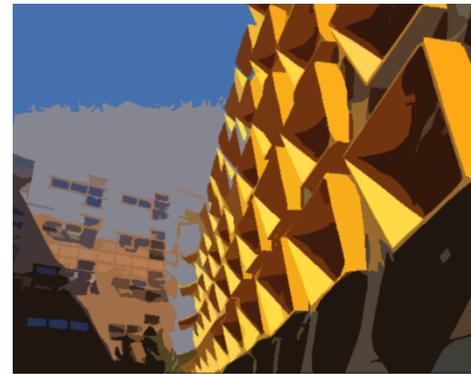


Bury

Revised Statement of Community Involvement



October 2020

Contents

1	Introduction	2
2	Community involvement in planning	4
3	Plan-making in Bury	7
4	How can you get involved in the plan-making process?	13
5	Planning applications	16
	Appendix 1 – Consultation bodies for plan-making	18
	Appendix 2 – Consultation stages of plan making	22
	Appendix 3 – Glossary	26

1 Introduction

What is the Statement of Community Involvement?

- 1.1 This Statement of Community Involvement (SCI) sets out how we will involve the community in preparing and revising all local planning documents and in making decisions on planning applications. It highlights the importance of becoming involved in the planning process at an early stage. We will follow the guidelines and requirements set out in these pages and will monitor and update it as necessary.

The planning system and community involvement

- 1.2 The Council must produce a Statement of Community Involvement (SCI), as required by the Planning and Compulsory Purchase Act (2004). Further details on required public consultation methods and procedures are set by the accompanying Regulations¹ to the Act as well as requirements set out by the Localism Act (2011), which includes the 'Duty to Co-operate'.
- 1.3 The SCI will guide all community involvement on planning matters in Bury, ensuring that people know when, how and for what reason they will be able to take part in plan-making and planning application processes.
- 1.4 All sections of the community have the opportunity to be actively and continuously involved from the start of the planning process, including in the preparation of plans and decisions on planning applications. The aim is that by achieving greater community engagement throughout the planning process stakeholders and other organisations will have active involvement in identifying and addressing planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of plans, where this is a requirement of the legislation, and prior to the determination of planning applications, and that there will be greater local understanding and ownership of development in the Borough.
- 1.5 When preparing plans and determining planning applications the Council must comply with the community engagement requirements as set out in this SCI.

¹ The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

When a local plan is required to be submitted for independent examination, the Council will be required to show how the SCI requirements have been met.

Why the Statement of Community Involvement has been updated?

- 1.6 Local Planning Authorities are required to carry out a review of their Statements of Community Involvement every 5 years from the adoption date and, since the last revision in 2015, there have been a number of changes to planning legislation, policy and guidance that need to be reflected in the SCI.
- 1.7 In addition, the Government has been clear that everyone should adhere to various measures to help combat the spread of coronavirus (COVID-19). These measures have implications for planning-related consultation, including how the public are engaged in plan-making and the ability of local authorities to comply with arrangements set out in their existing SCIs – particularly those forms of engagement that involve public gatherings and/or face-to-face contact whilst social distancing measures are in place.
- 1.8 As a result of the guidance, local planning authorities are required to make a number of temporary arrangements so that plan-making can continue during the emergency and to ensure that effective community involvement takes place during this time by means which are reasonably practicable. In doing so, the Council will explore new methods of consultation, for example holding virtual exhibitions, digital consultations, video conferencing as well as continuing to utilise existing social media platforms and providing documents for inspection on the Council’s website. The proposed COVID-related changes are highlighted in red text in this document.
- 1.9 However, it is anticipated that the consultation arrangements set out in the draft revised SCI to reflect COVID-19 restrictions will be temporary and that the document will be further revised to remove these once restrictions are lifted. The situation will be kept under review and modified as required and in accordance with Government guidance.

2 Community involvement in planning

2.1 The Council's Planning Division sits within the Department for Business, Growth and Infrastructure and comprises two main functions:

- **Strategic Planning** - are responsible for the preparation of statutory planning documents that will make up the Development Plan (e.g. the Local Plan and the Greater Manchester Spatial Framework) as well as other key non-statutory documents such as supplementary planning documents, masterplans and regeneration frameworks. The team organise and lead the consultations on draft planning documents and consider relevant consultation responses when making any amendments to the Council's final adopted documents, where appropriate. The team also input to the development of the Greater Manchester Spatial Framework, although consultations on this are led by the Greater Manchester Combined Authority (GMCA) (see page 7).

