

Statement of Community Involvement Submission Version

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Rossendale Borough Council
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Glossary of Terms

AAP

Area Action Plans - AAPs form part of the new Local Development Framework system. Their purpose is to provide the planning framework for areas where significant change or conservation is expected or required.

AMR

Annual Monitoring Report - The AMR is a Local Development Document and forms part of the Local Development Framework. The purpose of the report is to monitor how effective the policies and proposals within individual Local Development Documents are in meeting the vision set out in the Core Strategy, together with monitoring the extent to which targets are being met.

DCLG

The Department for Communities and Local Government was created in May 2006 with a remit to promote community cohesion and equality, as well as responsibility for housing, urban regeneration, planning and local government.

DPD

Development Plan Document - An LDF must include a Core Strategy, Site-Specific Allocations of land, a Proposals Map and may also contain optional development documents such as Area Action Plans. These are classed as DPDs and outline the key development goals of the Local Development Framework.

GONW

Government Office for North West - is one of nine Government Offices in England who represent and undertake work on behalf of central government departments.,.

HMR

Housing Market Renewal - Government pathfinder initiatives designed to regenerate housing in neighbourhoods that have spiralled into decline

JLSP

Joint Lancashire Structure Plan 2001-2016 - sets out strategic policies and proposals for the development, use and conservation of land in Lancashire and for the

management of traffic. It establishes the amount and general location of development for meeting the future needs of Lancashire's population while protecting and enhancing Lancashire's fine assets.

LCC

Lancashire County Council - the strategic planning authority for Rossendale

LDD

Local Development Document - these are the collection of documents that make up the Local Development Framework. They include DPDs, SPDs and the Statement of Community Involvement (SCI).

LDF

Local Development Framework- new local planning framework (in preparation). The LDF is a folder of local development documents prepared by a district council, waste and minerals authority, unitary authority or national park authority that outline the spatial planning strategy for the local area.

LDS

Local Development Scheme - this document outlines the timetable for the Local Development Framework preparation

NWRA

North West Regional Assembly - a government agency responsible for regional planning guidance, and preparing RSS

ODPM

Office of the Deputy Prime Minister - Government department responsible for planning 2002 - 2006, formerly known as DTLR, DETR and DoE. Now replaced by DCLG.

PDG

Planning Delivery Grant

PINS

Planning Inspectorate - carries out appeals and similar casework under planning and environmental legislation in England and Wales.

PPG

Planning Policy Guidance Notes - government planning policy documents by subject matter

PPS

Planning Policy Statements - government planning policy documents by subject matter. PPS are replacing the earlier Planning Policy Guidance Notes

RDLP

Rossendale District Local Plan 1995 - 2001. This was adopted in 1995 and provides the detailed local planning policies for Rossendale. This plan is now time expired with the Council receiving a Statement of Non Conformity in 2005 from Lancashire County Council identifying local plan policies that are not in conformity with the JLSP.

RSS

Regional Spatial Strategy - prepared by the North West Regional Assembly (currently RPG13) - The development of the Regional Spatial Strategy (RSS) is an opportunity for the region to link its economic, housing, transport and planning goals together in a broad spatial strategy. This will focus on the needs of the region as a whole but highlight those areas that need more specific guidance or a different approach. This approach should improve the co-ordination and delivery of regional policy and sustainable development.

SA

Sustainability Appraisal - A sustainability appraisal is a key stage in the LDD preparation process. An SA provides assessment that ensures that an LDD will contain policies and guidance that ensure that development will bring long term economic, social and environmental benefits.

SCI

Statement of Community Involvement - this document sets out how the council will engage the local community, key stakeholders and representative

organisations both before and during the preparation of key components of the LDF

SDF

Sustainable Development Framework - sets out the principles and parameters of a Sustainability Appraisal of Development Plan Documents

SEA

Strategic Environmental Assessment - The objective of the SEA Directive is "to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development".

SoS

Secretary of State - ultimately the 'national planning authority' for England and Wales. The SoS has the power to approve or refuse planning policies and applications. Planning Appeals are decided by the SoS

SPD

Supplementary Planning Documents - expand or add more detail to the policies set out in the development plan documents. These may take the form of design guides, guidance on energy efficiency or form development briefs for sites or buildings, a master plan or issue-based documents.

SPZ

Simplified Planning Zones - an area in which a local planning authority wishes to stimulate development and encourage investment. It operates by granting a specified planning permission in the zone without the need for a formal application or the payment of planning fees.

Section 1

What is a Statement of Community Involvement?

- 1.1 The Government has introduced a new planning system for the production of development plans. Under the new reforms the system places a greater emphasis on involving communities earlier and to a greater degree than before.
- 1.2 Planning shapes the places that people live, work and visit and therefore it is right that people have the opportunity to get involved. This document is called the Statement of Community Involvement (SCI) and is a key part of the new planning system. This sets out the Council's commitment to involving the local communities in both the preparation of planning documents and in the process of considering planning applications for proposed development.
- 1.3 This document is the submission version of the SCI and follows other drafts that were issued for consultation from August to October 2005 and March to April 2006. The document represents another opportunity to get involved and the Council would like you to take time to read it and let us know what you think of the approach to community involvement.
- 1.4 This SCI is a revised version for submission to the Secretary of State and formal public participation for 6 weeks. This consultation is from 14th July to 25th August 2006 and gives you the opportunity to have 'your say' on the soundness of the SCI (please refer to Appendix 3 for further information on the 'tests of soundness'). Following the end of this consultation all representations we receive will be considered by an independent person from the Planning Inspectorate. The Council will then have to accept that person's recommendations.
- 1.5 Once this SCI is adopted the Council will have to conform with the requirements for consultation that are set out in the SCI when preparing documents that will form the Local Development Framework (LDF) and on the consultation for planning applications.
- 1.6 The SCI and other relevant documents can be viewed at the council's One Stop Shop (opening hours (8:45am – 5:15pm) and by visiting the council's website: www.rossendale.gov.uk/forwardplanning

Section 2

What is the Local Development Framework?

