LOCAL DEVELOPMENT FRAMEWORK

Statement of Community Involvement

March 2006

Consulting people about Worcester

Making Worcester a Great Place to Live, Work and Visit.
LOCAL DEVELOPMENT FRAMEWORK

STATEMENT OF COMMUNITY INVOLVEMENT

Consulting People about Worcester

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Summary

Foreword

1. The Background
   1.1 Introduction 1
   1.2 The Local Development Framework (LDF) 1
   1.3 Summary Profile of Worcester City 2
   1.4 Consulting People about Worcester
       (The Statement of Community Involvement) 3
   1.5 Vision and Standards 3
   1.6 Purpose and Benefits of Community Involvement 4
   1.7 Links with Worcester Community Strategy and the
       City Council’s corporate priorities 4
   1.8 Further Guidance 6

2. How the City Council will involve the community in
   Planning Policy - Local Development Framework 7
   2.1 Introduction 7
   2.2 Types of groups to be approached 7
   2.3 How information will be made known 8
   2.4 How the community will be involved in producing
       a Development Plan Document 8
   2.5 Scope of Statutory Local Development Documents 10
   2.6 How the Community will be involved in producing
       Supplementary Planning Documents 13
   2.7 Sustainability Appraisal 13
   2.8 Resources and management of the process 13
   2.9 How the City Council will acknowledge and report back
       on representations 14
3. How the City Council will involve the community in planning application decisions
   3.1 Introduction
   3.2 What are “Significant” applications?
   3.3 Pre-application discussion and early community consultation
   3.4 What we do when a planning application is received
   3.5 What happens if amendments are made?
   3.6 What involvement is there when an application is being determined?
   3.7 How else do we involve the community?

4. Planning Aid

5. Monitoring and Review

Appendix 1 Statutory Consultation Stages in the preparation of a Local Development Framework
Appendix 2 Local Development Document (LDD) consultees
Appendix 3 Methods of Community Involvement
Appendix 4 Community Involvement Process
Appendix 5 Planning Application Public Consultation
Appendix 6 Existing Consultee List for Planning Applications
Appendix 7 Planning applications - Your Chance to be Heard at Committee
Appendix 8 Definitions
Appendix 9 Worcester Alliance (Local Strategic Partnership) Membership
Worcester is changing. Not only that, but it’s happening at a pace unparalleled in recent years. Perhaps the most radical of all the changes is the process by which those changes are being brought about…

Then it was largely a case of ‘you’ll have it and you’ll like it’. Now it’s a case of ‘well, let’s all sit down and determine what’s the best way forward to the benefit of all’—all, of course, being you, the community.

It’s called Community Involvement and here in Worcester we mean it; it’s a guarantee from us to you that your views are not only listened-to, but crucially, acted-on, and this ‘Consulting People about Worcester (Statement of Community Involvement)’ sets out how you, your neighbours and everybody else with a view can play a role in mapping-out the future shape and appearance of Worcester.

You can call it any number of in-phrases – ‘open-door planning’, ‘accessibility’ ‘user-friendly government’ – but whichever you choose, the upshot remains the same… essentially, that we want your views. We value your views and welcome your involvement in the future planning of our city.

Thank you to all those who took the time to consider the earlier versions of this document. Your comments have been taken into account in this document which has been adopted by the City Council to guide future consultations.

I trust that you know your views, however supportive, dismissive, controversial or non-committal, count for something and that Worcester will be the ultimate beneficiary.

Martin Clarke
Portfolio Holder for Planning and Economic Development
“Consulting People about Worcester”, which was adopted by the City Council on 21st March 2006, is the first of a series of documents that will be produced by the City Council that will form part of the new planning framework for the city.

The development planning system has been radically changed and at its heart is Community Involvement.

This document does not propose new planning policy or allocate land for development. It considers how best we can involve different sectors of the community at the different stages of preparing plans and in making decisions on planning applications.

“Consulting People about Worcester” sets out how all sections of the community, from individual members of the public through to representative organisations, will have the opportunity to participate in the better planning of the city. The aim is to make the planning system more accessible to a wider range of people than in the past. We hope that this will lead to people being better informed about how and when they are able to take part in the planning system.

The methods of consulting you include the following:

- newspaper articles, press releases and advertisements
- community and parish newsletters
- public meetings
- public exhibitions
- website
- focus groups
- use of existing networks and community groups
- leaflets and response form
- formal written consultation
- citizens panel

We recognise that some hard to reach groups are:

- young people
- people with disabilities
- the elderly
- minority and ethnic groups
- people with learning difficulties
- transient populations, eg
  - students
  - gypsies/travellers
  - single parents
  - unemployed

However, we will make every reasonable effort to make everything we do equally accessible to everyone, within acceptable cost constraints.
1. The Background

The new planning process to replace the “Local Plan” is called the “Local Development Framework” (LDF). It will be easier to keep it up to date and take more account of the needs and wishes of the community in its preparation. This document explains how the City Council would like to involve you in planning the future of the City of Worcester.

1.1 Introduction

1.1.1 The Planning and Compulsory Purchase Act 2004 has resulted in changes in the planning system to make it faster, more responsive to change and to include more community involvement in the plan making process.

1.1.2 The new system replaces the present Worcestershire County Structure Plan (produced by Worcestershire County Council), which includes setting the number of dwellings to be built and the amount of employment land to be provided within the city, by a document called the Regional Spatial Strategy (RSS) for the West Midlands.

1.1.3 The Local Plan process has been replaced by a new Local Development Framework (LDF) process consisting of a collection of Local Development Documents (LDDs) which outline how the future development for the city can be shaped.

1.1.4 The terms used are explained in more detail in Appendix 8.

1.2 The Local Development Framework (LDF) (Figure 1)

1.2.1 The Local Development Framework must take account of the Regional Spatial Strategy and the Community Strategy to create a collection of Local Development Documents. There are two types of Local Development Document:

- Development Plan Documents (DPDs) that have been subject to independent examination
- Supplementary Planning Documents (SPDs) which are intended to expand on policy which include design guides and site development briefs.

1.2.2 Development Plan Documents include:

i) core strategy setting out the spatial vision, objectives and core policies for the development of the city;

ii) site specific allocations of land for future development;

iii) Action Area Plans (where needed);

iv) a proposals map illustrating the extent of policies and proposals.

1.2.3 The Development Plan Documents together with the Regional Spatial Strategy form the statutory Development Plan for Worcester.
1.2.4 Further guidance on many issues may be provided by means of Supplementary Planning Documents which will be capable of rapid revision in response to changing circumstances.

1.2.5 Other important documents which also exist within the Local Development Framework are:

- a Statement of Community Involvement (SCI) (this document known as “Consulting People about Worcester” – see paragraph 1.4).

- a Local Development Scheme (LDS) setting out details of each Local Development Document to be produced and to what timescales. The Worcester scheme can be viewed on the website, www.cityofworcester.gov.uk, or purchased from the Customer Services Centre.

- an Annual Monitoring Report (AMR) setting out and reviewing progress and how the results change the plan and the manner of feedback to the community.

1.3 Summary Profile for Worcester City

1.3.1 The historic City of Worcester is situated on the banks of the River Severn and has been an important centre for trade and industry since well before Roman times. It is the County town and in the Regional Spatial Strategy (RSS) designated as one of the sub regional foci. Its situation on the national motorway and rail networks provides an excellent location for the growth of business and tourism.

1.3.2 Traditionally the “Faithful City” from the time of the Civil War, Worcester is predominantly urban surrounded by open countryside. The district has an area of 3,327 hectares (8,221 acres), of which 1,186 hectares (2,933 acres) are open space.

1.3.3 It has a population of approximately 93,600. As the county town it has a lively mixture of people that come to work, live, study and visit. Whilst the majority of the population
is white (96.6%) Worcester is home to a number of different international communities making up an ethnic population of 3.4% compared to 2.5% across Worcestershire.

1.3.4 The 1980s and early 1990s saw significant expansion with the development of 6,500 homes being built in the parishes of Warndon and St Peter. The City has approximately 40,000 homes with the greater proportion (73%) being owner occupied, 15% rented from community housing/housing associations, and 11% being privately rented. It is planned to grow over the next decade at a slower pace.

1.3.5 The employment structure of the city has changed over the years with manufacturing continuing to decline as more and more service industry jobs enter the local economy. Worcester is also characterised by a larger number of small businesses with 80.3% of businesses employing ten people or fewer.

1.4 Consulting People about Worcester
The Statement of Community Involvement (SCI)

1.4.1 This is a Local Development Document which sets out the City Council’s policy for involving the community, both in preparation and revision of Local Development Documents and in decisions on planning applications. It was formally adopted by the City Council on 21st March 2006.

1.4.2 In producing its Statement of Community Involvement, the City Council wishes to promote effective public involvement in the planning system. This will ensure that all sections of the community (local residents, businesses, land owners, groups, etc) as well as national and regional organisations have the opportunity to be actively involved at an early stage in the planning process.

1.5 Vision and Standards

1.5.1 The Council, through this document, has a vision and standards to guide its Community Involvement and consultation processes for the Local Development Framework. Our vision is:

“To ensure that everyone who wishes to has an equal opportunity to have an active, meaningful and continued involvement in the planning process of developing our Local Development Framework.”

1.5.2 Our standards for involving the community are:-

- To provide appropriate opportunities for all interested people to contribute and take an active part in the process, irrespective of age, ethnicity, background or gender.
- To ensure that the views of the Community are sought at the earliest possible stages and throughout the process and to incorporate these where possible into the Local Development Framework
- To provide feedback on how views have been considered and on key decisions
- To use appropriate consultation methods to maximise community involvement and make use of electronic methods as practical
- To learn from our experiences and improve consultation methods as appropriate
To work with the rest of the City Council, Worcester Alliance and other public bodies to “double-up” on consultations where appropriate to avoid “consultation overload” and share resources

1.6 Purpose and Benefits of Community Involvement

1.6.1 Community involvement represents a continuous process and one which should allow the local community to say what sort of city it wants to live in at a stage when this can make a difference.