You can contact the Strategic Planning team by:

Phone: 0161 253 5550

Email: planning.policy@bury.gov.uk

- **Development Management** – are responsible for considering the merits of planning applications and whether they should be given permission and ensuring that the terms and conditions of a planning decision are carried out, or that development carried out without planning permission is brought under control.

You can contact the Development Management Team by:

Phone: 0161 253 5432

Email: development.control@bury.gov.uk



2.2 For general planning enquiries, you can call at the reception desk in Bury Town Hall on Knowsley Street. However, should you have a pre-arranged meeting with an officer in the Planning Division, you can go directly to the reception on the ground floor of 3 Knowsley Place on Duke Street in Bury (opposite the main entrance to the Town Hall). During COVID-19 restrictions, face-to-face meetings may not be possible and you should therefore contact

the relevant planning team via the contact details shown above and you will be advised of any alternative arrangements.

2.3 In terms of community involvement in planning, the Council applies a number of general principles when engaging with stakeholders in the preparation of the various planning policy documents that the Council produces and in determining planning applications. Details in relation to the preparation of the Greater Manchester Spatial Framework are set out separately in this report.

2.4 Wherever it is relevant, we will apply the following general principles to our planning consultations:

- We will seek views of interested and affected parties as early as possible.
- We will consult as widely as possible within the confines of staffing and financial resources.
- We will be inclusive wherever possible by providing information in an accessible format, giving advice where requested and encourage involvement from hard-to-reach groups that traditionally do not get involved in the planning process.
- We will inform people who respond to consultations of later stages, when requested.
- We will share information with you via the Council's website, social media and at dedicated Council buildings where this is appropriate and effective.
- During COVID-19 restrictions, online inspection of documents will be the default position and the Council will make use of alternative engagement methods whilst ensuring that all legal consultation requirements are met.

2.5 In general we will keep you informed through a variety of methods including:

- **Letters and emails** - For environmental reasons, we encourage any communications to be made electronically and where you have provided us with an e-mail address we will generally use that means of communication rather than sending a letter in the post.
- **Website** – The internet is a popular way of communicating planning issues and making all relevant information available to individuals and groups. A key advantage of this is that we can include far more information than we could within newspaper adverts for example. You will be able to access a wide range of planning-related information at www.bury.gov.uk/planning. If you do not have access to the internet at home you can access the internet at publicly accessible computers at libraries and the Council offices at 3 Knowsley Place, Duke Street, Bury. During COVID-19 restrictions, online inspection of documents at libraries and Council offices will not be possible. If you are unable to view documents on the Council's website then please

contact the Strategic Planning Team on 0161 253 5550 for advice in terms of accessing documents.

- **Media** - We will use the more traditional media to issue press notices and releases, where appropriate. We will also make use of social media by using Facebook and Twitter as a means of keeping people informed of the latest planning news from the Council and information of local and national interest on planning issues. 'Like' us on Facebook and 'follow' us on Twitter to keep up-to-date!



www.facebook.com/buryplanning



www.twitter.com/BuryPlanning

3 Plan-making in Bury

- 3.1 The planning system in England is plan-led which means that development plans are used to guide and manage future development and as the basis for determining planning applications. Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise.
- 3.2 All development plans have to be prepared within the context of the Government's planning policies. These are primarily set out within the National Planning Policy Framework (NPPF)² but this is supported by separate policy documents related to waste³ and traveller sites⁴.
- 3.3 The current statutory development plan in Bury comprises the Unitary Development Plan (UDP)⁵ and the Greater Manchester Joint Minerals⁶ and Waste⁷ Plans.
- 3.4 However, together with the other nine districts in Greater Manchester, Bury is contributing to the preparation of the emerging Greater Manchester Spatial Framework (GMSF)⁸. The GMSF will set out the strategic framework within which GM districts (including Bury) need to develop their own Local Plans.
- 3.5 The overall development plan for Bury will therefore comprise the Local Plan, the GMSF and two other jointly-prepared plans – the Greater Manchester Minerals and Waste Plans and any adopted Neighbourhood Plans should any be produced.
- 3.6 Figure 1 sets out the hierarchy of planning policies that are applicable to Bury.

