

What's the
Plan



Local Development Framework

Statement of Community Involvement



MANCHESTER
CITY COUNCIL

Contents

1 Preparation of the Statement of Community Involvement	2
2 Introduction	3
3 The Local Development Framework	4
4 Soundness	7
5 Continuous Involvement	9
6 Development Plan Documents	10
7 Supplementary Planning Documents	13
8 Consultation Methods	14
9 Consulting 'Hard to Reach' Groups	24
10 Sustainability Appraisal	25
11 Planning Applications	28
12 Planning Aid	32
13 Resource Implications	33
14 Monitoring and review of the Statement of Community Involvement	34

Appendices

A Glossary of technical terms	1
B Consultees	6
C General consultation bodies	9
D Development Plan Documents Soundness Tests	10
E Engaging with specific groups	11
F Developer pre-application consultation form	17



1 Preparation of the Statement of Community Involvement

Adopted Statement of Community Involvement

1 Preparation of the Statement of Community Involvement

1.1 This diagram shows the stages that the Council has gone through to prepare this Statement of Community Involvement. The Statement of Community Involvement was adopted on 31st January 2007.

<p style="text-align: center;">Scoping</p> <p>General research and questionnaires on preferred consultation methods distributed at Stakeholder event</p>
<p style="text-align: center;">Pre-submission consultation (Reg 25)</p> <p>Outline of SCI and table of proposed consultation methods for Local Development Documents sent to Highways Agency, neighbouring authorities, North West Regional Assembly and the Community Network for Manchester</p>
<p style="text-align: center;">Pre-submission public participation (Regs 26 and 27)</p> <p>Draft SCI 'on deposit' for a six week period. Comments made during this time taken into account by the Council when preparing the submission version of the SCI</p>
<p style="text-align: center;">Submission (Reg 28)</p> <p>SCI submitted to the Secretary of State, followed by a six week public consultation period from the date of submission. Any representations received will be forwarded to the Secretary of State and the Inspector</p>
<p style="text-align: center;">Examination</p> <p>Inspector carries out examination of the SCI, probably by Written Representations</p>
<p style="text-align: center;">Receipt of Binding Inspector's Report</p> <p>The Council must incorporate any changes required by the Inspector</p>
<p style="text-align: center;">Council adopts Statement of Community Involvement</p>



2 Introduction

2.1 The Statement of Community Involvement sets out how the community and other stakeholders are involved in planning processes in Manchester. The Council intends, through early involvement of the community, to ensure that the Local Development Documents that make up the Local Development Framework reflect the aspirations of the people who are stakeholders in Manchester's development. This is in line with the Planning & Compulsory Purchase Act 2004 which sets out new standards for community involvement in the planning process including a requirement to 'frontload' consultation. This means that the Council will involve communities from the very beginning, before any policies are written.

2.2 Being "Community Focused" is one of the City Council's Corporate Values, which states "We recognise that a successful city relies on the success of its neighbourhoods and communities. We want to meet the aspirations of all Manchester citizens by empowering communities and embracing their diverse identities". Community involvement in the preparation of Local Development Framework policies will help to implement this value.

2.3 The Revised Manchester Community Engagement Strategy 2005-08, adopted in July 2005, identifies communities of place and communities of interest. 'Communities of Place' are a defined geographical area, for example a housing estate. 'Communities of Interest' are made up of people who share a particular experience, interest or characteristic for example young people, old people, or people sharing the same ethnic origin. The Statement of Community Involvement has

taken the knowledge of communities in the Community Engagement Strategy into account in its preparation.

2.4 The Statement of Community Involvement will first of all set out how the Council will involve the community in producing the Local Development Framework matching different methods of consultation and involvement with the various Local Development Documents, followed by how the Council will consult on planning applications.



3 The Local Development Framework

Adopted Statement of Community Involvement

3 The Local Development Framework

Please refer to Appendix A for a glossary explaining technical terms.

3.1 The Local Development Framework will be a folder of Local Development Documents comprising Development Plan Documents and Supplementary Planning Documents as well as this Statement of Community Involvement. Development Plan Documents set out the Council's approach to development and will be subject to Independent Examination by an Inspector from the Planning Inspectorate. The key Development Plan Document is the Core Strategy which sets out the long term spatial vision for Manchester and the core strategic policies that will be required to deliver the vision. Supplementary Planning Documents will supplement the Development Plan Documents by giving more information on particular issues but will not be subject to independent examination so will have less weight. When applications for planning permission are made to the Council, the decision to grant or refuse permission will be based on the policies in the Local Development Framework.

3.2 Manchester's Local Development Scheme sets out the Local Development Documents that are currently programmed to be prepared. The Local Development Scheme will be updated when new Local Development Documents are added or existing timetables for production revised and can be viewed on the Council's website at www.manchester.gov.uk/planning. The Council will be working jointly with the other Greater Manchester authorities to prepare

waste and minerals development plan documents to meet its waste and minerals planning functions.

Joint Waste Development Plan Document

Under the provisions of the Planning and Compulsory Purchase Act 2004 the ten unitary authorities in Greater Manchester have decided to produce a joint waste development plan document for Greater Manchester. The Greater Manchester Authorities consider that this arrangement offers the most potential for effective joint working in the production of the Waste development plan document.

The Plan will include detailed development control policies and the identification of sites and preferred areas for a range of waste management facilities and will form an integral part of each of the ten Greater Manchester authorities' Local Development Frameworks.

A planning team located within the Greater Manchester Geological Unit will be responsible for the production of the Plan. It is proposed that this team will be responsible for all aspects of plan production and consultation. A consultation strategy is to be prepared detailing the proposed methods of stakeholder involvement and community engagement for the Waste development plan document, this will form an integral component of each of the Greater



The Local Development Framework 3

Adopted Statement of Community Involvement

Manchester authorities' Statements of Community Involvement. The consultation methods to be used in preparing the Waste development plan document are to be consistent across the Greater Manchester area, and in conformity with the 10 Statements of Community Involvement.

Minerals Development Plan Document

It is the intention of the Greater Manchester authorities that a joint plan will be prepared for minerals. As yet no formal agreement has been reached on the production of this document, therefore work on the plan cannot commence until this is in place. It is envisaged that consultation arrangements for this document will be similar to that proposed for the waste development plan document, however procedures cannot be formalised until agreement on the document has been reached.

3.3 The diagram on the next page shows the documents that will make up the Local Development Framework and which ones will form part of Manchester's development plan along with the Regional Spatial Strategy. As well as the Core Strategy, key Development Plan Documents will be the Site Specific Allocations document and the Proposals Map. The Site Specific Allocations document will identify site in Manchester which should be developed for a particular landuse, and these will be shown on the Proposals Map. Area Action Plans would provide a detailed planning framework for areas of significant

change, or conservation. The Council must also prepare an Annual Monitoring Report which will assess where the Council is up to in the preparation of the Local Development Framework compared to the timetable in the Local Development Scheme; and the extent to which policies in Local Development Documents are being achieved.

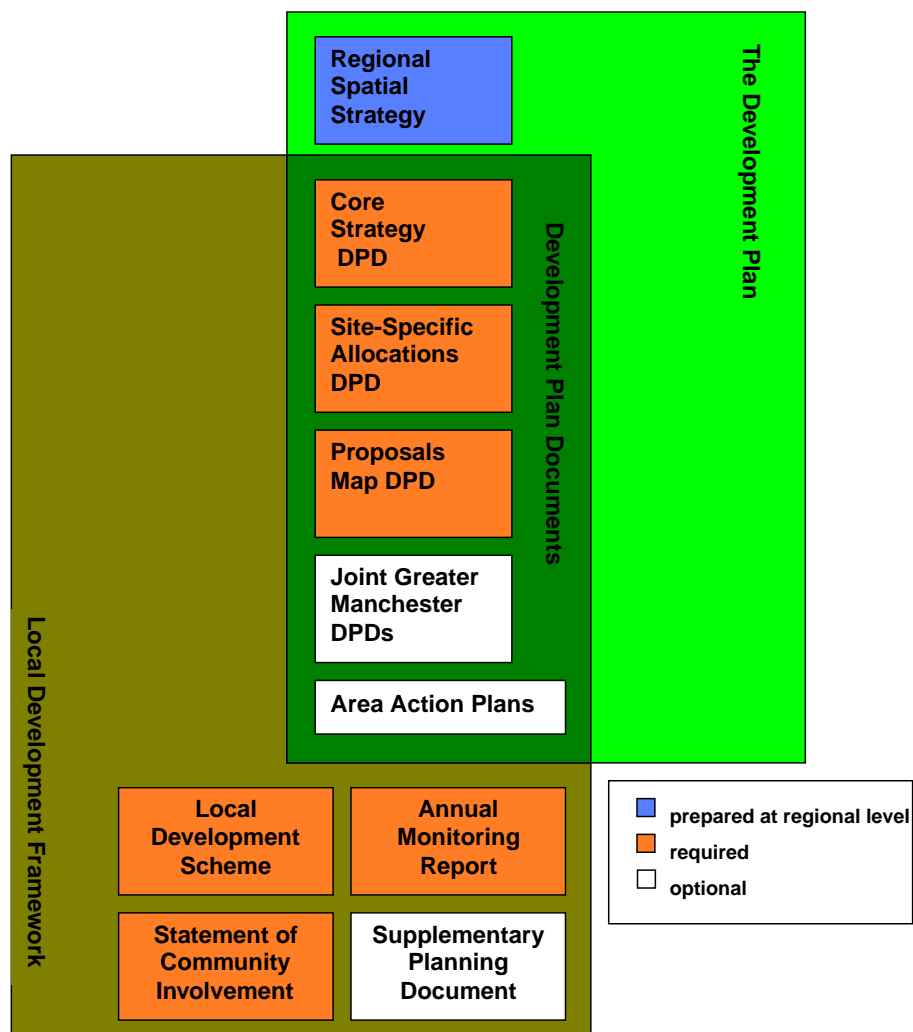
3.4 The Regional Spatial Strategy is prepared by the North West Regional Assembly and will be subject to consultation. The project plan for Regional Spatial Strategy preparation identifies opportunities for when people will be consulted, for example the 'examination in public' which was programmed for summer 2006. For more information on the Regional Spatial Strategy please contact the North West Regional Assembly on 01942 736 729 or visit www.nwra.gov.uk

3.5 The Council will carry out a sustainability appraisal of each Development Plan Document and Supplementary Planning Document which will assess the economic, social and environmental impacts of the policies in each.