- 2.1 The Planning and Compulsory Purchase Act of 2004 introduced a significantly different development planning system for England with changes to national, regional sub regional and local planning tiers.
- 2.2 At the national level, the Government's planning policy framework is being set out in a range of Planning Policy Statements (PPSs), which over time will replace the existing Planning Policy Guidance notes (PPGs)
- 2.3 At a regional level, Regional Planning Guidance (RPG) for the North West has become the Regional Spatial Strategy (RSS) with a new version of the RSS due to be adopted by 2007.
- 2.4 At a sub-regional level Lancashire has the Joint Lancashire Structure Plan (adopted March 2005) which forms part of the statutory development plan for the borough. The Structure Plan will eventually be replaced by the new RSS becoming the new statutory development plan for the borough.
- 2.5 At the local level, a new Local Development Framework (LDF) will replace the Rossendale District Local Plan, and need to conform to the RSS. The Local Plan is now time expired and therefore requires the development of the LDF and the North West RSS to provide up-to-date planning policy. LDF preparation is on-going and will develop and grow as the new planning system develops year on year.
- 2.6 The new planning system focuses on a broad-based approach called 'spatial planning'. Spatial planning provides a platform for councils to develop a 'joined up' strategy defined by a clear vision and objectives for the borough that is implemented through commitment by all relevant organisations.
- 2.7 Unlike the Rossendale Local Plan which is one big plan covering the whole of the borough, the LDF is a folder of separate documents called local development documents (LDDs). There are two

different types of LDD; these are called development plan documents (DPDs) and supplementary planning (SPDs). These documents cover both the broad planning requirements of planning the general settlements of the borough and the more detailed site specific of each settlement area. Further details on the LDF and process of sustainability appraisal (SA) can be viewed in Appendix 1.

The Local Development Scheme

- 2.8 The Local Development Scheme (LDS) sets out a 3 year programme for preparing the documents that form the LDF and allows people to get an insight of when they can expect the preparation of each document to begin.
- 2.9 The LDS is updated each year to ensure people know if the timescales for each document have changed and if other documents that need producing have been included in the programme. The Council has prepared its second LDS which can be viewed at the council's One Stop Shop or on the council's website at www.rossendale.gov.uk/forwardplanning and clicking the Local Development Scheme link.

Section 3: Developing a Council strategy for community involvement

Principles of consultation

- 3.1 The planning system already provides a range of opportunities for people to participate in key decisions that affect where they live. However the new system provides the basis for this to be built on.
- 3.2 A transparent and accessible system is central to delivering the government's objectives of creating inclusive, accessible, safe and sustainable communities.
- 3.3 The preparation of this SCI has followed the regulatory requirements and advice from the Government. There is a substantial amount of information within government publications and guidance on the SCI and engaging the local community. Please see the following publications:
1. [Town and Country Planning \(Local Development\) \(England\) Regulations 2004.](#)
 2. [Planning Policy Statement 12 \(PPS12\) - Local Development Frameworks 2004.](#)
 3. [Creating Local Development Frameworks – A Companion Guide to Planning Policy Statement 12, \(ODPM\) November 2004.](#)
 4. [Statements of Community Involvement and Planning Applications, \(ODPM\) December 2004](#)
- 3.4 The advice contained in these documents is clear that there should be a fundamental move towards a more transparent and accountable planning system, involving local communities at the outset in plan and decision making. The approach to the council's strategy for communication and consultation will be guided by 9 principles for consultation. These are:

Fit for purpose: community involvement that has been well considered, and appropriate to each applied level of planning. Different arrangements may be required for different planning processes.

Front Loading: there should be opportunity for community participation from the earliest stages of Plan preparation.

Inclusiveness: to ensure that people interested or potentially affected by planning have the opportunity to have their say.

Appropriateness: giving communities the information they need in an appropriate form and to ensure that there is a clear understanding of community needs.

Variety of methods to encourage involvement: methods used to encourage participation should be relevant to the people who are to be involved. There should be no 'one size fits all' solution.

Timeliness: to ensure that consultation is fit for purpose and is efficient and effective as part of the plan making process.

Accessibility and transparency: the process must be clear so people know when they can participate. Involvement should include those who would not normally participate in planning, including hard to reach groups.

Planning for involvement: clear timing as to when involvement can take place. Other consultation exercises that could be run in tandem, e.g. Community Strategy, must be set out.

Continuous Involvement: continuous programme of community involvement. Feedback to allow individuals to see how ideas have developed at various stages.

Rossendale Borough Council's Communication Strategy

- 3.5 The Council has also produced a draft Communication Strategy which was issued for consultation during March 2006. The council sets out its overall policies for its activities and plans. The Strategy is based on good practice and sets the foundation on which the SCI will be based.

Community Involvement in Planning

- 3.6 The Council is committed to developing a pro-active and co-ordinated approach for effective consultation and community involvement in the planning system, and will achieve this within the capacity of its resources. The Council will also seek to work with its partners, such as the Rossendale Partnership, Community Network and Planning Aid where possible to improve community engagement.
- 3.7 The council will seek to link community involvement on the preparation of an LDD with consultation on related strategies and programmes being undertaken by the council or its partners. In addition, we will seek group consultations on separate DPDs. This should help gain understanding of how each document links together to form the LDF and help the council make effective use of its resources and reduce the instances of 'consultation fatigue' that has been evident in the borough.

The Community Strategy

- 3.8 The new planning system requires that documents that will form a Local Development Framework will have to accord to, and help provide "spatial expression" to the vision and objectives set out in the [Community Strategy](#). By encouraging involvement in plan making, the LDF will start to deliver the spatial and land use elements of the Community Strategy.

Section 4

Who will get involved in the Local Development Framework?

- 4.1 Because planning affects so many different people, there are a range of organisations and individuals who may have a role or interest in the shaping and planning of Rossendale.
- 4.2 The government guidance and regulations provide the minimum standards for consultation that the council must meet. They also provide a comprehensive list of all the bodies and organisations that must be consulted. The council has already exceeded these standards and is constantly contacting additional organisations and individuals as part of its consultations.
- 4.3 The council recognises the different groups and organisations that make up Rossendale's community and the different values and needs they represent. This will influence how the council will seek to involve the different groups and individuals in the documents we prepare.
- 4.4 in order to ensure the council keeps its records up to date it has developed a consultation database. The database ensures that records can be kept up to date and that consultees can be added.
- 4.5 There are a number of statutory and general groups of bodies and individuals we must involve (see Appendix 2 for further detail. These include:

Statutory Consultees

- 4.5 Bodies that the Council must consult with are identified in the government guidance and regulations are called statutory consultees. These consultees will be contacted when preparing documents when the subject matters is considered to affect them.

Elected members

- 4.6 Members of Parliament and local councillors are consulted at all stages of a documents preparation. Elected

representatives all have an interest in the development of the borough and the views of the communities they represent.