² <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

³ <https://www.gov.uk/government/publications/national-planning-policy-for-waste>

⁴ <https://www.gov.uk/government/publications/planning-policy-for-traveller-sites>

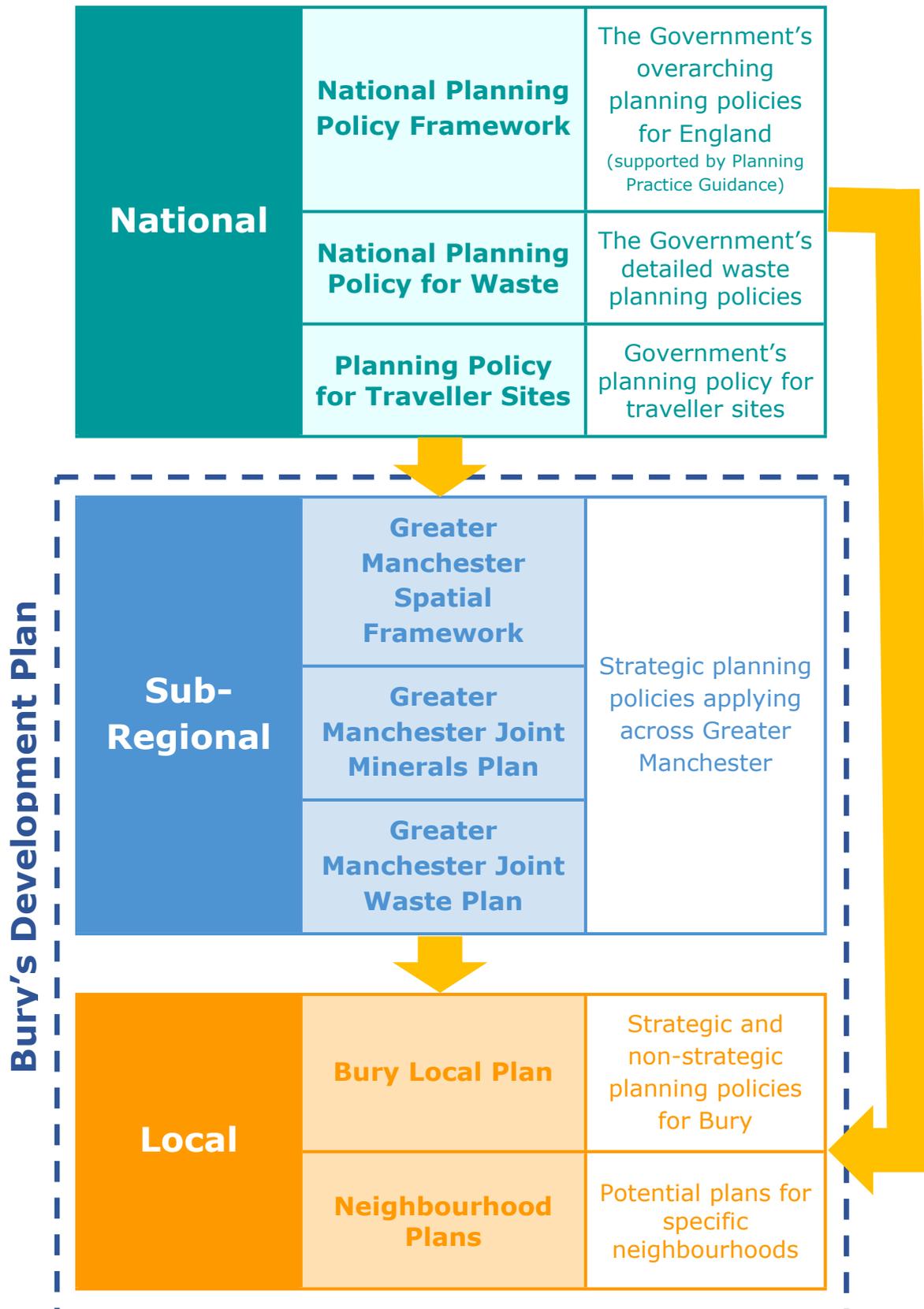
⁵ <https://www.bury.gov.uk/index.aspx?articleid=10734>

⁶ https://www.greatermanchester-ca.gov.uk/media/1995/the_minerals_plan_april_2013_final.pdf

⁷ https://www.greatermanchester-ca.gov.uk/media/1994/greater_manchester_waste_plan_opt.pdf

⁸ <https://www.greatermanchester-ca.gov.uk/what-we-do/housing/greater-manchester-spatial-framework/>

Figure 1 – Planning policy hierarchy



Greater Manchester Spatial Framework

- 3.7 The Greater Manchester Spatial Framework (GMSF) is being prepared collaboratively by the Mayor of Greater Manchester and the ten Greater Manchester local authorities. It will set the overall spatial strategy for Greater Manchester and cover strategic policies including those identifying the appropriate scale and distribution of housing and employment, the infrastructure requirements to deliver this and the environmental capacity of Greater Manchester to accommodate this in the most sustainable manner. The GMSF will be subject to independent examination and once adopted will become part of the Development Plan for the Borough.

