



Statement of Community Involvement

Adopted June 2006



FOREWORD

The Statement of Community Involvement (SCI) has been prepared by the Borough Council under the provisions of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004.

The Statement of Community Involvement sets out how the Borough Council will engage the community in the preparation of Local Development Framework documents and on planning applications.

The Statement of Community Involvement was adopted on 14th June 2006 following extensive community involvement and an independent examination.

Initial consultation	July 2005
6-week consultation period on Draft SCI	September – November 2005
Submission of SCI to Secretary of State	8 December 2005
8-week consultation period on Submission SCI	December 2005 – February 2006
Independent Examination by written representations	March – April 2006
Adoption	14 June 2006

Further copies of this Statement of Community Involvement may be examined or purchased at the Council Offices, Marmion House, Lichfield Street, Tamworth. You can also view this document on our website at www.tamworth.gov.uk.

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1. SETTING THE SCENE

The planning system has often been criticised for being slow, overly complex and for failing to effectively engage the community. To address these criticisms the government has reformed the planning system. The aim is to speed up the process and to make it more responsive to change and the needs of a local area. Greater community involvement is central to achieve this aim.

1.1. Benefits of community involvement

Greater community involvement can deliver many benefits including:

- Greater public ownership and sense of democracy;
- Improved community relations;
- A speedier and more cost-effective decision making process;
- More effective decisions which address the concerns and meet the needs of local communities.

The reforms to the planning system, which came into force in September 2004 under the Planning and Compulsory Purchase Act, have put community involvement at the heart of the system. A key aim of the reform is to encourage people to get involved in the planning process at an early stage and in a meaningful way.

To make it easy for people to get involved it is essential that they are aware of opportunities for community involvement. They need to know when they can get involved and how. This is the purpose of the Statement of Community Involvement.

1.2. The Statement of Community Involvement (SCI)

The Statement of Community Involvement sets out our vision and strategy for community involvement in planning. The aim is to explain when and how you can expect to be involved in the development plan-making process and the decision making process on planning applications.

The Statement of Community Involvement provides details on:

- The range of community groups who need to be involved;
- The methods that will be used to involve different community groups in a timely and accessible way;
- How the consultation results will feed into decision-making processes;
- What resources will be available to manage community involvement; and
- When and how the Statement of Community Involvement will be reviewed.

The Statement of Community Involvement will not only inform you about opportunities for involvement, it will also provide a tool to hold us to account. Once the Statement of Community Involvement has been adopted, we have to follow it and must prepare all documents and consider all planning applications in line with the adopted document. In the meantime we will have to follow the minimum requirements for public involvement set out in the regulations¹.

¹ Town and Country Planning (Local Development) (England) Regulations 2004; see **Appendix 1**

2. THE NEW PLANNING SYSTEM

In the past we have produced a Local Plan, which included policies on various planning issues such as nature conservation, housing allocations and retail developments. Over the coming years this Local Plan will be replaced by a set of documents which collectively will be called our '**Local Development Framework**'. Instead of producing one document outlining a wide range of policies, we will produce a 'folder' or collection of individual documents dealing with a specific issue or topic. The advantage of this is that we can set priorities and produce or review an individual document when it is needed without having to review the whole plan.

2.1. The Local Development Framework (LDF)

The Local Development Framework will cover a whole set of documents, which are called Local Development Documents (LDD). There are two types of Local Development Documents: Development Plan Documents (DPD) that set out specific policies and Supplementary Planning Documents (SPD) which expand these policies or provide additional detail.

The following documents will also form part of the Local Development Framework: the Statement of Community Involvement (SCI), the Local Development Scheme (LDS) and the Annual Monitoring Report (AMR).

2.2. What documents will we prepare?

We will produce the following documents over the next three years:

- A **Local Development Scheme** (LDS) has already been prepared and came into force in April 2005. It sets out the Council's programme for the production of Local Development Documents over the next three years.
- The **Statement of Community Involvement** (SCI) will set out how the Council will involve the public in the preparation of the LDF and planning application decisions.
- A **Core Strategy** will set out the area-specific vision, measurable objectives and strategic policies for the borough.
- A **Site Allocations Development Plan Document** will identify sites for future development including sites for housing and employment.
- **Sustainability Appraisals** (SA) will assess the social, economic and environmental effects of policies and proposals included in a Local Development Document. A Sustainability Appraisal will be prepared alongside the Core Strategy and Housing DPD. It may also be necessary to prepare a SA in conjunction with a Supplementary Planning Document.
- An **Annual Monitoring Report** (AMR) will be prepared each year in December providing details of policy implementation and progress on LDD preparation.
- **Supplementary Planning Documents** will be produced as necessary.

The Local Development Scheme (LDS) provides more detail about the content and programme for the production of these documents². If you would like a copy please contact the Development Plan Team or visit our website www.tamworth.gov.uk.

