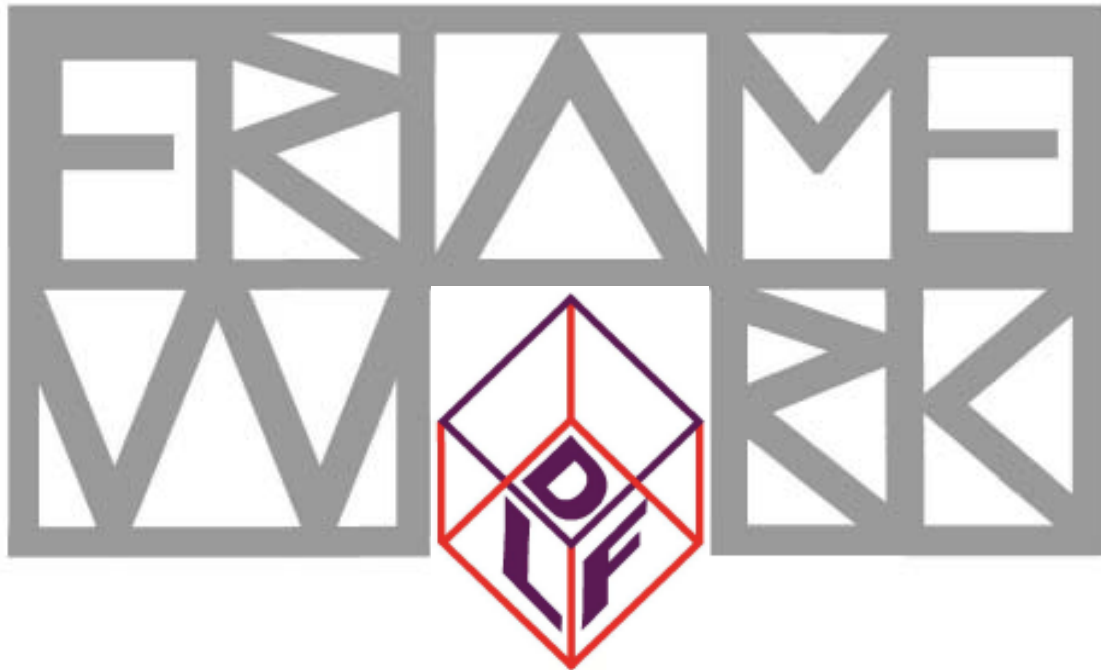




# Babergh

LOCAL DEVELOPMENT



## Statement Of Community Involvement

December 2006



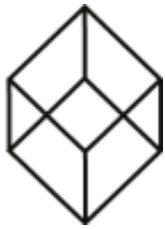
This document explains how Babergh District Council intends to engage the community in future planning matters affecting the Babergh District.

If you would like the document in an alternative format, such as Braille, large print, audio or in a language other than English, the Council will do its best to help with your request. Please contact the Planning Policy Team at

Babergh District Council,  
Corks Lane Hadleigh, Ipswich, Suffolk, IP7 6SJ  
*telephone: 01473 825852 / 825881 fax: 01473 825708*  
*or email: [ldf@babergh.gov.uk](mailto:ldf@babergh.gov.uk)*



**December 2006**



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Note – unless specified in the text, Babergh District Council is referred to as “the Council” throughout this document.



## Involving Babergh's Communities In Planning Matters

- 1.1 The **Statement of Community Involvement (SCI)** is one of a number of documents that will form part of a new Development Plan for the Babergh District. It concentrates on helping the community to become more involved in planning matters. The general aim is to ensure that all sections of the community have full opportunities to contribute to the planning process from an early stage. It will make clear how they can become involved in the production of the new **Local Development Framework (LDF)**, who will be able to participate and when. The SCI will also cover community involvement in dealing with planning applications.
- 1.2 By achieving greater levels of community involvement particularly at early stages in the planning process, local communities, stakeholders and other organisations can contribute more effectively to shaping their environment and addressing key challenges that affect them, for example, affordable housing and access to local services. It is hoped that there will be an enhanced level of local ownership and understanding in planning matters and that a more flexible, inclusive and streamlined process will follow.
- 1.3 The Council has used Plain English, free of technical or legal language, in this document. This has not always been possible where official titles of documents or extracts from official publications have been used.
- 1.4 The Town & Country Planning (Local Development) (England) Regulations 2004 prescribe the detailed requirements for preparing the SCI. They are referred to as "The Regulations" throughout this document.



## Preparing The Statement Of Community Involvement

### 2.1 There are three main opportunities for consultation in producing the SCI for the Babergh District, as follows:

#### **Stage 1**

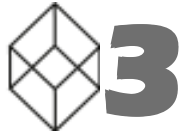
*August 2005 – Early Stage Consultation.* Letters and questionnaires were sent to Parish/Town Councils and other statutory consultees, requesting their views on how they should be involved under the new planning system. This was known as a **Regulation 25** Statement under the 2004 legislation.

#### **Stage 2**

*October - December 2005 - Preparation of the Draft Statement.* The first draft or **Regulation 26** version was published, which took on board the results of the Early Stage consultation. There was a six-week public consultation period, and comments were invited on the approach, content and layout. It was made available on the Council's website [www.babergh.gov.uk](http://www.babergh.gov.uk) and also in hard copy form.

#### **Stage 3**

*May – June 2006 - Formal submission and examination of the Draft Statement.* The Draft Statement was revised to take into account comments received at Stage 2, and was known as the **Regulation 28** version. It was again made available for public consultation in a second six-week period followed by submission for an independent examination. Valid representations made at this stage were considered by an independent inspector who conducted the examination, and whose recommendations were binding on the Council. The SCI was then revised to incorporate these changes and was adopted on 19 December 2006.