- 4.7 We also consult with 8 parish councils that are within and/or adjoining the Borough to ensure they are aware of all DPD and SPDs that may affect their area.

Businesses, Landowners and Developers

- 4.8 The Borough has businesses, landowners and developers of local, regional and national significance situated in the borough. These organisations and their agents all have an interest in the future development of Rossendale and the Council will ensure that they are contacted on the documents that are deemed to affect them.

General Public

- 4.9 The general public can include people living, working and visiting the area. The Council will seek to engage as large a cross section of the general public as possible through a variety of methods.

Rossendale Partnership

- 4.9 The Rossendale Partnership is the Borough's Local Strategic Partnership (LSP). The partnership is responsible for producing the Community Strategy which sets out a vision for Rossendale based on deliverable objectives. The vision for Rossendale is "Rossendale Alive".

ROSSENDALE ALIVE:

" Our vision outlines how we, Rossendale's Local Strategic Partnership, will improve the quality of life and life chances for all residents in Rossendale. It commits us to achieving sustainable development through co-ordinated activity of all partners to improve the economic, social and environmental well being of the borough and its communities."

4.10 The Rossendale Partnership comprises of representatives from the public, private and voluntary and community sectors. There a number of elements that make up the partnership. These include:

- The Executive Board of Rossendale Partnership.
- 9 theme groups.

Rossendale Community Network

4.11 Rossendale Community Network (RCN) is the arm of the Local Strategic Partnership (LSP) that works towards full community involvement and acts as a conduit between the key theme groups and the people as the voice of the community. It is a communication system to ensure the voice of the community is heard and provides the chance to influence issues across the Borough.

By working in partnership the Council can ensure that a full cross section of the community is involved. We will ensure that wherever possible existing consultation mechanisms are used to engage all the sectors of the community including 'hard to reach groups.

Area Forums

4.12 The council has set up Area Forums to provide a vehicle for regular consultation with communities on council related business. There are Area Forums for Haslingden, Bacup, Rawtenstall and Whitworth, where the Council will seek to present relevant information on the Local Development Framework.

Involving 'hard to reach' groups

4.13 One of the key principles of community involvement is to establish the views of as many sectors of a community as possible. As at 2003 Rossendale had a population of 65,900 of which 48.7% are male and 51.3% are female. 16.7% of the population are of retirement age. As at 2001 Rossendale has a Black and Minority Ethnic population of 3.4%.

4.14 Contacting some groups can be more difficult than others, however the council will look to involve all groups to ensure that they have the

opportunity to put forward their views. The groups that are not easily involved in the planning process include:

- People from black and ethnic minority groups such as Indian, Pakistani, Bangladeshi, Chinese, Caribbean.
- People with disability
- Young people
- Homeless people
- Elderly people
- People with low literacy levels

4.15 In order to increase the opportunity to get hard to reach groups involved the council will use the following methods.

- Advertise in the relevant publications such as the Rossendale Free Press, Rossendale Alive Newsletter, "Know your Councillor" leaflet.
- Place information boards in public buildings.
- Contact with identified hard to reach community groups and ensure other groups and organisations are identified.
- Provide information a range of summary and leaflet formats.
- Ensure that the Local Development Framework is on the agendas of Community Rossendale Partnership, Community Network and the Area Forums where appropriate and ensure that audio and visual presentation are prepared to ensure people with limited literacy have the opportunity to engage.

Targeting Audiences

4.16 As well as the general categories for consultees the Council has split these into further groups to reflect the different levels of understanding of planning issues. This will help target each audience and ensure different methods of consultation are used to get information across effectively (see Section 6). These groups include:

Group A

Groups and individuals with little or no planning background, such as local residents and community groups.

Group B

Groups and individuals with some planning background and knowledge such as councillors, parish councils, Rossendale Partnership and Community Network.

Group C

Groups and individuals with a planning background and knowledge such as planning consultants' developers, national organisations such as English Heritage and Environment Agency, adjoining local authorities and the Government Office for the North West.

Section 5

What stages can we get involved when preparing the Local Development Framework?

- 5.1 The new planning system focuses on ensuring there are greater levels of community involvement at the very first stages of the process.
- 5.2 The Council has demonstrated a commitment to community involvement throughout the preparation process. This began in summer 2004 when a series of road show events were held across Rossendale to provide communities with the opportunity to get involved in the LDF process.
- 5.3 The Rossendale consultation road show events began in May 2004, covering 10 areas across the Borough. The events were designed to be part of the initial evidence gathering to inform the review of Rossendale's planning policies for preparing an LDF in anticipation of the Planning and Compulsory Purchase Act (2004).
- 5.4 The events covered a wide geographical area across the borough, including:
 - Rawtenstall
 - Cherry Crescent
 - Waterfoot
 - Edenfield
 - Haslingden
 - Crawshawbooth
 - Stacksteads
 - Whitworth
 - Bacup
- 5.5 The events were developed to provide a "frontloading" of information related to planning issues for the borough and to develop community engagement as Rossendale prepares its LDF.
- 5.6 When developing the LDF it is important that the Council considers the true key choices for the future, and that real issues are identified to determine options and choices. It should be

stressed that this is not about identifying options which would counter government policy or regional guidance, and which could not be taken forward. It is about openly presenting and considering different viable options.

- 5.7 To ensure the LDF will provide a planning strategy that can be successfully implemented the Council will ensure that no options will be put in front of communities which the authority does not think it has scope to deliver or promote.

Key stages for preparing and consulting on a Development Plan Document

- 5.8 There are a number of stages in the preparation of documents that form the LDF. These stages can vary depending on what type of document we are preparing such as a development plan document (DPD) or supplementary planning document (SPD). This section considers DPDs.

Stage 1 - Pre-production (Evidence Gathering)

- 5.9 This is the initial stage of the process where the council gathers evidence to provide the foundation for policy making. In doing this the Council will undertake informal discussions with relevant bodies and organisations, produce surveys/ questionnaires and collate relevant studies and strategies to ensure the Council's Evidence Base and Borough Profile Report are up to date.
- 5.10 As part of the transparent approach to "plan making" the Council will ensure that its Borough Profile and key studies are available to view and comment on throughout the preparation process. In order to encourage people to comment on the Evidence Base the following questions are asked:
 - Are there any other strategies you feel should be included within the Evidence Base for the Core Strategy?
 - Do you think we have covered the main key issues or are there more you think should be included?

