Statement of Community Involvement

Adopted June 2006
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Translations say: ‘Contact us if you want a summary of this document in another language and/or in an alternative format’

Urdu
اگر کوئے دستاویز کا خلاصہ کسی دوسری زبان اور/یا کسی متلب صورت مین درکار ہو تو میں سے رابطہ کریں

Chinese
如需索取这份摘要的其他语文译本和/或各种形式版本，联络我们。

Farsi
در صورتی که خلاصه ای از این مطلب را به زبان و یا شکل دیگری می کسی کیا خواهید لطفا ما تماس بگیرید

Arabic
اتصل بنا إذا تريد خلاصة من هذه الوثيقة بلغة أخرى أو بصيغة بديلة

French
Veuillez nous contacter si vous désirez un résumé de ce document dans votre langue et/ou dans d'autres formats.

Copies of this document can be viewed or downloaded from the Councils’s website at www.rotherham.gov.uk/forwardplanning

Further information about the Rotherham Local Development Framework is available from the Forward Planning Team using the above telephone number/email or write to us at the following address

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Rotherham
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Foreword

The planning process through the new Local Development Framework (LDF) will shape the places where you live, work and spend your leisure time. So it is right that you should be enabled and empowered to take an active part in the process. Your involvement is vitally important to us.

One of the aims of the planning reforms introduced by the Planning and Compulsory Purchase Act 2004 is to achieve wider community participation in the planning process. Minimum requirements for involving the community are set by planning regulations but under the new arrangements the Council also had to prepare a Statement of Community Involvement (SCI).

Following preliminary consultations, the SCI was submitted to the Secretary of State on 31 August 2005. Further comments were then invited over a statutory six-week period, which closed on 31 October 2005. The submitted document was independently examined in February 2006 and a binding report of recommendations was submitted to us in March 2006 (available on the Council’s website – please see address overleaf). The SCI was adopted on 14 June 2006.

This Statement sets out the Council's policy for community participation, including the engagement of traditionally excluded groups, together with the standards of community involvement to be achieved in the preparation, alteration and review of the various documents in the new LDF and in consultations over planning applications.

The Statement is intended to ensure the active, meaningful and continued involvement of local communities and stakeholders throughout both processes.

The Council acknowledges the value of involving the community during the early stages and throughout the process of preparing the LDF. This will help achieve ownership and consensus over the future shape of development in the Borough and reduce controversy at the examination stage. Consultation and involvement techniques will need to be tailored to appropriate stakeholders and community interests at various stages in the preparation of component LDF documents.

Significant tensions arise from the Government's desire for more extensive community participation whilst achieving timely processing of planning applications and quicker plan preparation. The promotion of participation in numerous other strategies, plans and initiatives also risks people being overwhelmed by requests for responses, commonly known as consultation fatigue. These factors will require the Council to look to the more efficient use of its resources and for closer collaboration with other consultation programmes arising from the community strategy and other corporate initiatives.
In addition to outlining the general approach to enhancing community participation, this Statement addresses more specific arrangements for the involvement of appropriate stakeholders and local interests in the preparation of the first round of LDF documents - the **Core Strategy** supported by **Policies and Site Allocations Documents** with accompanying **Proposals Map** (initially concentrating on housing, economic and transportation matters). These are detailed in the Local Development Scheme which can be viewed on the Council's website ([www.rotherham.gov.uk](http://www.rotherham.gov.uk)).

I look forward to your continuing participation in preparing the new Local Development Framework for Rotherham.

Councillor Gerald Smith  
Chair of Local Development Framework Steering Group,  
Cabinet Member for Economic Regeneration and Development Services and a member of the Planning Board.
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1. Introduction

The new planning system

1.1 The Planning and Compulsory Purchase Act 2004 introduces major changes to the planning system with the current Unitary Development Plan (UDP) eventually being replaced by a new Local Development Framework (LDF). The Local Development Framework will cover the period to 2021. Transitional arrangements are made for the adopted Unitary Development Plan to remain in force for three years (or longer if agreed by the Secretary of State) until it is gradually replaced by adopted components of the Local Development Framework.

1.2 The format and key documents of the Local Development Framework are best illustrated in Appendix 1 with the associated terminology set out in the Glossary in Appendix 2.

1.3 In contrast with the Unitary Development Plan, the format of the replacement Local Development Framework is to be a portfolio of local development documents some of which may be prepared concurrently or in sequence over a period of time. Some of the documents will be Development Plan Documents, subject to independent examination and sustainability appraisal, which along with the Regional Spatial Strategy, will form the Borough's statutory development plan. Other Supplementary Guidance Documents will not go through independent examination and will have lesser status but will still be subject to sustainability appraisal.

1.4 In addition, the Local Development Framework will also include a Local Development Scheme setting out the details and timescales for the Council's proposed initial round of documents (this can be viewed on the website www.rotherham.gov.uk). Annual Monitoring Reports will also be published to update progress in preparing documents and in the delivery of new policies and proposals for future development in the Borough.

1.5 The new Act also requires the Council to prepare this Statement of Community Involvement which will be subject to independent examination.

Purpose of the Statement of Community Involvement

1.6 This Statement sets out how communities and stakeholders will be engaged in active, meaningful and continued involvement in the preparation and revision of local development documents and the consideration of planning applications. Although the Statement needs to be realistic about what can be achieved and should avoid raising community expectations it should seek to be innovative and reflect local circumstances. Community involvement needs to be legitimate and timely with outcomes in the wider public interest. It also needs to be simple to follow and carried out in a fair, transparent and efficient manner.
1.7 You are most likely to come face to face with the planning system if a development proposal is going to directly affect you. However, because of the range of people and interests that changes to the local environment can effect, it is rarely possible to find development solutions that satisfy everybody; furthermore, issues such as available resources and statutory requirements also need to be considered. Getting involved does not guarantee that your views will prevail, but we undertake to evaluate all the material planning issues you raise.

Benefits of Community Involvement

1.8 The Council recognises the importance of supporting initiatives of groups and partnerships that encourage local people and stakeholders to help develop a spatial planning framework for the Borough. The main benefits of community involvement in the preparation of LDF documents include:

- Strengthening the evidence base for planning decisions recognising that local communities and stakeholders through their expertise, opinions and insight can bring a wider perspective to planning and help it to be more relevant and effective.
- Encouraging local communities to have a commitment to future development in their area.
- Promoting regeneration and investment through publicising proposals, inviting community involvement and facilitating joint-working to demonstrate commitment to improving areas and to secure better quality planning achievements.
- Fostering ownership and strengthening delivery by encouraging joint-working and involving communities at an early stage in the planning process to achieve consensus in order to reduce tensions when proposals are scrutinised during independent examination.
- Ensuring planning is based upon and meets local needs to improve wellbeing.

1.9 In the case of planning applications, discussions involving a partnership approach between the Council, applicant and interested groups will help to confirm whether development is acceptable in principle and to clarify the format, type and level of detail required to enable the Council to determine applications. Significant benefits can accrue from community involvement including:

- Better quality planning applications that can be processed quickly leading to more responsive service delivery.
- Early availability of information enabling problems to be addressed up front and resolved thereby avoiding later objections.
- Ensuring an inclusive and transparent approach to determining applications.
- Meeting the needs and aspirations of local communities and helping to achieve better design of buildings more in keeping with their surroundings.
- Saving time and resources of developers by avoiding the need to revise proposals at an advanced stage which in turn leads to resource savings to the planning authority.

**The Council's vision for your involvement**

1.10 For the LDF to be a true reflection of your views, you should believe that the process is legitimate, operates in a timely manner, and that the outcomes are in the interest of the wider public. We want to improve the way we involve you in both plan-making and in making decisions on planning applications. We want to encourage more of you to become involved and make it as easy as possible for you to do so taking into account local circumstances. The vision is based on various operational principles and standards that will help to underpin your involvement in planning matters.

<table>
<thead>
<tr>
<th>Principle</th>
<th>How we will achieve it</th>
</tr>
</thead>
</table>
| We will develop your involvement so that it is appropriate to the level of planning concerned | - Identify the range of community interests and stakeholders who need to participate.  
- Show how the results of community involvement will feed into the preparation of documents and the determination of planning applications.  
- Be clear about different stages of involvement - information, consultation, participation, feedback - and how these can be done in different ways and at different stages for particular communities.  
- State why we want to involve you, and whether your comments are being sought on a formal or informal basis.  
- Make it clear what you need to do (and when) to make your views known, regardless of any barriers you may perceive.  
- Try to match our public involvement programme to the scale and nature of the planning issues being aired.  
- Inviting representations to statutory consultations as a minimum requirement for community involvement. |
| We recognise the need for early and active involvement ("front loading") in planning processes | - Give plenty of time and good notice of the opportunities to get involved, wherever possible.  
- Involve you at the earliest stage, and all subsequent stages of plan making or making decisions on planning applications, when your comments could make a difference.  
- Giving members of the public and community groups opportunities to put forward ideas and giving them confidence in processes for considering and responding to their contributions.  
- Providing opportunities for people to actively engage with planning professions in developing options and |
The methods we use will be relevant to your experience

- If your group has little or no planning experience of the planning process, we will work with you, alongside Planning Aid for Yorkshire (see Appendix 8 for more details) to improve your ability and capacity to respond, for as long as is necessary to enable you to do so independently, using your own skills and resources.
- Try to match how we involve you with the time and financial resources you have available, and your experience and knowledge of the planning system.
- Help you to create a sense of ownership of the decisions made.

The opportunities for your involvement will be clear

- Make it clear what things are open to change and what are not.
- Only ask your views on matters and at times when there is still a genuine opportunity to alter the content of a planning document or the nature or an aspect of detail of a planning application.
- Draft planning and any associated documents will be made readily available to the public and stakeholders and will be available on our website.
- Consider all LDF related comments received within the publicised time period and provide feedback informing about progress and outcomes to foster interest in planning, to increase local knowledge and to improve planning solutions.

We will create transparency and accessibility

- Set out documents and reply forms in plain English. All jargon will be clearly explained.
- Hold any public events as close as possible to where the people most likely to be affected live.
- Make particular effort to involve traditionally excluded groups.
- Make reasonable adjustments as necessary to our public involvement programme and events to ensure that disabled people do not receive a lower standard of service.
- Make documents available in a wide variety of formats including paper copies in Braille and languages other than English where possible.
| We will carefully plan for your involvement | - Demonstrate that community involvement can be properly resourced and managed.  
- Make use of the existing community involvement frameworks established by us and our partner organisations in the Borough, to improve the range and balance of people having their say on planning matters, and to help avoid consultation fatigue.  
- Wherever possible, we will group together consultations on several planning documents/issues to again reduce consultation fatigue.  
- Review the effectiveness of each of our efforts to involve you, and make alterations to the methods used where shortcomings are identified. |
2. Scope of Community Involvement

What will you be involved in?

A - Local Development Documents

2.1 The involvement of the wider community and stakeholders is to be sought on various documents - collectively known as Local Development Documents - that will make up Rotherham's new Local Development Framework in addition to Sustainability Appraisal Reports and different types of planning applications.

2.2 Some of the Local Development Documents - known as Development Plan Documents - will have statutory status. Other Non-Development Plan Documents will have a supporting process-related or supplementary planning role.

Development Plan Documents

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Strategy and Policies</td>
<td>Setting out the spatial vision for Rotherham to 2021 with supporting strategic policies and key diagram.</td>
</tr>
<tr>
<td>Development Control Policies</td>
<td>Containing detailed policies to ensure that all development meets certain criteria and contributes to the achievement of the vision and Core Strategy.</td>
</tr>
<tr>
<td>Site Allocations</td>
<td>Identifies sites proposed for development to meet the vision and Core Strategy together with any policies specifically referring to the development of allocated sites.</td>
</tr>
<tr>
<td>Area Action Plans</td>
<td>Providing a planning framework for specific areas subject to significant change.</td>
</tr>
<tr>
<td>Proposals Map</td>
<td>The Proposals Map will illustrate spatial aspects of policies and constraints arising from the above on an Ordnance Survey base. Inset maps will identify areas subject to more detailed Area Action Plans.</td>
</tr>
</tbody>
</table>

Non - Development Plan Documents

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary Planning Documents</td>
<td>Providing detailed supplementary planning guidance related directly to a policy or policies in a development plan document.</td>
</tr>
<tr>
<td>Local Development Scheme</td>
<td>The &quot;project plan&quot; setting out the programme for the preparation and review of the Local Development Framework (including a description and timetable for each local development document). This is now available on the Council’s website (<a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a>).</td>
</tr>
<tr>
<td>Annual Monitoring Report (AMR)</td>
<td>Reviewing progress in implementing the LDS and the extent to which policies in the LDDs are being achieved. The AMR is required to be submitted to the Secretary of State in December each year.</td>
</tr>
<tr>
<td>Statement of Community Involvement</td>
<td>Setting out the strategy and standards for community involvement in the LDF process.</td>
</tr>
</tbody>
</table>

**Sustainability Appraisal**

2.3 The Council is required to undertake sustainability appraisals at each key stage in the preparation of development plan documents and supplementary planning documents. These are intended to promote sustainable development by ensuring long term economic, environmental, health, social and equality issues are considered in an integrated and balanced way, during the preparation and continuing review of the Local Development Framework.

