridgeshire.gov.uk

PLEASE COMPLETE ALL SECTIONS IN BLACK INK. PLEASE SUBMIT YOUR RESPONSE BY 12 MAY 2006 (5PM)

Name:

Postal address:

Email:

Telephone:

Are you?

Supporting the SCI?

Objecting to the SCI?

Question 1: To which paragraph does your representation relate? If you are objecting to the SCI because something is missing please state where in the document it should be inserted.

Question 2: The SCI will be tested according to its “soundness”. If you are objecting, which of the following tests of soundness do you consider the SCI fails to meet?

- It complies with the minimum requirements for consultations as set out in the Town & Country Planning (Local Development) (England) Regulations 2004;
- Its strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- It identifies in general terms which local community groups and other bodies will be consulted;
- It identifies how the community and other bodies can be involved in a timely and accessible manner;
- The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- Resources are available to manage community involvement effectively;
- It shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- It sets out a mechanism for reviewing the statement of community involvement;
- It clearly describes the planning authority's policy for consultation on planning applications.

Question 3: Having regard to the tests of soundness listed above, please give details of any changes that you would like to see made to the SCI? and why?

Question 4: If you are objecting please indicate whether you wish to appear at Independent Examination or rely on written evidence?

Written Evidence

Attend Examination

If you wish to present information at the examination stage please outline below why you consider this to be necessary:

(The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to attend the Examination)

Any other comments:

Please continue on a separate sheet if necessary

Please tick this box if you would like to be notified of the adoption of the plan:

Please confirm the address that this notification should be sent to:

Thank you for taking the time to complete this form. In electronic form it can be emailed to mwplan@cambridgeshire.gov.uk

It can be faxed to: (01223) 718537, or mailed to:

Cambridgeshire County Council
Box ET1011
Castle Court
Shire Hall
Cambridge
CB3 0AP.

This document can be viewed on our web site, and is also available in other languages, large print or Braille etc on request.

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 LDS and extent to which the policies in LDDs 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, which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan. The statutory Development Plan under new planning system will consist of:

- i) Regional Spatial Strategy (i.e. East of England Plan)
- ii) Minerals and Waste Development Framework (being prepared jointly by Cambridgeshire County Council and Peterborough City Council); and
- iii) The relevant district/city council's Local Development Framework.

Existing Structure and Local Plans will, however, continue to have a role to play during a transition period; as "saved" policies.

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.

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 which 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.

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.

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. (Formally known as Supplementary Planning Guidance SPG)

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

Consultees for Minerals and Waste Local Development Framework

1.0 List of Statutory Consultees

Bodies identified in Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004, 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 document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate.

Before a consultation begins a task for the Minerals and Waste Planning Authority will therefore be to decide 'the extent' to which proposals affect a specific or general consultation body.

1.1 Specific Consultation Bodies

Government Office for the East of England
East of England Regional Assembly (EERA)
East of England Development Agency
The Countryside Agency
The Environment Agency
The Historic Building and Monuments Commission for England
English Nature
Strategic Rail Authority
Network Rail
The Highways Agency
District & City Councils (in and adjoining the Plan area)
All Parish / Town Councils (in and adjoining the Plan area)
The Regional Development Agency's (in and adjoining the Plan area)
Relevant telecommunications companies
Strategic Health Authority
Relevant electricity and gas companies
National Grid & Transco
Sewerage and Water undertakers e.g. Anglian Water, Cambridge Water Company

1.2 General Consultation Bodies in the Authority's Area

The Regulations define these bodies as:

'Voluntary bodies whose activities benefit the Authority's area
Bodies representing the interests of different racial, ethnic or national groups
Bodies representing the interests of different religious groups bodies which

Bodies which represent the interest of disabled persons
Bodies which represent the interest of persons carrying on business'

The Minerals and Waste Planning Authority will therefore consult a variety of bodies, which could include the following (*this is not an exhaustive list*):