Bury Local Plan

- 3.8 The emerging Local Plan⁹ will reflect the strategic context set out in the GMSF and will include more locally-specific planning policies to address issues that are relevant to Bury.
- 3.9 Local Plan policies and site allocations will establish where future development will be encouraged and areas where it will be resisted. The Plan is being produced alongside but separate to the preparation of the GMSF and will also be subject to its own independent examination following the GMSF examination.

Neighbourhood Plans

- 3.10 The Government's Localism Act (2011) introduced Neighbourhood Planning giving new rights and powers for neighbourhoods to produce a plan to shape how their neighbourhood area should develop and grow.
- 3.11 Neighbourhood Plans are prepared under the Neighbourhood Planning Act 2017, and supporting Regulations, and once adopted become part of the statutory Development Plan for the area in which they apply. As such, they will need to be consistent with other documents making up the Development Plan, such as the GMSF and the Local Plan.
- 3.12 Neighbourhood Plans are taken forward by neighbourhoods themselves, such as by an existing parish council. However, given that there are no parish councils within Bury, they could be produced by a formally established neighbourhood forum. In areas which are predominantly commercial (such as

⁹ <https://www.bury.gov.uk/localplan>

a high street or town centre), a Business Neighbourhood Plan could be produced by a Business Neighbourhood Forum.

- 3.13 If necessary, the Council will support neighbourhoods in the preparation of their plans, at a level that is considered appropriate. Notwithstanding this, the approach to consultation will be a matter for the individual neighbourhood planning bodies in preparing their plans and it is therefore outside the scope of this SCI. The Council will, however, publicise consultation on Neighbourhood Plans at various stages, where it is required to do so, primarily using the Council's website and notifying relevant consultees as outlined in Appendix 1.

Supplementary Planning Documents

- 3.14 Supplementary Planning Documents (SPDs) provide additional information to, and support the policies of, the Development Plan. They assist with the interpretation and implementation of policies.
- 3.15 When making a decision on a planning application, an SPD is taken as a material consideration. The weight given to SPDs is significant as they have been prepared in full consultation with the public and approved for development management purposes by the Council.

Other documents

- 3.16 Other documents support the production and implementation of the plan-making framework. In addition to this Statement of Community Involvement, they include the Local Development Scheme, the Authority Monitoring Report and evidence base documents.
- 3.17 The **Local Development Scheme (LDS)** is a public document which sets out the Council's project plan for the production and review of plans and includes a description and timetable for each document. The LDS is available on the Council's Planning Policy webpages.
- 3.18 **The Authority Monitoring Report (AMR)** provides information on progress in achieving targets identified in the LDS and looks at how planning policies are achieving their aims and purpose. The latest version of the AMR is available on the Council's Planning Policy webpages.
- 3.19 The Council's **evidence base** contains up-to-date and regularly monitored information from surveys and evidence gathering exercises. The evidence base helps to inform the preparation of planning policies and the contents of plans. Information contained within the evidence base can also highlight the need to prepare or review a plan. Where appropriate, the Council will seek the involvement of relevant groups and organisations in the development of this evidence base so that it has the most reliable and robust information

available. Full details of the Council's current evidence base can be found on the Council's Planning Policy webpages.

Integrated Assessment

- 3.20 Integrated Assessment (IA) is a key part of the plan-making process and is undertaken at all stages of plan preparation. The IA helps to identify where there is uncertainty, and highlight the synergies and tensions between the policies and the objectives set out in the IA.
- 3.21 The IA incorporates the requirements of:
- **Sustainability Appraisal (SA)**: mandatory under section 19 (5) of the Planning and Compulsory Purchase Act 2004.
 - **Strategic Environmental Assessment (SEA)**: mandatory under the Environmental Assessment of Plans and Programmes Regulations 2004 (which transpose the European Directive 2001/42/EC into English law).
 - **Equality Impact Assessment (EqIA)**: required to be undertaken for plans, policies and strategies by the Equality Act 2010.
 - **Health Impact Assessment (HIA)**: there is no statutory requirement to undertake HIA, however it can be included to add value and depth to the assessment process.