1.6.2 The benefits of involving a wider range of people and organisations throughout the planning process include:

- more focus on the priorities identified by local communities
- increased understanding of the process
- consensus and ownership of the process
- influencing site specific proposals

1.6.3 It will be important in all consultations that those consulted are made fully aware of those issues that can be influenced as opposed to those that cannot. This may be as a result of decisions earlier in the process or made by a higher authority which cannot be changed.

1.7 Links with Worcester Community Strategy and the City Council’s corporate priorities

1.7.1 The Worcester Community Strategy was produced by the Worcester Alliance (The Local Strategic Partnership (LSP) (see Appendix 9)). This group contains many of the major players, eg Health Authority, County Council, Voluntary Sector, Police, Chamber of Commerce. The Community Strategy was adopted by the City Council in 2003 and is being reviewed in conjunction with work on the Local Development Framework. The Community Strategy provides a vision for public services over a ten year period. It has been the subject of extensive consultation. The Community Strategy’s vision for Worcester is:

“We will work together and with the community to create and sustain an environment across the City of Worcester which stimulates prosperity and a good quality of life for all.”

Figure One demonstrates how the City Council’s own strategies as well as some from outside, eg local transport plan, link back to the community strategy.
Figure Two

Our Vision

- Clean Green and safe
  - Service Plans

- Tourism and Riverside Regeneration
  - Service Plans
    - Including: Cultural Strategy, Visitor Economy Strategy, Riverside Parks Plan

- Economic Regeneration and Transportation
  - Service Plans
    - Employment Strategy
      - Local Plan/LDF
      - Local Transport Plan
      - Housing Strategy
      - Homelessness & Private Sector Renewal Strategies

- Customer Focus
  - Service Plans
    - IEG4
      - Equal Opportunities
      - Worcester Sports Partnership
      - Emergency Plan

- Financial Prudence and Value for Money
  - Service Plans
    - Budget Medium Term Financial Plan
    - Asset Management Plan
    - Capital Strategy
    - Risk Management
    - Procurement

Community Strategy

Best Value Performance Plan

Corporate Management Plan and Medium Term Financial Plan

Cabinet Senior Management Team Key Priority Group

Improvement Plan

Appraisals

Best Value Improvement Plans
1.7.2 The Local Development Framework is identified by the Government as one of the main ways in which the objectives of the Community Strategy can be achieved. Many parts of the Community Strategy will have spatial aspects that can be addressed using the land use planning system.

1.7.3 Four priority areas have been identified:

- A Prosperous City
- A Green and Healthy City
- A Safe City
- An Inclusive City

1.7.4 Informed by these priority areas the City Council has developed objectives which it is envisaged will make Worcester a “great place to live, work and visit”.

1.8 Further Guidance

1.8.1 If you wish to gain a greater awareness about the Local Development Framework process you may wish to consult the following:

- Planning Policy Statement 12 (PPS 12), Office of the Deputy Prime Minister
- A Framework for Assessing Soundness and Focusing Representations on Development Plan Documents and Statements of Community Involvement (March 2005), The Planning Inspectorate
- Statements of Community Involvement and Planning Applications, Office of the Deputy Prime Minister
- Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks – Consultation Document (September 2004), Office of the Deputy Prime Minister
2. How the City Council will involve the Community in Planning Policy - Local Development Framework

To be effective consultation needs to be easy and appropriate to a variety of organisations, groups and individuals. This chapter explains which groups will be approached, the manner in which consultation will be carried out, and sets out the overall timing of the process.

2.1 Introduction

2.1.1 The minimum legal requirements for consultation and public participation for the Local Development Framework are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 (Appendix 1). Certain bodies must be consulted if the City Council considers that the body will be affected by what is proposed to be covered in a Local Development Document (Appendix 2). Other general consultation bodies may be consulted as appropriate.

2.1.2 It is the intention to involve the community at an early stage in the preparation of the Local Development Documents. This is essential to achieve ownership and legitimacy for the polices which will shape the future distribution of uses and development within the city. Techniques need to be tailored to involve the appropriate parts of the community at the stages when their involvement is relevant and of value. A key objective of the Local Development Framework process is to work towards achieving consensus, through continuous community involvement and resolving conflicts. However, it has to be appreciated that this will not always be achieved.

2.2 Types of groups to be approached

2.2.1 The City Council is committed to involving as many people and groups as possible in drawing up its planning policies for the city. Appendix 2 gives a breakdown of these, but it is considered the principal groups to be approached are:

- general public (including “hard to reach” groups)
- parish councils
- businesses
- developers/agents/landowners
- central, regional and local government
- statutory bodies and groups
- local strategic partnership (Worcester Alliance)
- interest groups, eg youth, health care
- local community groups/residents associations

2.2.2 To be effective consultation needs to be accessible and appropriate to the needs of the particular group. Therefore innovative approaches may need to be explored,
especially in relation to “hard to reach” groups, such as the elderly, the young, disabled and ethnic minorities. These groups have tended to be under represented and therefore greater effort is required to reach them.

2.3 How information will be made known

2.3.1 Information relating to the Local Development Framework process will be made widely available through a variety of methods:

- where possible information will be made available both in paper and electronic formats;
- copies of all documents will be made available to view at the Customer Service Centre, local libraries within the city and on the Council’s website (www.cityofworcester.gov.uk);
- all information can be made available upon request in large print, Braille, PC disc, CD-Rom or DVD, and audio tape;
- the “this week in planning” weekly web information page will be used to raise awareness and provide updates on progress;
- using existing networks and contacts to disseminate information;
- anyone who makes a comment will be included on an electronic database and will be automatically kept informed at subsequent stages of the process. In order to aid those who do not have time to regularly check the website an email alert system will be introduced. People will register their email address and when documents are placed on the website they will be informed accordingly to look at the site;
- Ethnic Access Link offers a translation service to other languages on behalf of the City Council

2.4 How the community will be involved in producing a Development Plan Document (Figure 3)

2.4.1 Community Involvement will be on-going throughout the process starting during the evidence gathering stage it will help to identify issues that the Development Plan Document will need to address and the options available to deal with them. This is called the Pre-Submission Consultation, and will be used to prepare a preferred options document leading to the first of two formal consultation periods.
City Summit June 2005 – Group Discussion
2.4.2 The first is called the Pre-Submission Public Participation Stage. Although the techniques used for the general public will be available to all, it is considered necessary to use different techniques in order to ensure that other groupings, especially the hard to reach, are particularly targeted, and a response gained. Different techniques will be employed and different groups targeted depending on the type of Local Development Document (see Figure 4 and Appendices 3 and 4). All comments received will be fully considered and help with the preparation of the Development Plan Document to be submitted to the Secretary of State for Independent Examination.
2.4.3 The second stage is called “post submission” when the Development Plan Document is submitted to the Secretary of State. The City Council will publish a notice and invite representations to be made within a specified period of six weeks. Where representations have been made which include proposals for the development of alternative sites, the City Council will publish these and invite representations on them. The Development Plan Document will then be the subject of an independent examination by a Planning Inspector to consider all outstanding representations, and assess the “soundness” of the plan.

2.4.4 The Inspector would issue his findings in a report binding on the City Council.

2.4.5 Appendix 4 identifies what techniques are proposed for each stage of preparing each type of Local Development Document.

2.5 Scope of Statutory Local Development Documents

2.5.1 This section gives a brief introduction and explanation about the broad consultation and community involvement focus for those documents set out below. The process follows that set out in section 2.4 above.

Core Strategy

2.5.2 The Core Strategy Development Plan Document will set out the vision, objectives and spatial strategy for the city. It will also contain policies to deliver these objectives, including strategic development control policies.

2.5.3 As this Development Plan Document is strategic, setting out broad principles for development, wider public consultation will be required.

City Summit June 2005
**Figure 4: Consultation Method Matrix for the Local Development Framework**

<table>
<thead>
<tr>
<th>Type of document ⇒</th>
<th>Development Plan Documents eg Core Strategy, Generic Development Control Policies, Proposals Map</th>
<th>Development Plan Documents</th>
<th>Supplementary Planning Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>General public (these techniques are available to all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website Media Exhibition Workshop Focus groups Citizens Panel</td>
<td>Website Media Exhibition Public meeting Leaflet Citizens Panel</td>
<td>Website Media Exhibition Public meeting Leaflet Citizens Panel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Website Media Exhibition Focus group Citizens Panel</td>
</tr>
<tr>
<td>Hard to reach groups</td>
<td>Focus groups leaflet</td>
<td>Focus groups leaflet</td>
<td>Focus groups leaflet</td>
</tr>
<tr>
<td>Businesses</td>
<td>Workshop</td>
<td>Exhibition Focus group</td>
<td>Exhibition Focus group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Exhibition Focus group</td>
</tr>
<tr>
<td>Developers/ Agents/ Landowners</td>
<td>Workshop</td>
<td>Exhibition Focus group</td>
<td>Exhibition Focus group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Exhibition Focus group</td>
</tr>
<tr>
<td>Strategy bodies and groups</td>
<td>Draft document</td>
<td>Draft document</td>
<td>Draft document</td>
</tr>
<tr>
<td>Central/ Regional/ Local Government</td>
<td>Draft document</td>
<td>Draft document</td>
<td>Draft document</td>
</tr>
<tr>
<td>Local Strategic Partnership</td>
<td>Draft Document Steering Group</td>
<td>Draft Document Steering Group</td>
<td>Draft Document Steering Group</td>
</tr>
<tr>
<td>Local interest groups</td>
<td>Draft document Exhibition Workshop</td>
<td>Draft document Exhibition Workshop</td>
<td>Draft document Exhibition Workshop</td>
</tr>
<tr>
<td>Local community groups</td>
<td>Draft document Exhibition Workshop</td>
<td>Draft document Exhibition Workshop</td>
<td>Draft document Exhibition Workshop</td>
</tr>
</tbody>
</table>

NB: These are enlarged upon in Appendices 4 and 5.
Policy based Development Plan Documents

2.5.4 These Development Plan Documents will provide planning policies for specific topics such as Housing, Natural Environment and Economic Development. As these will deal with particular policy areas, it will be important to involve those groups in the community with a specific interest in these topics.

