

Subject:	Statement of Community Involvement and Local Development Scheme Updates	Status:	For Publication
Report to:	Council	Date:	17 th December 2014
Report of:	Planning Manager	Portfolio Holder:	Operational Services and Development Control
Key Decision:	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	Yes/No	Attached: Yes/No
Biodiversity Impact Assessment	Required:	Yes/No	Attached: Yes/No
Contact Officer:	Adrian Smith-Principal Planner	Telephone:	01706 252419
Email:	adriansmith@rossendalebc.gov.uk		

1.	RECOMMENDATION(S)
1.1	That the draft Local Development Scheme be adopted as the Council's timetable for Local Plan preparation. The Statement of Community Involvement should also be adopted as the Council's approach to consultation on planning issues, subject to feedback from public consultation.
1.2	All future minor amendments to be delegated to the Director of Business in consultation with the Portfolio Holder.

2. PURPOSE OF REPORT

- 2.1 To inform and seek Council approval for proposed changes to the timetable for the Local Plan and to show how we will undertake consultation on planning matters

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **Regenerating Rossendale:** This priority focuses on regeneration in its broadest sense, so it means supporting communities that get on well together, attracting sustainable investment, promoting Rossendale, as well as working as an enabler to promote the physical regeneration of Rossendale.
 - **Responsive Value for Money Services:** This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.
 - **Clean Green Rossendale:** This priority focuses on clean streets and town centres and well managed open spaces, whilst recognising that the Council has to work with communities and as a partner to deliver this ambition.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

Statement of Community Involvement

- As the current document is out of date there is a risk of the Council being challenged at the "Lives and Landscapes" Examination in Public for not undertaking consultation in a legally acceptable manner. The current document does not reflect legislative changes and good practice.

Local Development Scheme

- The Local Development Scheme is now out of date because of the need to undertake an additional consultation. This needs to be addressed to provide an up to date timetable that meets relevant legal requirements.

5. BACKGROUND AND OPTIONS

5.1 *Local Development Scheme*

The Local Development Scheme (LDS) sets out the timetable for preparation of the Local Plan and the milestones within this. The current LDS was adopted in July this year. The current LDS includes an intention to consult on a first draft of the Site Allocations and Development Management Development Plan Document (Local Plan Part 2) this November/December and a final draft next June/July. Adoption was scheduled for January 2017.

5.2 Preparation for the site allocation consultation was fairly well advanced when an objection was received on the content of the Council's responses to the Green Belt Review that were published in July. Reference should not have been made to wider concerns which had not been identified in the published criteria for assessing the proposed changes to the Green Belt. For example, although flooding and access are planning considerations they do not concern whether land should be included or excluded from the Green Belt. Cabinet resolved in October 2014 to re-consult on the Green Belt changes only and the re-consultation also includes a landscape assessment. The consultation on this is ongoing and is scheduled to finish on 23rd December.

5.3 The decision to re-consult has meant that there has been a "knock-on effect" and the scheduled consultation on the first draft Plan has had to be cancelled. This created a situation where it became necessary to revise the LDS. Two options are available:

1. Continue consultations on a First and Final Draft Plan. Due to the restrictions in place during the election period the earliest date this could occur would be next June 2015, effectively delaying the whole Plan preparation process by approximately 8 months if the remainder of the existing timetable was adhered to, with adoption then anticipated for autumn 2017.
2. Consolidate the first and second draft consultations into one extensive consultation next summer. This would avoid slippage in the timetable and allow the current January 2017 target date for adoption to be retained.

5.4 Delaying the timetable would have the benefit of increasing the amount of consultation opportunities. However delays in the timetable would significantly increase the risk of planning applications being submitted prematurely and approved on appeal because the Council was unable to demonstrate a supply of suitable sites. Option 2 is therefore recommended with the LDS revised accordingly.

5.5 *Statement of Community Involvement*

The current Statement of Community Involvement (SCI) dates from December 2010. There have been a number of changes in the legislation since then including the Localism Act 2011, amended Regulations for preparing Local Plans (2012), adoption of the Core Strategy (November 2011) and changes to the development control process such as Prior Notification requirements for certain classes of development. Social media has also

become an increasingly important form of communication with advent and growth of Twitter and Facebook in particular.

- 5.6 The SCI has been completely revamped both to take into account the changed context and also to make it a shorter, more concise document. It has been prepared in such a way as to ensure that all legal requirements are met and that different forms of communication are encouraged. A refresh of the Development Control Customer Charter has also been undertaken. The revision of the SCI helps to ensure that the Council can demonstrate that it is meeting all its legal responsibilities, is seeking to engage pro-actively but is doing so in such a way as to provide sufficient flexibility to deliver consultation within the staff and financial resources available. The document will be subject to public consultation and small scale changes may need to be made following this.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

- 6.1 Any financial implications arising will be contained within existing budget resources.