Action with Communities in Rural England
Age Concern
Airport Operators
British Geological Society
British Horse Society
British Red Cross
British Waterways
CABE
Cambridge University Hospitals NHS Foundation Trust
Cambridgeshire Association of Local Councils
Cambridgeshire Local Access Forum
Chambers of Commerce
Church Commissioners for England
Civil Aviation Authority
Civic Trusts
Commission for Racial Equality
Country Land and Business Association
CPRE
Deafblind UK
Disability Rights Commission
Diocesan office
Drainage Boards
East of England Tourist Board
Equal Opportunities Commission
Fire and Rescue
Forums for Voluntary Organisations
Health and Safety Executive
Help the Aged
Housing Associations / Society's / Developers
Individuals who express an interest in the Plan
Inter-Faith Council
Islamic / African / Caribbean / Pakistani and other community Groups
Local Environmental / Interest Groups e.g. Froglife; Greenpeace;
Friends of the Earth; Wildlife Trusts
Local Skills Council
Local Strategic Partnerships
Mencap
MP and MEP's
Minerals and / Waste Industry & Trade Associations
National Farmers Union
National Trust
Regional Aggregates Working Party
Regional Waste Technical Advisory Body
Residents Associations
Road Haulage Association

RSPB
South Cambs Compact
Sport England
Strategic Health Authorities
The Gypsy Council
The Ramblers
The Salvation Army
University of Cambridge
Women's National Commission

Other Government Departments:
Department for Education and Skills
Department for Environment, Food and Rural Affairs
Department for Transport
Department for Health (though relevant public health groups)
Department of Trade and Industry
Ministry of Defence
Department of Works and Pensions
Department for Culture, Media and Sport
Office of Government Commerce (Property Advisers to the Civil Estate)

Internal Consultees within the County Council are also a valuable source of information and advice, those consulted include:

Council Members
Archaeology
Capital Programme Team
Civil Protection
'Disability Voices' representative
Education
Environment Programme Team
Property and Procurement
Research Group
Sustainable Communities
Sustainable Infrastructure
Transport Assessment
Waste Management

QUESTIONNAIRE AND RESULTS – HOW TO CONSULT IN THE FUTURE

Your help would be appreciated in deciding how to consult you in the future. Please could you find time to answer the following questions: (putting a tick in the box to indicate your answer)

1. How do you like to be consulted?

by letter	52%
by email	47%
Other, please specify	1%

Response:
Consultation will be carried out by letter. Consideration is currently being given to purchasing an IT system which will enable on line representations to be made / collated. This will also have the capacity to compile email addresses so in the future consultation can be via email if requested.

2. In what form do you like to receive consultation material i.e.

Paper copies	59%
On a CD	17%
A link to a web based consultation	24%

Response:
Consultation material will be available in paper form, on CD, and on the web.

3. What methods do you consider would be most successful in engaging with young people, the disabled, religious, ethnic and other 'hard to reach' groups?

Public Exhibition	40%
Focus / Workshop Events	47%
Other, please specify	13%

- travelling workshops; within villages by exhibition; mailshot; either, provided they take place in Aldreth Village Centre; attending group meetings; schools & training centres; BBC and press; local and multimedia; presentation to the Parish Councils; internet with language translations

Response:
Focus / workshop events will be part of future consultation, together with public exhibitions which will be held in Cambridge and the market towns. They will be well publicised so that people can attend the centre most local to them. Presentations to Parish / Town Councils will be given on request, with the option of a mobile exhibition also being available for the meeting. Publicity through the press and local media is always pursued, and language translation of material can be obtained on request.

4. Would you be willing to attend and participate in:

Stakeholder / Community Workshops	56%
Public Meetings	44%

and, where should such events be held?

Cambridge	41%
Peterborough	35%
Other (please specify)	24%

- St Ives; village location; market towns; all round; Huntingdon; central; West Deeping; March; Maxey; smaller locations; throughout the County

and what time of day should such events to be held?