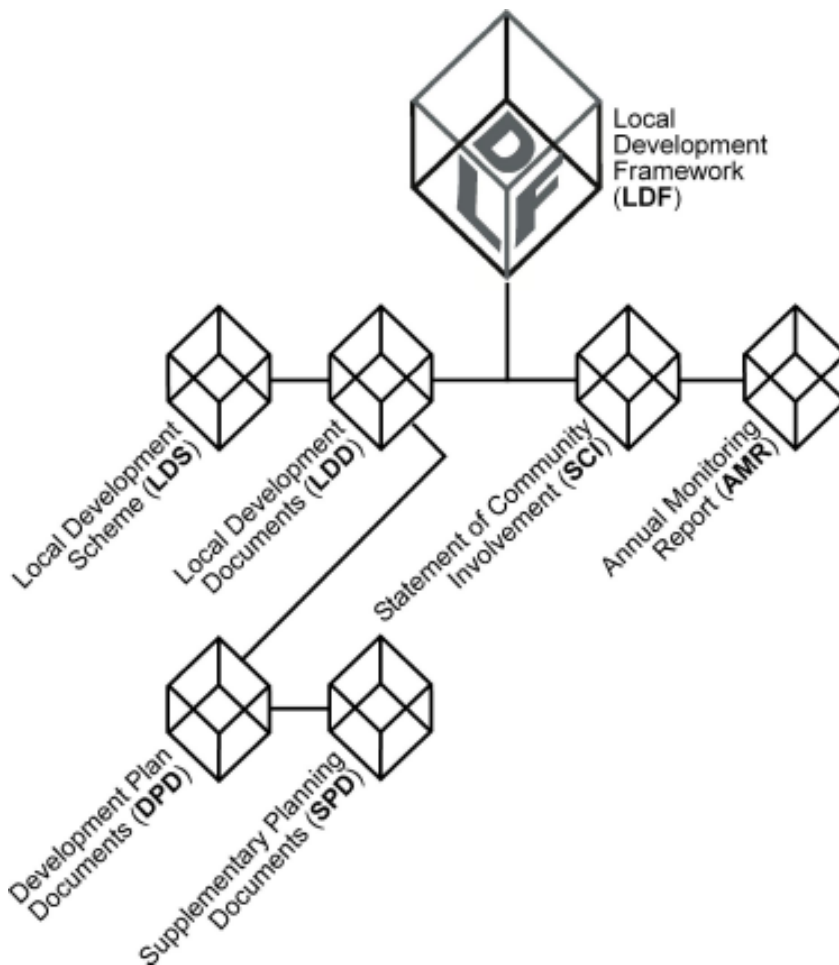
## Local Development Framework

- 3.1 Substantial changes have recently come into effect as a result of the Planning & Compulsory Purchase Act (2004). These include the replacement of the Local Plan with the **LDF**, and measures to improve community involvement in the planning process, including planning applications. The preparation of the SCI is a requirement of the new legislation.
- 3.2 The LDF will resemble a folder and will hold a number of documents. Each Local Planning Authority is required to prepare an LDF.
- 3.3 The new system is intended to simplify the local planning process and to accommodate any required changes more easily. In addition to increased community involvement, there is greater emphasis on the environment and on sustainable development. **Local Development Documents (LDD)** will be subject to a **Sustainability Appraisal**, and some will undergo an independent examination by a planning inspector before adoption. The Sustainability Appraisal is a rigorous process that examines the social, economic and environmental implications of proposals.
- 3.4 The Babergh Local Plan Alteration No. 2 (2006) is the current Local Plan for determining planning applications.

# 4

## Babergh Local Development Scheme

- 4.1 The Council's approved **Local Development Scheme (LDS)** contains a detailed list of LDDs and a programme explaining when they will be produced. It also refers to the SCI and the **Annual Monitoring Report (AMR)**. The AMR looks at progress on the production of new planning documents and comments on the effectiveness of existing ones. It covers existing policies and key indicators, such as housing completions.
- 4.2 The LDS is available in public libraries in the Babergh District and the Council's offices in Hadleigh and the Advice Centre at Sudbury Town Hall. It can also found on the Council's website at [www.babergh.gov.uk](http://www.babergh.gov.uk) - go to *Planning and Building Control* and then *Local Development Framework*.





## Local Development Documents

5.1 These documents fall into two groups - **Development Plan Documents (DPD)** and **Supplementary Planning Documents (SPD)**.

5.2 **DPDs** comprise the following:

### **Core Strategy and Policies**

A strategic document setting out the vision, objectives and spatial strategy for the Babergh District, and containing policies to use in the determination of planning applications.

### **Site Specific Allocations and Policies**

A document containing land use allocations and policies that apply to specific sites, locations or areas within the Babergh District.

### **Area Action Plans**

These are documents containing the planning framework for future development and regeneration of towns, villages or specific areas.

### **Proposals Map**

A map on an Ordnance Survey base giving geographical expression to adopted policies, which can be revised as each new DPD is adopted.

5.3 The above documents must be compatible with the **Regional Spatial Strategy** for the East of England, the **East of England Plan** (see [www.eera.gov.uk](http://www.eera.gov.uk)), and will each be examined by an independent inspector.

5.4 **SPDs** elaborate upon the policies and proposals in **DPDs**, but they are not subject to independent examination.

5.5 The **SCI** is an **LDD**.

5.6 As the content of our **LDF** may change over time please visit our website ([www.babergh.gov.uk](http://www.babergh.gov.uk)) for the latest version.



# Strategy And Approach To Community Involvement

## Objectives

- 6.1** The Regulations prescribe the minimum acceptable level of community involvement in planning matters. The Council has traditionally gone beyond the required levels, and will continue to meet the minimum standards specified in the Regulations.
- 6.2** The Council aims to involve anyone with an interest as far as possible in the planning process. Some sections of the community can be difficult to involve for a number of reasons (commonly described as Hard to Reach groups). There is a need to explore new approaches in order to gain their involvement.
- 6.3** The objectives of community involvement in the LDF process are to:
- be transparent and consistent
  - be accurate and honest
  - be timely
  - be as simple and as free of jargon as possible
  - actively encourage feedback (and respond to it)
  - use a range of cost effective delivery methods
  - recognise the needs of different groups
  - be measured to see how involvement is working
- 6.4** The SCI is based on the principles of, and is in line with, the Council's Communication Strategy. While it sets out the Council's approach towards community involvement in the planning process, it is important not to be too rigid and prescriptive. For example, if a particular interest group, organisation or individual wishes to be involved in the preparation of a specific document at a later date, the Council will take a flexible approach and aim to accommodate such requests.



### **The Council's Communication Strategy**

*The Council ensures consistency of message to both external and internal audiences. It will effectively deliver the right messages to the right audiences through the most appropriate methods at the right time. Communication is at the heart of the Council's operations and it endeavours to:*

- *Explain clearly how the Council will approach its communications in support of its corporate priorities and the services it provides*
- *Identify communication themes that require co-ordination across services, between Council divisions and with external partners*
- *Provide communication principles and advice to guide service delivery in the future*
- *Ensure consistency of messages to all audiences*

**6.5** The Council has prepared a detailed consultation database to assist with production of the LDF. It is based on the results of previous consultations on planning and other matters, and on the work connected with the SCI. The database will be kept up-to-date and used to identify the preferred means of consultation with the organisations listed in it. Appendix 2 contains the statutory consultees and general descriptions of groups and organisations to be consulted, which are included on the consultation database. These database entries also include those which represent the categories of consultee identified in that Appendix.

**6.6** Although every effort will be made to check that details are correct, it is in the best interests of organisations to keep the Council informed of contact detail changes by getting in touch at the following address:

Planning Policy Team Babergh District Council Corks Lane,  
Hadleigh, Ipswich, Suffolk IP7 6SJ, telephone: 01473 825852 /  
825881, fax : 01473 825708, email: [ldf@babergh.gov.uk](mailto:ldf@babergh.gov.uk).

### **Town and Parish Councils**

*The Babergh District is mainly rural in nature, with a total of 76 town and parish councils /meetings. The Council sees working with these local councils as a fundamental element in the production of the LDF. The Early Stage consultation on the SCI during August 2005 achieved an encouraging 30% response rate from these local organisations.*



**6.7** Individuals and groups in the broader community and those who need to be consulted can include the following:

<b>General Public</b>	<b>Parliamentary Representatives</b>
<b>Community Interest Groups</b>	<b>Regional Planning Body</b>
<b>Landowners, Developers and Agents/Consultants</b>	<b>County, District and Parish/Town Councils</b>
<b>Residents/ Neighbourhood Groups</b>	<b>Local Councillors</b>
<b>Local Societies/Associations</b>	<b>Borough DC Divisions</b>
<b>Amenity/Area Focused Groups</b>	<b>Other Service Providers</b>
<b>The Workforce of the District</b>	<b>Council's Partners</b>
<b>Local Clubs</b>	<b>Media</b>
<b>Employment/Business Sectors and Bodies Representing Them</b>	<b>Infrastructure and Utility Providers</b>
<b>Central Government and National Agencies</b>	<b>Voluntary and Charitable Sectors</b>

## **Hard To Reach Groups**

**6.8** Particular attention will be paid to involving the Hard to Reach groups. The Council proposes involvement with these groups through a number of different methods and consultation with these groups will take place as early as possible. If an LDF document is required in an alternative format, such as Braille, large print, audio or in a language other than English, the Council will do its best to help with any request made, see para. 6.6.

### **Hard To Reach Groups**

*These can include minority groups, people with special needs and those who might feel excluded from the planning process, such as young people. Reasonable access to information and a good knowledge of institutional decision-making processes can vary with these groups, possibly due to language barriers or disabilities. As a result, some sections of the community can be at a disadvantage in getting sufficiently involved. The Council will have regard to relevant legislation, including the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. It will continue to explore new and innovative methods of communication and involvement.*

*Some Hard to Reach Groups already have organisations that represent them, such as councils for ethnic minorities. There are a range of bodies within the voluntary sector co-ordinated by the Council for Voluntary Services as an umbrella body. The Council encourages the involvement of young people in local matters in a variety of ways, including elected Member visits to schools and the hosting of an Annual Youth Conference.*



**6.9** The following table sets out the Council's assessment of issues affecting the Hard to Reach groups and possible solutions. If any of these consultation methods turn out to be unsuccessful, other ways of consulting Hard to Reach groups will be tried out.

