

Luton Statement of Community Involvement

June 2012

Preface

This document is a revised 'Statement of Community Involvement' (SCI) for Luton dated June 2012. The interim SCI for Luton was originally adopted 3rd February 2012 by the Joint Committee for Luton and southern Central Bedfordshire .

The Luton Borough Council Executive of 16th April 2012 approved the need for a revision to the interim SCI and to the interim Local Development Scheme (LDS) to reflect the new Local Plan preparation timetable and the finalised Local Plan making Regulations published on 6th April 2012.

The reviewed Luton SCI is to help you understand how you can be involved in the preparation of local plan making documents. The SCI will also show you how to make your voice heard on planning applications, which together with plan making, will shape your local environment. This can cover anything from the location, look of and numbers, of new housing, business units, shops and roads though to schools and play parks or natural open spaces.

The planning system must consult you and provide you with sufficient opportunities at an early stage to influence the shape of things to come in your area. This document shows you how, when and where you can become involved.

Contact Details

Strategic Planning Team, Luton Borough Council, Department of Environment & Regeneration, Town Hall, Luton Lu1 2BQ.

Telephone: 01582 54 7087 from 9am to 5pm (Mon-Fri)

Email: strategicplanningteam@luton.gov.uk

If you need this in large print, on tape or in বাংলা ગુજરાતી Polski

ਪੰਜਾਬੀ

أرؤو



01582 54 7087

Contents

1 Introduction	3
2 The New Planning System	4
3 Who Should the Borough Council Consult	8
4 Methods of Consultation	12
5 Getting involved in Plan Making	17
6 Getting involved in Planning Applications	26
Appendices	
1 List of Representative Consultees	31
2 Public consultation procedures and methods for Planning Applications	33
3 Glossary of terms	36

1 Introduction

1. The Borough Council wants to help you become more involved in the future planning of the town and to have a greater opportunity to say what you think about proposed developments in your neighbourhood.
2. The draft 'Joint Core Strategy' for Luton and southern Central Bedfordshire was withdrawn by the Secretary of State (7th September 2011). As a result, Luton Borough Council will prepare a new plan to ensure that there is a sustainable framework to guide plan making and planning application decisions within Luton over the next 20 years and beyond.
3. The government has published its final local plan making regulations and Neighbourhood Planning regulations on 6th April 2012. The new local plan regulations include some changes which have necessitated a revision of this SCI as now incorporated.
4. In order to facilitate early stakeholder and community engagement this SCI points out the opportunities for you to take part in planning exercises and consultation in your community, in order to help plan the future of Luton. The SCI describes how and when everyone who wants to get involved in planning can do so, whether you wish to influence the preparation of the Local Plan, get involved in planning at a neighbourhood level, or respond to an individual planning application.
5. Planning where people live, work, go to school, shop and enjoy open space whilst protecting the environment and travelling without generating carbon emissions, is not easy within a cramped urban town such as Luton. You can help us get it right. By being involved early in the planning process, before critical decisions are made you can influence both large development proposals such as housing or shopping development.
6. Planning decisions affect all of us living or working in the town including how we get to shops, leisure, health and recreation facilities via walking, cycling, by driving or by bus and train. In particular, planning tries to enable people to enjoy these activities with minimal travel. This will help to reduce 'green house gasses' such as CO₂ and other gasses which contribute towards global warming and the consequent risks presented by climate change (e.g. flooding, drought etc).
7. Making development sustainable is a key priority but it must also improve the quality of life of people living, working in or visiting the town. The Borough Council want more people to take part in helping to shape sustainable planning policies or in deciding whether planning applications should be allowed.

2. The New Planning System

8. In November 2011 the Coalition Government published the Localism Act 2011 which introduced powers for the Secretary of State to abolish Regional Spatial Strategies and Sub-regional Strategies and reform the 'Local Plan' system.
9. Local Plan regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012) published in 6th April 2012, regulates how the existing Local Development Framework (LDF) which is a collection of Development Plan Documents (DPDs) and Local Development Documents (LDDs) is to be simplified and streamlined.
10. The new 'Local Plan' is an umbrella term which describes the preparation of a single Development Planning Document (DPD) or a collection of separate DPDs., (i.e. separate DPDs for special subjects can continue). The Local Plan or any DPD must include; strategic land use policies; related environmental social and economic objectives; site allocations; and development management policies. This will speed up the process of plan making.
11. Regulations have also been issued for producing 'Neighbourhood Plans' (Neighbourhood Planning (England) Regulations 2012).
12. In addition, the government issued a National Planning Policy Framework (NPPF) in March 2012 which aims to consolidate and simplify all previous Planning Policy Statements (PPSs). The NPPF is significant in that it suggests there will be a presumption in favour of sustainable development for planning decisions where the local development plan is silent or out of date. Plans must also be 'positively prepared' on meeting the objectively assessed needs of the area and meet any unmet needs via the 'duty to cooperate'. Older saved policies of local Plans will only have a 12 month shelf life ending in March 2013.
13. Luton Borough Council is therefore, preparing a new Local Plan for Luton with urgency. This is because until a Local Plan and any Neighbourhood Plans are in place, the Development Plan for Luton is made up of the "saved" policies of the Luton Local Plan 2001-2011, adopted in 2006.
14. The local plan regulations also simplify and speed up the preparation of an SCI which will no longer need to follow a stringent consultation process. The regulations propose that the local authority determine the most suitable way to engage with their local community both in preparation of and content of a SCI. The Borough Council will put more emphasis on electronic communications and publishing documents on line as well as engaging with interest groups early in the process.
15. The Localism Act retains the requirement for the Local Authority to publish a Local Development Scheme (LDS). The LDS is the work

program identifying resources and setting out the plans to be prepared against a timetable. However, the LDS will no longer have to be approved by the Secretary of State but will be published on line and monitored on an on going basis. The Borough Council Executive of 16th April approved the need for a revised LDS for Luton to reflect the new plan preparation timetable.