² A timetable for the production of Local Development Documents is included in **Appendix 4**.

2.3. Links with other strategies

The new Local Development Framework constitutes a move away from traditional land use plans to a spatial planning approach. Spatial planning goes beyond traditional land use planning. It seeks to integrate policies for the development and use of land with those of other policies and programmes, which influence the nature of places and how they function.

When preparing a Local Development Document it is therefore important to take relevant national, regional and local policies and strategies into account. Which policies and strategies are of importance depends on the Local Development Document being prepared. An assessment of which policies and strategies are relevant will always take place at the very start of the production process of a Local Development Document.

One strategy in particular will play an important role when preparing the new Local Development Framework: the Tamworth Community Plan.

The Community Plan

The Tamworth Community Plan provides the over-arching strategy and identifies the way in which we are going to plan the future of the borough. The Plan is reviewed each year and updated on the basis of best available information. It has been written by local people and other organisations coming together to form a Local Strategic Partnership (LSP) for Tamworth.

Tamworth's Local Strategic Partnership has been in existence since 2002. It brings together groups and organisations from the public, private and voluntary sectors working to make Tamworth:

“A prosperous, safe, healthy community in which the people who live, work and play have pride and are actively included in improving their quality of life.”

Tamworth's Local Strategic Partnership is made up of the following six theme groups:

- Community Safety Partnership
- Social Inclusion, Health and Housing
- Sustainable Environment
- Economic Development Partnership
- Culture, Sport and Learning
- Community Involvement and Participation

Each of these partnerships consists of groups and organisations with particular expertise or knowledge to make the vision for Tamworth reality.

As the Local Strategic Partnership brings together, and draws on the knowledge of, various groups and organisations from the public, private and voluntary sector it will be an important consultee and will often be the first point of contact.

Local Development Documents will have regard to the Community Plan and ensure that land-use requirements arising from that plan are addressed. In turn, as it is updated, the Community Plan is expected to consider development issues and requirements arising from the preparation of Local Development Documents. Co-ordinating community involvement for both the Community Plan and Local Development Documents would be beneficial as it reduces duplication and repetition of activities. We will therefore aim to synchronise community involvement. Similarly, integration with the Council's corporate communications strategy is desirable.

3. DEVELOPMENT PLAN DOCUMENTS (DPD)

3.1. Who will be involved?

Government guidelines³ require us to involve certain groups and organisations in the preparation of Development Plan Documents. These groups and organisations can be divided into two categories:

1. Specific consultation bodies
2. General consultation bodies

Appendix 2 sets out the government requirements specifying who we are expected to consult.

Specific consultation bodies

'Specific consultation bodies' are those groups and organisations which we have to involve in the preparation of all Local Development Documents (LDDs).

The 'specific consultation bodies' include:

- West Midlands Regional Assembly (Regional Planning Body)
- Government Office for the West Midlands
- Adjoining authorities
- Adjoining Parish Councils
- Countryside Agency
- Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Network Rail
- Advantage West Midlands (Regional Development Agency)
- Strategic Health Authority
- Owners/controllers of telecommunications apparatus
- Those organisations that provide electricity, gas, water and deal with sewerage

General consultation bodies

'General consultation bodies' are those groups and organisations that may be involved depending on the issue or subject matter of the document being prepared.

The 'general consultation bodies' include:

- Voluntary bodies whose work benefits any part of the borough;
- Bodies representing the interests of different racial, ethnic or national groups in the area;
- Bodies representing the interests of different religious groups in the area;
- Bodies representing the interests of disabled persons in the area; and
- Bodies representing the interests of the business community in the area.

We will also consult with the various government departments as appropriate and other relevant consultees.

³ Planning and Compulsory Purchase Act (2004), Planning Policy Statement 12 (PPS12); available at www.odpm.gov.uk

Analysis of Tamworth's Community

We recognise that it is essential that we develop a clear understanding of our communities and their needs in order to effectively involve them in the production of Development Plan Documents. That is why we have carried out an initial analysis of the composition of our community. We have identified communities that are bound together by personal characteristics or an area of shared interest. Public and semi-public organisations and agencies have also been included. **Appendix 3** provides a description of these communities; identifies potential areas of interest and lists organisations that represent each community.

This initial analysis will help us to identify those groups and organisations that need to be involved in the production process of specific Development Plan Documents. It will help us to identify relevant 'general consultation bodies'. This analysis will be developed and refined throughout the preparation and use of the Statement of Community Involvement.

Consultation database

We have set up a consultation database which includes details of individuals, groups and organisations that have indicated that they wish to be involved in the production process of Development Plan Documents. These database entries include those which represent the categories of consultees identified at **Appendix 2**. This database will provide a useful means to keep stakeholders and interested parties informed about the progress on Local Development Document preparation and opportunities for community involvement. If you would like to be included in the database please contact a member of the Development Plan Team.