Daytime	45%
Evening	55%

Response:

Stakeholder / Community Workshops are favoured in preference to public meetings, and these will be pursued at key stages. These workshops will be held initially in Cambridge, in future consideration will be given to holding them elsewhere in the County in the light of attendance and level of interest. The timing of such events may vary according to the nature of the event. Often if the stakeholders are the minerals and waste industry (for example), a daytime event is better attended.

5. Are there any other locations (in addition to Council Offices and public libraries) that ought to be used to make plans available for viewing by the public?

Existing locations are sufficient 66%

Other locations should also be used (please specify).....34%

- Internet; Post Offices; Parish Councils; local community centres; Aldreth village centre as no library; supermarkets; schools; local pubs; local halls; somewhere with plenty of parking

Response:

Existing locations are favoured and will be maintained. Proposals are made available on the web, and are also available through Parish / Town Councils.

6. Do you have any other comments / suggestions on how to involve the community?

Examples:

- Need to consider whether there is justification for more specific publicity local to the proposed allocation
- Use of press releases and media articles to alert the public

- Make a non adobe acrobat version of consultation forms available on the web as not everyone is able to open them
- Parish Councils
- Statements in village magazines of concerns to their area
- Awareness through popular media, local press and local notices
- Views need to be truly listened to and taken into account; and decisions made need to be properly justified
- Publicise the process in order that there can be no suggestion that anyone did not have a chance to participate
- Go out into the community as they will not come to you
- Roadshows
- Education of young children (junior school) on recycling within their household etc and the impact of sustainable waste
- Media publicity
- Locally based consultation events
- Use of village newssheets/newsletters to inform of dates and meetings and comments noted
- Consider the use of MORI polls etc to gauge public opinion in crucial matters

Response:

Many of these suggestions are already taking place e.g. media publicity; press releases; involvement of Parish Councils; publication of Plan timetables and processes through Local Development Scheme. Others are also being pursued e.g. non-acrobat versions of response forms and online submission of representations. The role of education on waste recycling is a matter that is pursued through the Waste Management section of the Council, with a recycling bus that regularly visits schools.

(Note: This survey covered Cambridgeshire and Peterborough as the Minerals and Waste Development Plan is a joint Plan)

Publicity & Consultation Arrangements For County Planning Applications

Part 1: Definition Of Major Development

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 E (Contd)

Part 2: Statutory Consultees For Planning Applications

Who we consult during planning application decision-making process:

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, GDPO
Involve a material increase in the number of people working in or visiting an area identified by the HSE due to the presence in the vicinity of toxic, reactive, explosive or inflammable substances	Health and Safety Executive	Article 10, GDPO
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) GDPO
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) GDPO
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. Cambridgeshire County Council	Article 10(h) GDPO
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) GDPO

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	Article 10(m) GDPO Article 10(n) GDPO
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. Applications involving the demolition of/material alteration to Grade I & II* listed building (including grades A, B & C ecclesiastical buildings)	English Heritage (notification)	Environment Circular 14/97 'Planning and the Historic Environment Notification and Directions by the Secretary of State' Paragraph 8 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 (SSSI), or within 2km of a notified SSSI (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), GDPO MPG6 paragraph 72 Planning Policy Statement 9
Development likely to affect a Special Area of Conservation (SAC) or Special Protected Area (SPA), that is not	English Nature	Regulation 48, Conservation (Natural

affect a strategic regional investment/employment policy		
1. A change to an access of a motorway or road with speed limit of >40mph 2. 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 SoS proposes to construct	The Highways Agency (notification) (determination only after Article 14 direction; notification of intent not to issue direction; period of 28 days has elapsed without receipt of direction)	Article 15, GDPO
	The Coal Authority	Article 16 GDPO
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 25 Development and Flood Risk
Development that would require particular consideration of flood risk issues e.g. within a river or coastal floodplain, within/adj 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. Anglian Water) Navigation Authority (e.g. Environment Agency) English Nature	Planning Policy Guidance 25 Development and Flood Risk
Proposals within 500m of a PPC/IPPC 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"> LA-PPC/IPPC 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	Circular 2/93 'Public Rights of Way' Annex E
All applications	Relevant Parish/Town	Article 13, GDPO