2.5.5 Therefore, as well as comprehensive community involvement it will be important that specific community groups are targeted. Appendix 2 identifies spheres of interest although it is recognised that many have more than one interest. These are all identified on the City Council’s data base. This will be used to identify which groups are specifically targeted.

Generic Development Control policies

2.5.6 This will contain a set of general development control policies to guide ad hoc development for which specific site provision has not been made in other Development Plan Documents.

2.5.7 The development control policies should be developed through informal discussion with interests groups, statutory bodies and government bodies (national, regional and local). Consultation should also take place with the main users of the policies, ie developers and agents.

Site Specific Allocations Development Plan Documents

2.5.8 These identify the sites allocated for employment, housing and other types of development to satisfy the provision set out in the Core Strategy Development Plan Document.

2.5.9 As these documents identify specific areas of land for future development, it is important that the local community is made aware of these areas. Therefore in addition to a comprehensive community involvement, it is important that targeted consultation techniques are used in order to raise awareness within specific areas.

Area Action Plan Development Plan Documents

2.5.10 These will be used to provide the planning framework for areas where significant change or conservation is needed. They will focus upon implementation ensuring that development of an appropriate scale, mix and quality.

Proposals Map

2.5.11 The proposals map will illustrate on an ordnance survey base map all the policies and proposals contained in the development plan documents. The proposals map will always reflect the up to date position.

2.5.12 It will also identify areas of protection, for example local nature conservation areas and conservation areas, and it will also illustrate locations and define sites for particular land use and identify the areas to which specific policies apply.
2.6 How the Community will be involved in producing Supplementary Planning Documents (Figure 5)

2.6.1 These provide additional detailed information to explain policies and proposals further. The process for these documents is similar to the process for preparing Development Plan Documents but simplified. There is no requirement for the preparation of preferred options but there should be community involvement on a draft during its preparation. Where a document contains site or area specific details, consultation will need to target the local community and identified interest groups relating to the topics covered.

2.6.2 Formal period of 4-6 weeks for public participation is required before adoption. The city Council will consider any representations and make appropriate changes before adopting the document.

Figure 5 – The Supplementary Planning Document (SPD) Process

2.7 Sustainability Appraisal

2.7.1 We will be producing a Sustainability Appraisal in parallel with each document. This will be also subject to consultation with the community encouraged to check out our policies and proposals to ensure that they are sustainable.

2.8 Resources and Management of the Process

2.8.1 The majority of work involved in undertaking community involvement will be the responsibility of the City Council’s Planning and Economic Development Team. Assistance from other staff within the City Council would be called upon as required. Equally, Planning Delivery Grant money has been allocated to the Local Development Frameworks which would enable outside consultants to be brought in as necessary.
2.8.2 The Worcester Alliance has set up an Executive to oversee both the Local Development Framework and the Community Strategy.

2.8.3 Councillor involvement within the City Council is through a Members’ Steering Group which will oversee the whole process from a political standpoint ensuring City Council ownership of the final documents produced.

2.8.4 In addition existing Forums and interest groups will be used to avoid consultation overload. Full use will be made of existing area newsletters and Parish Magazines.

2.9 How the City Council will acknowledge and report back on representations

2.9.1 All responses received by fax, letter or Email will be acknowledged within 10 working days of receipt.

2.9.2 Anyone making comments on any Local Development Document during the process will be included in the City Council’s electronic database and will automatically be kept informed at all subsequent stages. This data base will be available for viewing on request. If you would like to join the LDF Consultee database please email ldf@cityofworcester.gov.uk, or telephone 01905 722490. Those groups already registered are on the City Council’s website and you can also add your group using the online form.

2.9.3 At the end of each consultation period the City Council will analyse the responses and prepare a summary report to be considered by the Councillor Steering Group prior to Cabinet and Full Council as appropriate. This report will include any proposed actions to be undertaken as a result of your comments. A summary of all comments and subsequent changes together with reasons will be included in the report. The comments and the reports will be made publicly available both on the website and in hard copy at the Customer Services Centre and local libraries and sent to those who have been involved.
3. **How the City Council will involve the Community in Planning Application Decisions**

It is also important that you have an opportunity to be involved in planning applications. This chapter explains how the City Council intend to involve the community in dealing with major planning applications, including the role of developers in that process.

### 3.1 Introduction

3.1.1 This Statement of Community Involvement is also important in providing a framework to involve the wider community at an early stage on planning applications. The City Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. Most people become involved in planning as a result of commenting on or submitting a planning application. In this respect it is important to recognise that ‘Significant’ (major) applications will need to be subject to wider consultation than those of a minor nature (see Appendix 5).

### 3.2 What are ‘Significant’ applications?

3.2.1 The Government has a definition of ‘major’ applications which includes:

- A residential development for 10 or more dwellings
- Residential development on a site of 0.5 hectares or more
- Development involving a building(s) with a floor space of 1,000 square metres or more
- Any other development on a site of 1 hectare or more

3.2.2 It is recognised that not all major planning applications are controversial; indeed many which generate the most public interest are often not major applications. In order to try and overcome this dilemma ‘Significant’ planning applications will be identified by the following criteria:

- A major application likely to produce significant public interest or controversy;
- An application likely to have a significant physical impact on the surrounding area and could be a potential departure from the Development Plan;
- Or other applications for particular uses or in locations where there is reason to believe there will be significant public interest or sensitive to development pressures.

### 3.3 Pre-application discussions and early Community Consultation (Appendix 5)

3.3.1 The City Council encourages developers to enter into early discussions. It is important that this should include appropriate key consultees such as the Environment Agency, Highways Agency, Sport England etc. At this stage planning officers can advise
developers of whether an application is likely to be “sensitive” and therefore if there is any need to undertake additional community involvement.

3.3.2 Whilst pre-application consultation is not a statutory requirement, it is encouraged by the City Council on “significant applications” to aid the development control process. Therefore before an application is submitted the City Council will expect the applicant to:

- send a letter to local residents and interest groups informing them of the development proposed;
- to arrange a public meeting or exhibition at a suitable location in close proximity to the application site in order to allow the proposal to be more fully understood by the local community prior to submission.

3.3.3 The City Council will expect applicants to:

- submit a brief statement as part of the application submission outlining what consultation has taken place, who with, the comments received and how these have been taken into account within the application; and
- attend meetings with local groups that are likely to have an interest in the application proposal.

3.3.4 The City Council’s aim is to encourage discussions to take place before any “significant” application is submitted in order to try and achieve a degree of consensus and/or at least a clear understanding of what the proposal is trying to achieve. It is, however, important that the impartiality of the City Council is maintained in the pre-application process. As far as possible, therefore, the City Council’s role will be to maintain a watching brief during the pre-application process’.

3.4 What we do when a planning application is received (Appendix 5)

3.4.1 The City Council has a practice of a wide range of consultation on submitted applications to ensure that all applications are brought to the attention of its citizens, statutory consultees and all other interested parties. Each week the more high profile applications are identified on the City Council’s website.

3.4.2 The details of each application are published on the City Council’s website. All submitted forms, plans and supporting statements are available and each application is updated with details of correspondence, amended plans and decision notice. The website provides the opportunity to comment on a submitted application. Hard copies of plans will be provided on request to those who are unable to use the website.

3.4.3 A weekly list of all valid planning applications received is circulated to councillors and published on the City Council’s website. The website provides a search facility to enable anyone to find applications affecting a site, an area or submitted within a time period. The weekly list is also available for purchase on request.

3.4.4 Advertisements – legislation requires statutory publicity for different types of applications. The City Council produces at least one Site Notice and an advertisement in the Worcester Evening News for the following types of applications:

- subject to an Environmental Assessment
- development affecting a right of way
3.4.5 In order to give publicity to consultations from Worcestershire County Council on proposals to be determined by that Council, the City Council displays a Site Notice, advertisement and consults neighbouring properties by letter.

3.4.6 Site Notice: site notices are only used in the case of significant applications to provide information for people in the vicinity of a site. It includes information on the nature of the application and details how to contact the City Council, and how to view plans and the deadline for making comments (usually 21 days from the date of the Notice).

3.4.7 Neighbour notification: occupiers of properties most likely to be affected by a proposal are notified individually by letter that an application has been received. They are invited to inspect the application and make any written observation. If the occupier is disabled or elderly and unable to get to the Council offices, copies of the plans can be provided free of charge if there is no access to the website.

3.4.8 Legislation does not specify which properties are to be consulted and consequently the City Council operates a flexible system of consultations, but it is based on a number of important principles:

- significant applications which have a wide public interest will have a wide area of consultation;
- all properties immediately abutting the site (disregarding any roads) are consulted on applications, even including householder applications;
- a minimum of 21 days is given for comment. This period is extended if affected by statutory holidays.

3.4.9 Comments may be made by anyone regardless of whether they have received a letter or been individually consulted, supporting or objecting to a proposal, although the City Council can only take into account planning considerations.

3.4.10 Comments should be submitted as soon as possible, although the City Council will take into account any representations received up to the date on which the decision is made. No application will be determined within a period of 21 days from the date when the consultation letters are sent out. It may be necessary, on occasions, to write and publish reports for Planning Committee before the expiration of the 21 days. In such cases comments will be reported verbally at the Committee meeting. All comments received are made available for public inspection at the Customer Service Centre and none can be treated as confidential.

3.4.11 The City Council does not acknowledge or respond to letters commenting on applications. However, anyone requesting, in writing, to be informed of the date that an application is to be considered by the Planning Committee or of the decision will be informed. Furthermore, a carefully worded letter is sent to objectors of delegated householder applications explaining the reasons behind the decision.

3.4.12 Statutory consultees: there is a statutory requirement to inform certain consultees of planning applications through Article 10 of the Town and Country Planning (General Development Procedure) Order 1995. A list is included in Appendix 6 of those bodies which may need to be consulted on planning applications. Who to consult will vary
with the nature of the proposal and location. Consultees are notified in writing and have 21 days from receipt of necessary information in which to respond.

3.4.13 All applications within the parishes of St Peter the Great and Warndon are the subject of consultation with the respective parish councils. Elsewhere in the city the City Council consults any Residents’ Association that has registered with the City Council.