7. MONITORING OFFICER

- 7.1 No additional comments.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

- 8.1 The “Lives and Landscapes” Local Plan Part 2 document will not only identify sites for development (and protection) but will also include a range of development management policies. It is therefore important to bring the document forward to support decision making on all types of planning applications and the LDS reflects these priorities.
- 8.2 The SCI has an important role in ensuring that all groups in the community have an opportunity to comment on planning applications and the Development Plan. Local authorities need to have regard to the Public Sector Equalities Duty, as referred to in the Equalities Act 2010, in respect of engaging with people with “protected characteristics”. Ensuring the SCI is up to date will help ensure that the Council has due regard to this statutory duty in terms of public consultation on emerging planning documents and applications. Internal consultations have been carried out with corporate support and the People and Policy team. A public consultation of at least 4 weeks will be undertaken on the content of the SCI.
- 8.3 The contents of this report have been previously agreed with the Portfolio Holder for Operations and Development Control

9. CONCLUSION

- 9.1 The updated Local Development Scheme will enable the authority to progress Local Plan Part 2 “Lives and Landscapes” in order to still achieve adoption by January 2017. Delaying the preparation of the document would increase the risk of development occurring in places that the Council has not prioritised.
- 9.2 An updated Statement of Community Involvement will enable the Council to reflect the latest legal situation and take on board current good practice.

Background Papers

Document	Place of Inspection
<ul style="list-style-type: none">• Statement of Community Involvement• Local Development Scheme	One Stop Shop, Bacup The documents will also be place on the website and in public libraries

INITIAL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Statement of Community Involvement	
Lead Officer Name(s) & Job Title(s) :	Adrian Smith-Principal Planner	
Department/Service Area:	Planning	
Telephone & E-mail Contact:	01706 252419	
Date Assessment:	Commenced: 05/12/14	Completed: 05/12/14

We carry out Equality Impact Assessments (EIAs) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. Overview

The main aims/objectives of this policy¹ are:
<p>To update the existing Statement of Community Involvement (2010) to reflect legal changes and advances in the use of electronic media.</p> <p>To identify the main methods that will be utilised when consulting the public on planning matters (local planning and development control).</p> <p>The SCI includes consultation methods designed to reach all groups including ‘hard to reach’ groups.</p>

(Refer to **EIA Guidance** for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

Date of Review²:

[To be completed by Lead Officer]

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

² This date will be set on an annual basis as default for review unless otherwise specified by you.

Responsible Section/Team		Version	
Responsible Author		Due for review	
Date last amended		Page 1 of 3	

2. Equality Impact

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
Age	Older people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Younger people and children	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Pregnancy and Maternity		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	White British	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Gypsies & Travellers	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Belief or Religion		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Sex	Women	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Sexual Orientation	Gay men, gay women / lesbians and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Marriage and Civil Partnership (employment only)		<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Contribution to equality of opportunity		<input checked="" type="checkbox"/>	<input type="checkbox"/>	All groups are provided with a broader range of choices for participating in the planning process.	<input type="checkbox"/>
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	By promoting wider opportunities for engagement in the planning process it increases the ability of individuals and groups to engage and to hear each other's views.	<input type="checkbox"/>
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provides individuals with opportunities to comment on planning issues such as	<input type="checkbox"/>

Responsible Section/Team		Version	
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Date last amended		Page 2 of 3	

Equality	Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
documentID=251			those that affect their living conditions or family life. All Council decisions /actions will be taken in compliance with the Human Rights Act 1998.	

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Local Development Scheme and Proposals Map Timetable (October 2014 Revision)

Green Belt Boundary Re-consultation	Draft Plan	<i>Publication</i>	<i>Submission to Planning Inspectorate</i>	<i>Examination in Public</i>	<i>Inspector's Report</i>	<i>Adoption by Council</i>
Nov/Dec 2014	Jun/July 2015	Nov/Dec 2015	March 2016	July 2016	Nov 2016	Jan 2017

DPD Preparation Stages and alignment with Town and Country Planning (Local Planning) (England) Regulations 2012			
Public Participation (Regulation 18)		Examination in Public (Regulations 23 & 24)	
Publication of the DPD and Representations (Regulations 19 & 20)		Inspectors Report (Regulation 25)	
Submission of the DPD (Regulation 22)		Adoption (Regulation 26)	

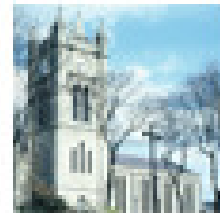
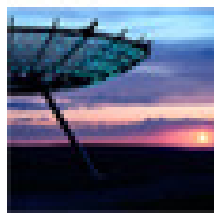
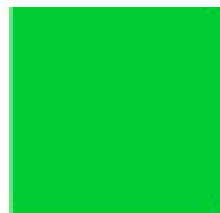
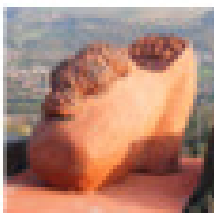
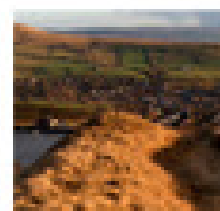
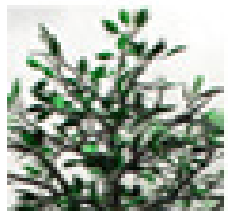
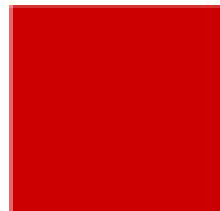
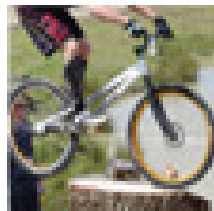
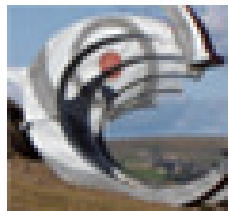
The table above shows the timetable for the preparation of the Site Allocations and Development Management DPD and associated revisions to the Proposals Map, through to adoption at the start of 2017.

The Council has commissioned a Market Demand and Viability Assessment as part of the preparation of the Plan. This will inform the decision as to whether to prepare a Community Infrastructure Levy (CIL) Charging Schedule but no final decision has been made on CIL.

