REDDITCH BOROUGH COUNCIL

making a difference

Statement of Community Involvement

June 2006

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Urdu 01905 25121 اگر آپکو انگریزی میں بات چیت کرنے میں مدد درکار ہے تو 'ایتھنک ایکسیس لنک' کو اس نمبر پر فون کیجیئے

Punjabi ਜੇ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਗੱਲ ਕਰਨ ਲਈ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਐਥਨਿਕ ਐਕਸੈੱਸ ਲਿੰਕ ਨੂੰ 01905 25121 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

Bengali ইংরেজীতে যোগাযোগ করতে সহায়তার প্রয়োজন হলে দয়া করে 'এথ্‌নিক এ্যাকসেস্ লিঙ্ক' এর সঙ্গে 01905 25121 নম্বরে ফোনে যোগাযোগ করুন।

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Section 1
Introduction

1.1 The New Planning System and Community Involvement

1.1.1 The Government has introduced a wide ranging reform of the planning system through the Planning and Compulsory Purchase Act 2004. One of the key objectives of the new system is to ensure that any interested individuals, groups or organisations are able to become effectively involved at all levels of the different local planning processes. As such, the Act introduced a requirement for all Local Authorities to produce a Statement of Community Involvement (SCI). The Statement of Community Involvement is not a plan itself; it is a process document setting out the Council's proposals for involving the community, stakeholders and outside bodies in planning issues in the Borough. Specifically, it identifies who will be involved, how, for what purpose and at what stage of the planning process, whether it be in relation to a planning application or the preparation or revision of a planning policy document.

1.2 Why Involve the Community in the Planning Process?

1.2.1 Planning affects everyone in the Borough. It has a major influence on the future of the places where people live and work. Not only should we work together to create an environment where people want to live and work today, we must also consider the long term future of the Borough and its future residents.

1.2.2 There are also numerous benefits to pro active, effective community involvement in local planning processes. For the individual, group or organisation, there is the ability to influence the decision making process, make a contribution to the wider community and gain a better understanding of the way that services are provided by the Council. For the wider community of Redditch, effective community involvement brings a greater sense of public ownership, improved community cohesion and promotes social inclusion. The Borough Council is also strengthened through effective community involvement, providing greater potential for effective and efficient use of resources and fostering a better understanding of the Council's activities in the local community.

1.3 Who will be involved?

1.3.1 The Council is committed to enabling any interested person, group or organisation to become involved in planning within the Borough, regardless of their personal circumstances.

1.4 How the Community will be involved in the planning process

1.4.1 This SCI details how the Borough Council will enable interested persons and organisations to become involved and contribute to the planning process, with regard to both development control and policy making. Redditch Borough Council will build upon effective means of community involvement already established to contribute to decisions concerning the future development of Redditch. The government is clear that community involvement in planning should not be a responsive 'tick box' process but a pro-active exercise to enable interested parties to make significant input into the decisions that will determine future development in the Borough. Therefore, the methods proposed by the Council will be customised to suit specific circumstances, encouraging the process to be as productive as possible. In all its community involvement activities, the Council will adhere to it's Equality Statement, included in Appendix 6.

Section 2

Preparation and Progression of the Statement of Community Involvement

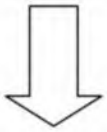
2.1 Stages of Preparation

2.1.1 All planning documents prepared under the new planning system are required to progress through a number of stages. The four stages that the Statement of Community Involvement has progressed through prior to adoption are shown in Figure 1 overleaf.

Figure 1. Stages of Statement of Community Involvement Production

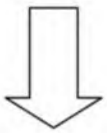
Stage 1. Pre Draft Evidence Gathering

Borough Council undertook general scoping and initial consultation to inform the content and scope of the draft SCI document. This occurred between November 2004 and August 2005.



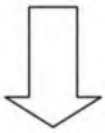
Stage 2. Production of Draft SCI/ Production of Submission SCI

Using the evidence gathered at stage 1 of the process, the Borough Council prepared a draft SCI. Following a 7 week period of public consultation, 7 October to 25 November 2005, the Council considered all representations received about the document and made any changes where it was considered appropriate. The revised, submission SCI was then prepared and was again subject to a 6 week period of consultation between 1 February and 15 March.



Stage 3. Independent Examination of SCI

An Independent Planning Inspector accessed the soundness of the SCI in May 2006. The Inspector had regard to the tests of soundness set out in PPS 12, all representations made during consultation period on the submission SCI and the particular circumstances of the Borough. After the examination, the Council received a binding report from the Inspector detailing precisely how the SCI should be amended.



Stage 4. Formal Adoption of SCI

The Borough Council incorporated all the changes set out in the Inspector's Report adopted the SCI in June 2006. The Borough Council will keep the SCI under review and should it become apparent that modifications are required, undergo appropriate consultation for the preparation and production of the revised document.

Background and Guidance

2.2 Background and Guidance

2.2.1 Effective community involvement is a central theme in the government's reform of the planning system. Planning Policy Statement 1 (PPS 1) sets out general guidance for the delivery of sustainable communities through the planning system and identifies the importance of effective community involvement as a vital aspect in the approach that all local authorities should take to local planning processes:

> "One of the principles of sustainable development is to involve the community in developing the vision for its area. Communities should be asked to offer ideas about what that vision should be, and how it can be achieved" (PPS 1 Par. 44)

2.2.2 More specific guidance on the preparation of this SCI and the requirement for community involvement in other planning documents to be produced by the Council are detailed in Planning Policy Statement (PPS 12), Local Development Frameworks.

2.2.3 If you want to become more involved in planning or need assistance in any way with planning issues West Midlands Planning Aid is a free service that gives people independent professional advice on relevant planning issues. More information is available on the website www.planningaid.rtpi.org.uk

2.3 Links to other community initiatives

2.3.1 It is important that the Council's strategy for community involvement is closely linked with other community involvement initiatives in the Borough.

2.3.2 A Local Strategic Partnership (LSP) is a single non-statutory, multi-agency body, which aims to bring together at a local level the different parts of the public, private, community and voluntary sectors. The Redditch Partnership includes representatives from the Borough Council, the County Council, Police, health service, education services, and business community, as well as organisations such as YMCA. There are also extensive opportunities for residents and other interested parties to become involved. All Partners contributed to the production of the Community Strategy for Redditch, formulated in 2003. The Redditch Community Strategy sets out an overarching strategy for the Borough:

"Our Vision is for Redditch to be successful and vibrant with sustainable communities built on partnership and shared responsibility. We want people to be proud that they live and work in Redditch"

2.3.3 Planning has a key role in implementing the spatial elements of the above strategy, i.e. the physical use of land in the Borough.

2.3.4 There is also a range of relevant strategies and plans prepared by the Council and other partner organisations that all planning community involvement initiatives shall seek to link with, such as the Local Transport Plan and other Economic Development and Waste disposal strategies.

2.3.5 When preparing planning documents, advice will be sought from all relevant Council services both to strengthen the actual document and to ensure that the document is in conformity with any relevant Council strategy. Continued working across Council services will also allow the Development Plans Team to become involved with other consultation initiatives, outside the immediate remit of planning. This will create the potential to inform and hopefully involve a wider range of individuals, groups and organisations than is possible through 'planning only' activities and initiatives.

2.3.6 The Development Plans Team will also liaise closely with the Communications Team during the preparation of planning documents. Document preparation will be in accordance with the Council's Communications Strategy which aims to ensure the effective flow of information between the public, stakeholders, Council staff, members, the Council's partners and the media.

Consultation material produced in corroboration with the Communications Team

Section 3

Community Involvement and Planning Policy

3.1 Planning Policy

3.1.1 The way that Planning Policy is prepared and reviewed has been significantly reformed by the Planning and Compulsory Purchase Act 2004. Inherent in the new system is a strong emphasis on effective community involvement in the process, especially in the initial stages of preparation.

3.1.2 This section of the SCI describes and explains the emerging Local Development Framework (LDF) for the Borough and details the different stages where interested parties can become involved in the shaping of planning policy in the Borough.

3.2 Statutory Development Plan Documents

3.2.1 The Planning and Compulsory Purchase Act 2004 established a new system of plan making for Local Authorities. Replacing the system of Local, Structure and Unitary Development Plans, the Government has directed that local authorities are required to produce a Local Development Framework (LDF) to sit alongside the relevant Regional Spatial Strategy and Waste Local Plan for the area, as the statutory development plan documents.

