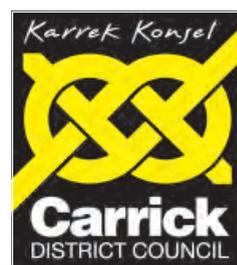


community planning

Carrick Local
Development
Framework

Statement of
Community
Involvement



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This and other Local Development Framework Documents are or will be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please call the Planning Policy Team on (01872)224478 or by e-mail: ldf@carrick.gov.uk

Foreword

By Cllr Mrs S A Callen

Portfolio Holder – Environment and Planning (Strategy)



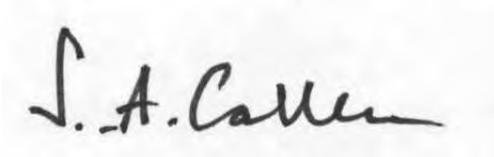
The recent changes to the way that the planning system operates have provided us with a new system built around community involvement. This fits well with our ambition to provide services in the way that you want them provided.

We want to involve you in all the decisions that affect your lives and welcome your ideas and aspirations. This Statement of Community Involvement sets out how you can get involved in preparing the Local Development Framework and making planning decisions.

Your views and knowledge will help us to better understand your needs and wishes, make better decisions, work more efficiently and achieve the best possible results for all.

Carrick District is your district so shouldn't you have a say in how it is developed?

Please get involved – we look forward to your contribution to the future of Carrick.



Cllr Mrs S A Callen

Portfolio Holder – Environment and Planning (Strategy)

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Statement of Community Involvement

1 Chapter 1 Introduction



What is this document and why has it been prepared?

This document is a Statement of Community Involvement to show you how and when you can get involved in the new planning system and what to expect from us when you do. It sets out:

- How Carrick District Council will involve you in preparing and shaping the different parts of our new Local Development Framework. (The framework is described in chapter 2.)
- How you can get involved in planning applications both before and during submission. (This is explained in Chapter 5.)

The Statement of Community Involvement (SCI) forms part of the Local Development Framework. We must prepare all planning documents and consider all planning applications in line with this statement. To ensure that we do so, we will prepare a statement of compliance with each planning document to explain how we have met the requirements in the Statement of Community Involvement.

Statement of Adoption

This statement of community involvement has gone through a number of changes in its preparation, which has enabled the community and stakeholders to be involved in the process of adoption. This adopted statement of community involvement incorporates changes made in response to the draft document published in January 2006 and as a result of binding recommendations contained in the Inspector's report, following an examination into its 'soundness' in June 2006.

The statement of community involvement was adopted by the council on the 25th July 2006. This local development document now forms a statutory part of the Carrick local Development Framework. Consultation on all local development documents and planning applications should now accord with the relevant standards set out in this document.



2 The New Planning System



- 2.1 The Planning and Compulsory Purchase Act (2004) came in to force in September 2004. The Act replaces the existing system of Local Plans with a new system of Local Development Frameworks (LDFs), which will give a better delivery of new development. The Local Development Frameworks are a major part of the Government's reform programme and are part of the aims for a culture change in planning. This involves three themes:
- Sustainable development (meeting present needs and allowing for future needs);
 - A 'spatial' planning approach (deals with the use of land and the activities on it);
 - Community involvement in planning.
- 2.2 Planning shapes the places where people live and work and is important in achieving balanced housing markets, sustainable development and delivering economic development. The Government wants development control to be more about managing development rather than just controlling it.

Introducing Local Development Frameworks

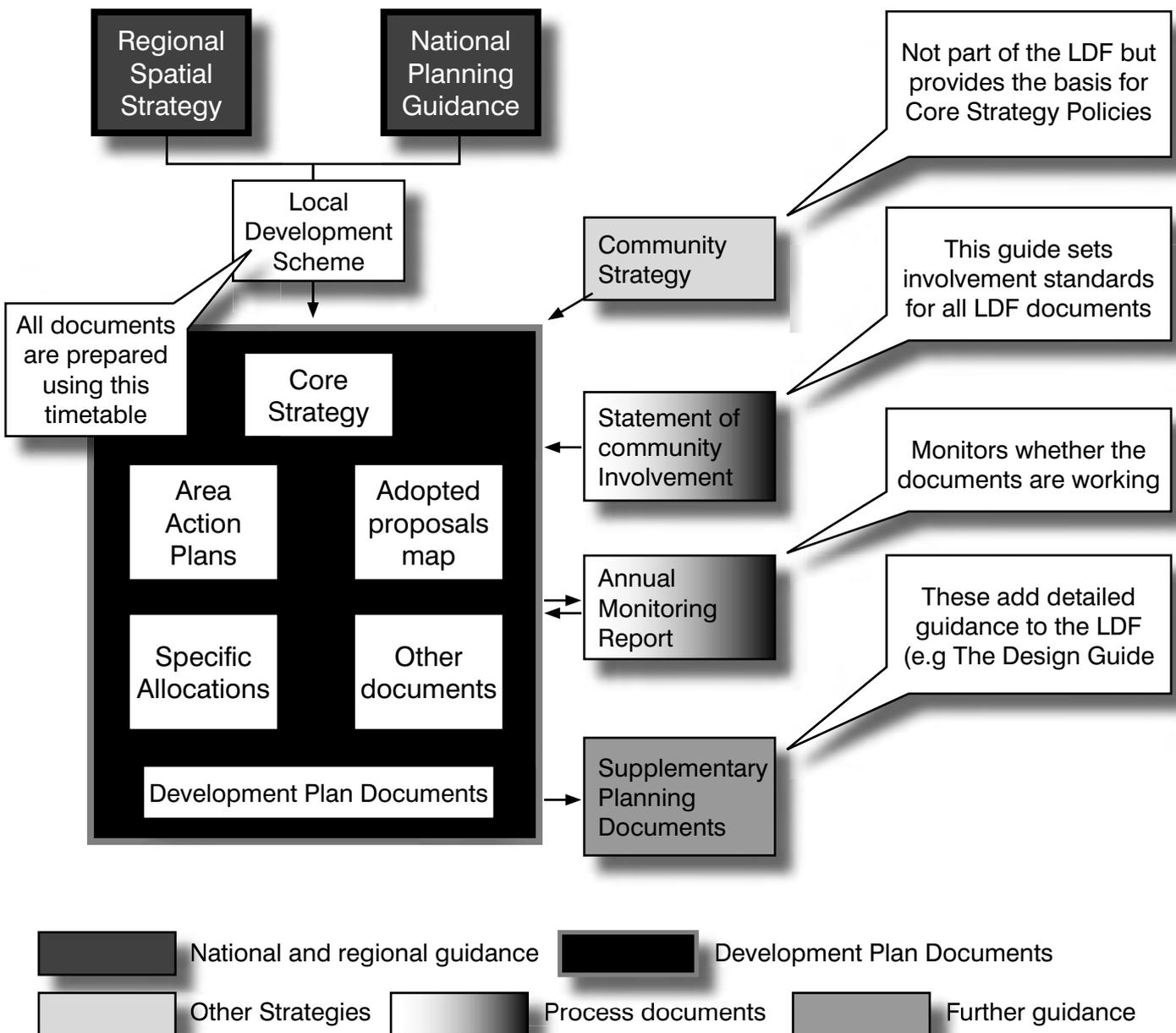
- 2.3 A Local Development Framework is made up of several Local Development Documents that set out the planning framework and policies for the area and will consist of:
- A Core Strategy;
 - Planning Policies;
 - Site Specific Allocations;
 - Area Action Plans;
 - A Proposals Map
 - Supplementary Planning Documents.