2.4 The Council will consult environmental bodies and selected local organisations on the scope of sustainability appraisal of individual documents and will continue to involve them as necessary during the assessment process. Everyone will have the opportunity to comment on Sustainability Reports which will be published at each key stage of document preparation. As with LDDs, Sustainability Appraisals will conform to the procedures and techniques for community involvement set out in this document.

**The Council's Initial LDF Programme**

2.5 Over the next 3 years community involvement will be focussed on the initial programme of documents set out in the Local Development Scheme which has been approved by the Government Office. The sequence of documents commences with the preparation of this Statement of Community Involvement, then the Core Strategy followed by Policies and Allocations Documents (concentrating on housing, economic (including retail/leisure and waste) and transportation matters) together with a Proposals Map. An Annual Monitoring Report will be published at the end of each calendar year outlining progress made with any adjustments to the programme to be included in a revised LDS. Details of the community involvement, methods and interests together with feedback arrangements for the stages in the preparation of the various documents (including this Statement) in the Council's initial LDF Submission are set out in the tables of Appendix 3.

2.6 This programme will put in place an up to date foundation for later submissions concentrating on replacing UDP policies, "saved" in the transitional period, Area Action Plans (for Rotherham Town Centre, Housing Market Renewal Pathfinder Initiatives and the Waverley area) and Supplementary Planning Documents for Access and Design. Details of the community involvement, methods and interests together with feedback arrangements for the stages in the preparation of the various documents in the Council's future LDF Submissions are set out in the tables of Appendix 4.

2.7 Recognising that an essential feature of the new development plan system is for interested parties to be involved in producing the planning
framework from the onset thus achieving wider ownership of LDF documents, the Council has developed a questionnaire (available on the RMBC website) encouraging anyone with an interest in the future planning of Rotherham to actively assist in the process. This is seeking to establish the extent of stakeholder interest and the possibility of establishing a structured approach to early and continuous involvement. It is also important to note that the Development Plan Documents are complementary documents and consultation responses will therefore be used in a comprehensive manner so that the integrity of the relationship between the various documents is maintained.
B. Planning applications

2.8 There is significant scope for community involvement in the process of determining planning applications mindful of the limits of the Council’s resources, the needs and aspirations of the local community, the expectations of developers for timely decisions and the specific nature of the applications concerned.

Pre-application Consultations

2.9 This section sets out the guidelines to potential applicants on involving the public and others before an application such as those that may give rise to local controversy, those that are in sensitive locations or those of significant scale, is submitted to the Council. The benefits to both local people and applicants in involving the community at this stage are clear. For applicants, it will ensure that issues are addressed prior to an application being submitted and, for local people, it will allow them to have an input before proposals reach an advanced stage. The Council expect applicants to organise, fund and manage this process themselves, but help will be provided, for example, in identifying local organisations and suitable venues for events.

2.10 This work by applicants is on top of what the Council do once an application is received as set out in Appendices 6 and 7. It is also important to note that for minor applications it is likely to be sufficient for the Council to comply with statutory consultation and publicity requirements (eg - site notices, publicity, neighbour letters).

2.11 As it is difficult to anticipate the type of community involvement required for what could be an infinite variety of planning applications a ‘tiered’ approach to identify the scale of an application and the appropriate types of community involvement is suggested as follows:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Indicative type of application falling within category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>Development which consists of or includes the provision of: (Italics denote where the proposal is contrary or out of line with Development Plan Policy)</td>
</tr>
<tr>
<td></td>
<td>- More than 150 houses or flats; or</td>
</tr>
<tr>
<td></td>
<td>- More than 5,000 square metres of leisure, office or mixed commercial floorspace</td>
</tr>
<tr>
<td></td>
<td>- Development of land belonging to a planning authority or any other party, or for the development of any land by such an authority, whether alone or jointly with any other person; or</td>
</tr>
<tr>
<td></td>
<td>- Any other development which, by reason of its scale or nature or the location of the land, would significantly prejudice the implementation of the development plan’s policies and proposals.</td>
</tr>
<tr>
<td></td>
<td>- Schedule 1 developments – as defined by the Environmental Impact Assessment Regulations e.g. development of a quarry/open cast mine where the site of</td>
</tr>
</tbody>
</table>
the surface exceeds 25ha.

- Town and Country Planning (Shopping Development) (England and Wales) Direction e.g. gross shopping floor areas of not less than 20,000 square metres.

**Tier 2**

- Schedule 2 developments – as defined by the Environmental Impact Assessment Regulations as requiring an EIA e.g. those developments (such as to the installations for the harnessing of wind power for energy production (wind farms) if the development involves the installation of more than 2 turbines or the hub height of any turbine or any other structure exceeds 15 metres) that are likely to have a significant effect on the environment by virtue of factors such as their nature, size and location.
- Development proposals which fall within the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 e.g. proposed residential development of greater than 150 dwellings irrespective of its location.
- Development proposed on playing fields as set out in the Town and Country Planning (Playing Fields) (England) Direction 1998 e.g. any proposal for development on playing fields which means the whole of a site which encompasses at least one playing pitch.
- Applications which require a Full Transport Assessment:

<table>
<thead>
<tr>
<th>Development</th>
<th>Site Area (hectares)</th>
<th>Gross Floor Area/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food retail</td>
<td>0.2 ha</td>
<td>1,000m²</td>
</tr>
<tr>
<td>Non-food retail</td>
<td>0.8 ha</td>
<td>1,000m²</td>
</tr>
<tr>
<td>Office (B1)</td>
<td>0.8 ha</td>
<td>2,500m²</td>
</tr>
<tr>
<td>Industry (B2 &amp; B8)</td>
<td>2.0 ha</td>
<td>6,000m²</td>
</tr>
<tr>
<td>Residential</td>
<td>1.0 ha</td>
<td>80 units</td>
</tr>
<tr>
<td>Other</td>
<td>50+vehicle movements in any hour</td>
<td></td>
</tr>
</tbody>
</table>

**Tier 3**

- The significance of the following types of application is likely to be determined on a ‘site-by-site’ basis at a ‘local’ level.
  - Applications of a local significance that the LPA considers to require wider community involvement e.g. involve seeking provision for affordable housing.
  - Applications that fall within sites that are ‘sensitive’ to development pressures e.g. substantial development in a Conservation Area including development adjoining a listed building or substantial demolition.
  - Allocated sites that may not have been subject to extensive consultation in the development plan process e.g. where a proposal in the existing development plan may not have generated significant objection, and was not included in the public inquiry.
  - Other – to encompass lower thresholds for non-conforming
uses and other types of specific development e.g. small employment/business development within predominantly residential areas.

NB In order to reflect the issues involved and the circumstances of each proposal the Council will agree with the applicant the level of consultation appropriate in each circumstance.

The role of the Applicant

2.12 The Council wishes to encourage applicants to undertake early community consultation on appropriate proposals. As stated in paragraph 2.9, this process will be organised, funded and managed by the applicant and any feedback is for use by the applicant, who will be expected to give proper consideration to addressing the issues and concerns raised. The Council will remain impartial in this process but applicants will be expected to provide information and details of community involvement to ensure that procedures and standards comply with this Statement. The outcome of consultations will be reported as part of the planning application process. Applicants are encouraged to carry out at least the minimum consultation arrangements. The extent to which the applicant’s pre-application consultation will satisfy the requirements of this Statement will be assessed against the following factors:

- Extent and scope of pre-application discussions with the Council and the community.
- Extent to which the applicant has undertaken consultation in accordance with an approach agreed with the Council.
- The transparency and inclusiveness of the process.
- Extent to which the consultation process and outcomes can be validated by the Council.
- Extent of partnership working between the Council and the applicant in the consultation process.
- Submission of a consultation statement in support of the planning application.
- Degree to which potential problems and possible objections identified at the initial pre-application stage have been addressed. An example of good practice with regard to this may, for instance, involve applicants working in conjunction with the Primary Care Trust to develop a Health Impact Assessment looking at a developments potential health and wellbeing implications for the local community.

2.13 The Council cannot refuse to accept valid applications because it disagrees with the way the applicant has consulted the community. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application. In order to avoid later objections or misunderstandings, the Council would welcome early discussions about the process before formal applications are made.
Post application consultations

2.14 All submitted planning applications must receive some form of publicity by law. This is done by the Council in one of the following ways, or by a combination of these methods depending on the type of application or other circumstances e.g. the policies for consultation if an application is later revised (see Appendix 7 for more information):

- individual letter to adjacent occupiers/residents (neighbour notification)
- posting of a site notice at or near the site
- local newspaper notice

2.15 All notification letters include information on the planning application process and what can be considered in determining applications. They also inform of the public’s Right to Speak on applications considered by the Planning Board.

2.16 The Council's guidelines for planning application publicity are based on Government advice in Circular 15/92, "Publicity for Planning Applications". The Development Control Service has an internal procedure to ensure that publicity is carried out consistently.

2.17 In all cases, twenty-one days will be allowed for representations to be made and these will be considered before a decision is made. Comments should be in writing and should state clearly the name and address of the person making them so that letters can be properly acknowledged and the person making the comments can be informed of the decision on the application. Any letters received are available for public inspection and are not treated confidentially unless expressly stated. All letters will be acknowledged within ten working days. The results of any such consultation will be reported and taken into account in decisions made by the Council. Representations received after the twenty-one day period has lapsed may not necessarily be taken into account before a decision is made as the Council will proceed to make a decision after the consultation period has expired.

2.18 In addition, certain applications require statutory press and site notice publicity if they relate to Listed Buildings, Conservation Areas or propose significant variation from the terms of the Development Plan. Certain types of major applications also have to be accompanied by an "Environmental Impact Assessment" in the form of an "Environmental Statement". These applications require special publicity and are also allowed a longer period for a decision to be made.

2.19 All planning applications can be inspected at your nearest Customer Service Centre where staff will be available to answer questions. A register of all current planning applications and past decisions is required to be kept by law and is also available upon request for public inspection during normal office hours at your nearest Customer Service Centre. Weekly planning application lists are available for inspection and, at a charge, can be obtained from the Council and are displayed on the website. It is also now possible to
submit planning applications online which are available to view by members of the public.

2.20 Meetings of Planning Board (where more complex applications are determined) are usually held every fortnight on a Thursday, (though this may vary, over election and holiday periods), in the Council Chamber of the Town Hall, Moorgate Square, Rotherham. Copies of the agendas are available approximately 5 working days before the Planning Board Meeting and are available on the Council’s web site.

2.21 Members of the public are entitled to attend and listen to the debate, and may speak to the meeting if they have indicated their intention to do so in accordance with the right to speak procedures. Otherwise speaking is at the Chairman's discretion. The timing of the Planning Board meetings can vary, as they often first carry out site visits on applications deferred from the previous Board meeting. It is, therefore, advisable to contact the Planning Service for details of timings.

*Post-decision notification*

2.22 Anyone making comments will be individually notified of the Council's decision on the application within ten working days of the decision being made, unless a proposal has generated a lot of representations (more than thirty) whereupon the decision will be publicised in the local press rather than by individual letter.
3. Methods of Community Involvement

Why should you be involved?

3.1 Your active participation in the development of proposals is at the heart of the Council's work. We will enable you to put forward and debate options and help mould proposals before they are settled so that your involvement can make a difference. This is especially challenging for the Council in terms of resources and effort, and this means it is ready to listen and consider all views and adapt its ideas. It is not enough for the Council to focus on providing information and consulting on proposals that have already been developed to the point where it is difficult to take your views on board.