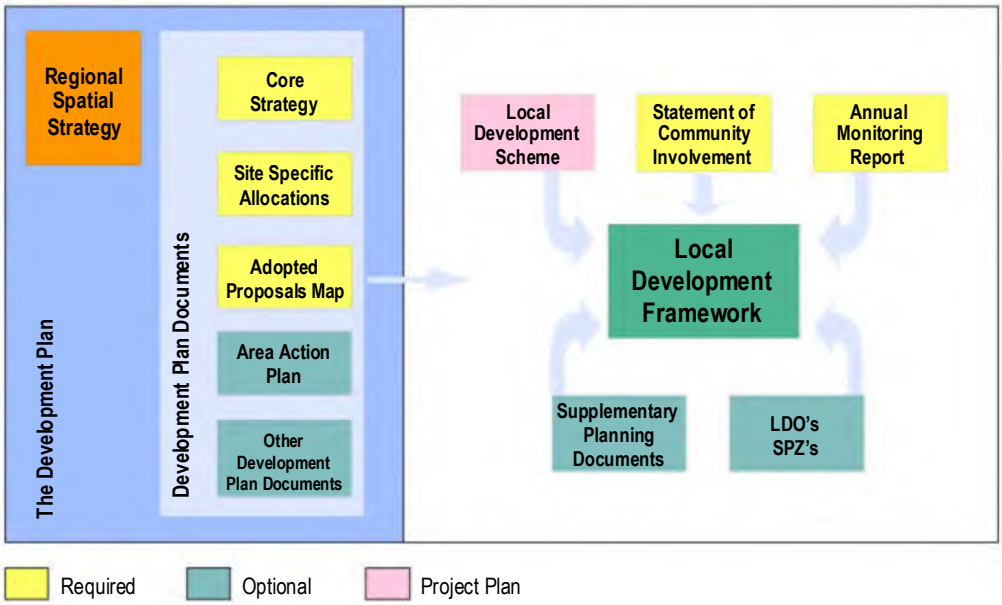
3.2.2 At the time that the Act was enforced, some Local Authorities had made significant progress in the preparation of Local Plans. Our Borough was one of these and the Council had invested significant time and resources in the preparation of Local Plan No.3. The Government was keen that Councils in our position did not simply abandon the preparation of Local Plans so 'transitional arrangements' were introduced allowing Local Plans at a specific stage of preparation to become adopted as Development Plan Documents in the Local Development Framework. The Borough of Redditch Local Plan No.3 will be adopted in June 2006 and will become the first Development Plan Document in the Borough's Local Development Framework.

3.3 Local Development Framework

3.3.1 The Local Development Framework is best understood as a portfolio of documents that detail the Council's policies for meeting the community's economic, environmental and social aims for the future where this affects the development and use of land. The LDF is a progressive collection of

documents that can be reviewed and updated as circumstances within the Borough change. The idea of the LDF as a portfolio of documents is illustrated in Figure 2 below.

Figure 2 – The constituent documents of the LDF



(Adopted from Planning Policy Statement 12: Local Development Frameworks, ODPM, 2004, p.7)

3.3.2 As Figure 2 indicates, the Local Development Framework is made up of a set of documents, collectively known as Local Development Documents (LDD's). However there are different types of LDD's that have different purposes and hold different status in the LDF. Essentially, the documents that constitute the LDF can be separated into two parts, i.e. actual planning policy documents and planning process documents.

3.4 Planning Policy Documents

3.4.1 **Development Planning Documents (DPD's) –** DPD's are afforded 'development plan' status and as such, are tested by independent examination. Section 37(6) of the 2004 Act requires that decisions on applications for the development or use of land or buildings should be made in accordance with the DPD's unless material considerations indicate otherwise. Local Plan No.3, when adopted, will be an example of a DPD.

3.4.2 **Supplementary Planning Documents (SPD's) –** SPD's are not afforded 'development plan' status and are therefore not subject to independent examination. SPD's will be used to cover a range of issues on which the Council wishes to provide additional information to elaborate upon a DPD, for example, a site specific housing site.

3.5 Planning Process Documents

3.5.1 **Local Development Scheme (LDS) –** The LDS is a three year programme of work, detailing how the Council proposes to prepare the Borough's LDF. It is a public statement that allows the Community and stakeholders to find out about the preparation and implementation of planning policies affecting the Borough. The LDS is available to inspect at the Town Hall during working hours and also on Redditch Borough Council's website: www.redditchbc.gov.uk. The LDS is reviewed annually. There may also be times when the LDS will need to be reviewed in response to changing circumstances in the Borough.

3.5.2 **Annual Monitoring Report (AMR) –** The Annual Monitoring Report (AMR) will review the progress made in meeting the targets set in the LDS and the success or failure of policies in the LDF against key indicators and performance criteria. Where appropriate, the findings of the AMR will be used to modify the targets set out in the LDS and/or policy documents contained in the LDF.

3.5.3 **Statement of Community Involvement (SCI) –** The SCI details how the local community and stakeholders can become involved in local planning processes. It sets out the Council's proposals for community involvement in the various stages of processes, whether it is the preparation of planning policy or the deliberation of a planning application.

3.5.4 As stated above, the Borough Council's LDS sets out a three year programme of work and Figure 3 overleaf outlines some of the documents that the Borough is proposing to adopt.

Figure 3 – LDF documents the Council proposes to prepare

Document	Description
Local Plan No. 3 (inc Core Strategy and Proposals Map)	**A DPD. Local Plan No. 3 provides the overall approach guiding development in Redditch until 2011. Contains site specific allocations. Also details the generic policies that will determine planning applications**
Statement of Community Involvement (SCI)	**Details the Council's proposals for informing, involving and consulting on local development documents and planning applications.**
Affordable housing provision	**An SPD. Will provide more detailed guidance on issues of affordable housing contained in Local Plan No.3**
Auxerre Avenue Development Brief	**An SPD. Will provide more detailed guidance on an allocated housing site (site 139) contained in Local Plan No.3**
North West Redditch Master Plan	**An SPD. Will provide more detailed guidance on issues contained in Local Plan No.3, in particular, policies E(EMP).6 and R.7.**

3.5.5 For further information on the LDF, including a more extensive timetable that details when the Council proposes to prepare, consult upon and adopt new policy documents, please consult the Borough's Local Development Scheme.

3.5.6 Due to the different purposes and status of the planning policy documents in the LDF, the government has directed that they are prepared in different ways. The next part of this section clearly sets out the preparation stages for DPD's and SPD's respectively. Below are two diagrams (as set out in figures 4.1 and 4.2 of Planning Policy Statement 12) detailing the DPD process and the SPD process.