3.4.14 The City Council is committed to negotiating improvements to proposals wherever possible and to achieve this it consults a wide range of non statutory consultees on a range of applications. As a result there is consultation with groups such as the Worcestershire Wildlife Trust on applications affecting specific landscape and wildlife interests. Other groups that are regularly consulted are English Nature, West Mercia Police, the Civic Society and the City Centre Forum.

3.5 What happens if amendments are made?

3.5.1 A considerable amount of negotiation takes place on a large number of applications, particularly major ones. This is a very important and crucial part of the development control process, steering development towards a more acceptable form. Although there is no legal requirement to do so, the City Council endeavours to re-notify if re-notification would not result in an application being determined outside the time limits specified, and the amendments would materially affect the considered views of interested parties.

3.6 What involvement is there when an application is being determined?

3.6.1 A large proportion of the applications submitted to the City Council (70%) are dealt with through delegated powers to officers. This helps to ensure that the majority of non contentious applications are dealt with within the statutory eight week period set by the Government. An application can be dealt with by officers unless it is submitted on behalf of the City Council, is contrary to the development plan, or where a City Councillor requests that the application is dealt with at Planning Committee. The Planning Committee meets on a three week cycle.

3.6.2 The City Council operates a system that allows public speaking at Planning Committee. This gives members of the public the opportunity to comment on applications determined by committee either in support or as an objector. Councillors then consider these comments in determining the application. The details are outlined in Appendix 7.

3.7 How else do we involve the community?

3.7.1 If appropriate, officers will attend parish council meetings, public meetings or Residents Association meetings to explain planning proposals.

3.7.2 Councillors are also involved in the consultation process. Councillors receive the weekly list. Members can request copies of documentation or plans relating to individual applications.
4. Planning Aid

4.1 West Midlands Planning Aid provides a free and independent professional advice service on planning related matters for individuals and community groups who cannot afford consultants fees. Work is generally undertaken by planning professionals who volunteer to provide this service and can provide a valuable source of advice independent of the Council. Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source.

4.2 Planning Aid can be contacted at Unit 319, The Custard Factory, Gibb Street, Birmingham B9 4AA, telephone 0121 766 8044, Email wmcw@planningaid.rtpi.org.uk.
5. Monitoring and Review

5.1 The City Council will monitor the success of the Community Involvement techniques to determine whether a representative level of public involvement has been achieved. We aim to continually learn about what works and what could work better, and therefore monitoring will be built into each involvement activity.

5.2 The monitoring process will seek to determine:

- Is the SCI effective in engaging a range of people?
  Indicators: Number of people participating in consultations
  Number of groups participating in consultations
  Number of ‘hard to reach’ participating in consultations

- To what extent does the representations received change the content of the Local Development Document (LDD)?
  Indicator: Number of proposed changes to Local Development Document

- Do participants value their involvement in the process?
  Indicator: Number of complaints received

- What techniques work best?
  Indicator: In respect of each technique used
  Number of people / groups responding

- How effective is the use of the website?
  Indicator: Number of people logging on for information
  Number of people responding online

5.3 These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community participation. This will be a continuous process and be undertaken by staff in the Planning and Economic Development Section engaged in the process. Responsibility for ensuring this takes place rests with the Head of Development Services.

5.4 The Statement of Community Involvement will be reviewed as an integral part of the Annual Monitoring Report.

5.5 A full review of the SCI will take place three years from adoption, although earlier review may be necessary if particular gaps are highlighted through the Annual Monitoring Report.
Statutory Consultation stages in the preparation of a Local Development Framework

The following stages are taken from the Town and Country Planning (Local Development) (England) Regulations 2004 and apply to all Development Plan Documents (DPD) and in part to Supplementary Planning Documents (SPD).

Regulation 25 Pre-submission consultation

1. Before carrying out Pre-submission Public Participation, the local planning authority must consult:

   a) each of the specific consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the DPD affects the body; and

   b) such general consultation bodies as the local planning authority consider appropriate.

2. If the document is the local planning authority’s Statement of Community Involvement, the reference to specific consultation bodies in paragraph 1(a) is satisfied –

   a) by an authority whose area is in a region other than in London, if the authority consult –

      i) the regional planning body;

      ii) each relevant authority any part of whose area is in or adjoins the area of the local planning authority; and

      iii) the Highways Agency.

Regulation 26 Pre-submission public participation

Before a local planning authority prepare and submit a DPD to the Secretary of State, they must –

a) make copies of the proposed documents and a statement of the proposed matters available for inspection during normal office hours –

   i) at their principal office,

   ii) at such other places within their area as the authority consider appropriate;

b) publish on their website –

   i) the pre-submissions proposals documents,

   ii) the proposals matters,

   iii) a statement of the fact that the proposals documents are available for inspection and the places where and time when they can be inspected;
c) send to the DPD bodies –
   i) the authority’s proposals for a DPD,
   ii) such supporting documents as are relevant to the body to which the documents are being sent,
   iii) the statement referred to in paragraph b) (iii); and

d) give notice by local advertisement of –
   i) the proposals matters,
   ii) the fact that the pre-submission proposals documents are available for inspection and the places and times at which they can be inspected.

Regulation 28 - Representations on the DPDs submitted to the Secretary of State

As soon as reasonably practicable after the authority submit a DPD to the Secretary of State they must –

a) make copies of the DPD documents and a statement of the DPD matters available for inspection during normal office hours at the places at which the proposals documents were made available under Regulation 26;

b) publish on their website –
   i) the DPD documents;
   ii) the DPD matters;
   iii) a statement of the fact that the DPD documents are available for inspection and of the places where and times when they can be inspected;

c) send to each of the DPD bodies copies of –
   i) the DPD;
   ii) the sustainability appraisal report;
   iii) the pre-submission consultation statement;
   iv) such of the supporting documents sent to the Secretary of State as are relevant to that body;
   v) notice of the DPD matters;
   vi) the statement referred to in paragraph b) (iii) above;

d) give notice by local advertisement of –
   i) the DPD matters;
   ii) the fact that the DPD documents are available for inspection and of the places and times at which they can be inspected; and

e) give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State that it has been so submitted.

Regulation 17 - Public participation concerning Supplementary Planning Documents (SPD)

1. Before a local planning authority adopt a SPD they must –
a) make copies of the proposed SPD and a statement of the SPD matters available for inspection during normal office hours –

   i) at their principal office, and
   ii) at such other places within their area as the authority consider appropriate.

2. At the time the authority comply with paragraph 2 above they must –

   a) publish on their website –

      i) the SPD documents;
      ii) the SPD matters;
      iii) a statement of the fact that the SPD documents are available for inspection and the places where and time when they can be inspected;

   b) send to the bodies specified in paragraph 3 –

      i) the SPD;
      ii) the Sustainability Appraisal report;
      iii) the consultation statement;
      iv) such supporting documents as are relevant to the body to which the documents are being sent;
      v) notice of the SPD matters;
      vi) the statement referred to in paragraph a) iii) above;

   c) give notice by local advertisement of –

      i) the SPD matters;
      ii) the fact that the SPD documents are available for inspection and the places where and the times when they can be inspected; and

   d) make a request under section 24 (2)(b) or (4)(b) (conformity with regional strategy).

3. The bodies referred to in paragraph 2 b) above are:

   a) each of the specific consultation bodies to the extent that the local planning authority thinks that the SPD affects the body; and

   b) such of the general consultation bodies as the local planning authority consider appropriate.
Appendix 2

Local Development Document (LDD) Consultees

Specific Consultation Bodies -

West Midlands Regional Planning Body
The Countryside Agency
The Environment Agency
The Historic Buildings and Monuments Commission for England (English Heritage)
English Nature
Network Rail
The Highways Agency

Relevant authority:-
- Worcestershire County Council
- Malvern Hills District Council
- Wychavon District Council
- St Peter the Great Parish Council
- Warndon Parish Council
- Lower Broadheath Parish Council
- Hallow Parish Council
- Hindlip, Martin Hussingtree & Salwarpe Parish Council
- North Claines Parish Council
- Norton Juxta Kempsey Parish Council
- Powick Parish Council
- Rushwick Parish Council
- Tibberton Parish Council
- Whittington Parish Council
- White Ladies Aston Parish (incl Spetchley)

Regional Development Agency (Advantage West Midlands)

Relevant telecommunications companies
West Midlands South Strategic Health Authority
 Relevant electricity and gas companies
 Relevant sewage and water undertakers

Government Departments:-
- Home Office
- Government Office for the West Midlands (GOWM)
- Department of Education and Skills (through GOWM)
- Department of Environment, Food and Rural Affairs
- Department of Transport (through GOWM)
- Department of Health
- Department of Trade and Industry (through GOWM)
- Ministry of Defence
- Department of Work and Pensions
- Department of Constitutional Affairs
- Department of Culture, Media and Sport
- Office of Government Commerce (property advisors to the Civil Estate)
The City Council may also consult, as appropriate, other local and regional groups, associations and organisations. This Statement of Community Involvement considers communities within the city by place and interest. It recognises that communities are comprised of individuals and organisations and that some will be more relevant than others depending on the contents of a particular Local Development Document. It also recognises that some sectors of the community are harder to reach. The following is a list of community interests. From this the City Council is developing a comprehensive database of organisations, groups and individuals which it will be used as a basis for consultation.
## Community interests