An explanation of the document types is in Appendix A. Figure 1 shows how all of the documents fit into the Local Development Framework.

- 2.4 The Framework is accompanied by a Statement of Community Involvement and Supplementary Planning Documents, which contain more detailed guidance on specific issues (for example, design). We must also set out a project plan and timetable for producing these documents, which is called a Local Development Scheme. An Annual Monitoring Report is also required to monitor our progress against targets to see if any changes are needed to the Framework.
- 2.5 The main advantage of the new system is that each of these documents can be prepared separately. This will allow the Local Development Framework to be far more responsive to local priorities than the old style Local Plan process, which could not be easily separated into smaller pieces.



Fig 1 What makes up the Local Development Framework?



2.6 The Carrick Local Development Framework is developed in line with National, Regional and County Plans. At national level, Government advice is in Planning Policy Guidance Notes, although these are rapidly being replaced by new style Planning Policy Statements. Copies of all of these documents may be viewed on the Government's website www.odpm.gov.uk under 'planning' and 'planning policy' and at our offices in Truro.

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Statement of Community Involvement

- 2.7 Regional guidance for the South West is currently in Regional Planning Guidance Note 10 (2001), which is being revised to become a Regional Spatial Strategy. At County level, guidance is in the new Cornwall Structure Plan adopted in September 2004. The new Planning Act abolishes Structure Plans, but the current Structure Plan will remain until 2007 or until it has been replaced by the new Regional Spatial Strategy that is currently being prepared by the South West Regional Assembly (The Regional Planning Body) and the Local Development Framework that we are preparing.
- 2.8 The Carrick District Wide Local Plan was adopted in 1998 and had an end date of 2001; however many of the policies are still relevant. The Local Plan will be saved under the new system for another three years or until it has been replaced by the new Local Development Framework, whichever is the earlier.
- 2.9 The Local Plan can be viewed on our web site www.carrick.gov.uk; at our Truro office; our Falmouth One Stop Shop; at libraries within Carrick District; and at your local Parish Council.

The Community Strategy

- 2.10 Under the Local Government Act (2000) we must prepare a Community Strategy. This sets out what is important for our quality of life, and what can be done to keep it sustainable. It puts into words our community needs and wishes. It also provides a framework to co-ordinate the actions of public, private, voluntary and community organisations. The contents of the Strategy come from the work of the Local Strategic Partnership¹ as well as from involvement by business, older and younger residents, and representatives of various interest groups. The strategy sits within the Cornwall Community Strategy as well as a number of countywide strategies and has links to Objective One. The Community Strategy will be used as the basis of the Carrick Local Development Framework as a way of helping the objectives of the strategy to be met. The groups shown in the strategy will help to identify some of the groups who must be involved in the planning process and some of the methods that we will use to involve them.

¹ A body made up from organisations involved in health, community safety, business, voluntary and environment sectors as well as from the Carrick Community Alliance and the District and County Council

3 Community involvement at Carrick



3.1 We want to improve public involvement in the planning process. We firmly believe that the best way of developing policy that properly fits the wishes of the community is to consider the views, wishes and local knowledge of the community at an early stage. We believe that this will give the community proper ownership of planning policies and decisions, reflecting their aspirations and needs, and will help communities to feel more comfortable with the planning process. To ensure that this happens, this document will set out how we want to involve you in the process and how we will work with you in developing the new Local Development Framework.

2.2 Our key objectives for involvement are therefore to:

- Reflect the views and the aspirations of the community
- Reduce conflicts in the planning process by involving the community earlier
- Raise awareness and understanding of the planning process
- Give the planning process greater transparency
- Better use our resources
- Reduce the length of time (and therefore the costs) of public inquiries

2.3 Further detail of our approach to engagement with the community is set out in our 'Consultation and Involvement Strategy, 2003 – 2006' which is available on our web site or in a paper form from our offices in Truro and Falmouth.

Our Guiding principles for Community Involvement in Planning

We will:

● COMMUNICATE CLEARLY

We want to involve you in the planning process. We understand that to involve you effectively in the process, we have to communicate clearly. We are very keen to involve groups and individuals that have not traditionally been able to get involved in the planning process. To ensure that your involvement is effective we will:

Tell you why

In each case we will say why we want to involve you in the process and whether you need to make comments.

Avoid jargon

We will set out our documents and forms as clearly as we can, always explaining any technical terms.



Keep it brief

We will publish a separate summary if the main document is over 1500 words (However we do not intend to provide a summary of the Core Strategy, as it is difficult to provide meaningful extracts of the strategic aims in the document).

Make it accessible

We will make all of the Local Development Framework documents available on the Council's web site, at our offices and at other public buildings. The availability of documents will be advertised in appropriate locations and in the local press.

MAKE IT EASY FOR YOU TO BE INVOLVED

We understand that people are busy and their time is limited. We want you to be involved in the planning process and understand that the best way is to make it easy to get involved. To help avoid inconvenience we will:

Keep it clear

Make it clear on what you need to do to make your views known.

Keep it local

Where appropriate, hold any public participation events as close as possible to the community or place that the decision will affect.

Keep it in scale

Try to ensure that the scale of public participation is suitable to the scale of the proposal or the nature of the issues involved.

Make it accessible

We will make it easier for groups and communities to be involved that traditionally have not been involved in planning. We aim to do this through the methods outlined on page 19 and through the use of Planning Aid. If you speak another language or cannot write we will help you to make your views known.

Keep it fair

We will ensure that disability is not a barrier to getting involved in the planning process by ensuring that exhibition and meeting facilities are accessible to disabled persons.

MAKE SURE THAT YOUR INVOLVEMENT IS EFFECTIVE

We understand that involvement is only interesting if it is a subject or issue that you are interested in or have some involvement with. Whilst you may like to get involved in many issues, we understand that your time is often limited and that it is best for you to be involved in the areas that you are most interested or experienced in so that we both benefit from the process.

In at the ground floor

We will involve you at the earliest stage and all other stages of plan-making or decisions on planning applications, where your comments could make a difference.

When it matters

When we ask you for comments and involvement it will be because there is a genuine opportunity to influence or alter a planning document or application.

Be straight

We will make it clear where things can or cannot be changed.

Be timely

We will give you good notice of events and as much time as possible to get involved, subject to time constraints set out in planning legislation (Some parts of the planning system are subject to statutory periods for involvement and consultation that we are unable to change). The event or document will be advertised as set out in Chapter Four.

**SHARE INFORMATION AND PROVIDE FEEDBACK**

To make the process fair it is vital that we tell you about the information gained from the involvement of others, and let you know what has happened as a result. To ensure that you are kept up to date with the process we will:

Make it accessible

We will make draft planning and associated documents available in paper form at our offices and on our web site to the public and to those involved with the case.