Statement of Community Involvement 2014

Forward Planning Team

December 2014



Other formats are available.
Please call 01706 217777 or
visit our One Stop Shop at
Futures Park, Bacup.

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1. Introduction

1.1 What is the Statement of Community Involvement?

This Statement of Community Involvement (SCI) sets out how you can get involved in the planning process including the preparation of local planning policies and decisions on planning applications.

The previous version of the SCI was adopted in 2010 and this review is necessary to reflect changes in planning legislation and guidance including the introduction of the Localism Act 2011, the National Planning Policy Framework (2012) and the Town and Country Planning (Local Planning) (England) Regulations 2012. This review will also reassess our consultation practices to ensure we continue to consult effectively.

1.2 Changes to the planning system

The Localism Act 2011 introduced the 'duty to co-operate' which requires planning authorities to work with neighbouring authorities and other public bodies on strategic issues and empowers communities to have greater influence on how plans for their area are drawn up.

The National Planning Policy Framework (NPPF), published in March 2012, replaces all previous Planning Policy Guidance and Planning Policy Statements. The NPPF encourages consultation at key stages as we prepare planning policy documents and before decisions are made on planning applications.

The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out how the Local Plan and other supporting documents must be prepared.

The update of the SCI reflects these legislative and policy changes.

1.3 The Council's approach to community involvement

The SCI sits within the Council's existing approaches to community involvement. It sets out the Council's position on consultation with respect to planning documents and this is only one element of the Council's approach to consultation. Active partnership working exists on a range of related topics such as public health.

The Council works in partnership with Neighbourhood Forums across the Borough covering the areas of Whitworth, Bacup, Rawtenstall and Haslingden. Membership of the forums is made up of representatives of the local community, ward councillors and partners such as the police, health service and Lancashire County Council. The role of the Neighbourhood Forums is to work together to jointly address issues of concern to our communities and they are involved in the preparation of the Local Plan and other supporting documents.

2. The Local Plan and supporting documents

2.1 What are the Local Plan and supporting documents?

Local Plan documents

Rossendale's Local Plan sets out the spatial vision and planning policies for Rossendale. Local Plan documents include the Core Strategy, Site Allocations and Development Management Policies document and Adopted Policies Map (sometimes referred to as the Proposals Map). These documents go through consultation and if found sound by an Independent Inspector after a public examination are adopted by the Council. Local Plan documents therefore have statutory weight and are the principal consideration against which planning applications will be determined.

The Council's **Core Strategy** was adopted on 8th November 2011 and sets out the strategic priorities and development strategy for Rossendale for the next 15 years,

up to 2026. The Core Strategy identifies the general areas where development will take place, and how much there will be, as well as how Rosendale's built heritage and natural landscape will be protected and enhanced.

Work is currently underway on the second part of the Local Plan, the **Site Allocations and Development Management Policies document** called "Lives & Landscapes". The document will designate land and buildings for future uses such as housing and employment and will also set out what new developments should look like, how they should be constructed as well as how they should fit in with their surroundings.

Work is also currently ongoing to update the **Adopted Policies Map** which illustrates how policies and proposals in the Local Plan will apply in different locations. The 1995 Proposals Map has been amended to take account of some Core Strategy policies and will be further amended by the forthcoming Site Allocations and Development Management document.

Supporting documents

A **Sustainability Appraisal** is being undertaken and is an integral part of preparing the Local Plan to assess the environmental, economic and social effects of proposals. Its preparation is intended to be iterative with the Local Plan and will inform the policies as they are being prepared.

Additional planning policy documents that we need to prepare, which are subject to public consultation but which are not publicly examined include the Authority Monitoring Report (AMR), the Local Development Scheme (LDS), the Statement of Community Involvement (SCI) and Supplementary Planning Documents (SPDs). As these documents are not tested by an Independent Inspector they do not have the same statutory weight as the Local Plan and essentially provide additional advice or guidance to support the Local Plan, and the plan-making process.

The **Authority Monitoring Report** (AMR), previously known as the Annual Monitoring Report, is produced annually and monitors progress in preparing the Local Plan. The AMR also monitors the implementation of the adopted policies, reporting on the targets set, for example, in the adopted Core Strategy.

The **Local Development Scheme** (LDS) sets out the timetable for preparing the Local Plan documents and identifying dates for key milestones. This is kept up-to-date and can be viewed at <http://www.rossendale.gov.uk/lds>.

The **Statement of Community Involvement** (SCI) sets out how we involve the community in the planning process including the preparation of local planning policies and decisions on planning applications.

Supplementary Planning Documents (SPDs) provide more detail about policies in the Local Plan and may take the form of design guides, development briefs or a master plan. We have produced SPDs on a range of topics such as alterations and extensions to residential properties, the conversion and re-use of buildings in the countryside and shop front design.

Neighbourhood Plans were introduced under the Localism Act of 2011 and are prepared by local communities for their neighbourhood area. The plans are taken forward by the neighbourhoods themselves although there are parts of the process where the Local Planning Authority would provide assistance. Specific legislation¹ applies to the development of Neighbourhood Plans, including the composition and establishment of the Neighbourhood Forum (where there is no Parish) and designation of the area which the Plan will cover. Neighbourhood Plans are subject to an independent examination and referendum.