<table>
<thead>
<tr>
<th>Group/organisation/people</th>
<th>Description</th>
<th>Hard to Reach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Culture Organisations.</td>
<td>Organisations promoting Arts and Culture.</td>
<td></td>
</tr>
<tr>
<td>Biodiversity and Nature Conservation.</td>
<td>Organisations working to protect and enhance the natural and semi natural environmental quality of the City.</td>
<td></td>
</tr>
<tr>
<td>Black and Ethnic Minorities</td>
<td>As defined by the census</td>
<td>Yes</td>
</tr>
<tr>
<td>Built Heritage and Conservation</td>
<td>Organisations working to promote the cultural and historic built heritage of the City.</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>Enterprises with 5+ Employees</td>
<td></td>
</tr>
<tr>
<td>Carers</td>
<td>People/Organisations who have particular needs due to their commitment to caring for another person</td>
<td>Yes</td>
</tr>
<tr>
<td>City Centre Interests</td>
<td>Those people and organisations who have a specific interest in the City Centre</td>
<td></td>
</tr>
<tr>
<td>Community Organisations</td>
<td>Community and Voluntary organisations working to promote community wellbeing.</td>
<td></td>
</tr>
<tr>
<td>Community Safety Organisations.</td>
<td>Non statutory organisations working to promote community Safety and address crime.</td>
<td></td>
</tr>
<tr>
<td>Community Transport Providers</td>
<td>Organisations providing transport to meet community needs where other transport is not accessible or available.</td>
<td></td>
</tr>
<tr>
<td>Councillors</td>
<td>Elected representatives, County, City, District and Parish.</td>
<td></td>
</tr>
<tr>
<td>Developers / Agents / Landowners</td>
<td>Those who have an interest in land and may be looking to develop within the City.</td>
<td></td>
</tr>
<tr>
<td>Elderly (over 60 years)</td>
<td>Older People</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estate Agents</td>
<td>Those agents with an interest in selling property within the city.</td>
<td></td>
</tr>
<tr>
<td>Government Departments</td>
<td>The West Midlands Government Office will be the first contact for consultation with central Government Departments.</td>
<td></td>
</tr>
<tr>
<td>Health Services and organisations promoting health and wellbeing</td>
<td>Organisations providing primary and acute care, and working to promote health and wellbeing.</td>
<td></td>
</tr>
<tr>
<td>Homeless people</td>
<td>Those with no permanent address</td>
<td>Yes</td>
</tr>
<tr>
<td>Group/organisation/people</td>
<td>Description</td>
<td>Hard to Reach</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Members of Parliament and Political parties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Micro Enterprises</td>
<td>Enterprises with up to 5 employees</td>
<td></td>
</tr>
<tr>
<td>People in housing need</td>
<td>Those needing special housing, on waiting list.</td>
<td>Yes</td>
</tr>
<tr>
<td>People with Disabilities</td>
<td>People who have impaired sensory/physical/mental abilities.</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Transport Providers</td>
<td>Rail and Bus Operating Companies</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td>Groups representing differing faiths</td>
<td></td>
</tr>
<tr>
<td>Residents Associations</td>
<td>Associations representing occupiers of residential property within an area of the City</td>
<td></td>
</tr>
<tr>
<td>Self Employed</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Schools and Colleges</td>
<td>Educational Establishments</td>
<td></td>
</tr>
<tr>
<td>Single Parent Families</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Social Housing Providers</td>
<td>Registered social landlords and other social landlords</td>
<td></td>
</tr>
<tr>
<td>Social Landlord Tenants</td>
<td>Tennant of Social Landlords</td>
<td></td>
</tr>
<tr>
<td>Sports, Leisure and Recreation</td>
<td>Organisations promoting participation in sport, leisure and recreation (formal and informal).</td>
<td></td>
</tr>
<tr>
<td>Strategic and Local Partnerships</td>
<td>Partnerships developing community and regeneration plans for Worcester.</td>
<td></td>
</tr>
<tr>
<td>Telecommunications/IT providers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tourism operators</td>
<td>Enterprises offering visitor attractions</td>
<td></td>
</tr>
<tr>
<td>Transport infrastructure providers and sustainable transport interests</td>
<td>Organisations responsible for providing and managing road, rail, waterways, and those promoting sustainable transport.</td>
<td></td>
</tr>
<tr>
<td>Unemployed People</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Utility Providers</td>
<td>Organisations supplying water, gas, electricity and sewage.</td>
<td></td>
</tr>
<tr>
<td>Young children &amp; families with young children.</td>
<td>Under 11 years and their parents or guardians</td>
<td>Yes</td>
</tr>
<tr>
<td>Young People</td>
<td>11 – 18 year olds</td>
<td>Yes</td>
</tr>
<tr>
<td>Young Adults</td>
<td>18 – 24 year olds</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Methods of Community Involvement

<table>
<thead>
<tr>
<th>Method</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Document available at Council offices, sent to consultees during a set period. Questionnaire response form available.</td>
<td>• Recipients do not need to do anything to obtain document.</td>
<td>• Can be costly to produce and circulate.</td>
</tr>
<tr>
<td></td>
<td>• Document can explain complex and detailed issues/ideas.</td>
<td>• Document may not be read by many.</td>
</tr>
<tr>
<td></td>
<td>• Gives recipients the opportunity to think before responding.</td>
<td>• Needs to be produced in a variety of formats to be accessible by all.</td>
</tr>
<tr>
<td></td>
<td>• Can be circulated within organisations and put on agendas without any additional work.</td>
<td>• More likely to get responses from professional organisations rather than the general public.</td>
</tr>
<tr>
<td></td>
<td>• Can be translated</td>
<td>• Does not cater for people with learning disabilities.</td>
</tr>
<tr>
<td></td>
<td>• A lot of information can be circulated within a short space of time</td>
<td></td>
</tr>
<tr>
<td>Media (local press, TV, Radio etc)</td>
<td>• Potential for regular updates.</td>
<td>• Can be costly and time consuming to produce and distribute.</td>
</tr>
<tr>
<td></td>
<td>• Can reach a wide audience</td>
<td>• Newsletters can be perceived as junk mail</td>
</tr>
<tr>
<td></td>
<td>• Can raise profile of the local development framework.</td>
<td>• Not always read/seen by target audience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Although media coverage can be free if it is newsworthy, the media may slant the story.</td>
</tr>
<tr>
<td>Exhibitions/Road Show. To convey information on the subject matter through visual presentation in locations appropriate to the target audience. Staff on hand to interact with the public.</td>
<td>• May reach members of the public you may not normally reach.</td>
<td>• Groups who are reached are dependent on location and timing of road show or exhibition.</td>
</tr>
<tr>
<td></td>
<td>• If staffed it provides an excellent opportunity for representatives of the City Council to exchange information with the public.</td>
<td>• Likely to obtain views of a small number of people who are not representative of the target population.</td>
</tr>
<tr>
<td></td>
<td>• An opportunity to take the information into appropriate areas of the community</td>
<td>• Resource intensive.</td>
</tr>
<tr>
<td>Internet (website, email). Publish all information in pdf and word format on the site together with response form.</td>
<td>• Large numbers of people can be contacted at low cost.</td>
<td>• Resource limited to those with access to the internet and knowledge to use it.</td>
</tr>
<tr>
<td></td>
<td>• Very easy to do in-house.</td>
<td>• There is little control over who fills in the questionnaire. People with poor literacy skills or with English language difficulties may be put off from responding.</td>
</tr>
<tr>
<td></td>
<td>• May encourage some ‘hard to reach’ groups such as young people to take part.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The questionnaire can be returned at the click of a button, making response rates potentially quicker and cutting out postage costs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Information can be easily updated</td>
<td></td>
</tr>
<tr>
<td>Method</td>
<td>Advantages</td>
<td>Disadvantages</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Leaflets/ Brochures.</td>
<td>• Can publicise an outline of the proposed document or application.</td>
<td>• Can be expensive to produce and distribute.</td>
</tr>
<tr>
<td></td>
<td>• High impact to raise awareness of consultation</td>
<td>• Not an effective means of creating dialogue.</td>
</tr>
<tr>
<td></td>
<td>• Can be seen as junk mail.</td>
<td>• Can be difficult to separate individual complaints from the broader issues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Needs to be well managed.</td>
</tr>
<tr>
<td>Formal Written Consultation.</td>
<td>• Raises awareness of consultation.</td>
<td>• Attendees are self selecting.</td>
</tr>
<tr>
<td></td>
<td>• Good introduction to the main issues.</td>
<td>• Can be dominated by the 'most vocal'.</td>
</tr>
<tr>
<td></td>
<td>• Can identify key interests and groups</td>
<td>• Can be difficult to separate individual complaints from the broader issues.</td>
</tr>
<tr>
<td></td>
<td>• Can focus consultation around a number of key questions.</td>
<td>• Needs to be well managed.</td>
</tr>
<tr>
<td>Public Meetings. Structured to consult about issues of local or city wide importance.</td>
<td>• Open and inclusive way for people to engage in robust debate.</td>
<td>• Attendees are self selecting.</td>
</tr>
<tr>
<td></td>
<td>• Able to collect a large number of views.</td>
<td>• Can be dominated by the 'most vocal'.</td>
</tr>
<tr>
<td></td>
<td>• Relatively cheap to put on.</td>
<td>• Can be difficult to separate individual complaints from the broader issues.</td>
</tr>
<tr>
<td></td>
<td>• Offers a convenient and transparent way to demonstrate public consultation/build up good relationships.</td>
<td>• Needs to be well managed.</td>
</tr>
<tr>
<td>Focus Groups. Selected groups of participants with particular characteristics</td>
<td>• Complex issues can be addressed targeting specific interest groups.</td>
<td>• As the groups are small it is difficult to make them representative of the population.</td>
</tr>
<tr>
<td></td>
<td>• People generally feel more confident in groups.</td>
<td>• Dominant participants might shout other members of the group down.</td>
</tr>
<tr>
<td></td>
<td>• Discussion can stimulate thinking and spark ideas within the group.</td>
<td>• Experienced facilitator necessary which can add to the cost.</td>
</tr>
<tr>
<td></td>
<td>• Can be used to communicate with all sorts of groups of people.</td>
<td>• Can be costly to organise and arrange.</td>
</tr>
<tr>
<td>Workshops bringing together key stakeholders and community groups.</td>
<td>• Opportunity to share large amounts of information.</td>
<td>• Requires significant preparation.</td>
</tr>
<tr>
<td></td>
<td>• Large numbers of people can participate.</td>
<td>• Can be costly and time consuming.</td>
</tr>
<tr>
<td></td>
<td>• Participants can ask questions and explore issues in detail.</td>
<td>• Requires a skilled facilitator to ensure that all participants are allowed to contribute.</td>
</tr>
<tr>
<td></td>
<td>• Useful for identifying and focusing discussion around difficult issues and key themes.</td>
<td>• Date and timing of workshops may exclude certain groups of people.</td>
</tr>
<tr>
<td>Citizens Panel</td>
<td>• A cost effective way of achieving a representative sample of local opinion</td>
<td>• Some groups may be under represented</td>
</tr>
<tr>
<td></td>
<td>• Can be used for a variety of subjects</td>
<td>• The Panel does not effectively reach people from black and minority ethnic communities and those whose first language is not English</td>
</tr>
<tr>
<td></td>
<td>• Questions are subject to rigorous scrutiny – ensuring they are fit for purpose</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 4