<b>Hard To Reach Group</b>	<b>Potential Barriers to Involvement</b>	<b>Proposed Solutions</b>
<b>ETHNIC MINORITIES</b>	<ul style="list-style-type: none"> <li>• English may not be a first language</li> <li>• Lack of knowledge of local authority/planning activities</li> <li>• Lack of interest in local authority/planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Consult local umbrella groups for Ethnic minorities / Commission for Racial Equality.</li> <li>• Consider making material available in other languages.</li> <li>• Give presentations on LDF process, if required</li> </ul>
<b>YOUNG PEOPLE (under 30 age groups)</b>	<ul style="list-style-type: none"> <li>• Lack of time.</li> <li>• Lack of knowledge of local authority/planning activities</li> <li>• Lack of interest in local authority/planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Easy-to-complete standardised forms/questionnaires available on line</li> <li>• Better publicity on BDC website</li> <li>• Information about how and why to get involved in planning matters</li> <li>• Publicise/ through local schools / colleges</li> <li>• Elected Member visits to schools</li> <li>• Encourage school pupil attendance at LSP events</li> <li>• Consider use of SMS.</li> <li>• Annual Youth Conference</li> </ul>
<b>PEOPLE WITH DISABILITIES</b>	<ul style="list-style-type: none"> <li>• Visual impairment preventing reading of LDF material</li> <li>• Poor access to LDF consultation venues</li> <li>• Hearing impairment preventing effective understanding of LDF</li> </ul>	<ul style="list-style-type: none"> <li>• Consider Braille or oral consultation material</li> <li>• Ensure that venues are accessible by all</li> <li>• Make special arrangements for access to information</li> </ul>
<b>ELDERLY PEOPLE</b>	<ul style="list-style-type: none"> <li>• Need to ensure elderly people in sheltered housing schemes have access to information</li> </ul>	<ul style="list-style-type: none"> <li>• Publicise through local authority and housing association services</li> </ul>
<b>PEOPLE IN REMOTE RURAL AREAS WITHOUT EASY ACCESS TO TRANSPORT PROVISION</b>	<ul style="list-style-type: none"> <li>• Difficulty in reaching BDC offices or other consultation venues</li> </ul>	<ul style="list-style-type: none"> <li>• Use of web based consultations to reduce need to travel</li> <li>• Consultation by post</li> </ul>
<b>THOSE NOT PREVIOUSLY INVOLVED IN PLANNING MATTERS FOR ANY PARTICULAR REASON</b>	<ul style="list-style-type: none"> <li>• Lack of knowledge of Council functions or of planning</li> <li>• Lack of interest</li> <li>• Cynicism, distrust</li> </ul>	<ul style="list-style-type: none"> <li>• Offer talks to local groups, clubs and societies where requested.</li> </ul>
<b>NEW RESIDENTS</b>	<ul style="list-style-type: none"> <li>• Lack of knowledge of the provision of planning services</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Portal provides local council look-up service</li> <li>• Links from Suffolk County Council and Onesuffolk websites</li> <li>• Information through Town and Parish Councils</li> <li>• Babergh Matters newsletter goes to all households in Babergh District</li> <li>• BDC website</li> </ul>



## How To Involve The Community

- 7.1** It is essential for the Council and others involved in the LDF that the best use of limited resources is made. Chosen methods of involvement need to be cost-effective and agreement will have to be reached on the preferred approach. The level of staff resources has been relatively constant for a number of years, including the use of consultants and staff on short-term contracts at times of great pressure. Since the revision of the LDS in August 2005, the Council has secured funding for additional staff resources, taking the team complement up to 4 (plus 1 temporary FTE) professional planning staff from the previous level of 2.5 FTE. In addition the Council has 1 FTE technical and / or administrative staff member, who will work mainly on the consultation database, deal with general enquiries and other related work areas. Drawing upon assistance from other members of the Council's staff is an option, when they are available and needs dictate. Community involvement can be managed effectively provided the most appropriate methods are chosen for each stage of a LDD. The table following paragraph 7.4 summarises the different methods of community involvement and considers their effectiveness.
- 7.2** The type of document, its stage of preparation and knowledge of the planning system by particular groups will help decide which method is suitable. All parties must be realistic about the time and resources that they can commit to the LDF process. The most appropriate methods can include existing, amended or new processes. The methods of community involvement set out below are based on the Council's previous experiences of public consultation, and with the intention of using existing resources effectively.

### **Information and Communications Technology**

*The Council recognises the benefits of information and communications technology in the delivery of efficient and seamless services. This includes the transformation of services to take maximum advantage of our staff resources, including the use of electronic service delivery mechanisms through our website, for example. Throughout this process, the Council will take account of the ways people want to deal with us. Some will not be comfortable with electronic delivery, and we must ensure that everyone's needs are taken into account and that we do not disenfranchise particular groups. A flexible approach to the use of technology will therefore be important.*



## How To Involve The Community

**7.3** There are three established methods of community involvement in the production of LDDs:

### **Publicity**

The community is kept informed.

### **Dialogue**

The community has the opportunity to present their views directly to the Council and to hear its response.

### **Group Participation**

A number of communities and organisations can meet to discuss the LDF.

**7.4** The table opposite scores the different types of community involvement as 1 (least effective), 2 (effective) and 3 (most effective). The website and e mail communications both score well, as do making documents available at public locations, the involvement of Babergh councillors and of Town and Parish Councils. These types of community involvement will form the main features in the production of LDDs, while the other types identified will also be used to a lesser extent. Section 10 details the different stages of LDD production, to which the methods of community involvement will apply.

## **THE STORY SO FAR...**

*The Council has started preliminary work on the LDF for the Babergh District and is committed to involving the community in the process through:*

- *Use of the Council's website at [www.babergh.gov.uk](http://www.babergh.gov.uk)*
- *Articles in Council Publications and Newsletters.*
- *Presentations for Town / Parish Councils / Meetings and other stakeholders, including the Hard to Reach Groups.*
- *Media releases resulting in newspaper articles.*
- *Postal consultations on the SCI.*

*These methods will be reviewed and updated following the Early Stage consultations for each DPD and SPD*

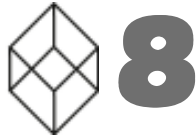
Type Of Community Involvement	Method Of Community Involvement	When Is It Best Used?	Advantages / Disadvantages	Resource Implications	Score
Publicity	<ul style="list-style-type: none"> <li>Website</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Efficient means of up to date publicity</li> <li>Can reach wide audience</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Not everyone has access to internet or broadband</li> </ul>	<ul style="list-style-type: none"> <li>Requires continuous updating and ensuring readability of information. Relevant officers must have access to internet in order to deal with enquiries</li> </ul>	3
Publicity	<ul style="list-style-type: none"> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption but particularly for evidence gathering</li> </ul>	<ul style="list-style-type: none"> <li>Efficient means of contacting consultees</li> <li>Paper copies still needed and file space taken up</li> </ul>	<ul style="list-style-type: none"> <li>Consultation database needs to be kept up-to-date</li> </ul>	3
Publicity	<ul style="list-style-type: none"> <li>Letters</li> </ul>	<ul style="list-style-type: none"> <li>Production, Submission and Adoption stages</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive coverage of consultees</li> <li>Time consuming</li> <li>File space taken up</li> </ul>	<ul style="list-style-type: none"> <li>Significant administrative resources needed. Consultation database needs to be kept up-to-date</li> </ul>	2
Publicity	<ul style="list-style-type: none"> <li>Statutory Press Notices</li> </ul>	<ul style="list-style-type: none"> <li>Production, Submission and Adoption stages</li> </ul>	<ul style="list-style-type: none"> <li>Important stages where statutory requirements are discharged</li> <li>Usually restricted to advertisement pages of newspapers</li> <li>Dependent on availability of advertising space</li> <li>Expensive</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of notices required at appropriate stages. Need to ensure that the correct regulations and statutory procedures are followed, requiring legal advice from within the Council</li> </ul>	2
Publicity	<ul style="list-style-type: none"> <li>Babergh Matters newsletter</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Can reach wide audience</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Only produced at regular intervals every six months meaning that timetables can be missed</li> </ul>	<ul style="list-style-type: none"> <li>Material already used in other means of publicity must be handed over to the Council's media officers in good time. Need for media officers to recognise corporate importance of LDF</li> </ul>	2