3 The Local Development Framework

Adopted Statement of Community Involvement

The documents that make up the Local Development Framework and the development plan for Manchester



4 Soundness

4.1 When the Council produces Local Development Documents it must consult on these documents as set out in the Statement of Community Involvement. When Development Plan Documents are submitted to the Secretary of State for independent examination, the Inspector will assess the document to determine whether it is sound and one of the tests of soundness will be to see whether the Development Plan Document has been prepared in line with the requirements of the Statement of Community Involvement. This will be demonstrated in a Statement of Compliance which will accompany the Development Plan Document when it is submitted. The Statement of Compliance must set out:⁽ⁱ⁾

- Which bodies have been consulted at the Pre-Submission consultation stage
- How these bodies and any other people have been consulted
- A summary of the main issues raised
- How these issues have been addressed in the Development Plan Document.

4.2 A consultation statement providing the same information on who has been consulted must be sent to consultees when a Supplementary Planning Document is put 'on deposit' for public participation, and put in the places where the Supplementary Planning Document is deposited and on the Council's website. When the Supplementary Planning Document is adopted a statement detailing the representations received and the Council's

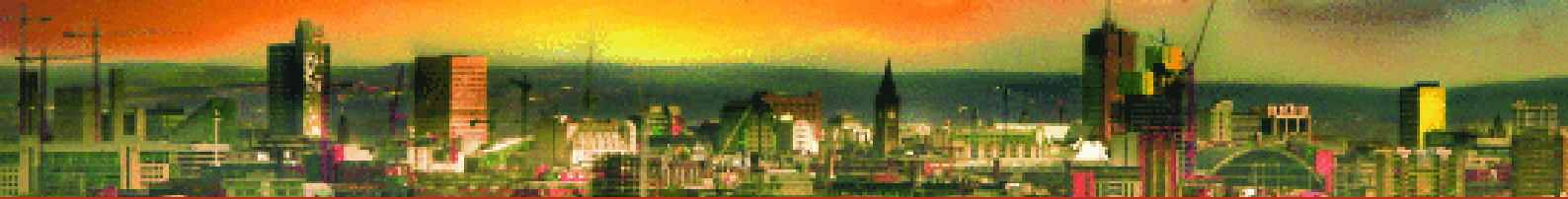
response to them will be included in the Local Development Framework along with the Supplementary Planning Document .

4.3 The Statement of Community Involvement itself will also be examined for soundness by an Inspector who will consider how it performs against 9 tests of soundness, listed below.

Tests for soundness of Statement of Community Involvement

1. The local planning authority has complied with the minimum requirements for consultation set out in the Town and Country Planning (Local Development) (England) Regulations 2004
2. The local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy
3. The Statement of Community Involvement identifies in general terms which local community groups and other bodies will be consulted
4. The Statement of Community Involvement identifies how the community and other bodies can be involved in a timely and accessible manner

i Taken from the Town and Country Planning (Local Development) (England) Regulations 2004, Reg 28.



4 Soundness

Adopted Statement of Community Involvement

5. The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents

6. There are resources available to manage community involvement effectively

7. The Statement of Community Involvement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents

8. The local authority has mechanisms for reviewing the Statement of Community Involvement

9. The Statement of Community Involvement clearly describes the planning authority's policy for consultation on planning applications

5 Continuous Involvement

5.1 Manchester City Council adopted a Community Engagement Strategy in 2003 which was revised in 2005. Accompanying the strategy is a Toolkit which sets out best practice for community engagement. It identifies techniques suitable for consulting with specific groups and reviews the pros and cons of different consultation methods. The toolkit and the Manchester Community Engagement Strategy can be viewed on the Council's [website](#). This toolkit has informed the selection of methods set out in Chapter 8. Additionally, a questionnaire was prepared which asked the public what their preferred methods of consultation were for both city wide (strategic) issues and local issues affecting a smaller area. This questionnaire was distributed to stakeholders in the Local Development Framework process who attended workshops at the 'What's the Plan?' stakeholder seminar day⁽ⁱⁱ⁾ on May 17th 2005, as well as being on the Council's website for anyone to download and given out at exhibitions in June 2005. This consultation has informed the preparation of the Statement of Community Involvement in terms of the types of consultation methods to be used.

5.2 Prior to the stakeholder seminar, a steering group comprising Council officers, the Executive Member for Planning and the

Environment and staff from the Community Network for Manchester⁽ⁱⁱⁱ⁾ was set up and has been meeting since December 2004. This group includes representatives from the Local Strategic Partnership so that it will be ensured that the Local Development Framework will act as a mechanism for delivery of the spatial and landuse elements of the Community Strategy.

-
- ii The stakeholder event was arranged to launch the beginning of the Local Development Framework preparation process. Stakeholders were put into workshops to discuss key issues for the Core Strategy.
 - iii The Community Network for Manchester is part of Manchester's Local Strategic Partnership which works specifically on behalf of community groups. It is made up of 29 sub networks including geographic networks and networks of interest (topic based) which are made up of people from voluntary and community groups; as well as seven thematic pools reflecting the Community Strategy themes. For more information please see www.cn4m.net



6 Development Plan Documents

Adopted Statement of Community Involvement

6 Development Plan Documents

6.1 Planning Policy Statement 12 sets out four stages in the preparation of Development Plan Documents. These are explained below followed by the specific methods of involvement that will be used for each Development Plan Document in Chapter 8.

Pre-production

6.2 This stage begins with an evaluation of which Development Plan Documents to prepare and commit to a timetable in the Local Development Scheme.

6.3 Following the decision to include the Development Plan Document in the Local Development Scheme, the pre-production stage includes evidence gathering which will involve the Council meeting with groups and organisations to develop the evidence base on specific issues.

6.4 At the pre-production stage the Council will write to consultees on its Local Development Framework database to let them know that it is beginning the issues gathering process for the Development Plan Document. At this stage the Council is seeking issues and ideas to form the basis of new policy. Policies in the Development Plan Document have not been drafted at this point and it is at this stage that comments and new ideas can be most influential, although they will be considered at any time. Any group or individual who submits comments will receive an acknowledgement from the Council and an invitation to comment on relevant policies as they are developed.

Production

6.5 This stage covers all of the rest of the writing process for the document. It will begin at the same time as the pre-production evidence gathering is going on, and will involve the Council gathering the views of the community and stakeholders on key issues that the Development Plan Document will need to address.

6.6 Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004 requires the Council to consult “specific” and “general” consultation bodies before and while it prepares policies. Specific consultation bodies are listed in Appendix B and must be consulted “to the extent that the local planning authority thinks that the proposed matter of the Development Plan Document affects the body”. General consultation bodies are defined as:-

- **voluntary bodies** some or all of whose activities benefit any part of the authority’s area,
- bodies which represent the interests of different **racial, ethnic or national groups** in the authority’s area,
- bodies which represent the interests of different **religious groups** in the authority’s area,
- bodies which represent the interests of **disabled persons** in the authority’s area,
- bodies which represent the interests of **people carrying on business** in the authority’s area.

6.7 Examples of the types of groups these will cover in Manchester are given in Appendix C but a list of the actual groups is not included

as this will go out of date too quickly. The list will be updated as necessary using information from the Council's Local Groups database. Government Office for the North West will also be consulted at each stage.

6.8 The next phase in the production stage will be to write policies as a set of preferred options, along with a resumé of the alternatives that were considered. Stakeholders will be consulted while the preferred options are being produced via the email sounding boards (see Chapter 8). Regulation 26 requires the preferred options document to be made available for six weeks of public participation. During this time the Council will put the document in libraries across Manchester and in Planning Reception on Level 7 of the Town Hall Extension and also on the Council's website. The Planning Strategy team has a database of people who have expressed an interest in the Local Development Framework and all of these people will be notified at this stage as well as the specific consultees. The website link to the document will be circulated through the Community Network for Manchester's networks. Full details of the proposed methods of community involvement are given in Chapter 8. The economic, social and environmental impacts of Development Plan Document policies will be measured by assessing the policies against a range of Sustainability Appraisal objectives so that policies can be amended to minimise negative impacts. Chapter 10 sets out how the Sustainability Appraisal process will work.

6.9 Following public participation on the preferred options, the Council will prepare the 'submission' Development Plan Document taking into account the comments made on the preferred options document. Where

appropriate this will involve negotiations with people who have made comments. The public will be able to view on the Council's website a summary of each comment received on the Development Plan Document and the changes that will be made in response to each comment, or the reason why a change will not be made. An additional period of 6 weeks consultation is allowed after submission but before the examination in the event of site allocation representations being made.

