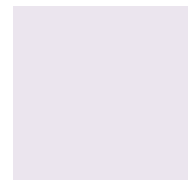


# Rochdale Borough Council Statement of Community Involvement (SCI) Adopted

October 2010







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# 1 Summary

**1.1** The purpose of this Statement of Community Involvement (SCI) is to set out how the Council intends to involve the local community and other interested stakeholders in the preparation of planning documents and the consideration of planning applications. This summary provides a brief overview of all the different sections included in the SCI to serve as a quick reference guide.

**Table 1 SCI summary**

Chapter	Purpose
2. Introduction	This section introduces the Statement of Community Involvement and provides details on the consultation process and the next stages.
3. Plan making in Rochdale	This section describes the Plan Making system in Rochdale
4. Testing plan documents for soundness	Before Development Plan Documents (DPDs) can be adopted under the new system, they must be submitted to the Secretary of State for Independent Examination to determine whether they are sound. This section explains the different tests of soundness.
5. Strategy for community involvement in the Local Development Framework	This section outlines the guiding principles for community involvement, the role of the SCI and how the Local Development Framework (LDF) links with other Council strategies.
6. Key stages for community involvement in the Local Development Framework	This section outlines the different stages in plan preparation and when and how people can get involved.
7. Methods for community involvement in the Local Development Framework	This section provides a table summarising the methods that can be used for consultation and publicity, specifically looking at their purpose, benefits, limitations and resource implications. A second table outlines which methods we propose to use for the different documents at different stages.
8. Targeting 'hard to reach' groups	Some groups find it more difficult than others to get involved in the planning process, so this section looks at these groups and proposed engagement methods to encourage involvement.
9. Community involvement and consultation on planning applications	This section explains what planning applications are and the Council's approach to community involvement in the consideration of applications.
10. Monitoring and managing the process	This section looks at when the SCI will be reviewed, resource and staff implications and funding and resources.
Appendices	Additional information is contained within the Appendices – see contents page for details.



## 2 Introduction

**2.1** This Statement of Community Involvement was adopted by the Council on 13th October 2010. It explains how the local community and other stakeholders will be involved in shaping the Local Development Framework (LDF). The Council intends, through early and effective community engagement to ensure that all Local Development Documents (LDDs) prepared as part of the LDF reflect the aspirations of the local community.

**2.2** The Statement also describes when and how individuals and organisations can get involved in the consideration of planning applications in Rochdale, and what the Council expects potential developers to do to involve the community in large development proposals.

### SCI review

**2.3** Rochdale Council adopted its first Statement of Community Involvement in November 2007. The SCI was produced with the Rochdale borough community and other key stakeholders in the borough. The document has been useful for the public and developers as it explains when and how the public can get involved in the development process and it guides developers in relation to our expectations of their commitment to public involvement.

**2.4** Planning Policy Statement 12 - Local Spatial Planning, which is central government guidance that Rochdale Borough Council had to follow was updated and published in September 2008. The government guidance made reference to the SCI to better help engage with the public, developers and any other interested party in the development of their local area.

**2.5** Also, the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009, introduced important new changes to the system on how to consult with the community and other stakeholders.

**2.6** The existing SCI adopted in November 2007 required reviewing and updating so that it takes into account the new guidelines from central government.

**2.7** The key principles of the SCI remain the same but the major areas of change in light of the updated PPS12 reflect:

- Changes to the tests of soundness (Chapter four);
- Changes to the process for preparing LDF documents (Chapter six) and
- Changes to community involvement in planning applications particularly in relation to planning obligations(Chapter nine).





## 3 Plan making in Rochdale

### Rochdale Local Development Framework

**3.1** The Planning and Compulsory Purchase Act, which came into effect on 28th September 2004, introduced a new hierarchical system of development plans and a new approach to their preparation.

**3.2** Under the new system, at national level, the Government's planning policy framework is changing as Planning Policy Guidance Notes (PPGs) are being superseded by Planning Policy Statements (PPSs).

**3.3** The 2004 Act introduces a broader definition of spatial planning to that interpreted in UDPs and Local Plans. "Spatial Planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function" (PPS1). This new broader-based approach is reflected in the preparation of development plans throughout the entire planning hierarchy.

**3.4** Since 2004 the Council's has produced a number of Local Development Plan documents as part of the local development framework. This will in time replace Rochdale's Unitary Development Plan (UDP).

**3.5** The new system replaces a single document plan with a portfolio of policy documents, called Development Plan Documents (DPDs). These LDF documents outline how planning will be managed in an area. (see Figure 1).

**3.6** The LDF will provide a spatial planning framework for the Borough.

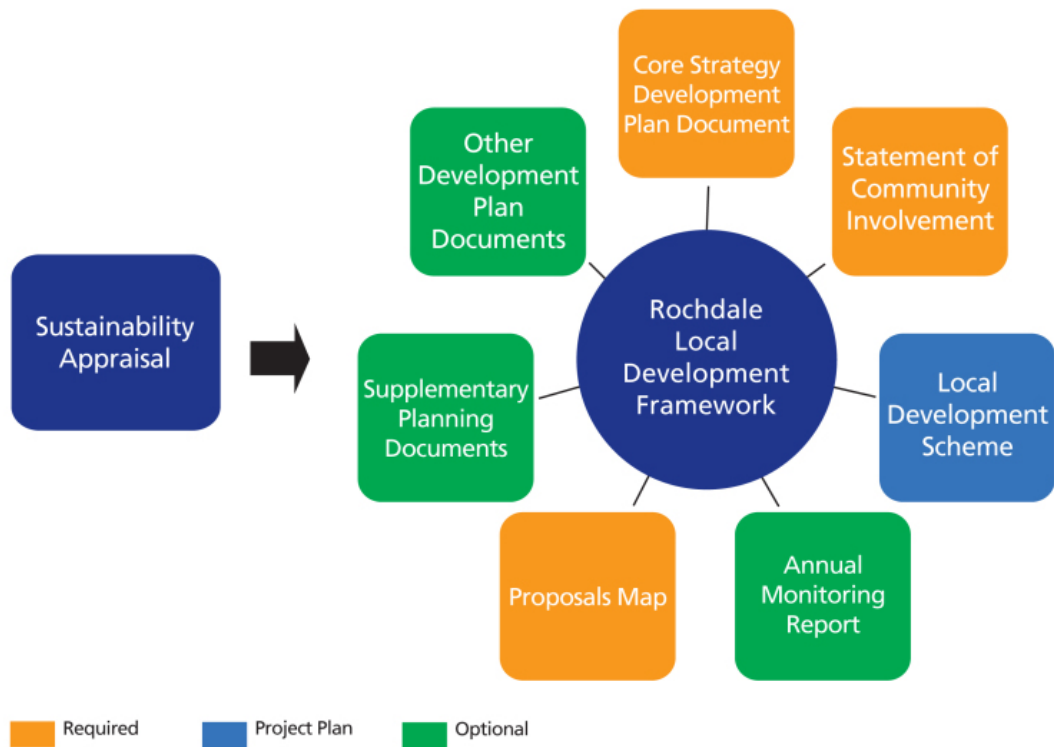
### What types of documents are prepared as part of the Local Development Framework?

**3.7** There are different types of LDF documents:

- A Local Development Scheme (LDS) – this outlines the documents that make up the LDF and the programme for their preparation;
- This Statement of Community Involvement (SCI);
- Development Plan Documents (DPDs) – containing policies and allocations;
- Supplementary Planning Documents (SPDs) – which expands on and interprets DPD policies;
- Sustainability Appraisals – required by S19(5) of the Planning and Compulsory Purchase Act 2004 is an appraisal of the economic, social and environmental sustainability of the plan; and
- An Annual Monitoring Report (AMR) – to measure how policies are being implemented and progress on LDF documents.

**3.8** Figure 1 illustrates how these documents make up the LDF.

Figure 1 The Local Development Framework

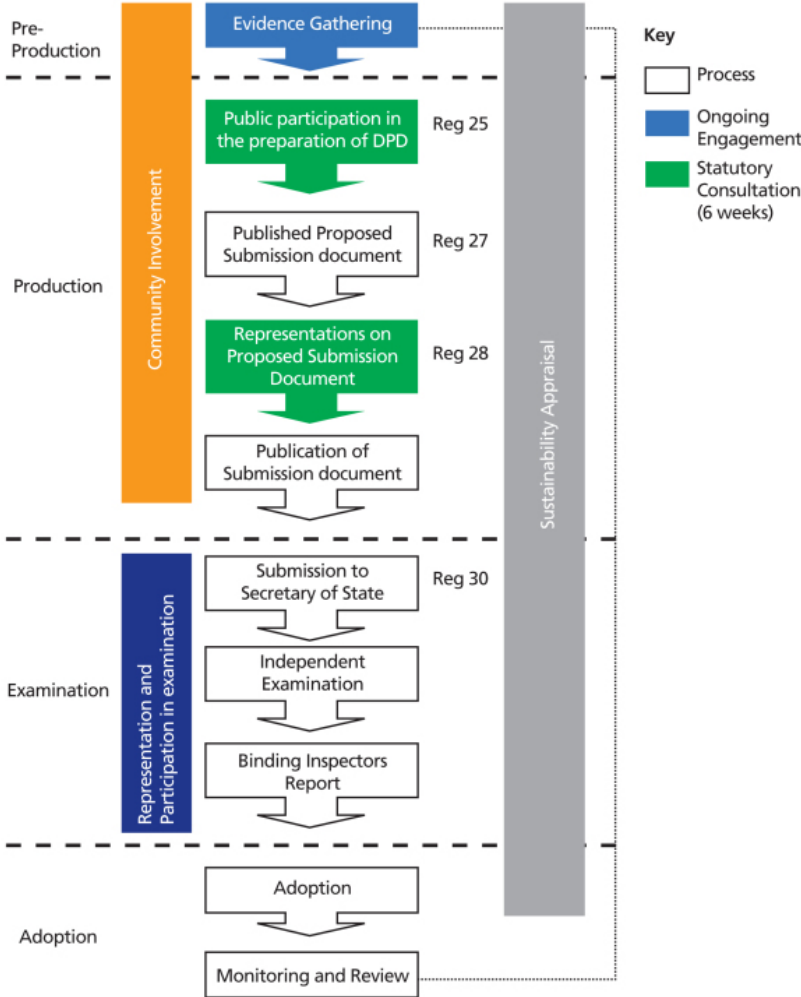


**3.9** In addition a proposals map will be prepared illustrating where specific policies apply every time a new DPD is adopted.