Type Of Community Involvement	Method Of Community Involvement	When Is It Best Used?	Advantages / Disadvantages	Resource Implications	Score
Publicity	<ul style="list-style-type: none"> <li>Information at the Council Offices</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Available during office opening hours</li> <li>Staff may also be available to answer queries</li> <li>Access to offices can be difficult for people living some distance from Council offices</li> </ul>	<ul style="list-style-type: none"> <li>Need for staff to be available to answer queries</li> </ul>	3
Publicity	<ul style="list-style-type: none"> <li>Information at libraries</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Can reach wide audience</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Library staff not able to give further professional advice</li> </ul>	<ul style="list-style-type: none"> <li>Minimal resource implications</li> </ul>	3
Publicity	<ul style="list-style-type: none"> <li>Information at Sudbury Advice Centre</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Can reach wide audience</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Advice Centre staff not able to give further professional advice</li> </ul>	<ul style="list-style-type: none"> <li>Minimal resource implications</li> </ul>	3
Publicity	<ul style="list-style-type: none"> <li>Babergh DC Councillors</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Good local contacts, including Town/Parish Councils</li> <li>Survey at Regulation 25 stage of SCI production showed councillors to be an important means of feedback</li> <li>Commitment to the LDF process required by councillors who may otherwise find it difficult to deal with local issues</li> </ul>	<ul style="list-style-type: none"> <li>Councillor briefing and/or training needed</li> </ul>	3

Type Of Community Involvement	Method Of Community Involvement	When Is It Best Used?	Advantages / Disadvantages	Resource Implications	Score
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Town and Parish Councils</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Good local contacts</li> <li>Can be delays due to Town/Parish Council meeting dates</li> </ul>	<ul style="list-style-type: none"> <li>Letter writing and email the main means of involvement</li> </ul>	3
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Newspaper articles</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Can reach wide audience</li> <li>No guarantee that publicity will be achieved due to newspaper priorities</li> </ul>	<ul style="list-style-type: none"> <li>Material already used in other means of publicity must be handed over to the Council's media officers in good time</li> </ul>	2
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Leaflets/ Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>Production and Submission stages</li> </ul>	<ul style="list-style-type: none"> <li>Can require considerable time and effort to produce and distribute</li> <li>Expensive</li> </ul>	<ul style="list-style-type: none"> <li>Extra resource implications but effective solutions to delivery are possible, e.g. newspaper deliveries</li> </ul>	1
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>Production stages</li> </ul>	<ul style="list-style-type: none"> <li>Can require considerable time and effort to produce</li> <li>Negative feedback can result due to people not being able to make opening times or dates</li> </ul>	<ul style="list-style-type: none"> <li>Significant demand on staff resources</li> </ul>	1
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Public attendance at District Council Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Production and Submission stages</li> </ul>	<ul style="list-style-type: none"> <li>Can encourage responses from those who may otherwise only read other forms of publicity</li> <li>Public not allowed to speak at meetings</li> </ul>	<ul style="list-style-type: none"> <li>Minimal resource implications</li> </ul>	2
<b>Dialogue</b>	<ul style="list-style-type: none"> <li>Surgeries</li> </ul>	<ul style="list-style-type: none"> <li>Production stages</li> </ul>	<ul style="list-style-type: none"> <li>Rarely used but could be looked at as a further option</li> </ul>	<ul style="list-style-type: none"> <li>Potential for significant demands on staff resources</li> </ul>	1
<b>Dialogue</b>	<ul style="list-style-type: none"> <li>Individual meetings</li> </ul>	<ul style="list-style-type: none"> <li>Production stages</li> </ul>	<ul style="list-style-type: none"> <li>Time consuming if not selectively offered</li> </ul>	<ul style="list-style-type: none"> <li>Potential for significant demands on staff resources including the need to record the meetings</li> </ul>	1

Type Of Community Involvement	Method Of Community Involvement	When Is It Best Used?	Advantages / Disadvantages	Resource Implications	Score
Dialogue	<ul style="list-style-type: none"> <li>Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>Production stages</li> </ul>	<ul style="list-style-type: none"> <li>Can reach wide audience</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> </ul>	<ul style="list-style-type: none"> <li>Significant staff resources needed in arranging venue, publicity and preparing for meetings</li> </ul>	1
Dialogue	<ul style="list-style-type: none"> <li>Presentations at Town/Parish Council meetings</li> </ul>	<ul style="list-style-type: none"> <li>Production and Submission stages</li> </ul>	<ul style="list-style-type: none"> <li>Good local contacts</li> <li>Local people can be encouraged to attend where relevant issues arise</li> <li>Can be delays due to Town/Parish Council meeting dates</li> <li>Enables responses from those who may otherwise only read other forms of publicity</li> </ul>	<ul style="list-style-type: none"> <li>Potential for significant demands on staff resources including out of hours working</li> </ul>	3
Dialogue	<ul style="list-style-type: none"> <li>Public speaking at District Council meetings</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Enables responses from those who may otherwise only read other forms of publicity</li> <li>Good contact with BDC councillors</li> <li>Not official Council policy at present</li> <li>Can interrupt democratic processes at meetings due to strong views being expressed</li> </ul>	<ul style="list-style-type: none"> <li>Suitable publicity arrangements needed if public speaking is to be allowed</li> </ul>	1
Dialogue	<ul style="list-style-type: none"> <li>Consultation letters</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Submission</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive coverage of consultees</li> <li>Time consuming</li> </ul>	<ul style="list-style-type: none"> <li>Significant administrative resources needed</li> <li>Consultation database needs to be kept up to date</li> </ul>	2
Dialogue	<ul style="list-style-type: none"> <li>Joint consultations with other groups</li> </ul>	<ul style="list-style-type: none"> <li>All stages up to Submission</li> </ul>	<ul style="list-style-type: none"> <li>Good contacts with outside bodies, e.g. LSPs</li> <li>Effective communication with wide range of other organisations</li> <li>Can be delays due to different meeting dates</li> </ul>	<ul style="list-style-type: none"> <li>Minimal resource implications as dialogue will take place through normal channels, e.g. Meetings already scheduled</li> </ul>	2

Type Of Community Involvement	Method Of Community Involvement	When Is It Best Used?	Advantages / Disadvantages	Resource Implications	Score
Group Participation	<ul style="list-style-type: none"> <li>• Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Production stages</li> </ul>	<ul style="list-style-type: none"> <li>• Selective audiences only likely to be targeted, such as voluntary groups etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for significant demands on staff resources</li> </ul>	1
Group Participation	<ul style="list-style-type: none"> <li>• Discussion meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Production stages</li> </ul>	<ul style="list-style-type: none"> <li>• Selective audiences only likely to be targeted, such as voluntary groups etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for significant demands on staff resources</li> </ul>	1
Group Participation	<ul style="list-style-type: none"> <li>• Town/Parish Council meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Production and Submission stages</li> </ul>	<ul style="list-style-type: none"> <li>• Good local contacts</li> <li>• Local people can be encouraged to attend where relevant issues arise</li> <li>• Can be delays due to Town/Parish Council meeting dates</li> <li>• Enables responses from those who may otherwise only read other forms of publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for significant demands on staff resources</li> </ul>	3