#### Community involvement process

<table>
<thead>
<tr>
<th>Document</th>
<th>Consultation &amp; Notification Statutory requirement Additions in italics</th>
<th>When will you be involved?</th>
<th>How will you be involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Development Scheme (LDS)</td>
<td>Government office for the West Midlands and the Planning Inspectorate were consulted as were the Worcester Alliance prior to submission to the Secretary of State on 10\textsuperscript{th} November 2004. It was resubmitted in December 2004 and came into effect on 11\textsuperscript{th} January 2005.</td>
<td></td>
<td>The Local Development Scheme will be monitored on an annual basis and reviewed annually. The City Council will accept representations seeking changes to the Local Development Scheme at any time. These will be considered at the time of the Local Development Scheme review.</td>
</tr>
<tr>
<td>Statement of Community Involvement.</td>
<td>Early stakeholder and pre-submission consultation will be undertaken with statutory consultees in accordance with Regulations 25 &amp; 26. In addition all identified consultation groups will be invited to comment and indicate preferences for consultation. The draft document will be published on the website and made widely available for comment. The submission document will be submitted to the Secretary of State in July 2005</td>
<td>Initial consultation took place through the Worcester Alliance &amp; through the PPG17 consultation. The Pre-submission draft will be published on the city website, sent to ‘Specific consultees’ and all other appropriate consultee groups. There will be a questionnaire associated with it and a six week period provided for responses. It will also be publicised in the local newspaper during February/March 2005. At submission stage there will be a six week period for representations. It is anticipated that this will be in July/August 2005.</td>
<td>Consultation in writing with statutory consultees and all identified consultation groups. Published on website, and publicised in local paper that questionnaire is available and copy of document in Council offices for a 6 week period when anybody will be encouraged to respond. Objections to the submitted document which cannot be resolved will be considered by an Inspector either in writing or at an independent examination in November 2005. Once adopted it will be monitored on an annual basis and reviewed every three years.</td>
</tr>
<tr>
<td>Annual Monitoring Report</td>
<td>This document will be produced each November for submission to the Secretary of State. Appropriate Stakeholders will be involved in the collation of data.</td>
<td>The report will be produced annually. Preparation of the document will take place between April and August each year. Appropriate stakeholders will be invited to comment in September – October 2004.</td>
<td>Written consultations and meetings with stakeholders as appropriate. It will be reviewed annually, and published on the City Council website. Copies will be available for inspection and purchase on request.</td>
</tr>
</tbody>
</table>
Table Two: Methods for Development Plan Documents

<table>
<thead>
<tr>
<th>Activity</th>
<th>Consultation &amp; Notification</th>
<th>When will you be involved?</th>
<th>How will you be involved?</th>
</tr>
</thead>
</table>
| Early community involvement/Issues and Options Pre-Submission Consultation. (Regulation 25) | ▪ Consult on Issues and Options with Specific and general consultation bodies.  
▪ Workshop for key stakeholders.  
▪ Use of Focus groups/existing forums  
▪ Worcester Alliance Steering Group consulted on an on-going basis.  
▪ Issue press (releases)  
▪ Information & feedback forms available on the Councils website.  
▪ Use mailing list to invite comments from individuals local groups, amenity bodies, developers ,land owners etc. | The first document to be produced by the City Council will be the Balanced Housing markets DPD.  
As part of the evidence gathering a Housing Needs survey will be carried out between January & June 2005.  
The Issues and Options Report will be consulted on in September/October 2005  
Work will commence on the Core strategy in December 2005. This will include Housing and Employment allocations 2001 – 2021. The Issues & Options for the core Strategy will be publicised in November/December 2006.  
Other policy areas will be developed according to the programme identified in the review of the Local Development Scheme. | Opportunity for involvement will be through written consultation, invitation to appropriate bodies and individuals to the workshop session.  
Harder to reach and specialist interest groups will be invited to Focus Groups.  
All information will be published on the website and available for inspection at the Customer Services Centre.  
Appropriate stakeholders will also be involved in the technical work to support the options being developed.  
For development plan documents relating to specific areas or involving site allocations specific targeted consultation will be used such as Focus Groups involving local residents and businesses as well as other consultees, to develop options and tackle local issues. |
| Pre- submission public participation (Regulation 26) | Draft made available on the website and for inspection at the customer Service centre. It will be sent to specific and other appropriate consultees.  
▪ Notice by Local advertisement.  
▪ Summary leaflet produced and made freely available inviting a response.  
▪ Staffed Exhibition in appropriate locations.  
▪ Specialist & hard to reach groups will be targeted through Focus Groups or existing Fora | The draft Balanced Housing markets Development Plan Document will be publicised during January/February 2006.  
The draft Core Strategy will be publicised in February/March 2007.  
Other policy areas will be developed in accordance with the programme identified in the reviewed Local Development Scheme. | Opportunity for involvement will be through written consultation, involvement through exhibitions/focus groups.  
Documentation will be published on the website and available for inspection for the full six week period. Appropriate stakeholders will also be involved in the technical work to support the options being developed.  
For development plan documents relating to specific areas or involving site allocations specific targeted consultation will be used such as Focus Groups involving local residents and businesses as well as other consultees, to develop options and tackle local issues. |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Consultation &amp; Notification</th>
<th>When will you be involved?</th>
<th>How will you be involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representations on submitted Development Plan Documents. (Regulation 29)</td>
<td>Submitted document &amp; associated matters (including statements of consultation and public participation) made available for objection or support for six weeks. Published on the website and available at the Customer services Centre and other appropriate public locations within the City. Copy sent to all specific consultees and others as appropriate. Notice by Local Advertisement. All others on the mailing list notified.</td>
<td>The submission document for Balanced Housing Markets will be advertised in October/November 2006. The core Strategy Development Plan Document will be advertised in November/December. Other policy areas will be developed in accordance with the programme identified in the reviewed Local Development Scheme.</td>
<td>Written consultation with all Specific Consultees and all other appropriate bodies/individuals notified of six week objection/support period. Publication on the website and advertised in local newspaper.</td>
</tr>
<tr>
<td>Representations on site allocation representations (“alternative sites”) (Regulation 33)</td>
<td>Alternative sites and the representations received will be made available for inspection both at the Customer Services Centre and on the website. Notify all specific and appropriate other consultees. Notice by Local Advertisement. Notify anyone who requested to be notified of submission. Notify nearby occupiers/residents groups. Any person may make a representation during a six week period from the date of the notice.</td>
<td>The alternative sites will be publicised as soon as practicable after the close of the Submission Stage.</td>
<td>Written consultation with all Specific Consultees and all other appropriate bodies/individuals notified. Publication on the website and advertised in local newspaper.</td>
</tr>
<tr>
<td>Notification of Public Examination. (Regulation 34)</td>
<td>A Pre-examination meeting will take place 13 weeks prior to the start of the examination. At least six weeks before the examination starts</td>
<td>For the submission documents for the Balanced housing markets it is anticipated that this will be held in March 2007. The Core Strategy is anticipated for April 2008.</td>
<td>All those who have submitted a representation or objection will be invited to attend. The programme officer will advise these individuals/organisations of the timetable on behalf of the Inspector.</td>
</tr>
<tr>
<td>Activity</td>
<td>Consultation &amp; Notification</td>
<td>When will you be involved?</td>
<td>How will you be involved?</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>▪ Publish details on the website.</td>
<td>For other policy areas this will be held in accordance with the programme to be identified in the reviewed Local Development Scheme.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Notify people who made representations of the date the examination starts and name of person appointed to hold the examination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption. (Regulation 36)</td>
<td>▪ Adopted document made available for inspection.</td>
<td>For the balanced Housing markets DPD it is anticipated that this will be August 2007.</td>
<td>All consultation bodies and anyone who submitted a representation or has requested to be kept informed will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others on the website, via the city library or for purchase at the Customer Service Centre</td>
</tr>
<tr>
<td></td>
<td>▪ Published on the website.</td>
<td>The Core Strategy is expected September 2008.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Notice by Local advertisement.</td>
<td>For other policy areas this will be held in accordance with the programme to be identified in the reviewed Local Development Scheme.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Notify all who are on the data base</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table Three: Methods for Supplementary Planning Documents (SPD’s)

<table>
<thead>
<tr>
<th>Activity.</th>
<th>Consultation &amp; Notification</th>
<th>When will you be involved?</th>
<th>How will you be involved?</th>
</tr>
</thead>
</table>
| Public Participation. (Regulation 17). | • Document made available for inspection at Customer Services, published on the website and sent to Specific consultees and other appropriate bodies, organisations and groups  
• Notice by local advertisement.  
• Notify anyone who has requested to be kept informed.  
• Four to six weeks for consultation from date of notice.  
• Issue press releases.  
• Carry out targeted consultation with local residents/organisations for site specific SPD.  
• Carry out targeted consultation with amenity bodies, professional bodies, developers etc for policy based SPD. | In respect of the ‘Ronkswood Hospital Site Brief’ SPD targeted consultation of local residents took place in October 2004. The consultation period ended in November 2004.  
Public Participation on  
• Grove Farm Development Brief is scheduled for May/June 2005.  
• Contributions to Sustainable Travel SPD is scheduled for May/June 2005.  
• The City Centre SPD is programmed for July/August 2005 (note that as this is a co-ordinating document consultation on the various elements will be taking place from April 2005).  
• Contributions to Open Space, Recreation and Sports Facilities SPD is anticipated in October 2005 (Note that an assessment of open space, recreation and indoor facilities will be taking place between January and March 2005). | In respect of the ‘Ronkswood Hospital Site Brief’ SPD targeted consultation of local residents took place through leaflet distribution and exhibition. A copy of the draft brief was on the website, available for inspection at the Local Neighbourhood office and at the Customer Service Centre where it could be purchased. It was also sent to all appropriate consultees.  
Grove Farm SPD will follow the same format as that shown above for Ronkswood.  
In respect of other SPDs there will be opportunity for involvement through written consultation, exhibition or roadshow. Response forms will be available. These would be advertised through the media.  
Harder to reach and specialist interest groups will be invited to Focus Groups.  
All information will be published on the website and available for inspection at the Customer Services Centre.  
Appropriate stakeholders will also be involved in the technical work to support the options being developed.  
Note that the above will be in addition to any surveys/workshops/focus groups which may have taken place at information gathering stage. |
<table>
<thead>
<tr>
<th>Activity.</th>
<th>Consultation &amp; Notification</th>
<th>When will you be involved?</th>
<th>How will you be involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption. (Regulation 19).</td>
<td>▪ Adopted document made available for inspection at Customer Services, published on the website and sent to Specific consultees and other appropriate bodies, organisations and groups. ▪ Notice by local advertisement. ▪ Notify anyone has requested to be kept informed.</td>
<td>▪ Ronkswood Hospital site Development brief will be March 2005. ▪ Grove Farm development brief is anticipated in September 2005. ▪ Contributions to Sustainable Travel is anticipated in November 2005. ▪ City Centre SPD is anticipated in November 2005 ▪ Contributions to Open space, Recreation and Sports Facilities is anticipated in February 2006. Other SPD’s will be brought forward in accordance with the programme to be identified in the reviewed Local Development Scheme.</td>
<td>All consultation bodies and anyone who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others via the website, city library, and the customer services centre where it will be available for purchase. For site specific documents adjoining or nearby residents will be notified.</td>
</tr>
</tbody>
</table>