16. A further change introduced by the Localism Act and the local plan regulations is the introduction of an 'Authority Monitoring Report' (AMR) which replaces a previous 'Annual Monitoring Report' and involves a minimum level of reporting. The AMR does not need to be submitted to the Secretary of State. It will be for the local authority to publish data, as it becomes available, to inform the local community.
17. The AMR will be expected to comment on; the progress of DPDs against the timetable; Community Infrastructure Levy monies received (if prepared); implementation of policies e.g. where not successfully being implemented and steps taken to resolve any problems; and any Neighbourhood plans prepared. Critical policies setting out numerical annualised targets over the life of the plan will also need to be monitored and published e.g. scale of housing provision – affordable housing provision, jobs etc.
18. The new local plan framework is likely therefore, to comprise the documents set out under the following headings (see Glossary for more detail):-

Development Plan Documents

- Local Plan/DPDs;
- Minerals & Waste Core Strategy (currently being prepared)
- Separate Minerals and Waste site Allocations DPD
- Separate Minerals and Waste Development Management DPD

Supplementary Planning Documents

Neighbourhood Plans

Local Development Documents and other documents

- Local Development Scheme (LDS);
- Sustainability Appraisal/Strategic Environmental Assessment;
- Statement of Community Involvement (SCI);
- Authority Monitoring Reports (AMRs)

The Proposed Approach to an SCI for Luton

19. The Luton SCI removes references to the Growth Agenda and joint Core Strategy which were being progressed under the regional planning framework. The regional planning legislation is now abolished under the

Localism Act. The Regional Plan (East of England Plan 2001-2021) itself which covers Luton will need to be abolished under a separate order from the Secretary of State. It is unclear when and if this procedure will be implemented pending issues regarding compliance with European law on Sustainability Appraisal.

20. A new local plan DPD is being prepared for Luton. The simplified SCI preparation will speed up this process by reflecting requirements under the local plan regulations and neighbourhood plan regulations,. It is not proposed to reduce the way you are consulted.
21. The Borough Council is not inviting comments on the Luton SCI but it will be published on the Borough Council's web page and comments will be considered on critical omissions. Engagement with local communities on the Local Plan is programmed for summer 2012.
22. A Community Involvement Strategy has been adopted by Luton Forum and endorsed by the Borough Council. Its aims are to empower Luton citizens to set priorities, influence and make decisions, help and improve services, and build strong communities. In order to achieve a coordinated and strategic approach to community involvement the strategy sets four objectives:
 - to empower citizens, communities and organisations to set priorities, influence and make decisions together
 - to engage a representative range of citizens and increase the number of citizens involved
 - to consult in a cost effective, high quality, co-ordinated and sustainable manner
 - to inform citizens, ensuring effective communication and prompt, clear feedback on involvement
23. This SCI meets these objectives and is therefore fit for purpose as the guiding document for consultation on the new local plan for Luton.

Resources

24. Significant staff and financial resource commitments are required to ensure that effective and worthwhile community engagement is achieved. A restructured Luton Borough Council Planning & Transportation Service will coordinate planning consultation exercises for the Local Plan and assist with any Neighbourhood Planning activity that takes place in the Borough.
25. Consultation activities will be made more transparent by ensuring outputs of consultation are presented to the Luton Local Plan Working Party and where necessary the Borough Council's Executive Committee. Action as a result of consultation e.g. changes to plans, policies and decisions in response to comments raised will be published online.

26. The Borough Council's Community and Engagement Team, Corporate Communications Team and Ward/Area Committee structures will also be active in assisting with community engagement on planning and other community topics.

3. Who should the Borough Council consult?

27. The Borough Council already has a well-established network of community groups and organisations that it consults on a range of matters e.g. Area Committees, Luton Assembly, Ward fora etc. the Borough Council is also pioneering new ways to consult local communities as part of its commitment to 'community Governance'. Neighbourhood planning may also identify new representative groups of residents and businesses who want to be consulted or be empowered to shape their communities.
28. The local plan regulations give more flexibility for Local authorities to determine how the public, businesses and local communities should be consulted as appropriate.
29. Regulation 18 (2 a)) identifies 'Specific Consultation Bodies' that must be notified and invited to say what should be contained in a Development Plan Document (i.e. a Local Plan or separate DPD) if the authority considers that these bodies may have an interest in the subject of a proposed plan (see Table 1). This list will form the 'backbone' of the Borough Council's consultation database.

Table 1 Specific Consultation Bodies for Plan Preparation

30. Specific Consultation Bodies (i.e. those that must be consulted if they may have an interest in the subject matter of a proposed plan):-

<ul style="list-style-type: none"> • The Coal Authority
<ul style="list-style-type: none"> • The Environment Agency
<ul style="list-style-type: none"> • The Historic Buildings and Monuments Commission for England
<ul style="list-style-type: none"> • the Marine Management Organisation
<ul style="list-style-type: none"> • Natural England
<ul style="list-style-type: none"> • Network Rail Infrastructure Limited (company number 2904587)
<ul style="list-style-type: none"> • The Highways Agency
<ul style="list-style-type: none"> • A relevant authority any part of whose area is in or adjoins the area of the local planning authority
<ul style="list-style-type: none"> • 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, and who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority,
<ul style="list-style-type: none"> • if it exercises functions in any part of the local planning authority's area - a Primary Care Trust,
<ul style="list-style-type: none"> • a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(a),
<ul style="list-style-type: none"> • a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(b),
<ul style="list-style-type: none"> • a sewerage undertaker,

<ul style="list-style-type: none"> • a water undertaker;
<ul style="list-style-type: none"> • the Homes and Communities Agency

31. Regulation 18 (2 b)) identifies ‘General Consultation Bodies’ that should be notified and invited to say what should be in a plan if appropriate. These groups will be added to the consultation database as necessary.

Table 2 General Consultation Bodies for Plan Preparation

<ul style="list-style-type: none"> • voluntary bodies some or all of whose activities benefit any part of the authority’s area,
<ul style="list-style-type: none"> • bodies which represent the interests of different racial, ethnic or national groups in the authority’s area,
<ul style="list-style-type: none"> • bodies which represent the interests of different religious groups in the authority’s area,
<ul style="list-style-type: none"> • bodies which represent the interests of disabled persons in the authority’s area,
<ul style="list-style-type: none"> • bodies which represent the interests of persons carrying on business in the authority’s area;

Persons Resident or Carrying Out Business in the Area

- 32. Regulation 18 (2) (c) requires the authority to consider whether it is appropriate to invite residents or people carrying out business within the area, to make representation on a plan being prepared.
- 33. The Borough Council already maintains an existing contacts database of residents and individual business contacts within the area who have previously commented on plan preparation and expressed an interest in remaining on the database. Following any publicity on plan preparation, new contacts for such individuals who specifically ask to be consulted or notified will be added except where they expressly ask to be removed.
- 34. People can request to be added or removed from this database at any time by contacting the Planning and Transport Service (see the Preface to this document for details on how to contact us).
- 35. For the avoidance of doubt, the Borough Council will consult the following types of representative groups, organisations and individuals (summarised below in Table 1 overleaf) on the formulation of a Local Plan, DPD or SPD. This is not a definitive list. A more comprehensive list of representative consultees is included in Appendix 1. For ease of reference, these groups are referred to throughout this SCI as ‘representative consultees’.