Habitats Regulations Assessment

- 3.22 A Habitats Regulations Assessment (HRA) may also be required to be undertaken separately from the IA. This will assess the potential for the plan to affect European nature conservation sites.

Duty to co-operate

- 3.23 The duty to co-operate is a legal requirement of the plan-making process. It was introduced by the Localism Act 2011 and requires local authorities to consider strategic planning beyond their boundaries, providing a way of addressing larger issues that cannot be dealt with by working alone.
- 3.24 When we prepare or review a local planning document the Government requires local planning authorities to work together with other bodies to ensure that strategic and other cross-boundary issues are properly coordinated and addressed in plans. Government legislation and guidance sets out a range of bodies and other consultees who we have to notify as part of our duty to co-operate (see Appendix 1).
- 3.25 As part of the Council's evidence on its duty to co-operate, a 'Statement of Common Ground' (SoCG) will be prepared as a written record of the progress made during the planning process in relation to strategic cross-boundary

issues. The SoCG will show where there has been co-operation with duty to co-operate bodies throughout the preparation of a plan and will help to demonstrate that a plan is deliverable and based on joint-working.

4 How can you get involved in the plan-making process?

- 4.1 There are a number of key stages involved in the preparation of planning policy documents. These stages are required by Government planning legislation and regulations and are designed to ensure that the process is as open and transparent as possible.
- 4.2 Consultation will take place at early stages of the plan-making process and will continue throughout. Any comments that are submitted in response to consultations will be fully considered and taken into account during the next phase of the plan-making process.
- 4.3 In terms of who will the Council involve, a list of all the Specific, 'Duty to Co-operate', general organisations and other bodies that we are legally required to consult and involve in preparing our Local Plan documents is contained in Appendix 1.

Consultation methods

- 4.4 A range of consultation methods will be used during the preparation of plans and supporting documents. The type of consultation used will be dependent on the type and stage of the document in question. Further detail on the use of these is set out in Appendix 2 of this SCI.

Inspection of material

- 4.5 All material relevant to public consultations on the emerging Bury Local Plan, the Greater Manchester Spatial Framework or other planning policy related documents will appear on the Council's planning policy pages of the web site at <https://www.bury.gov.uk/index.aspx?articleid=10733> and on the planning consultations web page at www.bury.gov.uk/planningconsultations.
- 4.6 Relevant material will also be made available available for inspection at the Planning Division reception (Ground Floor, 3 Knowsley Place, Duke Street, Bury) between the hours of 8.45am and 4.00pm (Monday to Friday), Bury Town Hall between the hours of 8.45am and 5.00pm (Monday to Friday) and at local libraries during their normal opening hours (see [Libraries and archives](#) and [Tottington Centre](#) for details).
- 4.7 During COVID-19 restrictions, online inspection of documents will be the default position and the Council will, where requested, attempt to make alternative arrangements where online inspection is not possible.

Database contacts

- 4.8 The Council's Strategic Planning team have also developed a consultation database which includes all of the bodies listed in Appendix 1 but also includes a wide range of other individuals, groups and stakeholders that have expressed an interest in planning policy matters previously. We contact those on the database throughout the process of preparing planning policy documents so that everyone has the opportunity to influence policies and proposals as they emerge.
- 4.9 Depending on the contact's specified preference, the Council will send letters or emails to database contacts, including targeted consultation letters for key community groups.
- 4.10 Anyone wishing to be added to the consultation database can contact Strategic Planning at planning.policy@bury.gov.uk or by telephone (0161 253 5550).
- 4.11 In maintaining this contacts database, full regard is given to data protection requirements.

Social media

- 4.12 The Council will use various social media platforms, including relevant Twitter accounts and Facebook pages, to publicise consultation at the various stages involved in the production of planning documents.

Other publicity material

- 4.13 The Council may choose to produce publicity material for public consultations if it is considered appropriate for the particular type, stage and subject matter of the document.
- 4.14 This could, for example, include a press release, a public notice, the use of posters in prominent and publicly accessible locations and advertisement on TV screens within Council buildings where these are open and accessible to the public. The type of publicity material used will be determined on a case by case basis for each consultation.