All consultation bodies and anyone who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others via the website, city library, and the customer services centre where it will be available for purchase. For site specific documents adjoining or nearby residents will be notified.
## Planning application public consultation

### Table 1: Significant planning applications public consultation

<table>
<thead>
<tr>
<th>Pre – Application Stage:</th>
<th>Consultation Method</th>
<th>Requirements</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letters to inform local residents/local interest groups of the planning application site.</td>
<td>Write and send out letters to residents and local interest groups.</td>
<td>Planning Applicant/Agent</td>
</tr>
<tr>
<td></td>
<td>Public Exhibition or meeting held.</td>
<td>Publicise and prepare proposal for public consultation, and make proposal information available for inspection.</td>
<td>Planning Applicant/Agent</td>
</tr>
<tr>
<td></td>
<td>Discussions (which must include identified key consultees) or written comments on draft proposal</td>
<td>Prepare and submit draft proposal, and hold pre-application discussions.</td>
<td>Planning Applicants/Agents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Talk with planning applicants/agents regarding submission of draft proposal or hold pre-application discussions.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Planning Application Stage</td>
<td>Public notice in local paper</td>
<td>Prepare advert.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>Site Notice displayed for a minimum 21 days on or near site</td>
<td>Prepare site notice and put up on or near the site.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>Weekly List and ‘This Week in Planning web page.</td>
<td>Prepare appropriate information for the website</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>Notification letters to inform local residents of the planning application</td>
<td>Need to prepare and send out letters. ‘local’ to be determined per planning application.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>Invite representations from statutory and non statutory consultees.</td>
<td>Need to prepare and send out letters.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>N.B. Further consultation by way of exhibition/public meeting may be necessary dependent on the manner in which pre-application consultation has taken place.</td>
<td>Various depending on what has gone before.</td>
<td>Worcester City Council Officers/Planning Applicant/Agent</td>
</tr>
<tr>
<td>Post Application Stage.</td>
<td>Up date the website</td>
<td>Ensure latest information is on the website.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td></td>
<td>Inform those who requested to know the result of the application</td>
<td>Prepare and send feedback letter</td>
<td>Worcester City Council Officers</td>
</tr>
</tbody>
</table>

### Resource Implications.

City Council officer time is the main resource issue at all the stages, followed by publication and distribution costs.
## Table 2: All other Planning Applications

<table>
<thead>
<tr>
<th>Pre – Application Stage</th>
<th>Requirements</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform adjacent residents.</td>
<td>This should be a verbal consultation</td>
<td>Planning Applicant/Agent</td>
</tr>
<tr>
<td>Discussions (which must include identified key consultees) or written comments on draft proposal</td>
<td>Prepare and submit draft proposal, and hold pre-application discussions</td>
<td>Planning Applicants/Aagents</td>
</tr>
<tr>
<td></td>
<td>Talk with planning applicants/agents regarding submission of draft proposal or hold pre-application discussions</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Planning Application Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly List and ‘This Week in Planning web page.</td>
<td>Prepare appropriate information for the website</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Notification letters to inform adjacent residents of the planning application</td>
<td>Need to prepare and send out letters.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Invite representations from statutory and non statutory consultees.</td>
<td>Need to prepare and send out letters. (see appendix ....)</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Post Application Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update the website</td>
<td>Ensure latest information is on the website.</td>
<td>Worcester City Council Officers</td>
</tr>
<tr>
<td>Inform those who requested to know the result of the application</td>
<td>Prepare and send feedback letter</td>
<td>Worcester City Council Officers</td>
</tr>
</tbody>
</table>

**Resource Implications.**

City Council officer time is the main resource issue at all the stages.
## Appendix 6

**Existing consultee list for planning applications**

<table>
<thead>
<tr>
<th>Consultee</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantage West Midlands</td>
<td>Community Safety Officer</td>
</tr>
<tr>
<td>Ancient Monuments Society</td>
<td>Conservation Areas Advisory Committee</td>
</tr>
<tr>
<td>Arboretum Residents Assoc.</td>
<td>Conservation Officer</td>
</tr>
<tr>
<td>Assistant Countryside Officer</td>
<td>Contaminated Land Officer</td>
</tr>
<tr>
<td>Avoncroft Museum</td>
<td>Council for British Archaeology</td>
</tr>
<tr>
<td>Battenhall Residents</td>
<td>Countryside Commission</td>
</tr>
<tr>
<td>Britannia Square Residents Ass</td>
<td>County Archaeology Unit</td>
</tr>
<tr>
<td>British Gas Transco D.O.</td>
<td>County Education Officer</td>
</tr>
<tr>
<td>British Horse Society</td>
<td>County Inspectorate Team</td>
</tr>
<tr>
<td>British Waterways</td>
<td>CPRE</td>
</tr>
<tr>
<td>Business Link</td>
<td>Cyclists Touring Club (S Worc)</td>
</tr>
<tr>
<td>Castlecroft Residents Association</td>
<td>Dean &amp; Chapter of Worcester</td>
</tr>
<tr>
<td>Central Neighbourhood Office</td>
<td>Defence Estate Organisation</td>
</tr>
<tr>
<td>Central Trains</td>
<td>Department of Transport</td>
</tr>
<tr>
<td>Charter Place Residents Assoc.</td>
<td>Dines Green Neighbourhood Office</td>
</tr>
<tr>
<td>Chief Building Control Officer</td>
<td>English Golf Union</td>
</tr>
<tr>
<td>Chief Fire Officer</td>
<td>English Heritage (HBMC)</td>
</tr>
<tr>
<td>Childminding Services Co-ordinator</td>
<td>English Nature</td>
</tr>
<tr>
<td>Church Commissioners</td>
<td>Environment Agency</td>
</tr>
<tr>
<td>Churches Conservation Trust</td>
<td>Environmental Health Manager</td>
</tr>
<tr>
<td>City Access Officer</td>
<td>Farming &amp; Rural Conservation</td>
</tr>
<tr>
<td>City Archaeological Officer</td>
<td>First (Bus)</td>
</tr>
<tr>
<td>City Centre Forum</td>
<td>Friends of the Earth</td>
</tr>
<tr>
<td>City Centre Manager</td>
<td>Georgian Group</td>
</tr>
<tr>
<td>City Legal Section</td>
<td>Government Office West Midlands</td>
</tr>
<tr>
<td>City Property Section</td>
<td>Gypsy Liaison Officer</td>
</tr>
<tr>
<td>Claines Residents Association</td>
<td>H.M. Railway Inspectorate</td>
</tr>
<tr>
<td>Commission for Architecture</td>
<td>Health and Safety Executive</td>
</tr>
<tr>
<td>Community Relations Officer</td>
<td>Heart of England Tourist Board</td>
</tr>
<tr>
<td>Heref./Worcester Gardens Trust</td>
<td>The Chief Fire Officer</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Hereford &amp; Worcester CC-TE</td>
<td>The Cinema Theatre Association</td>
</tr>
<tr>
<td>Highways Agency</td>
<td>The Forestry Commission</td>
</tr>
<tr>
<td>HM Land Registry</td>
<td>The Ramblers’ Association</td>
</tr>
<tr>
<td>Inland Waterways Association</td>
<td>The Theatres Trust</td>
</tr>
<tr>
<td>King Edmund Square Res. Assoc.</td>
<td>Tolladine Neighbourhood Office</td>
</tr>
<tr>
<td>Landscape Officer</td>
<td>Transport 2000</td>
</tr>
<tr>
<td>Lansdowne Crescent Res. Assoc.</td>
<td>Transportation Partnership Manager</td>
</tr>
<tr>
<td>Local MP</td>
<td>Trotshill Lane Res. Association</td>
</tr>
<tr>
<td>Lower Newtown Road Action Group</td>
<td>Victorian Society</td>
</tr>
<tr>
<td>Malvern Hills District Council</td>
<td>Warndon Neighbourhood Office</td>
</tr>
<tr>
<td>National Care Standards Commission</td>
<td>Warndon Parish Council</td>
</tr>
<tr>
<td>National Playing Fields Association</td>
<td>West Mercia Constabulary</td>
</tr>
<tr>
<td>Network Rail</td>
<td>Whittington Road Action Group</td>
</tr>
<tr>
<td>North Barbourne Res. Association</td>
<td>Worcester Access Group</td>
</tr>
<tr>
<td>nPower</td>
<td>Worcester Action Against Flooding</td>
</tr>
<tr>
<td>Open Spaces Society</td>
<td>Worcester Badger Society</td>
</tr>
<tr>
<td>Parks &amp; Cemeteries Manager</td>
<td>Worcester Civic Society</td>
</tr>
<tr>
<td>Police Crime Risk Manager</td>
<td>Worcester Play Council</td>
</tr>
<tr>
<td>Principal Housing Strategy Officer</td>
<td>Worcester Reptile &amp; Amphibian Group</td>
</tr>
<tr>
<td>Rivers Residents Association</td>
<td>Worcestershire Royal Primary Care Trust</td>
</tr>
<tr>
<td>Ronkswood Action Group</td>
<td>Worcester Tourism Association</td>
</tr>
<tr>
<td>Ronkswood Neighbourhood Office</td>
<td>Worcester Trades Council</td>
</tr>
<tr>
<td>Royal Commission on Historic Monuments</td>
<td>Worcester Waterway Users Forum</td>
</tr>
<tr>
<td>Save Our St Johns</td>
<td>Worcestershire County Council</td>
</tr>
<tr>
<td>Severn Terrace Res. Assoc.</td>
<td>Worcester &amp; District Riding Club</td>
</tr>
<tr>
<td>Severn Trent Water Ltd</td>
<td>Worcestershire CC Development Control</td>
</tr>
<tr>
<td>Society for Protection of Ancient Buildings</td>
<td>Worcestershire Wildlife Trust</td>
</tr>
<tr>
<td>Spetchley Road Area Res Assoc</td>
<td>Worcestershire Society for Open Spaces</td>
</tr>
<tr>
<td>Sport England (W. Midlands)</td>
<td>Worcestershire Transportation Section</td>
</tr>
<tr>
<td>Spring Bank Residents Assoc.</td>
<td>Worcestershire Health Authority</td>
</tr>
<tr>
<td>St John's Traders'</td>
<td>Wychavon District Council</td>
</tr>
<tr>
<td>St Peter's Parish Council</td>
<td>York Place Residents' Assoc</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Planning applications:
Your chance to be heard at Committee