Examination

6.10 This stage begins when the Development Plan Document is submitted to the Secretary of State for independent examination. Under Regulation 28 there is a six week period from the date of submission for people to make representations. During this time the document will again be put in libraries across Manchester and in Planning Reception in the Town Hall and also on the Council's website. The Council will publish representations on its website (but not for representations on the site-specific allocations Development Plan Document) and put copies in Manchester libraries and Planning Reception.

6.11 During the submission deposit period for the site-specific allocations Development Plan Document, people may make representations suggesting alterations to the boundaries of existing allocations or suggesting new sites for allocation. Following the submission deposit period, the Council will consult again over these sites, depositing them in libraries across Manchester, Planning Reception in the Town Hall Extension and on the Council's website, advertising this in the Manchester Evening News and sending the document to people who received the



6 Development Plan Documents

Adopted Statement of Community Involvement

submission version. People proposing alternative sites should indicate how their proposal complies with the soundness tests set out in Appendix D and how the sustainability appraisal process has been or will be carried out before the examination

6.12 A pre-examination meeting will be held approximately three months before the examination begins, where the Inspector will reach an agreement with people who have outstanding representations over how they want to give their views. It is expected that most people will give their views by written representations but everyone has a right to be heard. The Inspector will assess the Development Plan Document to see if it is sound – the tests for Development Plan Document soundness are set out in Appendix D.

Adoption

6.13 Following the examination, the Council will receive a binding report from the Inspector. This means that the Council will have to take on board all of the Inspector's recommendations and the Development Plan Document will be adopted accordingly.



7 Supplementary Planning Documents

7.1 Supplementary Planning Documents will be prepared to give more detail on some Development Plan Document policies. Supplementary Planning Documents are adopted by the Council without being subject to independent examination therefore they have less weight than a Development Plan Document. Because of this the process of preparing a Supplementary Planning Document is simpler and quicker than for preparing a Development Plan Document.

7.2 Initially the Council will involve the community and other stakeholders in preparing a draft Supplementary Planning Document by using the methods set out in the table in Chapter 8. Once proposals are written up as a draft, there will be one formal consultation period for at least four weeks but not more than six, instead of a preferred options and submission stage. During this time the document will be put in Manchester libraries, in Planning Reception and on the Council's website with forms for people to make representations. A statement setting out how the preparation process, including the deposit, complies with the Statement of Community Involvement will accompany the document.

7.3 After this consultation period the Council will consider any representations received on the draft Supplementary Planning Document and make changes as appropriate. The Council will then adopt the Supplementary Planning Document and it will become part of the Local Development Framework. The economic, social and environmental impacts of Supplementary Planning Document supplemental policies will be measured by assessing them against a range of

Sustainability Appraisal objectives, so that policies can be amended to minimise negative impacts. Chapter 10 sets out how the Sustainability Appraisal process will work.



8 Consultation Methods

Adopted Statement of Community Involvement

8 Consultation Methods

8.1 The Council will use a range of community involvement methods mostly at the pre-production stage to work towards achieving consensus before the more formal consultation that will take place when there are actual policies to comment on.

8.2 The proposed methods are set out in Table 8.1 'Consultation Methods'. The methods have been taken from the Council's Community Engagement Toolkit which includes the following elements of community involvement. These are:

- **Informing:** this element is about advertising Local Development Document preparation and will tell people what is happening at a particular stage. Examples are posters, newsletters, information packs or information stands.
- **Researching:** the Council will use research methods at the very early stages of document preparation to gather people's views before any policies have been written. For example postcards and forms asking people what their key issues are for Manchester's development were used at the early stages of Core Strategy production.
- **Consulting:** methods in this element will be used to gather views on policies as they are written and will include the formal six week periods of public participation at the pre-submission stage and when the document is submitted to the Secretary of State.
- **Involving:** these methods are the most 'hands on' for example Planning for Real which would be used when preparing Area Action Plans. They will give the

community the opportunity to consider different options and modify them before coming to a decision about the way forward.

- **Supporting Community Action:** this is a way of helping to carry out engagement. It means using projects to gather the views of a certain group of people.

8.3 Community involvement methods used in the preparation process for the Local Development Framework will be taken from the elements above. At present the table of methods does not identify how the Supporting Community Action element of the Toolkit will be used as it would relate to a specific issue rather than a method that could be used for consultation on Local Development Documents in general.

8.4 The Council has already used the 'Supporting Community Action' method when gathering issues for the Core Strategy. It used it with pupils from Medlock Valley primary school who worked with a community artist to draw postcards and produce models to show how they would like Manchester to look in the future.

8.5 The involvement methods marked in bold capitals in the table are compulsory. From the other methods the Council will use as many as are appropriate. An example of a situation when not all of the potential methods will be suitable would be where extensive consultation into similar issues has just taken place: in this situation the results of the previous consultation would be used. The Council will monitor the use of methods to make sure that they are being used where



appropriate. Any 'new' consultation methods which emerge in the future e.g. as a result of technological advances will be incorporated into the Statement of Community Involvement when it is reviewed.

8 Consultation Methods

Adopted Statement of Community Involvement

8.6 Groups of people we will be consulting:

- A. = people with no previous involvement in planning processes (including hard to reach groups)
- B. = people who are already aware of the Local Development Framework (e.g. people who attended the stakeholder event)
- C. = National organisations / Government Office for the North West/ North West Region Assembly/ neighbouring authorities/ Highways Agency/ Councillors / other Council Departments

Informing (INF)	Researching (RES)
Involving (INV)	Consulting (CON)

8.7 The shaded boxes in the left hand column indicate which of the Elements of Community Engagement as set out in the Manchester Community Engagement Strategy Toolkit are satisfied by each method.

Table 8.1 Consultation Methods

Methods	Core Strategy	Site Specific Allocations	Area Action Plans	Supplementary Planning Documents
Posters and Flyers	A B C	A B C	A B C	A B C (if scope of SPD is large enough to warrant this)
INF	-			
-	-			
NEWSPAPER ARTICLES AND NOTICES	A B C	A B C	A B C	A B C
INF	-			
-	-			
WEBSITE	A B C	A B C	A B C	A B C

Adopted Statement of Community Involvement

Methods		Core Strategy	Site Specific Allocations	Area Action Plans	Supplementary Planning Documents
INF	RES				
-	CON				
Leaflet delivered to households				A	A (if applicable e.g. to nearby houses for guidance on development of a specific site)
INF	RES				
-	-				
Exhibitions / Information Stands		A B C	A B C	A B C	A B C (if scope of SPD is large enough to warrant this)
INF	RES				
-	-				
Questionnaires / issues gathering postcards put in locations across the city		A B C		A B C (to the area covered by the AAP)	
INF	RES				
-	-				
Questionnaires / issues gathering postcards sent to households				A B C (to the area covered by the AAP)	
INF	RES				
-	-				

8 Consultation Methods

Adopted Statement of Community Involvement

Methods	Core Strategy	Site Specific Allocations	Area Action Plans	Supplementary Planning Documents
Seminars / Workshops	BC		BC	BC
INF				
RES				
INV				
CON				
Talk by council officer at a community group / ward co-ordination etc meeting	B	B	B	B
INF				
RES				
-				
CON				
Email sounding boards	BC		BC	
INF				
-				
CON				
DEPOSIT OF DOCUMENTS AT PREFERRED OPTIONS AND SUBMISSION STAGES	A B C	A B C	A B C	A B C N.B one formal consultation period for Supplementary Planning Documents
INF				
-				
CON				



Methods	Core Strategy	Site Specific Allocations	Area Action Plans	Supplementary Planning Documents
Planning for Real			A B	A B (If appropriate to the subject matter e.g. development of a specific area)
INF				
INV				
CON				
Radio / TV	A B C			A B (If appropriate to the subject matter e.g. development of a specific area)
INF				
RES				
-				
-				



8 Consultation Methods

Adopted Statement of Community Involvement

Review of proposed consultation methods

Posters, flyers and leaflets

Will be used to publicise consultation events and to tell people where the Council is up to in the process of preparing Local Development Documents. Posters could be used across the city externally and displayed in Council buildings. Flyers and leaflets can also be distributed in Council buildings and in other places to target a particular audience, or distributed to households in a specific area. Posters, flyers and leaflets will all give a contact number for people to find out more information.

Newspaper articles and notices

The Council is legally required to advertise that Development Plan Documents are available for consultation for the 6 week preferred options and submission stages in the Manchester Evening News. The 4-6 week public participation period for Supplementary Planning Documents will be advertised in the paper as well. Local newspapers can also be used to advertise consultation events.

Council's website

The Council will put Development Plan Documents onto its website (www.manchester.gov.uk) at the preferred options and submission stages. They will be downloadable and comments can be made online during these two 6

week periods. Other consultation initiatives undertaken throughout the Local Development Framework process will be advertised on the website.

Exhibitions / information stands

Although these methods are resource-intensive methods of consultation, as a planning officer must always be there to answer questions, exhibitions with displays will be used particularly in the early stages of the Development Plan Document production before policies have been drafted to gather people's views on the issues to be addressed. They can also be used to present proposals for a detailed area and are a good way of raising the profile of the Local Development Framework process.

Questionnaires

Questionnaires can be left in places across the city for people to fill in and return freepost (e.g. in the form of postcards) or they can be sent to households and organisations. Sending questionnaires to individual households was a popular choice when the community were asked about their preferred consultation methods however it is costly so would be suitable for consultation on proposals for a small area. The cost can be reduced by including the questionnaire in a Council publication that is already being sent out such as a ward update newsletter if the timescales for when these are sent out coincide with the period of consultation.