Stakeholder events and meetings

- 4.15 Consideration will be given to requests for stakeholder events or meetings with groups, organisations, individuals and communities, depending on the type of document and the stage reached in its production.
- 4.16 However, during COVID-19 restrictions, meetings may be arranged if necessary via video conferencing where face-to-face meetings are not possible due to social distancing measures.

Hard-to-reach groups

- 4.17 The Council will make every effort to engage with hard-to-reach groups that, traditionally, do not engage in the planning process. In doing so, the Council will seek to make contact directly and/or through representative organisations and encourage them to get involved in the preparation of plans and supporting documents.

Duty to Co-operate

- 4.18 As specified previously, the Council is required to comply with a 'Duty to Co-operate' and, in doing so, will engage with adjoining authorities and other relevant public organisations on a collaborative and proactive basis throughout the plan-making process.

Preparation of the Greater Manchester Spatial Framework Joint Development Plan Document

- 4.19 The ten Greater Manchester authorities are working on the production of a joint plan titled 'Greater Manchester's Plan for Homes, Jobs and the Environment' – the Greater Manchester Spatial Framework (GMSF). The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so.
- 4.20 Principally, the GMSF will identify the housing numbers and employment floorspace needs and associated infrastructure requirements as well as identifying the key allocations and broad opportunity areas where this growth should be focussed. Further information on the preparation process for the GMSF can be found on the GM Consultation hub page at www.gmconsult.org.
- 4.21 Consultation on the GMSF is carried out on a joint basis and is in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the ten districts' Statements of Community Involvement'.
- 4.22 If you wish to register your interest in being informed of future GMSF consultations please register on the [mailing list sign up](#) page or contact: planningandhousing@greatermanchester-ca.gov.uk.
- 4.23 The consultation methods that the Council will follow when consulting on different documents are set out in Appendix 2.
- 4.24 In relation to the GMSF, the Council and the GMCA will ensure that the duty to cooperate with neighbouring Councils and other prescribed bodies is met. In doing so, the Council and the GMCA will engage constructively, actively and on an on-going basis and have regard to their activities so far as they are relevant, in order to ensure that strategic matters are given full consideration in the preparation of the GMSF.

5 Planning applications

- 5.1 The Development Management Team handle both pre-application enquiries and the processing of planning applications.

Pre-application advice

- 5.2 Pre-application enquiries help the applicant get their application 'right first time' and whilst they are not a guarantee of obtaining planning permission, the exercise ensures that all of the planning issues are identified early so as to enable the applicant to put forward the best possible application.
- 5.3 More details of how this service is delivered including information on charges is available on our website at www.bury.gov.uk/10785.

Getting involved in planning applications

- 5.4 The publicity for planning applications is subject to legislative requirements set by Government and can be carried out using different methods including one or all of the following:

- Letters to neighbours;
- Site notices;
- Press notices.



- 5.5 We will publish all planning applications on our website and a minimum of 21 days will be allowed for comments to be made via our online system, by email or by post. See our planning applications search facility at <https://planning.bury.gov.uk/online-applications> for more information or view the ways you can contact us in section 2. In addition to being able to view the applications in your own home, you can also view them online at your local library. During COVID-19 restrictions, online inspection of documents at libraries and Council offices will not be possible.
- 5.6 All comments received by the Council before the application is determined are considered by the officer in making their recommendations on the application. **Planning is an open and public process and as such all comments made on a planning application can be viewed by both the applicant and other members of the public.**

Decision making

- 5.7 Most planning applications are determined by the Chief Planning Officer, but some applications are presented to the Planning Control Committee (PCC). If an application is presented to the PCC then there is an opportunity for the public to address Members of the Committee. Our website provides more information on how to do this on our "Planning proposals – have your say" web page at www.bury.gov.uk/10771.
- 5.8 However, during COVID-19 restrictions, Planning Control Committee meetings may be held virtually via video conferencing. You should therefore contact the Development Management Team using the contact details on page 4 to check what the current arrangements are.