- Is there any incorrect data/information you would like to draw our attention to?

Stage 2 – Production

a) Issues and Options

- 5.11 Following the pre-production/ evidence gathering stage, the Council will carry out consultation with relevant bodies and community groups to help inform and develop preferred options.

b) Preferred Options

- 5.12 Following the consultation on issues and options the council will produce its 'preferred options' and sustainability appraisal (SA) of those options. At this stage there will be a period of at least 6 weeks for full public participation to give people the opportunity to comment on the option(s) and associated documents. This period of consultation will allow people to comment on whether they are in support of, or against the option(s) and SA. Comments can also be made on the 'soundness' of the document and to present any alternative options that they feel the Council should consider because it is thought to be more suitable or contribute to the 'soundness' of the document.

Stage 3 – Submission

- 5.13 At this stage the Council will record and analyse all the representations received on the 'preferred options' that were issued for consultation to see if any revisions to the options should be made in response to those representations. Upon the appropriate revisions being made the council will submit the document to the Secretary of State. Other documents will also be submitted with the DPD including a summary of the responses received at the preferred options stage, and copies of the full representations made will be published together with a statement of compliance, demonstrating how the preparation process has followed the regulatory requirements.
- 5.14 Upon submission a further 6 week period of consultation will take place to ensure people have further opportunity to comment. Again these representations

will need to consider whether they are in support of, or against the proposals in the documents and SA. Comments can also be made on the 'soundness' of the document and to present any alternative options that they feel the council should consider because they are thought to be more suitable or contribute to the 'soundness' of the document. It is very important to note that representations made only at this stage will be considered at the independent examination. Where objections and alternative proposals are submitted it is the responsibility of the consultee(s) making them to demonstrate how they would meet the objectives of sustainable development through a proper sustainability appraisal process based on robust evidence.

- 5.15 Following the submission of a DPD the document will be examined by an independent inspector. To ensure transparency in the examination process the Council will ensure all consultees that made a representation at the submission stage are kept up to date with relevant information on the examination.
- 5.16 Following the examination, the Inspector will issue the Council with a binding report. This will outline any changes required. The Council will then make those changes and publicise its intention to adopt the document on which future planning decision will be based on.

Key stages for preparing and consulting on a Supplementary Planning Document

Stage 1 – pre-production (evidence gathering)

- 5.17 Just like DPDs the first stage in preparing an SPD is to gather information to form a robust evidence base.

Stage 2 – Production

- 5.18 Unlike a DPD an SPD does not need as many stages of preparation. By its very nature an SPD is supplementary guidance to established policies set out in other DPDs. Whilst there is no need to produce 'preferred options' the

council will prepare a draft SPD for full public participation for a period of 6 weeks.

Stage 3 – Submission

Following the period of consultation at the production stage all representations will be considered and reviewed. This will help inform any revision required in the SPD. The final version of the SPD will then be published along with a summary of the representations made.

Section 6 Methods for Community Involvement in the Local Development Framework

6.1 In order to widen the involvement of the Community, and especially in consulting with hard to reach groups, a range of consultation methods will be used. In spring 2004 the council undertook a series of road show events to provide communities with the opportunity to state what they felt were the issues facing Rossendale. The information from these events has provided the foundation for the preparation of the LDDs from which the council has added to through subsequent consultation stages.

Methods of Consultation

Method	Why Use it?	Benefits	Weaknesses	Resource Implications
Newspaper advertisement	<ul style="list-style-type: none"> Regulatory requirement 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.	Staff time and cost of placing the notices.
Letters to statutory bodies and other national 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.
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, or elderly people.	Cost of printing documents for inspection.
Web site	<ul style="list-style-type: none"> Regulatory requirement. The webpage will be used to advertise the consultation on the LDF, opportunity to comment online and download all documents relevant to the specific consultation and LDF in general. 	Meets regulatory requirements. An excellent source of information for access at home and other locations. Frees up staff time.	Not all stakeholders will have access to the internet.	Staff time in training and then uploading documents.
Emails	<ul style="list-style-type: none"> Provides opportunity for people to be informed and signposted to further information. 	Quick way of keeping people upto date. Reduces on the cost of postage.	Not all stakeholders have access to email.	Staff time.
Local Media (i.e. newspaper and radio)	<ul style="list-style-type: none"> 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 hard to reach groups.	Staff time and cost of advertisement.

Method	Why Use it?	Benefits	Weaknesses	Resource Implications
Leaflets/Brochures	<ul style="list-style-type: none"> 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 and printing costs.
Public Exhibitions	<ul style="list-style-type: none"> 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 upto date in order to provide correct information. May be hard to engage hard to reach groups. Staff time in preparing and presenting display.	Staff time and cost of exhibition material.
Formal written consultation/ community surveys	<ul style="list-style-type: none"> 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.	Surveys can be time consuming and require proper planning and analysis in order to be effective. Some stakeholders can be 'put off' these more formal processes.	Staff time and cost of materials.
One-to-One meetings with selected stakeholders	<ul style="list-style-type: none"> Provides opportunity for detailed discussions to be undertaken on general or specific issues. 	Can help to clarify matters of concern or uncertainty in a direct way. More information can exchange between the council and selected stakeholders	Could be resource intensive in terms of staff time.	Staff time.
Public meetings	<ul style="list-style-type: none"> Provides further opportunity for people to comment on issues that affect them . 	Can help to clarify matters of concern or uncertainty in a direct way. More information can exchange between the council and selected stakeholders	Not all stakeholders will raise issues in a public forum.	Staff time and cost of venue hire.
Working groups/ Focus groups and seminars	<ul style="list-style-type: none"> Effective way to involve community groups such as Rossendale Partnership, Community Network ,and other sectors such as Elected members, County Council officers etc to become involved in the preparation of the LDF. 	Can help to clarify matters of concern or uncertainty in a direct way. More information can exchange between the council and selected stakeholders	May need expert facilitation in order to obtain the best results. Can be difficult to recruit members as it requires time commitment.	Staff time and cost of venue hire.
Area forums	<ul style="list-style-type: none"> Specific groups for presenting and receiving feedback on local issues. 	Allows more detailed discussion to take place with regard to individual local areas.	Potential to address importance of strategic themes that affect local areas as well as local issues.	Staff time and cost of venue hire.
Local Strategic Partnership	<ul style="list-style-type: none"> Source of local knowledge and structured by theme groups that can reflect topics arising as part of preparing and LDF. 	A good way to tap into local knowledge and experience by accessing the relevant 'theme groups' and other agencies.	Resource intensive - officer attendance at each of the partnership groups.	Staff time.