1. WHAT IS IT?
A scheme enabling you to speak at the Committee meetings which determine planning applications. In most cases this will be the Planning Committee which usually meets in the Guildhall on Thursdays on a three-weekly cycle, with public speaking commencing at 4.30 pm.

2. HOW DOES THIS AFFECT ME?
You already have rights to be notified about planning applications directly affecting you and to inspect the plans at the planning office. Your written comments will be copied to all members of the appropriate Committee. The opportunity to speak at Committee is in addition to these rights. **Applicants and agents only have a right to address Committee if an objector also wishes to speak.** The City Council has a scheme of delegation that means that some applications the subject of representations have a decision made without being brought before the Planning Committee. This means that there would not be an opportunity to speak at Committee. You are strongly advised to submit your comments in writing as early as possible whether or not you intend to speak. If you wish to be informed of the meeting to which the application may be presented, you should say so in your letter.

3. WHAT DO I HAVE TO DO?
Keep in contact with the Council’s planning officers at Orchard House, Farrier Street, telephone 01905 722532. At the end of the consultation period, they will be able to tell you which Committee meeting will consider the application and what their recommendation will be, and whether any objector wishes to speak. Committee papers will be published five working days before the meeting. Whether or not you want to speak, you may attend to listen to the debate. Committee can grant or refuse planning permission against the planning officer’s recommendation. Applications may also be withdrawn by the applicant at any time up to the start of the meeting. These factors are beyond the control of the planning officers advising you. **If in doubt, please contact the Case Officer.**

4. REGISTRATION
Register your request to speak with the Committee section at the Guildhall by **4.30 pm on the day before** the relevant Committee meeting. Write, fax (722028), telephone (723471) or call at the Guildhall and ask for the Committee section. The Committee Clerks will be able to tell you who else has registered to speak but will not be able to discuss the merits of the application with you. Planning Committee will usually hear applications on which representations are to be made from 4.30 pm and you should be present then. Registered objectors will be heard whether or not applicants are present. Applicants should register their interest in speaking if they consider that objections may be heard to which they wish to respond.

5. BEFORE COMMITTEE
Agree with other speakers sharing your views who should speak for all. This may be done by consulting the Committee Clerks or the list of people who have registered to speak. This will be posted at the start of the meeting outside the door of the Court Room in the Guildhall.
where the Committee meets. When invited, address the Chairman on planning matters only. Committee cannot take into account non-planning matters such as impact on property values, nor receive tabled submissions. If you introduce new factors into your argument which have not been discussed previously with planning officers, the application may have to be deferred to another meeting for investigations. **You will not be offered a second chance to speak.**

6. **AT COMMITTEE**

The Chairman will invite people objecting and supporting to speak for a maximum of five minutes on each side. Either several speakers can speak within the time limit or one person on either side can speak for the full time. If there is more than one speaker registered on either side, the Chairman will announce the order in which they will be called. At the end of the subsequent debate, the Committee may ask you questions.

7. **THE DECISION**

Having heard all submissions and debated the issues, Committee will then vote to grant or refuse planning permission, or to defer consideration. Their decision is final, subject to the **APPLICANT ONLY** having the right of appeal (normally within six months) to the Secretary of State.
## Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAPs</strong></td>
<td>Action Area Plans</td>
<td>These provide a detailed planning framework for areas where significant change or conservation is needed. AAP’s are Development Plan Documents within the Local Development Framework.</td>
</tr>
<tr>
<td><strong>AMR</strong></td>
<td>Annual Monitoring Report</td>
<td>Part of the Local Development Framework, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent in which policies in Local Development Documents are being successfully implemented.</td>
</tr>
<tr>
<td><strong>CS</strong></td>
<td>Community Strategy</td>
<td>Local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic wellbeing of their areas. Through the Community Strategy authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing the Community Strategy has been passed to the Worcester Alliance Local Strategic Partnership which includes local authority representatives.</td>
</tr>
<tr>
<td><strong>DP</strong></td>
<td>Development Plan</td>
<td>As set out in the long term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. This consists of Development Plan Documents and the Regional Spatial Strategy for the West Midlands.</td>
</tr>
<tr>
<td><strong>DPD</strong></td>
<td>Development Plan Document</td>
<td>Spatial planning documents that are subject to independent examination. They can include a Core Strategy, Site Specific Allocations of land and Area Action Plans (where needed). Other Development Plan Documents, including generic Development Control policies, can be produced. They will all be shown geographically on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents.</td>
</tr>
<tr>
<td><strong>EiP</strong></td>
<td>Examination in Public</td>
<td>An examination chaired by an independent inspector into objections to the Development Plan Documents and the Statement of Community Involvement.</td>
</tr>
<tr>
<td><strong>Generic development control policies</strong></td>
<td></td>
<td>These will be a suite of criteria-based policies which are required to ensure that all development within the areas meet the spatial vision and spatial objectives set out in the Core Strategy. They may be included in any Development Plan Document or may form a standalone document.</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Definition</td>
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<tr>
<td>GOWM</td>
<td>Government Office for the West Midlands</td>
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<tr>
<td>LDD</td>
<td>Local Development Document</td>
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<tr>
<td>LDF</td>
<td>Local Development Framework</td>
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<tr>
<td>LDS</td>
<td>Local Development Scheme</td>
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<tr>
<td>LSP</td>
<td>Local strategic partnership (Worcester Alliance)</td>
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<tr>
<td>LP</td>
<td>Local Plan</td>
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<tr>
<td>Proposals Map</td>
<td>The adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals may accompany submitted Development Plan Documents in the form of a submission proposals map.</td>
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<tr>
<td>RSS</td>
<td>Regional spatial strategy (for the West Midlands)</td>
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<tr>
<td>Site specific allocations</td>
<td>Allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.</td>
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<tr>
<td><strong>Spatial Planning</strong></td>
<td>An approach to planning that ensures the most efficient use of land by balancing competing demands. Does not consider just the physical aspects of location/land use but also economic, social and environmental matters.</td>
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<tr>
<td><strong>Stakeholders</strong></td>
<td>People who have an interest in the activities and achievements of the City Council, including residents, local communities of interest, partners, employees, customers, shareholders, suppliers and hard to reach groups.</td>
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<tr>
<td><strong>Statement of community involvement</strong></td>
<td>Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions. The statement of community involvement is not a Development Plan Document but is subject to independent examination.</td>
<td></td>
</tr>
<tr>
<td><strong>Strategic environmental assessment</strong></td>
<td>A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European “SEA Directive” (2001/42/EC) requires a formal “environmental assessment of certain plans and programmes, including those in the field of planning and land use”.</td>
<td></td>
</tr>
<tr>
<td><strong>Supplementary plan documents</strong></td>
<td>Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.</td>
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<tr>
<td><strong>Sustainability appraisal</strong></td>
<td>Tool for appraising policies to ensure they reflect sustainable development objectives (ie social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.</td>
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</tbody>
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Appendix 9

Worcester Alliance
(Local Strategic Partnership) Membership

Bizz Energy
Chamber of Commerce Herefordshire and Worcestershire
Citizens Advice Bureau
Community Education Forum
Community Safety Programme
Duckworth Worcestershire Trust
Federation of Small Businesses (Worcs. Branch)
First
Government Office for the West Midlands
Hereford & Worcester Advisory Service on Alcohol
Hewett Recruitment
Huntingdon Arts
Learning & Skills Council
National Probation Service for England and Wales
O’Brien’s Irish Sandwich Bar
Patient and Public Health Involvement
S.C. Alchemy Training & Developments Limited
South West Worcestershire PCT
South Worcestershire Primary Care Trust
St. Richard’s Hospice Foundation
SureStart Programme
Turning Point
University College Worcester
Warndon Parish Council
West Mercia Police
Worcester & Malvern Women’s Aid
Worcester City & Martley Headteachers & Principals Group
Worcester City Centre Forum
Worcester City Council
Worcester City Forum for Older People
Worcester City Volunteer Bureau
Worcester Civic Society
Worcester College of Technology
Worcester Community Housing
Worcester Evening News
Worcester Standard
Worcester Trades Council
Worcestershire Acute Hospitals Trust
Worcestershire Biodiversity Partnership
Worcestershire County Council
Worcestershire Early Years & Childcare Services
Worcestershire Mental Health Partnership NHS Trust
Worcestershire Racial Equality Council
Yamazaki Machinery

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