## **Integration Of Community Involvement**

- 8.1** It is important for the Council to have a co-ordinated approach to community involvement throughout its area and across its activities. In this respect, a number of other strategies are relevant to the LDF, most notably the Community Strategies, Parish/Community Plans and the Council's own strategic objectives as contained in its Corporate Plan.
- 8.2** The Babergh East and Western Suffolk **Local Strategic Partnerships (LSPs)** work to improve the quality of life and services across the District. They have each adopted a Community Strategy/Plan in order to co-ordinate the work of the partners against a number of commonly agreed objectives that aim to improve the quality of life for residents, businesses and visitors. The Council will work alongside the LSPs involved in its area, on a wide range of matters including the LDF. It is the role of the LDF to give spatial expression to the Community Strategy/Plan where it involves the development or the use of land. Consultation under the LDF and Community Strategy/Plan will be combined in the future, where this is feasible. This will include placing LDF matters on the agendas of the working groups and forums where it is necessary to seek common agreement. Where public consultation takes place on the LDF, the LSPs will be involved as consultees, as will the constituent partners. In some instances joint consultation may be more difficult to achieve due to the timetabling of the LDF process and the LSPs. Within the Council, links will be set up between officers involved in both the LDF and LSP processes in order to ensure that joint working is achieved. Further information on the strategies can be found on: [www.babergh.gov.uk](http://www.babergh.gov.uk) go to : Community, People and Living, then : Local Strategic Partnerships
- 8.3** The Suffolk Compact is an agreement between central government and the voluntary and community sector to improve their working relationships for mutual advantage. The intention is that the Compact can help participants to better serve their communities, and will be used in the planning process. By working more closely together, a real difference can be made to communities. Further details can be found on the following website – [www.thecompact.org.uk](http://www.thecompact.org.uk)



## Parish/Community Plans

- 9.1 A large number of communities in the District have prepared, or are in the process of preparing, their own parish or community plans. These have various titles of 'Town Plan', 'Parish Plan', 'Community Plan' etc, and the Council will consider the aspirations in these Plans and give them appropriate weight in preparing the LDF.
- 



## The Council's Overall Approach

- 10.1 The following tables provide a guide to the proposed approach to community involvement in producing LDDs. It does not mean that all organisations mentioned will be involved in all instances, and there will be others involved who are not mentioned here. For further information on the programme for production of the documents, refer to the LDS on the Council's website [www.babergh.gov.uk](http://www.babergh.gov.uk), go to Planning and Building Control, then Local Development Framework. The tables should be read in conjunction with paragraph 6.9 in order to clarify the methods of involvement.
- 10.2 Where possible, representations on the LDF process will be acknowledged electronically, and the post will be used where e-mail is not available. The Council will provide a summary of representations and their proposed responses to each LDF consultation. This will be placed on the Council's website and will also be available in hard copy format on request, subject to an appropriate copying fee being paid. Copies will also be available for free public inspection at the Babergh District Council Offices, Corks Lane, Hadleigh; and at the following locations during normal opening hours, together with information on the timetable for production of the DPDs or SPDs:
- Sudbury Advice Centre, Town Hall, Sudbury
  - Sudbury library, Market Hill, Sudbury
  - Hadleigh Town Council, The Guildhall, Hadleigh
  - Hadleigh library, High Street, Hadleigh



## Core Strategy Policies And Proposals Map Development Plan Document

### Stage & Purpose Of Preparation

#### Pre-production

- Evidence gathering; e.g. housing/employment needs surveys, urban capacity study, etc, and other initiatives such as community strategies, before producing the Issues and Alternative Options. Scoping of Sustainability Appraisal begins at this stage

### Who Will Be Involved

- Specialist agencies
- Development interests
- Local groups/bodies who may hold information
- Babergh East LSP
- Western Suffolk LSP

### How They Will Be Involved

#### Dialogue & Group Participation

- Letters/telephone-calls/email
- Website
- Project meetings

#### Production (Issues & Options) Regulation 25

- Ongoing community involvement on Issues and Options accompanied by Sustainability Appraisal

- Town/Parish Councils Regulation 25 consultees
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database
- Babergh East LSP
- Western Suffolk LSP
- General public

#### Publicity, Dialogue & Group Participation

- Letters/email
- Newspaper articles
- Website
- Town/Parish Council meetings where requested
- Project meetings
- Documents available at Council offices/libraries
- Comments forms/questionnaires

#### Production (Preferred Options) Regulations 26/27

- Preparation of Issues and Preferred Options (draft DPD) with statutory six-week consultation period accompanied by Sustainability Appraisal

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database
- Babergh East LSP
- Western Suffolk LSP
- General public

#### Publicity, Dialogue & Group Participation

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Workshops
- Discussion meetings
- Documents available at Council offices/libraries
- Comments forms/questionnaires

#### Submission - Regulations 28/29

- Submission of DPD with statutory six-week representation period, having been assessed as sound and accompanied by Sustainability Report. Representations made will go forward to independent examination

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database including landowners, where known
- Babergh East LSP
- Western Suffolk LSP
- General public

#### Publicity, Dialogue & Group Participation

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Individual meetings
- Documents available at Council offices/libraries
- Representation forms/questionnaires



## Core Strategy Policies And Proposals Map Development Plan Document

### Stage & Purpose Of Preparation

#### Adoption - Regulation 36

- The Inspector's report when received is binding on the Council and there will be no further opportunity for public involvement. The Council has two weeks to check the report for factual matters, after which a final report will be sent to the Council for the document to be adopted.

### Who Will Be Involved

- All previously involved in the LDF process

### How They Will Be Involved

#### Publicity:

- Newspaper articles
- Statutory press notices
- Website.
- Documents available at Council offices/libraries



## Site Specific Allocations Policies And Proposals Map Development Plan Document

#### Pre-production

- Evidence gathering; e.g. housing/employment needs surveys, urban capacity study, etc, and other initiatives such as community strategies, before producing the Issues and Options. Scoping of Sustainability Appraisal begins at this stage.

- Specialist agencies
- Development interests
- Local groups/bodies who may hold information
- Babergh East LSP
- Western Suffolk LSP

#### Dialogue & Group Participation:

- Letters/telephone-calls/email
- Website
- Project meetings

#### Production (Issues & Options) Regulation 25

- Ongoing community involvement on Issues and Options accompanied by Sustainability Appraisal

- Town/Parish Councils Regulation 25 consultees
- Other relevant bodies, including Hard to Reach groups.
- Other contacts on LDF database
- Babergh East LSP
- Western Suffolk LSP
- General public

#### Publicity, Dialogue & Group Participation:

- Letters/email.
- Newspaper articles.
- Website.
- Project meetings.
- Documents available at Council offices/libraries
- Comments forms/questionnaires

#### Production (Preferred Options) Regulations 26/27

- Preparation of Issues and Preferred Options (draft DPD) with statutory six-week consultation period accompanied by Sustainability Appraisal

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database
- Babergh East LSP
- Western Suffolk LSP
- General public

#### Publicity, Dialogue & Group Participation

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Workshops
- Discussion meetings
- Exhibitions
- Documents available at Council offices/libraries
- Comments forms/questionnaires



**Site Specific Allocations Policies And Proposals Map  
Development Plan Document**

**Stage & Purpose  
Of Preparation**

**Who Will  
Be Involved**

**How They Will  
Be Involved**

**Submission -  
Regulations 28/29**  
• Submission of DPD with statutory six-week representation period, having been assessed as sound and accompanied by Sustainability Report. Representations made will go forward to independent examination

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database, including landowners where known
- Babergh East LSP
- Western Suffolk LSP
- General public

- Publicity, Dialogue & Group Participation**
- Letters/email
  - Newspaper articles
  - Statutory press notices
  - Website
  - Individual meetings
  - Exhibitions
  - Documents available at Council offices/libraries
  - Representation forms/questionnaires

**Submission -  
Regulations 32/33**  
• Additional six-week public consultation period where alternative sites are put forward for consideration after the Preferred Options stage, accompanied by Sustainability Appraisal

- Town/Parish Councils.
- Other relevant bodies, including Hard to Reach groups.
- Local residents and groups.
- Landowners where known

- Publicity, Dialogue & Group Participation**
- Letters/email
  - Newspaper articles
  - Statutory press notices
  - Website
  - Individual meetings
  - Exhibitions
  - Documents available at Council offices/libraries
  - Site notices