Method	Why Use it?	Benefits	Weaknesses	Resource Implications
Planning Aid	<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>

Which Document?		Development Plan Document				Supplementary Planning Document		
What Stage?		1	2a	2b	3	1	2	
What Method?	To Who?							
Newspaper <input checked="" type="checkbox"/> advertisement	A, B, C			○	○		○	
Letters	A, B, C	○	○	○	○	○	○	
Consultation <input checked="" type="checkbox"/> Documents	A, B, C		○	○	○		○	
Web site <input checked="" type="checkbox"/>	A, B, C	○	○	○	○	○	○	
Emails	A, B, C	○	○	○	○	○	○	
Local Media	A, B, C	⊗	○	○	○	⊗	⊗	
Leaflets/Brochures	A	⊗	⊗	○	○	⊗	⊗	
Public Exhibitions	A, B			⊗	⊗		⊗	
Formal written consultation/ community surveys	A, B, C	⊗	⊗	⊗	⊗	⊗	⊗	
One-to-One meetings	A, B, C	⊗	⊗	⊗	⊗	⊗	⊗	
Public meetings	A, B, C		○	○	○		○	
Working groups/ Focus groups and seminars	B	⊗	⊗	⊗			⊗	
Area forums	A	⊗	⊗	⊗	⊗	⊗	⊗	
Local Strategic Partnership	A		○	○			○	
Planning Aid	A	○	○	○	○	○	○	

KEY

Stage 1: Pre-production

Stage 2: Production
a) Issues and Options
b) Production of draft or preferred options document

Stage 3: Submission

Symbols

= Statutory requirement

○ = Proposed method

⊗ = Possibly subject to resources available

Group A

Groups and individuals with little or no planning background, such as local residents such local residents and community groups

Group B

Groups and individual with some planning background and knowledge such as councillors, parish councils, Rossendale partnership and Community Network.

Group C

Groups and individuals with a planning background and knowledge such as planning consultants' developers, English Heritage and Environment Agency etc

Section 7 Dealing with your comments

- 7.1 Planning's purpose has always been to try and make where we live as pleasant a place as possible. But surely the best way of making this happen is to involve you in deciding how your local community is planned.
- 7.2 All members of the community (residents, businesses, community groups and other members of the public) can contribute to the process of preparing development plans.
- 7.3 Obviously, other people in the community or stakeholders may have different views that must be taken into account. It is also unrealistic to expect that everyone can decide on the detail of everything that goes on in your area. The points at which an LDF document is available for consultation can vary (see Section 5).
- 7.4 When a document has reached the required stage for consultation the Council will provide a standard feedback form to help commenting on each document easier. The form will be available in paper form at our One Stop Shop and other public buildings and available to download on the internet. You can also register and provide comments on the LDF online.
- 7.5 The council will fully consider comments made at both the pre-production and production stages. A summary of the comments made will be produced highlighting the main issues and demonstrating where a comment has led to changes in the document.
- 7.6 When publishing representations, the Council will ensure that details from the general public are

removed to ensure compliance with the Data protection Act 1998.

- 7.7 It is important to note that only representations which concern the 'soundness' of the submitted development plan document will be considered at the independent examination. Please see Appendix 3 for details on the Planning Inspectorate's 'Test of Soundness'.

Section 8 Community involvement and consultation on planning applications

8.1 The Development Control service receives approximately 800 planning applications each year. These include applications for Planning Permission and those for Listed Building Consent, Conservation Area Consent and Advertisement Consent.

It does not deal with applications for County Matters as these are the responsibility of Lancashire County Council.

8.2 Both large and small planning applications can be contentious and can attract intense interest from the various stakeholders in the planning process. The purpose of this section is to outline what the Council already does in ensuring that all stakeholders can participate in the planning application process once an application has been received and to set out what it expects developers (prospective applicants) to do to ensure early consultation on their schemes prior to a formal submission.

The Council's Practice for Publicising Planning Applications

8.3 The Development Control Customer Charter sets out the Council's current practice on dealing with planning applications. There are statutory requirements for publicity on planning applications. The Council recognises the value of public involvement in decisions about new development in Rossendale, therefore, its arrangements for publicity and consultation meet the minimum legal requirements and often exceed them.

Its publicity and consultation practices include:

- Online register of new applications and decisions taken: the Development Control website hosts a list of all current planning applications together with a facility to comment on an application on-line.
- Copies of proposals and other plans available for inspection during working hours: a copy of all planning applications is available to view at the Council's One Stop Shop during normal office hours. A planning officer is available to explain the proposals by appointment.
- Neighbour notification by letter: all owners and occupiers adjacent to a proposal site, or who may be materially affected by a development, are notified by letter and given 21 days to comment on a planning application. Where material amendments are made to a planning application, neighbours will be re-notified and usually give 7 days to comment further.
- Display of notices at the proposed site and in the local press: major applications, applications which do not accord with the development plan, applications in Conservation Areas and for Listed Buildings will be publicised by a site and press notice together with any applications of wider interest.
- Consultation with other groups: various statutory bodies and non-statutory bodies and interest groups are consulted for specialist advice.
- Weekly List: a list of applications received each week is displayed on the Council's website and distributed to Elected Members and local interest groups. The lists are available in public libraries and issued to local newspapers for publication.
- Commenting on applications: anyone can comment on the planning merits of a planning application whether they have been notified directly or not. Representations (in support or not) can be made by letter, fax or e-mail.

Alternatively, they may be sent electronically through the on-line comments form. All representations are acknowledged and their contents are summarised in the planning officer's report to the Development Control Committee. Both the applicant and the public have rights to speak before the Committee.

- 8.4 The Development Control Customer Charter can be viewed on the Council's website at www.rossendale.gov.uk. The Development Control section is undertaking improvements to its website and has an on-line applications database containing details of current and historic planning applications. It is anticipated that more information will be made available on the web-site as IT improvements are taken forward.
- 8.5 When an appeal against a refusal of planning permission or if the Council fails to determine a planning application within the allocated period is submitted; the Council will notify all those who were consulted originally or who made representations to the application. The Council's website contains a list of all planning appeals received. The Planning Inspectorate determines appeals and representations are normally sent to them directly.

Pre-application Discussions

- 8.6 The Council encourages developers to engage in pre-application discussions with planning officers.

