

Wyre Borough Council

Statement of Community Involvement



Adopted
January 2010

Frontpiece

This and other Local Development Framework (LDF) documents can be made available in large copy print, audiocassette, Braille or languages other than in English. All requests for copies of LDF documents in different formats should be made in the first instance to:

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The Council will meet the cost of any reasonable request for providing Local Development Framework documents in different formats.

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1 Introduction

Reasons for Revising the Statement of Community Involvement.

1.1 The Wyre Statement of Community Involvement (SCI) was adopted by the Council in May 2007.

1.2 After the adoption of the SCI, the Government made changes to the new planning system, in an attempt to simplify and speed up the system's various processes. Several of these changes affect the content of Wyre's adopted Statement of Community Involvement (SCI).

1.3 One of the triggers for review of the SCI is experience of implementing the adopted SCI. Following a number of consultation exercises it is considered that some provisions in the adopted SCI were not as clear as had been expected and could be made clearer. The issue relates to the publication of all supporting documents and where they can be inspected. Supporting documents can be considerable in number, size and volume and it is not always practical, sustainable or physically possible to provide copies of all supporting documents in libraries. The revised SCI makes it clear what people can expect to find in libraries and the procedures available to them to access hard copies.

Changes to the Preparation Process for Local Development Framework Documents

1.4 The stages of community engagement in the preparation of a Development Plan Document are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 as amended June 2008 and February 2009 . There are now two main stages:

- Public participation in the preparation of a development plan document (Regulation 25), and
- Publication of a development plan document (Regulation 27).

1.5 In addition, there is the opportunity to be involved in the Examination of the documents submitted to the Secretary of State.

1.6 The first stage (Reg 25), is when the Council will be gathering ideas and views about the issues which the plan needs to address and what options we should consider. The Regulations set out minimum requirements but otherwise allow considerable flexibility in precisely who is consulted, when and how. An important role of the SCI is to be explicit about how the Council will go about engaging the community.

1.7 At the second stage, (Reg 27) the Council will invite formal representations on the development plan document which it intends to submit to the Secretary of State. The Council will consider all representations received. It can make some minor changes to the submission document in order to overcome objections. All representations will be submitted to the Secretary of State and will be considered by the government planning inspector who will hold a Public Examination to establish whether the development plan document is sound or not. Those who have made representations may be invited by the Inspector to participate in the Examination.

1.8 The Council is required to prepare a Statement of Consultation that sets out how people were consulted and how their responses were addressed..

What is a Statement of Community Involvement?

1.9 This **Statement of Community Involvement** is a vital part of the Local Development Framework which will eventually replace the existing Local Plan in determining the planning policies for the future development of Wyre Borough. It sets out how Wyre Borough Council enables all sections of the community (whether you are an individual, a representative of a community group or a business with an interest in the planning process), to be involved in the planning of our environment through the preparation of planning policy documents and in processing planning applications.

1.10 This Statement of Community Involvement addresses the following key questions:

- How and when will community involvement be sought?
- On which issues are we seeking community involvement?
- Who will be involved?

1.11 Our aims are to give the community:

- Access to information.
- The opportunity to contribute ideas.
- The opportunity to take an active part in developing proposals and options.
- The opportunity to be consulted and make representations on formal proposals.
- The opportunity to be informed about progress and outcomes.

How to Use this Document

1.12 Opportunities for community involvement in the planning process usually occur in two distinct areas: during the preparation of the Local Development Framework and when dealing with individual planning applications. Different regulations and procedures apply to these two areas and the remainder of the document is structured to reflect this.

Chapter 2: Deals with Background and Methodology, and explains the Local Development Framework system and the role of the Statement of Community Involvement within it.

Chapter 3: Explains the Linkages to the Sustainable Community Strategy.

Chapter 4: Explains how the local community will be consulted during the preparation of the Local Development Framework including: consultation documents, consultees, community involvement in preparing Local Development Documents, community involvement in sustainability appraisals, how to make your views heard, hard to reach groups, and what happens to comments received.

Chapter 5: Explains community involvement in planning applications.

Chapter 6: Examines the resource implications of the Statement of Community Involvement.

Chapter 7: Explains how the Statement of Community Involvement will be reviewed.

Chapter 8: Provides further information on where to get further advice on planning matters.

2 Background

The Local Development Framework

2.1 This document has been prepared in accordance with all relevant government guidance and regulations:- The Town and Country Planning (Local Development) (England) Regulations 2004 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and 2009.

2.2 The Planning and Compulsory Purchase Act (2004) introduced a radically new planning system in England, eventually replacing the existing Local Plan with the Local Development Framework. The Local Development Framework will set out policies and proposals on matters ranging from house extensions to major regeneration projects such as the Fleetwood-Thornton Area Action Plan.⁽ⁱ⁾

2.3 The Local Development Framework is a very important document that will influence the way in which Wyre Borough will develop. The timetable (and content of) for preparing the Local Development Framework is set out in a separate document called the Local Development Scheme.⁽ⁱⁱ⁾

The Role of the Statement of Community Involvement within the Local Development Framework

2.4 A key element of the Local Development Framework is the need to ensure that local communities are given the opportunity to participate in the planning of their areas. To ensure this happens it is required that each Council prepare a Statement of Community Involvement which provides a clear statement as to how it proposes to engage the local community during the preparation of its Local Development Framework.

How the Statement of Community Involvement will be Used

2.5 We need to ensure that all documents are prepared, and planning applications are considered, in accordance with the Statement of Community Involvement's requirements. Authorities have to submit a statement of compliance together with each submission of a Development Plan Document. This statement will set out in detail exactly how we have met the community involvement requirements for that particular Development Plan Document as set out in the Statement of Community Involvement.

Wyre's Community Engagement Strategy

2.6 Community engagement has become a key priority for Wyre Borough Council in the last three years and underpins shaping services at all levels. The council has positioned itself as a 'listening' council with local residents in the borough and regards positive community engagement as an essential priority for delivering real improvements to service delivery.

2.7 Wyre Borough Council's corporate vision 'To work with local communities to make Wyre a better place to live, work and visit' reflects the council's role as a community leader, working with partners and local people to develop the shared vision for the area. It also reflects commitment to delivering those services that best meet the needs of the community. Central to this vision is the need to positively engage with local communities in a consistent, ongoing and meaningful process.

2.8 The Community Engagement Strategy supports the council's corporate priorities which are identified in our Corporate Plan for 2007-10:

- Living Places

To improve, shape and preserve those neighbourhoods and places that matter to local people

i Further information on the new Local Development Framework system can be found on the Council's Website [Wyre Borough Council](#) or [Planning Portal](#)

ii The Local Development Scheme can be viewed (and downloaded) on the Council's website. Paper copies can be inspected at the Civic Centre Council Offices and at local libraries.

- Living Communities

To be a flexible and responsive organisation that provides effective, efficient services through engagement with the community and our partners and listening to what people say

- Living Economy

To create an environment that allows business and communities to thrive, by promoting investment, employment and learning opportunities.

- Living Safely

To work with partners to make Wyre a safer place to live, work and visit.

- Living Healthily

To promote an environment which provides opportunities for everyone to enjoy a healthy and fulfilling lifestyle.

2.9 It complements existing corporate strategies and frameworks already in place (including customer first, corporate feedback, communication and consultation and equality and diversity). The Strategy also complements and overlaps with the engagement activities of Wyre Strategic Partnership as they are interdependent, albeit separate processes.

2.10 The Government is increasingly emphasising the need to involve citizens and stakeholders in decisions that will affect their lives. Passing power to communities and giving real opportunities for influencing services to more people is the catalyst for changing democracy as identified in the 'Communities in Control Real People: Real Power White Paper' July 2008 with active citizens, strengthened communities and partnerships with public bodies being the key drivers.