**Adoption - Regulation 36**  
• The Inspector's report when received is binding on the Council and there will be no further opportunity for public involvement. The Council has two weeks to check the report for factual matters, after which a final report will be sent to the Council for the document to be adopted

- All previously involved in the LDF process

- Publicity**
- Newspaper articles
  - Statutory press notices
  - Website
  - Documents available at Council offices/libraries



**Action Area Plans  
Development Plan Documents**

**Pre-production**  
• Evidence gathering; e.g. housing/employment needs surveys, urban capacity study, etc, and other initiatives such as community strategies, before producing the Issues and Options. Scoping of Sustainability Appraisal begins at this stage

- Specialist agencies
- Development interests
- Local groups/bodies who may hold information
- Babergh East LSP
- Western Suffolk LSP

- Dialogue & Group Participation**
- Letters/telephone-calls/email
  - Website
  - Project meetings



**Stage & Purpose  
Of Preparation**

**Production (Issues & Options) Regulation 25**

- Ongoing community involvement on Issues and Options accompanied by Sustainability Appraisal

**Who Will  
Be Involved**

- Town/Parish Councils Regulation 25 consultees
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database
- General public including the local community

**How They Will  
Be Involved**

**Publicity, Dialogue & Group Participation**

- Letters/email
- Newspaper articles
- Website
- Information leaflets
- Project meetings
- Documents available at Council offices/libraries
- Comments forms/questionnaires

**Production (Preferred Options) Regulations 26/27**

- Preparation of Issues and Preferred Options (draft DPD) with statutory six-week consultation period accompanied by Sustainability Appraisal

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database
- General public including the local community

**Publicity, Dialogue & Group Participation**

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Workshops
- Discussion meetings
- Exhibitions
- Documents available at Council offices/libraries
- Comments forms/questionnaires

**Submission - Regulations 28/29**

- Submission of DPD with statutory six-week representation period, having been assessed as sound and accompanied by Sustainability Report. Representations made will go forward to independent examination

- Town/Parish Councils
- Other relevant bodies, including Hard to Reach groups
- Other contacts on LDF database, including landowners where known
- General public including the local community

**Publicity, Dialogue & Group Participation**

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Individual meetings
- Exhibitions
- Documents available at council offices/libraries
- Representation forms/questionnaires

**Adoption - Regulation 36**

- The Inspector's report when received is binding on the Council and there will be no further opportunity for public involvement. The Council has two weeks to check the report for factual matters, after which a final report will be sent to the Council for the document to be adopted

- All previously involved in the LDF process

**Publicity**

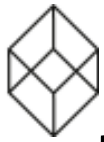
- Newspaper articles
- Statutory press notices
- Website
- Documents available at Council offices/libraries



## Supplementary Planning Documents

<b>Stage &amp; Purpose Of Preparation</b>	<b>Who Will Be Involved</b>	<b>How They Will Be Involved</b>
<b>Pre-production</b> <ul style="list-style-type: none"><li>• Evidence gathering</li><li>• Scoping of Sustainability Appraisal begins at this stage</li></ul>	<ul style="list-style-type: none"><li>• Specialist agencies</li><li>• Development interests</li><li>• Local groups/bodies who may hold information</li><li>• Babergh East LSP</li><li>• Western Suffolk LSP</li></ul>	<b>Dialogue &amp; Group Participation</b> <ul style="list-style-type: none"><li>• Letters/telephone-calls/email</li><li>• Website</li><li>• Project meetings</li></ul>
<b>Production - Regulations 17/18</b> <ul style="list-style-type: none"><li>• Preparation of Draft Supplementary Planning Document with statutory six-week consultation period accompanied by Sustainability Appraisal. No examination will take place, and the Council will consider making changes to the draft document as a result of any representations received</li></ul>	<ul style="list-style-type: none"><li>• Town/Parish Councils. Regulation 25 consultees</li><li>• Other relevant bodies, including Hard to Reach groups</li><li>• Other contacts on LDF database</li><li>• Babergh East LSP</li><li>• Western Suffolk LSP</li><li>• General public</li></ul>	<b>Publicity, Dialogue &amp; Group Participation</b> <ul style="list-style-type: none"><li>• Letters/email</li><li>• Newspaper articles</li><li>• Website</li><li>• Town/Parish Council meetings where requested</li><li>• Project meetings.</li><li>• Documents available at Council offices/libraries</li><li>• Comments forms/questionnaires</li></ul>
<b>Adoption - Regulation 19</b>	<ul style="list-style-type: none"><li>• All previously involved in the LDF process</li></ul>	<b>Publicity</b> <ul style="list-style-type: none"><li>• Newspaper articles.</li><li>• Statutory press notices</li><li>• Website</li><li>• Documents available at Council offices/libraries</li></ul>

**10.3** The representation summaries will form part of reports to the Council where decisions are made on the production of DPDs and SPDs. The reports are considered by the Council's Strategy Committee, and ultimately by the Council itself. Further information on the programme of meetings of the Strategy Committee and the Council can be found on the Council's website at [www.babergh.gov.uk](http://www.babergh.gov.uk) - see Council and Democracy > Council and Committee Papers. A Statement of Compliance will be produced at each submission stage to demonstrate how the consultation process has met the minimum requirements for community involvement.



# 11

## Planning Applications

- 11.1** The submission of a planning application can often be the first time that many people come into contact with the planning system, either as applicants or as affected parties. The Council's development control function exists to process applications that are made under the relevant Town and Country Planning and associated Acts. It deals with applications for planning permission, listed building and conservation area consents, advertisement consents and other similar forms of permission. The Council can provide general advice on the development control system and its procedures, and can also advise on the general acceptability of proposals before they are submitted.
- 11.2** The Council has a number of well-established procedures in place aimed at involving the community in the planning application decision-making process. All planning applications are publicised as soon as possible after receipt by:
- Display of a site notice
  - Consultation letters to the occupiers of neighbouring properties
  - Consultation letters to others considered likely to have an interest in the proposal
  - Weekly list of planning applications received, which is published on the Council's website and sent to all libraries
  - Details of planning applications can also be viewed on the Council's website
  - Those requiring advertisement are publicised in a regular panel in the East Anglian Daily Times which covers the whole District
  - A copy of the application is sent to the relevant Town and Parish Councils (including neighbouring ones if likely to have an interest in the proposal). An informal arrangement is in place where Town/Parish Councils make the application available for inspection locally. This practice is referred to in the Council's publicity material
  - Consultation with local societies and organisations
  - Consultation with specific organisations e.g. County Highways, Environment Agency
  - No change in consultation methods used is made in relation to different types of application and the extent of neighbour consultation is at the discretion of the case officer. Larger developments are normally publicised over a wider area
  - An individual or organisation does not need to be individually consulted on an application, but they can ask to be consulted if they so wish



## *Planning Applications*

- 11.3** Planning applications can be viewed at the Babergh District Council offices in Corks Lane, Hadleigh during normal working hours.
- 11.4** Where a proposal is brought to the Council's attention before a planning application is made and is considered to be highly controversial or substantial, the Council will ask the developer to consider holding a public meeting or staging an exhibition to enable pre-application community involvement to take place. These are carried out with the co-operation and approval of the applicant, but they are not mandatory as the holding of them is subject to the applicant's discretion.
- 11.5** The Council encourages applicants to discuss their proposals with planning officers before submission, and qualified members of staff are available for this purpose. Appointments should be sought for such discussions, and the Council will keep a record of this advice. However, it is unable to provide detailed and extensive advice at pre-application stages, and potential applicants are recommended to seek independent advice. Applicants are also encouraged to discuss their proposals with neighbours. Except in the case of the major applications referred to above, publicity is not normally given at the pre-application stage.
- 11.6** The minimum requirements for dealing with planning applications are set out in the Town and Country (General Development Procedure) Order 1995 (as amended) and the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 11.7** Comments on planning applications, either in writing or by email, should be submitted as soon as the consultation period starts. They can be considered up to the time of the decision being made, which is beyond the statutory 21-day period usually given for making representations. Comments will be filed with the application and made available for public inspection as they cannot be treated as confidential. Due to the large numbers of applications and comments received, individual acknowledgement is not possible. Similarly, the Council cannot enter into correspondence with respondents on planning applications. The majority of planning applications (almost 90%) are determined by the Chief Planning Control Officer under delegated authority after full consideration of all comments. While the normal period for comment is 21 days, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.