3.2. When will we involve you?

The preparation process for Development Plan Documents can be divided into 5 stages as summarised below.

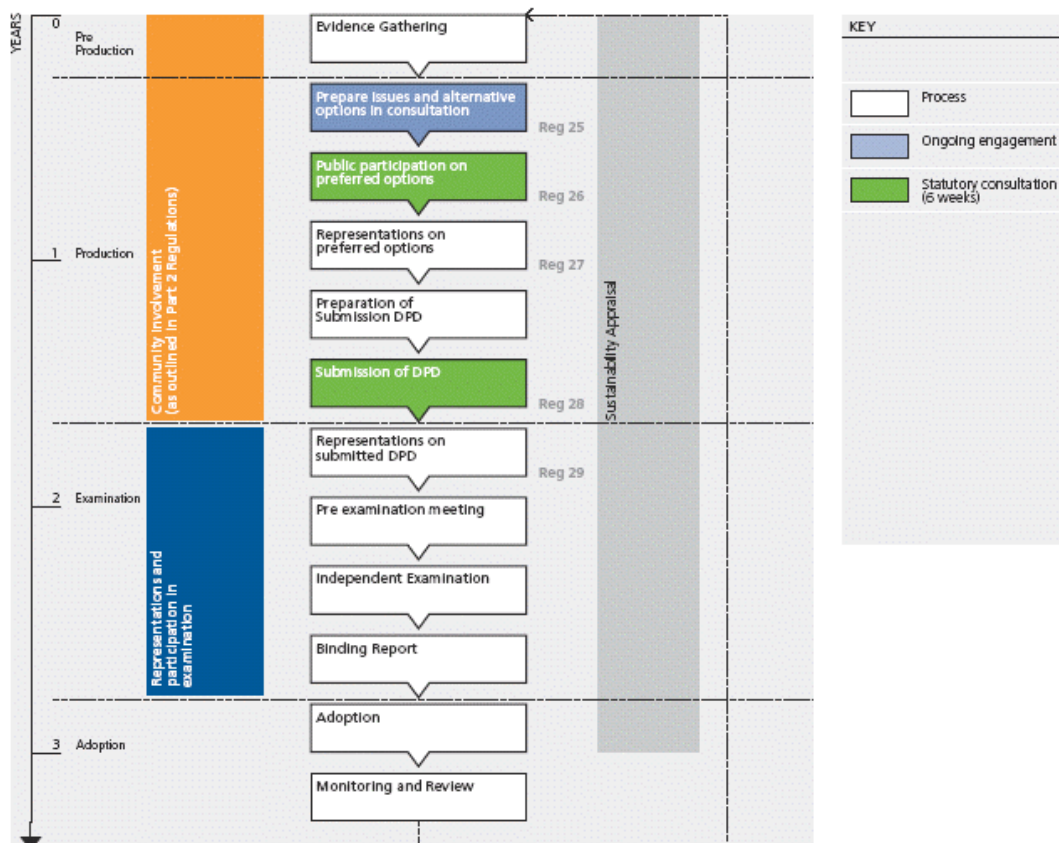
- Stage 1: Pre-production** – We will collect and update information in order to develop a clear understanding of a certain topic or subject matter. This will help us to identify local needs, constraints and opportunities.
- Stage 2: Production** – We will develop issues and options in conjunction with the community based on the evidence gathered. We will then set out our proposed policy direction together with relevant issues, proposals and alternative approaches in a Preferred Options Report. Following formal participation we will prepare the Development Plan Document having regard to the representations received on the Preferred Options Report.
- Stage 3: Submission** – The Development Plan Document will then be submitted to the Secretary of State and representations will be invited on the submitted Development Plan Document during a six week consultation period. During the submission consultation on a Site Allocations Development Plan Document, alternative sites may be put forward and/or changes to the boundaries of identified sites may be proposed. If this case arises, an additional six-week consultation period will be held on the new sites and/or proposed boundary changes.
- Stage 4: Examination** – An Inspector will be appointed by the Secretary of State to hold an independent examination to consider if the Development Plan Document is sound, that is to say whether it is robust and dependable.
- Stage 5: Adoption** – The Inspector will prepare a report on the soundness of the Development Plan Document. This report is binding; we must adopt the Development Plan Document in accordance with the Inspector's report.

Table 1: When will we involve you?