3.2 The views of local people have always been an integral part of the planning process and in addition to those benefits highlighted earlier the case for your voice to be heard is clear:
- Your involvement leads to outcomes that better reflect the views and aspirations and meet the needs of the wider community in all its diversity.
- Your involvement improves the quality and efficiency of decisions by drawing on local knowledge and minimising unnecessary and costly conflict.
- Your involvement educates all participants about the needs of communities, the business sector and how we work.
- Your involvement helps promote social unity by making real connections with communities and offering you a real stake in decision making.

How can you be involved?

3.3 The first step in involving you is to find out which is the most appropriate method of doing this. It is important to reflect on lessons and experience derived from what we have learnt in the recent past. Firstly, in 2000, work developed for the purposes of Best Value included a specific question about the most appropriate means of consultation for the development plan. This revealed a list of preferences which included focus groups and public meetings. Perhaps more significantly, work undertaken by Forward Planning to specifically contribute to its Best Value review revealed that much work needs to be done to address the public perception and understanding of planning processes.

3.4 In addition, as part of the initial stages of the UDP review in 2002, four focus groups were convened with the intention (amongst other things) of discussing and identifying the best approaches to achieving diverse and widespread involvement in the planning process. The results of each of these sessions revealed several preferred methods of involvement including using existing area forums and interest groups.

3.5 In response to the challenges identified above and those that have arisen as a result of the changing planning system, the Council is committed to finding new ways of involving you more effectively in the planning system. It will seek to ensure that everybody with an interest in planning at a local level
understand how they can contribute to and affect the outcomes of the decision making process. These processes are intended to ensure that you are clear when you are able to participate in the process. Please see www.rotherham.gov.uk/forwardplanning for more information.

3.6 The Council will involve you by:

- **Informing** – you will be kept up to date with the current position at each stage of the process. It is up to you if you wish to make a representation or become further involved.
- **Consulting** – you will be asked what you think about particular issues or approaches that are being taken. This is usually a formal period when the Council invites representations from everybody on a draft version of a document or a planning application.
- **Encouraging participation** – rather than asking for a reaction to a particular issue or document, your active involvement in discussions around a particular issue will be invited.

3.7 Methods of involvement with you will vary depending upon the desired outcome, the issue under consideration and the stage of the planning process that has been reached. A variety of traditional methods including publicity leaflets, public meetings, presentations and exhibitions, as well as more innovative measures, such as information technology will be employed. In order to achieve effective involvement the Council will ensure that these processes are simple to follow and delivered in a fair, transparent and efficient manner.

3.8 Table 1 includes a wide range of types of involvement and methods that can be used to achieve different levels of involvement, in both LDD preparation and considering planning applications, with varying benefits and resource implications. The Table indicates that there are many different methods of consultation, which can be used to encourage community involvement. It is recognised that there is no ‘one size fits all’ method and the methods used will be specifically tailored to the intended audience. It is also important to note that additional meetings or participation exercises may be added in as issues emerge or develop and that there is a need for flexibility to enable new techniques to evolve from experience learned. The quality of involvement is unlikely to be proportional to the number of consultation opportunities and there needs to be realism about likely outcomes in selecting particular methods.
Table 1: Methods of Community Involvement

<table>
<thead>
<tr>
<th>Type</th>
<th>Method</th>
<th>Benefits</th>
<th>Resource Implications High (H), Medium (M) or Low (L)</th>
<th>Does it inform (I), consult (C) or participate (P) with You?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents available for inspection at our offices during set consultation period</td>
<td>It will be clear how and when you should respond. Offices and documents will be accessible to disabled people.</td>
<td>Satisfies minimum statutory requirement.</td>
<td>L</td>
<td>I &amp; C</td>
</tr>
<tr>
<td>Site notices, posters</td>
<td>It will be clear how and when you should respond.</td>
<td>Satisfies minimum statutory requirement.</td>
<td>L</td>
<td>I &amp; C</td>
</tr>
<tr>
<td>General Circulars and Letters to statutory bodies (refer to Appendix 5)</td>
<td>We will identify bodies we consider necessary and inform them in writing.</td>
<td>Satisfies minimum statutory requirement.</td>
<td>L</td>
<td>I &amp; C</td>
</tr>
<tr>
<td>Internet (website, e-mail)</td>
<td>Should be user friendly and include all relevant documents in pdf format.</td>
<td>Increasingly the first port of call for the public and professionals seeking detailed information. Useful means of providing feedback to involvement exercises. Attractive to young persons. Benefit to visually impaired people.</td>
<td>L</td>
<td>I &amp; C</td>
</tr>
<tr>
<td>Media (local press, information via community newsletters, TV, radio etc)</td>
<td>Use of local newspapers/community radio to carry articles and stories about proposals. Produce a LDF video/DVD. Possible production of cartoon/comic style leaflets or promotional videos.</td>
<td>Satisfies minimum statutory requirement for advertising planning applications (see Appendices 6 and 7). Can raise the profile of the LDF. Encourages the involvement of young and traditionally excluded groups.</td>
<td>M</td>
<td>I</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Leaflets/ brochures</td>
<td>Used to publicise an outline of a proposed document or application. Published in Plain English.</td>
<td>Useful in informing you of further opportunities to get involved.</td>
<td>M</td>
<td>I</td>
</tr>
<tr>
<td>Orientation events/Public exhibitions/displays/stalls/roadshows</td>
<td>Held in accessible locations that are relevant to the subject under discussion. Held over a number of days and at varying time to ensure all sections of the community have an opportunity to attend. Material should be presented in a format that is easy to understand e.g. providing colourful resource boxes of LDF leaflets and publications which could be made</td>
<td>Help to effectively involve traditionally excluded groups (if effective development work undertaken). Good medium for distributing information. Provides an opportunity for the community to comment on evolving proposals. Successful in keeping people informed.</td>
<td>H</td>
<td>I, C &amp; P</td>
</tr>
<tr>
<td>Method</td>
<td>Description</td>
<td>Benefits</td>
<td>Symbols</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>----------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>One-to-one meetings with selected stakeholders</td>
<td>Requires senior staff involvement together with expectation that commitments will be made and fulfilled.</td>
<td>Useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives.</td>
<td>H, P</td>
<td></td>
</tr>
<tr>
<td>Public meetings</td>
<td>Meetings must be carefully prepared and effectively chaired.</td>
<td>Open and inclusive way for people to engage in debate.</td>
<td>H, I &amp; P</td>
<td></td>
</tr>
<tr>
<td>Focus groups (selected groups of participants with shared interests/experiences) or citizens panels (randomly selected participants)</td>
<td>Provides an opportunity to explore issues in depth. It may need to be complemented by other methods.</td>
<td>Can help us to gain more understanding of your concerns. Help and involve traditionally excluded groups.</td>
<td>H, C &amp; P</td>
<td></td>
</tr>
<tr>
<td>Workshops (interactive) e.g. ‘enquiry by design’ and ‘planning for real’ exercises</td>
<td>Needs to involve right people and requires significant preparation to allow a structured approach and report back</td>
<td>Useful for identifying and focusing discussion around difficult issues and key themes.</td>
<td>H, C &amp; P</td>
<td></td>
</tr>
<tr>
<td>Development Briefs</td>
<td>Needs to detail key planning issues that affect the area. Needs to be complemented by other methods.</td>
<td>Brings different parties together, including the local community, in order to achieve consensus and minimise the risk of objection to a scheme.</td>
<td>M</td>
<td>I &amp; C</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>Area Assembly Forums</td>
<td>Tailor made to discuss issues relevant to particular areas</td>
<td>Taps into local knowledge.</td>
<td>M</td>
<td>I, C &amp; P</td>
</tr>
<tr>
<td>Planning Aid</td>
<td></td>
<td>Refer to Appendix 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When will you be involved?

3.10 The Council wants to involve you throughout the plan making process, and will try to do this in several ways. The methods used will vary according to the stage of preparation of each document, the nature of your interest, and the extent of your previous experience and knowledge of the process. The main opportunities for you to help inform the various stages in the preparation of LDF documents are detailed in Appendices 3 and 4.

3.11 There will generally be more opportunities to get involved in the preparation of development plan documents (DPDs) than supplementary planning documents (SPDs) and the periods for involvement in the former will be longer. We will only actively seek to involve you in the preparation of SPDs if we think you have a clear interest in the area or the issues that the document tackles, or if we are required to consult you. However, assurances are given that SPD’s will be fully consulted upon and that the process to decide who is consulted will be both transparent and coherent and, as a minimum, participation mechanisms would conform with the regulations for SPD.

3.12 Some methods of involvement that will exceed the statutory minimum requirements (under the Town and Country Planning (Local Development) (England) Regulations 2004) for the initial LDF document submissions are broadly outlined below.

<table>
<thead>
<tr>
<th>Method of Involvement</th>
<th>Initial DPD/LDD Submissions from Local Development Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCI</td>
</tr>
<tr>
<td>Circular letters/ e-mails</td>
<td>X</td>
</tr>
<tr>
<td>Site notices</td>
<td></td>
</tr>
<tr>
<td>Internet website</td>
<td>X</td>
</tr>
<tr>
<td>Media - Local TV, Radio and press</td>
<td>X</td>
</tr>
<tr>
<td>Leaflets</td>
<td></td>
</tr>
<tr>
<td>Exhibitions</td>
<td></td>
</tr>
<tr>
<td>One to one Meetings</td>
<td>X</td>
</tr>
<tr>
<td>Public meetings</td>
<td>X</td>
</tr>
<tr>
<td>Focus Groups</td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>X</td>
</tr>
</tbody>
</table>
Appropriate types of involvement in planning applications

3.13 Given the range and types of available consultation approaches, an indication of the methods of community engagement that will be appropriate for each ‘tier’ of application are set out below. For example it is expected that ‘Tier 1’ applications will, by their very nature and ‘significance’, call for a higher level of community engagement when compared to an application which may fall in ‘Tier 3’.

<table>
<thead>
<tr>
<th>Approach</th>
<th>Tier 1: Applications where there are considerable issues of scale and controversy or contrary or out of line with Development Plan policy</th>
<th>Tier 2: Applications broadly in accordance with Development Plan BUT raising controversial issue or detail</th>
<th>Tier 3: Applications of a scale or development area for which LPA requires wider community involvement; applications that fall within sites sensitive to development pressures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Meetings</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Public Exhibition</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Development Briefs</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Workshops e.g. Enquiry by Design and/or Planning for Real</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Area Assembly Forums</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Website</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Planning Aid (see Appendix 8)</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
4. Community and Stakeholder Groups

Who will be involved?

4.1 Within Rotherham, the ‘community’ is made up of many different interest groups, which will come together for a variety of reasons. For instance community groups may focus on ‘place’ – the area where they live and work; or may focus on interests, principles, issues, values or religion. Both types of group may have an interest in planning issues. Some of these groups may be well established and represented. In other cases interests may not be organised and less able to engage with the formal processes of planning.

4.2 The Council recognises that effective involvement cannot happen without a good understanding of the make-up, needs and interests of all these different groups and their capacity to engage. This SCI contributes to developing an inclusive approach (thus reflecting the aspirations of the Council’s Community Cohesion Strategy) to ensure that different groups have the opportunity to participate and are not disadvantaged in the process. Identifying and understanding the needs of groups (such as young people, gypsies and travellers, minority ethnic communities and asylum seekers) who may find it difficult to engage with the planning system is essential.

4.3 We value the diversity of the people who live, learn and work in Rotherham as one of our greatest assets and recognizing this diversity is a key element of the new planning agenda, helping define sustainable and inclusive communities. To demonstrate this, we are seeking to be an equal opportunity service provider and we are committed to putting people first, ensuring fairness and equity for all, and to opposing and preventing discrimination. The Council produced ‘Corporate Equality Strategy’ commits us to demonstrate both quality and equality to Rotherham’s people, organisations, service users and visitors.

4.4 Indeed, the Council has a general duty under the Race Relations Amendment Act 2000 to eliminate unlawful race discrimination, promote equality of opportunity and promote good relations between people of different racial groups. The Council's Race Equality Scheme sets out how we will meet this general duty. The Race Equality Scheme and the Corporate Equality Strategy commits the Council to undertake equality impact assessments covering disability, gender and race on each new and existing strategy and plan. It is envisaged that these assessments will be incorporated into the sustainability assessment process.

4.5 The Council will comply with all anti-discrimination legislation including:

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Sex Discrimination Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000 (including requirement for race equality impact assessment of strategies and plans)
• Freedom of Information Act 2000
• All European Regulations and Directives

4.6 We recognise that some people may experience multiple discrimination and that our legal responsibilities towards them under the above Acts overlap. We also recognise that some groups do not benefit directly from legislative protection, and through the development of this SCI and close working relationships with the Council’s Equalities and Diversity Officers, we will aim to ensure good equality and diversity practice for everyone.