## *Planning Applications*

- 11.8** In addition to details of planning applications, Development Committee reports and minutes, and decision notices can be viewed on the Council's website at: [www.babergh.gov.uk](http://www.babergh.gov.uk) see Planning and Building Control. Information on the dates of Development Committee meetings, together with the agenda, can also be found on the website.
- 11.9** Applications that are referred to Development Committee will be debated in public where applicants and objectors have the opportunity to speak under an ordered procedure. The Council publishes a leaflet entitled "Have Your Say" in respect of public speaking at Development Committee. It contains other information about the Committee, is posted on the Council's website and is referred to in other relevant publicity material.
- 11.10** Development Committee reports are made available at least 5 clear working days before the date of the meeting, and are posted on the Council's website.
- 11.11** Where amendments are submitted to the Council before and after a formal decision has been made, they will be publicised by neighbour letter and parish council consultation. The decision on whether this takes place will depend on the likely impact of the amendment and be at the discretion of the case officer.
- 11.12** The following table provides advice to applicants on how different types of applications can be progressed and advises how the Council will publicise them.
- 11.13** Once a decision has been made on a planning application, the Town/Parish Council receives a paper copy of the decision notice. Neighbours and interested parties are informed of the decision by letter, but consultees are not advised of the outcome unless they ask the Council to do so. All decisions are posted on the Council's website.



## Major Planning Applications

### Type Of Application

#### These can include

- Residential developments of 10 or more dwellings or sites of 0.5 hectares or more
- All other uses where floorspace is 1000m<sup>2</sup> or more or the site is 1.0 hectare or more including changes of use
- Departure applications where the proposal does not conform to adopted planning policy

### Suggested Action By Applicants

#### Pre-application stage

- Discuss with Council, and check if master plan or development brief is likely to be needed
- Discuss with service providers to identify likely levels of contributions for infrastructure provision
- Consider pre-application publicity involving local communities

### Action By Council

#### Pre-application stage

- General advice by telephone or email or in person at Council offices

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#### Application stage

- Comply with statutory requirements in submitting the application and related paperwork
- Include a statement summarising the results of the pre-application consultation undertaken

#### Application stage

- Consultation letter to adjoining neighbours and others directly affected
  - Consultation letter to statutory consultees
  - Site notice
  - Statutory notice in newspaper
  - General advice by telephone or email or in person at Council offices
  - Publish weekly list on website
  - Applications available for inspection at Council offices
  - Applications available for inspection through Town/Parish Councils
  - Consider public exhibition if not done at pre-application stage
  - Consider press release if appropriate
-



## Minor And Other Planning Applications

<b>Type Of Application</b>	<b>Suggested Action By Applicants</b>	<b>Action By Council</b>
<p><b>These can include</b></p> <ul style="list-style-type: none"><li>• Development not meeting criteria for major development</li><li>• Other applications including: Householder, Changes of Use, Telecommunications, Works to Trees covered by Tree Preservation Orders or within Conservation Areas, Advertisement Consent applications</li></ul>	<p><b>Pre-application stage</b></p> <ul style="list-style-type: none"><li>• Householders recommended to discuss proposal with neighbours before submitting application</li><li>• Consider discussion with Council depending on scale of proposal</li><li>• Consultation with Council on mobile phone masts and associated apparatus where they are proposed close to colleges, schools, nurseries or pre-school play groups</li></ul>	<p><b>Pre-application stage</b></p> <ul style="list-style-type: none"><li>• General advice by telephone or email or in person at Council offices</li></ul>
	<p><b>Application stage</b></p> <ul style="list-style-type: none"><li>• Comply with statutory requirements in submitting the application and related paperwork</li><li>• Include a statement summarising the results of the pre-application consultation undertaken</li></ul>	<p><b>Application stage</b></p> <ul style="list-style-type: none"><li>• Consultation letter to adjoining neighbours and others directly affected</li><li>• Consultation letter to statutory consultees</li><li>• Site notice where appropriate</li><li>• Statutory notice in newspaper where proposal affects setting of Listed Building or Conservation Area or is a departure from the Development Plan</li><li>• General advice by telephone or email or in person at Council offices</li><li>• Publish non-statutory weekly list on website.</li><li>• Applications available for inspection at Council offices</li><li>• Applications available for inspection by appointment through Town/Parish Councils</li></ul>



## Listed Building And Conservation Area Consent Applications

Type Of Application	Suggested Action By Applicants	Action By Council
<p><b>These can include</b></p> <ul style="list-style-type: none"> <li>• Listed Building Consent</li> <li>• Conservation Area Consent</li> </ul>	<p><b>Pre-application stage</b></p> <ul style="list-style-type: none"> <li>• Householders recommended to discuss proposal with neighbours before submitting application</li> <li>• Consider discussion with the Council's Conservation Officer</li> </ul>	<p><b>Pre-application stage</b></p> <ul style="list-style-type: none"> <li>• General advice by telephone, email or in person at Council offices or on site where appropriate</li> </ul>
	<p><b>Application stage</b></p> <ul style="list-style-type: none"> <li>• Comply with statutory requirements in submitting the application and related paperwork</li> </ul>	<p><b>Application stage</b></p> <ul style="list-style-type: none"> <li>• Consultation letter to adjoining neighbours and others directly affected</li> <li>• Consultation letter to statutory consultees</li> <li>• Site notice</li> <li>• Statutory notice in newspaper</li> <li>• General advice by telephone or email or in person at Council offices</li> </ul>



# 12

## Monitoring And Compliance

**12.1** The previous sections have set out the Council's proposed approach to community involvement in the LDF process and in the determination of planning applications. It would be inappropriate to be specific about the exact nature of community involvement in every case. Community involvement can be tailored to the nature and timing of the particular case and will have to comply with this SCI. A brief statement setting out how the Council is involving the community in LDF production will be prepared in each instance. Each LDF representation will be acknowledged and the opportunity will be made available for respondents to be kept informed on the process, while representations will be considered in the production of documents.

**12.2** The effectiveness of the Council's approach to community involvement will also be monitored by way of:

- Analysing use of the Council's web site
- Asking for feedback from users of the web site
- Surveys of consultees



## Monitoring And Compliance

- Feedback forms to complete after specific events
- Monitoring of press articles
- Random surveys of residents and workers in the district
- Random surveys of councillors
- Surveys of town and parish councils

The SCI will be subject to review a minimum of 3 years from the date of adoption. This will enable the Council to see if revised ways of community involvement will need to be considered. The AMR will test the effectiveness of the SCI, while the following steps will be taken in the review process.