Table 3: Representative Consultees

General Public
Local Government (i.e. Councillors/Council Committees)
Area Committees and Ward Forums
Local Groups, Clubs, Organisations
Local Forums/Partnerships including Neighbourhood Fora
Environmental Groups
Seldom Heard Groups
Landowners/House Builders/Agents
Local and Regional Service Providers
National Government
National and Regional Organisations

The “Duty to Cooperate”

36. Section 110 of the Localism Act sets out a new ‘duty to co-operate’ on preparation of Local Plans and DPDs. This duty applies now to all local and strategic planning authorities, and national park authorities in England. Other public bodies will also have to co-operate with local authority plan making e.g. Gas, Water, and energy utilities.
37. Many land-uses and activities (e.g. housing, schools, hospitals and businesses) and infrastructure requirements (e.g. pipelines, drainage and roads and rail etc) cross over local authority administrative boundaries impacting on adjacent communities. The new duty will require adjacent planning authorities to speak to one another to ensure significant development impacting on adjacent areas is coordinated sustainably to address any impact. This will be achieved by the local authorities and organisations setting out planning policies and investment strategies to address such issues. Councils and public bodies will need to ‘engage constructively, actively and on an ongoing basis’ to develop strategic policies. Councils should also consider joint approaches to plan making. The duty to cooperate will be a soundness test at any independent examination.
38. The National Planning Policy Framework (NPPF) sets out the types of strategic issues where co-operation would be appropriate (paragraph 156) including on ‘planning strategically across local boundaries’. The NPPF highlights the importance of joint working where development needs cannot be met wholly within a single local planning area and encourages the use of either joint planning policies or informal strategies such as joint infrastructure and investment plans (Paragraph 178 to 181).
39. Local Plan Regulations also require the following agencies to co-operate with councils on issues of common concern to develop sound local plans:-

Table 4 Duty to Cooperate – Who it Applies to

Environment Agency
Historic Buildings & Monuments Commission for England
Natural England
Mayor of London
Civil Aviation Authority
Homes & Communities Agency
Primary Care Trusts
Office of the Rail Regulator
Highways Agency
Transport for London
Integrated Transport Authorities
Highway Authorities
Marine Management Organisations
Local Enterprise Partnership

4. Methods of Consultation

Placing documents on Deposit: It is a statutory requirement that all Local Plan, DPD and SPD documents are placed on deposit for the public to view in the offices of Luton Borough Council during normal office hours. Such documents will also be placed in Town Council offices and all libraries in the area. It is an additional statutory requirement that these documents are made available electronically on the Borough Council's web site.

On Line – via Website: The Luton Borough Council website (www.luton.gov.uk), will be used to display information and updates, provide access to documents, and provide opportunities for immediate feedback using an online response form. The Borough Council will also set up a purpose built consultation website so that consultees are able to submit responses online accessed via the Borough Council's Internet web pages. It is a statutory requirement that documents are available to view on line. The use of the internet and new forms of communicating online, such as social networking sites, could potentially be used, in particular to capture the views of young people in the area.

Written & Electronic (email) Notification: It is a statutory requirement that all 'Specific' and 'General' consultees with an interest in the plan being prepared are notified when a document goes out to consultation. The notification and copies of documentation will be sent via electronic means if there is a valid email address. Otherwise, written notice and accompanying documents will be sent by post.

In the case of other representative consultees on the Borough Council's database, including those individuals who request to be consulted as a result of publicity on a particular document of relevance, they will be notified electronically where possible. Otherwise notification will be sent via the post.

Email: Everyone with access to the web will be able to submit comments and feedback, and may request updates. People may also be able to request copies of consultation documents subject to a reasonable charge for printed copies - otherwise electronic copies will be free of charge. A dedicated e-mail address has been set up for this purpose, namely: strategicplanningteam@luton.gov.uk

Telephone: The Strategic Planning Team in Luton Borough Council will provide advice or discuss planning matters by telephone 01582 547087 or 01582 546317 (Development Control).

Leaflets and Newsletters: These are an effective way of accessing the whole community and gaining interest in a particular matter. Leaflets containing a summary of the plan documents out for consultation are a well established method. It is acknowledged that they need to be

attractive with a distinctive message to be effective and that overuse of this method can sometimes be ineffective.

Questionnaires and surveys: These are an effective means of gaining views of documents and proposals. They can be aimed at a small group or included in leaflets and newsletters to reach the wider community. The questionnaires need to be designed in such a way to gain useful information from the respondent, which can be used to inform planning documents.

Media releases and public relations: Regular media releases may be issued through the local press, Borough Council publications (such as 'LutonLine') or television and radio to inform the community of key community involvement dates and to report on feedback received.

Formal notices: Statutory notices will also be published (at least on one occasion at the beginning of the consultation, in a local newspaper which covers the whole of the area). The media may be invited to meetings to discuss plan progress and they in turn may help to explain the planning process.

Posters, displays and banners: These may be displayed in key public locations, including Borough Council offices, supermarkets, leisure centres, libraries and community centres, with the aim of attracting interest and providing information. In appropriate locations displays may also be used.

Community Involvement Events: A range of community involvement events may be organised at accessible locations in order to capture community views. They will allow all those interested in the planning process to directly discuss the relevant issues, options and planning proposals with planning officers and other staff. They may utilise "hands on" consultation exercises such as "Planning for Real" for which the community are asked to identify what they would like to see developed in their area on a scale model or map. This method would be particularly relevant for master planning and where a Neighbourhood Forum has been established and is preparing a Neighbourhood Plan with help from the Borough Council.

Public Exhibitions: Public exhibitions provide a good visual means of displaying draft proposals, and communicating relevant issues and options. Visitors will be able to discuss these matters with planning officers and other staff and submit their comments at the time.

Workshops and focus groups: These are increasingly being used to encourage discussions around particular issues, and can offer an opportunity to develop community capacity and offer training.

Councillors: Elected Councillors are community representatives and will play an important role in guiding the planning process.

Area Committees or Boards: These play an important role in guiding the planning process as they directly represent their community. Officers will attend and hold meetings with these Area Committees where possible. For major planning applications, developers will be encouraged to hold meetings with these Area Committees.