	Council	
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 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 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	Commission for Architecture & the Built Environment (CABE)	Paragraph 2.13 Planning Policy Guidance 15 Planning and the Historic Environment DETR letter to LPAs dated 17/03/1997
Development that would be likely to result in harm to a protected species or its habitat	English Nature	Conservation and Habitat Regs 1994 etc para 47
Lawful Development certificate application relating to a SSSI	English Nature (notification)	Para 49 1994 Conservation & Habitat Regs 1994
Reclamation of mineral sites to nature conservation uses	English Nature	MPG7 Annex B, paragraph B51
Advice on geological features of	English Nature	MPG7 Annex B,

interest at mineral sites		paragraph B53
Where an LPA 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	MPG 6 paragraph 97 MPG15 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 MPG 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; • 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	DoE Circular 9/95 as amended by DETR 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	MPG7, 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

Part 3– Non-Statutory Consultees For Planning Applications

(a) The relevant County Councillors for the areas concerned are consulted on all planning applications.

Other internal consultees include:

- County Highways Authority
- Environment Team
- County Archaeologist

(b) 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.

- Neighbouring County/District/Parish/Town Councils (see Note *¹)
- Local environmental/interest groups
- Primary Care Trusts (& Health Protection Agency)
- English Heritage [in instances not required as a statutory consultee]
- Council for the Protection of Rural England
- Ramblers Association
- Forestry Commission
- Cambridgeshire & Peterborough Wildlife Trust
- Friends of the Earth
- National Trust
- Anglian Water
- British Horse Society
- The Ramblers' Association
- Royal Society for the Protection of Birds (see Note *²)
- Cambridgeshire Local Access Forum
- Utility Companies (Gas, water, drainage, electricity, cable and telecommunications)
- Drainage Boards
- Regional Waste Technical Advisory Body
- Regional Aggregates Working Party

This list is not exhaustive and is subject to rolling review. The updated list will be available on the website.

Note *¹: The County Council will consult the relevant District, Parish or Town Council on all planning applications that fall within their areas (see Part 1). Neighbouring county, district, parish and town councils will also be consulted by planning officers on a non-statutory basis, as appropriate, on all applications

where proposed developments are situated close to their administrative boundary. This will depend on the characteristics of the development, location (i.e. proximity to administrative boundary) and characteristics of the potential impacts involved (i.e. magnitude).

For more complex applications, consultation with parish and town councils over a wider area will be undertaken. Factors that will be taken into consideration by planning officers include the characteristics of the development (i.e. size of the development), location (i.e. sensitivity of area) and characteristics of the potential impact (i.e. magnitude, extent of area affected/population).

Note *2: Consultations will be undertaken on relevant individual projects that may have significant impacts on birds and biodiversity.

**Categories Of Development Requiring Different Levels of Pre Application
Community Involvement**

Category A: “High Level” Community Involvement

These are major applications involving potentially significant environmental effects or are contrary to the development plan. Typically, these will be developments that are:

- Accompanied by an Environmental Statement; and/or
- A departure from the development plan.

Category B: “Enhanced Level” Community Involvement

These are applications which are broadly consistent with the development plan (and do not fall within Category A) but nevertheless raise significant potential site specific issues or details. Typically, these will be developments that potentially:

- affect nearby sensitive receptors (i.e. people or sensitive biodiversity such as a SSSI) by causing noise, smell, vibration, pollution to the water environment, dust or fugitive emissions to air;
- raise health concerns;
- affect floodplains;
- attract heavy traffic into a generally quiet residential area;
- cause activity and noise during unsociable hours;
- introduce any significant change to an area, for example, particularly large/tall buildings or structures;
- affect the setting of an ancient monument, Conservation Area, listed building or archaeological site;
- affect trees subject to Tree Preservation Orders;
- physically affect a public right of way.

Category C: “Standard Level” Community Involvement

All other development proposals.