Feedback to you

We will consider all planning related comments made during the participation period and show how your views have been considered (including those discounted or that we are unable to use) in a report that will be available on the internet or in paper form at our offices.

Pass it on

We will ensure that comments received from the public and those involved with the case are available to Councillors when they are considering the planning documents or applications.

Share it

We will make comments received from participation available so that those with an interest in the planning process may view them.

Respect you

We will only use your information for planning purposes and will discard any records of your information when they are no longer needed for the original purpose. We will not pass your information to third parties.



KEEP THE PROCESS AS SIMPLE AS WE CAN AND LEARN FROM OUR MISTAKES

To make it easy for you to get involved we aim to keep the process simple and effective. By reviewing the system regularly we will identify where things have not been so effective and make adjustments to the way we involve you. We will:

Not reinvent the wheel

We will continue involving existing consultation groups within the district identified by Community Strategy, Consultation and Involvement Strategy as a first point of contact, whilst encouraging the involvement of other groups.

Use groups

Wherever possible we will try to group together consultees to avoid repeated consultation with the individuals involved.

Take a critical view

We will review the effectiveness of this document and use the review to improve the service for next time.

community planning

Statement of Community Involvement



4 Local Development Documents



How we plan to involve you

- 4.1 How you will be involved will depend on the document that is being produced and the stage of preparation that it has reached. We will only involve those groups and individuals that have an interest in the subject matter of the document or have asked to be involved. We will also consider the experience and knowledge that those different individuals and groups may have in the subject matter. If you have a specific interest in a subject and would like to be consulted on that subject please contact us (using the details on the back page) to be added to our list of consultees for that subject matter.
- 4.2 We will work with the groups identified in the 'Community Strategy' and 'The Consultation and Involvement Strategy, 2003 – 2006' as well as statutory consultees to ensure that we have a broad cross-section of community involvement in our work. Statutory consultees are people we have to consult, such as the Environment Agency.
- 4.3 The tables on the next few pages show the opportunities for community groups, other organisations and individuals to get involved in the preparation of Development Plan Documents. The methods to involve you in the process may change according to the nature of the planning issues and the information we need. For each stage, we have said what we will do and how we will do it. On page 20, Figure 3 shows whom we would like to involve in the process. More detail of the groups who we have already consulted can be found in Appendix B. The Local Development scheme (available on our web site and in paper form from appropriate public places) sets out the timetables for preparing individual documents.
- 4.4 The council will make LDF documents available through the website or from the council's offices. Documents will be made available in large copy print, audio cassette, Braille or languages other than English. If you require a document in one of these formats please contact the Planning Policy Team on (01872) 224478 or by e-mail: ldf@carrick.gov.uk
- 4.5 We would particularly like to build on our work with young people, as they will be affected by the proposals and planning decisions that are made now as much as anybody else. We will work in partnership with the Cornwall Youth Service through involvement with the Carrick Youth Forum and the Cornwall Youth Parliament.
- 4.6 Where appropriate we would like to get local schools involved in proposals that affect their local area so that we can find out what young people think about the plans. We will encourage schools to get pupils involved in discussing major or significant planning applications by sending significant planning applications to the schools likely to be affected by the decision.
- 4.7 The council will make every endeavour to meet the requirements of the Race Relations Act (2000) and the Disability Discrimination Act (1995).



Involvement in Supplementary Planning Documents and other documents

- 4.8 Supplementary Planning Documents are Local Development Documents that give detail that expands upon planning policies in the Local Development Framework or promote good practice. An example of such a document is the Carrick Design Guide, which gives advice on designing buildings and spaces in Carrick District. Supplementary Planning Documents are material considerations (can be taken into account) when determining planning applications.
- 4.9 There will be an opportunity to get involved in preparing Supplementary Planning Documents, but those opportunities will be fewer and subject to a shorter time scale. The process follows the same format as that for Development Plan Documents, but because supplementary documents are procedural and technical they are not subject to independent examination.
- 4.10 To avoid overloading the community with endless consultation we will deliver it in a focussed way. We believe that only those individuals and groups with an interest in the subject matter of the Supplementary Planning Documents will want to be involved in their preparation. Therefore we will only contact you to involve you in the preparation of Supplementary Planning Documents if you have a clear interest in the subject matter or we are required by law to consult you. We will particularly try to involve hard-to-reach and traditionally under-represented groups to take part in the planning process where it relates to their special interests. We envisage that this will be achieved by liaising with those groups and offering to present information at specially organised groups if required. An idea of the methods that we may use is shown at figure 4 on page 21.
- 4.11 **Sustainability Appraisals** will accompany all Local Development Documents (but not the Statement of Community Involvement because it is a technical document) to give you information on the likely social, environmental and economic effects of strategies and policies of our documents. The production of this document is a legal requirement of the Strategic Environmental Assessment Directive. An explanation of both this and sustainability appraisals is contained Appendix A.
- 4.12 The involvement process for Supplementary Planning Documents and Sustainability Appraisals follows the same process as stages 1, 2 and 3 for Development Plan Documents shown on pages 15 - 19. Both document types are subject to extensive community involvement but neither is subject to Independent Examination by an Inspector. They are the most flexible documents under the new system.

The role of Councillors

- 4.13 All stages of the Local Development Framework will be scrutinised by Councillors at the appropriate committees. All comments received as a result of public involvement will be logged, made available for inspection by the public and reported back to Councillors. The relevant committees will consider representations and options at each stage of the production of the document, ensuring that Councillors are fully involved in the process.

4.14 Councillors are the central link between you and the Council. The final decision on which policies or sites are taken forward is always taken by the Councillors, although the Government Inspector is able to challenge any decision. They will take into account your views when they make their decision. You may contact your local councillor or the Chair of the Council if you want to discuss any of the issues relating to your area. A list of addresses is available on our web site or by contacting the Planning Policy team at ldf@carrick.gov.uk or on (01872) 224478