Use of existing partnerships, forums and panels: These can provide representative views from a range of organisations/ agencies, such as the Local Strategic Partnership and other specific groups within the community. The Borough Council will endeavour to establish appropriate fora to act as 'soundboards' which will assist in plan preparation.

Community Development: Luton Borough Council has community development officers who work in priority areas and neighbourhoods in the area to support and facilitate social inclusion and renewal.

Travellers Liaison: There are various travellers sites within Luton and Officers at Luton Borough Council may advise on how to approach this group.

Voluntary and Community Sector: The role this sector plays in the consultation process is recognised and is of increasing importance as the government seeks further devolved service provision via this sector. There are a wide range of representative voluntary and community groups within Luton whose knowledge and links are vital in reaching certain groups. Such groups are already represented on the Luton Assembly, the Local Strategic Partnerships.

Sustainability, Health and Equalities: Please note that most plans are required to be subject to a Sustainability Appraisal (SA). It is the Borough Council's intention that Equalities Impact Assessment and Health Impact Assessment be integral to the SA process. All Plans will be screened to see if an assessment is required. Questionnaires and surveys will also include equalities monitoring questions to ensure that all consultation is inclusive.

Community Planning Decision Days

40. Under the Council's 'Your Say, Your Way' programme, the Neighbourhood Governance Team organise Community Planning Decision Days. These events aim to involve local people from across the community in influencing the decisions affecting their neighbourhoods. They actively engage with local people and the outcome of the programme is to identify community priorities and write an action plan suggesting ways those priorities can be implemented.

Neighbourhood Fora

41. Anyone living and working or carrying out business within an area may associate to form a Neighbourhood Forum in order to promote development within their neighbourhood through a Neighbourhood Plan. This is provided that they meet certain criteria – a minimum of 21 people, open to additional members from the area, covering an area agreed by the Borough Council and promoting the economic, social and environmental well being of the area. Any proposals are subject to a 6 week consultation to allow for any other competing bids in the area for a plan. If accepted by the Borough Council the proposed Neighbourhood Plan will be subject to an Examination and a local referendum. The Borough Council will ensure that such Neighbourhood Fora input to and are complementary to the preparation of Local plans, DPDs and SPDs.

Community Diversity

42. The Borough Council will ensure fairness and respect for the diverse views of its community and take them into account without prejudice. It will also endeavour to ensure that all community involvement conforms to the Equalities Act 2010 (EA 2010). This Act replaces previous legislation e.g. Race Relations Act 1976 and Disability Discrimination Act 1995). The EA 2010 bans unfair treatment of people on the grounds of protected characteristics they may have or are alleged to have. It also introduces a public sector 'Equality Duty' (section 149) which requires the Borough Council to consider how different people will be affected by its decisions and activities and 'specific duties', including to monitor and publish relevant information on fulfilling its duty. The Borough Council will take particular steps to ensure that people with protected characteristics become involved in the consultation process and recognise that these groups may require direct engagement to allow them to effectively participate in consultation:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership (i.e. unlawful discrimination)
- Pregnancy and maternity
- Race (includes ethnic or national origins, colour or nationality)
- Religion or belief (includes lack of belief)
- Sex
- Sexual orientation

Dealing with Racist Representations

43. The Local Government (Access to Information) Act 1985 requires any material which is defamatory or likely to incite racial hatred or contempt, to be marked 'confidential' and not disclosed to the public. The Equalities Act 2010 makes it unlawful for anyone to induce or attempt to induce another person to discriminate on the grounds of race or any of the

44. A racist representation is one which includes words, phrases or comments which are likely to be offensive to a particular racial or ethnic group; be racially abusive, insulting or threatening; apply pressure to discriminate on racial grounds and stir up racial hatred or contempt.
45. Where a representation is wholly racist, and contains no material planning consideration, the representation is unlawful and cannot be considered or disclosed. Its receipt will not be identified in any committee report to Executive as it is not material.
46. If the representation is racist, but also contains material planning considerations, the Executive committee may write to the respondent, explaining that only those valid planning matters will be considered or disclosed. If the Executive does not write to the respondent, only valid planning matters will be considered or disclosed and content deemed to be racist may be removed from the representation.
47. Main valid planning matters include: Amenity - impact on neighbours; Highways - suitability of access, parking, traffic generation etc.; Policies – the relevance of any government policies which are applicable; Design; and Planning history.

5. Getting Involved in Plan Making

The Local Plan and Development Plan Documents (DPDs)

48. The process of preparing a Local Plan (or separate DPDs) is set out in regulations ('Town & Country Planning (Local Planning) (England) Regulations 2012') which can be summarised as follows:-
- Initial evidence gathering and early engagement with the community and stakeholders, formulation of different plan options
 - Formal notification (Regulation 18) e.g. invitation to make representations on what the plan ought to contain to help prepare draft plan
 - Publication of DPD (Regulation 19) to make available for inspection and consultation prior to submission
 - Consideration of representations (Regulation 20)
 - Submission to Government (Regulation 22)
 - Consideration of representations by appointed person (Regulation 23)
 - Independent Examination (Regulation 24)
 - Inspectors Report (Regulation 25)
 - Adoption (regulation 26)
49. This process is accompanied by a "sustainability appraisal". Generally, a DPD will take about 30 months to prepare, including an early stage of public engagement a formal notification followed by a single period of extensive consultation.
50. To frontload the process, community stakeholders will be encouraged to become involved right at the start of plan preparation. This may include evidence gathering from experts and public engagement including workshops, with, community fora, representative groups and councillors leading up to Regulation 18 formal Notification and invitation to make representations.
51. There is however, only 1 main consultation stage involving a published plan. This is the publication of the (pre submission) DPD and regulation 19 involves making the plan and supporting documents available with a representations procedure explaining where and when they can be inspected and the time representations must be made.
52. In line with regulation 20, before submitting a DPD to the Secretary of state, any person may make a representation about a DPD within the period specified in the representations procedure for that particular DPD. This will be for a period of not less than 6 weeks. The representations also need to be sent to the address specified by the Borough Council for the purposes of consultation of that particular DPD.