### What is the process for preparing Local Development Documents?

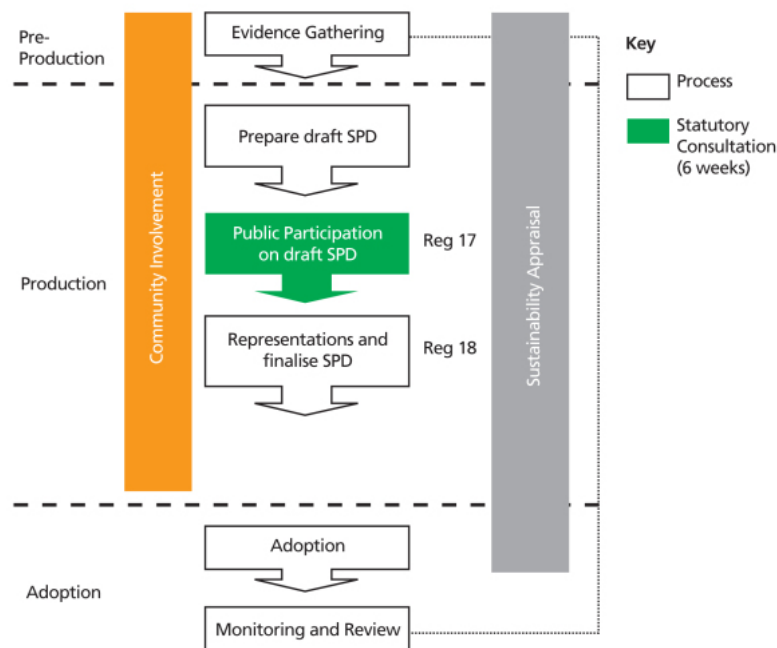
**3.10** The process of preparing a Development Plan Document is shown in Figure 2. As these are statutory policy documents they are subject to formal stages and cannot be adopted unless the secretary of state considers they meet the 'tests of soundness'.

Figure 2 The Development Plan Document process



3.11 The process of preparing a SPD is shown in Figure 3. As these expand on and interpret policies already approved in a DPD they do not require a formal process.

Figure 3 The Supplementary Planning Document process



**3.12** Whilst consultation on Preferred Options is no longer a formal stage in the preparation of the Core Strategy, the Council decided to consult on its Preferred Options and policies - almost as it would have been required to do under the old Regulations. The Council considers that in addition to targeted consultation on specific aspects and potential policy approaches, it is useful to use a 'Preferred Options' type consultation prior to producing the final Core Strategy. This allows us to 'test out' our preferred policy approaches, to get views on what options we think are still valid and to ensure that other options put forward by consultees can still be considered. The Greater Manchester Joint Waste Plan currently in preparation is following this approach.

### What is the programme for preparing the Local Development Framework?

**3.13** The public programme and timetable is called Local Development Scheme, or LDS. This includes a profile of each document and a detailed timetable for its production. The LDS will also indicate when formal consultation will be carried out on each document. The LDS is updated as needed to ensure it is up-to-date. The most up to date Rochdale LDS can be viewed at council offices or on the council website [www.rochdale.gov.uk](http://www.rochdale.gov.uk). Whilst the LDS can only be updated on a yearly basis, the website LDF news board will be regularly updated on significant changes in the document preparation programme to keep you informed.

### Core Strategy

**3.14** The Council is preparing a Core Strategy which will set a strategic framework for growth and development in the borough up to at least 2026. It will also set out borough wide planning policies to guide discussions on planning applications.

**3.15** Other documents will be prepared to help deliver the Core Strategy, including Site Allocations document which will identify sites for development and areas where specific planning policies apply.

**3.16** The Core Strategy will be completed in 2011 and the Site Allocation document in 2012 / 13.

### Joint Waste DPD for Greater Manchester

**3.17** Under the provisions of the Planning and Compulsory Purchase Act 2004 the ten unitary authorities

in Greater Manchester (GM) have decided to produce a joint waste development plan document for GM (the JWDPD). 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 GM Authorities Local Development Frameworks.

**3.18** A planning team located within Greater Manchester Geological Unit will be responsible for the production of the Plan including consultation with assistance from the ten authorities as and when required. A consultation strategy has been prepared detailing methods for engagement with stakeholder and the community on the JWDPD. The consultation methods to be used in preparing the JWDPD will be consistent across the GM area, and in conformity with the 10 SCI's of GM.

**3.19** Further information on significant changes in the Waste DPD preparation can viewed at [www.gmwastedpd.co.uk](http://www.gmwastedpd.co.uk)

### **Joint Minerals DPD for Greater Manchester**

**3.20** The GM Authorities are also preparing a joint mineral development plan document to guide the management of mineral resources and minerals working. Consultation arrangements for the Minerals Plan document will progress in the same way as the Waste Plan and the consultation methods to be used in preparing the JMDPD will be consistent across the GM area, and in conformity with the 10 SCI's of GM.

**3.21** Further information on significant changes in the Minerals DPD preparation can viewed at [www.gmineralsplan.co.uk](http://www.gmineralsplan.co.uk)

Three plan making in rochdale

## 4 Testing plan documents for soundness

4.1 There are now three major tests of soundness and DPDs will be scrutinised on how they meet the tests at independent examinations. The following tests of soundness are described below but more information can be found in Planning Policy Statement 12 and related guidance developed by the Planning Inspectorate.

### The Three Tests

4.2 In assessing whether the statement of community involvement is sound, the inspector will determine whether the document is:

- (i) Justified;
- (ii) Effective; and
- (iii) Consistent with national policy

#### (i) Justified

4.3 For a DPD to be 'justified' it needs to be:

- Founded on a robust and credible evidence base involving:
  - evidence of participation of the local community and others having a stake in the area; and
  - research/fact finding – the choices made in the plan are backed up by facts.
- The most appropriate strategy when considered against reasonable alternatives.

#### (ii) Effective

4.4 All DPDs should be effective which means they are:

- Deliverable;
- Flexible; and
- Can be monitored.

4.5 In terms of deliverability, Development Plan Documents should show how the visions, objectives and policies will be delivered. There should be a clear strategy for involving the public. Plans should make it clear what resources are needed to support the strategy, and when they will be provided. Plans should be consistent with other relevant plans and strategies within Rochdale Borough Council. This evidence must be strong enough to stand up to independent scrutiny. To be flexible DPDs must be able to deal with changing national regional or local circumstances. In the arena of the public involvement, resource allocation and evidence gathering many issues may change over this time and Rochdale Borough Council has to be prepared for this should those changes occur. DPDs must have clear arrangements for monitoring how policies are being implemented and for reporting results to the public and civic leaders. Monitoring is essential for an effective strategy and will provide the basis on which the contingency plans within the strategy would be triggered. The Annual Monitoring Report analyses how planning policy are being implemented and whether they are having the desired affect.

#### (iii) Consistent with national policy

4.6 The SCI should be consistent with national policy. Where national policy has not been followed, Rochdale borough council must provide clear and convincing reasoning to justify their approach.

### Development Plan Documents

4.7 A Development Plan Document will be sound if it meets the above tests and the further three tests below:

- it has been prepared in accordance with the local development scheme;

#### Four testing plan documents for soundness

- it has been prepared in compliance with the statement of community involvement; and
- the plan and its policies have been subjected to sustainability appraisal.



## 5 Strategy for Community Involvement in the Local Development Framework

**5.1** The Government attaches a high priority to effective community involvement in the approach to developing planning policy and determining planning applications. The planning system already provides a range of opportunities for local people to participate in key decisions on planning issues relevant to them, but the recent changes to the system have placed greater emphasis on the genuine need for inclusive approaches to consultation and community engagement.

**5.2** Extensive guidance and advice has been published to outline the Government's objective of creating inclusive, accessible, safe and sustainable communities, and full regard has been had to these documents (listed below) in the preparation of this SCI:

- Town and Country Planning (local Development) (England) Regulations 2004;
- Town and Country Planning (local Development) (England) (Amendment) Regulations 2008;
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009;
- Planning Policy Statement 12: Local Spatial Planning (2008);
- Community Involvement in Planning: the Government's Objectives and Statements of Community Involvement and Planning Applications (2004).