Access to information

4.13 Information relating to the drafting of Local Development Documents will be available in the following ways:

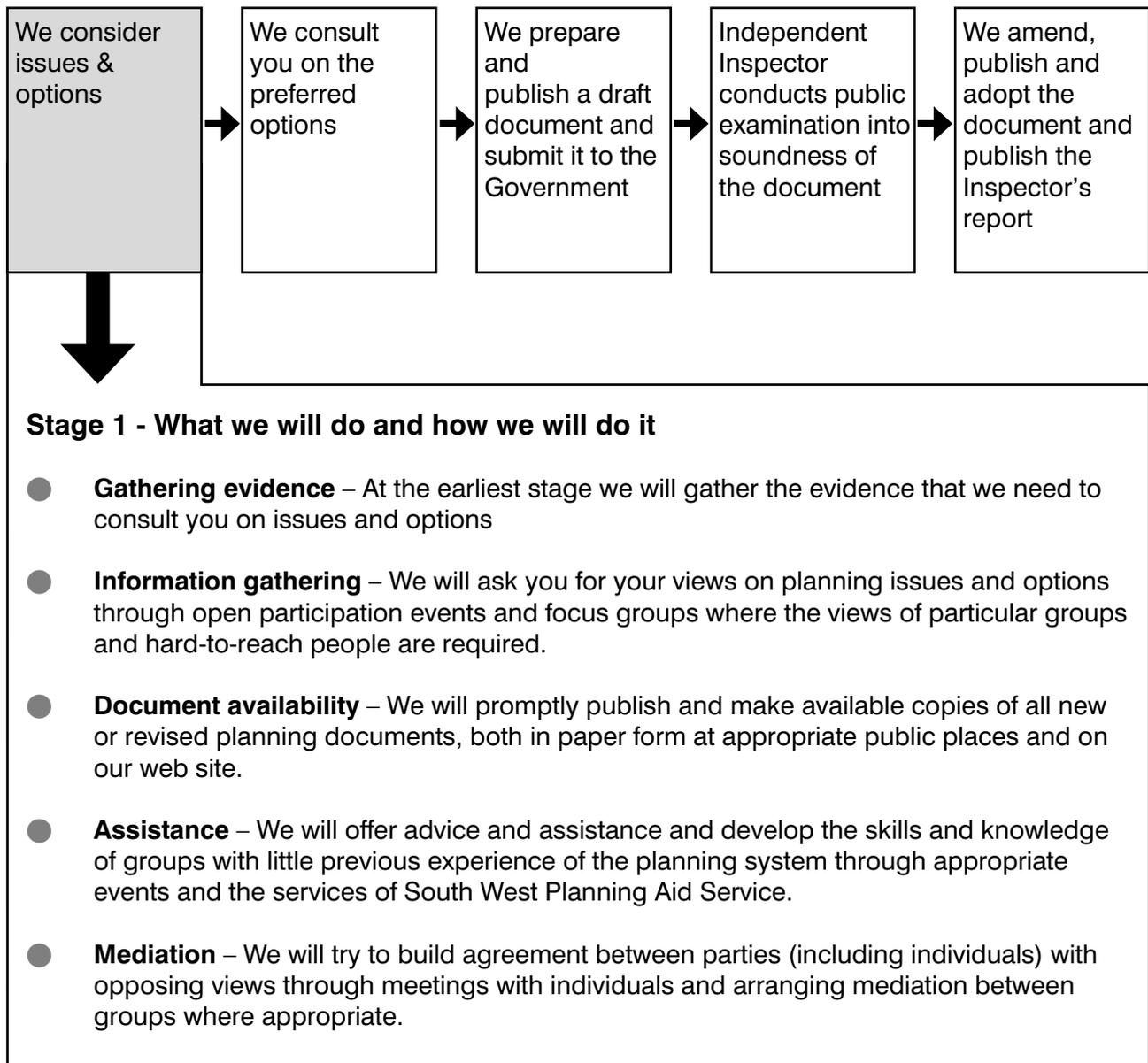
Method	When it will be used
Documents available for public inspection at appropriate public places ²	In all cases. Documents will be available during periods of public consultation. This is the minimum Government requirement.
Letters to Statutory Consultees	In all cases. This is the minimum Government requirement.
Internet availability	All Local Development Documents will be available on the internet.
Local Newspapers	When consultation and participation events are due to take place. Information will be sent to local newspapers giving details of location and duration. A formal advert will be published.

Other methods of consultation and participation are outlined in figure 4.

² Such as the Council's offices, local libraries, Parish Councils and other places as appropriate.

Fig.2 - How we will involve you in each stage of the process

Stage 1 – issues and options

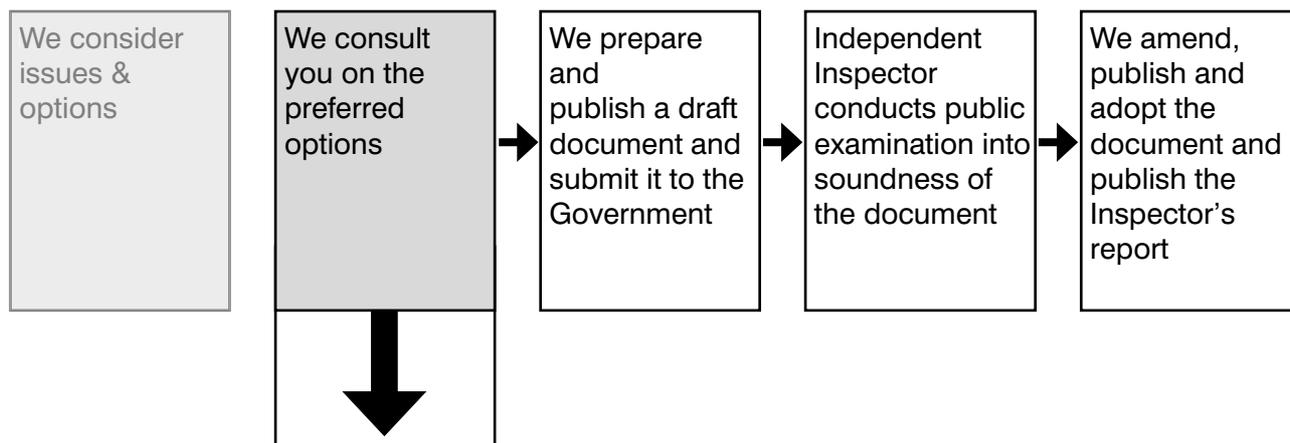


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Statement of Community Involvement

How we will involve you in each stage of the process

Stage 2 – Preferred options



Stage 2 - What we will do and how we will do it

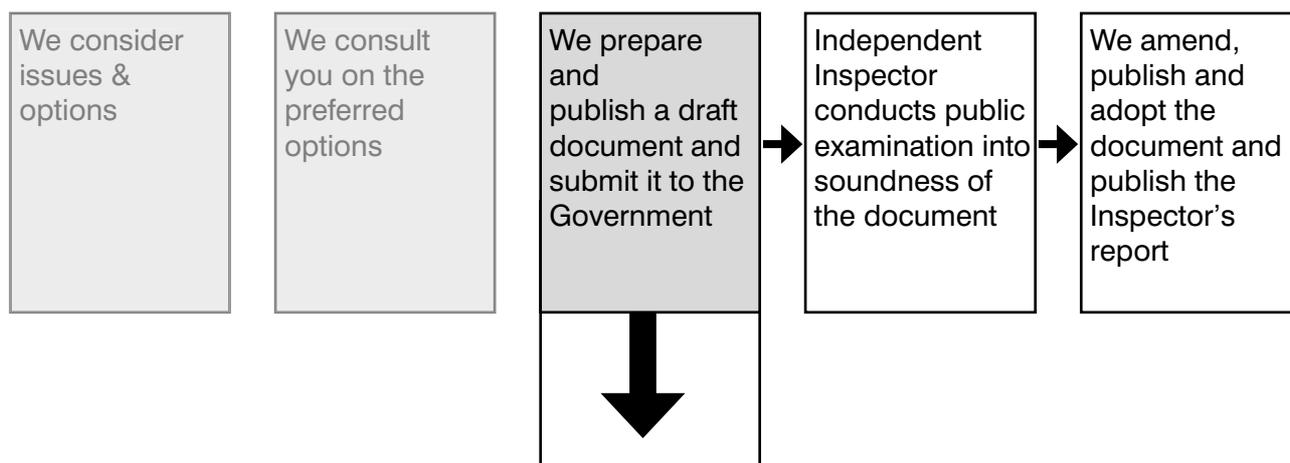
- **Notification** – We will tell you when new draft or revised planning documents are published, indicating where you can view the documents, and when you can submit representations. We will also make forms available on the internet
 - **Document availability** – We will promptly publish and make available copies of all new or revised planning documents, both in paper form at appropriate public places and on our web site.
 - **Information gathering** – We will ask you for your views on planning issues and options through open participation events and focus groups where the views of particular groups and hard to reach people are required.
 - **Assistance** – We will offer advice and assistance and develop the skills and knowledge of groups with little previous experience of the planning system through appropriate events and making groups and individuals aware of the services of South West Planning Aid Service.
 - **Mediation** – We will try to build agreement between parties (including individuals) with opposing views through meetings with individuals and arranging mediation between groups where appropriate.
-
- **Further consultation** – If the document includes allocations of sites we will consult you on any further sites that have been suggested as a result of this stage.