The aim of these discussions is:

- To identify key issues and planning policies that the developer should take into account
- To identify likely problems at an early stage and to allow the developer to address them via amendments to a scheme prior to submitting a planning application
- To enable the identification of information that is required to support an application including the form of

community consultation and any impact studies that may be required to support an application.

These discussions are held on a confidential basis at this stage of the process. However, a consultation statement should be agreed at the commencement of pre-application discussions if it is evident that such discussions will lead to a planning application being submitted. This may form part of a wider scoping exercise to assess the impact of development proposals. The scale of an application will determine the scope of community consultation, and as such, each proposal/application will be viewed on its own merits.

- 8.7 The advice given by planning officers will be as accurate and objective as possible - but in providing an informal, officer view - will be without prejudice to the final outcome of a planning application.
- 8.8 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. Clearly, this is the best time for those who live nearby to consider whether they might be affected by a proposal for new development and to make their views known. Developers should also contact statutory undertakers and non-statutory bodies for technical advice.

Community Consultation

- 8.9 During pre-application discussions on 'Major' applications, the consultation requirements for a planning application will be agreed with planning officers. Major applications are defined as schemes involving:
- Residential development comprising the erection of 10 or more dwelling houses or development on a site of 0.5 hectares or more
 - Non-residential development exceeding 1,000 square metres of

floor space or on sites of 1 hectare or more

- 8.10 The level of community consultation should reflect the nature and scale of the proposed development and the extent to which it accords with development plan policies.

The purpose of community consultation is to:

- To allow the developer to explain his initial ideas
 - To obtain the views of the local community and stakeholders
- 8.11 Such an approach benefits all involved by allowing accurate information to be presented to the community thereby pre-empting rumour and misconceived objections. In addition, by making provision for amendments early in the process, the developer may avoid the inconvenience of having to make substantial amendments to an application at an advanced stage of the process and may lead to a speedier decision. In the long run, it should reduce the time and cost in reaching a successful outcome.

- 8.12 Community consultation may take a number of forms depending on the scale and likely interest in the proposals:

- Circulation of leaflets with draft proposals to residents in the vicinity of the site
- On-line and/or on-site information on draft proposals
- Arranging public meetings or exhibitions with community and other local interest groups
- Use of the Planning Aid service and/or specific public engagement techniques
- Requesting feedback within a specified time-scale to allow changes to be made

Consultation Statement

- 8.13 Applications of 'major' applications are encouraged to submit a consultation statement with their planning application, which describes the community consultation that has been undertaken, including:

- The scale of the notification, including a list of properties and businesses contacted
- A list of interest/community groups or other organisations contacted
- The location and during of any public meeting, exhibition or event held
- A summary of all the comments received and issues raised
- A clear indication of which comments have resulted in amendments to the scheme and what those changes are, and which comments have not, and why not
- Any comments by groups or individuals about the public engagement process

- 8.14 If an applicant fails to carry out any community engagement or provide a consultation statement or if either fail to meet the standards set out above, then members of the Committee will be made aware of this in the planning officer's report.

Section 9

Who can help you with planning issues?

- 9.1 There are a range of organisations developed to provide assistance to community groups and individuals who are interested about finding out more on the planning. The need for them has been further emphasised by the introduction of the new planning system and it is important the SCI provides information on organisations that can aid the community involvement in the LDF process.

Planning Aid

www.planningaid.rtpi.org.uk

- 9.2 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. In most UK regions Planning Aid is run by the Royal Town Planning Institute.
- 9.3 For people living in the North West Region there is North West Planning Aid. The organisation can provide guidance to help you gain an understanding of the planning process, and how best to get involved in the preparation of an LDF and commenting on planning applications.
- 9.4 For all initial planning enquiries please contact the Caseworker on the telephone number listed below.

Caseworker: Michael Mansell

Tel: 0870 850 9804

Email: nwco@planningaid.rtpi.org.uk

Available:

Monday, Wednesday, and Thursday.

If calling outside of these times, please leave a message.

Co-ordinator: Jan Beaumont

2nd Floor, Friars Court, Sibson Road, Sale, Cheshire, M33 7SF

Tel: 0161 969 3672

Mobile: 07977 545 795

E-mail: nwco@planningaid.rtpi.org.uk

Community Planner: Tracy Morrison

Address as above

Tel: 0161 962 4465 Mobile: 07779 225268

E-mail: nwcp@planningaid.rtpi.org.uk

Available: Mondays to Fridays

Planning Portal

www.planningportal.gov.uk

- 9.5 This Planning Portal offers the chance to find out about how change in the environment of England and Wales is managed and the part we can all play in a brighter future for our countryside, villages, towns and cities.
- 9.6 The portal is for use by everyone. It avoids technical language wherever possible. Major parts of will inform the general public and other sections will be especially useful to people with a professional interest in need of detailed information and university students.
- 9.7 The site was developed with the input of some 150 stakeholders from the planning process, including 40 LPAs. Feedback on the site and its services is positively encouraged and should be mailed to: comments@planningportal.gsi.gov.uk

Elected representatives

- 9.8 Councillors provide another point of contact for you to express your views on planning issues. The key responsibility of councillors is to:
- be the ultimate policy-makers, collectively in Full Council.
 - serve on the Council's Cabinet or on one or more of the four Overview and Scrutiny

Committees and on other Council Committees;

- represent their communities and bring their views into the Council's decision-making process;
- deal with local issues and act as an advocate for constituents in resolving particular concerns or grievances;
- balance different interests within their electoral division and represent the electoral division as a whole;
- be available to represent the Council on other bodies;
- maintain the highest standards of conduct and ethics in accordance with the Council's Code of Conduct for Members; and register financial and other interests.

Planning Officers

- 9.9 A Planning Officer from the Forward Planning Team will be available to deal with enquiries about the LDF. For information on specific planning applications officers from the Development Control Team will be available to contact by telephone or by appointment.

Section 10

Resources and improving consultation

Resource implications

- 10.1 The Council recognises that community involvement must be properly resourced in terms of finances and physical capacity and skills available. The emphasis on consultation will be carefully considered to ensure that it is as effective as possible.

Staffing Implications

- 10.2 The development of the Local Development Framework has a considerable impact on the resources available at the Council. The LDF process places specific emphasis on the role of consultation and therefore the Council will demonstrate a commitment to this element of the new planning system based on its capacity to deliver the criteria set out in the document.