4.7 Government Regulations (Town and Country Planning (Local Development) (England) Regulations 2004) set out a minimum level of public involvement and specify a number of organisations which must be consulted about LDF documents and planning applications (see Appendices 3 to 6). The Council aims to at least meet these requirements and to go further in effectively involving local communities. The aim of the SCI is to ensure that all sections of the community, including local groups and organisations and those representing the traditionally excluded are actively involved in the planning process. However, since such organisations change over time, the SCI does not specify them by name.

4.8 Various types of consultee are recorded on the Council's LDF Database. This is derived from numerous sources, principally the records of those previously participating in the preparation of the Unitary Development Plan and recent consultations for the UDP Review which has now been superseded by the LDF. The database entries for consultees include those which represent the various categories identified at Appendix 5. The database is continuously updated to reflect the formation and disbanding of organisations and people moving in and out of the Borough. Responses to this Statement may identify scope to extend, re-organise or further update the database. There are also possibilities to draw from other community databases within the Council and Rotherham Partnership and these will be investigated subject to Data Protection protocols.

4.9 A broad overview of the scope, extent and characteristics of the present LDF Database is set out below. (Please note that if you wish your name/group to be added to the LDF database you should contact the Forward Planning Team via the methods detailed within the Foreword).

<table>
<thead>
<tr>
<th>Consultee Categories</th>
<th>Approx. Entries</th>
<th>Interests and priorities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Public</td>
<td>457</td>
<td>Various.</td>
<td></td>
</tr>
<tr>
<td>Parish Councils</td>
<td>29</td>
<td>Local amenity and services.</td>
<td></td>
</tr>
<tr>
<td>interest and service delivery groups</td>
<td>Groups/organisations</td>
<td>240</td>
<td>Wide range of amenity, social, economic and sectoral concerns (including LSP, BME and disabled groups). Also includes local service delivery business and voluntary sector groups.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------</td>
<td>-----</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rotherham Reachout/ Focus Groups</td>
<td>18</td>
<td></td>
<td>Random selection of individuals commenting on Council service delivery and wider community issues.</td>
</tr>
<tr>
<td>Corporate</td>
<td>Area Assembly contacts</td>
<td>893</td>
<td>Local interested parties concerned with service delivery and wider local community issues.</td>
</tr>
<tr>
<td>Cultural Consortium</td>
<td>14</td>
<td></td>
<td>Interests linked to particular Council Corporate and service functions employing outreach and liaison with the community to promote community planning capacity building and involvement linked to Community strategy.</td>
</tr>
<tr>
<td>Corporate &amp; community staff</td>
<td>57</td>
<td></td>
<td>Potential focus of community and amenity concerns with links to curriculum.</td>
</tr>
<tr>
<td>Education</td>
<td>Secondary Schools/ colleges</td>
<td>22</td>
<td>Potential focus of community and amenity concerns with links to curriculum.</td>
</tr>
<tr>
<td></td>
<td>Primary Schools</td>
<td>118</td>
<td>Ditto.</td>
</tr>
<tr>
<td>Political</td>
<td>MPs</td>
<td>3</td>
<td>Advocate for various constituency interests.</td>
</tr>
<tr>
<td></td>
<td>Councillors</td>
<td>63</td>
<td>Community leaders Advocate for various constituency interests and participants in service delivery.</td>
</tr>
<tr>
<td>Technical</td>
<td>Developers, Owners, consultants</td>
<td>377</td>
<td>Promoters of development and specific client and property interests.</td>
</tr>
<tr>
<td></td>
<td>Utility companies</td>
<td>39</td>
<td>Custodians of development infrastructure networks.</td>
</tr>
<tr>
<td></td>
<td>Adj LPAs/other Authorities</td>
<td>32</td>
<td>Sub regional planning concerns.</td>
</tr>
<tr>
<td></td>
<td>Govt Depts, National bodies</td>
<td>48</td>
<td>Strategic service delivery and planning policy compliance issues.</td>
</tr>
</tbody>
</table>
4.10 A broad indication of the scope for involving different interests in the preparation of the initial round of LDF Documents set out in the Local Development Scheme is set out below and detailed further in Appendices 3 and 4.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Public</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rotherham Local Strategic Partnership</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Government Departments</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other Statutory &amp; National bodies</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parish Councillors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parliamentary Members</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Borough Councillors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>RMBC/Area Assembly/Community orientated staff</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Local/Other Authorities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Groups &amp; Organisations including the voluntary and community sector</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Comprehensive Schools &amp; Colleges</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Primary/Special Schools</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Developers/Consultants/Industry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rotherham Reachout</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Utilities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
5. Reporting Back

5.1 An essential part of the involvement partnership between the community and the Council is to acknowledge individual contributions and to ensure prompt feedback about the outcome of consultation, how it has influenced the Council's thinking resulting in amendments to documents or how planning applications have been determined.

5.2 Similarly, the Council hopes that consultees will reciprocate by submitting comments on any forms provided in order to assist a more structured and efficient analysis of representations and ultimately more prompt acknowledgement and replies.

5.3 Consultees are also asked to note the scope of consultations. For example, during the later stages in preparing LDF documents, the Council will not be able to accept objections. Under the Government's reforms the Inspector scrutinising documents at the Examination stage will assume that the document is sound unless evidence is submitted to the contrary. Those making representations will now have to demonstrate how the document is unsound (see paragraph 6.2) and to put forward remedies. One of the principal aims of early and meaningful community involvement in preparing documents is to increase their community ownership thereby reducing the likelihood of challenges to soundness during the later stages of the process.

5.4 The Council will normally acknowledge receipt of small numbers of responses to consultations about LDF documents or planning applications within 10 working days. However, in cases where the volume of response is likely to be high, related to large scale or potentially controversial matters, the Council may instead wish to complete a comprehensive analysis of responses together with its intended action prior to replying. In such cases a circular letter will be sent to respondents advising them about the availability of a report detailing the outcome of consultations. This report will also be posted on the Council's website.

5.5 Council decision making on the content of LDF documents, based on analysis of consultation is typically advised by or delegated to the Rotherham LDF Steering Group which meets on a monthly basis. The Steering Group has powers of delegation in all but the most sensitive policy issues where either a Council or Cabinet decision is necessary. A more detailed explanation of Council decision making roles and powers in the production of the LDF is contained in Section 5 ‘Supporting Statement’ of the Rotherham Local Development Scheme.

5.6 Unless informed to the contrary any new respondents to LDF consultations will be included on the LDF Database in order for them to be kept informed of all subsequent stages of the process.
Conformity with the SCI

5.7 A further means of feedback and embodying community involvement in the new LDF process is the requirement for a statement of conformity with the SCI to accompany LDF documents at submission and adoption stage. This will include:

- Details of all those participating in the early engagement phases and the nature of their involvement.
- An indication of how the community has been involved in document preparation, including a summary of individual participants or numbers of participants.
- Dates for consultation periods.
- Community involvement and engagement techniques used.
- Details of any materials produced as a result of the community involvement.

Future Review

5.8 This document needs to be flexible and responsive to changes in best practice and government requirements, or to respond to changing community expectations and needs. The Council will periodically include questionnaires with circular letters (perhaps utilising Rotherham Reach Out survey processes and other research and evaluation tools as appropriate) to canvass views about consultation methods and other matters in order to review effectiveness and to assist in improving planning service delivery. Changes to methods of involvement necessitating an update of the SCI will be included in the Annual Monitoring Report. A formal review of the SCI and re-submission to the Secretary of State will then be undertaken.
6. Resource Implications

6.1 Successful community involvement requires considerable time and resource particularly as it needs to be active, meaningful and continuous. Whilst resources are not infinite the Council believes that effective community involvement will help to improve the processes for preparing LDF documents and dealing with planning applications.

Soundness of the SCI

6.2 In committing resources to preparing, managing and implementing the SCI, the Council is mindful that it needs to be "fit for purpose" and that it can meet the tests of "soundness". In undertaking the February 2006 examination of the SCI the presumption of the Inspector was that the SCI was sound unless it was shown to be otherwise as a result of the evidence considered and where there was a clear need in light of the following tests which were used to determine the soundness of the SCI:

- Shows that the Council are meeting the legal requirements.
- Sets out the Council’s strategy for community involvement and its links with other community involvement initiatives.
- Identifies in general terms which local community groups and other bodies need to be consulted.
- Shows how local people, community groups and other bodies can be involved in a timely and accessible manner.
- Shows that the methods to be used to involve people, community groups and other bodies are suitable for the different stages in the preparation of the Council’s LDDs and for particular communities.
- Shows that the Council can resource and manage the process effectively.
- Shows how the results of the community involvement are to be fed into the preparation of development plan documents and supplementary planning documents.
- Sets out the mechanisms for reviewing the procedures in the Statement of Community Involvement.
- Clearly describes the planning authority’s policy for consultation on planning applications.

6.3 In preparing the SCI the Council was mindful of:

- The need for a balanced approach - too general a statement will fail to provide communities with sufficient guidance about what type of involvement to expect whilst over prescription will place significant demands on resources and will require frequent review.
- Resources should not be overstretched and work on the SCI and its implementation will need to be considered alongside the considerable demands of the management and preparation of other LDF documents and the timely processing of planning applications related to performance targets.
• The need to prioritise resources to issues/documents/planning applications of which are likely to be of most interest to the wider community and/or are likely to be of a controversial nature.
• The level of skills in place for chosen involvement techniques and that in some instances external expertise may need to be obtained.
• The opportunities for close working, co-ordination and resource pooling with other corporate colleagues and those in Rotherham Partnership with community involvement remits.
• The need to comply with corporate consultation and involvement protocol and to improve co-ordination of community involvement in the Community Strategy, Neighbourhood Renewal Strategy, Local Transport Plan and all related strategic work to avoid wasteful consultation fatigue.

Forward Planning Resources

6.4 The Council's Forward Planning Team is responsible for all planning functions except development control/enforcement, minerals/waste and transportation. The Team comprises 18.5 (full time equivalent) staff with strategic planning, policy and development plan, area/project planning (including Housing Market Renewal), research, countryside, conservation, technical support and graphics capabilities.

6.5 LDF production, including preparation and implementation of the SCI, will principally be undertaken by the Forward Planning Team but much of the Forward Planning Manager's time is spent on general management and corporate matters, Research staff also serve the economic development function and specialist staff are assigned to specific functions and providing development control advice.

6.6 At this stage it is not possible to specifically identify dedicated LDF staff and this will be dependent on day to day demands, some of which are unpredictable. However, the Senior Planner has specific responsibility to project manage the LDF process and will be able to draw from all Forward Planning resources as required. One Planner and two technical support staff will be particularly involved in implementing the SCI, managing the LDF database and logistical organisation.

6.7 It may also be possible to draw intermittently on staff from development control (minerals/waste planning), Transportation Unit (transportation planning), RIDO (economic regeneration), Facilities Management (access/inclusive design), Neighbourhood Services (community planning, waste strategy), Corporate Core (community involvement and consultation officers, equalities staff and policy officers) and from external sources such as the Local Strategic Partnership (Community Strategy).

6.8 Where necessary the Council will commission specialist consultants and co-operate with stakeholders to supplement internal resources.
6.9 The Council have agreed to ring fence £150,000 from 2005/6 Planning Delivery Grant receipts. This will assist in enhanced community involvement as required by the new LDF regime.

Development Control Resources

6.10 The Development Control Team is responsible for processing planning applications and enforcement. The section receives approximately 2500 planning applications per annum and around 350 enforcement cases. The team also deals with Minerals and Waste issues across the whole Borough. The priorities of the team are to deal with planning applications in a timely, consistent and efficient manner and provide high quality planning advice and guidance to all customers, members and agencies.

6.11 The section is tasked to deal with applications in accordance with the national targets, and performance against all indicators is reported to Members quarterly. Monthly reports are produced which show the performance of the team as a whole and on an individual officer basis. These targets are included within the Development Control Customer Charter.

6.12 The Development Control section positively encourages pre-application discussions. This can aid the application process, identify issues early on and result in speedier decisions. Pre-application advice is free, and a decision has been taken not to charge for such services.

6.13 The Team has 24 full-time equivalent staff comprising Development Control Manager, 3 Assistant (2 Areas and Major Applications, Minerals and Waste) Managers, 5 Planners, 5 Assistant Planners, 2 Enforcement Officers and 8 administrative and support staff. Consultations are generally administered by support staff under the overall direction of the Development Control Manager and in association with individual case officers.