### Guiding principles

**5.3** The Government has outlined several principles for community involvement, and these guiding principles will underpin our approach:

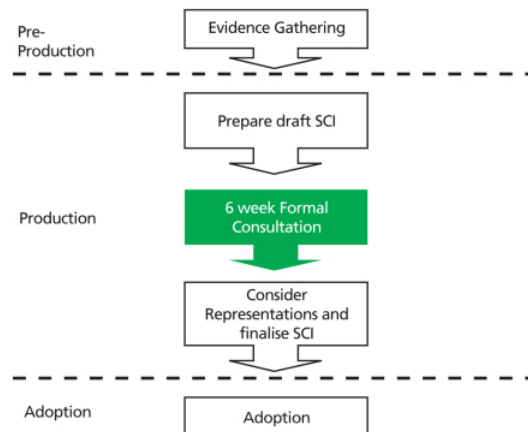
- **Community involvement** that is appropriate to the level of planning: Arrangements need to be built on a clear understanding of the needs of the community and to be fit for purpose;
- **Front loading** of involvement: There should be opportunities for early community involvement so that the communities views are sought before draft documents are prepared;
- **Using methods** of involvement which are **relevant** to the communities concerned
- Clearly articulated opportunities for **continuing involvement** as part of a continuous programme, not a one-off event;
- **Transparency and accessibility**; and
- **Planning for involvement**: Community involvement should be planned into the process for the preparation and revision of local development documents.

### Process for producing the SCI

**5.4** The Council's vision for producing the SCI is to ensure that all sections of the community and stakeholders have the opportunity to be actively involved throughout the planning process. The SCI will seek to:

- Set out the Council's proposals for public participation in both the 'plan making' process and the determination of planning applications;
- Offer simple guidelines to allow the community and stakeholders to know when and how they can expect to be consulted; and
- Set the standard for good practice in engaging those with an interest in proposed development.

**5.5** Figure 4 below sets out the different stages of community involvement in the SCI process. These stages will be followed should the document require a formal revision.

**Figure 4 The SCI preparation process**

### Front Loading

**5.6** A key feature is to involve the local community, developer's interest and infrastructure providers at an early stage so that they can be involved in the evidence gathering and option testing. The Council will be working closely with partner organisation such as the Local Strategic Partnerships (LSP), infrastructure providers and utility companies to ensure that development and infrastructure go hand in hand. The Council will therefore wish to maintain a continual dialogue and hold regular liaison meetings with bodies such as United Utilities, Environment Agency and Highway Agency and not restrict involvement to particular stages of the document preparation.

### Community strategy and the LDF

**5.7** A wide range of initiatives have a bearing on the LDF, with one of the most influential being the Community Strategy. Rochdale Local Strategic Partnership which comprises representatives of the public, private and voluntary sectors prepares the Community Strategy. This Strategy outlines the many ideas, improvements and projects that the LSP will pursue to improve the economic, social and environmental well being of the Borough and its inhabitants.

**5.8** Community Strategies play a key role in informing the preparation of Local Development Frameworks and, in turn, the LDF must accord with and assist in delivering the policies in the Community Strategy. The Community Strategy aims for local people to become active citizens and shape their future, and increasing community involvement in the LDF process will help the Council meet this aim.

**5.9** We will ensure the LDF links with these Community Initiatives through:

- Engaging with the LSP, especially through the 'Quality of Place' Partnership
- Engaging with Officers across the Council involved in the production of the Community Strategy and other similar initiatives;
- Engaging in early and continuing consultation with all groups who have declared an interest in the LDF and planning processes, and actively target 'hard to reach' groups through the utilisation of a range of different consultation methods (see Section 8);
- The use of existing organisations and networks to engage different sectors of the community; and
- Use of Community Strategy consultation responses to identify issues and priorities for the LDF and show how strategies can work together to deliver wide-ranging benefits.

## 6 Key stages for community involvement in the Local Development Framework

**6.1** The new planning system has a greater emphasis on community involvement at the earliest stages in plan preparation. The Council is committed to meeting and exceeding the minimum requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004, and more recently the Town and Country Planning (Local Development) (Amendments) (England) Regulations 2008 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 to effectively involve local communities and encourage active participation in the LDF at the earliest opportunity in plan preparation.

**6.2** The key stages in the preparation of Local Development Documents (DPDs and SPDs) are explained below;

### Development Plan Documents

**6.3** See Figure 2: Development Plan Process

### Pre-production

**6.4** This stage is concerned with gathering evidence about the area or topic and the appraisal of sustainability issues.

**6.5** Views and information obtained from the local community and other bodies with an interest in the planning process forms part of the evidence gathering as well as technical information.

### Production

#### Reg 25: Public Participation in the preparation of DPD

**6.6** Ongoing public consultation will take place at production stage so that the community and stakeholders are able to participate early in the preparation of the document. Relevant bodies will be invited to make representations on what the development plan document should contain. It is important for the community and stakeholders to participate at this stage to influence the principles and direction of the Development Plan Document. This is the main consultation stage in the development of any development plan documents. The two previously separate consultation stages -issues and options, and preferred options are replaced with a single requirement to engage the public and stakeholders. This is referred to as Reg 25. The proposals will not restrict consultation but allow the Council to decide what is the best way to consult in a proportionate manner, and in light of other consultation the authority as a whole has carried out.

#### Reg 27: Published proposed Submission Document

**6.7** The Council will take into account any representations received because of all the consultation events undertaken as it prepares its final document. The Council will have regard to representations received and set out in a 'Statement of Consultation' how it has addressed the main issues raised. Appropriate amendments will be made to the DPD to prepare it for publication. The sustainability appraisal will be finalised in the context of the amended DPD.

#### Reg 28: Representation on the proposed submission document.

**6.8** Before the Council submits a DPD to the Secretary of State it will publish it in order for representations relating to the 'soundness' of the documents. The Council will publish the DPD (the Proposed Submission DPD), together with the Statement of Consultation and the sustainability appraisal. There will be a minimum six week period allowed for these formal representations to be made.

## Examination

### Reg 30: Submission for Independent Examination

**6.9** The Council will consider the representations received at Reg 28. In response, it may make changes to the DPD.

**6.10** If the Council wishes to make a focused change it will:

- prepare a report setting out the proposed change to the submission DPD
- conduct a sustainability appraisal of the implications
- consult the community and stakeholders on the changes for a minimum period of 6 weeks. At the close of this consultation the Council will submit to the Secretary of State the following:
  - the proposed submission DPD,
  - the first representations,
  - the report on the changes and the responses to the changes to the DPD.

### Independent Examination

**6.11** An independent planning inspector will consider whether the DPD is 'sound' (see chapter 4). Persons and organisations making formal representations (at stage 4) will have the right to be heard at a public examination. The inspector at a pre-examination meeting will establish procedural arrangements for the examination.

### Planning Inspectors Binding Report

**6.12** Following the end of the examination, the Inspector will submit his/her report to the Council.

**6.13** This report will recommend either that the DPD is 'unsound', 'sound' or can be made sound if specific changes are made to it. The report's recommendations will be binding on the Council.

### Full Adoption by the Council

**6.14** If the DPD receives a 'sound' rating from Inspector's Report, the Council will then adopt the DPD as part of its statutory Local Development Framework.

## Supplementary Planning Documents

**6.15** Supplementary Planning Documents (SPDs) are prepared to provide more detail on some DPD policies. The Council adopts them without being subject to independent examination therefore they have less weight than a DPD. Because of this the overall preparation process is much quicker.

## Pre-production

**6.16** As with DPDs the first stage in the process is to gather information to form a robust evidence base.

## Production

**6.17** As SPDs are supplementary to established planning policies there is no need to prepare preferred options. Proposals are written up as a draft and subject to one formal consultation period for a minimum of four weeks, and a maximum of six weeks. The document will be available at all Deposit Points listed in Appendix B and on the Council website. The principles of soundness also apply to SPDs.

## Adoption

**6.18** After this consultation period the Council will consider any representations received on the SPD and amend as appropriate. The SPD will then be adopted. A summary of representations and how these have been taken into account will also be published at this stage.

## Sustainability Appraisals

**6.19** We will carry out a Sustainability Appraisal (SA) of each Development Plan Document and Supplementary Planning Document. The SA is a report examining the social, environmental and economic effects of policies and proposals in DPDs and SPDs. The report will be subject to consultation alongside the draft or preferred policy documents and at submission to provide people the opportunity to view and comment on the findings and outcomes of the appraisal.

## Feedback

**6.20** During consultation periods on Local Development Documents, any person or organisation may make representations on the policy or document. At the end of the consultation period all comments received will be considered and the document will be amended as appropriate. A full summary of representations and the response taken by the Council will be made publicly available to openly demonstrate how comments have been dealt with. These summaries will be made available on our website [www.rochdale.gov.uk](http://www.rochdale.gov.uk).

**6.21** The introduction of the new interactive consultation portal will help improve feedback to participants of consultation by email at various stages of document preparation.

**6.22** Elected members will be consulted / asked to approve draft versions for consultation and comments will be fed back prior to the submission of DPDs or approval of SPDs. Where policy or guidance documents have particular implications for townships, additional public consultation will be undertaken, and feedback provided.

Six key stages for community involvement in the local development framework

## 7 Methods for community involvement in the Local Development Framework

**7.1** The minimum requirements for community involvement are set out in the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009. In preparing the LDF we intend to meet and exceed these minimum requirements to effectively involve local communities and increase participation levels across the Borough.