2.11 From 1 April 2009, councils have a statutory duty to engage, empower and involve local people to have their say on services known as 'The Duty to Involve.' Under the new duty, we must seek to ensure people have greater opportunities to have their say through better engagement and empowerment including greater information provision, consultation and involvement opportunities

2.12 In our quest to become an organisation delivering excellent services, we are committed to improving performance and embracing a culture whereby community engagement is second nature to improve the quality of life of local people.

2.13 We are committed to fulfilling our statutory obligations and to exceeding national indicators in relation to informing and involving people, satisfaction levels and quality of life issues.

3 Links with the Local Strategic Partnership and the Sustainable Community Strategy

3.1 The Wyre Strategic Partnership is the Local Strategic Partnership for the Borough of Wyre. It brings together representatives of public services, local businesses, community and voluntary groups, and residents with the aim of improving the way local services are planned and delivered. The Wyre Strategic Partnership has the aim of working with local communities to make Wyre a better place to live.

3.2 The Partnership first met in 2001, and produced its first Community Plan in 2004. This plan was reviewed and re-launched as the Sustainable Community Strategy, 2007-2025 [Wyre Sustainable Community Strategy](#)

3.3 The vision for Wyre in the Sustainable Community Strategy 2007-2025 is

“By valuing, listening to, respecting and empowering the people of Wyre, together we will build safe, healthy, skilled, planned and diverse communities, based upon the principles of sustainability, enterprise, civic pride and fair trade.”

3.4 The Government wishes to see revised Sustainable Community Strategies that take a more cross disciplinary and integrated approach to social, economic and environmental issues. The delivery of the Sustainable Community Strategy will require a land use element – to ensure that land use planning complements the approach partners are taking to service planning. The Local Development Framework and this Statement of Community Involvement will provide this element.

3.5 The Local Development Framework will adopt a ‘clear and proactive approach to managing community involvement’ as set out in this Statement of Community Involvement. The Sustainable Community Strategy is based upon a process of community engagement and a client-centred approach to service planning. Both the Local Development Framework and the Sustainable Community Strategy will be based upon the strategies and plans of a wide range of agencies. There are thus close links between the Local Development Framework and the Sustainable Community Strategy, in terms of both approach and content.

3.6 Under new guidelines from Government, the Local Development Framework must be a key component in the delivery of the Sustainable Community Strategy, setting out its spatial aspects and providing a long-term spatial vision. In order for them to do this effectively, the Planning and Compulsory Purchase Act 2004 requires the Local Development Framework to have regard to the Sustainable Community Strategy.

3.7 A joint piece of work by Wyre Borough Council and the Wyre Strategic Partnership was commissioned in the summer of 2006. The ‘Great Wyre Jigsaw’ is a consultation with over 3,000 people to gain their views and develop issues, which were utilised to form six ‘spatial portraits’ for each of the six areas of the Borough -literally a snapshot of life in Wyre in 2006. These issues were then further developed by Local Strategic Partnership members into the shared vision for the Sustainable Community Strategy and the Local Development Framework. It is envisaged that the objectives developed to implement this vision will also be shared by the Sustainable Community Strategy and the Core Strategy of the Local Development Framework.

3.8 As the Wyre Strategic Partnership implements the Sustainable Community Strategy, there will be a constant process of cross-checking with, and reference to, the Local Development Framework process, to ensure that the land use plan reflects the community planning process. The Local Development Framework documents will be cross referenced with the Wyre Strategic Partnership throughout their preparation. As land use planning is a cross cutting theme for the Sustainable Community Strategy, the documents will be considered by all theme groups of the Local Strategic Partnership. The planning process involved in the review of the Sustainable Community Strategy will recognise the key role that the Local Development Framework can make in the delivery of its aims, and ensure that the shared objectives that are developed can be achieved within current planning guidance.

4 Community Involvement in the Local Development Framework Process

Consultation Documents

4.1 This Statement of Community Involvement relates to the preparation of the documents that make up the Local Development Framework with the exception of the Statement of Community Involvement itself and the Local Development Scheme. These documents are outlined in Picture 1 and described in more detail below.

4.2 From Picture 1 it can be seen that there are two main sets of documents, which relate to planning policies, and to the Local Development Framework preparation process itself. Table 1 explains each of the different types of document.

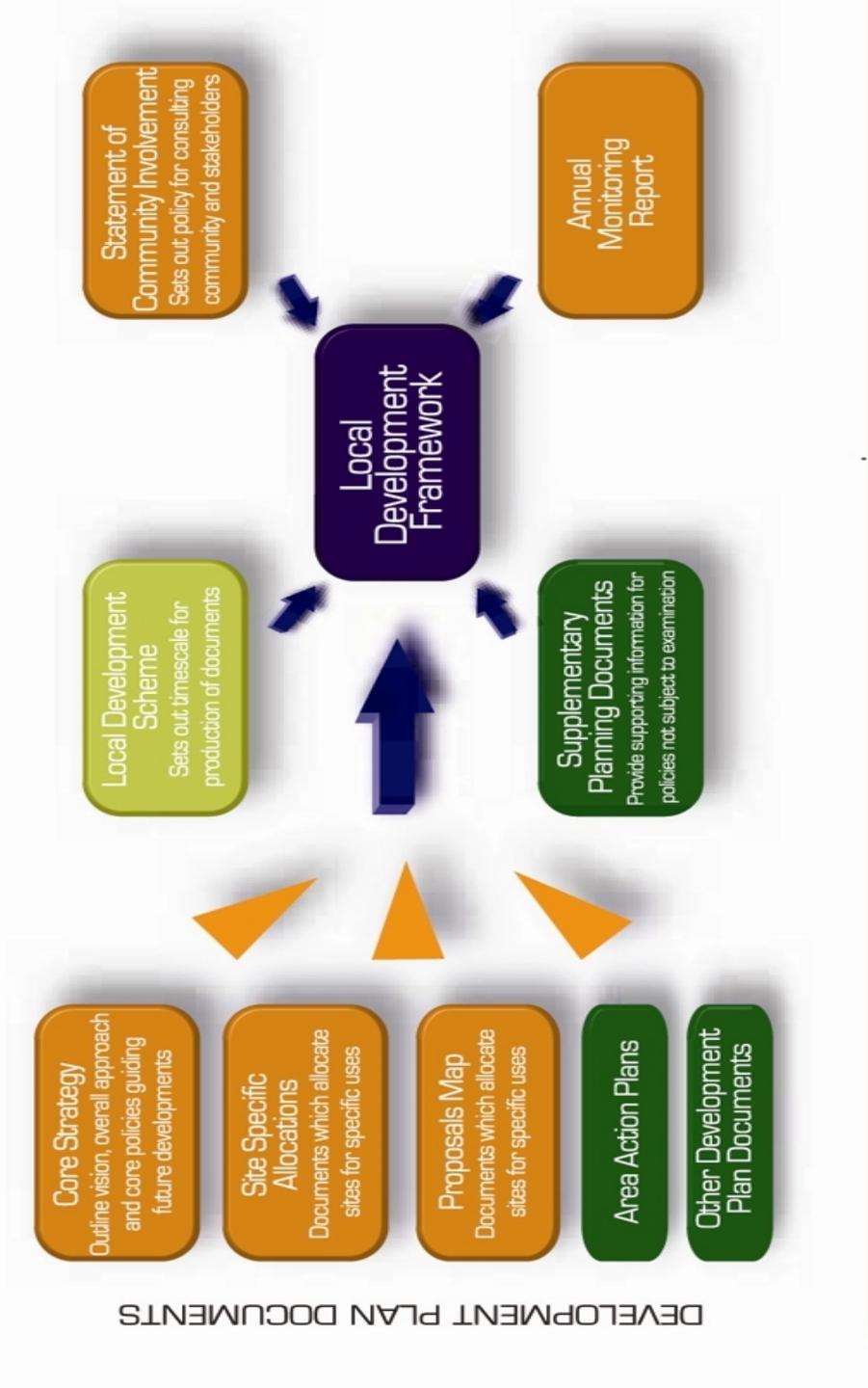
Table 1 Wyre Borough Council Local Development Framework