Figure 4 The DPD Process

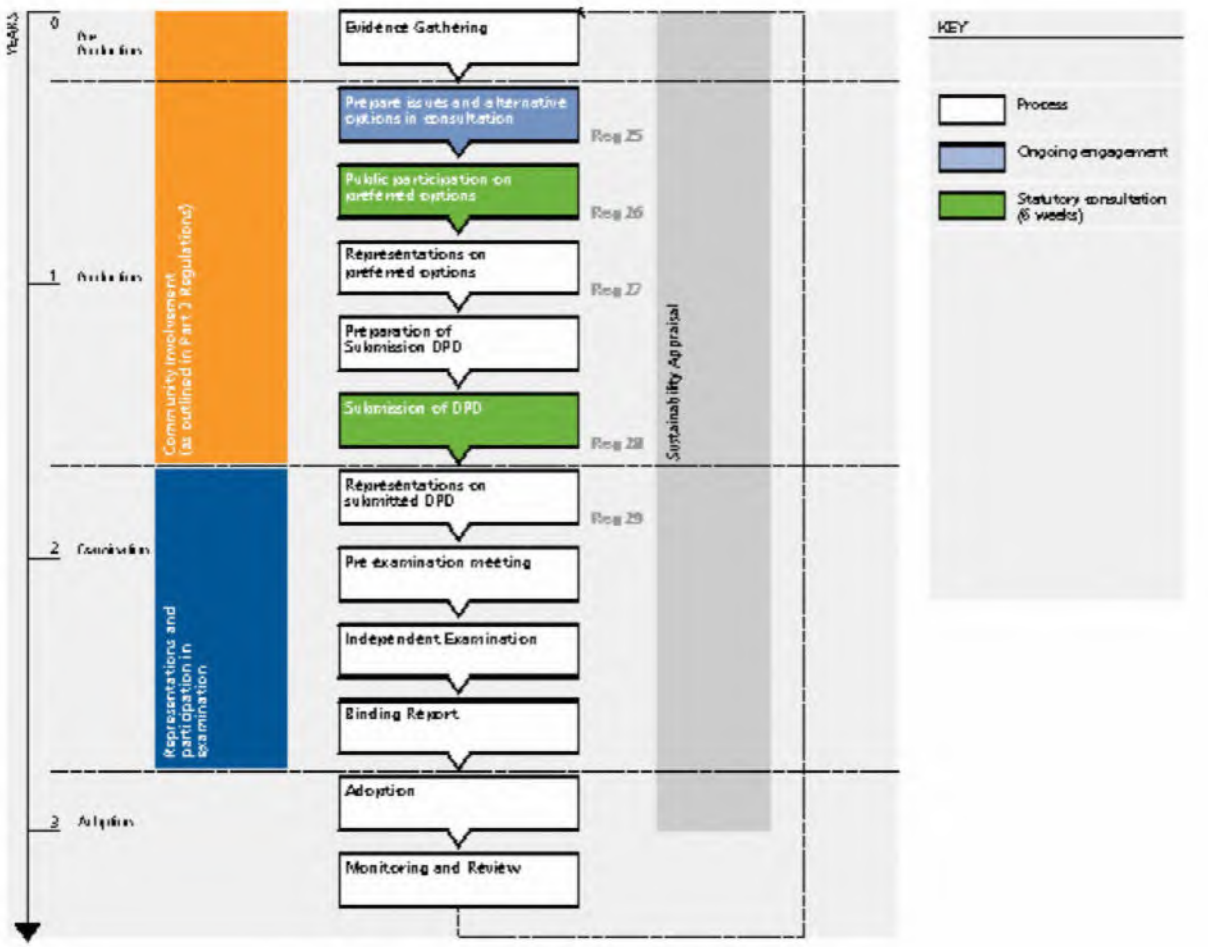


Figure 5 – The SPD Process

3.6 Preparation Stages of Development Plan Documents (DPD's)

3.6.1 There are four stages in the preparation and production of DPD's. At each stage the Council aims to involve all interested parties to ensure that all Redditch Borough Council DPD's are effective, robust documents that are founded upon the needs of local people.

3.7 Stage 1 - Pre Production (evidence gathering)

3.7.1 All DPD's produced by the Council should be founded on a thorough understanding of the social, economic and environmental needs of the Borough.

3.7.2 The Council is committed to maintaining a strong evidence base for all its policies and has made good progress in collating a detailed assessment of the Borough;

- Commissioning Studies. An Urban Capacity Study was commissioned and undertaken to identify the potential capacity for housing in the Borough (March 2003). The Housing Needs Assessment further added to the housing evidence base. Also, an Open Space Needs Assessment was published in June 2005, identifying both the Borough's overall provision of open space and that of individual wards in the Borough.
- Continued informal consultation with local stakeholders, including local businesses, Planning Agents, interest groups and individuals.
- Initial research into predicted population changes in the Borough, in collaboration with Worcestershire County Council.

3.7.3 The Council recognises that collated data is subject to change, often over a short time period and will therefore act accordingly to ensure that DPD's are based upon a strong, relevant and up to date evidence base. A Scoping Report is to be produced for the DPDs, which will form the basis of the Sustainability Appraisal. This scoping report also has opportunities for public involvement.

3.8 Stage 2 - Production (Identifying options and document preparation)

3.8.1 There are essentially three separate phases in this stage.

3.8.2 Phase (i) Using the assembled evidence base, the Council will prepare a document that details two things. Firstly, the document clearly sets out the issues that the DPD in question will address. The document then sets out the

options that are available to deal with the identified issues. This is put out for informal consultation.

3.8.3 Phase (ii) The Council will consider all comments that have been made to the issues and options document. Using these comments, the Council will produce a preferred options document, setting out preferred options for the DPD in question. This will be accompanied by a sustainability appraisal which will detail the environmental, social and economic impacts of the preferred options. Both documents will be placed on formal consultation for a six week period. Supporting information, such as background studies or assessments will also be made available to aid clarification on the preferred options that have been detailed in the document.

3.8.4 Phase (iii) Having considered all comments made during the formal six week consultation period on the preferred options and proposals, the Council will produce a submission document, containing the finalised polices and proposals. This will then be submitted to the Secretary of State for independent examination and will be accompanied by a statement of compliance explaining how the Council has complied with the Statement of Community Involvement or minimum requirements of the Regulations. The submitted DPD will also be placed on public consultation for a further six week period.

3.9 Stage 3 - Examination

3.9.1 All Development Plan Documents (DPD's) produced by the Borough Council will be subject to an independent examination to determine whether they are sound (Section 20 (5) of the Planning and Compulsory Purchase Act 2004). At a public examination, an independent planning Inspector will decide if a DPD is sound with regard to the tests of soundness set out in PPS12. Anyone may have the right to appear at the examination to challenge the soundness of the document. Following the examination, the Inspector will submit a report to the Council detailing any changes that need to be made to the document and this will be binding on the Council.

3.10 Stage 4 - Adoption

3.10.1 Following receipt of the Inspector's report, the Council will make the necessary changes and adopt the agreed document. This will be made available for public inspection at the Town Hall and put on the website at www.redditchbc.gov.uk. The document will be reviewed every three years or when appropriate in light of changing circumstances in the Borough or

evidence that it would be beneficial to make alterations. The Annual Monitoring Report will also assess the document against key indicators and performance criteria.

3.11 Stages of Supplementary Planning Documents

3.11.1 As SPD's do not hold development plan status within the LDF, there are less procedural stages to progress through before the document can be formally adopted.

3.11.2 **Stage 1 -** Using the established evidence base, the Council will produce a draft document. This will normally be without first preparing an issues and options paper, however the Council recognises that there may be occasions when preparing an issues and options paper may be appropriate to the subject and the Council will act accordingly in such cases.

3.11.3 **Stage 2 -** Once a draft document has been prepared, it will be placed on consultation for between 4 and 6 weeks depending on the subject of the particular SPD. A Sustainability Appraisal will accompany it. The Council will consider all comments received during the consultation period and make any changes where necessary.

3.11.4 **Stage 3 -** The document will then be adopted as part of the LDF.

Section 4
Our Consultation Approach for Local Development Documents

4.1.1 The preparation process for a Local Development Document is expected to take between 12 months and 3 years depending on its content and status within the LDF. There are minimum community involvement standards set out in the Regulations and the Council is committed to meeting these standards and indeed, surpassing them. However, it is important that the methods of community involvement that are employed by the Council are appropriate to the document in question and relevant to the stage that the document has progressed to. This section therefore specifically sets out the methods the Council proposes to use, detailing their intended audience, for what documents and at what stage in the process.

4.2 Methods of Involvement

4.2.1 When the Council undertook initial consultation to inform this draft SCI, the community were asked for their views on how they would like to be involved. Using these views and the experience of previous consultation initiatives, the Council have identified a range of community involvement methods to be employed during the preparation of LDD's;

Letters and emails – Letters and/or emails will be sent to all consultees and other persons that are considered to have relevant specialised interests to inform them of the opportunities to become involved in LDD preparation.

Exhibitions - Exhibitions will take a variety of forms from posters displayed in One Stop Shops to full displayed boards in the Town Hall. All exhibitions will convey information on the content and progress of the LDF and LDD preparation. Where appropriate, larger exhibitions may be staffed to answer queries and initiate interest in the preparation stages. It is anticipated that larger exhibitions will be held in the Kingfisher Shopping Centre or town centre library.

Leaflets - Leaflets will be used as a versatile way of informing of LDD preparation and progression. They will be displayed and distributed from the Town Hall, One Stop Shops and other targeted Council meetings.

Website - All planning documents produced by the Council will continue to be available online. Additional explanatory information will also be available.

Experience has indicated that the website is an effective way of initiating and maintaining community interest and involvement.

Surveys - Surveys will be used at an earlier stage of LDD production to reach a wide audience and provide informative quantative data on which to identify community priorities and opinions. Generally, surveys take the form of questionnaires, however surveys may be taken at workshops and stakeholder events.

Public Meetings – The Council holds quarterly Neighbourhood Group Meetings at various locations in the Borough. During the preparation of LDD's, meetings will be informed of progress and advised of opportunities to become involved. There will be opportunity for questions and feedback can be received on particular issues. The same approach will be adopted for meetings of the Borough's only Parish Council at Feckenham.

Workshops - Workshop events will consist of a short presentation followed by group work to discuss the issues surrounding the topic in question and identify possible solutions. A targeted range of participants will be invited, attempting to include a representative range of the local community.

Citizens Jury - Members of previous Citizens Jury will be contacted to reform the panel. Additional members will be gained through advertisement in the local press. Planning Officers will facilitate debate and discussion on particular topics or localities relevant to the LDD in question. The panel will be encouraged to identify the issues of concern and possible ways of resolving them within the remit of planning policy.