**7.2** In order to encourage active participation and improve community involvement, a range of consultation methods will be used throughout the LDF process. There is some flexibility in the methods we use so we can tailor the consultation to suit the type and purpose of the document concerned. There are also some methods that we are required to use by law (Statutory Requirement). If appropriate, we will employ a range of methods, both traditional approaches and newer techniques such as on-line consultation, to ensure effective community participation.

**7.3** The table below lists all the consultation methods available to us in the preparation of our Local Development Framework. It provides a brief summary of the benefits and weaknesses of each consultation method, along with any recognised resource implications. This type of information, along with feedback from consultations, has helped us to decide the most appropriate consultation techniques to effectively involve and engage the local community and interested stakeholders at different stages in document preparation, and this information is shown in Table 2 'Proposals for Community Involvement'.

**7.4** The effectiveness of consultation methods will be monitored and reviewed continually to ensure the most appropriate techniques for community engagement are utilised.

## Seven methods for community involvement in the local development framework

**Table 2 Methods of community involvement**

Method	Benefits	Weaknesses	Resource Implications
Newspaper Notice - Statutory Requirement	Provide the public with formal notice of commencement of public participation or submission of a document, or advertise consultation events.	May not be the most inclusive method for some hard to reach groups e.g. ethnic minorities.	Cost of placing the notices in newspaper.
Consultation Letter (to statutory bodies and other consultees) - Statutory Requirement	A useful way of notifying all relevant bodies on consultation database and reaching the wider community. The initial consultation survey recognised this as the most effective method to involve the local community.	Large mail-outs and limited scope to provide information. This method can be expensive, and it is important to maintain an up-to date database to ensure resources are not wasted.	Staff time and cost of postage/packaging.
Council's Website - Statutory Requirement	All documents will be available to view and download with an opportunity to comment online. The new IT software is an interactive and convenient way for people to comment and is useful to provide effective management of responses, reduces the cost of printing, reduces staff costs, can be kept informed of progress by email and can see comments made by others.	Some members of the public do not have access to the internet.	Staff training and Regular maintenance of website database and information.
Consultation Documents available for inspection at Planning Offices, Council Information Points, Libraries and other public buildings. - Statutory Requirement	Meets minimum requirements. Improves accessibility by making documents available to the local community at a variety of sites across the Boroughs. Council Offices recognised as an effective way of engaging the community in the SCI scoping questionnaire undertaken.	This method is not accessible for members of the public who are cannot visit designated sites e.g. housebound. Staff at libraries and some information centres may not be able to deal with technical enquiries. SCI questionnaire highlighted that libraries and information points are not necessarily effective methods for consultation.	Cost of printing /distributing documents.
Emails	Allows quick and simple way of keeping people up to date/informed. Reduces Council's paper and postage costs. A cheaper and easier way for some people to send in comments.	Not all stakeholders have access to email, but the SCI questionnaire has shown this method is becoming increasingly popular. Electronic attachments can get corrupted when opened in different computer systems.	Staff time.
Local Media - radio	Effective way of reaching the wider community to raise awareness and notify people of forthcoming events and consultations.	Local media does not penetrate all groups so not an all inclusive method to inform the public. Not recognised as particularly effective in the SCI questionnaire, but is useful method when combined with other techniques.	Staff preparation time and cost of advertisement.
Local Newspapers - Press Releases / Supplements	Effective way of reaching wider community.	Council has no editorial control over articles unless choose to include a paid supplement with the paper which works out expensive. This method needs to be used in tandem with other techniques.	Staff preparation time and cost of advertisement / supplement.
Posters	Used to publicise information /events/ consultation periods.	Can be expensive to produce. May not be located in places utilised by all sectors of the community so not wholly inclusive.	Cost of designing and printing posters.
Flyers / Leaflets /Newsletter / Questionnaire Surveys	Used to publicise information/events. Can be useful for targeting specific areas or groups. Small leaflets are easier to provide in a variety of	Leaflets / Flyers can be expensive to produce. Only provide limited information. Questionnaire Survey answers are	Cost of designing and printing leaflets / flyers etc.



Method	Benefits	Weaknesses	Resource Implications
	formats to improve accessibility. Good initial method to introduce main issues. Responses can help identify key interests and groups. Surveys can target a variety of audiences and large sample of the population. Results can be analysed electronically and reported in a quantitative and qualitative format to inform production of documents.	predetermined so issues outside the framework may be missed. Concerns of specific groups may not come out through survey – need to target groups specifically.	and staff time.
Local Matters Council Magazine	this is delivered to over 88,000 properties (96.5% of all the properties in the borough.	Only produced bi-monthly so does not always fit in with consultation timetables.	Cost of space. Staff time.
Internal Communications Channel	Effective way of reaching local people, many of whom are also borough residents, who are also part of the workforce by using the council intranet and staff magazine to engage with around 10,000 staff.	N/a	Staff time
Public Exhibitions	An effective method for reaching out to stakeholders – taking information out into the community to ease accessibility problems and show commitment to consultation.	Targeting hard-to-reach groups is still difficult. Creating and Updating displays is expensive and time consuming.	Cost of exhibition material Becomes very expensive if exhibition is staffed.
Workshops / seminars / focus groups.	The group is moderated by a professional and thus issues can be covered in depth and recorded so that perceptions and expectations can be fed into the decision making process. The facilitator can interact directly with a respondent, allowing for the clarification of responses; they can also probe for further and interpret non verbal responses.	Difficulty in recruiting people for Regular workshops due to time commitments. Focus group relies on small number of people to represent views of others. Difficulty to ensure confidentiality.	Staff time and possible cost of hiring facilities.
Public Meetings / Township Forums	Familiar and cost effective way to gain local views. Can also be turned into workshop sessions to discuss issues in detail. Open invitation to meeting provides equal opportunity for people to get involved and have a say. However, need to ensure sufficient publicity so all interested people can get involved. Meetings should be targeted at local issues rather than broader issues.	The loudest voice tends to get heard - may lead to the exclusion of others, public meetings are often attended by those with a specific issue to air, hard to reach groups such as the young or disabled are not likely to attend. Time to contribute is limited. Not all people will raise concerns / issues give input in a public forum. Not fully inclusive/representative of local community – Attendees are self-selecting.	Staff time and possible hiring of facilities.
One-to-One Meetings / Officers attending Community Meetings	Allows for detailed discussion on specific or general issues. Provides opportunity for people to get a greater understanding of planning and increase overall involvement.	This method is very resource intensive in terms of staff time but is very useful for targeting members of the community for locally important issues.	Staff time
Formal Written Consultation - Comments Forms,	Benefit in focusing consultation around a number of key questions. Results can be analysed electronically and reported in a quantitative format. Section to provide additional comments section allows specific concerns and comments to be picked up.	Results are only as good as questions asked. Some people do not like this formal method of consultation	Staff time and cost of design/printing of materials.
Rochdale Borough Local Strategic Partnership	LSP is a useful source of local knowledge. LSP is structured into various theme groups so able to target the relevant people for consultation purposes and this body provides a route/link into other agencies. Can be useful to have members of LSP on steering groups for relevant documents.	Attending various LSP meetings is resource intensive on staff time. May be difficult to get commitment to long term projects.	Staff time

## Seven methods for community involvement in the local development framework

Method	Benefits	Weaknesses	Resource Implications
Community Engagement Facilitators	Appointing a community engagement facilitator will improve effective communication and consultation with local community. Utilises specialist experience and promotes good practice. Allows for independent facilitator where necessary. Also frees up staff time.	Cost of facilitator, reduced staff involvement in community engagement	Cost of facilitator.
Planning Aid	Valuable source of planning advice and help	Not all stakeholders have internet access	---
Township Offices	Using the Township Offices to communicate and distribute planning information in each Township, including local organisation and groups operating in the township. Also, helpful in that common townships issues can be identified. It provides an opportunity to 'piggy back' consultations and meetings to save time and resources.	None	Staff time

**7.5** The following table outlines our proposed methods for effective community involvement in the preparation of Local Development Documents by matching the preferred consultation method with the appropriate stages of plan preparation.

**7.6** In order to find out when and how you can expect to be consulted on both Development Plan Documents and Supplementary Planning Documents, use the key provided to identify the stage you are interested in, and then follow the relevant column down to see which community engagement techniques are proposed (O), and which additional methods may be utilised if considered necessary / resources permit (?).

## Seven methods for community involvement in the local development framework

Table 3 Proposals for Community Involvement

What Method?	Who will be involved?	Development Plan Documents				Supplementary Planning Documents			
		Pre-production (Reg 25)	Publication of DPD (Reg 27)	Representation on the Submission DPD (Reg 28)	Submission to Secretary of State	Independent Examination	Public consultation on Draft SPD (Reg 17)	Representation on the Submission SPD (Reg 18)	
Newspaper Notice	1, 2, 3			O	O				
Consultation Letter	1, 2, 3	O	O	O	O				
Council's Website	1, 2, 3	O	O	O	O				
Consultation Documents	1, 2, 3		O	O	O				
Emails	1, 2, 3	O	O	O	O				
Local Media (newspaper / radio)	1, 2	O	O	O	?				
Posters	1, 2	O	O	O	?				
Flyers / Leaflets / Newsletters / Surveys	1, 2	O	O	O	?				
Local Matters Council Magazine	1, 2	O	O	?	?				
Public Exhibitions	1, 2	O	?	?					
Workshops / Seminars / Focus groups	1, 2, 3	O	?	?	?				
Public Meetings / Township Forums #	1, 2	O	?	?	?				
Executive Member Approval	2		O	O	?				
One-to-One Meetings	1, 2, 3	?	?	?					
Formal Written Comments Form	1, 2, 3	O	O	O	O				
Rochdale Borough Local Strategic Partnership	1, 2	?	O	O					
Community Engagement Facilitators	1, 2	?	?						