Policy Documents	
Development Plan Documents	Local Development Documents
<ul style="list-style-type: none"> • Core Strategy • Proposals Map • Site Specific Allocations of Land • Area Action Plans 	
<p>These are subject to independent testing and will have the full weight of development plan status when the Council is considering planning applications.</p>	
Supplementary Planning Documents	
<p>These are documents, which expand on policy (or will provide further detail to policies) in Development Plan Documents. Supplementary Planning Documents are not subject to independent testing and therefore do not have development plan status.</p>	
<p><i>The two document types above are referred to as Local Development Documents</i></p>	
Process Documents	
<p>Statement of Community Involvement: This sets out who, how and when the Council will involve the community in preparing planning policy documents and in the consideration of planning applications.</p>	
<p>Local Development Scheme: This sets out the documents the Council intends to prepare including anticipated timescales relating to the preparation of the individual documents. The Local Development Scheme is submitted to the Secretary of State for approval. The Council is required to review the Local Development Scheme when necessary.</p>	
<p>Sustainability Appraisal: This is a process which seeks to assess the effects of Local Development Documents in terms of the potential social, economic and environmental impacts and in promoting sustainable development</p>	
Evidence Base	
<p>This means the research and data that will provide the basis for preparing the Local Development Documents and may include such information as:</p> <ul style="list-style-type: none"> • Strategic Housing Land Availability Assessments • Housing Need Studies • Transport Studies • Employment Studies • Open Spaces Audit • Strategic Flood Risk Assessment 	

Picture 1

Local Development Framework (LDF) Documents

KEY – Required ■ Optional ■ Project Plan ■



4.3 A brief description of these documents can be found in Appendix 1.

When and How Will Consultation Take Place?

4.4 The Local Development Framework system has been designed with community involvement as a corner stone. Table 2 below illustrates the stages of preparation of the various Local Development Framework documents at which consultation with the community will take place.

Table 2 Consultation Stages

Consultation Stages
<p>Stage 1 Pre-production, evidence gathering and Sustainability Appraisal Scoping Report</p> <ul style="list-style-type: none"> • Continuous informal involvement to help determine what the Development Plan Document ought to contain • Issues identified
<p>Stage 2 Consultation on the preparation of the Development Plan Document (Regulation 25)</p> <ul style="list-style-type: none"> • Issues identified, spatial portrait, refining and improving options and alternative strategies, evaluation of alternative strategies and emerging preferred options will be presented for a statutory consultation period of 6 weeks. Comments made will be considered as outlined in this SCI. Community Involvement opportunity will be provided using a range of methods • Statutory and non-statutory consultees will be consulted <p><i>Consultation on the associated Sustainability Appraisal will also occur alongside this.</i></p>
<p>Stage 3 Proposed submission version of DPD published (Regulations 27 and 28)</p> <ul style="list-style-type: none"> • Taking into account representations from Stage 2, the proposed submission DPD is prepared. Before the DPD is submitted to the Secretary of State for examination it will be published for a period of 6 weeks and representations invited on the 'soundness' of the document. • Statutory and non-statutory consultees will be consulted • The Council will consider these responses and if changes are necessary (and in exceptional cases only) an addendum to the DPD will be submitted with the DPD for examination by the Planning Inspector.
<p>Stage 4 Examination by Planning Inspector (Regulation 34)</p> <ul style="list-style-type: none"> • An opportunity to take part in the hearing part of the Examination undertaken by the Inspector. The Planning Inspector considers the DPD and the representations submitted at the proposed submission version stage. The Inspector may find the DPD 'sound' the Council will alter the DPD in line with the Inspector's recommendations and adopt the Plan. All those who registered an interest in the DPD or who made written comments during the consultation period will be notified.

Who will be involved? – Consultees

4.5 In addition to the *specific* and *general* consultation bodies as set out in the Regulations . The Council is committed to consulting with “the local community” in its broadest sense. There is no definitive answer to the question of which groups make up the local community and who should be consulted. The Council suggests that the following comprise the key elements of the community:

- Members of the public
- Business and commerce
- Interest and pressure groups
- Voluntary, Community and Faith Sector
- Residents’ associations
- Developers, agents and landowners

4.6 The Council will maintain a detailed database of consultees from the above groupings whom it will consult at the key stages outlined above. Since this list is fluid and could constantly change it is not included in this document. However, a list of names can be inspected on the Council’s web site or at the Civic Centre. Individuals or groups can ask to be added or taken off the consultation list at any time.

4.7 Where it is appropriate concentration will be focused on particular interest or focus groups, relating to a specific matter.

Consultation Database

4.8 The Local Development Framework Database contains the details of many individuals, businesses, landowners and developers, which have been involved in past consultations, or have requested to be involved with future planning consultations in Wyre. Those wishing to be added to, or deleted from, this list should contact the Council or visit [Wyre Borough Council Limehouse Consultation](#)

4.9 In order to submit comments on line, it is necessary to register with the on line consultation Limehouse system. You will be asked to register or log-in before being able to participate in a consultation event. All comments made will be made public but personal details such as addresses will not.

4.10 People may also request to be involved in the preparation of a particular planning document. These consultees will be consulted on that document up until it is adopted in accordance with the Statement of Community Involvement.

Minimum Consultation Standards

4.11 At each stage the Council will ensure that the following standards will be met:

- Consultation periods will last six weeks;
- All consultation documents will be made available for inspection at:
 - a) Wyre Borough Council Offices.
 - b) Wyre Borough Council’s website: [Wyre Borough Council](#)
 - c) All public libraries
- Such supporting evidence that is relevant to the preparation of the Development Plan Document will be made available electronically on the website and hard copies will be made available on request at Wyre Borough Council Offices and at all public libraries.
- Adverts will be placed in the local press and on the Council’s web site (and locations a) and c)). These will advise where and when the document can be inspected, how copies can be obtained, what the closing date is for representation, where to send representations, and where to get further information.

- All consultees identified in the Local Development Framework consultation database will be invited to comment on particular Local Development Documents.
- All members of the community who express an interest during the process will continue to be kept informed of the progress, including details of future consultations.

Methods of Consultation

4.12 To enable effective and inclusive community involvement to be achieved, the Council recognises that different methods and approaches will be required for particular types of document as described below in Table 3. This describes the key areas of consultation activity for each type of document and then suggests a range of potential consultation methods which may be used.

Table 3: Key Consultation Stages and Methods in the preparation of Development Plan Documents (including the Core Strategy).

Document Stage	Consultation Methods	Groups to be targeted
<p>Initial consultation: 'Options and Preferred Options' (Regulation 25)</p> <p>For some DPDs it may be necessary to carry out public consultation on the "issues and options" stage and also at the "preferred options" stage. However, for others it may only be necessary to carry out one public consultation</p>	<p>We will hold a number of public meetings to discuss general issues.</p> <p>We will make available a questionnaire covering the same general issues to those who are unable to attend the public meetings.</p> <p>Following this, we will prepare an "Options" paper which takes account of the results of the above consultation. We will consult for at least a six-week period on the "Options" paper.</p> <p>Next, we will use the results of the "Options" consultation to produce a "Preferred Options" paper. We will consult for at least a six-week period on this "Preferred Options" document.</p> <p>We will publicise the above consultations through one or more of the following: an article and/or advertisement in the local press, presentations and/or public displays in accessible locations, distribution of leaflets /flyers.</p> <p>We will send letters and emails to inform interested parties that the document is available for consultation, and will publish the details of the consultation on the Council's website.</p> <p>Documents will be made available online, at the Council offices and at other locations, where appropriate.</p>	<p>All statutory and general consultees listed in Appendix B</p> <p>All people on the Council's LDF Consultation Database which automatically includes anyone who submitted comments following the public meetings or via the questionnaire and anyone who made representations on the "Options" paper, or in previous consultation exercises</p>
<p>Following Consultation: The results of the above stages will feed into the preparation of a "Publication" Development Plan Document that will set out in detail the "final options" or proposals chosen by the Council as a result of the Regulation 25 consultation. This document will be consulted upon under Regulation 27, as outlined below</p>		