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Statement of Community Involvement

How we will involve you in each stage of the process

Stage 3 – Preparation and publication of the draft document



Stage 3 - What we will do and how we will do it

- **Notification** – We will tell you about making representations or comments on a planning document. This may be by means of the local media, direct notification letters, notices in libraries in the district, council offices and appropriate public places. Where a specific site is subject to a proposal we will post a notice on that site.
 - **Representations** – We will tell you how and where you can make representations and the time in which you must make them.
 - **Document availability** – We will promptly publish and make available copies of all new or revised planning documents, both in paper form at appropriate public places and on our web site.
 - **Assistance** – We will offer advice and assistance and develop the skills and knowledge of groups with little previous experience of the planning system through appropriate events and making groups and individuals aware of the services of South West Planning Aid Service.
 - **Publications** - We will publish reports to inform those who have an interest in particular planning matters to ensure that information is shared and widely available. These will include feedback reports, sustainability appraisals and annual monitoring reports where appropriate. All reports will be available on our web site as well as in paper form at appropriate public locations.
-
- **Further consultation** – If the document includes allocations of sites we will consult you on any further sites or alterations to any site allocation policy that may have been suggested as a result of this stage.

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Statement of Community Involvement

How we will involve you in each stage of the process

Stage 4 – Independent Examination of the document



Stage 4 - What we will do and how we will do it

- **Notification of events** - We will tell you about the arrangements and timings of events covering the public examination of the planning documents by publishing a notice in the local media and other appropriate public locations. If the matter refers to a particular site a notice will be posted on that site. People who have outstanding objections (objections that remain fully unresolved) lodged with the Council will be directly notified of the arrangements for the public examination. Objectors may appear in person and be heard at the Public Examination at the discretion of the Appointed Inspector.
- **Document availability** – We will promptly publish and make available copies of all new or revised planning documents, both in paper form at appropriate public places and on our web site.
- **Assistance** – We will offer advice and assistance and develop the skills and knowledge of groups with little previous experience of the planning system through appropriate events and making groups and individuals aware of the services of South West Planning Aid Service.

Note: The public examination is the most formal part of the preparation for documents. Opportunities to be involved, appear or be heard at the examination are governed by the Town and Country Planning (Local Development) (England) Regulations (2004).

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Statement of Community Involvement

How we will involve you in each stage of the process

Stage 5 – Amendment, publication and adoption of the document



Stage 5 - What we will do and how we will do it

Publication of documents: Promptly publish and make available copies of all adopted planning documents and reports on our web site and in paper form at our offices and appropriate public venues. These documents will include:

- Feedback reports;
- Sustainability Appraisal;
- Inspector's Report;
- Annual Monitoring Report.

Notification of interested parties: Notify by e-mail or post all those who made comments regarding the specific area concerned, to give feedback to those who have an interest in particular planning matters

Adoption process: Give notice of the Council's intention to adopt a planning document through an advertisement in the local press and notices displayed at our offices and other appropriate public venues. Publish a Community Involvement and Responses Statement saying:

- Who has been consulted;
- How they were consulted;
- The main issues arising;
- How the revised document addresses those issues.

Fig.3 - The main groups that we will involve in the planning process and when we will involve them

Parties to be involved	Statement Community Involvement	Core Strategy	Development/ supplementary plan Document	Annual monitoring report	Sustainability report	Notes
Government Office South West	✓	✓	✓	✓	✓	
The general public	✓	✓	✓	✓	✓	
Kerrier and Restormel Councils, Police, Fire & Rescue, Regional Health Authority, Parish Council, Architecture and Heritage bodies, Housing Developers, social landlords, Environmental bodies, sustainability bodies	✓	✓	✓	✓	✓	
Government Agencies and Departments	✓	✓	✓	✓	✓	
Regional and Strategic Organisations	✓	✓	✓	✓	✓	
Utility, energy and telecoms providers	✓	✓	✓	✓	✓	
Transport companies and bodies	✓	✓	✓	✓	✓	
Local neighbourhood groups/resident associations	✓	✓	✓	✓	✓	
Community diversity groups	✓	✓	✓	✓	✓	i.e Mid Cornwall Diversity Forum and Special Interest Consulting Group
Carrick customer panel	✓	✓	✓	✓	✓	
Open Space and recreation groups	✓	✓	✓	✓	✓	
Rural and countryside groups	✓	✓	✓	✓	✓	
Land and property interests	✓	✓	✓	✓	✓	
Environmental/sustainability Groups	✓	✓	✓	✓	✓	
Business, industrial and commercial interests	✓	✓	✓	✓	✓	
Education, learning and skills groups	✓	✓	✓*	✓	✓	* If education/learning element exists
Retail and town centre interests	✓	✓	✓	✓	✓	
Health groups	✓	✓	✓	✓	✓	
Land and property owner and occupiers	✓	✓	✓	✓	✓	If directly affected by proposal
Minerals and waste interests	✓	✓	✓	✓	✓	Minerals and waste DPDs will be produced by CCC
Tourism interest groups	✓	✓	✓	✓	✓	
Other local community/youth/voluntary groups	✓	✓	✓	✓	✓	
Cornwall County Council	✓	✓	✓	✓	✓	

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Statement of Community Involvement



Fig.4 - Proposed Methods of Involvement

Below is a list of the methods of community involvement that we will use to ensure effective involvement that is appropriate and proportionate to the matter. The method of consultation and involvement used in each case will depend on the scope, impact and characteristics of the document that we are producing.