Planning appeals

- 5.9 When an application is refused by the Council an applicant has a right of appeal to the Planning Inspectorate (PINS). The process of who is informed of an Appeal is set down by Government and we will ensure that these requirements are complied with.
- 5.10 As a minimum requirement, any comments that a person makes on the original application are passed to the Planning Inspector appointed to consider the Appeal and these comments are also be supplied to the applicant. In certain Appeals you may be able to make further comments and in some cases you may also take part in a Public Inquiry, although this will be at the discretion of the Inspector. The rules around publicity and how you can be involved in Appeals can be found on our "Planning applications refusals and appeals" webpage at www.bury.gov.uk/10769.

Appendix 1 – Consultation bodies for plan-making

Specific consultation bodies

The Council is required to consult 'specific' consultation bodies as appropriate on planning policy documents. The relevant bodies for Bury are as follows:

Specific consultation bodies
A relevant authority within or adjoining the Borough (local planning authorities, county councils, parish councils and local policing bodies)
The Coal Authority
The Environment Agency
Historic England
Lancashire Police and Crime Commissioner
Natural England
Electronic Communications Operators
Electricity Undertakers
Gas Undertakers
Sewerage Undertakers
Water Undertakers
Network Rail
Highways England
NHS Trusts and Clinical Commissioning Groups
Homes England
Marine Management Organisation

The Council will consult with these bodies, as required, on all development plan documents, neighbourhood plans, and where relevant supplementary planning documents and other planning documents as required.

Duty to Co-operate bodies

The Localism Act (2011) introduced the Duty to Cooperate in relation to the planning of sustainable development. It requires the Local Planning Authority to engage constructively, actively and on an ongoing basis on strategic matters with other Local Planning Authorities and designated bodies.

As a body to which the duty to co-operate applies, the Council will co-operate, as required, on strategic planning issues with the following:

Duty to Co-operate bodies
Neighbouring local planning authorities <ul style="list-style-type: none"> ▪ Manchester City Council ▪ Salford City Council ▪ Bolton Council ▪ Blackburn with Darwen Council ▪ Rossendale Council ▪ Rochdale Council ▪ Lancashire County Council ▪ North Turton Parish Council
Civil Aviation Authority
Environment Agency
Greater Manchester Combined Authority (GMCA)
Greater Manchester Local Enterprise Partnership
Greater Manchester Local Nature Partnership
Highways England
Historic England
Homes England
Marine Management Organisation
Natural England
NHS England
NHS Bury Clinical Commissioning Group
Office of Rail and Road

Other relevant local planning authorities
South Pennines LNP
Transport for Greater Manchester

The Council will consult with these bodies, as required, on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents.

General consultation bodies

The Council is required to consult 'general' consultation bodies as appropriate on planning policy documents. The relevant bodies are as follows:

General consultation bodies
Voluntary bodies
Bodies representing racial/ethnic/national groups
Bodies representing religious groups
Bodies representing disabled persons
Bodies representing business persons

General consultation bodies will be consulted as a matter of course on all development plan documents, neighbourhood plans, and where relevant, supplementary planning documents and other planning documents.

Other consultees

The Council is required to consult 'other consultees' as appropriate on planning policy documents. Other consultees include residents who have asked to be informed and other interested parties.

Appendix 2 – Consultation stages of plan-making

Development Plan Documents

Stage	Consultation Methods	Consultation Bodies
Preparation stage (Regulation 18)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Specific ▪ Duty to Co-operate ▪ General ▪ Other
Publication stage (Regulation 19)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Specific ▪ Duty to Co-operate ▪ General ▪ Other
Submission to the Secretary of State (Regulation 22)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Specific ▪ Duty to Co-operate ▪ General ▪ Other ▪ Those that requested to be informed at Publication Stage
Independent Examination (Regulation 25)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials 	<ul style="list-style-type: none"> ▪ Those that responded at Publication Stage

	<ul style="list-style-type: none"> ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	
Adopting the Local Plan document (Regulation 26)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Those who requested to be informed of adoption

Supplementary Planning Documents

Stage	Consultation Methods	Consultation Bodies
Public Involvement (Regulations 12 and 35)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1.
Adoption (Regulations 14 and 35)	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Social Media ▪ Publicity Materials ▪ Document publicly available ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1. ▪ Those who requested to be informed of the adoption.