Document Stage	Consultation Methods	Groups to be targeted
Publication (Regulation 27)	<p>We will consult on this document for a period of at least six weeks.</p> <p>We will advertise the availability of the publication document on the Council website and in the local press.</p> <p>We will send letters or emails to those on the LDF database and to other interested parties to inform them that the publication document is available for consultation.</p> <p>We will make available copies of the publication document and such supporting documents considered relevant on the Council website, at the Council offices and at other locations, where appropriate.</p>	<p>All statutory and general consultees listed in Appendix 3</p> <p>All people on the Council's LDF consultation database.</p> <p>All who made representations at the Regulation 25 stage.</p> <p>Anyone else who has asked to be kept informed of progress with the document.</p>

Following Consultation: All representations received will be considered by the Council, and where considered necessary or appropriate, changes will be made to the publication document. (These should not be major changes).

The Council will then submit the Development Plan Document to the Secretary of State, who will appoint an Independent Inspector and set in place the procedures for conducting a public examination into the document, at which the “soundness” of the document will be considered. Following the examination, the Inspector will produce a binding report, which may contain a series of recommendations on how the document should be amended before it is adopted. The Council will then implement the changes contained within the Inspector’s report before adopting the Core Strategy. Alternatively, if the Inspector considers the document to be unsound, it will be necessary for the Council to revert to an earlier stage of the document’s production.

Table 4: Key Consultation Stages and Methods in the preparation of Supplementary Planning Document (SPD).

Document Stage	Consultation Methods	Groups to be targeted
<p>Pre-Draft Consultation <i>(Note - optional stage; this "informal" stage of consultation will not be carried out for all SPDs)</i></p>	<p>We will advertise the consultation exercise on the Council's website and will carry out the consultation by using at least one of the following: a questionnaire, an Issues and Options Paper, distributing leaflets at various accessible locations around the District, or through holding presentations /public displays at accessible locations across the District.</p> <p>We will also send letters and emails to inform interested parties of the consultation exercise.</p>	<p>We will target those groups whom we feel are specific to the particular topic or area covered by the document.</p>
<p>Following Consultation: The comments received during Stage 1 will be used to produce a draft document, which takes account of the issues raised during the pre-draft consultation exercise. In certain cases, it may include a number of different options; this depends on the type and scope of the SPD in question</p>		
<p>Draft Document (Regulation 17)</p>	<p>We will advertise the availability of the draft document on our website and in the local press. We will make copies of the draft document available at the Council offices, in locations where appropriate and the document will be made available on the Council's website.</p> <p>We will also send letters and emails to inform interested parties that the document is available for a 6-week consultation period.</p>	<p>We will target those groups whom we feel are specific to the particular topic or area covered by the document.</p> <p>If a previous stage of consultation was carried out, we will consult all those who were originally consulted and any other individuals /groups who submitted comments during this stage</p>
<p>Following Consultation: The results of this consultation will feed into the production of a final document, which will take into account all the issues raised. The Council will produce a statement setting out the main issues raised during consultation and how the final SPD has addressed these issues (to meet the requirements of Regulation 18(4)(b)).</p>		
<p>Next Step: Following on from this, the Council will adopt the Supplementary Planning Document.</p>		
<p>Community Involvement in Sustainability Appraisals</p> <p>Sustainability Appraisal is an integral part of plan making. It is a specific process that identifies the social, economic and environmental effects likely to arise from the different options, policies and proposals within the plan. There are two consultative stages in the process:</p> <p>On the scope of the appraisal; In developing options (the Initial Sustainability Report) with technical focus groups;</p> <p>On the final Sustainability Appraisal Report which accompanies the proposed publication version of a DPD or when the draft Supplementary Planning Document is sent out for consultation with the community.</p> <p>Sustainability Appraisal is a technical process and the Council will consult with the bodies prescribed in the relevant Regulations. In addition the Council will publish the sustainability appraisal reports on its web-site for public comment and may convene focus groups of other interested parties to scrutinise the approach to the appraisal in greater depth.</p>		

Respecting Diversity

4.13 Wyre Borough Council values diversity and has developed a Corporate Equality Scheme “Valuing Diversity”. Within the Planning and Regeneration Directorate we aim to include all members of the community living, working, visiting and learning in Wyre.

4.14 The Council recognise that some groups have been historically neglected by past consultation initiatives. At the same time, in seeking to include these groups, the Council will be anxious to avoid overloading them in ways which will have impacts on resources of both the groups and the Council.

How to make your views heard

4.15 If you attend any event held or attended by the Council on the preparation of planning policies, you will have an opportunity to comment both through the participation exercises and by talking to officers of the Council or their representatives. The Council will also take account of comments received through email, letter and questionnaires.

4.16 Comments can be made on standard ‘representation’ forms, which will be available in paper form at every related event that the Council attends or holds, as well as copies being available at the council offices and public libraries. Downloadable copies will also be made available on the Council’s web site. There is also an on-line consultation facility.

4.17 All comments made, whether it be in relation to Local Development Documents prepared by the Council or external consultants preparing a Local Development Document, must be sent to the Council via the on-line consultation facility, email, by fax or in paper form. This is to ensure that the Council retain a copy of all comments received on Local Development Documents to enable them to be viewed by any member of the public who wishes to inspect them. Representations are not confidential and will be made public online, however personal information such as addresses and telephone numbers will be removed.

Comments received during consultations periods

4.18 Comments received by the Council will be published on our website and a copy placed in the Council’s Civic Centre offices as soon as is reasonably possible following the end of the consultation period.

4.19 All those who contribute to any document in the Local Development Framework either through representations and/or attendance at any of the events will automatically be added to the database of names and addresses (unless they request otherwise). This will be used to keep people informed of the outcome of their involvement and the ongoing Local Development Framework process. This database will be available for inspection by members of the public.

What happens to comments received?

4.20 Following each consultation stage in the preparation of the Development Plan Documents and Supplementary Planning Documents, officers of the Council will prepare a report summarising the issues raised in the consultation and a recommendation as to how to respond to these issues. These reports will be made available at the Civic Centre, Poulton-le-Fylde, and on our website [Wyre Borough Council](#)

4.21 This report will take into account the community responses as well as relevant national and regional policies and other relevant considerations including local policies and strategies.

4.22 This report will be considered by the Council’s Cabinet, which will make a decision on whether to accept, reject or amend the recommendations contained within it. Following this decision any revisions will be made prior to the next stage in the Development Plan Document’s preparation. The Council will consider all comments submitted during the consultation period and make any minor changes it considers appropriate before it is submitted to the Secretary of State.

4.23 Development Plan Documents are required by the Regulations to be submitted to the Secretary of State for the soundness of the document to be examined. Only those who make representations within the six week period prior to the submission to the Secretary of State have the right to have their representations considered at the examination.

4.24 The findings of the Inspector in relation to the soundness of the Development Plan Document and his/ her consideration of the representations received will be binding on the Council, who will be obliged to make the appropriate changes before adopting it.

4.25 In relation to Supplementary Planning Documents, following the final period of consultation, the Council will consider all comments submitted during the consultation period and make any changes it considers appropriate before adopting it. The Council's response to comments made during the Supplementary Planning Document process will be published when the document is adopted by the Council.

Consultation on Conservation Area Appraisals

4.26 The Council has undertaken a programme of Conservation Area Appraisals for all of its Conservation Areas in accordance with recommendations set out in Planning Guidance Note 15 (Planning and the Historic Environment) 1994. Although Conservation Area Appraisals are not part of the Local Development Framework, the Council's Core Strategy Development Plan Document will contain policies related to the protection and enhancement of Conservation Areas within the Borough.