53. These stages and opportunities for public consultation are set out in Table 5.

Table 5: The Production of a Development Plan Document

Stage Actions within each stage Consultation

Stage 1: Early engagement and notification	Actions	Consultation
<p><i>Regulation 18</i> Notify specific and general consultation bodies and if appropriate, persons resident and carrying on business in the area</p>	<p>Evidence gathering to help formulate options..</p> <p>Notify the subject of the plan and invite views on what the plan should contain</p> <p>Preparation of sustainability Appraisal Scoping Report should there not be one already prepared</p> <p>Identify options and develop policy to resolve them</p> <p>Appraise options generated against SA objectives to assist in the selection of the appropriate options and highlight sustainability implications of each</p> <p>Preparation of consultation statement identifying representations received during consultation.</p>	<p>Written notification letter on the plan subject and response deadline (the Council will apply 6 weeks as the regulations are silent and will publish an advert but it is not mandatory/)</p> <p>Targeted consultation on SA Scoping Report if one has not already been prepared</p> <p>Proportionate, appropriate and ongoing consultation with relevant stakeholders on issues within scale of issue covered by the plan</p> <p>SA Report to be consulted alongside any document published during this stage</p>

Stage 2: Publication of the (pre submission) DPD	Actions	Consultation
<i>Regulation 19 and 20 and 35</i>	<p><i>Reg 19</i> Publication of (a pre submission) local Plan/DPD, together with Representations procedure and SA Report</p> <p>Make these documents available for inspection at principle offices and other places as appropriate and on local authorities web site (<i>Reg 35</i> DPD available for 6 weeks)</p> <p>Send representations procedure and statement on availability of documents for inspection to general and specific consultation bodies</p>	<p><i>Reg 20</i> anyone may make representations within 6 week public consultation (deadline date for representations set out in Representations procedure) on the 'soundness' and legality of the DPD</p> <p>[Public notice of pre submission consultation is no longer required but will be made by Luton Borough Council]</p>

Stage 3 Submission	Actions	Notification Only
<i>Regulation 22</i>	<p>Submit Local Plan/DPD, proposals map, SA, consultation statement summary and resulting actions (under reg 18) and other submission documents to Secretary of State</p> <p>Make above documents available for inspection (<i>Reg 35</i>)</p>	<p>Notify General and Specific consultation bodies and individual who request notification of submission</p>

Stage 4	Actions	Notification Only
<p>Examination in Public (EiP) of DPD <i>Regulation 23 and 24</i></p>	<p><i>Reg. 23</i> before examination, Inspector must consider any representations made under <i>Regulation 20</i> and test the legality and soundness of the local plan/DPD</p> <p><i>Reg. 24</i> Notify anyone who has made representations and not withdrawn them, and those requesting to be heard, of the date and appointed person for the Examination Publish details of Examination Hearings</p> <p>Pre-Hearing meeting to discuss matters to be explored</p> <p>Examination Inspector will test soundness of LP/DPD</p>	<p>6 weeks notification before examination - of examination date and appointed person</p> <p>Appropriate public notice of Pre-Hearing meeting</p> <p>Invited participants are heard at examination</p>

Stage 5: Inspector's Report	Actions	Notification Only
<p><i>Regulation 25</i> Publication Of Inspector's Report</p>	<p>Inspector produces a Report with recommendations and reasons on conflicts with national policy or regulatory process</p> <p>Make Inspector's Report available (<i>Reg 35</i>)</p> <p>Inspector's Report is not binding on the Borough Council – the Local Authority may accept and make the changes</p>	<p>Notify any persons who requested to be notified of publication of inspectors Report</p>

	<p>or invite the Inspector to make recommendations to overcome these issues. The Local authority may also recommend changes to be heard at the Examination or make non material changes or resubmit a new plan.</p>	
--	---	--

Stage 6: Adoption		
<p>Adoption of DPD <i>Regulation 26</i></p>	<p>Make LP/DPD, adoption statement and Sustainability Appraisal Report available for inspection (<i>Regulation 35</i>: 6 weeks for LP/DPD)</p> <p>Send adoption statement to any individual who has requested notification of adoption</p> <p>Send adoption statement to Secretary of State</p> <p>If no legal challenge, (after 6 weeks) DPD will become part of the LDF when adopted by the Executive and Full Council</p> <p>Make adopted DPD widely available</p>	<p>6 week allowance for any legal challenges</p> <p>Appropriate Notice of adoption</p>

Soundness of a Development Plan Document

54. The process of Independent Examination by an Inspector is to test the Development Plan Document, whether it has been prepared in accordance with the Duty To Cooperate, legal and procedural requirements and whether it is 'sound'. The National Planning Policy Framework soundness tests (para 182) are; a Local Plan or DPD should be positively prepared; justified; effective; and consistent with national policy. The production of the DPD must also have complied with all of the relevant regulations.

Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is practical to do so consistently with the presumption in favour of sustainable development
Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence
Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

55. An examination of the DPD will be carried out by an independent Planning Inspector to test its soundness, taking into account the representations that have been received. Those who make representations may be invited by the Inspector to attend the parts of the examination held in public (the hearings).

Supplementary Planning Documents (SPDs)

56. Supplementary Planning Documents provide additional detail regarding an existing policy within a Development Plan Document, such as 'development brief' guidance. They are technically not part of the statutory plan and therefore not subject to independent examination. However, their preparation will be subject to a level of community involvement proportionate to the nature of the document being produced. In accordance with this, all Supplementary Planning Documents are subject to a minimum statutory consultation period of 4 to 6 weeks. The local plan regulations set out the procedures in regulations 11 to 16. Use of SPDs is to be discouraged unless they help in delivering and speeding up plan making because normally planning standards will form part of the new local plan format.

Table 6: The Production of a Supplementary Planning Document

Stage	Actions within each stage	Consultation
Stage 1: Scoping Pre-production and early community engagement	Early consultation with relevant stakeholders to gather evidence to inform the content of the draft SPD	Ongoing

Stage	Actions within each stage	Consultation
Stage 2: Production and Consultation Production of the draft SPD and consultation <i>Regulation 12 public Participation and 13 Representations</i>	Preparation of draft SPD Notify the general and specific consultation bodies as appropriate send SPD, supporting documents and consultation statement Make draft SPD and documents available for inspection (<i>Regulation 35: SPD 3 weeks</i>) setting out how and when representations are to be made, and a consultation statement summarising the issues raised in consultation and how they have been addressed	4- 6 week statutory consultation Any persons may make representations about and SPD (<i>Regulation 13</i>)

Stage	Actions within each stage	Consultation
Stage 3: Adoption Adoption of the SPD regulation 14.	Make SPD and adoption statement available for inspection (Re 35: 3 weeks) Send Adoption Statement to anyone who has asked to be	Make adopted SPD available for viewing Period for High Court challenge not less than 3 months after the date