Seminars / Workshops

This method will be used at the issues gathering stage to bring together people from a range of backgrounds to examine the approach to take towards a particular topic area. Seminars and workshops are generally appropriate for people who already have knowledge of the Local Development Framework and want to focus on a specific issue. This method has already been used in the early stages of Local Development Framework consultation when the Council invited people representing a range of interests: community groups including tenant's and resident's associations, pressure groups, developers, regional and national organisations. The Council encouraged representatives to go back to their organisations and ask for their views as well, producing an 'ambassador pack' to help them do this.

Council officer talking at local group meetings

Having an officer attend a local group's (e.g. a civic society or ward co-ordination) meeting to talk about the Local Development Framework and ask people for their views was the most popular consultation method for people who completed the Statement of Community Involvement methods questionnaire. This method allows people to give their views in a situation they are comfortable with and can be used either before policies are written to ask people what needs to be addressed, or afterwards to explain policies to people and let them make

comments. However as there are so many groups in the City the Council will not be able to attend all group meetings, that is why representatives from these groups were invited to workshops at the stakeholder event, so that they could go back and explain what is happening to their organisation themselves.

Email sounding boards

Anyone with an interest in a specific policy area will be able to sign up to an 'email sounding board'. Very early drafts of plan objectives and policy directions (i.e. before the draft policy directions are consulted on at the formal consultation stages) will be put onto the internet and everyone who is interested in this policy direction will be notified by email and would have a few weeks to comment.

Everyone who is on the Local Development Framework consultees database has been asked if they would like to comment on Core Strategy policy directions and people were also given the chance to join at the Local Development Framework stakeholder event in May 2005 and the library tour which followed this.

Deposit of documents

At the preferred options and submission stages Development Plan Documents will be put 'on deposit' for 6 weeks each time. Any suggestions for extra site specific allocations from objectors will be deposited after the submission stage. Supplementary Planning Documents will be put on deposit once for a period of between 4-6 weeks. During these times



8 Consultation Methods

Adopted Statement of Community Involvement

the documents will be put in libraries across Manchester and at Planning Reception on Level 7 of the Town Hall Extension with explanatory notes and forms for the public to make comments in these location as well. The proposals will also be on the internet where people can make comments online.

The Council holds a database of people who have asked to be informed of any changes to the development plan and will write to these people to let them know about the deposit period for Development Plan Documents and Supplementary Planning Documents and where they can view the draft policies. Community groups will also be written to. Normally the Council will send copies of the policies free to community groups on request and send email versions to other organisations for free. Other organisations who wish to receive a hard copy will be charged to cover the printing and postage costs.

‘Planning for Real’

This method has been developed by the Neighbourhood Initiatives Foundation and is a process where the community use three dimensional models of buildings and other structures in an area to show what they like about the area and what problems and issues need to be addressed at the first stage. After this, the community will be invited back to develop an action plan. Benefits of this method are that it is very visual and appeals to a range of people and age groups, and the feasibility of proposals is highlighted straightaway. However it is

very resource intensive and would be most appropriate for development proposals for a small area of land, for example as part of an Area Action Plan or Supplementary Planning Document. It would also be possible to carry out Planning for Real in a more simplistic way where the community sit round a table and highlight issues on a large scale map of their area rather than constructing models every time.

Radio and television

The Council will use local radio or television channels, including community stations, to advertise events and raise the publicity of the Local Development Framework preparation process. Because of the expense of this the use would be limited to advertising very large scale events, such as the tour of libraries with a display on the Local Development Framework to ask people what their priorities are for development in the summer of 2005, and would probably only relate to the Core Strategy Development Plan Document. Radio and television could be used interactively for evidence gathering in the future but the comments received would have to be focussed enough to feed into policy writing.

8.8 When using the consultation methods in the table above, planning staff will look for opportunities to link to other consultation initiatives being undertaken by the Council. This will be done through the network of people from each council department who meet to share information on the community engagement initiatives being worked on in



their department. Each department has a community engagement plan which sets out how it intends to engage with the community over the next year, so Local Development Framework consultation can take place at the same time as other Council consultation. While this may not be appropriate for workshops and seminars which will be focussed purely on the Local Development Framework it would be appropriate for exhibitions and information stands to be in the same place at the same time. Departments can also combine to share resources for example consultation on different things could be advertised on the same poster.

Reporting back

8.9 The Council recognises the importance of reporting back to the community and other stakeholders while preparing Local Development Documents. The Council will produce reports of the key issues raised during consultation which will be available in the Town Hall and libraries and on the Council's website. When workshops have been held or Council officers have attended local groups' meetings the Council will report back in person where possible. When people have made representations on Local Development Document policies the Council will write or email back to the person to let them know what has changed as a result of their representations. If the Council does not take on board specific comments it will explain to the person who has made them why this is.



9 Consulting 'Hard to Reach' Groups

Adopted Statement of Community Involvement

9 Consulting 'Hard to Reach' Groups

9.1 Manchester is a diverse city in terms of its population. When the views of specific groups of people on the Local Development Framework are required they will be sought by consulting these people in places that they use. The Manchester Community Engagement Toolkit provides advice for engaging with the first six of the hard to reach groups listed below:-

- Children and young people
- Disabled people
- Older people
- Black and minority ethnic groups
- Faith groups
- Lesbian, gay, bi-sexual and transgender (LGBT) groups
- Gypsies and Travellers

9.2 Appendix E contains an extract from the toolkit, setting out good practice guidance for engaging the first six of these groups and information on gender equality in consultation. The Council will follow this advice when carrying out consultation on Local Development Documents. When consulting with Gypsies and Travellers on the Local Development Framework, the Planning Strategy team will work with and take advice from the Council's Traveller and Mobile Children team who have worked with Gypsy and Traveller children and parents through schools, and also with Travelling Showpeople who use over-wintering yards in the city. The Traveller and Mobile Children team are currently re-examining their use of consultation methods and the results of this will inform the choice of which of the consultation methods in Chapter 8 will be

used for consultation on the Local Development Framework. National organisations representing Gypsies and Travellers will also be consulted during the preparation of Local Development Documents.

9.3 All Local Development Documents will be provided in large print, Braille and in translation on request, and an interpreter will be provided at consultation events if this is required. The Council will also take into account the advice in the Guidelines for Accessible Meetings and Events document produced by the Disabled People's Network Steering Group when setting up consultation events.

9.4 All Local Development Framework documents are available in alternative formats on request. To obtain a copy please contact:
Claire Freeman
Room 7043
Freepost MR 1514
Town Hall
Manchester
M60 2BR
Tel - 0161 234 4678
Email: planningstrategy@manchester.gov.uk

10 Sustainability Appraisal

10.1 The Council will carry out a sustainability appraisal of Development Plan Documents and Supplementary Planning Documents. This will be done using a set of objectives produced in line with European law^(iv) and national and regional guidance. The draft sustainability appraisal objectives were consulted on in May and June 2005. Everyone who attended the stakeholder event in May was given a copy of the draft objectives and they were distributed through the Community Network for Manchester networks and sent to the relevant statutory consultees. The comments received during this time were taken into account in the production of the Sustainability Appraisal draft scoping report, which includes baseline data as well as indicators. The draft scoping report was consulted on for 6 weeks beginning on September 30th 2005. Responses received during this period have informed the final version of the scoping report, which the Council will use to appraise emerging Local Development Framework objectives and policies to determine their social, environmental and economic impacts.

10.2 Table 10.1 shows how sustainability appraisal will be incorporated into Development Plan Document and Supplementary Planning Document production processes. The Sustainability Appraisal report will be published alongside the Development Plan Document at the preferred options and submission stages. At each stage it will be sent to consultees receiving the Development Plan Document and made available with the Development

Plan Document as set out in Chapter 6. When the Development Plan Document is adopted the final Sustainability Appraisal report will accompany the Development Plan Document in the Local Development Framework.

10.3 Often a Supplementary Planning Document is developing policy further or giving more detail than would be covered by the Sustainability Appraisal of the Development Plan Document to which the Supplementary Planning Document conforms. Where this is the case, Sustainability Appraisal of the Supplementary Planning Document will be carried out. The Sustainability Appraisal report will be consulted on alongside the draft Supplementary Planning Document and a copy of the report will be sent to consultees receiving the draft Supplementary Planning Document. When the Supplementary Planning Document is adopted a copy of the final statement of Sustainability Appraisal will accompany it in the Local Development Framework.

10.4 As set out in paragraph 6.11 people commenting on the Site Specific Allocations Development Plan Document may suggest alterations to the boundaries of allocations in the Development Plan Document or suggest new sites for allocation. Sustainability Appraisal of these sites will be the responsibility of the person proposing them - they will be required to collate the relevant information and consult with the public on the appraisal in advance of the examination. If the person proposing the new allocation provides a sustainability appraisal of their

iv The Strategic Environmental Assessment Directive 2001/42/EC.

10 Sustainability Appraisal

Adopted Statement of Community Involvement

proposed sites at the time of proposal the Council will consult on the sustainability

appraisal as described in 6.11 along with the new site proposals.