Method	Where it will be used
Documents available for inspection at our offices and appropriate public venues for inspection by the public	In all cases documents will be available during periods of public consultation. This is the minimum Government requirement.
Letters to Statutory Consultees	In all cases. This is the minimum Government requirement.
Internet availability	In all cases where the document is in a form that it is suitable for public inspection. We will make electronic feedback forms available.
Local Newspapers	When consultation and participation events are due to take place. Information will be sent to local newspapers giving details of location/ duration.
Travelling exhibitions/public exhibitions and displays	To engage local communities on proposals that will affect specific areas.
Formal written consultation	To give an introduction to main issues and to enable those involved to identify key issues and answer key questions that we have to ask.
Leaflets	Where visual detail of a map or outline is required
One-to-one meetings with selected people involved	To ensure that key people are involved and to identify key issues. One-to-one events will only be held where our aims cannot be realised in any other way.
Public meetings/ town and village meetings	Where an open and inclusive forum is required to allow communities and interested groups to focus on local issues.
Focus groups for selected participants with particular characteristics or citizen panels	Where area-based discussions and presentation of options area required. Particularly useful for helping traditionally under-represented groups to get involved in the planning process.
Workshops and planning for real events	To engage local communities on proposals that will affect specific areas.
Steering/advisory group	Where the input of key groups and organisations is required in overseeing or acting as a sounding board for the production of DPDs or topic based policy.
Youth Parliament debates and Carrick Youth Forum	To gain understanding of youth issues and gain youth perspective on planning matters

The organisations and groups shown in figure 3 are the likely groups to be involved in the planning process. This is not a definitive list and more individuals and groups will be included in the process if they have an interest in the subject matter.

Joint working

4.14 The Government has encouraged us to work jointly on preparing planning documents with other districts, bodies (such as town and parish councils and the RDA) and the County Council. This can help if there are joint issues that the Councils face (such as housing allocations that cross our boundaries) and help to make the production of the documents more efficient. There are two ways that we can work jointly:

- Formally – Where we wish to produce and share a joint document with another district we must work formally. This means that a joint committee will be set up with Councillors of each Council involved represented. Any document adopted will become binding upon all of the Councils involved.
- Informally – Where we intend to work together with other Councils to produce a document that will be adopted separately we will work informally. Each council will contribute to the document and we will have the same timetable for production. We will not have a joint committee for informal working and the document will be consulted upon and adopted by each Council separately.

4.15 At this stage we only anticipate working informally with other districts. Each district will undertake consultation events according to their Statement of Community Involvement that will be fed back to the Councils when making decisions on the documents. The regulations require us to consult all adjoining Parish and District Councils as well as individuals and groups within this district.

Monitoring

4.16 We will monitor the success of the Statement of Community Involvement and the methods of involvement proposed by the document to ensure that a representative level of public involvement has been achieved. Continuous evaluation will give us information on what worked, what didn't, and why. Each consultation and involvement exercise will set clear objectives, and all consultation will be evaluated to determine the effectiveness of the process and the impact of the consultation. The results of the monitoring and any changes to government best practice or guidelines will inform any review needed of the document. The document has been designed to give us flexibility in our approach to getting the community involved and may not need to be formally changed to respond to feedback. The effectiveness of the document will be assessed in the Annual Monitoring Report.

Resources

4.17 The public involvement process will be managed by the Planning Policy Team using its planning and administrative staff. To ensure that we use our resources wisely, most events will be carried out using our staff. Where special skills are needed or special events are planned, we may use consultants to assist us. If we use consultants to run or plan an event, it will be done alongside our staff.

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4.18 The Planning Delivery Grant is a sum of money received from the Government to help us to deliver better quality planning services. We will use some of this money to help fund community participation in planning. Resources will be concentrated on involving you in the preparation of Development Plan Documents, although limited resources will be used to involve you in Supplementary Planning Documents.

Getting help and advice through Planning Aid

4.17 We understand that planning is a complex process and may be difficult to engage with. In addition to assistance from the Council, those involved may wish to consider using a planning consultant or the South West Planning Aid Service.

4.18 Planning Aid is a voluntary service that is linked to the Royal Town Planning Institute, which is the professional body for town planners. It is a free service offering independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. We believe that Planning Aid has a vital part to play in the planning system, enabling local communities to participate fully and effectively in planning matters. Full details of the Planning Aid Service can be found on the RTPI web site under: www.planningaid.rtpi.org.uk or by contacting us on (01872) 224478.

5 Involvement in Planning Application Decisions



- 5.1** We understand that individual planning applications often have a significant impact upon individuals and organisations. The need for wider community involvement in planning includes wider participation in the early stages of more significant planning applications. Involvement and participation at an early stage of the process gives ownership of the process and is beneficial for the public, community organisations and the Council. Early involvement of all those involved in the process, particularly before submission, may also help to remove some of the uncertainty that applicants feel about the planning process.
- 5.2** We believe that early public involvement on significant planning applications will help everyone involved. Involvement of the public and community groups before the submission of planning applications can have significant benefits for development, often enabling difficult issues to be sorted out before an application is registered. We publish guidance on pre-application discussions in a leaflet 'pre-application advice' (leaflet 4), which is available on the Council's web site and at our Truro and Falmouth offices. For applications that are complex or raise issues in many service areas, we will use a 'development team approach' to pre-application discussions.

Publicity for all Planning Applications

- 5.3** The Council is already required to notify the public about the receipt of planning applications³. We are committed to keeping people informed about developments that may affect them. Planning applications received by us are publicised by: notification to immediate neighbours (where appropriate) and by posting a site notice. Many are advertised in either the West Briton or the Falmouth Packet, and will always be advertised where the application affects a Listed Building, a protected tree, a public footpath, a Conservation Area or is classed by the Government as a major application.
- 5.4** Occupiers of properties most likely to be affected by the application will be sent individual letters inviting them to inspect the plans and make written comments on the application. This means that generally people who live next to the site will be notified, although the planning officer will make a judgement where the site is remote.
- 5.5** Weekly lists of all applications made and received by the Council are circulated to local newspapers who may choose to publish them in addition to the statutory advertisements made by the Council. Copies of the weekly list are also sent to Councillors, Parish Councils and other groups who request them. In addition, we have a planning register on our web site so that new applications can be viewed on-line.

³ Full details of the procedures for consultation are available in booklet form from Planning reception. Technical details can be found in the Town and Country Planning (General Procedures) Order, 1995 (where amended).



Type of application	Notification Letter to neighbours	Notification to Statutory consultees	Display of site notice	Advert in press
Minor Planning Application	✓	✓	✓	✓
Major Planning Application	✓	✓	✓	✓
Listed Building	✓	✓	✓	✓
Conservation Area	✓	✓	✓	✓
Works to a Protected tree	✓	✓	✓	✓
Hedgerow Removal Application	✓	✓		✓
Telecommunications masts	✓	✓	✓	
Agricultural Prior notification			✓	
Certificate of Lawful development (existing)		✓		
Certificate of Lawful development (proposed)				

Figure 5. How we will consult on each application type

5.6 Members of the public can submit their views on all planning applications, although this should be done within 21 days of receiving notification of an application. All letters are acknowledged and a letter will be sent to those involved telling them of the Council's decision. All decisions are supported by either reasons for approval or refusal and a list of policies used in the decision to improve understanding of the decision process.

Determining Planning Applications

5.7 Under our existing scheme of delegation most applications can be determined by the Head of Development Services or in conjunction with the Chair and Vice-Chair of the Planning (Development Control) Committee. A small number of applications (about 5%) still need to be determined by the Planning Committee.