4.27 A Conservation Area Appraisal (or assessment) is essentially an analysis of what makes it special. It will enable the Council to:

- understand what it is that should be protected or enhanced, –
- formulate effective policies,
- make sensible development control decisions,
- justify the designation when making development control decisions and at appeal,
- make sympathetic proposals for the preservation and enhancement of the area's character and appearance, including the identification of development opportunities,
- help residents, traders, council members, potential investors and other interested parties to understand the background to designation,
- help potential developers to formulate their applications,
- obtain funds and encourage inward investment.

4.28 We will involve the community in discussions about the appraisal and management of their Conservation Area by having a pre- meeting and a walk around the area, and then by having a meeting to present the draft appraisal document. Specific stakeholders to be consulted during the appraisal preparation process will include:

- Civic Trusts/Societies
- Interested residents;
- Businesses;
- Significant landowners;
- Schools;
- Churches;
- Local historians;
- Wyre Borough Council officers and councillors;
- Lancashire County Council; and
- English Heritage

5 Community Involvement in the Development Control Process

The Role of the Statement of Community Involvement

5.1 The Statement of Community Involvement is required to set out our policy and practices for involving the community on planning applications and other Development Control matters. This section sets out the standards that we have adopted for publicising planning applications, and the procedures and systems to be used to engage the public as part of the decision-making process.

The Development Control System

5.2 The scope and operation of the development control system is complex and is governed by national legislation and by both national and local policies relating to the control of development. Further information on the development control system can be found on the website: (www.wyrebc.gov.uk) [Wyre Borough Council](#) or the planning portal: [Planning Portal](#)

Decision Making

5.3 The Development Control Service reports to the Council's Planning Committee, which meets monthly throughout the year.

5.4 The decision to grant or refuse planning permission is taken either by the Planning Committee or, more usually, by the Director of Planning and Regeneration or other senior members of the Development Control team under delegated powers agreed by the Council.

5.5 The Current Scheme of Delegation is set out in our Constitution which is available for inspection on our web site [Wyre Borough Council](#) or at the Civic Centre.

5.6 Local Planning Authorities are encouraged to speed up the planning application process by maximising the number of decisions taken by officers under delegated powers. Although no longer a performance target, the Government's aim is that about 90% of all applications should be decided under delegated powers.

5.7 The Government does, however, set performance targets relating to the time taken to deal with applications and the Scheme of Delegation is periodically reviewed to ensure that the development control service is helped to meet these targets. The current targets are to determine:

- 60% of major applications within 13 weeks of receipt.
- 65% of minor applications within 8 weeks of receipt.
- 80% of other applications within 8 weeks of receipt

Consultation Stages

5.8 We receive planning applications for a wide range of development proposals and the statutory requirements for publicity vary for different types of application. Nevertheless, the Statement of Community Involvement reflects our desire for community involvement at the three main stages of the planning process which apply to all types and scales of development. These are:

- (a) pre-application discussion;
- (b) formal consideration of planning applications; and
- (c) post decision.

(a) Pre-application consultation

5.9 Applicants are encouraged to hold pre-application discussions with officers in our Development Control teams with regard to all types of and scales of development. At this stage, prior to submitting a formal application, advice from planning officers can identify potential constraints, alternative solutions to problems, the chances of success, and what information is likely to be required to enable the application to be properly considered. This advice can reduce delays or the need for costly amendments, although it should be noted that advice given is without prejudice to the final decision of the Council. This service is free for most developments including all householder developments but for major developments a charge is made to partially cover the costs involved in considering and providing advice in relation to large scale developments.

5.10 For all types of applications (which can include changes of use, works to listed buildings, display of advertisements, and extensions to domestic properties) applicants are encouraged to discuss draft proposals with neighbours and other interested parties. Such action can lead to greater understanding of proposals and their impact on others, and has the potential to reduce objections. Pre-application discussions with our Development Control service are welcomed, and draft proposals should be submitted in writing/e-mail. To maximise the benefits of this service, applicants are first asked to undertake some background work - such as researching the planning history of the site, identifying relevant local planning policies, assessing development constraints, and preparing initial draft designs. Such basic research can save a great deal of time and make the service more efficient.

5.11 Where proposals concern major development schemes, we understand that many people and groups will have an interest since they typically have the potential for significant impacts, both beneficial and detrimental, across a wide area. For this reason we consider that there should be a greater public involvement at an early stage in the decision making process and encourage this where ever possible.

5.12 In this context, under current legislation the Council cannot refuse to accept a valid planning application for a major development just because the applicant has failed to involve, or seek the views of the public on the proposal prior to the formal submission of an application, or because it disagrees with the way any such consultation or involvement has been carried out.

5.13 Nevertheless, the Government requires planning applications to be determined within strict timescales and, where developers have submitted major development proposals without undertaking any community consultation, it is our experience that delays in reaching a decision will be likely to occur as objections from the public or from other interested parties need to be considered. Where, possibly as a result of such objections, significant changes are required to development proposals, the applicant will be requested to withdraw the application and resubmit the revised scheme as a new application.

Threshold for Consultation

5.14 For the purposes of this Statement of Community Involvement, the Council's definition of major applications, based on DCLG (Department for Communities and Local Government) guidance, is as follows:

- For dwellings – where 10 or more are to be constructed, or if the number is not known the site exceeds 0.5 hectares.
- For all other uses – where the floorspace will be 1000 square metres or more, or the site exceeds 1 hectare. (Floorspace is defined as the sum of the floor area within the building .)
- Developments requiring an Environmental Impact Assessment.
- Proposals that are a departure from the adopted Development Plan.

The definition of large scale major applications based on DCLG (Department for Communities and Local Government) guidance, is as follows:

- For dwellings – where 200 dwellings or more are to be constructed, or if the number is not known the site area is 4 hectares or more.
- For all other uses – where the floorspace will be 10,000 square metres or more, or the site area is 2 hectares or more. (Floorspace is defined as the sum of the floor area within the building.)

5.15 Any proposal that the Council believes to be controversial or will attract significant community interest.

5.16 The Council considers that voluntary pre-application consultation on major schemes will result in significant benefits to the community and developer alike, including:

- Assisting the developer in finalising their scheme;
- Helping the Council to determine the application speedily by avoiding unnecessary objections and delays;
- Involving the public at an early stage in the planning process; and
- Helping to improve the quality of development proposals.

5.17 The Council expects that developers of schemes meeting these thresholds will consider these benefits and agree to undertake voluntary pre-application consultation with the public and other interested parties.

The Scale of Consultation on Major Applications

5.18 We recognise that a “one size fits all” approach to consultation on major applications is not appropriate. Instead we believe that a “tiered” approach, in terms of consultation methods, the geographic scale of consultations, and interest groups to be engaged, should be adopted. Under this approach, we will encourage developers during pre-application consultation, to discuss how to involve the public, and other interested parties/ stakeholders, in pre-application consultation and will provide advice having regard to the scale and nature of their particular proposal.

5.19 Depending on the nature and scale of the proposals, developers will be encouraged to undertake consultation. Please see Table 6 Pre-Application Consultation – Summary.

5.20 Depending on the nature of the proposals, we will adopt a ‘Development Team’ approach for major developments in the Borough, to provide for co-ordinated responses from other internal Borough Council services and any external agencies that need to consider and advise on the proposals. Whilst such a team may advise on community consultation, it will be the potential developer’s responsibility to decide on how such consultation will be carried out, and to undertake the proposed arrangements.

5.21 Developers may also like to contact Planning Aid for assistance with consultation (see Chapter 8).

5.22 On submission of the eventual planning application, the applicants will be encouraged to submit a supporting statement describing the extent of community involvement undertaken, any outcomes, and how the views of the community have been taken into account in the development of the scheme.