DPD/SPD Stage 1: Pre-production - Evidence gathering	
SA Stage A: setting context & objectives, establishing baseline and deciding on scope	
A1 Identifying other relevant policies, plans and programmes and sustainable development objectives A2 Collecting baseline information A3 Identifying sustainability issues and problems A4 Developing the Sustainability Appraisal framework A5 Consulting on the scope of the Sustainability Appraisal	
DPD/SPD Stage 2: Production	
SA Stage B: Developing and refining options and assessing effects	
B1 Testing the DPD/SPD objectives against the SA framework B2 Developing the DPD/SPD options B3 Predicting the effects of the draft DPD/SPD B4 Evaluating the effects of the draft DPD/SPD B5 Considering the ways of mitigating adverse effects and maximising beneficial effects	
SA Stage C: Preparing the Sustainability Appraisal Report	
C1 Preparing the SA report	
SA Stage D - <u>DPDs</u>: Consultation on the DPD preferred options and the SA report of each option D1 Public participation the DPD preferred options and SA report of each D2(i) Appraising significant changes	SA Stage D - <u>SPDs</u>: Consultation on draft SPD and SA Report D1 Public participation on draft SPD and SA report D2 Assessing significant changes
DPD Stage 3: Examination	SPD Stage 3: Adoption
D2 (ii) Appraising significant changes resulting from representations	D3 Making decisions and providing information
DPD Stage 4: Adoption and Monitoring	SA Stage E: Monitoring significant effects of implementing the SPD
D3: Making decisions and providing info	E1 Finalising aims and methods for monitoring E2 Responding to adverse effects
SA Stage E: Monitoring significant effects of implementing the DPD	
E1 Finalising aims and methods for monitoring	



E2 Responding to adverse effects	
---	--

Table 10.1 Incorporation of Sustainability Appraisal within the Development Plan Document and Supplementary Planning Document processes.



11 Planning Applications

Adopted Statement of Community Involvement

11 Planning Applications

11.1 Manchester City Council receives 3,500 planning applications each year. These include **major applications** for residential, office, light industry, heavy industry, storage, warehousing, servicing and retail development which are over the thresholds set out below; **minor applications** for all of these categories of development which fall below the thresholds; and **other types of application** comprising householder applications (e.g. house extensions), applications for advertising signs, Listed Building consent, Conservation Area Consent and changes of use (all of which fall below the major application thresholds).

11.2 Major applications are defined in the Town & Country Planning (General Development Procedure) Order 1995, and are for the following types of development:

- Winning and working of minerals
- Waste development
- Residential development for more than 10 units or on a site greater than 0.5 hectares if the number of units proposed is not known
- Provision of building(s) with floorspace greater than 1,000 sq m
- Development which has a site area greater than 1 hectare.

11.3 Of the 3,500 applications approximately 20% are householder applications. Approximately 10% are major applications and the remaining 70% are more modest applications and the other types of non-major application excluding householder.

11.4 Once a planning application is submitted Manchester City Council uses the advertisement and consultation methods set out in Table 11.1. The Council also writes to statutory consultees as set out in the Town & Country Planning (General Development Procedure) Order 1995 as required depending on the type of application, and will provide them with hard copies of applications on request where electronic copies are not practical. The list of consultees for different types of application is set out in Regulation 10 of the 1995 Order which can be viewed at www.opsi.gov.uk

11.5 Site notices, letters to neighbours and advertisements in the Manchester Evening News state that the plans can be viewed in Planning Reception on Level 7 of the Town Hall Extension and also on the Council's website, and give the deadline for comments. In addition, groups can ask to receive applications on a certain topic. Comments can be made in writing or online on the Council's website. Members of the public can come into the town hall to talk to a development control officer about a planning application by appointment, please telephone Planning Reception on 0161 234 4516.

11.6 Applications being considered by Manchester City Council can be viewed on the Council's website. 'Public Access for Planning' is an online service that allows people to monitor the progress of an application, view documents related to an application, submit comments, search a constantly updated list of applications received and decided each week, view details of many historic applications and view property details by reference to a map. If an

appeal has been lodged then these details will also be available. Public Access is at www.manchester.gov.uk/planning/publicaccess.

Table 11.1 Advertisement and Consultation Methods

Method	Small applications	Major applications*	Applications requiring #	Listed Building Consent	Conservation Area Consent
Site notice advertising application		✓	✓	✓	✓
Neighbour notification letter	✓	✓	✓	where required	✓
Advertisement in the MEN		✓	✓	✓	✓
Online comments made on Council's website	✓	✓	✓	✓	✓

= applications that require an Environmental Impact Assessment, or are a departure from the development plan or would affect a right of way. * Major applications are defined above

Development proposals requiring more in-depth consultation.

11.7 For significant development proposals, for example those in the categories below, Manchester City Council will encourage developers to consult with the community before they submit a planning application:

- Development proposals which will require major developer contributions (through section 106 agreements) in order for permission to be granted, where the contributions will be beneficial to the community.
- Development on playing fields owned by the local authority or used by educational institutions.
- Development on a greenfield site for more than 150 dwellings.

11.8 The decision on whether a proposal will need more in-depth consultation will be based on its nature or scale and will be made by City Council development control officers, liaising with councillors, regeneration teams, ward co-ordinators and local community groups where appropriate. As well as consulting with the public, the Council will encourage developers to consult with specific infrastructure and service providers so that they can advise developers on any need for increased provision of services etc.

11.9 Pre-application consultation is beneficial to both the community and the developer as it allows the developer to design a proposal which takes on board the opinions of the community. This will mean that there are likely to be fewer objections once an application is submitted. In relation to



11 Planning Applications

Adopted Statement of Community Involvement

applications where the developer will be providing community facilities (or money to be spent on these) through a s106 agreement, the community are able to put forward ideas on what is needed in the area. Negotiations on s106 agreements will be between the developer, planning officers and relevant council services and in consultation with councillors, and comments from consultees will be taken into account when negotiations take place.

11.10 The format of the consultation that the developer uses is likely to be discussed with the Council as part of pre-application discussions. It is important that the developer gives people a chance to make comments that could help shape and change the development rather than just notifying them that a new development is proposed. The following methods are likely to be suitable and should be used as appropriate:

- **Letters sent to residents and businesses** in nearby streets telling them what is proposed, how they can get more information and how they can give the developer their views
- **Public exhibition** in a location close to the development (e.g. library or supermarket) which tells the public about what is happening and gives them an opportunity to make comments.
- A **website** set up by the developer
- **Leaflets distributed to nearby streets and placed in facilities** near the proposed developments which have a tear off slip for comments.

11.11 Pre-application discussions with the Council could also help to determine the scope of consultation needed, for example how large an area should be leafleted. Council

officers can advise developers of local groups who have been involved in pre-application consultation before. The Council can also give advice on how to make events as accessible as possible and suggestions for advertising the event etc.

11.12 When the developer submits the planning application following the consultation, they should accompany it with a record of the consultation that took place, which can be done using a form provided by the council (Appendix F). All responses from the community and other stakeholders to the developer's consultation must be forwarded to the Council when the planning application is submitted so it can be seen how the developer incorporated people's comments into their final proposal and for the Council to consider. Council officers would not attend developer's consultation events except in exceptional circumstances to give information about the planning process rather than give any views on the proposal.

11.13 Manchester City Council cannot require developers to carry out pre-application consultation using the methods set out above. However if developers do not, or they have only carried out unsatisfactory consultation, consultation will have to be carried out by the Council (with the assistance of Regeneration Teams or Ward co-ordinators if appropriate) once the developer has submitted the planning application. This could delay the decision making process and if a number of objecting comments are made by the community then it is possible that the developer might have to amend their application to address these. If a developer makes significant amendments to their application then letters will be sent to people who made comments previously and those



living nearby. Comments received from the public on planning applications must relate to planning issues.

What happens to people's comments?

11.14 Delegated powers are used to determine 94% of applications in Manchester. Comments received from the public on planning applications are taken account of when making a decision to grant or refuse permission, as well as looking at development plan policies, national and regional guidance and other material considerations. People who have made objections are notified of the decision.

11.15 The Planning & Highways Committee makes decisions on the other 6% of applications. Objectors have the right to appear at the Committee and to speak, as does the developer. The Council has one Area Committee, for Wythenshawe, which has the power to approve non-delegated applications in Wythenshawe. It does not have the power to refuse permission however, so applications where refusal is recommended go to the Planning & Highways Committee for determination.

11.16 The decision will primarily be based on policies in the Local Development Framework (or Unitary Development Plan until this is replaced by the Local Development Framework) and national and regional guidance as well as taking into account comments from the public where they relate to planning issues.

Implementation stage

11.17 Once development has started on a site the public can tell a planning officer about any problems that are being caused, or planning conditions that are not being complied with. Developers must provide the Council with a contact so that problems can be resolved quickly.

Reporting Back

11.18 In terms of planning application decisions anyone who has made comments on an application will be notified of the decision and decisions will shortly be published on the Council's website.



12 Planning Aid

Adopted Statement of Community Involvement

12 Planning Aid

12.1 Any individual or community group in the North West who cannot afford to pay a planning consultant can receive free advice^(v) from the North West Planning Aid service relating either to making comments on a Local Development Document or on a planning application. Planning Aid provides a telephone helpline to give out initial advice, with more complex enquiries being passed on to a qualified Planning Aid volunteer who will provide advice and support by phone, letter or in person depending on the case. The helpline is open from 9am-5pm on Mondays, Wednesdays and Thursdays on 0870 850 9804. For more information please visit www.planningaid.rtpi.org.uk

v Those who can afford it or who would benefit financially from their planning application will be referred to a planning consultant

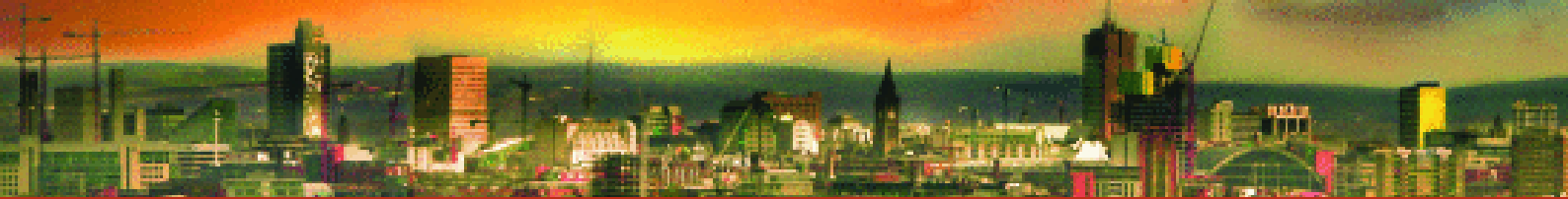
13 Resource Implications

13.1 Work on the Local Development Framework will be carried out by the Planning Strategy team where, at present, there are 6 full time and 3 part time staff working on the Local Development Framework. However the staff have other responsibilities as well so the Council has employed a freelance event organiser to organise specific consultation events such as the Stakeholder Event to launch the production of the Local Development Framework and the subsequent tour of libraries with an exhibition asking people what their key issues were for the Core Strategy. As Council officers will be unable to attend all local group meetings in the city, representatives from community groups have been encouraged to take on an 'ambassador' role. As ambassadors they will disseminate LDF information to their groups and also feed their groups' views back to the Council.