Stakeholder Panel Meetings - The stakeholders panel will consist of members of the local business community and representatives from other interested groups and bodies such as the Police, Health Authority, Residents Associations, major land owners and developers. With similar objectives to that of the Citizens Jury, the stakeholders panel will also be facilitated by Planning Officers.

School Visits - Planning Officers will offer to visit local schools and 6th form colleges in the Borough to make short presentations about the progress of the LDF and particular LDD preparation. This can be followed by opportunities for feedback and for specific issues to be raised.

Focused Presentations - Planning Officers will make short presentations on the LDF and specific LDD's to particular groups. Groups to be targeted include the Student Council, minority interest groups and organisations and action groups specific to a certain area of the Borough.

'Drop In' sessions - The public will be invited to come to the Town Hall for discussions with planning officers in an informal environment. A full colour exhibition will be put up to facilitate a good atmosphere where the public can air any comments they have. These will be held at different times of the day, including evenings, to encourage a cross section of the local community.

Press Releases - Press releases will be formulated at various stages of LDD preparation. They will detail the stage to which the document has progressed and advertise opportunities to becoming involved with the process.

Notices in Local Newspaper(s) - Public notices will be placed in local newspaper(s) advertising formal consultation periods for the LDD's.

4.3 Using the appropriate method at the appropriate stage

4.3.1 The initiatives proposed by the Council are designed to cover a range of ways that the community can become involved throughout the different preparation stages of local planning policy.

4.3.2 Some methods will only **inform**, providing information about the LDF during its different stages, informing of the preparation of different documents, different stages of preparation, how to be involved and the results of consultations.

4.3.3 Some methods will **involve** as well as inform, using activities and initiatives to work with the community to identify priorities and shape the approaches taken to particular plans and policies. The Council recognises the importance of engaging as many people as possible in this way and at an early stage to ensure the maximum benefit from such initiatives.

4.3.4 Other methods will **consult** as well as inform, asking people for their opinion on particular issues. This may be informal at a pre-production stage or during formal statutory periods of consultation. The aim of the formal consultation is to provide all interested parties with the opportunity to comment on how the Council is approaching the preparation of a particular document and ensure that the Council considers all different options.

4.3.5 The following table explains how the Council proposes to use the different consultation methods at different stages of LDD preparation. Where a particular method will be used it is marked with ✓, where it is not proposed to be used it is marked with ✗. ▲ signifies that the Council will consider the need and benefit of using the particular method in relation to the LDD in question and make an informed decision about whether it is appropriate to use.

DPD's

Stage 1- Evidence gathering

Stage 2- Preparation of draft, consultation, Preparation of submission document, consultation

Stage 3- Examination

Stage 4- Adoption

SPD's

Stage 1- Preparation of draft document

Stage 2- Formal consultation

Stage 3- Adoption

Refer to Section 3 for more information about the different stages of preparation.

Figure 4 – Community Involvement and the stages of LDD preparation

Consultation Method	Development Plan Document (DPD) Stage				Supplementary Plan Document (SPD) Stage		
	1	2	3	4	1	2	3
Letter/Email	✓	✓	✓	✓	✓	✓	✓
Exhibition	✓	✓	✓	✓	✓	✓	✓
Leaflets	▲	✓	×	×	▲	▲	×
Website	✓	✓	✓	✓	✓	✓	✓
Surveys	▲	×	×	×	×	▲	×
Public Meetings	▲	▲	×	×	▲	▲	×
Workshops	✓	▲	×	×	▲	▲	×
Citizens Jury	✓	▲	×	×	▲	▲	×
Stakeholders Panel	✓	▲	×	×	▲	▲	×
School Visits	✓	▲	×	×	▲	▲	×
Focused Presentation	✓	▲	×	×	▲	▲	×
'Drop In' sessions	✓	✓	×	×	▲	▲	×
Press Release	✓	✓	✓	✓	✓	✓	✓
Notice in Paper(s)	×	✓	×	✓	×	✓	×

4.4 Who will be involved?

4.4.1 The Council are committed to ensuring that any person who wishes to become involved in the preparation of LDD's is afforded appropriate opportunities to do so.

4.4.2 As a minimum the Council are required by government to consult with certain bodies. These are known as **Statutory Consultees** and include bodies such as:

- The Government Office for the West Midlands (GOWM)
- Regional Development Agency (RDA)
- Adjoining Local Authorities
- The Environment Agency
- The Countryside Agency
- English Nature
- Historic Buildings and Monuments Commission for England
- Strategic Rail Authority
- Relevant Telecommunications Companies
- Strategic Health Authority
- Relevant Electricity and Gas Companies; and
- Relevant Sewerage and Water Undertakers

A full list of statutory consultees is contained in Appendix 2.

4.4.3 The Council is keen to extend opportunities to become involved to as many individuals, groups and organisations as possible. An extensive database of **Non Statutory Consultees** has therefore also been formulated. This database includes a wide range of individuals, groups and organisations, who have expressed a wish to become more informed and involved in local planning issues.

4.4.4 A full list of the non statutory Redditch Borough Council consultees is contained in Appendix 3. This database is always being updated and you can be added to the database by contacting a member of the Development Plans Team (01527 64252 or devplans@redditchbc.gov.uk).

4.4.5 The Borough Council also recognises that certain LDD's may affect specific individuals or interest groups that have not previously been involved in the local planning process and are not contained on the Council's databases. These are known as **Community Stakeholders** and in such cases, the Borough will seek to identify these individuals and organisations and make opportunities available for them to become involved.

4.4.6 The Council is also eager to involve **'hard to reach' groups**. Traditionally, certain sections of the community, such as young people, elderly people, ethnic minorities, rural communities, carers and those who work long hours have not been well represented during initiatives to involve the community in the preparation of planning policy.

4.4.7 In order that the Council attempts to reach as much of the community as possible, it is important that involvement initiatives are carefully designed to include as many sections of the community as possible. The Council will:

- Contact specialist representative organisations to seek advice on how best to involve specific groups and offer to deliver Focused Presentation sessions.
- Offer opportunities (e.g. 'drop in' sessions) for people to become involved in an informal setting, thus encouraging individuals who wish to avoid more formal meetings and discussion groups to become involved.
- Hold events at different times of the day to enable people to attend who do not have 'normal' working patterns or have responsibilities that prevent them attending at particular times.
- Ensure that documents and information are available in a range of formats so that all members of the community are able to access information and become involved in LDD preparation.

4.4.8 The Council will also continue to have regard to the Race Relations (Amendment) Act 2000 to promote race equality and the Disability Discrimination Act 1995 which places a duty on all those responsible for providing a service to the public not to discriminate against disabled people by providing a lower standard of service. As stated in paragraph 1.4.1, regard will also be had to the Council's Equality Statement, set out in Appendix 6.

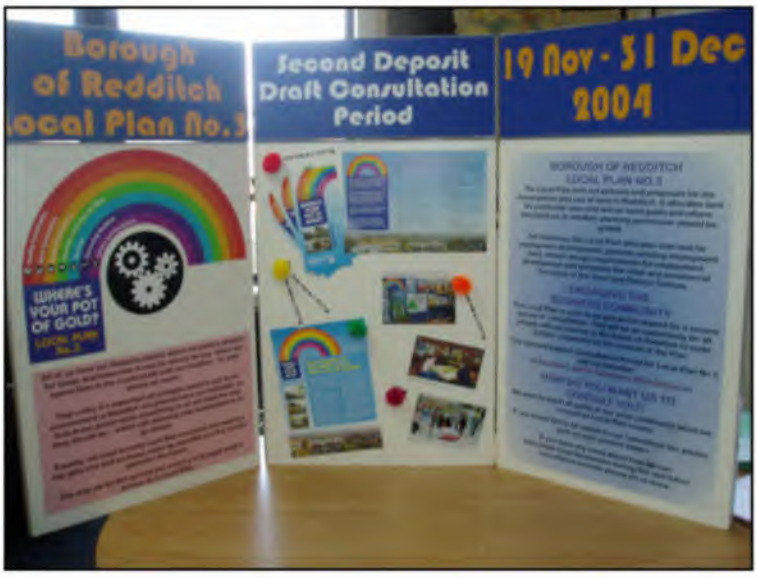
4.5 Feeding Back and using the results of Community Involvement

4.5.1 The Council aims to provide feedback on involvement initiatives undertaken in the preparation of LDD's. Where appropriate, feedback will be provided on consultation undertaken at the pre – production stage. At the end of formal consultation periods, letters of acknowledgement will be sent to all respondents. This will include a summary of what will happen to the responses received by the Council and the next steps in the process. We will also advise through the website when Submission Documents are sent to the Secretary of State, the publication of an Inspector's Report and adoption of a Document.