6.14 The section’s budget is approx £800,000 per annum, which is supplemented by Planning Delivery Grant, which last year totalled £127,000. This money is used to improve the quality of the Planning service, and last year was largely used to recruit additional staff to cope with increased workload and improve the speed of the service.

6.15 An agents forum of our regular planning agents meets twice a year, and a Parish Liaison meeting is held with representatives of all Parish Councils twice a year, and they set the agenda for the meeting.

The role of Council Members

6.16 Councillors have two principal roles within the Council – as decision makers and as community leaders and representatives. As such they will play a role in assisting in keeping you up-to-date, co-ordinating and enabling you to engage as effectively as possible within the LDF process. We have also established a Steering Group of Council Members to deal with all aspects of the LDF. This group has some delegated decision making powers and its role
is crucial to achieving widespread political support for proposals being put forward to Cabinet and Full Council.

6.17 It is important to note however that where Members attend pre-application discussions and/or community involvement activities they are not permitted to give an opinion, as this would prejudice them from taking part at the Planning Board.

6.18 If you want, you can make your views known to your Ward Councillor directly, by phone, e-mail, letter, or by attending a ward surgery. Note, however, that unless your comments are also made in writing to the Planning Officer, within the specified timetable, you will not have an automatic right to be heard at any subsequent Committee, meeting of the Council, Public Enquiry or Examination.

Other Corporate Resources

6.19 The Community Consultation Strategy was first adopted by the Council in March 2000. It outlines principles for seeking greater community participation and defines the actions to involve people in decision-making processes. The SCI interprets its visions, aims and objectives as they apply to the LDF. The intention is for the Community Consultation Strategy to be refreshed in the near future to develop a joint Community Involvement and Consultation Framework with two separate, but linked action plans for Community Involvement and Consultation. Forward Planning will continue to work closely with the Community Involvement and Consultation Officers (as well as the Equalities Team and Research Team) in Policy and Partnerships to ensure conformity with corporate protocol and to identify opportunities for joined-up approaches to community involvement with other Council Services and via Area Assemblies.

6.20 The restructuring of Rotherham’s seven Area Assemblies will provide a renewed focus on integrated local action planning, providing a framework for local communities to engage more effectively in improving their neighbourhoods. Area Assemblies will harness the resources and energies of Council and other service providers to ensure a coherent approach to community planning and sound linkages between locally identified priorities, individual service plans and the Community Strategy.

6.21 The Council's community planning capabilities, recently reorganised under the newly created Neighbourhoods Programme Area, will continue to develop community based action plans and other mechanisms to enable local people to contribute their views and play a role in their neighbourhoods. This provides a firm basis for determining spatial priorities. Joint-working between Forward Planning and Neighbourhood development (especially its locality based staff) will enable an assessment of spatial initiatives identified in community plans to be conducted. Such initiatives, however, should be soundly conceived, clearly focused and produced in accordance with good practice guidance. They will also need significant local support to have the potential to effectively contribute to the Council's strategy development and
implementation in the LDF perhaps eventually as Area Action Plans or Supplementary Planning Documents. In addition this working group will act as ‘planning champions’ providing advice and guidance on the LDF and the subsequent processes by which planning applications are determined to groups embarking on community planning. Outcomes arising from community planning will also be monitored to ensure good quality feedback to local communities.

6.22 A Corporate Working Group was also set up to assist in the preparation and implementation of the SCI. Liaison arrangements continue to be developed with Rotherham Partnership to consider the LDF, Community Strategy and Local Transport Plan including community involvement issues.

**Rotherham Partnership**

6.23 It is important that the LDF gives spatial expression to Rotherham’s Community Strategy recently relaunched under the five new themes of Rotherham Learning, Rotherham Achieving, Rotherham Alive, Rotherham Safe and Rotherham Proud. In addition, fairness and sustainable development act as overarching or cross-cutting issues to these themes.

6.24 The LDF will work alongside the Community Strategy to deliver local priorities for development and shares a common goal for effective and worthwhile community involvement. The Council also shares many principles of community involvement with Rotherham Local Strategic Partnership (LSP) and will work with it to avoid duplication, consultation fatigue or poor use of resources. The Partnership brings together all the key stakeholders in the Borough and is crucial for identifying the links between the LDF and other plans and strategies of partner organisations.

6.25 The Community Strategy sets out the strategic vision of a wide range of partners across Rotherham to deliver the priorities identified by those who live and work in the Borough. Their involvement in the SCI will assist by:

- Enabling communities of Rotherham to have effective involvement in the decisions that affect their quality of life by developing the voluntary and community sector infrastructure.
- Empowering communities by supporting co-ordinated and sustainable community development.
- Supporting thematic partnerships and service providers to work together with the community to provide better and more efficient local services.
- Giving insight into the review and evaluation of the Partnership and the impact it is having on the local communities. This can be used to inform any future review of this document.

6.26 The Rotherham Compact was launched in November 2003 and is a statement of commitment by the voluntary, community, statutory and private sectors to work together more closely. A distinctive aspect of Rotherham’s approach is that the Compact has been developed between all those involved in the LSP (the Rotherham Partnership) as opposed to being just between the
voluntary sector and the local authority. This approach has been commended by the national Compact Working Group and is an indication that the Compact in Rotherham is being developed as an effective working tool to capture, and deepen, the contribution of the voluntary and community sectors to the effective delivery of the Borough’s Community Strategy.

6.27 The Compact is backed by five Codes of Good Practice relating to (1) Black and Minority Ethnic Groups (2) Community Groups (3) Community Involvement, Consultation and Policy Appraisal (4) Funding and Procurement and (5) Volunteering. For the purpose of the SCI, the Code that is particularly pertinent is the Community Involvement, Consultation and Policy Appraisal Code. This Code identifies effective consultation as ‘taking place when views of stakeholders are actively sought and considered before final decisions and plans are made’. It also recognises that ‘the extent to which the views of those consulted influences the final decision or outcome of a proposition can vary’. The Code further defines involvement of stakeholders as ranging from:

- **Information Giving.** This is mainly a one-way process where there is little or no community involvement. Decisions may have already been made and communities are generally recipients of information.

- **Participation.** This is about the active involvement of communities and partners. Decisions become shared and actions are taken together.

- **Full Participation.** This is when communities identify their own issues, form solutions and have the responsibility for making all the key decisions in relation to actions taken and resources used. Partners, organisations and communities will vary as to which of the above is most appropriate. Although there is no right or wrong approach, it is important that the process of consultation seeks to secure involvement from communities.

- **Involvement** is about identifying ways in which people are made part of a decision making process in order that they can make a real difference to what is decided.

On occasion there may need to be an approach of information giving (e.g. where it relates Central Government instructions). As a principle, however, the SCI seeks to encourage participation and involvement wherever this is possible or appropriate to the development of the LDF.

**Voluntary and Community Sector**

6.28 The importance of the voluntary and community sector in helping to inform, involve, engage and empower communities and groups to effectively integrate locally identified spatial priorities and initiatives into the plans and strategies set out in the LDF is recognised. Indeed, the infrastructure of the voluntary and community sector has recently grown stronger, with the significant expansion of local community partnerships, the beginnings of network organisations, and the establishment of the Community Empowerment Network.

6.29 Rotherham’s Community Empowerment Network (CEN) was established in 2003, and is made up of the Network of Partnerships (NoP) – the community sector network and Voice – the voluntary sector network.
6.30 The two networks offer an opportunity for voluntary and community groups to develop a collective voice, enabling them to have greater influence when lobbying for change. Each network holds a monthly meeting where information and good practice is shared, and the impacts of new initiatives on the sector are discussed. The opportunity for representatives of Forward Planning to discuss ways in which the networks can most effectively get involved, voice their views, work in partnership and share information with their own organisation and others will be fully explored.

6.31 Network members also have the opportunity to influence the LSP Board. The LSP Board papers are discussed at NoP and VOICE meetings, bi-monthly, to allow network members to voice their views and concerns about any decisions affecting Rotherham. Elected representatives for the CEN then raise these issues at the LSP Board meetings, on the sectors behalf.

Parish Councils

6.32 Parish Councils have a key role to play in voicing community needs and relevant issues and in having an input into production of LDF documents. It is considered that meetings and information exchanges with the Parish Councils are an effective use of resources and assist in developing a level of understanding between the Council and the local community on development matters.

6.33 Work will continue in encouraging and enabling all Parish Councils to be involved in the LDF process. When the Council is organising events including exhibitions and workshops, the relevant Parish Council will be notified. Wherever possible, Parish Councils will be given advance notice of statutory consultation periods in order that they can arrange meetings appropriately to allow comments to be submitted within the statutory 6 week period.

6.34 The Council is working with local Parish and Town Councils on a joint charter and RMBC will support such Councils to obtain Quality Charter status. Such work will enable:-

- Parish and Town Councils to fully engage in the LDF; and
- Support local Councils to develop their own consultation and community involvement.
Glossary

**The Act:** the Planning and Compulsory Purchase Act 2004.

**Annual monitoring report:** part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

**Area action plan:** used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

**Community strategy:** local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to *Local Strategic Partnerships*, which include local authority representatives.

**Core strategy:** set out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*.

**Development plan:** as set out in Section 38(6) of the Act, an authority’s development plan consists of the relevant *Regional Spatial Strategy* (or the Spatial Development Strategy in London) and the *Development Plan Documents* contained within its *Local Development Framework*.

**Development plan documents:** spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the *development plan* for a local authority area for the purposes of the Act. They can include a *Core Strategy*, *Site Specific Allocations of land*, and *Area Action Plans* (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. They will all be shown geographically on an *adopted proposals map*. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its *Development Plan Documents* in the *Local Development Scheme*.

**Generic development control policies:** these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the *Core Strategy*. They may be included in any *Development Plan Document* or may form a standalone document.

**Key diagram:** authorities may wish to use a key diagram to illustrate broad locations of future development.

Local development framework: the name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local development scheme: sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of the Act.

Local strategic partnership: partnerships of stakeholders who develop ways of involving local peoples in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Local transport plan: Five-year strategy prepared by each local authority for the development of local, integrated transport, supported by a programme of transport improvements. It is used to bid to Government for funding transport improvements.

Proposals map: the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

Regional planning body: one of the nine regional bodies in England (including the Greater London Authority) responsible for preparing Regional Spatial Strategies (in London the Spatial Development Strategy).

Regional spatial strategy: sets out the region’s policies in relation to the development and use of land and forms part of the development plan for local planning authorities. Planning Policy Statement II ‘Regional Spatial Strategies’ provides detailed guidance on the function and preparation of Regional Spatial Strategies.

Saved policies or plans: existing adopted development plans are saved for three years from the date of commencement of the Act. Any policies in old style development plans adopted after commencement of the Act will become saved policies for three years from their adoption or approval. The Local Development Scheme should explain the authority’s approach to saved policies.

Site specific allocations: allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Statement of community involvement: sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The statement of community Involvement is not a development plan document but is subject to independent examination.

Strategic environmental assessment: a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European ‘SEA Directive’ (2001/42/EC) requires a formal ‘environmental assessment of certain plans and programmes, including those in the field of planning and land use’.