(b) Publicity & Consultation on Receipt of Planning Applications

Publicity

5.23 After receiving a valid planning application, we aim to respond with an acknowledgement letter within 3 working days. If the application is invalid and cannot be formally registered, and/or further information is required, the applicant will be notified within a similar period.

5.24 We publish a weekly list of registered planning applications which is posted on our website [Wyre Borough Council](http://www.wyre-borough-council.gov.uk) and paper copies can be obtained from the Civic Centre offices or inspected in local libraries. Copies are made available to Town and Parish Councils. It should be noted that Lancashire County Council is responsible for processing certain types of planning application, including any proposals involving minerals or waste disposal. Details of how the community will be consulted on these proposals will be contained in the County Council’s own Statement of Community Involvement.

5.25 It is a statutory requirement that we publicise all planning applications, and a range of measures are used to inform the community. On the following types of applications the Council will notify adjoining property occupiers by letter, as well as by posting a notice on or near the site and/or publishing a public notice in the local newspaper:

- Major developments
- Development affecting a public right of way.
- Applications for Listed Building Consent or Conservation Area consent.
- Development affecting the setting of a Listed Building, the character or appearance of a Conservation Area, or an Ancient Monument.

5.26 With all other types of application the Council will, as a minimum, notify all occupiers of properties adjoining the application site, and may also display a site notice, particularly where the adjoining land is not close to or within the curtilage of an occupied building.

5.27 Neighbour notification letters: in most cases this is the preferable form of notification and is sent to the occupiers of properties adjoining the site (although in some instances to a wider area - when other properties are materially affected). Each letter contains a brief description of the proposed development and advises where or how plans can be inspected, how to comment, and the timescale for any response (normally 21 days). It also provides the name and contact details of the application case officer.

5.28 Site notices: these will be used when a more extensive group of properties is likely to be affected by a development proposal, or where the proposals are likely to be of wider community concern. To be visible to the general public, the site notice will always be displayed in a public place, as near the site as possible, and be coloured yellow to be easily identifiable and accessible. In some cases a site notice will be used in addition to neighbour notification letters and press notices, and for larger sites, particularly those with more than one road frontage, more than one site notice will be displayed. Each notice describes the proposal, states where plans can be inspected and the timescale for response.

5.29 Press notices: generally used when there is a statutory requirement to advertise development proposals, and/or the proposal involves major development proposals of wider community interest. Each notice describes the proposal, and states where plans can be inspected and the timescale for response.

5.30 When determining planning applications, we can only take into account comments that are relevant to planning issues. Comments and representations should be made in writing (including email) and should clearly state the reasons for objecting or supporting a planning application. All comments received are kept in the planning case file and are required to be made available for public inspection along with the planning application. The results of any such consultation will be reported and taken into account in decisions made by the Council whether such decision is made by the Council's Planning Committee, or by officers under delegated powers.

Consultations

5.31 The present system for consultations with statutory and non-statutory organisations/agencies, other interest groups, and local community organisations, is for an email to be sent providing a link to our web site where the application details can be viewed. For those without the means to accept such a form of consultation (e.g. The Parish Councils) a hard copy of the application is sent to the consultee by post.

5.32 For major and large scale major development schemes a range of external organisations and internal Council sections may be consulted. For example, the County Council will comment on highway safety matters; United Utilities and the Environment Agency on water supply, drainage and flooding issues; and Environmental Health officers on contamination or noise concerns. These consultees have 21 days commencing when the statutory consultee has all the information it requires to make an informed response in which to provide their views/comments. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

5.33 For planning applications that are of strategic importance, the Regional Planning Body (4NW) will be consulted, such consultations being in accordance with the Schedule of Regionally Significant Planning Applications – Consultation Criteria published in March 2009.

5.34 Town and Parish Councils are sent copies of applications and plans for development proposals within their area and have 21 days to respond. We will produce separate guidance for Town and Parish Councils, which will outline relevant issues on which they may make comments, and how they can engage with the Council's decision making process.

5.35 Where major development proposals have 'cross-border' implications with adjacent local authority areas, the Council will consult with the relevant adjoining planning authority.

Amendments

5.36 During the course of processing a planning application, applicants may make amendments to the proposals. Significant alterations to a scheme would be likely to require the submission of an entirely new planning application, but when minor changes are negotiated to lead to an improved scheme, the re-notification of neighbours and other interested parties is at the discretion of the case officer and is based on whether the changes materially affect any neighbour. Re-notification can significantly delay the processing of an application so, having regard to the target timescales set by the Government, the period for response will normally be 14 days, (but not less than 10 days) as determined by the case officer.

Planning Committee

5.37 If an application is to go to before the Council's Planning Committee for a decision, the applicants and any person who has made representations will be sent a letter advising them of the date and time of the meeting and their right to speak at the meeting. The letter also provides a link to our web site so that they may view the agenda and reports, and find more details about the operation of our adopted scheme for public speaking at Planning Committee.

5.38 Copies of the Planning Committee agenda and officer reports to Committee are published on our web site [Wyre Borough Council](#) from five working days before the meeting. Applicants (or their agents) are also sent a copy of the officer report relating to their own application. The minutes of the Planning Committee and a list of all delegated decisions are also published on our web site.

(c) Post-Application Consultation

5.39 Immediately after a decision has been made, whether by the Planning Committee or under delegated powers, the applicant will be sent the formal decision notice. All other persons who have commented on the planning application will be notified of the decision by letter. A copy of the Council's official decision notice will also be sent to statutory consultees and the Parish Council. The Council also publishes a weekly list of planning application decisions that can be viewed on our website, [Wyre Borough Council](#) or at the Civic Centre offices.

5.40 If an applicant has been refused planning permission, or disagrees with any conditions attached to a granted planning permission, they have the right to appeal. Only applicants have this right; there are no third party rights of appeal. The appeal is made to the Planning Inspectorate, an independent Government agency. It is the Council's responsibility to notify all those who were informed of the original planning application and/or made written representations about it, that an appeal has been lodged and inform them how the application will be dealt with (i.e. whether by written representations, informal hearing, or public inquiry). Parish Councils and Borough Councillors will also be notified. The Council will send to the Planning Inspectorate copies of all written comments made in response to the original planning application.

Enforcement Issues

5.41 The Council takes breaches of planning control seriously, and will investigate all properly made reports of alleged unauthorised developments. These may include developments, which are being carried out without the requisite permission or developments with permission but which are not being carried out in accordance with the approved plans or conditions of the permission. The Council has prepared a guide to planning enforcement, and an enforcement charter which provides more details about the planning enforcement function, and sets out what the complainant and the person who has been complained against, can expect from us as we carry out the investigation. We give priority to investigating complaints that potentially have the greatest impact or consequences and in this respect we give a priority rating to each complaint. We will only investigate anonymous complaints for those relating to the highest priority.

5.42 The key point to note is that the Council has powers of enforcement but does not have a duty to enforce against all unauthorised developments. In accordance with Government guidance it will take action only when it is expedient to do so. The Council will treat most enforcement cases where a breach of planning control has been identified in a

similar way to a planning application, to the extent that we will seek the views of other services within the Council, external agencies, parish councils and, where necessary, neighbours before deciding whether to take enforcement action.