Key

Red text = Statutory requirement

O = Proposed method

? = Possibly subject to resources available / if requested or necessary

# = Documents that raise specific township issues will be reported to township committees or delegated to township members

**Consultation groups:**

Group 1: Individuals and groups with little or no planning background e.g. residents associations

Group 2: Groups and Individuals with some planning background/knowledge e.g. LSP members, Councillors

Group 3: Groups and Individuals with a planning background, e.g. national organisations, planning consultants and developers (includes statutory consultees)

Seven methods for community involvement in the local development framework

## 8 Targeting 'hard to reach' groups

**8.1** One of the key principles of community involvement is to establish the views of as many sectors of the local community as possible. Rochdale is recognised as a diverse Borough in terms of its population, and the Council places great emphasis on trying to involve all members of the community in consultation exercises.

**8.2** As outlined in Table 3, we will use a wide range of consultation methods to achieve a high level of involvement in the LDF, but it is recognised some sectors of the community find it more difficult than others to access find or do not engaged in the planning process. These members of the community are typically referred to as 'Hard to Reach' Groups and alternative methods of communication may be required to involve these sectors in a way that understands their needs and gives them the opportunity to put forward their views. Rochdale Council Communications Strategy (see [www.rochdale.gov.uk](http://www.rochdale.gov.uk)) provides advice for engaging with specific groups and this has helped inform the range of methods outlined in the SCI.

**8.3** Similarly, a review of consultation methods with the Scrutiny Committee has helped inform the Council in carrying out effective community involvement.

**Table 4 'Hard to reach' groups - proposed engagement methods**

'Hard to Reach' Groups	Proposed Engagement Methods
Children and Young People	<ul style="list-style-type: none"> <li>● Information sent to youth and community groups, and schools and colleges on our community engagement database – increase contacts on this database</li> <li>● Use existing youth contacts</li> <li>● Work in partnership with LSP and other organisations</li> </ul>
Elderly People	<ul style="list-style-type: none"> <li>● Documents and information made available in Large Print on request</li> <li>● Consultation through statutory and non-statutory organisations</li> <li>● Where possible information published in the Council newspaper 'Local Matters' that is delivered to every household</li> <li>● Fully accessible venues for consultation events</li> </ul>
People with Disabilities	<ul style="list-style-type: none"> <li>● Fully accessible venues for consultation events</li> <li>● Make documents and information available at a wide variety of locations and in alternative formats on requests (e.g. Braille, Large Print and Audio)</li> <li>● Offer one-to-one meetings to assist understanding</li> <li>● Utilise RADDAG Disability Network to promote information</li> </ul>
People from Black and Minority Ethnic Groups	<ul style="list-style-type: none"> <li>● Appropriate translation and interpretation service on request</li> <li>● Written information made available in appropriate languages on request</li> <li>● Utilise key LSP member to filter information effectively into BME communities</li> </ul>
Gypsy and Traveller Groups	<ul style="list-style-type: none"> <li>● Use the Gypsy and Traveller Group Contact for the Rochdale Chichester Street site to ensure they are kept informed of planning information.</li> </ul>
People with limited time e.g. business/ Professional people, working people with families	<ul style="list-style-type: none"> <li>● Consultation at different times of the day to be accessible to all</li> <li>● All documents and information published on the website to be accessible 24hrs a day</li> <li>● Where possible information published in the Council newspaper 'Local Matters' that is delivered to every household</li> <li>● Those with registered interest on community engagement database and targeted by mail outs</li> </ul>
People from areas of disadvantage.	<ul style="list-style-type: none"> <li>● Consultation at different times of the day to be accessible to all</li> <li>● All documents and information published on the website to be accessible 24hrs a day</li> <li>● Where possible information published in the Council newspaper 'Local Matters' that is delivered to every household</li> <li>● Use Area Forums to keep everyone informed of planning information</li> <li>● Use the Councillor contact to filter information effectively in the local area</li> </ul>

Eight targeting 'hard to reach' groups



## 9 Community involvement and consultation on planning applications

**9.1** The Council deals with approximately 1800 planning applications each year, of varying sizes of site and type of development. The Council is committed to involving the local community in the development control process in order that people can be informed of what is happening in the Borough and how they can participate in and be part of the decisions taken by the Council. Applications for nationally significant infrastructure projects (as defined in legislation) now fall under the remit of the Infrastructure Planning Commission, and is not dealt with by the Council.

### What are planning applications?

**9.2** New buildings and material changes of use of buildings and land generally require planning permission. Other forms of permission under the planning legislation, such as listed building consent, may also be required. A formal procedure must be followed by applicants in making applications and by Local Planning Authorities in determining such applications. The Development Management Officers can advise on whether planning permission is required for a particular proposal and whether other forms of consent are required.

**9.3** For classification and performance measuring the government has defined 18 classes of development which fall into 3 main categories:

- Major planning applications
- Minor planning applications
- Other applications

**9.4** Major Planning Applications are defined as developments or changes of use for:

- Residential development for 10 or more dwellings or on a site larger than 0.5 hectares where the number is not specified
- Industrial or commercial buildings with a floor space of more than 1000 sq metres or on a site larger than 1.0 hectare
- The winning and working of minerals.
- Waste related developments including waste treatment, storage and transfer of waste.

**9.5** Of the 1800 applications per year, approximately 4% are major applications and the Council aims to determine these within 13 weeks of registration.

**9.6 Minor Planning Applications** are for developments of a similar nature to the major applications category but fall below the thresholds set out in paragraph 9.4. Of the 1800 applications per year, approximately 29% are minor applications. As these applications are usually less complex, the Council aims to determine them within 8 weeks of registration.

**9.7 Other applications** including house extensions, minor changes of use, Advertisement Contents, Listed Building Consents and Conservation Area Consents. Of the 1800 applications per year, approximately 67% are of this type. As with minor applications, these are usually determined within 8 weeks.

### The council's approach to community involvement

**9.8** There are statutory requirements for publicity on planning applications. The Council recognises the value of public involvement in decision making on development proposals and, consequently our arrangements for publicity and involvement meet the minimum legal requirements but also often exceed them. In 2008 the Council adopted a Code of Practice for the Publicity of Planning Applications which sets out national and its own local publicity standards.

**9.9** Involvement in the process can often be useful before an application is formally submitted. The Council encourages applicants to undertake discussions with us prior to submitting their application and, in such

circumstances, we will nominate an appropriate officer for attend and deal with the case. This will help to identify key issues and planning policies and identify any problems at an early stage, such as the need for a traffic assessment or flood risk assessment, to enable the applicant to address them.

**9.10** The Council may advise that it is necessary to seek discussions with other interested parties, such as the Environment Agency, GMPTE or Highway Authority, before submitting an application. In addition, applicants should be aware that it is their responsibility to check for the presence of services such as gas, electricity, water, sewers and telephone and cable lines. This should be done early in the preparation of proposals and information sought from the utility companies or their websites.

**9.11** For significant development proposals, the Council would encourage applicants to consult with the local community before submitting their application. This would enable the applicants to explain their proposals, receive feedback on which they might be able to act, create an atmosphere of genuine interest in the views of the local community and provide more certainty about any level of concern and the issues of concern.

**9.12** The following methods are likely to be suitable and could be used as appropriate:

- Circulating a letter or statement to local residents and businesses explaining the proposals and how further information can be found
- Arranging an exhibition or presentation in a convenient location
- Arranging a press release in local media

**9.13** Any applicant contemplating the submission of a major application should contact the Planning Officer at pre-application stage to discuss and agree a consultation procedure that reflects the scale and significance of the proposal. The agreed procedure would include arrangements for reporting the information obtained from the consultation exercise and how that exercise has influenced the details of the application.

#### **Pre-application Discussions**

**9.14** The Council encourages developers to engage in pre-application discussions with planning officers. The aim of these discussions are:

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

**9.15** These discussions are held on a confidential basis at this stage of the process. However, a consultation statement should be agreed at the commencement of pre-application discussions if it is evident that such discussions will lead to a planning application being submitted.

**9.16** The scale of an application will determine the scope of community consultation, and as such, each proposal/application will be viewed on its own merits.

**9.17** If applicants take such an approach, local councillors should be made aware no later than the local community should. Members of the appropriate Township Planning Sub-Committee should be informed but not requested to discuss or give their views as this would prevent them taking part in determining the planning application. Development Management Officers can advise any applicant intending this course of action.

**9.18** For the smaller scale proposals, a full community exercise would be likely to be inappropriate but we would encourage applicants to discuss their proposal with neighbours before submission.

#### **The council's practice for publicising planning applications**

**9.19** The Development Management area of the Council's website includes a wide range of information relating to current and determined planning applications, including:

- Weekly lists of applications received and applications determined

- Facility to download and view undetermined applications and plans.
- Facility to search by text or map base for any determined application back to 1980
- Facility to submit comments on undetermined applications by pro forma or email
- Facility to download decision notices with conditions and reasons, back to December 2005 and facility to view decisions conditions and reasons dating back to 1984
- Facility to link to Planning Portal for national policy and research documents and general guidance on the planning system.