Under the Community Infrastructure Levy (Amendment) Regulations 2014, the Council may introduce a **Community Infrastructure Levy (CIL) Charging Schedule** which is a funding mechanism for Local Authorities to help deliver

¹ The Neighbourhood Planning (General) Regulations 2012

infrastructure to support the development of their area, however no final decision has yet been made on this.

Other documents may be brought forward in time and will be identified in the Local Development Scheme as appropriate.

Further information on the Local Plan and other supporting documents is available on the Planning Policy pages of the Council's website at www.rossendale.gov.uk.

2.2 When can I get involved in the Local Plan and supporting documents?

You can get involved in the preparation and development of each of the planning policy documents we produce.

Table A (page 10) sets out the different stages in preparing our Local Plan documents and the opportunities to get involved. These documents include the Core Strategy, the Site Allocations and Development Management Policies document and the Adopted Policies Map. The Sustainability Appraisal is also prepared using the same stages and there are similar opportunities to get involved. These documents will be updated in time, and additional documents may also be prepared. All updates will be reported in the Local Development Scheme.

Table B (page 11) sets out the stages in preparing the SCI and Supplementary Planning Documents.

The Authority Monitoring Report and the Local Development Scheme are not subject to formal consultation but are published and available for the public to view, they are also reported to Members.

2.3 Who will we consult?

We are committed to involving all stakeholders in developing planning policies for Rossendale. These groups include:

- statutory consultees
- residents
- businesses
- developers, agents and landowners
- Neighbourhood Forums
- Whitworth Town Council
- local interest groups
- local community and amenity groups
- 'hard-to-reach groups'
- central, and local government departments
- national and county bodies and organisations

Details of all the organisations and individuals that we consult are held in our consultation database which is kept up-to-date. Any individual or group can ask us to add their contact details to the database so they can be kept informed of progress and consulted on emerging documents.

By law, we must consult certain organisations through the Local Plan process. Appendix 1 sets out the list of organisations we are required to consult.

To help ensure we involve as many people as possible, where appropriate, we will consult the Neighbourhood Forums across Rossendale which cover the areas of Whitworth, Bacup, Rawtenstall and Haslingden.

Alternative methods of communication may be required to engage with 'hard-to-reach' groups including elderly and young people, people with disabilities, rural and travelling communities and ethnic minority groups.

Table A: Stages in the preparation of Local Plan documents (including Core Strategy, Site Allocations and Development Management Policies document and Adopted Policies Map) and Sustainability Appraisal and opportunities to get involved

Stage	What is it?	Opportunities to get involved
1. Evidence Gathering (Regulation 18) ²	This includes surveys, informal discussions with relevant bodies and researching Government policy and advice to ensure our evidence base is robust and up-to-date. This will enable issues and options to be identified to address needs.	Not normally at this stage. Any consultation will be targeted to obtain factual and / or scientific data about certain topics and / or issues, or to test assumptions. Typical evidence base documents include the Strategic Housing Market Area Assessment (SHMAA), Local Plan Viability work etc.
2. Production (Regulation 18)	This stage includes consultation on draft documents. We will invite comments during a specified time period. Once consultation is completed, responses will be analysed and amendments made as appropriate during this 'pre-submission' stage.	Yes, consultations on draft documents are the main opportunities to comment on and influence the content of the plan.
3. Publication (Regulation 19)	A 'pre-submission publication' version of the document will be prepared and this will be made available for public consultation for six weeks. Comments at this stage should relate to legal and procedural matters. All comments will be sent to the appointed Inspector during the Examination to inform the Examination in Public. Responses will be recorded. This is the start of the formal statutory consultation process, and the Publication version represents the document that the Council would wish to adopt.	This stage is more concerned with how we have used the evidence to inform the options and conclusions made. It focusses on legal and procedural matters rather than the content of the document. General comments and representations should have been made during the production stage.
4. Submission & Independent Examination (Regulation 19)	The 'Submission' version of the document will be sent to be independently examined by an appointed Independent Planning Inspector. At the Examination the Inspector will consider all representations received during the Publication stage. The Inspector will recommend changes to the document in a non-binding report issued to the Council. Only minor amendments, such as correcting typographical errors, can be made by the Council. If the Council proposes to make substantial changes which aren't in line with the Inspector's recommendations, further consultation will be required.	Yes. You can watch the Examination in Public and might be contacted by the Inspector to give evidence if you have previously made comments or asked to attend certain sessions to discuss your representation. No new / further representations can be made at this stage and the decision to discuss particular topics and call certain people to speak is up to the Inspector.
5. Adoption	We will take account of the recommendations in the Inspector's report, make the necessary amendments and adopt the document. The adopted document and the Inspector's report will be published and publicised.	No. All comments and representations will have already been received and taken into consideration.

² The 'Regulations' refer to the Town and Country Planning (Local Planning) (England) Regulations 2012

Table B: Stages in the preparation of the Statement of Community Involvement and Supplementary Planning Documents and opportunities to get involved

Stage	What is it?	Opportunities to get involved
1. Evidence Gathering	This includes surveys, informal discussions with relevant bodies and researching Government policy and advice to ensure our evidence base is robust and up-to-date. This will enable issues and options to be identified to address needs.	Not normally at this stage. Any consultation will be targeted to obtain factual and / or scientific data about certain topics and / or issues, or to test assumptions.
2. Production	This stage includes consultation on draft documents. We will invite comments over a minimum period of four weeks, or as prescribed in the appropriate Regulations.	Yes, consultations on draft documents are the main opportunities to comment on and influence the content of the plan.
3. Adoption	Responses will be analysed and amendments made. The final document will be published and publicised.	No. All comments and representations will have already been received and taken into consideration.