	<p>notified</p> <p>The executive will formally adopt the SPD as part of the Luton Local Plan/DPD</p>	<p>of adoption</p>
--	--	--------------------

Neighbourhood Development Plans

57. The production of neighbourhood plans is subject to regulations. and will set out policies in relation to the development and use of land within their defined area e.g where new houses, businesses and shops should go and what they should look like. A neighbourhood plan must be promoted by a Neighbourhood Forum – a minimum of 21 people, living and carrying out business within the area and open to additional members from the area. The area must be agreed as a sensible community boundary by the Borough Council. The Neighbourhood plan must promote the economic, social and environmental well being of the area. Any proposals are subject to a 6 week consultation to allow for any other competing bids in the area for a plan. If accepted by the Borough Council the proposed Neighbourhood Plan will be subject to an Examination and a local referendum. A plan will be adopted by the Borough Council if it gains the support of more than half of the people that vote for it in a referendum.

Sustainability Appraisals (SA)

58. Sustainable development is central to the new planning system. The purpose of a Sustainability Appraisal is to promote sustainable development through integrating social, environmental and economic considerations into the preparation of planning documents and guidance. Hence the Borough Council will be required to produce a Sustainability Appraisal Report for each Development Plan Document. The appraisal will help guide the plan and takes the form of a screening process to evaluate the merits of alternative courses of action. The Sustainability Appraisal also incorporates a Strategic Environmental Assessment.

Other Studies

59. In addition to the preparation of planning documents, a number of background documents will be produced to provide essential evidence and information to underpin plan preparation. The Borough Council will undertake specific consultation on such documents where it is considered beneficial.

Links to other strategies and plans

60. The Local Plan and DPD preparation is a key component to the delivery of ambitions promoted by the Sustainable Community Strategy (SCS) of

61. The Borough Council will treat the Local Strategic Partnerships as statutory consultees for each DPD to ensure delivery of the relevant aims of the SCS.

Monitoring Feedback

62. At the end of each consultation stage, the Strategic Planning Team will analyse the responses received and prepare a summary report. This will be presented the Executive with recommendations for required changes to the Local Plan or DPD being prepared. All comments and reports will be available on line on the Borough Council's web site or to view at the offices of Luton Borough Council on request.
63. At the final stage of consultation a consultation statement will be produced that will summarise the issues raised by representations received and how they may have been taken into account. This statement will be made publicly available on the Borough Council's website, at the offices of Luton Borough Council and at other public places as appropriate.
64. Anyone or any group making comments on the Local Plan, future DPDs and SPDs will be included in an electronic database and automatically kept informed of all future consultation stages by email or letter, unless they make it clear that they do not wish to be included in the electronic database.

6. Getting involved in planning applications

65. Planning applications are dealt with by Luton Borough Council's Development Control Committee. Community involvement is a vital part of the Development Control and Management Services process as the determination of a planning application can have a considerable effect on people's lives. This section describes the planning process and outlines how and when the community has the opportunity to be involved. It also sets out the expectations for how developers should get involved in this process.

Stage 1: Pre-application – discussion and statutory consultation

66. Luton Borough Council is keen to encourage developers to discuss their proposals with planning officers before the formal process of the consideration and determination of a planning application begins. Pre-application advice is an important part of the planning application process. Its objectives are to improve the quality of applications submitted with the aim of delivering quality outcomes to the benefit of the customer, the Council and the community at large. The process will generally give more certainty and clarity at an early stage by identifying issues and requirements before an application is submitted so that speedier decisions can be made. Details of the Council's procedures for obtaining pre-application advice can be found on the Council's web site – please note that since January 2012, there is a charge for this service and the details of the charge schedule and information required to receive pre-application advice are also available on the Council's web site.
67. Furthermore, section 122 of the Localism Act (November 2011) requires developers proposing certain types of development and/or development over a certain size threshold, to publicise and carry out a high standard of pre application consultation with neighbours and people affected by the proposed development (the Secretary of state must make a development procedure order to bring this into effect – anticipated in Spring 2012). Pre application consultation must be done before the application is submitted to the local Authority for a decision otherwise the Local Authority can refuse to accept it. Details of any consultation, any adjustments and decision to proceed in the light of consultation should be submitted with an application.
68. However, it will encourage all applicants, whether for large developments or small developments to inform neighbours and all affected parties of their proposed development (including householder applicants). Early public consultation on proposals is beneficial to both the public and the developer.

Stage 2: Submitting a planning application

69. The application stage is the main stage at which the community can get involved in development proposals. The Government requires that the majority of applications are determined in eight weeks. For major applications this is extended to thirteen weeks or sixteen weeks if an Environmental Impact Assessment is submitted.
70. Stage 2 is the main opportunity to get involved in planning applications.

Publicising applications during the application stage, the Local Authority will publicise planning applications in one or all of the following ways depending on the type of application:

Display site notices at or near the site providing information on the nature of the application, where plans can be viewed and the deadline for submitting comments. Site notices are generally displayed for major applications, those accompanied by Environmental Impact Assessments (EIA) and applications likely to have a wider public interest.

Produce a weekly list of planning applications available on the Borough Council's website.

Advertisements in the local press - applications that are likely to be of general public interest, in particular:- major applications; applications accompanied by Environmental Impact Assessment; applications in or adjoining Conservation Areas; departures from the Development Plan; and applications relating to Listed Buildings

Notify all residents and properties that share a boundary with the application site. For applications with a wider impact, additional notification will be given to relevant properties.

Viewing and commenting on applications

71. All planning applications submitted will be available to view at the Council offices located at the Town Hall. A Duty Officer will be available at the Planning Reception during opening hours to guidance and information in relation to submitted applications both over the telephone and in person. All planning applications are available to view on the Council's website. Comments on planning applications can also be made via the Borough Council website.
72. Statutory consultees are sent details of planning applications and invited to respond. Responses should normally be received within 21 days of receipt of notification and are subsequently made available for public viewing on the Council's website. The results of any such consultation, where they relate to relevant planning considerations are taken into consideration as part of the decision-making process.