5.8 If an application needs to be seen by the Planning Committee, all those people who wrote in about the application will be notified of the date, time and location of the meeting, the recommendation made by the planning officer and where a copy of the report can be seen. Members of the public can address members of this committee by booking at: publicspeaking@carrick.gov.uk at the appropriate time. A leaflet detailing the procedures for public speaking at meetings is available from our website or from the Council's offices.

Planning Appeals

5.9 When applications are refused the applicant has the right to make an appeal against the decision. There is no right for any other person than the applicant to appeal. Appeals are run by the Planning Inspectorate who are an independent body. When an appeal is received we notify the Parish Council and any other person who has written in about the refused application. Letters received as part of the application will be copied and sent to the Inspectorate. If the appeal is heard at a hearing or public inquiry you are entitled to appear and address the hearing or inquiry (at the discretion of the Inspector).

Pre-application discussions and early community consultation

5.10 When making an application we encourage you to get in touch with the Development Control Section at an early stage. Planning Officers can advise if your application is likely to be considered 'significant', 'controversial' or 'sensitive' and so need further community involvement. In any event, we will encourage all applicants to consider the needs and views of the community when preparing a planning application for any site.

5.11 At present pre-application community involvement by applicants is not mandatory and we cannot refuse to register an application or refuse planning permission on the basis that it has not been carried out. We would however remind applicants that involving the community at an early stage can assist in the preparation of a scheme that is more acceptable to the community.

5.12 Where an application is identified as 'significant', 'controversial' or 'sensitive' we will expect you to have pre-application discussions and early community involvement at a scale appropriate to the application. Community involvement can typically include public exhibitions, public meetings, workshops and area forums. A Planning Officer will help you to choose a suitable type of community involvement for your proposal.

5.13 Our involvement with pre-application community involvement will be as a 'watchdog'. We think that more detailed or promotional involvement from us in the process could affect the 'open' nature of our development control function and raise questions of fairness. By acting as a 'watchdog', our role remains clear and ensures a consistent approach by developers.

Significant, controversial and sensitive applications

5.14 To decide if a planning application is significant, we firstly see if it comes within the Government's definition of a major application. This definition includes: residential development of 10 or more dwellings; or a site area of 0.5 hectares or more where the number of dwellings is unknown; other uses where the floor space will be 1000 square metres or more; or where the site area is 1 hectare or more.

- 5.15** We receive about 45 major applications a year, although many of these do not cause any significant interest or controversy. Sometimes, seemingly minor applications may raise many issues and be more controversial than applications that could be defined as major. We therefore propose that new local criteria will be applied to planning applications to determine whether they require further pre-application consultation. While these criteria will still take the Government's definition of a major application as a reference, they may result in an application classed by the Government as officially 'minor' being considered locally as 'significant'. We therefore intend to use different definitions for applications to express better the likely impact from the scale of application.
- 5.15** We intend to classify applications by their likely impact. We propose that applications will be split into four types: significant, controversial, sensitive and minor. These types will then show the level of pre-submission consultation and involvement that should be carried out by applicants. Details of how applications are defined are shown overleaf in Figure 6.
-

Submitting a significant, controversial or sensitive planning application

- 5.16** A statement setting out the method and scope of the community involvement carried out should accompany the planning application and be sent to those who have responded to the consultation. This will ensure that we can easily assess the standards of involvement. It should at least include:
- The scale of the notification, including a list of properties, businesses, organisations and pressure groups contacted;
 - The location and duration of any event held, and when or at which stage of the process it was held;
 - A summary of all the comments received and the issues raised, including comments regarding the scope or method of public involvement;
 - A clear indication of which comments have resulted in amendments to the scheme and what those changes are. If comments have been received but not used to amend the scheme please explain why;
 - A copy of any written material used in consultation and involvement events and all consultation responses.
-

Figure 6 - Suggested approaches to community involvement in planning applications

Approach to community involvement required	'Significant' applications	'Controversial' applications	'Sensitive' Applications	'Minor' applications
Direct letters/adverts*	✓	✓	✓	✓
Plans available at Council Offices*	✓	✓	✓	✓
Town/Parish Councils*	✓	✓	✓	✓
Web site*	✓	✓	✓	✓
Approach to community involvement encouraged	'Significant' applications	'Controversial' applications	'Sensitive' Applications	'Minor' applications
Public meetings	✓	✓	✓	
Public exhibition	✓	✓	✓	
Development briefs	✓			
Workshops	✓			
Planning for real	✓	✓		
Consultation groups	✓			
Local Newspaper advert	✓	✓		
Promotion of Planning Aid	✓	✓	✓	
Design Review Panel	✓	✓		

* statutory functions to be carried out by Carrick District Council

Definitions:

'Significant' Applications:

Applications where there are issues of scale and controversy (such as a significant physical impact or requiring the submission of an Environmental Impact Assessment), or are significantly different from or do not fit with policies of the Local Development Framework.

'Controversial' Applications:

Applications that fit broadly with the Local Development Framework, but raise controversial issue of detail.

'Sensitive' Applications:

Applications of a scale or on a site which need wider community involvement, and applications for sites that are sensitive to development pressures.

'Minor' Applications:

Applications unlikely to raise strategic or controversial issues.

Important These are suggestions for community involvement for planning applications and are not a definitive list. These consultations may not always be appropriate to the scale of development envisaged.

A Appendix A

Explanation of Terms



Action Area Plan – (AAP)

These are Development Plan Documents (see below) usually covering parts of the District. They will focus on implementation and ensuring that development is of an appropriate scale, mix and quality for key areas of opportunity, change and conservation. They could be relevant to a range of circumstances, such as:

- Growth Areas;
- Areas where development is desirable but not forthcoming;
- Areas particularly sensitive to change;
- Areas in multiple ownership subject to development pressure;
- Areas in multiple ownership subject to particular change such as area based regeneration initiatives.

Annual Monitoring report – (AMR)

Each year we will produce an Annual Monitoring Report to show how the Authority is performing against all relevant targets, i.e. those set in its development plan documents and from other strategies such as the regional Spatial Strategy. It will also show what action is needed if targets are not being met or if policies need to be replaced due to changes in national or regional guidance. The report will be published so that those with an interest in the area can see what changes may need to be made to our local Development framework. Any changes will be brought forward through a revised Local Development Scheme.

Design Review Panel:

A panel formed from built environment interests, civic societies and a lay member to assess and comment in an advisory capacity on the design of significant proposals for development, planning briefs and other significant matters.

Development Plan – (DP)

This will consist of Regional Spatial Strategies, prepared by the regional planning bodies; Development Plan Documents prepared by district councils; and Minerals and Waste Development Plan Documents prepared by county councils.

Development Plan Document – (DPD)

Development Plan Documents are those documents within the Local Development Framework that have been subjected to independent examination. The Development Plan Documents that we must prepare include:

- Core Strategy;
- Site Specific Allocations and Policies;
- Area Action Plans (where needed);
- Proposals Map (with inset maps where necessary).



Independent Examination

All Development Plan Documents must be independently examined to consider the “soundness of the plan”. An independent inspector will be appointed by the Secretary of State to conduct the examination and it is his/her role to consider the development plan document as a whole and to determine its soundness. In assessing its soundness, the inspector will consider all representations made on the submitted document and the changes that have been suggested.