Table 5 Summary of Current Consultation Arrangements for the Development Control Process

	Pre- Application Stage	Submission Stage	Revisions Stage	Decision-making Stage
Statutory Minimum Requirements		<p>All major, large scale major, or controversial applications (including Conservation Area/Listed Building Consents) require</p> <ul style="list-style-type: none"> • site notice and neighbour notification. • Publication of the weekly list and press notices. <p>Other applications (including applications for house extensions) require</p> <ul style="list-style-type: none"> • a site notice and/or neighbour notification. • Consultation with appropriate statutory consultees where appropriate. 	<ul style="list-style-type: none"> • Re-notify neighbours if revisions will constitute a material change 	
What the Development Control process currently does above the statutory minimum requirements	<ul style="list-style-type: none"> • Provides the opportunity for pre-application discussions on all planning applications • Sets out guidance in Supplementary Planning Guidance (SPG) • Produces leaflets and website information • Puts the Council's planning policies on the website 	<ul style="list-style-type: none"> • Planning applications are available to view at the Civic Centre and on-line on our web site • A list of all applications received, is published on-line weekly • Provision of comment forms online • Case officers are available to assist and advise applicants and members of the public • For major, controversial or other applications in the public interest, we carry out more extensive neighbour notification and display more than one site notice 		<ul style="list-style-type: none"> • Provide the Planning Applications Committee agendas and minutes on our website • Notify those who have made comments on an application of the decision in writing • Allow the applicant/agent and the public to speak at Planning Committee meetings • Minutes of meetings and copies of decision notices may be viewed online on our website
The Development Control process aims for the future	<ul style="list-style-type: none"> • To encourage more pre-application discussions on significant, minor and listed building/ conservation area applications • Encourage more pre-application discussions, especially with developers of large schemes and encourage developers to show their proposals to the public via public meetings/providing leaflets showing proposals/provide information at the development site/ exhibitions/area forums etc, prior to submission. • Encourage major developers to submit a consultation statement setting out the details of and changes arising from pre-application discussions 	<ul style="list-style-type: none"> • All background papers to be able to be viewed online as well as the application details 		

Table 6 Pre-Application Consultation - Summary

Type of Application	Suggested Consultation
<p>All Applications</p> <p>For most types of applications (which can include changes of use, works to listed buildings, display of advertisements, and extensions to domestic properties)</p>	<p>Applicants are encouraged to discuss draft proposals with neighbours and other interested parties prior to finalisation and submission of application</p>
<p>Applications for one or more of the following</p> <ul style="list-style-type: none"> • For dwellings – where 10 or more are to be constructed, or if the number is not known the site exceeds 0.5 hectares. • For all other uses – where the floorspace will be 1000 square metres or more, or the site exceeds 1 hectare. (Floorspace is defined as the sum of the floor area within the building.) • Developments requiring an Environmental Impact Assessment. • Proposals that are a departure from the adopted Development Plan. • Any proposal that the Council believes to be controversial or will attract significant community interest. • Development proposals affecting a Conservation area or a Listed Building. 	<p>Applicants are invited to discuss with the Council at an early stage the nature and scale of appropriate pre-application consultation.</p> <p>Depending on the nature and scale of the proposals, developers will be encouraged to undertake consultation utilising some or all of the following methods:</p> <ul style="list-style-type: none"> • Carry out local publicity (by notifying residents/businesses by letter/local newspaper adverts / leaflet stating where they can find out more factual information about the proposed development). • Arrange at least one public event at a venue on or as near to the site as possible (i.e. an open day, exhibition, meeting, or focus/discussion group). • Contact community representatives/organisations to find out what their views are. (Borough Councillors whose wards include or adjoin the application site and local Parish Council(s) should also be informed. However, the Council's Code of Conduct prevents any Borough Councillor from expressing any views on specific proposals at this stage as they must remain impartial until any planning application is formally presented to the Planning Applications Committee). • Other specific and appropriate methods utilising emerging technologies and good practice. <p>On submission of the planning application, the applicants will be expected to submit a supporting statement describing the extent of community involvement undertaken, any outcomes, and how the views of the community have been taken into account in the development of the scheme.</p>

6 Resource Implications

6.1 We recognise that many of the techniques are resource intensive and this document aims to strike a balance between meeting the objectives of community involvement and the resources available to undertake such techniques.

6.2 The resources needed to carry out the programme for community involvement as outlined in this Statement of Community Involvement include officer time, production and venue costs for any exhibitions and workshops, together with the costs of any outside consultants or facilitators. The following ways are to be used to achieve cost-effective community involvement:

- Corporately, we will aim to ensure that wherever possible consultation on the Local Development Framework takes place in tandem with other consultation exercises in order to avoid “consultation fatigue”, make best use of available resources, and link with the Sustainable Community Strategy consultation exercises.
- The Local Development Framework is the main mechanism for delivering the land use and spatial elements of the Sustainable Community Strategy, and we will work with the Local Strategic Partnership to ‘double-up’ with consultation on the Sustainable Community Strategy wherever the opportunity arises.
- Making effective use of the Planning Portal (currently the Local Plan is available on this site: [Planning Portal](#)) and use of Planning Aid North West (see Chapter 8).

6.3 Using the most appropriate and efficient method available at the time.

6.4 We will, wherever possible, maximise the use of email and the Internet to encourage consultees to make use of the Council’s website.

6.5 We will be able to receive representations in written or email form and there will also be an on line consultation facility. Telephone representations cannot be taken into consideration.

7 Review of the Statement of Community Involvement

7.1 It is our intention to review the Statement of Community Involvement when necessary having regard to any particular problems or successes that we experience in consulting on the Local Development Framework. This will mean that certain consultation techniques that have been tried and have not been successful will be dropped and other tools and processes used in their place.

7.2 Attention will be paid to any emerging best practice guidance and/or changes in legislation that have been put in place since the initial publication of the Statement of Community Involvement.

Potential Triggers for Review

7.3 Potential triggers for reviewing the Statement of Community Involvement will include:

- New Government Guidance;
- Particular experience of implementing adopted Statement of Community Involvement;
- Comments received from the public and other organisations; and
- Desire to adopt new best practice.

8 Planning Advice

8.1 Planning advice can be obtained from a number of sources, including the Council, Planning Aid and private planning agents and consultants.

Council Advice

8.2 Planning officers are available throughout the day to advise on Council policies or to answer queries about individual planning applications.

The Planning Policy Team and Development Control service can be contacted on:

Connect Wyre Tel: 01253 891000.

Email: Planning@wyrebc.gov.uk

8.3 Planning officers are unlikely to be available without a prior appointment and will not give advice on legal matters, site searches or the availability of alternative sites (but may advise on the relative sustainability of alternative locations for development).

Planning Aid

8.4 Planning Aid North West provides free, independent and professional planning advice and support to individuals and communities who cannot afford professional fees. It complements the work of Local Planning Authorities, whilst remaining totally independent. Planning Aid helps to meet one of the key aims of the government's planning reform agenda, which is to place community engagement at the heart of the planning system. The main groups which are targeted are disadvantaged groups including disabled people, ethnic minorities and other hard to reach groups as specified in this Statement of Community Involvement.

8.5 Planning Aid North West is supported by the Royal Town Planning Institute and the Department of Communities and Local Government. It works to further widen community engagement in the planning process and to give an equal voice to all those involved in planning. It provides help in understanding how the planning system works, how to prepare plans for the future of the community and how to comment on planning applications.

You can find out more by:

- Calling the Advice Line on 0870 850 9804
- By emailing: nwco@planningaid.rtpi.org.uk

By going to: [Planning Aid](http://www.planningaid.rtpi.org.uk) [www:planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

Planning Consultants and Agents

8.6 A number of independent planning consultants and planning agents operate locally and across North West England, who will charge a fee for their time and advice. To retain impartiality, Council officers are unable to make individual recommendations. A list of consultants accredited by the Royal Town Planning Institute can be viewed at [RTPI](http://www.rtpi.org.uk) www.rtpi.org.uk.

Appendix A Description of Local Development Documents

Process Documents

Statement of Community Involvement (SCI): A document setting out the standards that we hope to achieve to involve the community in the preparation, alteration and continuing review of all local development documents and consultation on significant planning applications.

Local Development Scheme (LDS): This document spans a three-year period and incorporates the preparation of Wyre's Local Development Framework. It outlines the new documents that the Council will prepare and the timetable for their preparation.