13.2 Because some of the proposed consultation methods shown in Table 8.1 are very resource intensive, for example Planning for Real, in both financial and staff time terms, they will not be used across the City for all types of Local Development Document. The consultation methods to be used for each Local Development Document must be appropriate to the scale of the document.

13.3 In terms of consultation on planning applications, the Council has targets set by the government for how long it should take to determine planning applications. Carrying out a lot of consultation for significant development proposals using resource intensive methods would make the targets harder to achieve, so the Council will

encourage developers to carry out consultation themselves, before they submit their application.



14 Monitoring and review of the Statement of Community Involvement

Adopted Statement of Community Involvement

14 Monitoring and review of the Statement of Community Involvement

14.1 When new Development Plan Documents and Supplementary Planning Documents are in place the Council will be able to see how appropriate the consultation methods are and how well they work in practice, and the Statement of Community Involvement will be amended accordingly if there are problems. 'New' consultation methods may also need to be added in the future e.g. as a result of technological advances.

14.2 When people make representations on Development Plan Documents at the pre-submission public participation or submission stages there will also be an optional form for them to complete asking their age, gender, ethnic background, sexuality, faith and whether they are disabled. This will enable the Council to monitor the response rate from the groups listed in 9.1. If it appears that a certain group is not responding proportionately to their representation in the city the Council will consider whether they are just not responding or whether the Council can more effectively use existing methods identified in the Statement of Community Involvement or if new methods need to be employed. If it is the latter the Statement of Community Involvement will be reviewed. The success and effectiveness of the Statement of Community Involvement will be reviewed through the Annual Monitoring Report (AMR).



Appendix A Glossary of technical terms

The new planning process is full of technical terms which are explained in this appendix . Where there is a * in the text it means that this term is defined here.

Adoption – Development Plan Documents* and the Statement of Community Involvement* are described as being adopted when they have been through an independent examination*. When they are adopted by the city council they come into force. Supplementary Planning Documents* are adopted by Manchester City Council (MCC) but do not have to go through independent examination first.

Annual Monitoring Report – a report measuring the delivery of policies and performance against objectives and targets set out in the development plan*.

Area Action Plan – a Development Plan Document* which will be used to provide a planning framework for areas undergoing significant change or areas of conservation.

Brownfield site (also called a previously developed site) – land which has been developed in the past. Brownfield sites are the priority for development over greenfield sites* and Manchester City Council is required to build at least 90% of new houses on brownfield sites. An example of this is in Ancoats where land that was formerly used for industry is now being redeveloped with apartments.

Community Strategy – the long term vision for Manchester which provides the framework for regeneration and service improvement. All city council policies and strategies must comply with the Community Strategy.

Core Strategy – a key Development Plan Document* which sets out a long term spatial* vision for Manchester through strategic policies*. Development proposals (planning applications*) will be assessed against the policies in the Core Strategy.

Development Brief – sets out planning requirements for the development of a Manchester City Council owned site, for example design and access requirements.

Development Plan – at a local level the development plan encapsulates Manchester City Council's aspirations for the future development of Manchester in policies and forms the basis for decisions on planning applications*. The development plan for Manchester will be the Development Plan Documents* which make up the Local Development Framework. Manchester's previous development plan (called a Unitary Development Plan) was adopted in 1995.

The Regional Spatial Strategy* which sets out broader policies for the development of the North West is also part of Manchester's development plan. This is prepared by the North West Regional Assembly.



Appendix A Glossary of technical terms

Adopted Statement of Community Involvement

Development Plan Documents – these documents are :the Core Strategy*, Area Action Plans, *Site Specific Allocations* and the Proposals Map* They are subject to independent examination*.

District Centre – a retail and / or commercial centre which includes public services such as a library, doctor’s surgery and post office.

Evidence Base – various national, regional, sub-regional* and city council strategies and statistical data which are used as a basis for writing policies in the Local Development Framework*. For example information from the Census would be used to show that a new school was needed in an area where there are a lot of young children.

Front-loading – the new planning system incorporates stakeholder* involvement from the very beginning of preparing the Local Development Framework*.

Government Office North West– endorses Manchester’s Local Development Scheme* on behalf of Central Government.

Green Belt – an area of open land around a built up area where any proposals for new building have to satisfy certain requirements to prevent urban sprawl. Within Manchester the Mersey Valley, the airport and surrounding land, Clayton Vale and Heaton Park are designated as green belt areas.

Greenfieldsite (also called a previously undeveloped site) – land which has not been developed in the past.

Independent Examination – a meeting held in public where an Inspector from the Government’s Planning Inspectorate* examines the soundness* of Development Plan Documents* and the Statement of Community Involvement*. People who have made a representation* on a Development Plan Document have the right to be heard at this meeting if they want to.

Local Development Documents – the documents making up the Local Development Framework*, comprising:

- Development Plan Documents* as set out in earlier definition
- Statement of Community Involvement*
- Supplementary Planning Documents*.

Local Development Framework – folder of Local Development Documents* for Manchester setting out the city council’s aspirations for the future development of Manchester.

Local Development Scheme – sets out the timetable for preparation of Local Development Documents*. The council sets out specific dates (called milestones) in the Local Development Scheme showing when it will do the following:



Glossary of technical terms Appendix A

Adopted Statement of Community Involvement

- Begin preparing a Local Development Document
- Carry out consultation on Local Development Documents
- Hold an independent examination* of Development Plan Documents* and the Statement of Community Involvement*
- Adopt* a Local Development Document

Planning Applications – process where people apply to Manchester City Council for:

- permission to build a new structure or extension
- consent to alter or demolish a Listed Building
- consent for demolition of a building in a Conservation Area
- some types of alteration to buildings in a Conservation Area

The decision reached by the council will take into account the policies in the Local Development Framework*.

Planning Inspectorate – a government body who carry out examination of Development Plan Documents* and the Statement of Community Involvement* to assess their soundness*

Planning Policy Guidance Notes/Planning Policy Statements –

There are 25 Government issued Planning Policy Guidance Notes relating to approaches that should be taken towards dealing with various planning issues in:

- development plan policy preparation
- when giving/refusing planning permission.

(Planning Policy Guidance Notes are being replaced by Planning Policy Statements).

Preferred Options – following initial public consultation, Manchester City Council will draw up draft policies for Development Plan Documents* called preferred options. These will be subject to six weeks of public consultation.

Manchester City Council will provide an explanatory note accompanying the preferred options document stating the reasons why these policies have been selected for consideration as the preferred options and a summary of the other alternatives that were considered. The sustainability appraisal report* will be accompany the document.

Proposals Map – illustrates the policies and proposals in the Development Plan Documents* on an Ordnance Survey map base.



Appendix A Glossary of technical terms

Adopted Statement of Community Involvement

Regional Spatial Strategy – sets out policies for the development and use of land in the North West. It is prepared by the Regional Planning Body – the North West Regional Assembly. Policies in Manchester’s Local Development Framework* have to be in conformity with the Regional Spatial Strategy.

Representations – comments received by Manchester City Council relating to:

- preferred options* (during the six weeks consultation stage)
- the submission document* (during the six weeks consultation stage)
- the accompanying sustainability appraisal* report.

Review– the process following the Annual Monitoring Report* where the effectiveness of a Local Development Document* or individual policy is judged and a decision is taken to retain, modify or replace the policy or document.

Site Specific Allocations and Policies – a Development Plan Document* identifying sites for specific types of land use and any requirements related to them.

Soundness (of plan) – Independent examination* of Development Plan Documents* and the Statement of Community Involvement* will assess whether policies and proposals are ‘sound’. The tests for soundness are set out in Appendix D ‘Development Plan Documents Soundness Tests’.

Spatial Planning – ‘spatial’ in planning terms means that a range of MCC departments and external agencies are involved in preparing and implementing the development plan*. Spatial policies will describe how local authorities and other agencies co-ordinate their actions.

Stakeholder – anyone with an interest in Manchester’s development. This includes professionals and the community.

Statement of Community Involvement– a Local Development Document* which is subject to independent examination* and sets out how the council will involve the community and stakeholders* in preparing Local Development Documents and in making decisions on planning applications*.

Strategic policy – a high level policy that deals with more than one local area.

For example a strategic policy regarding housing would set out figures for the provision of new houses in Manchester as a whole - a local policy would deal with the type of housing that would be suitable for a particular area.

Submission– following the first 6 week consultation period, the ‘submission’ version of the Development Plan Document* or Statement of Community Involvement* is prepared to take into account any representations made on the earlier version.