73. The community, individuals and relevant properties are given 21 days from receipt of the notification to submit their representations. The representations should be in the form of a letter or email, should relate to the application in question and should only be concerned with planning related matters.
74. There may be negotiation on planning applications during the course of an application. Where this is considered to improve the proposed development, for example in response to comments received by an interested party, no further notification will be made. If the application requires a significant alteration or amendment, all relevant interested parties will be notified by letter as soon as possible with an appropriate timescale for response. However, one of the objectives of encouraging pre-application advice is to reduce the level of change required to be made to make a proposal acceptable once submitted on the basis of a formal application. Hence, prospective applicants are advised in the Council's pre-application advice guidance that where an application is submitted that requires significant change and no pre-application advice is sought, then it is unlikely that the Council will pursue further amendments and this is likely to result in a refusal of planning permission.

Community Involvement

75. The level of community involvement will depend on the scale, complexity, location and nature of the application. More details on indicative methods of consultation are given in Appendix 2. Where an application is expected to involve a high level of public interest, the relevant Local Authority will promote greater public involvement.
76. If it is difficult for people to attend the Borough Council offices or to view plans online, on early request, and subject to their availability, officers may also visit individual properties to show members of the public the plans that have been submitted. In some cases, officers will informally visit adjoining properties as part of an assessment of an application.

Stage 3: Determining the application

77. All planning applications will be determined against Development Plan policies, consultation responses and material considerations.
78. Planning decisions at Luton Borough Council are made by the Development Control Manager, under the Council's Scheme of Delegation or by the Development Control Committee. As a general rule, the majority of applications will be dealt with under delegated powers. However major development proposals and those generating a significant level of public interest are determined by the Development Control Committee.

79. Every application that goes to the Development Control Committee has a report and a recommendation written by the case officer. This covers all the policy considerations and key issues about the application, including key consultation responses from the community and statutory bodies. These reports are available to view online in the week preceding the relevant committee meeting.
80. Those who have commented on an application that is to be reported to a meeting of the Committee will be informed of their right to speak at the meeting. They will be also advised of the Right to Speak rules and procedures, the date of the meeting and the venue.
81. In some circumstances the Development Control Committee may decide to visit the application site before determining an application. When planning applications are determined, the decisions are posted on the Borough Council's website and all respondents will be informed of the decision.

Community involvement in appeals

82. Only applicants have a right of appeal against a planning application decision. There are no third party appeal rights. Appeals are dealt with either by written representations, a hearing or a public inquiry. When an appeal is received by the Local Authority, all those who were consulted on the original application will be informed and advised how they can make their views known.
83. All representations submitted during the application stage will be forwarded to the Planning Inspectorate who decides the appeal. If there is a hearing or a public inquiry, it is normal procedure for the Planning Inspectorate to invite main parties to prepare a joint statement of agreed facts of common ground.
84. Appeal hearings and inquiries are open to the public.
85. Appeal decisions are also displayed on the Borough Council's website.

Community Involvement in enforcement issues

86. In some cases development is completed without permission or not in accordance with the approved plans. The Borough Council encourages the community to report such instances to their Enforcement Team and full anonymity is assured in all cases. Complainants will be kept updated on the progress and informed of any resulting action; including appeals and the final outcome. If the complaint results in a planning application or other application being submitted this will be publicised and processed in the normal manner. Reports of unauthorised development can be emailed directly to the Development Control office.

Councillors, Town and Parish Councils and Area Committees

87. Councillors and Area Committees represent the views of their community. Area Committees are not statutory consultees and do not give recommendations or submit comments to the Development Control Committee. Due to their meeting cycles, they do not always have time to respond to applications in the normal 21-day period. Borough Council officers and/or Councillors will attend meetings of the above when necessary and appropriate. If a particularly contentious planning application is received a Borough Council officer will be available on request to attend meetings to help explain the planning issues involved.
88. Further guidance on planning applications and how to comment on them is contained online www.luton.gov.uk.

Appendix 1: list of Representative Consultees

All Area Committees in Luton
All Parish and Town Councils in the Districts and Boroughs that adjoin
Luton's administrative area
Relevant Telecommunication companies
Strategic Health Authority
Relevant Electricity Companies
Relevant Gas Companies
Relevant Sewerage Undertakers
Relevant Water Undertakers
Local Strategic Partnerships

General Consultation Bodies and Other Bodies (i.e. those who may be
consulted depending on the nature of the document being produced):
Bodies representing the Voluntary and Community sector
Bodies representing the Business sector
Bodies representing or addressing issues faced by those from Black and
Minority
Ethnic communities
Bodies representing or addressing issues faced by those from Gay;
Lesbian and Bisexual communities
Bodies representing or addressing issues faced by those from people
with disabilities
Bodies representing Faith groups
Bodies representing or addressing issues faced by Gypsy and Travellers
and Travelling Show-people
Rail companies and Rail Freight Group
Airport operators, including London Luton Airport Operations Limited
Local Strategic Partnership Members (LSP) and Related Groups
South East Midlands Local Enterprise Partnership (SEMLEP)
Central Government Departments and offices
Departments/officers within both Luton Borough Council and surrounding
local authorities adjoining the borough boundary
HM Prison Service
Fire and rescue services
Health and Safety Executive
The Home Builders Federation
The British Horse Society
The Ramblers Association
Regional Housing Forums
National Playing Fields Association
Police Service; Police Architectural Liaison Officers
Sport England
British Geological Survey
British Waterways, Canal Owners and Navigation Authorities
Centre for Ecology and Hydrology
Chambers of Commerce, CBI and Institute of Directors
Church Commissioners

Commission for Architecture and the Built Environment
Equality and Human Rights Commission
Crown Estate Office
Environmental groups at national and local level
Forestry Commission
Homes and Communities Agency
Local transport operators, PTAs, PTEs and Transport for London
The Theatres Trust
Post Office Property Holdings
Skills Funding Agency
Regional Sport Forums for the English Regions
Local Schools
Women's National Commission
Voluntary and Community Action
Voluntary Action Luton
Beds and Luton Green Infrastructure Consortium
Bedfordshire Rural Communities Charity
Bedfordshire Garden Trust
The Garden History Society

Other relevant local organisations/group/bodies/individuals in the area may also be consulted.

Please note that this list is not definitive. It is not possible to include the names of every individual body/group/organisation who will be consulted; thus the need for some generalisations. All individual consultees are listed in a consultation database and new entries can be added/ removed at any time on request.