4.5.2 The views, opinions and responses made during the different stages of LDD preparation will be considered by the Council and the results used to inform decisions and shape the documents, alongside government legislation and regulations. All the information and comments obtained through the various community involvement initiatives proposed by the Council will be considered before preparing an initial issues paper where relevant, or draft LDD. Following formal periods of consultation, officers will summarise the representations received, provide officer comments and recommended changes to the document where considered necessary. Members of the Council will have access to all correspondence received and will decide whether to endorse officer's comments and suggested changes to the LDD where necessary. Minutes of meetings will be published and made available at the Town Hall and put onto our website.

4.5.3 However, there will be occasions when the Council will not agree or accept comments or views on emerging LDD's. Some issues that the LDD's will cover will not be open for involvement and consultation as there are certain national and regional policies that the Council must adopt and seek to implement.

4.5.4 The Council is clear in its approach to provide the opportunities for people to comment on their views of the preparation and content of LDD's and ensure they are carefully considered. The Council will be transparent in the implementation of all community initiatives to ensure that it is clear how people's views will be used and their scope of influence.



Mobile exhibition material used for Neighbourhood Group meetings

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Section 5
Community Involvement and Planning Applications

5.1.1 All development in the Borough will be in accordance with the policies and proposals contained in the Development Plan unless material considerations dictate otherwise. This is in accordance with section 38 (6) Planning and Compulsory Purchase Act 2004. The previous section of the SCI has detailed how people can contribute to the preparation of planning policy. This section clearly describes the Council's proposals for community involvement on planning applications.

5.2 Purpose of Involvement

5.2.1 The most common time for local people to become involved in the planning system is when particular planning applications are made to the Borough Council. About 650 planning applications were received by the Council in 2004 and these ranged from applications for house extensions to major applications for residential development. The decisions made on such applications shape the future of the Borough and the Council believes it is important that local people and other interested parties have opportunities to be involved in the process of determining planning applications.

5.3 Type of Application

5.3.1 The Council receives a wide range of planning applications. However it is the County Council that receives minerals and waste applications and also the County Councils own developments e.g. schools, libraries and roads. The Borough Council proposes to continue to adapt the type of community involvement to suit the particular application:

Minor Applications – Minor Applications are defined by the government as all proposals which do not meet the criteria for significant or major applications.

Significant Applications – Significant applications can cover a range of circumstances and sometimes only differ from minor applications due to the area in which the proposal relates. Generally, however an application is considered to be significant if:

- It departs from (is in conflict with) the Development Plan or other DPD's.
- It is expected that there will be a large amount of public interest.
- It involves a significant physical change to the locality.

It will be the decision of planning officers, based upon their experience as to the nature and scale of the proposal, to determine which applications are 'significant applications'.

Major Applications – Major applications are defined by the government as:

- Proposals for residential development of 10 dwellings or more.
- Proposals for residential development of more than 0.5 hectares.
- Proposals for other development use where floorspace will be 1000sq. metres or more.
- Proposals for other development use of more than 1 hectare.

5.4 How to view application proposals and comment on planning applications

5.4.1 Current planning applications are available for inspection at the Town Hall planning reception. This is open between 9am and 5pm Monday to Friday. By prior arrangement with the Development Control Office, applications can be made available for someone to view on Saturday mornings. Information on all current planning applications, along with submitted plans are also available on public access on the Council's website.

5.4.2 Guidance on how to comment on a planning application is available on the website and the Council advises that this guidance is consulted before making a representation. Comments on a planning application should be either made in writing or by email within the timescale indicated. Any comments made in response to a planning application will be placed in the application file and is then available for public inspection along with other representations received.

5.5 How a decision is taken

5.5.1 A decision whether planning permission is granted or not can be either taken by the Planning Committee or by the Head of Planning Services under delegated powers given by the committee.

5.5.2 The Planning Committee usually meet every 4 weeks, starting at 7pm. The members of the committee are supplied a report prepared by Officers on each application. All written objections received prior to report preparation are read

by Officers and the main points are summarised in the Committee Report. Later letters can be referred to in update reports or read at committee (subject to the chair's approval). An agenda containing the Planning Officers main reports is publicly available at least three clear working days prior to the Planning Committee and this is often supplemented on the day of Committee itself by a short update report containing the very latest and up to date information for the Committee consideration. The main report includes details of how many representations have been received, a summary of the main points raised and a recommendation to members as to the decision and any planning conditions to impose. To increase opportunities for community involvement when determining planning applications, the Planning Committee allows members of the public to speak at Planning Committee by prior arrangement. A leaflet, entitled 'Right to Speak Scheme – advice on how you can participate in planning control' is available from the Development Control Team and is contained as Appendix 5 to this document.

5.6 After the decision

5.6.1 Those people who have written to the Council with comments about an application will be informed of the decision by the Council. The applicant will receive a decision notice that will detail the approval and any Planning Conditions to control the development or, the refusal of planning permission and the reasons for it. Details of all the planning decisions taken by Redditch Borough Council are kept in the Planning Public Register, available to view at Planning Reception at the Town Hall. The Council will also look at ways to obtain feedback on community involvement standards within the application process.

5.6.2 Statutory requirements for community involvement on planning applications are set out in Article 8 of the Town & Country Planning (General Permitted Development) Order. The Council already undertakes more than is required to do and proposes to continue this good practice.

5.6.3 Figure 5 overleaf sets out the range of involvement, consultation, publicity and notification activities carried out at the different stages of the various types of applications received. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Figure 5 – Community Involvement during the Planning Application Process

	Methods of Community Involvement		
	Minor Applications	*Additions/ Differences For:* **Significant Applications**	**Major Applications**
Pre Application	Information and advice is available on the Council's Website, www.redditchbc.gov.uk. Development Control Officers are also available for pre application advice on (01527) 64252.	Very occasionally a public exhibition of proposals may be displayed.	Very occasionally a public exhibition of proposals may be displayed.
Application Received	1. All planning applications received are published on the Council's website. 2. Notification letters sent to adjacent occupiers, where easily defined, and appropriate statutory consultees. (see Appendix 3). 3. Site notices put up where no adjacent occupiers can be easily defined or where wider publicity considered necessary having regard to nature of the application. 4. Opportunity for anyone to submit comments within 21 days of the date of notification letter or site notice. Comments can be submitted in writing or electronically. (Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation). 5. An advert will be placed in a local newspaper only where there is a statutory requirement.	1. Letters may be sent to more than just adjacent occupiers. 2. Site notice(s) will be displayed where wider publicity is considered desirable or where there is a statutory requirement to do so i.e. applications involving a: • Tree Preservation Order • Public Footpath • Listed Building • Conservation Area 3. An advertisement will be placed in a local newspaper where there is a statutory requirement.	1. Letters may be sent to more than those who neighbour the proposed development. 2. Site notice(s) will be displayed where wider publicity is considered desirable or where there is a statutory requirement to do so. 3. An advertisement will be placed in a local newspaper where there is a statutory requirement.

	All Applications	*Additions/ Differences For:*	
		Significant Applications	***Major Applications***
Decision on Application	1. All representations received within the prescribed period will be taken into account before an application is determined. Attempts will be made to overcome objections where appropriate. Decisions will be made having regard to the Development Plan and other material considerations. Head of Planning Services will determine delegated applications in accordance with the Council's Scheme of delegation. Applications falling outside the scheme of delegation will be reported to Committee. Those people who have submitted written comments within the prescribed period will be advised of the Council's public speaking procedure at committee. 2. Planning applications considered by Planning Committee will be subject to a full report outlining all representations received. It is proposed to publish committee agendas on the Council's website.		1. All major applications will go to the Planning Committee for a decision. Those who have submitted written comments within the prescribed time will be advised of the Council's public speaking procedure at committee.
Notification	1. Individuals who submitted comments will be notified of decision. It is proposed to publish decisions and committee minutes on Council's website		1. Departure applications will be advertised and/or referred to Government Office in accordance with statutory requirements.
Appeal	1. Individuals submitting comments will be notified in the event of an appeal being lodged. 2. In the event of a public inquiry, a site notice will advertise the location, date and time and notification letters sent to interested persons and other consultees.		

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5.7 Guidance for developers

5.7.1 The Council can only initiate community involvement on planning applications it is aware of. The Council therefore encourages communication with developers seeking consent for significant or major development at the pre – application stage, even though there is no statutory requirement for this. All discussions will remain confidential unless otherwise agreed by the applicant, in so far as this is in accordance with the Environmental Information Regulations 2004. Based on the nature of the proposals, officers may choose to adopt a Development Team Approach, encouraging an integrated working practice across Council services.