Supplementary plan documents: provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability appraisal: tool for appraising policies to ensure they reflect sustainable development objectives (i.e., social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.
<table>
<thead>
<tr>
<th>Preparation Stage</th>
<th>Purpose</th>
<th>Method(s) of Involvement (italics=statutory minimum)</th>
<th>Organisations Involved</th>
<th>Consultation Duration</th>
<th>Feedback</th>
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</thead>
</table>
| Informal consultation     | To promote early engagement with selected key stakeholders concerning scope and initial drafting of document | Minimum requirements under Regulation 25 to consult specified bodies  
Circular letter, one-to-one meetings if required.                  | Regional Planning Body, adjacent Planning Authorities and Highways Agency  
In addition:-  
SCI Corporate Working Group, RMBC Equalities Unit, Rotherham Partnership CDI Spoke. | 4 weeks (to end of March 2005) | Notes of meetings and comments reflected in subsequent drafts |
| Pre-submission participation | To publicise draft document, how it can be obtained and invite formal comments with advice about response methods and deadline | Minimum requirements under Regulation 26:  
- Copies to be available during normal office hours at principal office and other appropriate places (local libraries)  
- Mailshot and send copies to relevant statutory consultees  
- Publish on website  
- Advertise in local  
In addition:-  
Consultation bodies identified in Appendix 5 as appropriate to the SCI | Consultation bodies identified in Appendix 5 as appropriate to the SCI | 6 weeks (April/June 2005) | Consultation statement detailing scope and outcome of consultations including analysis of comments and Council's response/proposed changes to SCI |
<table>
<thead>
<tr>
<th>Submission Consultation</th>
<th>To invite formal support or challenge to the soundness of the SCI as submitted to the Secretary of State and advising about how it can be obtained, the scope of responses methods and</th>
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<tbody>
<tr>
<td>press</td>
<td>In addition:- Press Release, mailshot to other LDF database bodies, Presentations/one-to-one meetings if requested.</td>
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<tr>
<td>Area Assemblies,</td>
<td>Rotherham Partnership, and members of the public and other bodies from the LDF Database (including Parish Councils, corporate interests, politicians, developers/ consultants)</td>
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<tr>
<td>Follow up with</td>
<td>further negotiations with relevant parties to mitigate any outstanding concerns</td>
</tr>
<tr>
<td>Mailshot to all</td>
<td>respondents advising availability of report at principal office and on website</td>
</tr>
<tr>
<td>Minimum requirements</td>
<td>under Regulation 28: - Copies and consultation statement to be available during normal office hours at principal office and other appropriate places (local libraries)</td>
</tr>
<tr>
<td>As above and (under</td>
<td>Regulation 28) inform parties who requested notification of submission</td>
</tr>
<tr>
<td>6 weeks (Sept/Oct 2005)</td>
<td></td>
</tr>
<tr>
<td>Under Regulation 31</td>
<td>the Council was required to: - Make copies of representations available at previous deposit locations - Publish representations on website - Send copies of</td>
</tr>
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| Examination | To advise of pre-Examination meeting (if required) and arrangements and scope of Examination | Under Regulation 34 the Council (at least 6 weeks before the opening of the Examination) would have been (see comments regarding examination method) required:  
- to publish in the local press and on the website arrangements for the Examination | (Regulation 34) Notify those respondents who have not withdrawn representations of Examination arrangements  
(Regulation 35) Inform those who requested to be notified of the publication of the Inspector's Report | Examination (by written reps February 2006)  
Inspectors binding report received March 2006 | Inspector's Binding Report containing specific recommendations as to how the SCI must be changed.  
Under Regulation 35 the Council was required:  
- to make the Inspector's Report available during normal office hours at previous deposit locations  
- Publish the |
| Adoption | To publicise the adoption of the SCI | Under Regulation 36 the Council was required:  
- to make the SCI and an Adoption Statement available during normal office hours at previous deposit locations  
- Publish the Adoption Statement on website  
- advertise in the local press the Adoption Statement and arrangements for inspection of the Adopted SCI | Send Adoption Statement to those requesting notification of Adoption of the SCI  
Send copies of Adoption Statement and SCI to the Secretary of State  
In addition send copies of Adopted SCI to appropriate interested bodies from LDF Database. | Adopted 14 June 2006 | Report on website |
<table>
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<tr>
<th>Preparation Stage</th>
<th>Purpose</th>
<th>Organisations Involved</th>
<th>Method(s) of Involvement (italics=statutory minimum)</th>
<th>Consultation Duration</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Strategy DPD – June 2005 to May 2006</td>
<td>To promote early engagement with local community and appropriate stakeholders in aspects of evidence gathering and scoping of Sustainability Appraisal together with subsequent development of issues and an initial Sustainability Appraisal Report</td>
<td>Selected Government Departments and official bodies from Appendix 5 and appropriate to the particular DPD (and priority housing, economic and transportation topics) Site Allocations DPDs - Jan to July 2006</td>
<td>Continuous discussions/consultation</td>
<td>Minimum requirements under Regulation 25 to undertake appropriate consultation Exchange of letters/ e-mails, minutes of meetings and comments reflected in subsequent drafting of DPDs</td>
<td>Circular letters/ e-mails, one-to-one meetings, Focus Groups, Events/workshops, Rotherham Reachout</td>
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</tbody>
</table>
| Pre-submission participation on Preferred Options and Sustainability Appraisal Report and supporting background papers | To publicise draft documents, how they can be obtained and invite formal comments with advice about response methods and deadline | Minimum requirements under Regulation 26: - Copies to be available during normal office hours at principal office and other appropriate places (local libraries) - Mailshot and send copies to relevant statutory consultees - Publish on website - Advertise in local press  
In addition: - Local Radio, Press Releases and articles, Mailshot to other bodies and previous UDP Review respondents | As above | 6 weeks  
Core Strategy DPD – July/August 2006  
Policies and Site Allocations DPDs - Nov/Dec 2006 | Consultation statement detailing scope and outcome of consultations including analysis of comments and Council's response/proposed changes to DPD and Sustainability Report  
Follow up with further negotiations with relevant parties to mitigate any |
| Submission Consultation | To invite formal support or challenge to the soundness of the DPD as submitted to the Secretary of State and advising about how it can be obtained, the scope of responses, methods and deadline | **Minimum requirements under Regulation 28:**  - Copies of DPD, Sustainability Appraisal Report, Statement of Community Involvement, pre-submission Consultation Statement and any other supporting documents to be available during normal office hours at principal office and other appropriate places (local libraries)  - Mailshot and send copies to relevant statutory consultees  - Publish on website | As above and (under Regulation 28) inform parties who requested notification of submission | 6 weeks (from date of submission of DPD)  - Core Strategy DPD - Dec 2006  - Policies DPD – Aug/Sept 2007  - Site Allocations DPD - Aug/Sept 2007 | With exception of Site Allocations DPD (see below) - under Regulation 31 the Council is required to:  - Make copies of representations available at previous deposit locations  - Publish representations on website  - Send copies of representations with statement |
| Alternative Site Proposals | To publicise and invite comments on proposals for alternative site allocations arising from response to Submission Consultation together with advising about how details can be obtained, the scope of responses, methods and deadline (NB-only applies to Site Allocations DPD) | Minimum requirements under Regulation 32  
- Copies of site representations to be available during normal office hours at principal office and other appropriate places (local libraries)  
- Send address of sites to relevant statutory consultees  
- Publish site representations on website  
- Advertise in local press | Selected bodies from Appendix 5 appropriate to the Site Allocations DPD (related to priority housing, economic and transportation topics)  
In addition:-  
Other appropriate interests from the LDF Database not included above but targeting bodies with potential interests related to the type and location of the proposed alternative sites | 6 weeks immediately following the submission consultation period Sept/Oct 2007 | Under Regulation 33 the Council is required to:  
- Send copies of representations with statement of numbers and main issues raised to SofS |
<table>
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<tr>
<th>Examination</th>
<th>To advise of pre-Examination meeting and arrangements and scope of Examination</th>
</tr>
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<tbody>
<tr>
<td>Under Regulation 34 the Council (at least 6 weeks before the opening of the Examination) is required: to publish in the local press and on the website arrangements for the Examination</td>
<td></td>
</tr>
<tr>
<td>In addition: similarly publicise arrangements for pre-Examination meetings which are likely to take place at least 2 months prior to the Examination</td>
<td></td>
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<tr>
<td>(Regulation 34) Notify those respondents who have not withdrawn representations of Examination arrangements</td>
<td></td>
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<tr>
<th>Adoption</th>
<th>To publicise the adoption of the DPD</th>
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</thead>
<tbody>
<tr>
<td>Under Regulation 36 the Council is required: to make the DPD, Sustainability Appraisal Report and Adoption Statement available during normal office hours</td>
<td></td>
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<tr>
<td>Send Adoption Statement to those requesting notification of Adoption of the DPD Send copies of Adoption Statement and DPD to the Secretary of State</td>
<td></td>
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<tr>
<td>Adoption programmed: Core Strategy DPD - April 2008</td>
<td></td>
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<p>| Inspector's Binding Report containing specific recommendations as to how the DPD must be changed. |
| Under Regulation 35 the Council is required: to make the Inspector's Report available during normal office hours at previous deposit locations Publish the Report on website |</p>
<table>
<thead>
<tr>
<th>hours at previous deposit locations</th>
<th>In addition send copies of Adopted DPD to appropriate interested bodies from LDF Database.</th>
<th>Policies DPD – Dec 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish the Adoption Statement on website</td>
<td>- advertise in the local press the Adoption Statement and arrangements for inspecting the Adopted DPD</td>
<td>Site Allocations DPD - March 2009</td>
</tr>
<tr>
<td>Preparation Stage</td>
<td>Purpose</td>
<td>Method(s) of Involvement <em>(italics=statutory minimum)</em></td>
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<tr>
<td>Pre - production</td>
<td>To promote informal dialogue concerning scope and drafting of Annual Monitoring Reports</td>
<td>Circular letters, one-to-one meetings if required.</td>
</tr>
</tbody>
</table>
| Production        | To publicise availability of AMR setting out progress in the preparation of documents in the Local Development Scheme and performance indicators monitoring LDF policies. | *Minimum requirement under Regulation 48 - after submission of the AMR to the SoS by 31 December each year:*  
- Publish AMR on website  
In addition:-  
- Advertise in local press, mailshot to relevant bodies from Appendix 5. | GOYH  
In addition: Consultation bodies from Appendix 5 and LDF Database as appropriate. | | |
## Appendix 4 Future LDF Submissions - Area Action Plans (incorporating Sustainability Appraisal)

<table>
<thead>
<tr>
<th>Preparation Stage</th>
<th>Purpose</th>
<th>Method(s) of Involvement (italics=statutory minimum)</th>
<th>Organisations Involved</th>
<th>Consultation Duration</th>
<th>Feedback</th>
</tr>
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</table>
| Continuous discussions/consultation | To promote early engagement with local community and appropriate stakeholders in aspects of evidence gathering and scoping of Sustainability Appraisal together with subsequent development of issues and alternative options and an initial Sustainability Appraisal Report | Minimum requirements under Regulation 25 to undertake appropriate consultation  
Circular letters/ e-mails, one-to-one meetings, Focus Groups, Events/workshops. | Selected Government Departments and official bodies from Appendix 5 appropriate to the particular Area concerned and also including relevant voluntary, minority, religious and disabled groups and business interests from the LDF Database  
In addition:-  
Targeting of other appropriate Corporate interests, Rotherham Partnership Spokes, Area Assemblies, Parish Councils, local community organisations, land owners/agents, and other bodies with particular | ? | Exchange of letters/e-mails, notes/minutes of meetings and comments reflected in subsequent drafting of the AAP |
| Pre-submission participation on Preferred Options and Sustainability Appraisal Report and supporting background papers | Minimum requirements under Regulation 26:  
- Copies to be available during normal office hours at principal office and other appropriate places in the locality concerned (local libraries)  
- Mailshot and send copies to relevant statutory consultees  
- Publish on website  
- Advertise in local press  
In addition: - Local Radio, Press Releases and articles, Mailshot to other bodies on LDF Database, Local Exhibitions and leaflets, Presentations/one-to-one | As above | 6 weeks |

Consultation statement detailing scope and outcome of consultations including analysis of comments and Council's response/ proposed changes to AAP and Sustainability Report  
Follow up with further negotiations with relevant parties to mitigate any outstanding concerns  
Mass shot to all
| Submission Consultation | To invite formal support or challenge to the soundness of the AAP as submitted to the Secretary of State and advising about how it can be obtained, the scope of responses, methods and deadline | Minimum requirements under Regulation 28: - Copies of AAP, Sustainability Appraisal Report, Statement of Community Involvement, pre-submission Consultation Statement and any other supporting documents to be available during normal office hours at principal office and other appropriate places in the locality concerned (local libraries) - Mailshot and send copies to relevant statutory consultees - Publish on website - Advertise in local press | As above and (under Regulation 28) inform parties who requested notification of submission 6 weeks (from date of submission of AAP) | respondents advising availability of report at previous deposit locations and on website |

Under Regulation 31 the Council is required to: - Make copies of representations available at previous deposit locations - Publish representations on website - Send copies of representations with statement of numbers and scope of representations to SofS |
In addition:-
As pre-submission consultation above

Examination

To advise of pre-Examination meeting and arrangements and scope of Examination

Under Regulation 34 the Council (at least 6 weeks before the opening of the Examination) is required:
- to publish in the local press and on the website arrangements for the Examination

In addition: similarly publicise arrangements for pre-Examination meetings which are likely to take place at least 2 months prior to the Examination

(Regulation 34) Notify those respondents who have not withdrawn representations of Examination arrangements

(Regulation 35) Inform those who requested to be notified of the publication of the Inspector's Report

Inspector's Binding Report containing specific recommendations as to how the AAP must be changed.