Glossary of technical terms Appendix A

Adopted Statement of Community Involvement

The submission Development Plan Document (together with the sustainability appraisal report*) is submitted to Government Office North West* and subject to a further six weeks of public consultation. After the submission stage the Development Plan Document / Statement of Community Involvement is subjected to independent examination*.

Sub-Regional– an area under consideration which would usually be larger than Greater Manchester but smaller than the North West Region

Supplementary Planning Documents – prepared by Manchester City Council to supplement the policies and proposals in the Development Plan Documents*

- Not subject to independent examination*
- Have less status than Development Plan Documents.

Sustainability Appraisal - Manchester City Council is required to carry out an appraisal of the social, environmental and economic effects of policies and proposals in Development Plan Documents* and Supplementary Planning Documents*, and to produce a report based on the findings and outcomes of this appraisal.

Urban Capacity Study – to underpin policies for new housing in Manchester, Manchester City Council has commissioned consultants to prepare an Urban Capacity Study which assesses the ability of areas within the City to provide additional housing at different densities.

Unitary Development Plan – adopted in 1995, the Unitary Development Plan sets out Manchester City Council's aspirations for the development of the city. It forms the basis of decisions regarding planning applications* in Manchester.



Appendix B Consultees

Adopted Statement of Community Involvement

Appendix B Consultees

B.1 Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

B.2 The following list of specific consultation bodies is taken from Planning Policy Statement 12 and must be consulted during the preparation of Local Development Documents.

- North West Regional Assembly;
- Relevant authorities adjoining the local planning authority - in Manchester's case the other nine Greater Manchester authorities, Cheshire County Council, Macclesfield Borough Council and Ashley and Mobberley Parish Councils in Macclesfield;
- Commission for Rural Communities;
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commissions for England (English Heritage);
- Natural England;
- Department for Transport Rail Group;
- Northwest Regional Development Agency;
- 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 (i.e. people providing electronic communications networks such as mobile phone operators);
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
- Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - i. Strategic Health Authority
 - ii. Person to whom a licence has been granted under Section 7 (2) of the Gas Act 1986 (Gas companies)
 - iii. Sewage undertaker
 - iv. Water undertaker.

B.3 The council will also consult government departments through Government Office for the North West and the 'other consultees' listed in Planning Policy Statement 12 as appropriate which are:-

- 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

Adopted Statement of Community Involvement

- f. Centre for Ecology and Hydrology
- g. Chambers of Commerce
- 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 Estates 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
 - 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
- ab. Learning and Skills Councils
- ac. Local Agenda 21 including:
 - i. Civic Societies
 - ii. Community Groups
 - iii. Local Transport Authorities
 - iv. Local Transport Operators
 - v. Local Race Equality Councils and other local equality groups
- ad. National Playing Fields Association
- ae. Network Rail
- af. Passenger Transport Authorities
- ag. Passenger Transport Executives
- ah. Police Architectural Liaison Officers / Crime Prevention Design Advisors
- ai. Port Operators



Appendix B Consultees

Adopted Statement of Community Involvement

- aj. Post Office Property Holdings
- ak. Rail Companies and the Rail Freight Group
- al. Regional Development Agencies
- am. Regional Housing Boards
- an. Regional Sports Boards
- ao. Road Haulage Association
- ap. Sport England
- aq. The Home Builders Federation
- ar. Traveller Law Reform Coalition
- as. Water Companies
- at. Women's National Commission

Appendix C General consultation bodies

C.1 Paragraph 6.6 sets out the groups classified as “general consultation bodies” in the Town and Country Planning (Local Development) (England) (Regulations) 2004. The following types of groups that will be consulted during the preparation of Local Development Documents to meet this requirement in Manchester are listed below. The Council has contact details for these groups in a database and will update them as necessary.

- Civic Societies
- Community groups
- Community Networks
- Conservation and Heritage societies
- Cultural groups
- Disabled groups
- Faith groups
- Housing Associations
- Organisations representing local businesses
- Organisations representing different racial, ethnic or national groups
- Organisations representing older people
- Pressure groups
- Sports and leisure organisations
- Tenant’s & resident’s associations
- Voluntary organisations
- Youth groups



Appendix D Development Plan Documents Soundness Tests

Adopted Statement of Community Involvement

Appendix D Development Plan Documents Soundness Tests

D.1 When people make objecting representations on a Development Plan Document they must comment on why they think the document is unsound.

D.2 At independent examination the Inspector will test whether the Development Plan Document is sound - there will be a presumption that the Development Plan Document is sound unless evidence is presented to the contrary. The following tests of soundness of a Development Plan Document are taken from Planning Policy Statement 12:-

Procedural

- It has been prepared in accordance with the Local Development Scheme
- It has been prepared in compliance with the Statement of Community Involvement or with the minimum requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004 if the Statement of Community Involvement has not been adopted yet.
- The plan and its policies have been subject to sustainability appraisal

Conformity

- It is a spatial plan which is consistent with national planning policy and in general conformity with the Regional Spatial Strategy for the north west and it has properly had regard to any other relevant plans, policies and strategies relating to the area or adjoining areas
- It has had regard to the authority's community strategy

Coherence, consistency and effectiveness

- The strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant
- The strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base
- There are clear mechanisms for implementation and monitoring
- The plan is reasonably flexible to enable it to deal with changing circumstances.

Appendix E Engaging with specific groups

E.1 The following gives best practice guidance for community engagement with the following groups and is taken from the Manchester Community Engagement Toolkit (2005).

Children and young people

E.2 When working with children and young people, the best results can come from working in partnership. This can be hard as adults become used to having power over children and young people and the idea of devolving some of that power may seem strange. But the results are definitely worth it.

- Involve children and young people in designing, creating and planning events and projects. They need to be part of decision-making including venues, timings and identifying the issues that young people most want to talk about and work on. Even better, work with children/young people throughout the entire process to make it by young people for young people.
- Consider how you could reward young people for their time and effort.
- Value, listen and involve children and young people throughout every step carried out, especially when allocating budgets, timeframes, venues and providing refreshments.
- It is helpful to target specific groups around needs/ability/age and to think about the levels of support individuals will require well in advance, including assessing risk.
- Carefully consider the wording of documents and their design. Could young people or a young journalist reword them?
- Challenge your own perceptions. Don't be afraid to have fun and push the boundaries with techniques to capture the imagination of children and young people. Arts can be a useful tool to help engagement with young people.
- Keep meetings short.
- Listen and learn - some young people may be interested in a local focus, some more city-wide.
- Map your community. Know how many young people there are, what service provision is in operation and what they are doing, where young people like to hang out.
- Dress appropriately - wearing a suit can be a barrier to engagement.

Disabled People

E.3 Accessibility and diversity are principles of community engagement and are specifically addressed in sections of the Manchester Community Engagement Toolkit such as accessible meetings. Many people will be disabled at some time in their lives, be it a permanent or temporary disability caused by accident, illness, ageing or a congenital condition. Disability is not something individuals have. Individuals have impairments. They may be physical, sensory, neurological, psychiatric, intellectual or other impairments.



Appendix E Engaging with specific groups

Adopted Statement of Community Involvement

E.4 Disability is the process that happens when one group of people create barriers by designing a world only for their way of living, taking no account of impairments other people have. Society is often built in a way that assumes that we can all move quickly from one side of the road to the other, that we can all see signs, read directions, hear announcements, reach buttons, have the strength to open heavy doors and have stable moods and perceptions. If we plan our services and community engagement well, we can enable all people of the community to be involved in a meaningful way. Often people are left out because we do not provide services and engagement that enables them to attend (for example wheelchair access to meetings). Main barriers can be:

- Prejudice and stereotypes.
- Inflexible organisational procedures and practices.
- Inaccessible information.
- Inaccessible buildings.
- Inaccessible transport.
- Perceptions of disabled people have a lot in common with other attitudes and behaviours that are not acceptable in our society such as racism and sexism. To develop community engagement with disabled people: Attend training on disability awareness.
- Carry out access audits with disabled people.
- Map your community to understand what organisations are there, what support you may be able to get from them and what places and spaces are access friendly.
- Examine all your engagement methods and consider them from different perspectives.
- Develop and implement protocols for event management in your area, which include accessible pathways and ensuring organisers are aware of disability issues.
- Support the development of community engagement projects run by and for disabled people.

E.5 Refer to the Guidelines for Accessible Meetings and Events by the Disabled PeoplesNetwork Steering Group, Community Network for Manchester - April 2004.

Older people

E.6 Older people are a group that is becoming larger as our society gets older, yet ageist perceptions and practices are common. Barriers to older people's participation are:

- Organisational inflexibility to undertake involvement in a way and at a pace that suits older individuals.
- Disabling effect of professional language, jargon and acronyms.
- Negative attitudes to older people.
- To develop engagement with older people in the community there needs to be a range of approaches so that individuals with different needs and preferences can be included:

- Find out the percentage of older people in your area, the organisations, groups and networks that support them and places/spaces that are older people friendly.
- Do not make ageist assumptions about older people and the amount of experience and expertise they may or may not have.
- Look at how meetings are conducted, where they are held, times of meetings and use of language. Remember safety and movement to/from cars
- Ensure print, format and content of documents/papers for consideration at meetings is accessible.
- Involve older people on appropriate feedback mechanisms. For example, do not presume that every person has access to email or the internet and do not assume that just because they are old that they don't.
- Go to places where older people are, for example older people's accommodation and housing. Or use techniques such as video link for events.

Gender equality

E.7 The following information has been gathered through the Gender and Equality in Manchester (GEM) Project run by the Manchester Women's Network. Contact Hannah Berry, Manchester Women's Network on (0161) 833 8835.