5.7.2 Many significant applications trigger considerable interest from the public and other stakeholders. The Council therefore encourages developers to inform the public and other stakeholders of proposals and involve the community, where appropriate, prior to formal submission of a planning application. The Council encourages developers to produce an exhibition detailing possible proposals and where necessary, attend a public meeting to discuss the proposed development. In order for the Council's Development Control function to maintain impartiality in its later determination of applications, the Council will emphasise the lead role of the prospective applicant in undertaking such consultations.

5.7.3 All developers proposing major development are also encouraged to discuss proposals with the Council at the pre–application stage and indeed undertake initial public involvement where deemed appropriate. In addition to the benefits for the public of effective community involvement, developers can also benefit. For example:

- It can minimise the risk of mis–information about a proposed development.
- It can help avoid unnecessary and confused objections at a later stage of the process.
- It can minimise objections from the public at the Planning Committee stage.
- It can avoid an appeal and possible call in by the Secretary of State.

Section 6
Monitoring and Resources

6.1 Monitoring

6.1.1 The Council is ardent that the SCI is not a static document. It will respond to any areas of deficiency by making alterations where necessary. The Annual Monitoring Report (AMR) will play a major role in monitoring the success of the SCI against certain performance indicators. In terms of Development Plans, 'Statements of SCI Conformity', accompanying DPD's and SPD's will set out how the Council has proceeded in accordance with the SCI, provide a useful monitoring tool for LDD preparation. Furthermore, feedback on how the community is involved in both LDD preparation and the determination of planning applications is a valuable means of assessing the community involvement standards employed by the Council. Also, informally, new ideas and new experiences may change the way that the Council considers it most appropriate to involve people and the circumstances of the Borough may also change in the future. Where procedures prove to be unsuccessful or where revised procedures are needed to meet new circumstances, a formal review of the SCI and re-submission to the Secretary of State will be undertaken.

6.2 Resources

6.2.1 The Council recognises the resource implications associated with implementing effective and wide ranging community involvement. Certain methods, especially those that seek to interact with the public, such as workshop events can be both costly and time consuming. With careful consideration, the Council has developed an approach which enables effective community involvement to take place within the Council's financial and staffing constraints.

6.3 Finance

6.3.1 Sufficient funding is available within existing budgets to fund the involvement activities outlined in this Statement of Community Involvement. This includes the possible use of consultants and venue hire when required.

6.4 Staffing

6.4.1 The implementation of the Borough Council's SCI will be overseen by Planning Services. However, as previously stated, a range of other Council

services may be involved in the preparation of planning policy and the determination of planning applications.

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Appendix 1
Definition of Terms

Abbreviations:

AMR	Annual Monitoring Report
DPD	Development Plan Document
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
PPS	Planning Policy Statement
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document
SPZ	Simplified Planning Zone

Glossary of Terms

Annual Monitoring Report (AMR) – The government requires all local authorities to produce AMR's to assess the implementation of the LDS and the success of policies contained within the LDF.

Citizens Jury – A panel of local residents, as representative as possible of the local community who meet to discuss planning issues in the Borough.

Development Plan Document (DPD) – These documents have development plan status within the LDF and are subject to Independent examination.

Local Development Document (LDD) – All new planning policy documents are LDD's. These are either Development Plan Documents (DPD's), Supplementary Planning Documents (SPD's) or other 'process' documents such as the Local Development Scheme (LDS), Annual Monitoring Report (AMR) and Statement of Community Involvement (SCI).

Local Development Framework (LDF) – A 'portfolio' of LDD's that serve to deliver the planning policies and overall strategy for the Borough.

Local Development Scheme (LDS) – A document that sets out a 3 year timetable for preparation, production and adoption of LDD's.

Local Strategic Partnership (LSP) – A multi – agency body that is responsible for overseeing and implementing the Redditch Community Strategy.

Planning Policy Statement (PPS) – Planning Policy Statements set out the Governments national planning policies.

Regional Spatial Strategy (RSS) – Sets out regional approach to planning. Prepared by West Midlands Regional Assembly and covers the period up to 2011.

Simplified Planning Zone (SPZ) – An area within which planning permission is granted as part of a scheme for defined types of development. Provided that the development is in accordance with the Simplified Planning Zone scheme, there is no need to gain planning permission in the normal way.

Stakeholders – Interested parties in the local community.

Stakeholders Panel – A selection of local stakeholders who meet to discuss planning issues.

Statement of Community Involvement (SCI) – A 'process' document in the LDF, setting out the Council's proposals for involving the local community in the preparation of planning policy and the deliberation of planning applications.

Strategic Environmental Assessment (SEA) - Required by an EU directive, appraises the environmental impact of proposals and policies.

Supplementary Planning Document (SPD) – These documents cover a range of specific issues to elaborate on upon a DPD.

Sustainability Appraisal (SA) – An appraisal of the environmental, social and economic impacts of specific proposals and policies

Appendix 2
Statutory Consultees list by name

Company/Organisation

ADVANTAGE WEST MIDLANDS

ATISREAL

ARTS COUNCIL WEST MIDLANDS

BRITISH GAS PROPERTIES

BRITISH TELECOM

BROMSGROVE DISTRICT COUNCIL

CITY OF WORCESTER

COMMISSION FOR RACIAL EQUALITY

COUNCIL FOR BRITISH ARCHAEOLOGY

COUNTRYSIDE AGENCY

CROWN ESTATE COMMISSIONERS

CULTURE WEST MIDLANDS

DIOCESE OF WORCESTER

ENGLISH HERITAGE

ENGLISH NATURE

ENVIRONMENT AGENCY

ETHNIC ACCESS LINK

FIRE PREVENTION DEPT

FORESTRY COMMISSION

GOVERNMENT OFFICE FOR THE WEST MIDLANDS (GOWM)

HOME OFFICE

DEPARTMENT FOR EDUCATION AND SKILLS

DEPARTMENT OF HEALTH

DEPARTMENT OF TRANSPORT

DEPARTMENT OF CONSTITUTIONAL AFFAIRS

DEPARTMENT OF CULTURE, MEDIA AND SPORT

DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFIARS (DEFRA)

INVENTURES

MALVERN HILLS DISTRICT COUNCIL

MIDLANDS ARCHITECTURE AND THE DESIGNED ENVIRONMENT

NATONAL FARMERS UNION

NATIONAL GRID TRANSCO

NETWORK RAIL

THE OFFICE OF GAS AND ELECTRICITY MARKETS (OFGEM)

THE OFFICE OF COMMUNICATIONS (OFTEL)

SEVERN TRENT WATER

SPORT ENGLAND WEST MIDLANDS

STRATFORD-ON-AVON DISTRICT COUNCIL

WARWICKSHIRE COUNTY COUNCIL

WEST MIDLANDS REGIONAL ASSEMBLY

WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST

WORCESTERSHIRE COUNTY COUNCILLOR - REDDITCH

WORCESTERSHIRE COUNTY COUNCIL

WYCHAVON DISTRICT COUNCIL

WYRE FOREST DISTRICT COUNCIL

DEPARTMENT FOR ENVIRONMENT, FOOD AND

RURAL AFFAIRS (DEFRA)

WYRE FOREST DISTRICT COUNCIL

HEALTH & SAFETY EXECUTIVE

HIGHWAYS AGENCY

HIGHWAYS PARTNERSHIP

HM PRISON - BLAKENHURST

HOUSING CORPORATION

Appendix 3
RBC Consultees list by name

Organisation/Company

ABBEY PARK RESIDENTS ASSOCIATION

ABBEY STADIUM SPORTS CENTRE

ABBEYDALE RESIDENTS ASSOCIATION

ACCURATE CUTTING SERVICES LTD

ACERT

ACUTE HOSPITALS NHS TRUST

ADVANTAGE WEST MIDLANDS

AGE CONCERN

ALVECHURCH PARISH COUNCIL

ARROW VALE HIGH SCHOOL

ARROW VALE SPORTS CENTRE

ARROW VALLEY COUNTRY PARK

ASTWOOD BANK FIRST SCHOOL

BATCHLEY COMMUNITY CENTRE

BATCHLEY FIRST SCHOOL

BATCHLEY ONE STOP SHOP

BATCHLEY RESIDENTS ASSOCIATION

BEOLEY FIRST SCHOOL

BEOLEY PARISH COUNCIL

BIRCHENSALE MIDDLE SCHOOL

BRITISH WATERWAYS

BRITISH WIND ENERGY ASSOC

BROWN HARKNETT

BUSINESS LINK

CALLOW HILL RESIDENTS ASSOCIATION

CAMPAIGN FOR REAL ALE LTD

CENTRO

CHAMBER OF COMMERCE HEREFORDSHIRE &

CHURCH HILL COMMUNITY CENTRE

CHURCH HILL MIDDLE SCHOOL

CHURCH HILL NEIGHBOURHOOD GROUP

CHURCHES TOGETHER IN REDDITCH

CITIZENS PANEL MEMBER

CLAYBROOK FIRST SCHOOL

COMMISSION FOR NEW TOWNS

COMMUNITY COUNCIL FOR HEREFORD & WORCESTER

COMMUNITY RELATIONS COUNCIL

COUNTRY LAND & BUSINESS ASSOC.