**9.20** A paper copy of undetermined planning applications may be inspected in the service reception during normal office hours. Members of the public should make an appointment with the service reception desk to ensure the relevant file is available. The public may view and comment on planning applications online using the Council web site. Representations are requested 21 days from the date of Public Notice. The facility to view current applications electronically is also available at any library within the Borough. Historic planning application files are stored electronically and may be viewed on screen at service reception. Trained officers are available to explain proposals at the service reception and planning officers may be available by appointment.

**9.21** The Council publicise planning applications as soon as possible after they have been received and registered. The planning case officer will judge the level of publicity required depending on the nature and scale of the application. Such publicity will always be carried out in accordance with the statutory requirements.

**9.22** Press notices and site notices will be used for the following type of application:

- Applications accompanied by an environmental statement
- Applications which, if approved, would constitute a departure from the Development Plan
- Applications affecting a public right of way
- Applications for major development
- Applications affecting the setting of a listed building
- Applications for listed building consent
- Applications affecting the character or appearance of a conservation area

**9.23** The press notices will appear in the appropriate newspaper circulating in the Township area in which the application is located. Such notices usually request that representations are made within 14 days of their publication.

**9.24** Site notices will be displayed on or near the application site and representations are requested within 21 days of the date of the notice. However, bodies such as Natural England will be allowed a longer period to comment on applications where this is prescribed by legislation.

**9.25** Neighbour notification: letters are sent to occupiers of land whose properties have a common boundary with the application site. This is the most appropriate method of publicity where interested parties are those living in the immediate vicinity. In certain cases outside those falling within paragraph 9.16, site notices may still be used. This would be where there is doubt as to who the interested parties are or where ownership of adjoining land is uncertain or because the siting and design of the development is likely to be of interest to more than immediate neighbours. Representations are requested 21 days from the date of Public Notice.

**9.26** During the processing of applications, applicants may submit amendments. The Council will decide whether further publicity is required taking account of the following considerations:

**9.27** If objections or reservations raised at an earlier stage were substantial and, in the Council's view, relevant to the amendments being sought

- If the proposed changes are significantly different to the original submission
- If earlier views covered the matters which are subject of the amendmen
- If parties not previously notified were now affected

**9.28** In addition to publicity of applications, the Council will carry out formal consultations, by letter or electronically, as agreed with the relevant statutory consultees as set out in the Town and Country Planning

General Development Procedure Order 1995.

### How we will deal with representations?

**9.29** Representations must be made in writing by letter, email or fax and should include a name and address.

**9.30** The Council has adopted a Development Control Delegation Scheme which sets out criteria defining the level at which decisions are taken. The Development Management Manager under the terms of the Scheme takes the majority of decisions. However, most controversial schemes are considered and determined by one of the four Township Planning Sub-Committees or by the Regulatory Committee. The Development Control Scheme is reviewed regularly and the Scheme in force at any time can be obtained from Development Management and posted on the service website.

**9.31** Notwithstanding the level at which the decision is taken, the Council will consider all comments and representations in dealing with applications. The decision will be based on the relevant national, regional and Council planning policies in force at the time, as well as taking into account comments from the public where they relate to planning issues.

**9.32** For those applications decided by the relevant Committee, any comments or representations received will be summarised in the report to the Committee. The reports will be available to the public for a period of at least five working days before the date of the committee meeting. Copies will be available on the Council's website and a paper copy on request.

**9.33** If an application is to be considered by a Committee, then anyone who has made comment or representation will be informed of the date of the Committee meeting and invited to attend.

**9.34** If an application is to be considered by a Committee, members of the public and the applicants can address the Members of that Committee. Usually, five minutes is allowed for presentations by both sides, although this is a total time for each side. Consequently, if there is more than one objector, the Council encourages the nomination of a spokesperson or the allotted time may be shared between those wishing to speak. The procedure at Committee meetings is strictly controlled and details of the procedure are available on request.

**9.35** Anyone who has made comments or representations on an application will be informed of the decision. Decisions are also published on the Council's website.

**9.36** If the applicant against the Council's decision makes an appeal we will inform anyone who made a comment or representation on the original application.

### Planning Obligations

**9.37** Although the community will not be involved in direct negotiation on planning obligations, the officer's report will state that a Section 106 Agreement is required and what matters it will cover. Anyone who submitted comments on the application to committee will be directly notified of the report and the date of the Development Control Committee. It is at this meeting that members of the public and the wider community can comment and make representations to the Council on the content and implementation of planning obligations.

**9.38** However, it should be noted that the Council in accordance with the appropriate planning policy, legislation and regulations will ultimately determine the purpose of the obligation, amount of physical or financial requirements and timing of delivery.

### Landowner and Developer Interests

**9.39** At various stages in the preparation of Local Development Documents and Supplementary Planning Documents, the Council will contact known/relevant landowners and developers who might be affected. Such contact will be useful in preparing evidence and in developing proposals.

**9.40** The Council will specifically ask developers and landowners to put forward potential sites to meet

needs e.g. a call for sites.

### **Implementation and monitoring**

**9.41** Within the resources available the Council will monitor significant development sites once work has commenced. If any member of the public considers that problems are being caused on any development site or that planning conditions are not being complied with, then, on being informed, the Council will investigate.

**9.42** The Council has an adopted Code of Practice for the handling and prioritising enforcement complaints which is available in print and posted on the service website.

Nine community involvement and consultation on planning applications

## 10 Monitoring and managing the process

### Reviewing the Statement of Community Involvement

**10.1** We acknowledge that community engagement should evolve and develop, and the SCI will be able to react to changing circumstances and will be subject to regular review once it is adopted.

**10.2** We will seek to learn from experience, will monitor and review the effectiveness of the SCI, and continue to develop the consultation database and participation mechanisms. This will include the development corporate publicity, media and consultation measures and standards. When new or improved community engagement techniques are identified, the SCI will be reviewed to incorporate them.

**10.3** The Council will also seek to review and improve methods, based on the experience of other Councils. Dissemination of best practice and the review of other methods will form part of the monitoring process.

### Financial implications

**10.4** We recognise that community involvement must be properly resourced in terms of finances and appropriately skilled staff. Financial resources will be met through identified budgets and publicity and consultation strategies will be assessed for 'value for money'. The Councils consultation portal (powered by Limehouse) used to improve effectiveness and secure cost savings e.g. postage, publicity, printing and staff time.

**10.5** Whilst there are minimum standards in planning policy regulations that will need to be satisfied, the Council usually exceeds the requirement. However, it must ensure that the community's preferences are balanced with the efficient use of public funds. Opportunities will be taken to 'piggy back' consultations where there is a direct relationship between LDF and other documents and risk of confusing the public as statutory and non statutory consultations are minimised.

### Staffing implications

**10.6** The preparation of the Local Development Framework will be carried out by the staff resources of the Strategic Planning Team supplemented by other appropriate staff resources within the service and the wider Council and Local Strategic Partnership. The guidance and expertise of staff in community engagement and media handling, facilitation of events will continue to be used.

**10.7** In terms of consultation on planning applications, the Council has targets set by the Government on how long it should take to determine applications (See Section 9). We will meet all statutory consultation requirements set out in this SCI with existing staff resources in Development Management. However, any additional consultation for significant development proposals is very resource intensive and may affect the Council achieving target deadlines, so we will encourage developers to carry out relevant consultation themselves prior to submitting an application.

### Funding and resources

**10.8** We aim to meet all community engagement commitments within existing financial resources, and we will keep our budget under review as we gain experience of the new planning system.

Ten monitoring and managing the process



## Appendix A How to get help with planning issues

- Further information about the SCI and the Council's LDF can be obtained from the Strategic Planning Team. For information on planning applications or for any other Development Management related matters, please contact the relevant member from Development Management. Full contact details are provided in Appendix H.
- In addition to Planning Officers, there are several organisations designed to provide guidance and assistance to community groups and individuals who are interested in planning. The introduction of the new planning system in 2004 has increased the need for these organisations, so this section of the SCI has been included to provide some useful points of access for planning information.