Table C: Examples of methods to be used to consult on Local Plan documents

Method	Why Use it?	Benefits	Weaknesses	Resource Implications	Documents that we expect to consult on using this technique
Formal newspaper advertisement	<ul style="list-style-type: none"> • Good practice. • To publicise by formal notice that documents are available for inspection. 	To provide the public with formal notice of commencement of public participation.	May not be the most inclusive method for some hard to reach groups e.g. ethnic minorities. In addition a significant number of the population do not read papers.	Staff time and cost of placing the notices.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Letters or emails to statutory bodies and other general consultees	<ul style="list-style-type: none"> • Regulatory requirement. • Notify all relevant bodies on the consultation database. 	Good for targeting specific groups directly.	Implications on staff time.	Staff time and cost of postage for letters.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Consultation documents available for inspection at LPA offices and other public buildings	<ul style="list-style-type: none"> • Regulatory requirement. • Making documents available for inspection at the Council's One Stop Shop and other public buildings viewed as appropriate. 	To meet the minimum requirements by ensuring that documents are available for inspection.	This method does not actively reach out to certain sections of the community i.e. the housebound.	Cost of printing documents for inspection.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal • Authority Monitoring Report • Local Development Scheme • Statement of Community Involvement • Supplementary Planning Documents
Web Site	<ul style="list-style-type: none"> • Regulatory requirement. • The webpage will be used to advertise the 	Meets regulatory requirements. An excellent source of information for access at home and other locations. It is the	Not all stakeholders will have access to the internet.	Staff time in training and then uploading document and keeping the webpage up-to-date.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal

	consultation on the Local Plan, and the opportunity to comment online and download all documents relevant to the specific consultation and Local Plan in general.	preferred media of younger people. Frees up staff time.			<ul style="list-style-type: none"> • Authority Monitoring Report • Local Development Scheme • Statement of Community Involvement • Supplementary Planning Documents
Emails (including formal notification of consultations)	Provides opportunity for people to be informed and signposted to further information.	Quick way of keeping people up-to-date. Reduces the cost of postage. Promotes a two way flow of information.	Not all stakeholders have access to email.	Staff time.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Other electronic media (e.g. twitter, facebook)	Especially effective for engaging younger sectors of the population and those who don't engage in traditional consultations.	Can provide useful feedback and result in the discussion being passed onto wider contacts.	Can result in abusive tweets or comments and wider general criticisms of Council that are time consuming to answer. Potential for abusive / discriminatory language to be put in public domain, associated with the Council.	Needs staff time to post and monitor responses.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Local Media (i.e. newspaper articles, free papers and radio)	Effective method of reaching a wider community audience.	Could help to raise awareness of local events and opportunities to become involved.	Again, local newspapers may not be accessed by many stakeholders, especially hard to reach groups. Local radio covers whole of Lancashire.	Staff time and cost of advertisement.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal

Leaflets / Brochures	Useful for targeting specific areas and groups with summarised information and signposting.	Effective way of summarising information in a concise 'reader friendly' manner.	Can only provide a limited amount of information.	Staff time in preparation and distribution plus printing costs.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Notices of consultations on lamp-posts	Useful for raising awareness in areas potentially impacted by development.	Is a useful supplementary method of raising awareness for interested members of the public.	Provides limited information. Can be damaged on site and only a limited number of people read such notices.	Staff time in putting up notices.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Public Exhibitions	Provides further opportunity for targeting audiences with summarised information and signposting people to further information.	Provides a method of effectively out reaching to stakeholders.	Displays must be kept up to date in order to provide correct information. May be difficult to engage hard to reach groups. Staff time in preparing and presenting display. Need to identify appropriate space / location for exhibition.	Staff time and cost of exhibition material.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
Formal written consultation / community surveys	Responses can help identify key interests and groups with consultation structured around key issues.	A good way to introduce the main issues. Surveys can be measured on a statistical basis to provide a more accurate summary of comments and feedback. Can be important for specific consultations on individual topics.	Surveys can be time consuming and require proper planning and analysis in order to be effective. Some stakeholders can be 'put off' by these more formal processes.	Staff time and cost of materials; computer resources.	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal

<p>One-to-One meetings with individual stakeholders, statutory consultees, community group representatives, developers and consultants</p>	<p>Provides opportunity for detailed discussions to be undertaken on general or specific issues.</p>	<p>Can help to clarify matters of concern or uncertainty and facilitate agreed consensus. More information can exchange between the Council and selected stakeholders and support obtained for delivery of key elements of the Plan.</p>	<p>Could be resource intensive in terms of staff time.</p>	<p>Staff time.</p>	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal • Authority Monitoring Report • Local Development Scheme • Statement of Community Involvement • Supplementary Planning Documents
<p>Public meetings</p>	<p>Provides further opportunity for people to comment on issues that affect them.</p>	<p>Can help to clarify matters of concern or uncertainty in a direct way. More information can exchange between the Council and selected stakeholders.</p>	<p>Not all stakeholders will raise issues in a public forum. Vocal individuals can adversely dominate meetings. Generally need to identify local venues.</p>	<p>Staff time and cost of venue hire.</p>	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
<p>Working groups/ Focus groups and seminars</p>	<p>Effective way to involve community groups and other sectors such as elected members to become involved in the preparation of the Local Plan.</p>	<p>Can help to clarify matters of concern or uncertainty in a direct way. More information can exchange between the Council and selected stakeholders.</p>	<p>May need expert facilitation in order to obtain the best results. Can be difficult to recruit members as it requires time commitment.</p>	<p>Staff time and cost of venue hire.</p>	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
<p>Area forums</p>	<p>Specific groups for presenting and receiving feedback on local issues.</p>	<p>Allows more detailed discussion to take place with regard to specific local areas.</p>	<p>Potential to address importance of strategic themes that affect local areas as well as local issues.</p>	<p>Staff time and cost of venue hire.</p>	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal

<p>Planning Aid</p>	<p>Planning Aid provides free, independent and professional help, advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of local authorities but is wholly independent of them.</p>	<p>Will help provide access to planning advice which will assist vulnerable/ hard to reach groups.</p>	<p>Could be resource-intensive for Planning Aid.</p>	<p>None.</p>	<ul style="list-style-type: none"> • Site Allocations and Development Management document • Adopted Policies Map • Sustainability Appraisal
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2.4 How will we consult?

A range of consultation methods will be used at different stages of the process. Some examples of how we will consult, the benefits and weaknesses of each method, the resource implications and the documents that we expect to consult on are set out in Table C (page 12). There may also be other methods that prove to be more appropriate over time for particular documents, or for particular sections of the community.

2.5 Soundness self-assessment checklist

In line with good practice and as recommended by the Planning Advisory Service, the Council will undertake a soundness self-assessment checklist when appropriate for each Local Plan Document; this will confirm the consultation process followed and would be submitted to the Inspector as part of the examination process.

2.6 Feedback on your involvement

For Local Plan documents including the Site Allocations and Development Management Policies document, the Adopted Policies Map and the Sustainability Appraisal, after each stage of consultation, we will produce a report, summarising the comments made, the Council's response and whether this has led to changes in the document. These reports will be made available on the Planning Policy pages of the Council's website at www.rossendale.gov.uk, at the Council's One Stop Shop in Bacup and at the public libraries in Rawtenstall, Bacup, Crawshawbooth, Haslingden and Whitworth.

For Supplementary Planning Documents, we will contact anyone who made a representation and copies of the document will be available on the Planning Policy pages of the Council's website www.rossendale.gov.uk, at the Council's One Stop Shop in Bacup and at the public libraries in Rawtenstall, Bacup, Crawshawbooth, Haslingden and Whitworth.

2.7 Further information on Rossendale's Local Plan and supporting documents

For further information on planning policy in Rossendale, including the Local Plan, please visit the Planning Policy pages of the Council's website at www.rossendale.gov.uk. Alternatively please contact the Council's One Stop Shop on 01706 217777 and ask to speak to a member of the Forward Planning Team or email us at forwardplanning@rossendalebc.gov.uk.

3. Consultations on Planning Applications

As well as being involved in preparing the Local Plan, you can also get involved in the planning applications we receive. This section briefly explains the consultation procedures that we follow for planning applications.

3.1 Planning advice

Planning advice - Rossendale Borough Council

If you're thinking about undertaking development and are unsure about whether you need planning permission and / or would like planning advice, information is available on the Development Control pages of the Council's website at www.rossendale.gov.uk. It is possible to view and comment on planning applications, arrange a pre-application discussion and apply for planning permission on the Council's website.

We run a duty officer system for general planning queries. The duty officer will aim to answer general planning enquires, although any advice provided is based on the information available at the time, without the benefit of a site visit and is not binding on any future planning decision. To contact the duty officer please ring 01706 252580, email us at planning@rossendalebc.gov.uk or call in to the Council's offices at The Business Centre, Futures Park, Bacup, OL13 0BB. The hours are currently

9am to 12pm, Monday, Wednesday and Friday (excluding Bank Holidays) or you can leave a message on the planning duty answerphone.

The Development Control Charter, which will be refreshed in line with the revised SCI, sets out the Council's current practice on dealing with planning applications and can be viewed on the Development Control pages of the Council's website.

Other sources of planning advice

The Planning Portal (www.planningportal.gov.uk), which is the Government's online planning and building regulations resource for England and Wales, provides an excellent starting point to understanding planning requirements. It provides information on the types of development that require planning permission and how to apply for planning permission. Planning applications can be submitted online via the planning portal.

Assistance with planning issues is also available from Planning Aid. It provides free, independent and professional help, advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of local authorities but is wholly independent of them. The website address is www.rtpi.org.uk/planning-aid or you can email the Planning Advisor for North West Planning Aid northwest@rtpi.org.uk or ring them on 0161 604 7799.

3.2 Pre-application discussions and early community consultation

Pre-application discussions

For more formal planning advice, especially on larger schemes, we recommend contacting us to arrange a pre-application discussion with a Planning Officer. The aim of these discussions is to:

- identify key issues and planning policies that need to be taken into account;
- identify likely problems and public concerns at an early stage, enabling amendments to be made to a scheme prior to submitting a planning application;

- enable us to process applications in a more timely way; and
- to help ensure that development is of a high quality.

Pre-application discussions are held on a confidential basis and any views or opinions given are informal and are not binding on any future decision we make. We would encourage you to prepare as much information as possible before a pre-application discussion takes place to allow officers to prepare for these meetings and provide useful advice.

We have a schedule of charges for pre-application advice available on the Development Control pages of the Council's website at www.rossendale.gov.uk .