- Consider the need for gender analysis in assessing and reporting the outcomes of community engagement processes.
- Monitor gender balance in participation and responsibilities.
- When conducting surveys and interviews try to ensure that 50 percent of the respondents are male and 50 per cent female. In any case the representation of either gender should not fall below 40 per cent.
- Consider using a female/male co-facilitating team in engagement activities.
- Consider alternating the chairing of the meetings between male and female.
- Pay attention to the contributions in a meeting. If a meeting seems to be dominated by one gender, make efforts to invite people from the other gender to participate and express their views.
- Invite as many men as women, paying attention and targeting the gender group less likely to participate. Use inclusive language so each group feels invited. Consider using people from both genders in the promotion of an event.
- Some women feel more comfortable expressing their views in a separate process. They feel that they have more opportunities to share their views and opinions in women-only group activities. This would guarantee the inclusion of some women for whom culturally it is not appropriate to speak in front of men.
- Consider the need to provide childcare to enable women with young children to participate. Inform about childcare provision in advance so women know of its availability.



Appendix E Engaging with specific groups

Adopted Statement of Community Involvement

- Consider the most suitable time of day for women with family, childcare and work commitments, as well as for men who are single parents or have full time work commitments outside the area
- Consider concerns for safety and security associated with going out at night.

Black and Minority Ethnic Groups (BME)

E.8 The UK is very diverse and Manchester reflects this. BME groups make up nearly 20 per cent of Manchester's population. With the many different ethnic groups, each with their own languages, traditions and different amount of time settled here, comes the need for a flexible approach to community engagement. Be aware of the different traditions, views and social norms that people have.

- Don't classify BME groups together. Groups have different needs whether they are due to culture or language.
- Challenge stereotypes – personally and with others.
- Research what BME groups are in your area and attend meetings to develop relationships. Find out how long have communities been there? What are the customs and traditions that they bring? How many languages are spoken and written in the community you are working in?
- Recruit BME residents or tenants onto boards or steering groups for initiatives or projects.
- Connect and build relationships with existing networks of groups and/or help support the development of new ones to address any gaps.
- Consider the need for translation of leaflets and the use of translators at meetings.
- Explore the opportunities for training on racial awareness to help challenge stereotyping, perceptions and assumptions.

Faith

E.9 Of the main interest groups in Britain, faith groups hold the most uncertainty for many people carrying out community engagement activities. According to the 2001 Census, 77 per cent of people in Britain regard themselves as having some sort of religious affiliation and in Manchester, the response was 75 per cent. There are a wide range of faith groups, including Christian, Buddhist, Hindu, Jews, Muslims, Sikh, Baha and others. Overall, faith communities represent a large group to undertake community engagement with.

- Target resources and specialist time for engaging with different faith groups.
- Undertake a mapping exercise. What faith groups are in your area?
- Carry out formal consultation but also develop informal networks and contacts.
- Develop a long-term approach to engagement with faith groups. Engagement with faith communities makes demands for 'religious literacy' and understanding of differences.
- Always include a wide range of faith groups.

- Consider carrying out research into the faith communities in local areas in which you are working.
- Develop links with inter-faith bodies.
- Be sensitive to differences. Be ready to challenge assumptions that you may bring and learn about different faiths and the cultural background that they have.
- Buy a faith calendar, firstly to make sure your engagement does not clash with faith days and secondly so that you could build your knowledge of when to engage with groups and what events may be appropriate to link to.
- Consider dietary requirements – for example is halal meat or kosher food needed?
- Avoid having meetings where alcohol is consumed, for example pub, a hotel with a bar or a licensed function room.

E.10 This information has been developed from Working together: Co-operation between government and faith communities, Home Office Unit 2004 and the Joseph Rowntree Foundation.

Lesbian, Gay, Bi-sexual and Transgender (LGBT)

E.11 LGBT communities are one of many groups within the city. However these communities are often the victims of harassment, assault and discrimination through ignorance and fear by others. When engaging with different LGBT groups it may be helpful to go on gender and sexuality awareness training.

Terms to understand include:-

- Homosexual. An unacceptable term that has been widely used in the medical and legal fields to describe lesbians and gay men and associated with assumptions that lesbians and gay men are sick.
- Bi or Bisexual. This is an accepted term to describe people attracted to both genders.
- Queer. Term of abuse which some lesbians and gay men have reclaimed to use in a positive way. There are many other negative terms used to describe lesbians and gay men, including puff, fag, lezzie. Some lesbians and gay men also reclaim these terms to describe themselves. If heterosexuals use reclaimed terms they would still be seen as offensive.

Consider the following:

- Not everyone is heterosexual and don't assume that everyone in your focus group, consultation or presentation is.
- Discuss consultation with participants beforehand.
- Ensure confidentiality from the beginning.
- Consultation should take place in an LGBT friendly environment.



Appendix E Engaging with specific groups

Adopted Statement of Community Involvement

- Use LGBT researchers if possible. Heterosexual researchers must be knowledgeable about LGBT issues.
- Have a group agreement that spells out clearly that homophobia won't be tolerated. This agreement should document what behaviours are both acceptable and unacceptable to the group and it is an agreement to work within the parameters of respect for all, so that each individual is allowed to safely participate.
- Hold meetings in a safe place and at a safe time – recognise that LGBT young people aren't always safe in the same places as straight people.
- Agree upon a list of inappropriate words.
- Consider the need for training on sexuality and gender issues if you are not in the LGBT community.



Appendix F Developer pre-application consultation form



Pre-Application Developer Community Consultation

Please complete this form and submit with your planning application from

Name _____

Details of proposal _____

Address of development site _____

1. Community consultation has been undertaken Please answer questions 3-8 below

2. Community consultation has not been undertaken Please submit this form with your planning application

3. Please describe the consultation which was undertaken (e.g. exhibitions, talking at meetings, leafleting), setting out for specific events the number held with their locations, dates and times

Responses received from the Community.

4. How many responses were received? _____



Appendix F Developer pre-application consultation form

Adopted Statement of Community Involvement



Pre-Application Developer Community Consultation

5. How many of these were generally in favour? _____

6. How many of these were objections? _____

7. Please attach a list of comments received to this form and summarise the main concerns from the objecting comments below

8. Have you made amendments to the proposal as a result of the objections? If so please outline them below.

Please submit this form (and a list setting out the comments made by the community if applicable) with your planning application.

اگر انگریزی آپ کی مادری زبان نہیں اور آپ کو ان معلومات کا ترجمہ چاہیے یا یہ معلومات بڑے حروف، بریل (ناہینا افراد کی تحریر)، بذریعہ ای میل یا آڈیو ٹیپ پر چاہئیں تو براہ مہربانی
0161 234 4579 پر فون کریں یا ای میل: planning@manchester.gov.uk کے ذریعے ہمارے ساتھ رابطہ کریں۔

إذا كانت الانجليزية ليست لغتك الأم، وأنت في حاجة الى نسخة مترجمة، أو بحروف كبيرة أو بالبريل أو على شريط، الرجاء الاتصال
برقم الهاتف: 0161 234 4579 أو اتصل بنا عن طريق الايميل ب: planning@manchester.gov.uk

आपनी प्रथम भाषा अंग्रेज़ी न होय अने आपने मोठा छापेलां अक्षरोमां, अंधादिपिमां, एलेक्ट्रोनिक डे ओडियो टेप पर आ अनुवादनी खर होय तो कृपा करी,
0161 234 4579 नंबर पर फोन करे अथवा ई-मेल का असासे संपर्क साधो: planning@manchester.gov.uk

Haddii afka Ingiriiska aysan ahayn afkaaga hooyo haddana tarjumaan aad u baahan tahay, daabacada weyn,
qoraalada dhibic dhibicda ee dadka indhaha la', elekteroonik ama cajalada dhegeysiga, fadlan wac:
0161 234 4579 ama nala xiriiir habka iimeelka: planning@manchester.gov.uk

যদি ইংরেজী আপনার মাতৃভাষা না হয় এবং আপনার কোনো অনুবাদ, বড় অক্ষরে, ব্রেইলে, ইলেকট্রনিক অথবা অডিও টেপে প্রয়োজন হয়, তাহলে
দয়া করে যোগাযোগ করুন 0161 234 4579 এই নম্বরে অথবা আমাদের ই-মেইল করুন planning@manchester.gov.uk এই ঠিকানায়া

ਜੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਲਿਖਤੀ ਤਰਜਮਾ, ਵੱਡੇ ਅੱਖਰਾਂ ਦੀ ਛਪਾਈ ਵਿਚ, ਬ੍ਰੇਲ (ਨੇੜ੍ਹੀਆਂ ਦਵਾਰਾ ਪੜ੍ਹਨ ਲਈ) ਤੇ,
ਕੰਪਿਊਟਰ ਜਾਂ ਆਡੀਓ ਟੇਪ ਤੇ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਟੈਲੀਫੋਨ "ਬਰ 0161 234 4579 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ ਈਮੇਲ ਰਾਹੀਂ ਦੱਸੋ:
planning@manchester.gov.uk

假如英語並非閣下的第一語言而你需要資料的翻譯本、以大字印刷、盲人用點字、電子或錄影帶的版本
，請致電：0161 234 4579或通過電郵： planning@manchester.gov.uk 聯絡我們。

The Statement of Community Involvement is available in other languages in large print, Braille and audio formats on request. To obtain a copy please contact:

Claire Freeman
Room 7043
FREEPOST MR 1514
Town Hall
Manchester
M60 2BR
Tel. 0161 234 4678
E-mail: planningstrategy@manchester.gov.uk



MANCHESTER
CITY COUNCIL