Policy Documents

Core Strategy: This document will set out the key objectives of the planning framework for Wyre. It is a spatial vision that will be led by sustainable development principles and will contain spatial objectives, policies and a monitoring and implementation framework for the Borough. All Development Plan Documents must be in conformity with the Core Strategy.

Proposals Map: The proposals map will illustrate the policies and proposals contained in the Development Plan Documents. The Proposals Map should be a separate document and should be updated as and when each new Development Plan Document is produced.

Area Action Plans (AAPs): A planning framework for a specific area of major change and areas of conservation. They focus on a particular geographical area where there is a significant development opportunity, to promote development and regeneration or where an area is particularly sensitive to change.

Site Allocations: The allocation of land for specific uses e.g. housing, employment, retail and recreation and tourism must be set out in Development Plan Documents.

Supplementary Planning Documents (SPDs): These do not form part of the statutory development plan for the Borough but are a material consideration in the determination of any planning application to which they relate. The intention is to provide extra detail on policies within Development Plan Documents and can include for example , Extending Your Home SPD. They provide a planning framework for specific areas of major change and areas of conservation. They can also be topic based allowing key issues for example affordable housing to be addressed.

Appendix B List of Consultation Bodies

B.1 The SCI explains that the Council is committed to consulting with “the local community” in its broadest sense, and seeks to identify its key components, including hard to reach groups. As explained, advice on the relevant bodies that the Council should consult is set out in The Town and Country Planning (Local Development) (England) Regulations 2004 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and 2009.

B.2 Based on this advice, the organisations that are likely to be consulted are shown in the list below. The list is meant to give examples for illustrative purposes. It is not exhaustive and will be kept under constant review.

B.3 Statutory consultees will automatically be consulted. The Council will consult with non-statutory bodies that the Council considers are likely to be affected by the subject matter of the LDD, together with bodies and organisations that have expressed an interest in being consulted.

B.4 There is also a requirement to consult various specific statutory consultees on different types of development proposal, as appropriate. In addition, there are various other bodies, interest groups and organisations, who may have interests in specific types of development or development locations.

Table 7

Specific Consultation Bodies	
4NW	Myerscough & Bilsborrow Parish Council
Barnacre-with-Bonds Parish Council	Nateby Parish Council
Barton Parish Council	National Grid
Blackpool Borough Council	Natural England
Bleasdale Parish Council	Nether Wyresdale Parish Council
Bowland Forest High Parish Council	Network Rail
BT Plc	North Lancashire Primary Care Trust
Cabus Parish Council	North West Development Agency
Catterall Parish Council	North West Water
Chipping Parish Council	Npower
Claughton Parish Council	Npower renewables
Cockerham Parish Council	Out Rawcliffe Parish Council
Coal Authority	Overton Parish Council
Ellel Parish Council	Over Wyresdale Parish Council
Elswick Parish Council	Parish & Town Council Steering Group
English Heritage	Pilling Parish Council
Environment Agency	Powergen/Eon UK PLC
Forton Parish Council	Preesall Town Council
Fleetwood Parish Council	Preston City Council

Specific Consultation Bodies	
Fylde Borough Council	Ribble Valley Borough Council
Garstang Town Council	Secretary of State for Transport
Goosnargh Parish Council	Scottish Power
Great Eccleston Parish Council	Singleton Parish Council
Hambleton Parish Council	Staining Parish Council
Highways Agency	Stalmine with Staynall Parish Council
Inskip-with-Sowerby Parish Council	Telewest Broadband Communications
Kirkland Parish Council	Transco NW
Lancashire Constabulary	Treales, Roseacre and Wharles Parish Council
Lancashire County Council	United Utilities
Lancaster City Council	Upper Rawcliffe with Tarnacre Parish Council
Little Eccleston-with-Larbreck Parish Council	Virgin Mobile
Mobile Operators Association	Winmarleigh Parish Council
	Woodplumpton Parish Council

Government Departments:

- Government Office North West (GONW) *in the first instance*;
- Other government departments as appropriate

General Consultation Bodies:

- Voluntary Bodies active within the authority's area
- Bodies which represent interests of different racial, ethnic or national groups within the area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled persons in the authority's area; and
- Bodies which represent the interests of persons carrying on business in the authority's area.

A full list of the contacts on the Council's database can be viewed on the Council's website [Wyre Borough Council](#)

Contact details, for inclusion in the Council's contact database, should be sent to:

Planning Policy Team, Wyre Borough Council, Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire, FY6 7PU.

E-mail: planning@wyrebc.gov.uk

Appendix C Glossary

Glossary of Terms and Abbreviations

Area Action Plan (AAP): A development plan document covering specific parts of a district. They focus on the implementation of policies for key areas of opportunity, change or conservation.

Annual Monitoring Report (AMR): A report on how the Council is performing in terms of the Local Development Framework. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.

Core Strategy (CS): Sets out the long-term vision for the district and provides the strategic policies and proposals to deliver that vision.

DCLG (Department for Communities and Local Government): The Government department responsible for planning matters.

Development Plan Document (DPD): A document setting out the Council's planning policies and proposals that form part of the Local Development Framework. They are subject to community involvement, consultation and independent examination. A sustainability appraisal is required for each development plan document.

Local Development Document (LDD): Any document within the Local Development Framework. They comprise Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF): This is the term given to the new system of local development documents (LDDs), which will replace the existing Local Plan. Together the LDDs provide the Local Planning Authority's land use and spatial policies for the district.

Local Development Scheme (LDS): A three year programme which shows the local development documents to be produced and the timetable for their production.

Planning Inspectorate (PINS): The Government agency responsible for scheduling independent examinations. PINs employ the planning inspectors who sit on independent examinations.

Planning Policy Guidance (PPG): A series of documents setting out the Government's national land use planning policies e.g. housing, transport, and employment. They are currently being replaced by Planning Policy Statements.

Planning Policy Statement (PPS): A series of documents setting out the Government's national land use planning policies that will replace the previous Planning Policy Guidance notes.

Proposals Map: A separate Local Development Document which illustrates on an Ordnance Survey base map all the policies and proposals contained in the development plan documents (DPD) and 'saved' policies. It must be revised each time a DPD is submitted to the Secretary of State.

Regional Spatial Strategy (RSS): The North West of England Plan Regional Spatial Strategy (September 2008) (RSS) is a document, published by the Secretary of State, which provides a framework for how the region will develop over a period of fifteen to twenty years and forms an integral part of the Development Plan.

Spatial Planning: Includes economic, social and environmental issues as well as the physical aspects of location and land use.

Sustainability Appraisal (SA): These are required under national legislation for emerging policy and include consideration of social and economic impacts as well as impacts on the environment. The Council's Local Development Scheme incorporates Strategic Environmental Assessments into the definition.

Statement of Consultation/Statement of Compliance: A report or statement issued by local planning authorities explaining how they have complied with their Statement of Community Involvement during consultation on Local Development Documents.

Statement of Community Involvement (SCI): A document which sets out how the Council will consult and involve the public in the production of the Local Development Framework. It also applies to development control applications.

Strategic Environmental Assessment (SEA): This assesses the effects of certain plans and programmes on the environment as required by European legislation. Wyre Borough Council is preparing a combined SEA and Sustainability Appraisal.

Statutory Development Plan: Consists of the Regional Spatial Strategy and development plan documents. The starting point for the determination of planning applications.

Supplementary Planning Document (SPD): This is a local development document which provides additional advice and information relating to a specific policy or proposal in a development plan document (DPD). It does not have DPD status and will not be subject to independent examination.

Sustainable Community Strategy (SCS): The SCS is a framework for delivering sustainable communities over the next 15-20 years. They aim to deliver places where people want to live and work, now and in the future.

NB. The above glossary sets out the commonly used abbreviations for the different parts of the new Local Development Framework System. However, in order to avoid confusion by the use of numerous abbreviations, full titles are used throughout the rest of the document.