Early community consultations

In addition to meeting the Planning Officers, developers of smaller scale applications - including house extensions - are encouraged to contact neighbouring occupiers with draft plans and invite comments within a specified time period. This is the best time to discuss potential developments and for those who live nearby to consider whether they might be affected by a proposal and to make their views known.

There is a regulatory requirement for applicants for larger or potentially contentious developments such as major housing sites or wind turbines of a certain scale to carry out their own pre-application consultation. This consultation should bring draft proposals to the attention of the public, Town Council and other affected parties and provide an opportunity for them to make comments on the proposals. This consultation will allow information about the proposal to be presented to the community, enable potential issues to be addressed and amendments to be made before an application is submitted.

Depending on the scale and likely interest in the proposals, such consultation may take a number of forms including:

- Circulation of leaflets with draft proposals;

- On-line and / or on-site information on draft proposals;
- Arranging public meetings or exhibitions; and
- Requesting feedback within a specified time-scale to allow changes to be made.

Those submitting major applications³ are expected to submit a Consultation Statement with their planning application, which describes the community consultation that has been undertaken, sets out the comments received and whether / how they have been taken on board.

Developers should also contact statutory undertakers and non-statutory bodies for technical advice where relevant.

3.3 Validation process

Submitted planning applications will be issued with an acknowledgement receipt. Applications will be checked to ensure we have received the necessary information and fee and we will send an acknowledgement letter with details of the relevant Planning Officer and the time limit by which the Council will aim to determine the application. If the application is not considered valid, we will issue a letter to the applicant or agent with a request for further information / details required. Further information on the Council's validation policies are available on the Development Control pages of the Council's website (www.rossendale.gov.uk).

3.4 Planning applications

Publishing planning applications

Once a valid planning application is received, we follow statutory requirements to publish and consult as set out below:

³ Defined as schemes involving: residential development comprising the erection of 10 or more houses or development on a site of 0.5 hectares or more and non-residential development exceeding 1,000 square metres of floor space or on sites of 1 hectare or more or all onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres ("the PAC threshold").

It is possible to view planning applications and decisions and comment on current planning applications on the Council's website (www.rossendale.gov.uk). We also publish a weekly list of planning applications validated each week. The weekly list is published on the Council's website and distributed to Elected Members and local interest groups.

Hard copies of current applications are available for inspection at the Council's One Stop Shop in Bacup during opening hours, Monday to Friday (excluding Bank Holidays), from 08.45am to 5pm.

We write to all neighbours adjoining a proposal site, or who we consider may be materially affected by a development. The letter or email will contain a description of the development, where the plans can be viewed and how to make comments on the applications.

In respect of major applications or applications affecting Public Rights of Way, Listed Buildings or Conservation Areas, we display at least one site notice on or near the site. This notice will contain details of where the plan can be viewed, when we must receive comments on the scheme and the relevant Council contact details. Where statutory regulations require it, a newspaper notice will also appear in the Rossendale Free Press.

We consult with internal officers within the Council and various statutory and non-statutory bodies and interest groups for specialist advice.

Commenting on applications

Anyone can comment on a planning application whether they have been notified directly or not. Representations can be made by letter, fax or e-mail. Alternatively, they may be sent electronically through the on-line comments form. All comments made will be public and the contents of representations are summarised in the Planning Officer's report. In respect of those applications to be reported to and determined by the Development Control Committee, both the applicant and the public have rights to speak before the Committee.

Revised planning applications

Sometimes we need to recommend alterations to planning applications to make the proposal acceptable. Often, the amendments are minor and we do not need to re-consult people about them. For more major amendments however, we would consult everyone we originally consulted and those that have commented with details of the amendments.

3.5 Prior notification and prior approval applications

Legislation came into force on 30 May 2013⁴ to allow developers, for a limited period of three years, to be able to build larger single-storey rear extensions; and to allow for greater flexibility under permitted development for the change of use of commercial premises. Both are subject to a notification procedure. Under prior notification, applicants must provide the Council with advance notification of the proposals. The Council then has a statutory duty to notify adjoining neighbours. There are several possible outcomes of prior notifications:

- prior approval is not required;
- prior approval is required when an objection has been received from a neighbour, an assessment takes place and then granted approval; or
- prior approval is required when an objection is received, an assessment takes place, and refused approval.

For prior approval applications, we will erect a site notice, consult adjoining neighbours and statutory bodies where appropriate.

A full planning application will only be required where the prior notification application is refused where it is considered it would harm the amenity of neighbouring residents, or where the proposal falls outside of what permitted development regulations allow.

⁴ Town and Country Planning General Permitted Development (Amendment) (England) Order 2013

3.6 Planning decisions

Most planning applications are decided by a designated Planning Officer and ‘signed off’ by a Principal Officer. When a decision has been made, we notify the applicant, or, if they have one, their Agent, in writing. The decision will also be posted on our website.

Where applications have a wider public interest and meet certain tests as set out in the Council’s Constitution, for example, with respect to the number of objections received, applications will be decided at Development Control Committee meetings. The timetable for committee meetings is available on the agendas, reports and minutes pages of our website at www.rossendale.gov.uk and by phoning our Democratic Service Department. Should an application need to go to committee, details are addressed in the initial notification letter, which includes a leaflet explaining the committee procedure.

The committee meetings are held in public at our offices at The Business Centre, Futures Park, Bacup, so that interested parties can hear the discussions on planning applications. It is also possible to register to speak at a meeting.

Once the Development Control Committee has determined a planning application, a decision notice will be issued and the decision can be viewed on the Council’s website.