CPRE WARWICKSHIRE BRANCH

CPRE, REDDITCH DISTRICT GROUP

CPRE, WORCESTER BRANCH

DIAL-A-RIDE

DINGLESIDE MIDDLE SCHOOL

DISABILITY INFORMATION CENTRE

DISBLED ACCESS GROUP

DONALDSONS

EMANUEL CHURCH

EMPLOYMENT SERVICE

EQUAL OPPORTUNITIES COMMISSION

FECKENHAM C E FIRST SCHOOL

FECKENHAM PARISH COUNCIL

FIRST MIDLAND RED BUSES LTD

FORDHAM RESEARCH

FORGE MILL MUSEUM

FRIENDS OF THE EARTH

HALL MECHANICAL SERVICES LTD

HARRY TAYLOR FIRST SCHOOL

HEADLESS CROSS METHODIST CHURCH

HEADLESS CROSS RESIDENTS ASSOCIATION

HEAPHY'S

HEREFORD & WORCESTER PROBATION SERVICE

HEWELL ROAD SWIMMING BATHS

HOLYOAKES FIELD FIRST SCHOOL

HOMESTART NORTH EAST WORCESTERSHIRE

ICKNIELD FIRST SCHOOL

INFORMATION CENTRE

INKBERROW FIRST SCHOOL

INKBERROW PARISH COUNCIL

JOB CENTRE PLUS

KINGFISHER CENTRE

KINGSLEY SPORTS CENTRE

KINGSLEYCOLLEGE

LAFARGE AGGREGATE LTD

LEWIS SPRING PRODUCTS

LODGE PARK RESIDENTS ASSOCIATION

LOVELL JOHNS

MARLFIELD FIRST SCHOOL

MATCHBOROUGH EAST COMMUNITY CENTRE

MATCHBOROUGH WEST COMMUNITY CENTRE

MC DONALDS RESTAURANT

METTIS AEROSPACE LTD

MOONS MOAT FIRST SCHOOL

MOUNT CARMEL RC FIRST SCHOOL

NATIONAL PLAYING FIELDS ASSOC.

NETWORK RAIL INFRASRUCTURE PLC

NORTH EAST WORCESTERSHIRE COLLEGE

NORTH WORCESTERSHIRE CHAMBER OF COMMERCE

OAKENSHAW COMMUNITY CENTRE

OAKHILL FIRST SCHOOL

OPEN SPACES SOCIETY

PALACE THEATRE

PITCHEROAK MUNICIPAL GOLF COURSE

RAMBLERS ASSOC.

RAVENSBANK FIRST SCHOOL

REDDITCH & BROMSGROVE PRIMARY CARE TRUST

REDDITCH BAPTIST CHURCH AND SUNDAY SCHOOL

REDDITCH BOROUGH COUNCIL

REDDITCH CITIZENS' ADVICE BUREAU

REDDITCH CO-OPERATIVE HOMES

REDDITCH FRIENDS OF THE EARTH

REDDITCH GOLF CLUB

REDDITCH LIBRARY

REDDITCH STUDENTS COUNCIL

REDDITCH TALKING NEWSPAPER

REDDITCH TAXICAB ASSOC.

REDDITCH WHEELS PROJECT

REDDITCH YMCA

REDDITCH YOUTH HOUSE

REDI CENTRE

RICHARD ELLIS ST QUINTIN

RIDGEWAY MIDDLE SCHOOL

ROAD HAULAGE ASSOC.

ROMAN WAY FIRST SCHOOL

ROYAL BRITISH LEGION

RSPB CENTRAL ENGLAND OFFICE

SALEWAY PARISH COUNCIL

SAMBOURNE PARISH COUNCIL

SCOTTISH WIDOWS PLC

SERRAG

SHOPMOBILITY

SLATER YENDALL LTD

SMALLWOOD RESIDENTS ASSOC.

SOUTH WEST ACTION GROUP

SOUTHCREST RESIDENTS ASSOC.

ST AUGUSTINES CATHOLIC HIGH SCHOOL

ST BEDES CATHOLIC MIDDLE SCHOOL

ST GEORGES AND ST STEPHENS CHURCH

ST GEORGES CE FIRST SCHOOL

ST LUKES CE FIRST SCHOOL

ST PETERS CE MIDDLE SCHOOL

ST STEPHENS CE FIRST SCHOOL

ST THOMAS MORE CATHOLIC FIRST SCHOOL

ST. AUGUSTINES SPORTS CENTRE

STEP OUT DROP IN

STOCK & BRADLEY PARISH COUNCIL

STUDLEY PARISH COUNCIL

SUNRISE PROPERTIES

TENACRES FIRST SCHOOL

THORNFIELD PLC

TONYS HANDYMAN DIY

TOWN CENTRE COMMUNITY CENTRE

TRINITY HIGH SCHOOL

VAYNOR FIRST SCHOOL

VISIT HEART OF ENGLAND

WALKWOOD CE MIDDLE SCHOOL

WALKWOOD COMMUNITY CENTRE

WARWICKSHIRE COUNTY COUNCIL

WARWICKSHIRE WILDLIFE TRUST

WCC CRABS CROSS DIVISION

WEBHEATH FIRST SCHOOL

WEST MERCIA CONSTABULARY

WEST MIDLANDS P T E

WEST MIDLANDS PLANNING AID

WEST MIDLANDS REGIONAL FORUM

WILDLIFE TRUST

WINDMILL RESIDENTS ASSOC.

WINYATES BARN COMMUNITY CENTRE

WINYATES EAST COMMUNITY CENTRE

WINYATES GREEN COMMUNITY CENTRE

WINYATES GREEN RESIDENTS ASSOC.

WINYATES ONE STOP SHOP

WOMENS INSTITUTE

WOODFIELD MIDDLE SCHOOL

WOODROW COMMUNITY CENTRE

WOODROW FIRST SCHOOL

WOODROW ONE STOP SHOP

WOODROW RESIDENTS ASSOC.

WORCESTER DBF

WORCESTERSHIRE ARCHAEOLOGICAL SERVICE

WORCESTERSHIRE COUNTY COUNCIL

WORCESTERSHIRE WILDLIFE TRUST

Appendix 3 cont'd
Developers and Consultants list by name

Company

BARRATT WEST MIDLANDS

BARTON HASKER LTD

BARTON WILMORE PLANNING

BEAZER STRATEGIC LAND

BIGWOOD CHARTERED SURVEYORS

BOVIS LENDLEASE LTD

BRUTON KNOWLES

BRYANT GROUPTAYLOR WOODROW

CB RICHARD ELLIS

CENTAC

CHESTERTON PLANNING & DEVELOPMENT

COUNTRY & METROPOLITAN PLC

COUNTRYSIDE STRATEGIC PROJECTS PLC

CROSBY HOMES MIDLANDS LTD

DAVID PAYNE HOMES LTD

DAVID WALKER CHARTERED SURVEYORS

DAVID WILSON HOMES

DIALOGUE

DRIVERS JONAS

FAIRCLOUGH HOMES

FISHER GERMAN

FULLER PEISER

GALLAGHER ESTATES

GL HEARN

GMA PLANNING

GOUGH PLANNING SERVICES

GR PLANNING CONSULTANCY

GVA GRIMLEY

HARDYS & HANSONS

HARRIS LAMB

HILLIER PARKER

HOUSE BUILDERS FEDERATION

INVENTURES

JOWITT ASSOCIATES

LANDMARK INFORMATION GROUP LTD

LANDMARK PLANNING LTD

LANG HOMES STRATEGIC LAND

MALCOLM JUDD AND PARTNERS

MOBILE OPERATORS ASSOCIATION

MONO CONSULTANTS LTD

MORRIS HOMES (WEST MIDLANDS) LTD

NAI FULLER PEISER

PEACOCK AND SMITH

PEGASUS PLANNING GROUP

PENRILLA CONSULTANTS LTD

PERSIMMON HOMES (SOUTH MIDLANDS) LTD

RIDGEWAYS

ROGER TYM & PARTNERS

RPS

RPS GROUP PLC

SAVILLS

SECONDSITE PROPERTY

STANSGATE PLANNING CONSULTANTS

STEWART VICK ASSOC.