### Planning Aid

- Planning Aid is a vital part of the planning system. North West Planning Aid is a service that offers free, independent and professional advice and support on town planning matters to community groups and individuals in the area who cannot afford to employ a planning consultant.
- Planning Aid operates a telephone helpline to give out initial advice, whilst more complex enquiries are dealt with by a qualified Planning Aid volunteer who will provide advice and support by phone, letter or face to face depending on the case. Providing this service also helps town planners to develop their skills and experience.
- The service can be contacted by email at [nwcw@planningaid.rtpi.org.uk](mailto:nwcw@planningaid.rtpi.org.uk), by telephone on 0870 850 9804; or you can write to: North West Planning Aid, 2nd Floor Friars Court, Sibson Road, Sale M33 7SF.
- For further information on the service visit [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

### Planning Portal

- The Planning Portal is the UK government's online planning and building regulations resource. The site can be used by anyone from the general public, to professionals and government users and is tailored to peoples needs by avoiding technical language and jargon where possible.
- The portal has tools and information to find out about planning and developments in your local area, provides updates on planning policy and guidance, and allows you to submit and track applications electronically.
- You can visit the portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) and feedback on the site is welcomed at [feedback@planningportal.gsi.gov.uk](mailto:feedback@planningportal.gsi.gov.uk)

### Councillors

Councillors represent the community and provide another point of contact for anyone wishing to express their views and concerns about planning issues. Everybody who lives in Rochdale Borough will have their own Councillors; listed by Township and Ward. For further details on your local Councillors and regular meetings, please visit the Council's website at [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

A how to get help with planning issues

## Appendix B Access to information

When considering access to information, we have taken into account issues of accessibility and equality and diversity among the community. There will be a number of approaches used to ensure engagement is effective and inclusive including:

- All published LDF documents will be available in electronic and paper format;
- All reports to elected members seeking approval to documents or reporting the responses to consultation (together with representations made) can be inspected at request;
- All documents will be placed on the Council's website: [www.rochdale.gov.uk](http://www.rochdale.gov.uk) where information on the LDF can be found and their progress can be followed. The interactive consultation portal also allows comments to be added and viewed;
- Many of our documents can be made available on request in large print or Braille. In addition, the Council has a Community Language Service to assist with the translation or interpretation of documents where required;
- Copies of all documents will be made available for inspection at a number of public buildings and information points across the Borough to make information widely accessible to the whole community. See the list of Deposit Points for the closest location to you;
- If you are unable to visit any of the Borough libraries or other information points listed below, the Council operates a home library service which may be able to bring documents to you on request. For further information please contact the Special Services Team on 01706 864917. Please note, to use this service you must register first;
- A copy of all Local Development Documents will be sent to statutory consultees and neighbouring local authorities at appropriate stages of plan preparation;
- Anyone may purchase their own copy of Local Development Documents that are of interest to them. Please view the website for an up-to-date list of prices, or contact Strategic Planning on 01706 924376;
- There is a Planning Reception on Floor 1, Telegraph House where you can get useful planning information and leaflets, view documents or planning applications, or speak to a Planning Officer. Please note, if you wish to speak to a particular officer it is advised to arrange an appointment in advance to ensure availability.

### Deposit points

All Development Plan Documents and Supplementary Planning Documents prepared for the Local Development Framework will be made available for inspection during the appropriate stage of public participation at the following locations:

#### Rochdale MBC:

- Planning and Regulation Reception, Floor 1, Telegraph House, Baillie Street, Rochdale
- Rochdale Customer Service Centre, Floor 2, Municipal Offices, Smith Street, Rochdale

#### Rochdale Township:

- Wheatsheaf Library, Baillie Street, Rochdale
- Balderstone Library, Balderstone Park, Rochdale
- Belfield Library, Belfield Community School, Samson Street, Rochdale
- Castleton Library, Castleton Community Centre, Manchester Road, Rochdale
- Smallbridge Library, Stevenson Square, Rochdale
- Spotland Library, Ings Lane, Rochdale
- Kirkholt Customer Service Centre, 46 The Strand, Kirkholt, Rochdale
- Norden Library, Norden Community School, Shawfield Lane, Rochdale

#### Heywood Township:

- Heywood Customer Service Centre, The Phoenix Centre, 1 Church Street, Heywood

- Heywood Library, Church Street, Heywood
- Darnhill Library, Argyle Parade, Heywood

**Middleton Township:**

- Middleton Customer Service Centre, Council Offices, Sadler Street, Middleton
- Middleton Library, Long Street, Middleton
- Alkrington Library, Kirkway, Middleton
- Junction Community Library, Jumbo Social Centre, Grimshaw Lane, Middleton
- Langley Library, Langley Childrens Centre, Windermere Road, Middleton
- Langley Customer Service Centre, 17 Lingmell Close, Middleton

**Pennines Township:**

- Littleborough Library, Hare Hill Park, Littleborough
- Milnrow Library and Milnrow Customer Service Centre, Newhey Road, Milnrow
- Smithybridge Library, 121/3 Smithybridge Road, Littleborough
- Wardle Library, 448 Birch Road, Wardle, Rochdale
- Littleborough Customer Service Centre, Council Offices, Harehill Park, Littleborough

\*\* Opening times may vary for these locations and you are advised to check them first \*\*

## Appendix C Useful abbreviations

The new planning system introduces many new technical names and abbreviations (acronyms). Some abbreviations have been used within the text of this document, as they are shorter and easier to use/read than the full technical name. This section is a guide to all the different abbreviations, whereas Appendix D provides more information on their meanings.

**AAP** Area Action Plans

**AMR** Annual Monitoring Report

**CS** Community Strategy

**CLG** Communities and Local Government

**DPD** Development Plan Document

**EIA** Environmental Impact Assessment

**EiP** Examination in Public

**GONW** Government Office for the North West

**HMR** Housing Market Renewal

**JWDPD** Joint Waster Development Plan Document (for Greater Manchester Authorities)

**LDD** Local Development Document

**LDF** Local Development Framework

**LDS** Local Development Scheme

**LPA** Local Planning Authority

**LSP** Local Strategic Partnership

**PINS** Planning Inspectorate

**PPS** Planning Policy Statement

**SA** Sustainability Appraisal

**SCI** Statement of Community Involvement

**SEA** Strategic Environmental Assessment

**SPD** Supplementary Planning Document

**SoS** Secretary of State

**RES** Regional Economic Strategy

**RTPI** Royal Town Planning Institute



## Appendix D Glossary of technical terms

This section is a guide to all the different technical planning terms and what they mean:

**Adoption.** Local Development Documents (including the SCI) are described as being adopted when they have successfully been through an independent examination. Once they are adopted by the Council they come into force. Supplementary Planning Documents do not have to go through independent examination before they are adopted.

**Annual Monitoring Report.** An annual report measuring the delivery of policies and their performance against objectives and targets.

**Area Action Plan.** A type of Development Plan Document that is prepared for a discreet area, usually where significant change is desirable or where development pressures require policy controls.

**Community Strategy.** An overarching local strategy for the future of the Borough, outlining actions towards environmental, economic and social well-being. All Council policies and strategies must comply with the Community Strategy.

**Conformity** (e.g. Chain of Conformity). This indicates the different weights of documents and how they are informed by other documents.

**Core Strategy.** A key Development Plan Document which sets out the long term spatial vision for Rochdale. It outlines the spatial objectives and strategic policies required to deliver that vision.

**Development.** The carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any buildings or land.

**Development Management** (Generic Policies). The management of development by the local planning authority through the consideration/determination of planning applications. These criteria-based policies ensure that all development within Rochdale will meet the spatial vision and objectives set out in the Core Strategy.

**Development Plan Document.** Any document that includes policies, proposals or allocations and has been prepared and adopted under the statutory development plan procedures. These documents are the Core Strategy; Area Action Plans; Site Specific Allocations and the Proposals Map. All DPDs are subject to independent examination.

**Evidence Base.** Various national, regional, sub-regional and local strategies and statistical data which are used to as a basis for writing policies in the Local Development Framework.

**Examination in Public** (Independent Examination). The public scrutiny process led by an Independent Government Inspector whereby objections to Development Plan Documents are considered and the soundness of the document is examined.

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

**Issues and Options.** These are produced during the early production stage of DPDs and may be used for consultation.

**Local Development Documents.** The documents that make up the Local Development Framework including Development Plan Documents; Supplementary Planning Documents and the Statement of Community Involvement.

**Local Development Framework.** Portfolio of Local Development Documents which constitute the statutory Development Plan for Rochdale Borough.

**Local Development Scheme.** A public statement setting out the local planning authority's project plan for

preparing the LDF. Includes a profile of documents and a detailed timetable for their production. Should be read in conjunction with the SCI to provide details on when public participation will take place for each document.

**Local Strategic Partnership.** Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors to develop ways of involving local people in shaping the future of their town in how services are provided. LSPs are responsible for preparing Community Strategy.

**Planning Applications.** Process where people apply to Rochdale MBC permission to carry out development/alterations/demolition etc. The application is considered/determined by the Council taking into account the policies in the Development Plan.

**Planning Inspectorate.** A Government body who carry out the Independent Examination of Development Plan Documents and the Statement of Community Involvement to assess their soundness.

**Planning Policy Statements.** New statements of Government policy covering different topics e.g. transport, housing etc issued under the new legislation. These statements replace Planning Policy Guidance Notes (PPGs).

**Preferred Options.** Following initial consultation on 'issues and options' the Council will draft policies for Development Plan Documents called 'preferred options'. These will be subject to a further six week public consultation period. A statement explaining the selection procedure for the 'preferred options' and a sustainability appraisal will also be available during the consultation to help the public make informed decisions about the policies.

**Proposals Map.** Illustrates the policies and proposals in the Development Plan Documents.

**Representations.** Comments received by Rochdale MBC in response to public consultation on documents.

**Review.** The process where the effectiveness of a Local Development Document or individual policy is judged and either retained, amended or replaced. The review process is set out in the Council's Annual Monitoring Report.

**Rochdale Development Agency.** A partnership between the public and private sectors to promote new business investment, property development and deliver specific regeneration and renewal projects throughout the Borough.

**Soundness.** Independent examination of DPDs and SCI to assess whether policies and proposals are 'sound'. See Section 4 for the 'Tests of Soundness'.

**Stakeholder.** Anyone with an interest in Rochdale's development. This includes professionals, businesses and the whole community.

**Strategic Environmental Assessment.** A more technical appraisal (required in accordance with an EU Directive) that applies to all documents which are likely to have significant implications for the environment.