Under Regulation 35 the Council is required:
- to make the Inspector's Report available during normal office hours at previous deposit locations
- Publish the Report on website
| Adoption | To publicise the adoption of the DPD | Under Regulation 36 the Council is required:  
- to make the AAP, Sustainability Appraisal Report and Adoption Statement available during normal office hours at previous deposit locations  
- Publish the Adoption Statement on website  
- advertise in the local press the Adoption Statement and arrangements for inspecting the Adopted AAP | Send Adoption Statement to those requesting notification of Adoption of the AAP  
Send copies of Adoption Statement and AAP to the Secretary of State  
In addition send copies of Adopted AAP to appropriate local bodies from LDF Database. | ? |
<table>
<thead>
<tr>
<th>Preparation Stage</th>
<th>Purpose</th>
<th>Method(s) of Involvement (italics=statutory minimum)</th>
<th>Organisations Involved</th>
<th>Consultation Duration</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-production</td>
<td>To promote early informal dialogue concerning scope and initial drafting of SPD and Sustainability Appraisal</td>
<td>Circular letters, one-to-one meetings if required.</td>
<td>GOYH Local and/or specialist technical consultation as appropriate</td>
<td>?</td>
<td>Notes of meetings and comments reflected in subsequent drafting</td>
</tr>
<tr>
<td>Production</td>
<td>To publicise draft SPD and Sustainability Appraisal Report, how they can be obtained and invite formal comments with advice about response methods and deadline</td>
<td>Minimum requirements under Regulation 17: - Copies to be available during normal office hours at principal office and other appropriate places (local libraries) - Mailshot and send copies to relevant statutory consultees - Publish on website - Advertise in local press</td>
<td>Consultation bodies identified in Appendix 5 as appropriate to the SPD In addition:- other relevant bodies from the LDF Database not included above.</td>
<td>4 - 6 weeks</td>
<td>Under Regulation 18 the Council is required to prepare a Consultation statement setting out main issues raised in representations and how these have addressed in the SPD it intends to Adopt. Prior to adoption</td>
</tr>
<tr>
<td>Adoption</td>
<td>To publicise the adoption of the SPD</td>
<td>Under Regulation 17 the Council is required: to make the Consultation Statement, SPD and Adoption Statement available during normal office hours at previous deposit locations - Publish the Consultation and Adoption Statements on website</td>
<td>Send Adoption Statement to those requesting notification of Adoption of the SPD Send copies of Adoption Statement and SPD to the Secretary of State In addition send copies of Adopted SCI to appropriate interested bodies from LDF Database.</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>
Consultees

SPECIFIC CONSULTATION BODIES

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations.

(a) A Regional Development Agency (e.g. Yorkshire Forward) whose area is in or adjoins the area of the local planning authority;

(b) A relevant authority any part of whose area is in or adjoins the area of the local planning authority (including Parish Councils);

(c) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority

i. Person to whom a licence has been granted under Section 7 (2) of the Gas Act 1986
ii. Sewage undertaker and
iii. Strategic Health Authority
iv. Water undertaker

(d) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003

(e) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

(f) English Nature

(g) Highways Agency

(h) Network Rail

(i) The Countryside Agency

(j) The Environment Agency

(k) The Historic Buildings and Monuments Commission for England

(l) The regional planning body if the local planning authority’s area is in region other than London
GOVERNMENT DEPARTMENTS

The appropriate Government Office for the Region should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.

(a) Department for Culture, Media and Sport
(b) Department for Education and Skills (through Government Offices)
(c) Department for Environment, Food and Rural Affairs
(d) Department for Transport (through Government Offices)
(e) Department of Constitutional Affairs
(f) Department of Health (through relevant Regional Public Health Group)
(g) Department of Trade and Industry (through Government Offices)
(h) Department of Work and Pensions
(i) Home Office
(j) Ministry of Defence
(k) Office of Government Commerce (Property Advisers to the Civil Estate) and
(l) The Countryside Agency

GENERAL CONSULTATION BODIES

(a) Bodies which represent the interests of different racial, ethnic or national groups in the authority’s area
(b) Bodies which represent the interests of different religious groups in the authority’s area
(c) Bodies which represent the interests of disabled persons in the authority’s area
(d) Bodies which represent the interests of persons carrying on business in the authority’s area and
(e) Voluntary bodies some or all of whose activities benefit any part of the authority’s area

OTHER CONSULTEES

Local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

(a) Age Concern
(b) Airport operators
(c) British Chemical Distributors and Traders Association
(d) British Geological Survey
(e) British Waterways, canal owners and navigation authorities
(f) Centre for Ecology and Hydrology
(g) Chambers of Commerce, Local CBI and local branches of Institute of Directors
(h) Church Commissioners
(i) Civil Aviation Authority
(j) Coal Authority
(k) Commission for Architecture and the Built Environment
(l) Commission for New Towns and English Partnerships
(m) Commission for Racial Equality
(n) Crown Estate Office
(o) Diocesan Board of Finance
(p) Disability Rights Commission
(q) Disabled Persons Transport Advisory Committee
(r) Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
(s) Environmental groups at national, regional and local level, including:
   i. Council for the Protection of Rural England
ii. Friends of the Earth

iii. Royal Society for the Protection of Birds and

iv. Wildlife Trusts

(t) Equal Opportunities Commission

(u) Fire and Rescue Services

(v) Forestry Commission

(w) Freight Transport Association

(x) Gypsy Council

(y) Health and Safety Executive

(z) Help the Aged

(aa) Housing Corporation

(bb) Learning and Skills Councils

(cc) Local Agenda 21 including:

i. Civic Societies

ii. Community Groups

iii. Local Transport Authorities

iv. Local Transport Operators and

v. Local Race Equality Councils and other local equality groups

(dd) National Playing Fields Association

(ee) Network Rail

(ff) Passenger Transport Authorities

(gg) Passenger Transport Executives

(hh) Police Architectural Liaison Officers/Crime Prevention Design Advisors

(ii) Port Operators

(jj) Post Office Property Holdings
(kk) Rail Companies and the Rail Freight Group
(ll) Regional Development Agencies
(mm) Regional Housing Boards
(nn) Regional Sports Boards
(oo) Road Haulage Association
(pp) Sport England
(qq) The House Builders Federation
(rr) Traveller Law Reform Coalition
(ss) Water Companies and
(tt) Women’s National Commission
Consultations on Planning Applications

Please note that as appropriate the Council carries out consultations, as a minimum, to meet the statutory requirements of the Town and Country Planning (General Development Procedure) Order 1995 (as amended). Please contact the Development Control Team for more information.

1.0 PURPOSE

To ensure that the section has an established protocol for carrying out consultations on planning applications.

2.0 SCOPE

This procedure applies to the Development Control Unit of RMBC’s Planning and Transportation Service.

3.0 REFERENCES

None.

4.0 RESPONSIBILITIES

The Head of Service is responsible for approving this procedure, and for any changes in policy and/or practices in relation to this procedure.

The Development Control Manager is responsible for implementing, controlling and monitoring the adherence to this procedure.

All Development Control staff are responsible for complying with this Procedure.

5.0 DEFINITIONS

None.

6.0 PROCEDURE

6.1 New applications, once validated, registered and entered on the database are made up and referenced files are passed to the Development Control Technical Assistants who carry out the appropriate publicity procedures under PAN3 and consultations in accordance with the procedures outlined below.

6.2 Once consultees have been identified and consultations carried out using the Innogistic database, files are marked accordingly on the file front cover and copies of consultation sheets attached to the file in accordance with PAN6, file organisation. The application file is then passed to the relevant Development Control Team for processing.
6.3 Any additional consultations required or identified by planning case officers are marked on front cover of file and returned to technical staff to carry out.

6.4 Before granting planning permission for development a local planning authority is required, by virtue of the Town and Country Planning (General Development Procedure) Order 1995, to consult the following bodies:

Description of Development Consultee

(a) Development within an area which has been notified to the local planning authority by the Health and Safety Executive for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of:

i. residential accommodation

ii. more than 250 square metres of retail floorspace

iii. more than 500 square metres of office floorspace; or more than 750 square metres of floorspace to be used for an industrial process, or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.

*The Health and Safety Executive*

(b) Development likely to result in a material increase (approximately 5% but can be much lower on congested routes) in the volume or a material change in the character of traffic:

The Highways Agency

i. entering or leaving a trunk road, or

ii. development for service facilities within 400 metres of a motorway.

Network Rail

i. using a level crossing over a railway

(c) Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway.

*The local highway authority concerned*

(d) Development likely to prejudice the improvement or construction of a classified road or proposed highway.

*The local highway authority concerned*
(e) Development involving:

i. the formation, laying out or alteration of any means of access to a highway (other than a trunk road), or

ii. the construction of a highway or private means of access to premises affording access to a road in relation to which a toll order is in force.

The local highway authority concerned

The local highway authority concerned, and in the case of a road subject to a concession, the concessionaire

(f) Development which consists of or includes the laying out or construction of a new street.

The local highway authority

(g) Development which involves the provision of a building or pipeline in an area of coal working notified by the Coal Authority to the local planning authority.

The Coal Authority

(h) Development involving or including mining operations.

The Environment Agency

(i) Development likely to affect the site of a scheduled monument. In England, the Historic Buildings and Monuments Commission for England.

English Heritage

or,
The Garden History Society planning applications affecting ANY site on the national Register of parks and gardens of historic interest in England.

(j) Development likely to affect any garden or park of special historic interest which is registered in accordance with Section 8C of the Historic Buildings and Ancient Monuments Act 1953 (a) (register of gardens) and which is classified as grade I or grade II*.

The Historic Buildings and Monuments Commission for England

English Heritage

or,
in the case of the Garden History Society planning applications affecting ANY site on the national Register of parks and gardens of historic interest in England.

(k) Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream.

The Environment Agency

(l) Development for the purpose of refining or storing mineral oils and their derivatives.

The Environment Agency
(m) Development involving the use of land for the deposit of refuse or waste.
   *The Environment Agency*

(n) Development relating to the retention, treatment or disposal of sewage, trade-waste, slurry or sludge (other than the laying of sewers, the construction of pumphouses in a line of sewers, the construction of septic tanks and cesspools serving single dwellinghouses or single caravans or single buildings in which not more than 10 people will normally reside, work or congregate, and works ancillary thereto).
   *The Environment Agency*

(o) Development relating to the use of land as a cemetery.
   *The Environment Agency*

(p) Development:

i. in or likely to affect a site of special scientific interest of which notification has been given, or has effect as if given, to the local planning authority by the Nature Conservancy Council for England or

ii. in or likely to affect a site of special scientific interest of which notification has been given, or has effect as if given, to the local planning authority by Nature Conservancy Council for England or

iii. within an area which has been notified to the local planning authority by the Nature Conservancy Council for England, and which is within 2 kilometres of a site of special scientific interest of which notification has been given or has effect as if given as aforesaid.
   *English Nature*

(q) Development involving any land on which there is a theatre.
   *The Theatres Trust*

(r) Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves:

i. the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, or

ii. the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, or
iii. the loss of less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, in circumstances in which the development is likely to lead to a further loss of agricultural land amounting cumulatively to 20 hectares or more.

In England, the Department for Environment, Food and Rural Affairs.

(s) Development within 250 metres of land which:

i. is or has, at any time in the 30 years before the relevant application, been used for the deposit of refuse or waste; and

ii. has been notified to the local planning authority by the waste regulation authority for the purposes of this provision. *The waste regulation authority concerned*

(t) Development for the purposes of fish farming. *The Environment Agency*

(u) Development which is likely to lead to the loss of playing fields or pitches, and development involving the replacement of the grass surface with an artificial surface. *Sport England*

(x) Development likely to affect any inland waterway or reservoir. *British Waterways Board*

(y) Applications for development of 'regional significance', currently defined as B1/B2 uses over 50,000 square metres and B8 uses over 100,000 square metres.