Neighbourhood Plans

Stage	Consultation Methods	Consultation Bodies
Application and Designation	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Document made available at relevant Council offices and relevant libraries ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1
Pre submission consultation	N/A – This stage is carried out by the qualifying body	
Submission Consultation and publicity of the plan	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters ▪ Document made available at relevant Council offices and relevant libraries ▪ <u>During COVID-19 restrictions, online inspection of documents will be the default position</u> 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1
Submission of plan for independent examination and publication of report	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1 ▪ Those who asked to be notified of the decision.
<p>If the plan is approved by the Independent Examiner it moves to referendum stage.</p> <p>If the plan is not approved by the Independent Examiner the plan does not progress to referendum</p>		
Referendum on neighbourhood plan coming into force	<ul style="list-style-type: none"> ▪ Website ▪ Emails/Letters 	<ul style="list-style-type: none"> ▪ Selected relevant consultees from Appendix 1 ▪ People on the electoral register ▪ Non-domestic rate payers where a

		business area is designated
Plan comes into force	<ul style="list-style-type: none">▪ Website▪ Emails/Letters	<ul style="list-style-type: none">▪ Selected relevant consultees from Appendix 1

Appendix 3 – Glossary

Authority’s Monitoring Report (AMR): This document assesses the implementation of the Local Development Scheme and the extent to which policies in plans are being successfully implemented.

Appeals: Process where an applicant can challenge a decision. For example, a refusal of planning permission by a local planning authority can be appealed to the Secretary of State (DCLG), who in turn delegates most decisions to the Planning Inspectorate.

Development Management: Formerly known as Development Control. Development Management is the processing by a local planning authority of planning applications, enforcement actions, appeals and related work; usually the name of the section of a planning department dealing with this work.

Development Plan Document (DPD): A spatial planning document that is subject to independent examination and forms part of the Development Plan for an area. Examples are the Local Plan and Area Action Plans.

Duty to cooperate: Created by the Localism Act 2011, it places a legal duty on the Council to ‘engage constructively, actively and on an ongoing basis’ with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

Independent Examination: The process by which an independent Planning Inspector may publicly examine a Development Plan Document and any representations, before issuing a binding report.

Integrated Assessment: This is a technique for identifying and evaluating the social, economic and environmental impacts that a plan is likely to have. Integrated Assessment incorporates the provisions of Sustainability Appraisal/Strategic Environmental Assessment, Health Impact Assessment and Equalities Impact Assessment.

Local Development Scheme (LDS): This sets out the programme for preparing and reviewing plans.

Local Plan: A collective term for the Development Plan Document that sets out the spatial vision and strategy for the borough including policies and proposals. The Local Plan is a key part of the development plan.

Localism Act 2011: The Localism Act aims to devolve more decision-making powers from central government back into the hands of individuals, communities and councils. The Act covers a wide range of issues related to

local public services, with a particular focus on the general power of competence, community rights, Neighbourhood Planning and housing.

National Planning Policy Framework (NPPF): National planning policy which provides guidance to local authorities and others on planning policy and the operation of the planning system. Issues covered include housing, green belts, economic growth, heritage, sustainable development, biodiversity, transport, minerals, open space, sport and recreation.

Neighbourhood Plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Planning Control Committee: The planning decision-making body of a local authority. The planning committee is made up of elected members/councillors. One of the roles of planning committees is to make decisions on planning applications.

Planning and Compulsory Purchase Act 2004: This act updates elements of the Town and Country Planning Act 1990. It introduced a statutory system for regional planning, a new system for local planning, reforms to the development control and compulsory purchase and compensation systems and the removal of crown immunity from planning controls.

Planning Inspectorate: Planning Inspectors act on behalf of the Secretary of State for Housing, Communities and Local Government (MHCLG) and make decisions on appeals and hold examinations on Development Plan Documents.

Policies Map: The Policies Map shows the spatial definition of planning policies and Site Allocations set out in the written statement of the plan.

Statement of Community Involvement (SCI): This sets out the standards to be achieved by the local authority in involving local communities in preparing and reviewing plans, and in the development management process.

Strategic Environmental Assessment (SEA): A requirement of the European Union's Strategic Environmental Assessment Directive, SEA is a methodology for identifying and evaluating the impacts that a plan is likely to have on the environment. Where a plan requires SEA it is now undertaken as part of the Integrated Assessment.

Supplementary Planning Document (SPD): This is a local development document that may cover a range of issues, thematic or site specific, and supplements the policies and proposals of a Development Plan Document.

Unitary Development Plan (UDP): Development Plan prepared by a Metropolitan District and some Unitary Authorities. These plans continue to operate for a time after the commencement of the new development plan system introduced by the Planning and Compulsory Purchase Act 2004, by virtue of specific transitional provisions.