3.7 Planning appeals

Applicants have the right to appeal against the Council’s refusal of planning permission. Appeals can be submitted via the Planning Portal (www.planningportal.gov.uk). When an appeal is submitted, the Council will notify all those who were consulted originally or who made representations to the application. The Planning Inspectorate determines appeals and representations are normally

sent to them directly. The decision will be published on the Council's website www.rossendale.gov.uk.

3.8 Enforcement

Where alleged breaches of planning control have taken place, please contact the Planning Enforcement Officer for advice. Complaints must be made in writing. Further details can be found on the Council's website and in the document 'Planning Enforcement Policy'.

4.0 Monitoring and reviewing the SCI

Changing regulations, changing customer expectations and developments in technology mean that the effectiveness of consultation techniques need to be kept under review. Monitoring will help us to consider both the outcomes of consultation and the effectiveness of the process. A formal review of the SCI could be triggered if:

- Monitoring of consultation arrangements suggest the need for significant change;
- The number of responses to a consultation exercise is significantly below expectations, particularly from hard to reach groups; or if there are
- Significant relevant legislative changes.

A periodical review of the SCI will also be undertaken to ensure the document reacts to changing circumstances and is kept up-to-date.

Appendix 1 – List of Local Plan Consultees

Government guidance sets out the consultees we must contact when preparing a Local Plan document. A full list of the consultees is held in the Council's Local Plan consultation database. Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Statutory Consultees

- Government Departments
- Neighbouring Local Planning Authorities
- The Environment Agency
- Natural England
- Office of Rail Regulation
- Network Rail
- East Lancashire Clinical Commissioning Group
- relevant Integrated Transport Authority (s)
- relevant Highway authority
- Highways Agency
- relevant telecommunications companies
- relevant electricity and gas companies
- relevant sewerage undertaker
- relevant water undertaker
- Neighbouring Parish Councils
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- Local Policing Body (Police and Crime Commissioner)
- The Coal Authority
- Civil Aviation Authority
- Homes and Communities Agency

General Consultees

General consultation bodies include voluntary groups and those which represent the interest of different racial, ethnic or national groups; disabled persons; different religious groups; and persons carrying on business in the Rossendale area.

Appendix 2: Glossary

Adopted Policies Map: sometimes referred to as the Proposals Map, this is a map of the Borough (on a registered scale) illustrating the policies and proposals in Local Plan Documents. The Adopted Policies Map must be revised as each new Local Plan Document is adopted.

Site Allocations and Development Management Policies Document: designates land and building for future uses such as housing and employment and also sets out what new developments should look like, how they should be constructed as well as how they should fit in with their surroundings.

Authority Monitoring Report (AMR): is produced annually and assesses progress in preparing the Local Plan.

Community Infrastructure Levy (CIL): is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.

Core Strategy: sets out the strategic priorities and development strategy for the local authority area. This is a document that goes through consultation and if found sound by an Inspector through a public examination is adopted by the Council.

Development Control Charter: sets out a Local Authority's current practice on dealing with planning applications.

Duty to Co-operate: introduced under the Localism Act 2011 which requires planning authorities to work with neighbouring authorities and bodies on strategic issues and empowers communities to have greater influence on how plans for their area are drawn up

Examination: the independent examination conducted by a Planning Inspector to test the soundness of a Local Plan Document or Sustainability Appraisal.

Local Development Scheme (LDS): sets out the 3-year programme for preparing Local Development Documents.

Localism Act 2011: is legislation covering a range of matters intended to shift power from Government back into the hands of individuals, communities and councils. The planning provisions of the Act seek to make the planning system clearer, more democratic and more effective.

National Planning Policy Framework (NPPF): was published in March 2012 and sets out the Government's priorities for planning in England.

Neighbourhood Forum: is made up of representatives of the local community who work together to jointly address issues of concern.

Neighbourhood Plans: introduced under the Localism Act 2011 and prepared by local communities for a particular neighbourhood area. The plans are taken forward by neighbourhoods themselves although there are parts of the process where the local authority provides assistance.

Planning Aid: provides a free, independent and professional planning advice service to individuals and groups who cannot afford professional fees.

Planning Committee: a committee (full title 'Development Control Committee') composed of ward councillors which is responsible for planning applications, Tree Preservation Orders and enforcement action for the whole Borough.

Planning Inspectorate (PINS): the body which provides an Inspector (appointed by the Secretary of State) to carry out an independent assessment of the soundness of a Local Plan Document or Sustainability Appraisal. The Inspectorate also processes planning, listed building consent, advertisement and enforcement appeals.

Planning Portal: is the Government's online planning and building regulations resource for England and Wales.

Prior approval application: an application notifying the Council that an applicant intends to carry out development that does not require planning permission.

Soundness: a Local Plan Document will be sound if it meets certain tests at the Examination stage. These tests require that a document is prepared according to the correct procedures, that it conforms to other policies, and that its proposals are coherent, consistent and effective.

Submission: the stage in producing a Local Plan Document when it is given to the Secretary of State for independent examination.

Supplementary Planning Document (SPD): a Local Development Document which provides supplementary information to support the Local Plan. An SPD may be related to a topic or to a specific area.

Sustainability appraisal: a tool for appraising policies to ensure they reflect sustainable development objectives (that is social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan Documents.

Validation: On receipt of a planning application, the Local Planning Authority will check the application to determine whether it's complete and verify that all the necessary information, including the planning fee, has been received. Once an application has been deemed valid, the determination process starts and notification is given to the applicant in writing.

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Rossendalealive