STONELEIGH PLANNING PARTNERSHIP

TERENCE O'ROURKE PLC

TETLOW KING PLANNING

THE BELL CORNWELL PARTNERSHIP

THE DEVELOPMENT PLANNING PARTNERSHIP

THE PLANNING BUREAU LTD

TURLEY ASSOCIATES

TWEEDALE LTD

TYLER-PARKES PARTNERSHIP

WALL JAMES & DAVIES

WESTBURY HOMES HOLDINGS LTD

WILSON CONNOLLY MIDLANDS

WIMPEY HOMES WEST MIDLANDS LTD

WOOD FRAMPTON

Appendix 4
Statutory Consultees for Planning Applications

Advantage West Midlands

Ancient Monuments Society

Arboriculture Officer

Bromsgrove District Council

British Gas

British Horse Society

British Telecom

Conservation Advisor

Commission for Architecture & The Built Environment

Council For British Archaeology

Chamber of Commerce – Redditch

Chamber of Commerce – Herefordshire and Worcestershire

Campaign to Protect Rural England

Cultural Services

Development Plans Redditch Borough Council

Environment Agency

Economic Development Unit Redditch Borough Council

Education Authority

English Golf Union

English Heritage

Environmental Health Redditch Borough Council

English Nature

Engineer

First Midland Red

Fire Officer

Feckenham Parish Council

Georgian Group

Highways Agency

Highways Partnership

Health and Safety Executive

Landscape & Countryside Service

Lifeline

Ministry Of Agriculture

MEB

Minerals Consultation Area

National Care Standards Commission

National Grid

Nursing Homes

Ofsted Early Years Directorate

Society For the Protection of Ancient Buildings

Property Management Redditch Borough Council

Crime Risk Manager

Ramblers Association

Residential Homes

Public Rights of Way

Railtrack Midlands

Stock And Bradley Parish Council

Stratford District Council

Severn Trent Water

The Theatres Trust

Victorian Society

Worcestershire County Council

Worcestershire Archaeological Service

Wychavon District Council

Worcestershire Wildlife Trust

Warwickshire Wildlife Trust

How long will I be able to speak?

There is a time limit of 3 minutes for each individual or group of speakers. Objectors, for example, will normally be heard in the order in which they have contacted the Development Control Team until the three minutes has expired. However, objectors are encouraged to get together and decide to make a joint case, appointing a representative or varying the order of speakers in the interests of the efficiency of the meeting.

Can I ask questions of the other speakers?

You may include questions in the time allocated to you, but the Committee has no powers to require other speakers to answer your questions. Generally, it would be preferable for you to ask questions on the basis of the information given to you. You must not interrupt other speakers, nor interrupt the Committee debate.

What are the relevant issues in considering proposals?

The relevant issues will vary with the nature of the proposal and the site, but may include:

Structure plan and local plan;
Government orders and guidance;
Case law and previous decisions;
Highway safety and traffic;
Noise, disturbance and smells;
Design appearance and layout;
Conservation (buildings, trees etc);
Residential amenities.

What issues are irrelevant in reaching planning decisions?

Again, they will vary from case to case, but the following are usually irrelevant:

Matters covered by other laws
(e.g. alcohol licence);
Private property rights
(e.g. boundary or access disputes);
The developer's morals or motives;
Possible future development;
Nature of future occupants.

Who do I ask if I have any queries?

If you have any questions not answered by the advice given in this leaflet, please contact any member of the:

Development Control Team
Redditch Borough Council
Town Hall
Redditch
Worcestershire
B98 8AH

Telephone No: 01527 64252.
Extension No: 3399. Mr A. Hussain.

REDDITCH BOROUGH COUNCIL

Appendix 5
Right to Speak Scheme – advice on how you can participate in planning control

RIGHT TO SPEAK SCHEME

Advice on how you can participate in planning control

REDDITCH BOROUGH COUNCIL

YOUR RIGHT TO PARTICIPATE IN PLANNING CONTROL

Members of the public have the right to speak at meetings of the Planning Committee during the consideration of any application under the Town and Country Planning legislation.

This leaflet tries to answer some of the questions you might have about the procedures and what to expect at the meeting itself. It is based on some simple rules, which the Council has formulated in order to make the system as fair and as easy as possible. The purpose of the right to speak is to give members of the public an opportunity to make their views known directly to the Committee.

The advice in this leaflet applies equally to objectors, applicants, their agents and their supporters.

Does the right to speak scheme alter existing procedures for publicising planning applications?

No. Planning applications will continue to be publicised in well-established ways, either by a site notice, by letter to neighbours and sometimes by a notice in the local press. If you wish to object to a proposal, you should write within three weeks or other time notified to the Development Control Manager giving reasons. Please note that the Development Control Manager has the power to determine certain applications if no objections are received by the relevant closing date. If the application goes to Committee, a summary of any objections received are reported to the Committee.

If I object to a proposal, do I have to speak at the Committee meeting?

No. Your objection is reported to the Committee anyway and it is up to you whether or not you attend the Committee meeting. You may decide that, because of the Officer's recommendation is to refuse the proposal, there may be little point in amplifying your objection; please note, however, that the Officer's recommendations are not always accepted by the Committee.

If I am the applicant or the agent do I have to speak at the Committee meeting?

No. If the Officer's recommendation to the Committee is to approve the proposal you may decide that there is little to add to the report and you are urged not to take up Committee time in repeating the Officer's comments. If the Officer's recommendation to the Committee is to refuse the proposal, you may wish to present your case for approval. Please note, however, that the Officer's recommendations are not always accepted by the Committee.

If I want to speak, how do I arrange it?

About a week before the meeting, we will write to every person who has commented in writing on proposals being considered at the meeting. We will also notify all applicants (or their agents) whose proposals are to be considered and any other supporters of the application. If you want to speak, you will then need to contact us, preferably in writing, but a telephone call will do, by no later than 4pm on the Friday before the Committee.

What order will the items be in the Committee meeting?

The Committee items are published in two parts, in the main agenda and in an Update Report on the day of the meeting. The agenda is re-arranged on the day of the meeting, taking items with the most public interest first. The time taken by each item is difficult to predict and accurate estimates of when each item is to be heard cannot be given.

What is the order of speaking on each item at Committee?

Objectors
Supporters
Applicant or agent
Ward Member

Members of the Committee may question each speaker after they have spoken. There then will be an opportunity for debate by the Committee, where further information may be sought from the Planning Officer and then the decision is made. If appropriate, the Committee may defer the application until the next meeting for further information, negotiations, or a site visit. If this happens, the whole process for public speaking is repeated. Direct questioning is not allowed. Although, your questions will be addressed during the subsequent debate where possible.

Appendix 6
Equalities Statement

This policy is intended to operate within the Council's commitment to equalities and diversity including:

- Equal treatment regardless of race, gender, age, disability, sexual orientation, religion or belief, with reasonable adjustments where necessary in line with the Disability Discrimination Act.

- Working to eliminate ***unlawful*** discrimination.

- ***Promoting equal opportunities***

- Promoting community cohesion***, including good relations between people from different racial groups***.

- Providing reasonable access to interpretation or support on request.

- Responding to the needs of all, and working to engage all sections of the community.

This policy will be assessed as part of a rolling programme of reviews to ensure that it does not have a detrimental or disproportionate effect on any group.

Any concerns that the policy is operating in a way that could be construed as discriminatory should be passed to the responsible Manager and will be dealt with as part of the official Complaints Procedure, in line with the Council's Equality Schemes.

REDDITCH BOROUGH COUNCIL

making a difference

Statement of Community Involvement

June 2006

This and other Local Development Framework documents can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact:

Suzanne Bennett, Communications Manager,
Redditch Borough Council, Town Hall,
Walter Stranz Square, Redditch, Worcestershire B98 8AH
Email: suzanne.bennett@redditchbc.gov.uk

If you need help commmunicating in English, please contact Ethnic Access Link: Tel. 01905 25121

Urdu 01905 25121 اگر آپکو انگریزی میں بات چیت کرنے میں مدد درکار ہے تو 'ایتھنک ایکسیس لنک' کو اس نمبر پر فون کیجیئے

Punjabi ਜੇ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਗੱਲ ਕਰਨ ਲਈ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਐਥਨਿਕ ਐਕਸੈੱਸ ਲਿੰਕ ਨੂੰ 01905 25121 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

Bengali ইংরেজীতে যোগাযোগ করতে সহায়তার প্রয়োজন হলে দয়া করে 'এথ্‌নিক এ্যাকসেস্ লিঙ্ক' এর সঙ্গে 01905 25121 নম্বরে ফোনে যোগাযোগ করুন।