Summary Of Methods And Techniques For Community Involvement In Planning Applications

Category A “High Level Of Community Involvement” – Pre Application

PRE -	APPLICATION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 5. Precursor to any Environmental Impact Assessment (EIA) scoping exercise 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council [Developer] 2. Pre-application discussions with community [Developer] 3. Public exhibitions/leaflets [Developer] 4. Media coverage (press releases/parish newsletters) [Developer] 5. Liaison groups (where existing) [Developer] 6. Pre application discussion with statutory and non statutory consultees (including District, City, and Parish/Town Councils)[Developer] 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Category A “High Level Of Community Involvement” – Post Decision

POST	DECISION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	1. Foster good relationships with local communities and stakeholders	<ol style="list-style-type: none"> 1. Letter to applicant, District/City Council(s), Parish Council, community groups and respondents advising of decision [Council] 2. Report/decision notices available for inspection at County Hall including the website [Council] 3. Advertising of any decisions made under Environmental Impact Assessment Regulations 1999 (as amended) [Council] 4. Establish Liaison Groups (where appropriate) [Council/Developer] 	<ol style="list-style-type: none"> 1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control

Summary Of Methods And Techniques For Community Engagement On Planning Applications (contd)

Category B “Enhanced Level Of Community Involvement” – Pre Application

PRE -	APPLICATION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council [Developer] 2. Media coverage (press releases/parish newsletters) [Developer] 3. Liaison groups (where existing) [Developer] 4. Pre application discussion with statutory and non statutory consultees (including District, City, and Parish/Town Councils) [Developer] 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Category B “Enhanced Level Of Community Involvement” – Application/Decision

PLANNING	APPLICATION/DECISION	STAGE	
Who	Why	How	Outcomes
<p><i>General Public</i></p>	<p>1. Formal submission giving rise to consultations with community and statutory/non statutory bodies.</p>	<p>1. Site notices [Council] 2. Neighbour notification [Council] 3. Letter to respondents [Council] 4. Notification to local County Councillor [Council] 5. Consultation with statutory and non statutory consultees (including District, City, and Parish/Town Councils) [Council] 6. Applications available for inspection including website [Council] 7. Media (statutory notices, press releases (where appropriate)) [Council] 8. Public exhibitions (where appropriate) [Council] 9. One-to-one meetings/group meetings (where appropriate) [Council] 10. Public meetings (where appropriate) [Council] 11. Liaison groups (where existing) [Council] 12. Letter to respondents & consultees inviting them to speak at Committee [Council] 13. Report available for inspection including on website [Council]</p>	<p>1. Consultation responses summarised in the report to Committee 2. Responses available for inspection 3. Opportunity to speak at Committee (applicant, respondents and local County Councillor) 4. Possible committee site visits before taking decision 5. Consideration of how and/or whether issues can be resolved</p>
<p><i>Statutory and other consultees</i></p>		<p>14. Written consultation (including documentation) [Council]</p>	

Category B “Enhanced Level Of Community Involvement” – Post Decision

POST	DECISION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Foster good relationships with local communities and stakeholders 	<ol style="list-style-type: none"> 1. Letter to applicant, District/City Council(s), Parish Council, community groups and respondents advising of decision [Council] 2. Report/decision notices available for inspection at County Hall including the website [Council] 3. Establish Liaison Groups (where appropriate) [Council/Developer] 	<ol style="list-style-type: none"> 1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control

Summary Of Methods And Techniques For Community Engagement On Planning Applications (Contd)

Category C: “Standard” Level Of Community Involvement – Pre Application

PRE -	APPLICATION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council [Developer] 2. Liaison groups (where existing) [Developer] 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Category C: “Standard” Level Of Community Involvement – Post Decision

POST	DECISION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Foster good relationships with local communities and stakeholders 	<ol style="list-style-type: none"> 1. Letter to District/City Council(s), Parish Council, community groups and respondents [Council] 2. Report/decision notices available for inspection at County Hall including the website [Council] 	<ol style="list-style-type: none"> 1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control