**Statement of Community Involvement.** This statement which sets out how the Local Planning Authority will engage the local community and stakeholders in the preparation of the LDF and development control decisions.

**Supplementary Planning Document.** A Local Development Document that supplements policies or allocations in Development Plan Documents by providing detailed guidance. They are not subject to independent examination and do not have development plan status.

**Sustainability Appraisal.** An appraisal carried out on Development Plan Documents and Supplementary Planning Documents to assess their likely impact against environmental, economic and social factors.

**Sustainable Development.** Defined by the World Commission on Environment and Development as 'Meeting the needs of the present without compromising the ability of future generations to meet their needs'. The



planning system should ensure that development and growth are sustainable.

**Unitary Development Plan.** Adopted in 2006, the development plan currently in force for the whole Borough. This Plan will remain valid until replaced by new Development Plan Documents



## Appendix E Links to key documents

As outlined throughout the document, the preparation of this SCI has been informed by a number of regulatory and guidance documents. Details of these documents and how to access them are outlined below:

Visit [www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk) to view:

- The Planning and Compulsory Purchase Act 2004
- Town and Country Planning (Local Development) (England) Regulations 2004
- Town and Country Planning (Local Development) (England) (Amendments) Regulations 2008
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009

Visit [www.communities.gov.uk](http://www.communities.gov.uk) to view:

- Planning Policy Statement 1: Creating Sustainable Communities
- Planning Policy Statement 11: Regional Spatial Strategies
- Planning Policy Statement 12: Local Spatial Planning
- Creating Local Development Frameworks: A Companion Guide to PPS12
- Community Involvement in Planning: The Government's Objectives
- Statements of Community Involvement and Planning Applications (ODPM 2004)
- Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks (ODPM 2004)

Visit [www.rochdale.gov.uk](http://www.rochdale.gov.uk) to view:

- Further information relating to the Rochdale Local Development Framework
- Rochdale Local Development Scheme, November 2009
- The Community Strategy for Rochdale Borough 2007-2010



## Appendix F List of standard consultees for the Local Development Framework

### Specific Consultees

The Council has a statutory requirement to consult certain bodies. The specific consultees for the Local Development Framework as set out in PPS12 are:

- The Government Office for the North West (GONW)
- Government Departments including:
  - Home Office (through Government Office)
  - Department of Communities and Local Government (through Government Office)
  - Department for Children, Schools and Families (through Government Office)
  - Department for Environment, Food and Rural Affairs (through Government Office)
  - Department for Transport (through Government Offices)
  - Department of Innovation, Universities and Skills
  - Department for Health (through) relevant Regional Public Health Group)
  - Department for Business, Innovation & Skills (through Government Offices)
  - Defence Estates Organisation
  - Department of Work and Pensions
  - Ministry of Justice
  - HM Treasury
  - Department for Culture, Media and Sport (through Government Office)
- Local Planning Authorities, County Councils or Parish Councils, any part of whose area is in or adjoins the Borough
- Natural England
- Coal Authority
- The Secretary of State for Transport
- The Environment Agency
- The Highways Agency
- English Heritage
- Rochdale, Middleton, Heywood PCT
- Homes and Community Agency
- Relevant Telecommunications companies
- Relevant Electricity and Gas companies
- Relevant Sewage and Water undertakers

### Other Consultees

The Council will also consult with the 'other consultees' listed in PPS12 as appropriate, which are:

- Age Concern
- Airport Operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways, canal owners and navigations authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality

## F list of standard consultees for the local development framework

- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity , Gas and Telecommunications Undertakers, and the National Grid Company
- Environmental Groups at national, regional and local level including:
  - Council for the Protection of Rural England
  - Friends of the Earth
  - Royal Society for the Protection of Birds; and
  - Wildlife Trusts
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends, Families and Travellers
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Councils
- Local Agenda 21 including:
  - Civic Societies
  - Community Groups
  - Local Transport Authorities
  - Local Transport Operators; and
  - Local Race Equality Councils and other local equality groups
- National Playing Fields Association
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Port Operators
- Post Office Property Holdings
- Rail Companies and the Rail Freight Group
- Regional Development Agencies
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Sport England
- The Home Builders Federation
- Transport for London
- Water Companies
- Women's National Commission

### General Consultation Bodies

In addition to statutory consultees, the Council intend to consult with a wide range of general consultation bodies at appropriate stages in the development and implementation of the Local Development Framework. The following types of groups that will be consulted are:

- Rochdale Local Strategic Partnership
- Township Managers
- Councillors
- Employees

- General Public
- Voluntary organisations
- Organisations representing the interests of different racial, ethnic or national groups
- Organisations representing the interests of different religious groups
- Organisations representing the interests of disabled persons
- Local businesses and other businesses with and interest in the borough
- Civic Societies
- Community Groups
- Community Networks
- Conservation and Heritage Societies
- Cultural Groups
- Housing Associations
- Pressure Groups
- Sports and Leisure Organisations
- Tenants and Residents Associations
- Youth Groups
- Landowners, developers and agents
- Schools and Colleges
- Statutory Development Control Consultees

The list of contacts provided is not definitive, rather it shows examples and groups of bodies we propose to involve in the LDF; also relates to successor bodies where re-organisations occur.

The Council has developed a community engagement database to store the details of consultees involved in the Local Development Framework and manage the consultation process, a copy of which can be viewed on request.

Any person or organisations who would like to be involved in the preparation of LDF documents may request their details to be added to this database by emailing the Strategic Planning Team at [strategic.planning@rochdale.gov.uk](mailto:strategic.planning@rochdale.gov.uk), or sending their details to the address below:

Strategic Planning Team, Telegraph House, Baillie Street, Rochdale, OL16 1JH

F list of standard consultees for the local development framework



## Appendix G List of standard development management consultees

This list is of consultees who will be consulted on planning applications, where appropriate. Other groups can request in writing to be added to the list of consultees.

- Auto Cycle Union
- British Driving Society
- British Horse Society
- British Waterways Board
- Byways and Bridleways Trust
- Chiltern Society
- Civil Aviation Authority
- Commission for Architecture & the Built Environment
- Cyclists' Touring Club
- English Heritage
- English Nature
- Environment Agency
- Forestry Commission
- Garden History Society
- Greater Manchester Archaeological Unit
- Greater Manchester Ecology Unit
- Greater Manchester Fire Service
- Greater Manchester Geological Unit
- Greater Manchester Passenger Transport Executive
- Greater Manchester Police
- Greater Manchester Strategic Health Authority
- Health and Safety Executive
- Highways Agency
- Inland Revenue
- Internal Consultees (Rochdale Council Departments)
- Lancashire County Council
- Lancashire Wildlife Trust
- Manchester Airport Plc
- Ministry for Agriculture, Food and Fisheries
- Ministry of Defence
- Neighbouring Local Planning Authorities
- Neighbouring Parish and Community Councils
- Network Rail
- North West Regional Assembly
- Open Spaces Society
- Peak and Northern Footpaths Society
- Relevant Gas and electricity providers
- Relevant Sewerage undertakers
- Relevant Water undertakers
- Rights of Way Interests
- Sport England
- The Coal Authority
- The Crown Estates Commissioners
- The Department for Culture, Media and Sport
- The Ramblers' Association
- The Secretary of State for Trade and Industry

## G list of standard development management consultees

- The Theatres Trust
- Toll Road Concessionaires
- Waste Disposal Authorities

## Appendix H Contact information

For all matters relating to the **Local Development Framework**, please contact the Strategic Planning Service:

By email: [strategic.planning@rochdale.gov.uk](mailto:strategic.planning@rochdale.gov.uk)

By telephone:

Strategic Planning Manager

01706 924369

LDF helpline: 01706 924210

By fax: 01706 924144

By letter: Strategic Planning,

Floor 2, Telegraph House,

Baillie Street, Rochdale

OL16 1JH

For all matters relating to **Development Management and Planning Applications**, please contact:

By email: [Development.control@rochdale.gov.uk](mailto:Development.control@rochdale.gov.uk)

Reception: 01706 924316

Development Management Manager: 01706 924308

### East Team

Principal Planning Officer: 01706 924314

Senior Planning Officer and Planning Officer: 01706 924310

Planning Assistants: 01706 924316

### West Team

Principal Planning Officer and Senior Planning Officer: 01706 924315

Planning Officer and Planning Assistant: 01706 924329

Conservation and Design Officer: 01706 924312

By fax: 01706 924628

By letter: Development Management,

Floor 1, Telegraph House,

Baillie Street, Rochdale,

OL16 1JH



Peter Rowlinson BA (Hons) MSc MRTPI  
Service Director of Planning and Regulation Services  
Telegraph House, Baillie Street  
Rochdale OL16 1JH

ldf.consultation@rochdale.gov.uk

This document can be made available in large print or in Braille on request. Anyone who requires the translation of this document to Bengali or Urdu should request this. Tel 01706 924369

আপনি যদি এই তথ্যসমূহ বড় ছাপার অক্ষরে, ব্রেইল, টেইপে অথবা উর্দু এবং বাংলায় পাইতে চান  
তাহা হইলে দয়া করিয়া 01706 924364 নম্বরে ফোন করুন।

اگر آپ کو یہ معلومات بڑی لکھائی یا بڑے لٹریں میں یا اردو یا بنگلہ میں درکار ہو تو براہ مہربانی ٹیلی فون نمبر: 01706 924364 پر رابطہ کریں۔