Appendix 2: Public consultation procedures and methods for planning applications

Table 1: Consultation methods that may be used Minimum statutory Requirements

Regulation	Minimum Statutory Requirements	Consultation Method
Regulation Stage 1: Pre-application		
To discuss the potential issues and requirements for a planning application	None	Exhibitions Emails Letters Website Planning for Real Planning Advisory Service Press and Media Releases Town and Parish Councils and Area Committees Partnerships, Forums and Panels Councillors
Stage 2: Submitting a planning application		
Planning application is submitted for approval	Publish a weekly list of planning applications. Make the application available to view during office hours. See below Statutory Publicity for Planning Applications.	Exhibitions Emails Letters Website Press and Media Releases Planning for Real Planning Advisory Service Area Committees Posters, displays and banners Questionnaires and surveys Encourage applicants to contact those immediately affected by proposals

Stage 3: Determining the Planning Application		
Determining the planning application	<p>Invite all those who made representations to the meeting of the Development Control Committee</p> <p>Publish to Development Control Committees' reports on the Borough Council's website</p>	<p>Website</p> <p>Press and Media Release</p> <p>Letters</p>
Stage 4: Appeal		
Determining the appeal	<p>Consult all individuals and groups who made representations at the application stage.</p> <p>Invite those making representations to produce a joint statement where relevant</p> <p>Erect a site notice</p>	<p>Website</p> <p>Press and Media Release</p> <p>Email</p> <p>Letters</p> <p>Planning Advisory Service</p>

Table 2 : Statutory Publicity for Planning Applications
Nature of development Publicity Required Statutory Provisions

Nature of Development	Publicity Required	Statutory Provision
<p>Development where application accompanied by Environmental Statement</p> <p>Departure from the Development Plan</p> <p>Those applications affecting Public Rights of Way</p>	<p>Advertisement in newspaper and erection of a site notice</p>	<p>Article 8 of the General Development Procedure Order (GDPO) 1995</p>
<p>Major development</p> <p>Winning/working materials</p>	<p>Advertisement in newspaper and erection of site notice and/or neighbour notification</p>	<p>Article 8 of the General Development Procedure Order (GDPO) 1995</p>

All waste developments 10+ dwellings Buildings 1000 sq m or more Development land size 1ha or more		
Minor development	Erection of site notice or neighbour notification	Article 8 of the General Development Procedure Order (GDPO) 1995

Note see section 6 'Getting Involved in planning applications' concerning the new requirement of the Localism Act for 'pre application consultation'.

Nature of development Publicity Required Statutory Provisions

Section 67 and 73 of the Planning (Listed Advertisement in the newspaper and Development affecting the setting of a listed building erection of a site Buildings and notice Development affecting the character or appearance of a conservation area Conservation Areas Act 1990) Relevant part of Schedule 2 of the GDPO Site notice posted by developer Permitted development requiring prior notification to local planning authority.

5 Glossary of terms

Table 8: Glossary of Terms

Authority Monitoring Reports (AMRs): provides data which is released as it becomes available to inform the local community on; the progress of DPDs against the timetable; Community Infrastructure Levy monies received (if prepared); implementation of policies and numerical annualised targets over the life of the plan; and any Neighbourhood plans prepared.

Core Strategy: under the current system (which is being replaced), the Core Strategy sets out the strategic land use and transport proposals for an area accompanied by a Key diagram and may include strategic allocations; e.g. the Minerals & Waste Core Strategy for Bedfordshire and Luton is currently being prepared.

Development Plan Documents: DPDs or a Local Plan (must comprise strategic land use policies; Development Management Policies and Site Allocations) but can also be prepared as separate subject based DPDs e.g. see Minerals and Waste below);

Environmental Impact Assessment: application, see Circular 02/99 for detailed information. What (EIA) is termed Schedule 1 development always requires an EIA, whilst Schedule 2 schemes may require an EIA depending on the application of criteria in the legislation. This is the generic name for a document that forms part of the Local Development Framework; for example, a DPD, an SPD or the Statement of Community Involvement.

Local Development Documents: these LDDs are not DPDs and include Sustainability appraisal/Strategic environmental assessment; an assessment of the social, environmental and economic effects of every DPD, which is consulted upon at key stages.

Local Development Scheme (LDS); this is the project plan for plan preparation setting out the subject matter, the timescale, resources and key stages whereby you can become involved and consulted

Local Development Framework (LDF): The name for the portfolio of DPDs and LDDs. It also consists of SPDs, an SCI, LDS and Authority Monitoring Reports. The LDF is being replaced by the Local Plan DPD or collection of DPDs.

Local Plan: a DPD or collection of DPDs which sets out the land use planning policies for an area, strategic social, economic and environmental objectives, site allocations and development management policies.

Minerals and Waste site Allocations DPD; a separate DPD currently being prepared setting out site specific allocations for minerals and waste purposes, as set out in the Minerals and Waste LDS

Minerals and Waste Development Management DPD; a separate DPD setting out the written development management policies for minerals and waste, as set out in the Minerals and Waste LDS

Neighbourhood Plan/ Neighborhood Fora: Neighbourhood Plans; these plans are prepared by Neighbourhood Fora with the assistance of the local authority and may cover defined neighbourhoods (approved by the Borough Council), within the administrative area or across adjoining local authorities boundaries. On adoption Neighbourhood plans become part of the development plan with statutory weight. They must conform to the Local Plan but prevail if the Local Plan is out of date or silent. A Neighbourhood Plan may also allocate more development above that of a Local Plan.

Proposals Map: policies must be illustrated on an Ordnance Survey base map i.e. the policies and proposals of the Local Plan, DPDs and (where such policies and proposals can be shown on a map base).

Supplementary Planning Documents: SPDs may be prepared following consultation and adopted by a local authority setting out more detailed guidance on the operation of Local Plan policies and must not conflict with the Local Plan or introduce new policy.

Statement of Community Involvement (SCI): sets out how you will be involved and consulted

Sustainability Appraisal: this is a system of incorporating environmental considerations into policies and plans to comply with EU directives. It involves Strategic Environmental Assessment the preparation of an environmental report and further (SEA) consultation. The Strategic Environmental Assessment is incorporated in the Sustainability Appraisal. An SA is a test for appraising policies to ensure they reflect sustainable development objectives. The Planning and Compulsory Purchase Act 2004 requires that a SA is undertaken for all LDDs, with the exception of the SCI.

Sustainable Community Strategy (SCS): Local Strategic Partnerships prepare these documents with the aim of improving the social, environmental and economic well being of their areas. The SCS seeks to co-ordinate the actions of local public, private, voluntary and community sector organisations to deliver sustainable outcomes for their community..

Please note that details of the specific Development Plan Document can be found in the Local Development Scheme.