Stage Of Preparation	Who Will Be Involved	How They Will Be Involved
<p><b>Pre- production</b></p> <ul style="list-style-type: none"> <li>• Scoping and evidence gathering, including Annual Monitoring Report assessment of SCI</li> </ul>	<ul style="list-style-type: none"> <li>• Town/Parish Councils</li> <li>• Other relevant bodies, including Hard to Reach groups</li> <li>• Babergh East LSP</li> <li>• Western Suffolk LSP</li> </ul>	<p><b>Dialogue:</b></p> <ul style="list-style-type: none"> <li>• Letters/telephone calls</li> <li>• Email</li> <li>• Website</li> </ul>
<p><b>Production Regulation 25</b></p> <ul style="list-style-type: none"> <li>• Ongoing community involvement on review of SCI</li> </ul>	<ul style="list-style-type: none"> <li>• Town/Parish Councils</li> <li>• Regulation 25 consultees</li> <li>• Other relevant bodies, including Hard to Reach groups</li> <li>• Other contacts on LDF database</li> <li>• Babergh East LSP</li> <li>• Western Suffolk LSP</li> <li>• General Public</li> </ul>	<p><b>Publicity, Dialogue &amp; Group Participation</b></p> <ul style="list-style-type: none"> <li>• Letters/email</li> <li>• Newspaper articles</li> <li>• Website</li> <li>• Project meetings</li> <li>• Documents available at Council offices/libraries</li> <li>• Comments forms/questionnaires</li> </ul>
<p><b>Production Regulations 26/27</b></p> <ul style="list-style-type: none"> <li>• Preparation of draft review version of SCI with statutory six-week consultation period</li> </ul>	<ul style="list-style-type: none"> <li>• Town/Parish Councils</li> <li>• Other relevant bodies, including Hard to Reach groups</li> <li>• Other contacts on LDF database</li> <li>• Babergh East LSP</li> <li>• Western Suffolk LSP</li> <li>• General public</li> </ul>	<p><b>Publicity, Publicity, Dialogue &amp; Group Participation</b></p> <ul style="list-style-type: none"> <li>• Letters/email</li> <li>• Newspaper articles</li> <li>• Statutory press notices</li> <li>• Website</li> <li>• Workshops</li> <li>• Discussion meetings</li> <li>• Documents available at Council offices/libraries</li> <li>• Comments forms/questionnaires</li> </ul>
<p><b>Submission Regulations 28/29</b></p> <ul style="list-style-type: none"> <li>• Submission of review version of SCI with statutory six-week representation period.</li> <li>• Representations made will go forward to independent examination</li> </ul>	<ul style="list-style-type: none"> <li>• Town/Parish Councils</li> <li>• Statutory consultees</li> <li>• Other relevant bodies, including Hard to Reach groups</li> <li>• Other contacts on LDF database</li> <li>• Babergh East LSP</li> <li>• Western Suffolk LSP</li> <li>• General public</li> </ul>	<p><b>Publicity, Dialogue &amp; Group Participation:</b></p> <ul style="list-style-type: none"> <li>• Letters/email</li> <li>• Newspaper articles</li> <li>• Statutory press notices</li> <li>• Website</li> <li>• Individual meetings</li> <li>• Documents available at Council offices/libraries</li> <li>• Representation forms/questionnaires</li> </ul>



**Stage Of Preparation**

**Adoption**

**Regulation 36**

- The Inspector's report when received is binding on the Council and there will be no further opportunity for public involvement. The Council has two weeks to check the report for factual matters, after which a final report will be sent to the Council for the SCI to be adopted

**Who Will Be Involved**

- All previously involved in the LDF process

**How They Will Be Involved**

**Publicity:**

- Newspaper articles
- Statutory press notices
- Website
- Documents available at Council offices/libraries

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**Review**

- Complete, partial or selective. To be carried out every three years or earlier should circumstances dictate

- As a rule, most or all consultees unless the review is partial or selective

**Publicity, Dialogue & Group Participation:**

- Letters/email
- Newspaper articles
- Statutory press notices
- Website
- Individual meetings
- Documents available at Council offices/libraries
- Representation forms/questionnaires

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**12.3** The Council encourages feedback from the general public on levels of customer satisfaction with its services and in involving the community, through the website and the use of comments forms. These will be used to gauge the effectiveness of the SCI. If the SCI is reviewed partially or selectively it may be necessary to target particular types of consultees where certain groups are affected by the review.

**12.4** Appendix 1 contains the criteria for the Test of Soundness to be carried out at the examination of the draft SCI. The Inspector's report thereafter will be binding on the Council.

**12.5** Appendix 2 contains some of the specific groups and the types of organisations from which a detailed consultation database has been produced. This database is continually revised and all individuals or organisations that comment on the LDF process will be included. Any individual or organisation not previously consulted by the Council and wishing to be included can contact us through the details given in paragraph 6.6 above.



## Appendix 1

### Test Of Soundness

#### Examination of the soundness of the Statement of Community Involvement

**3.10** The purpose of the examination is to consider the soundness of the Statement of Community Involvement. The presumption will be that the Statement of Community Involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the Statement of Community Involvement is sound, the inspector will determine whether the:

- i* local planning authority has complied with the minimum requirements for consultation as set out in Regulations<sup>1</sup>
- ii* local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy
- iii* statement identifies in general terms which local community groups and other bodies will be consulted
- iv* statement identifies how the community and other bodies can be involved in a timely and accessible manner
- v* methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents
- vi* resources are available to manage community involvement effectively
- vii* statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
- viii* authority has mechanisms for reviewing the statement of community involvement *and*
- ix* statement clearly describes the planning authority's policy for consultation on planning applications

*From: Planning Policy Statement 12: Local Development Frameworks*



## Appendix 2

### Consultation Organisations

Please note, this list relates to successor bodies where re-organisations occur.



#### Consultee List A

The Town and Country Planning (Local Development) (England) Regulations (2004), requires that the following organisations must be consulted:

- Regional planning body (EERA)
- Regional Development Agency (EEDA)
- LPAs within and/or adjoining the Babergh District (Suffolk CC, Essex CC, Ipswich BC, Mid Suffolk DC, St Edmundsbury BC, Braintree DC, Colchester BC, Tendring DC, Suffolk Coastal DC)
- Town and Parish Councils within the Babergh District
- All Town and Parish Councils adjoining the Babergh District
- Countryside Agency
- English Heritage
- Natural England
- Environment Agency
- Highways Agency
- Network Rail
- Norfolk, Suffolk & Cambridgeshire Strategic Health Authority
- Relevant telecommunications companies
- Relevant sewage and water undertakers
- Licensee under Section 7(2) of the Gas Act 1986
- Electricity and gas undertakers



#### Consultee List B

In accordance with Planning Policy Statement 12 (PPS12) recommendations, the following will be consulted:

- The Secretary of State (through Government Office for the East of England) (GO-East)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Education and Skills (GO-East)
- Department for Transport (GO-East)
- Department for Trade and Industry (GO-East)
- Home Office



## Appendix 2

- Department of Constitutional Affairs
- Department of Work and Pensions
- Department for Culture, Media and Sport
- Primary Care Trusts
- Civil Aviation Authority
- Home Builders Federation
- HM Prison Service
- Ministry of Defence
- Office of Government Commerce



## Consultee List C

The Council will involve the following types of groups or organisations representing the interests listed below. They are included in the detailed consultation database described in paragraph 6.5.

Groups and organisations representing:

- Agriculture and farming
- Community-based service providers
- Householder issues
- Conservation and environment
- Culture and history
- Faith issues
- Equality issues
- Ethnic minorities
- Disability and learning difficulties
- Gypsies and Travellers
- House builders and developers
- Landowners
- Business and commerce
- Local community action groups
- Local residents and community associations
- Registered social landlords
- Retired and elderly people
- Sport and recreation
- Transport providers
- Transport users
- Young people



## Appendix 2



### Consultee List D

- Individuals/organisations wishing to be notified of future changes
- Local agents and land owners
- Individuals/organisations who purchased Local Plans or associated documents and who have expressed an interest in the LDF
- Individuals/organisations who requested that they be included in LDF consultation

*This list is not exhaustive and will be continually updated via the Local Development Framework review process.*



## **Key To Abbreviations**

<b>AMR</b>	<i>Annual Monitoring Report</i>
<b>BDC</b>	<i>Babergh District Council</i>
<b>DPD</b>	<i>Development Plan Document</i>
<b>EEDA</b>	<i>East of England Development Agency</i>
<b>EERA</b>	<i>East of England Regional Assembly</i>
<b>GO-East</b>	<i>Government Office for the East of England</i>
<b>LDD</b>	<i>Local Development Document</i>
<b>LDF</b>	<i>Local Development Framework</i>
<b>LDS</b>	<i>Local Development Scheme</i>
<b>LSP</b>	<i>Local Strategic Partnership</i>
<b>PCT</b>	<i>Primary Care Trust</i>
<b>SCI</b>	<i>Statement of Community Involvement</i>
<b>SPD</b>	<i>Supplementary Planning Document</i>