Additional Assistance

- 10.3 Advice and assistance will be sought from the Rossendale Partnership and Community Network and the Council's Customer Service Department to ensure the effectiveness of community engagement is maximised.

Improving Consultation: Monitoring and Reviewing the SCI

- 10.4 Like all the documents that will form the LDF, the SCI will be able to react to changing circumstances and will be subject to regular review.
- 10.5 In order to monitor the effectiveness of the SCI an evidence base will be developed that tracks the effectiveness of the consultation database, gauges opinion on the most and least successful forms of

consultation and provides opportunity for analysis of this information.

- 10.6 As this assessment develops, results will be presented as part of revised versions of the SCI and will help identify the thresholds from which a review of the SCI will take place other than changes in the regulatory requirements or guidance in PPS 12.
- 10.7 As part of the Council's commitment to improving community involvement it is already contacting consultants to improve its general approach to consultation, further work has been undertaken towards improving consultation through e-government improvements so that online consultation and graphic presentation of planning issues can be achieved.

Appendix 1

What is the new planning system?

A guide to the new planning system

- The Development Plan provides the main point of reference when planning applications are considered: decisions must be made in accordance with the Development Plan unless 'material considerations' indicate otherwise¹.
- Under the previous system of plan production the Development Plan comprised Structure Plans, which set out strategic planning policies, and Local Plans, which contained more detailed guidance. At present both plans will retain a "saved" status under the 2004 Act as the LDF is prepared.
- The current Development Plan plans for Rossendale comprises the Joint Lancashire Structure Plan (JLSP) adopted in March 2005, Regional Spatial Strategy for the North West (RPG 13), and the Rossendale District Local Plan (RDLP) adopted in 1995 and expired in 2001.
- On 6th July 2005 the Council received a [Statement of Non Conformity](#) from Lancashire County Council which identified that the Local Plan was not in general conformity with the Structure Plan. This identified a number of issues that have now informed the programme for preparation of the Rossendale LDF.
- The Planning and Compulsory Purchase Act 2004 introduced a new plan system which comprise of:
 - Regional Spatial Strategies (RSS) - prepared by the North West Regional Assembly (NWRA). These set out a broad and long-term spatial planning strategy for how a region should look in 15 to 20 years time.

¹ Planning and Compulsory Purchase Act 2004, Section 38(6).

- Local Development Frameworks (LDF) - a folder of local development documents prepared by a district council to outline the spatial planning strategy for the local area.

What is the Local Development Framework?

- The Local Development Framework (LDF) is a folder of documents that will replace the Rossendale District Local Plan that was adopted in April 1995 and covered the period 1990 to 2001. The Local Plan is now time expired and therefore requires the development of the LDF to provide up-to-date planning policy. LDF preparation is on-going and will develop and grow as the new planning system develops year on year.

The LDF folder will include:

1. Local Development Scheme
 2. Statement of Community Involvement
 3. Development Plan Documents
 4. Supplementary Planning Documents
 5. Local Development Orders and Simplified Planning Zones
 6. Annual Monitoring Report
- The LDF will replace the Rossendale District Local Plan. Together with the Regional Spatial Strategy the LDF will identify how the planning system will help to shape Rossendale's communities.
 - There are a number of important differences between the old planning system and the new one.

These include:

- The LDF is made up of a number of individual documents which will be easier to understand and to update.
- The council can focus more on the big issues and priorities for the Borough.
- The plan will be better linked to other strategies.

- The public will continuously be involved in the development of the LDF
- Shorter and more focused examination of new Plans at an Inquiry.

1. Local Development Scheme (A required document)

The Local Development Scheme (LDS) is a 'project plan' identifying which local development documents will be produced, what stages are involved in their preparation, in what order and when they will be developed over a three year period.

The Local Development Scheme provides the starting point of the Local Development Framework and is updated on an annual basis.

The LDS is a public document for the community and stakeholders to find out about Rossendale's planning policies. Rossendale had its initial Local Development Scheme approved on 8th July 2005 which is available to download at:

www.rossendale.gov.uk/forwardplanning

A paper copy of the Local Development Scheme can also be viewed at the council's One Stop Shop in Rawtenstall.

2. Statement of Community Involvement (A required document)

The Statement of Community Involvement (SCI) shows how and when planning authorities intend to consult local communities and other stakeholders when preparing other documents that will form the LDF and consultation with planning applications. A key outcome of the SCI will be to encourage 'front loading' – this means that consultation begins at the earliest stages of a document's development so that communities are given the opportunity to be involved and to make a difference.

A Statement of Community Involvement must provide good levels of access to information. It should be designed to

increase the opportunity to create understanding of the planning system and actively encourage communities to contribute ideas and representations, and for Rossendale Borough Council to provide regular and timely feedback.

3. Development Plan Documents (DPDs)

A Local Development Framework must include a Core Strategy, Site-Specific Allocations of land, a Proposals Map and may also contain optional development documents such as Area Action Plans. These are classed as DPDs and outline the key development goals of the Local Development Framework.

DPDs must follow a strict process of community involvement, consultation, sustainability appraisal and independent examination to ensure that Rossendale has a Local Development Framework that will provide long-term economic, social and environmental benefits.

Following a successful examination a DPD is then adopted. Upon adoption, the Inspector's Report will be binding on the Council and development control decisions must be made in accordance with the DPDs unless material considerations indicate otherwise.

3.1 Core Strategy (A required document)

The Core Strategy is a key DPD from which other DPDs will be linked. It sets out the general spatial vision and objectives for delivery in the Local Development Framework.

The Core Strategy plays a key part in the delivery of Rossendale's Community Strategy. The Core Strategy will present the development and land use elements required to deliver the objectives set out in the Community Strategy such as the strategic development needs for Rossendale for housing, leisure, employment and retail.

3.2 Site Specific Allocations (A required document)

The allocation of land for specific uses must be set out in a development plan document called Site Specific Allocations. This should be prepared in accordance with the Core Strategy, but is a separate document. This allows the local authority to update allocations in the light of changes to other local development documents or implementation on the ground.

Sites should be identified on a robust and credible assessment of the suitability, availability and accessibility of land for particular uses or a mixture of uses so that the right development is achieved.

3.3 Adopted Proposals Map (A required document)

The Adopted Proposals Map should illustrate all site-specific policies in all the adopted development plan documents on a map base.

The Adopted Proposals Map should also identify areas of protection such as nationally protected landscape and local nature conservation areas, green belt land and conservation areas.