Local Development Framework – (LDF)

This is the term given to the group of Local Development Documents that will provide the Local Planning Authority’s policies for meeting the community’s economic, environmental, and social aims for the future of their area where this affects the development and use of land.

Local Development Document – (LDD)

Local Development Documents are those documents that together make up the Local Development Framework. They comprise: Development Plan Documents (see above); Supplementary Planning Documents; and the Statement of Community Involvement (see below).

Local Development Scheme – (LDS)

This is the project plan for a three year period for producing all the documents that make up the Local Development Framework. It identifies each Local Development Document stating which are to be Development Plan Documents and which are to be Supplementary Planning Documents, and establishes a timetable for preparing each one.

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 and monitoring the implementation of the Community Strategy.

Planning for Real

Planning for Real uses simple models for people to put forward and sort ideas on how their area can be improved. It is a highly visible, hands-on community development and empowerment tool, which people of all abilities and backgrounds find easy and enjoyable to use. It involves making a large 3-dimensional model of a neighbourhood, preferably by local people, using cardboard cut-outs for buildings pasted onto a base plan fixed to polystyrene or cardboard. The model is used at pre-advertised sessions held in various locations in the community. Participants place suggestion cards on the model indicating what they want to see happen and where (for example: playground, parking, tree, shopping). The cards are sorted to establish an action plan that is followed up by working groups.

Proposals Map

The map shows the policies and proposals in the Development Plan Documents. It will be an Ordnance Survey based map at a scale that allows the policies and proposals to be shown clearly in map form.

Regional Spatial Strategy (RSS)

Prepared by the regional planning body, the regional spatial strategy will set out the Secretary of State’s policies relating to the development and use of land in the region. They will replace existing Regional Planning Guidance and Structure Plans. They will form part of the development plan for an area.

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Spatial Planning

Spatial planning brings together policies for the development and use of land with policies and programmes that influence the nature of places and how they function. They set a clear vision for the future pattern of development, considering the needs and problems of the community and how they relate to the use and development of land.

Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)

Strategic Environmental Appraisal is a term used internationally to describe environmental assessment as applied to policies and programmes. The European SEA directive does not use the term 'strategic environmental assessment' but requires a formal environmental assessment of certain plans and programmes that are likely to have significant effects on the environment. The directive will apply to Local Development documents.

Local Authorities should undertake an integrated approach towards sustainability appraisal and the SEA directive to avoid unnecessary duplication and confusion. Sustainability Appraisal and strategic environmental assessment will play an important part in testing the soundness of local development documents by ensuring that they reflect sustainable development objectives, as well as being consistent with each other in terms of their objectives and policies.

Supplementary Planning Documents (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.

Sustainable Development

The ability of development to meet the needs of the present without compromising the ability of future generations to meet their needs. This takes into account the resources used in development, ongoing resource requirements (i.e. transport to the development, energy required to run the development) and the way that development fits with the existing development and infrastructure of the district.

B Appendix B Consultees



Please note that this list is not intended to be an exhaustive list of bodies that we will consult as part of the Local Development Framework. A full list of consultees is available on the Council's web site, by e-mailing ldf@carrick.gov.uk or upon request from the Council's offices. This list relates to successor bodies where re-organisations occur.

Specific Consultation Bodies

Here is a list of organisations that the Council must involve in the preparation of the Local Development Framework.

- South West Regional Assembly
- Restormel Borough Council
- Kerrier District Council
- The Countryside Agency
- The Environment Agency
- Highways Agency
- Cornwall County Council
- Parish Councils (including those immediately adjoining but outside of Carrick District)
- The Historic Buildings and Monuments Commission for England
- English Nature
- The Strategic Rail Authority
- South West of England Regional Development Agency
- South West Peninsula Strategic Health Authority
- Transco
- South West Water
- Electronic Communications Firms

Government Departments

- Government Office for the South West
- DEFRA
- Ministry of Defence (where landholdings are included within the area of the plan)
- The Countryside Agency
- Any other Government Departments or Agencies who have significant landholdings within the district now or in the future.

General Consultation Bodies

Here is a list of consultees whom the Council will involve as needed in preparing the Local Development Framework.

- Voluntary bodies some or all of whose activities benefit any part of Carrick District
- Bodies that represent the interests of different racial, ethnic or national groups within Carrick District
- Bodies that represent the interests of different religious groups in Carrick District
- Bodies that represent the interests of disabled groups in Carrick District
- Bodies that represent the interests of businesses in Carrick District

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Other Consultees:

Here is a list of other consultees who the Council will involve as needed in preparing the Local Development Framework:

- Age Concern and Help the Aged
- Chambers of Commerce
- Church Commissioners
- Commission for Architecture and the Built Environment
- Civil Aviation Authority
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee (www.dptac.gov.uk)
- Electricity, gas and telecommunications undertakers and National grid company
- Environmental Groups including:
 - Council for the protection of Rural England
 - Friends of the Earth
 - Royal Society for the Protection of Birds
 - Cornwall Wildlife Trust
- Equal opportunities Commission
- Fire and Rescue Services
- The Forestry Commission
- Freight trade Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Councils
- Local Agenda 21, including:
 - Civic Societies
 - Community Groups
 - Local transport Authorities
 - Local Transport Operators
 - Local Equality Groups
- National Playing Fields Association
- Network Rail
- Police Architectural Liaison Officer
- Port Operators
- Post Office Property Holdings
- Rail Companies and the Rail Freight Group
- Road Haulage Association
- Sport England
- The House Builders Federation

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C Appendix C Further Reading

Carrick District Council documents:

Carrick Community Strategy 2001 - 2005
Consultation and Involvement Strategy 2003 - 2006
Our Ambitions

Cornwall County Council documents:

Cornwall Structure Plan (2004)

Southwest Regional Assembly documents:

Regional Planning Guidance Note 10 – Regional Planning Guidance for the South West

Government Documents:

Planning Policy Statement 1: Delivering Sustainable Development (2005)
Planning Policy Statement 12: Local Development Frameworks (2004)
Creating Local Development Frameworks: A companion guide to PPS12
Local Development Framework Monitoring: A good practice guide

For help and advice contact:

Planning Policy Team
Carrick District Council
Carrick House
Pydar Street
Truro
TR1 1EB

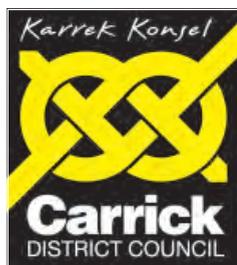
Tel: (01872) 224400
Fax: (01872) 260314

e-mail: ldf@carrick.gov.uk

Assistance:

If there is something that you don't understand in this document or if you want to hear the document in spoken form please contact Robert Lacey on (01872) 224335

If you require this document in an alternative format please contact the Planning Policy Team on (01872) 224639. Please be aware that this may incur a short delay.



Carrick District Council
Carrick House, Pydar Street
Truro TR1 1EB
Tel 01872 224400
Fax 01872 242104
Email comment@carrick.gov.uk
www.carrick.gov.uk