In addition applications:

i. relating to regionally significant transport schemes

ii. relating to the development or improvement of the region’s rail and light rail network

iii. for the provision of particular infrastructure projects

Detailed criteria on the specific transport schemes and nature of infrastructure projects is provided in the Yorkshire Forward consultation criteria notice, issued March 2004. *Yorkshire Forward*
6.5 In addition the following bodies should be consulted as follows:

Description of Development Consultee

(a) Development likely to involve the felling or pruning of trees or affecting trees protected by Tree Preservation Orders or within a Conservation Area. Hedgerow removal notices.
   RMBC
   
   Streetpride and Asset Management

   Trees and Woodlands

(b) Development likely to result in noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.
   RMBC
   
   Housing and Environmental Health Service

   Pollution Control Section

(c) Development involving new discharge to surface and foul water sewers.
   RMBC
   
   Streetpride and Asset Management

   Drainage Section

   Yorkshire Water

   Severn Trent Water

   as appropriate area

(d) Development involving the provision of areas of open space, amenity or play.
   RMBC
   
   Education, Culture and Leisure Service

   Green Spaces Section

(e) Development involving public access.
   RMBC
   
   Access Officer

(f) Development involving the provision of affordable/social housing.
RMBC

Housing and Environmental Health Service

Housing Section

(g) Development involving building in sensitive former mining areas, ex-colleries, near mine shafts or former workings or colliery waste tips. South Yorkshire Mining Advisory Service

(h) Development on a site likely to contain Archaeological Interest. South Yorkshire Archaeological Society

(i) Development affecting a Listed Building. Local Amenity Societies

English Heritage (Grade I or Grade II*)

(j) Development affecting an Ancient Monument. English Heritage

Historic Buildings and Monuments Commission

South Yorkshire Archaeological Society

(k) Development affecting a public footpath or bridleway. RMBC

Streetpride and Asset Management

Rights of Way Team

(l) Development within landfill gas area. Environment Agency if Category 1 site

Standard letter sent if Category 2 site
Category 3 and 4 - no action

(m) Development within a flood plain. Environment Agency

(n) Development within airport safeguarding zone. Sheffield or Robin Hood Airport, as appropriate

(o) Development adjacent to another local planning authority. Adjacent local planning authority

(p) Development for major residential, retail or commercial development. South Yorkshire Police
Architectural Liaison Officer
(q) Development likely to increase the volume of traffic using a level crossing or of land adjacent to a railway.
   
   **Network Rail**

(r) Development of land crossed by high voltage overhead power lines.
   
   **National Grid**
   **Yorkshire Electricity**

(s) Development affecting Listed Buildings/Conservation Areas or Urban Design issues.
   
   **RMBC**
   **Planning and Transportation Service**
   **Forward Planning Team**
   **Conservation Officer**

(t) Development which would lead to:

   i. the loss of a body of water of 2 hectares or more currently or within the last two years in use for water sports, or the loss of use for sport of such a body of water; or

   ii. the loss of or loss of use for sport of any major sports facility (e.g. community sports hall, swimming pool, golf course, water sports centre, athletics track or indoor tennis centre); or

   iii. the creation of a site for one or more playing pitches; or

   iv. the floodlighting of a major outdoor sports facility; or

   v. the creation of a body of water of 2 hectares or more; or

   vi. the creation of any other major sports facilities; or

   vii. residential development (which either by itself or cumulatively) involves 300 dwellings or more; or

   viii. the working & winning of minerals

   **Sport England**

(u) A development likely to impact on the health and wellbeing of the local community and or has the potential to increase the gap in health inequalities. See Health Impact Assessment Screening Tool for guidance.

   **Rotherham Primary Care Trust**

7.0 RELATED FORMS AND SCHEDULES

None.
Publicity for Planning, Listed Building Consent, Conservation Area Consent Applications and Telecommunications Prior Notifications

1.0 PURPOSE

To detail the Sections requirements and procedures for publicising planning and similar applications and for telecommunications prior approval (TPA) notifications.

2.0 SCOPE

This procedure applies to the Development Control Unit of RMBC’s Planning and Transportation Service.

3.0 REFERENCES

None.

4.0 RESPONSIBILITIES

4.1 The Head of Service is responsible for approving this procedure, and for any changes in policy and/or practices in relation to this procedure.

4.2 The Development Control Manager is responsible for implementing, controlling and monitoring the adherence to this procedure.

4.3 All Development Control staff are responsible for complying with this Procedure.

5.0 DEFINITIONS

None.

6.0 PROCEDURES

6.1 Publicity undertaken must comply with the minimum requirements of the Town and Country Planning Act 1990 and the Planning (Listed Building and Conservation Areas) Act 1990. Notably, these requirements are set out in the Town and Country Planning (General Development Procedure) Order 1995 (at Article 8), the Planning (Listed Buildings and Conservation Areas) Act 1990 (at Sections 67 and 73) and Regulations 1990. The following policy and procedure supplements those requirements.

6.1.1 All publicity shall be subject to a period of not less than twenty-one days for the receipt of representations.
6.2 Neighbour Notification on all applications

6.2.1 Shall take the form of a letter to the occupiers of nearby properties and shall be carried out in all cases (regardless of whether any other publicity is undertaken) unless there are no nearby properties.

6.2.2 As a minimum in the cases where building work is proposed, “nearby properties” shall be taken to mean those which have common boundaries with, or which are directly across a highway from, the application site and from which the proposed development would be readily visible.

6.2.3 In cases where a use is proposed, “nearby properties” shall be taken to mean all properties having common boundaries with, and those directly across a highway from, the application site.

6.2.4 Where the application site is within a sub-divided building, as a minimum, all units directly above or below the application site shall also be notified, as well as those on either side, if those units are known not to be in the ownership of the applicant.

6.2.5 Additional and wider neighbour notification shall take place if deemed appropriate by the Head of Planning and Transportation Service and Development Control Manager Assistant DCM or case officer.

6.2.6 Telecommunications Prior approvals: As above, plus Local Ward Members and Headteachers of schools within 250 metres of the site.

6.3 Site Notices

6.3.1 See Appendix A for details of the statutory publicity requirements.

6.3.2 Site notices shall be displayed within five working days of either the receipt of the valid planning application of a request by the case officer for such a display whichever is the sooner.

6.3.3 Other than as required to comply with statutory publicity, a site notice shall be displayed if there is a doubt about who the interested parties are or because in the opinion of the case officer, the DCM or ADCM, the location or design of the proposed development is likely to be of interest to more than immediate neighbours.

6.3.4 If a newspaper advertisement is to be placed, then a site notice shall also be displayed.

6.3.5 More than one site notice shall be displayed near the edge of the site in cases where the site fronts more than one public highway or where the site is large.
6.3.6 Site notices shall be positioned in such a way as to be readily seen by members of the public and shall be securely fixed in place so as to discourage their removal or damage before twenty-one days has elapsed. The applications case officer shall arrange for prompt replacement of a notice if he/she is aware it has been removed or significantly damaged before the twenty-one days has elapsed.

6.4 Newspaper Advertisements

6.4.1 Newspaper advertisements shall be placed in the Rotherham Star/Advertiser/ South Yorkshire Times/Worksop Guardian as appropriate.

6.4.2 See Appendix A for details of the statutory publicity requirements.

6.4.3 Beyond the statutory requirements, proposed development of a type listed below shall also be advertised in the press.

6.4.4 All applications for development which affect the character or appearance of a Conservation Area.

6.4.5 All application sites which have a listed building as a nearby property shall be taken as affecting the setting of the listed building and shall be advertised accordingly.

6.4.6 Affecting nearby property by causing noise, smell, vibration, dust or other nuisance.

6.4.7 Attracting crowds, traffic and noise to a generally quite area.

6.4.8 Causing activity and noise during unsocial hours.

6.4.9 Introducing significant change, eg tall buildings.

6.4.10 Resulting in serious reduction or loss of light or privacy beyond adjacent properties.

6.4.11 Affecting the setting of an ancient monument or archaeological site.

6.4.12 Additionally, applications shall be advertised if, in the opinion of the Head of Planning and Transportation Service, DCM ADCM or case officer, the development is likely to be of concern to the wider general public.

6.5 Procedure for placing advertisement in Rotherham Advertiser/South Yorkshire Times and Guardian.

6.5.1 Planning technicians prepare the advertisement, which is forwarded direct to the newspaper, utilising standard templates.
6.5.2 Copies of the newspapers are obtained by Development Control and a copy of the advertisement is placed on the file.

6.6 Duplication

6.6.1 In some cases there will be an overlapping of the legislation, with separate publicity requirements applying to one development (for example, where a “major” development also requires an environmental assessment). In these circumstances the development should not be publicised twice and the more demanding of the publicity requirements will apply.

6.6.2 In situations where a planning application and Listed Building Consent and/or Conservation Area Consent application are submitted for the same site, the site and newspaper notices should be amalgamated.

6.6.3 Where an application straddles the borough boundary, agreement will need to be reached with the relevant Council as to the most appropriate method of publicity.

6.7 Notification of changes, conditions and reserved matters

6.7.1 There is no statutory obligation to publicise amendments to applications once they are accepted as valid; or required by condition on a previous application; or for the approval of reserved matters.

6.7.2 At the discretion of the DCM ADCM, however, further publicity may be desirable, especially in the following circumstances:

- The objections or representations raised at the earlier stage were substantial and enough to justify further publicity.
- The proposed changes are significant.
- The earlier views expressed did not cover the matters now under consideration.
- The matters now under consideration are likely to be of concern to parties not previously notified.

eg where the siting of a dwelling moves closer to an existing dwelling then re-consultation would normally be necessary or new windows are introduced

- Where the period between initial publicity and the formal consideration of the application is substantial. In such cases it is prudent to carry out further publicity before proceeding to a recommendation.
- If the amendment is of a minor nature, a fourteen day period will be sufficient for further comment.
### RELATED FORMS AND SCHEDULES

1. (a) Statutory Publicity

**Appendix A - Statutory Publicity**

<table>
<thead>
<tr>
<th>NATURE OF DEVELOPMENT</th>
<th>PUBLICITY REQUIRED</th>
<th>GD, GDP OR OTHER STATUTORY PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development where application accompanied by Environmental Statement</td>
<td>Advertised in newspaper and site notice</td>
<td>Article 8 of the GDP</td>
</tr>
<tr>
<td>Departure from development plan</td>
<td>Advertised in newspaper and site notice</td>
<td>Departure regulations</td>
</tr>
<tr>
<td>Affecting public right of way</td>
<td>Advertised in newspaper and site notice as affecting a public right of way</td>
<td></td>
</tr>
<tr>
<td>Major Development</td>
<td>Advertisement in newspaper and either site notice or neighbour notification</td>
<td>Article 8 of the GDP</td>
</tr>
<tr>
<td>Minor Development</td>
<td>Site notice or neighbour notification</td>
<td>Article 8 of the GDP</td>
</tr>
<tr>
<td>Development affecting the setting of a listed building</td>
<td>Advertisement in newspaper and site notice</td>
<td>Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990</td>
</tr>
<tr>
<td>Development affecting the character or appearance of a conservation area</td>
<td>Advertisement in newspaper and site notice</td>
<td>Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990</td>
</tr>
<tr>
<td>Permitted development requiring prior notification to local planning authority</td>
<td>Site notice posted by developer</td>
<td>Relevant parts of Schedule 2 to the GDP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Author</th>
<th>Approved by</th>
<th>Issue Status</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Control</td>
<td>Karl Battersby</td>
<td>Edition 1 Revision 0</td>
<td>26/07/04</td>
</tr>
</tbody>
</table>
Planning Aid

Yorkshire Planning Aid provides a free, independent and professional planning advice service to individuals and groups from within the Yorkshire and Humber region who cannot afford professional fees. Yorkshire Planning Aid is part of a network of nine Planning Aid Services throughout the Country, all of which are part of the Royal Town Planning Institute, a Registered Charity. Services operate through small staff teams and a network of professionally qualified volunteers.

Yorkshire Planning Aid operates a telephone advice line three days a week on Tuesdays, Wednesdays and Fridays between 9 am and 4 pm, telephone 0870 850 9808. In addition the organisation also provides a Community Planning Service which helps groups and individuals to understand the planning system and influence what happens in their neighbourhood, town or city. Key elements of the programme include:

- Training events and presentations, such as a ‘Planning Crash Course’
- Advice and assistance on contributing to local development plans

The service is targeted at disadvantaged communities, and at groups which represent or work with people who need support and guidance in order to get involved with the planning system, for example young people, disabled people, or minority ethnic communities. Planning Aid aims to raise awareness about the planning system within such communities and thus enable groups and individuals to engage more actively with local authorities and the development plan process.

Rotherham Metropolitan Borough Council will publicise Yorkshire Planning Aid’s services at its public access points, and will work in partnership with the organisation to increase local community involvement in the preparation of the Council’s development plans and policies.