Separate inset maps may be used to show policies for part of the authority's area, such as the policies for Area Action Plans. The Adopted Proposals Map must be revised as each new development plan document is adopted and should reflect the up-to-date spatial plan for the area.

3.4 Area Action Plans (An optional document)

An Area Action Plan (AAP) is a development plan document that focuses on a specific location or an area that is subject to significant change or an area that needs to stay the same. This could include a major regeneration project or a conservation area.

The AAP should focus on implementation - providing an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation.

An AAP should outline protection for areas sensitive to change and aim to resolve

conflicting objectives in areas subject to development pressures.

3.5 Other Development Plan Documents (An optional document)

These can include document based on themes such as housing, open space, employment and retail development.

Other Development Plan Documents can also include development control policies.

4. Supplementary Planning Documents (An optional document)

Supplementary Planning Documents (SPDs) expand or add more detail to the policies set out in the development plan documents. These may take the form of design guides, form development briefs for specific sites or buildings, a master plans or can also be issue-based documents (e.g. on affordable housing, energy efficiency etc).

These documents can use illustrations, text and practical examples to expand on how the authority's policies can be taken forward.

Local authorities must involve the community in the preparation of SPDs. They are also subject to a Sustainability Appraisal to ensure economic, environmental and social effects of the plan are in line with sustainable development targets.

5. Local Development Orders and Simplified Planning Zones (Optional)

The Local Development Framework may also contain Local Development Orders and Simplified Planning Zones.

A Local Development Order is made by a planning authority in order to extend permitted rights for certain forms of development, with regard to a relevant local development document.

A Simplified Planning Zone is an area in which a local planning authority wishes to stimulate development and encourage investment. It operates by granting a specified planning permission in the zone without the need for a formal application or the payment of planning fees.

6. Annual Monitoring Report (A required document)

A report submitted to the government by a local planning authority to assess the progress and the effectiveness of a Local Development Framework.

The Annual Monitoring Report will consider the progress of the Local Development Documents (LDDs) against the authority's Local Development Scheme (LDS) and consider the extent to which the spatial goals are being met. The Annual Monitoring Report (AMR) should also highlight if any adjustments to the LDS are required.

The Annual Monitoring Report (AMR) (see point 6) should also highlight if any adjustments to the Local Development Scheme are required.

7. Sustainability Appraisal & Strategic Environmental Assessment (SA & SEA)

A Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are fundamental part of the preparation of an LDF. The process starts with the development of a Scoping Report that will identify the main objectives and issues facing the borough. The Scoping report will then be used as the basis for appraisals.

A SA provides an assessment of DPDs and SPDs prepared to form the LDF so that it will provide policies and guidance that ensure development will bring long-term economic, social and environmental benefits to the communities of Rossendale.

Appendix 2 List of Consultees involved in the Local Development Framework

Government guidance sets out the consultees we must contact when preparing a development plan document. A full list of the consultees is held in the council's consultation database. The list can be viewed online by visiting www.rossendale.gov.uk/forwardplanning

Statutory consultees

- Government Office for the North West
- Government Departments including the Home Office
- North West Regional Assembly
- North West Regional Development Agency
- Adjoining Local Planning Authorities
- The Countryside Agency
- The Environment Agency
- The Highways Agency
- English Heritage
- English Nature
- Network Rail
- The Strategic Health Authority
- Relevant Telecommunications companies
- Relevant electricity and gas companies
- Relevant sewerage undertaker
- Relevant water undertaker

General bodies and other consultees

Elected representatives

- Councillors
- Members of Parliament
- Neighbouring Parish Councils

Rossendale Borough Council and Partners

- Heads of Services
- Senior Officers
- Rossendale Partnership
- Community Network

Representatives from other key sectors and organisations

- Black and minority ethnic groups
- Community groups
- Disability groups
- Faith groups
- Over 50's groups
- Voluntary groups
- Young people

General public

- Employees
- Local residents

Landowners, developers and Agents

- Construction companies
- Developers
- Housebuilders
- Specialist consultants

Landowners, developers and Agents

- Construction companies
- Developers
- Housebuilders
- Specialist consultants

Businesses

- Local businesses
- Other businesses with an interest in or adjoining the borough

Other interest groups and organisations

- Civic and amenity groups
- Conservation and Heritage Societies
- Community interest groups
- Rights of way groups
- Environment groups
- Government agencies
- Local Authority agencies
- Organisations representing different racial, ethnic, or national groups
- Public Service providers
- Residents Associations
- Schools and Colleges
- Sports and Recreation organisations
- Tenants Associations

- Transport operators and transport groups
- Utility companies

Appendix 3 Examination of LDF documents

Before a document is adopted they must all be submitted for Independent examination. This examination is carried out by an Inspector appointed by the Secretary of State. The purpose of an Inspector is to provide an independent assessment of the “soundness” of the document and to ensure the preparation process adopted meets the statutory requirements.

The guidance for developing the LDF is Planning Policy Statement (PPS) 12. PPS12 sets out nine tests which a SCI should meet if it is to be sound. The tests in PPS12 are that the:

1. Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations;
2. Local Planning Authority’s strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
3. Statement identifies in general terms which local community groups and other bodies will be consulted;
4. Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
5. Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
6. Resources are available to manage community involvement effectively;
7. Statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents

- and Supplementary Planning Documents;
8. Authority has mechanisms for reviewing the Statement of Community Involvement; and
9. Statement clearly describes the planning authority’s policy for consultation on planning applications.

Appendix 4

Where to view information and contact the council

Documents to be viewed for consultation will be made available in the council's One Stop Shop and other public buildings in the borough. .

There will be a number of approaches used to ensure engagement is effective, some of which are subject to regulations that ensure minimum standards are achieved (see Section 6).

Documents will also be made available on Rossendale Borough Council's Website with easy access ensured through links on the homepage. Feedback forms are available on request at offices or can be downloaded from the website.

www.rossendale.gov.uk/forwardplanning

Consultation Documents will also be sent to consultees as appropriate in paper copy upon request.

Our Address:
Forward Planning Team
Rossendale Borough Council
Room 120
Kingfisher Centre
Futures Park
Bacup
OL13 0BB

email:
forwardplanning@rossendalebc.gov.uk

Direct Dial telephone numbers:

Anne Stora (Senior Planner – Wed to Fri)
01706 252418

Lindsay Weatherall (Planning Assistant)
01706 252420

Gwen Marlow (Technical Assistant)
01706 252419