Pre-production	Community involvement is not prescribed at this stage. It will be for us to determine whether community involvement is required and what the most appropriate means would be. The level of community involvement will largely depend on the type of Development Plan Document being prepared.
Production	During this stage community involvement plays an essential role. Informal community involvement will be undertaken at an early stage. We will involve a variety of stakeholders – relevant specific consultees and other organisations such as local community groups, environmental organisations, developers, landowners and agents – to discuss issues and participate in developing proposals and options. Stakeholders and interested parties will also have the opportunity to submit formal representations during a six-week consultation period on the Preferred Options Report. Representations received during this six-week consultation period will be taken into account in the preparation of the Submission Development Plan Document.
Submission	Formal representations can be submitted during a six-week consultation period. An additional six-week consultation period may be held on a Site Allocations Development Plan Document if representations seeking the inclusion of alternative sites and/or changes to the boundaries of identified sites are submitted during the initial consultation period. You can then make comments about these alternative sites or proposed boundary changes during the additional six-week consultation period.
Examination	If you have made a formal representation at the submission stage then the Inspector will consider your representation.
Adoption	There will be no opportunities for community involvement at this stage.

The following diagram provides a detailed illustration of the process for Development Plan Document preparation.

Figure 1: The Development Plan Document Process*



*Source: Planning Policy Statement 12 (PPS12): Local Development Frameworks.

A timetable for the production of the Core Strategy and the Development Plan Document on Housing is included in **Appendix 4**. It clearly shows key milestones in the preparation process and opportunities for community involvement in line with the above.

3.3. How will we involve you?

The Government has set minimum standards⁴ for community involvement, which we will always adhere to. However, we need to do more than the minimum to ensure that the community is involved in a meaningful and constructive way. There are plenty of methods that can be used to inform, consult or involve the community. In order to employ the right method at the right stage we have to develop a clear understanding of the needs of our communities and we have to be aware of the advantages and shortcomings of different methods.

We have undertaken an initial analysis of different methods that can be used to involve the community. This analysis (see **Appendix 5**) looks at the benefits, limitations and resource implications of different involvement techniques. Our choice of methods set out below is based on this analysis. Over time we will gain a better understanding of our communities and the best way to engage different sectors of the community. We will therefore keep our involvement with you under review and introduce changes as necessary.

At every stage

We recognise that knowledge and information is essential in order to participate in the planning process. We will therefore share our knowledge and keep you informed throughout the preparation process of Development Plan Documents.

We will:

- Directly contact stakeholders and interested parties included in our database and keep them informed;
- Publish all relevant information on our website;
- Make best use of local newspapers (articles, adverts and press releases);
- Publish articles in 'Talkback', the Council's newsletter;
- Prepare leaflets/brochures to ensure wider publicity.

Pre-production stage

We will identify relevant local, regional and national policies and strategies to ensure that they are taken into account in the production process. We will use questionnaires to find out about people's concerns and to identify local needs, constraints and opportunities. We will contact and hold meetings with relevant stakeholders to gather more detailed information and to fill gaps in our knowledge base. However, the scope and level of community involvement will depend on the type of Development Plan Document being prepared.

Production stage

Recognising that Tamworth's community is diverse we will use a variety of methods to discuss and develop ideas. Table 2 provides an overview of the methods which will be used to discuss issues and options and to develop Preferred Options.

⁴ Town and Country Planning (Local Development) (England) Regulations 2004; see **Appendix 1**

Table 2: How we will involve you in developing Preferred Options

Method	Local community groups with little or no knowledge of planning	Groups with some knowledge of planning; e.g. Local Strategic Partnership	National organisations such as CPRE, English Heritage	Groups and organisations with planning background; e.g. planning consultants	Planning authorities; e.g. Government Office, neighbouring authorities
Questionnaire/survey	✓	✓	✓	✓	✓
Public exhibition	✓	✓			
Public meeting		✓			
Stakeholder meeting		✓	✓	✓	✓
Workshops	✓	✓			

Following the publication of the Preferred Options Report you can submit comments during a six-week consultation period. To publicise this and to enable your involvement we will:

- Advertise in both the Tamworth Herald and the Tamworth Times and issue a press release;
- Make the submitted Development Plan Document available at the Council Offices, Tamworth Library, Wilnecote Library, Glascote Library and other public venues as appropriate;
- Make an electronic copy of the document and any supporting information available on our website so that you can view or download it;
- Write to stakeholders and interested parties included in our consultation database making clear where and when the relevant material can be inspected, how copies can be obtained and about the closing date for representations;
- Send hard copies of the Development Plan Document and any supporting material to statutory consultees.

Submission

You can submit comments during a six-week consultation period from the date the Council submits the Development Plan Document to the Secretary of State. We will ensure that the consultation period is sufficiently publicised (newspapers, the Council's website, direct mail) and that you have easy access to a copy of the Development Plan Document (at various public venues and the Council's website).

During the submission consultation on a Site Allocations Development Plan Document we may receive representations seeking the inclusion of alternative sites and/or changes to site boundaries. As soon as the consultation period ends we will advertise the fact that alternative sites and/or boundary changes have been proposed. You will then have the opportunity to submit comments on these alternative sites and/or proposed boundary changes during an additional six-week consultation period. The additional consultation period will be publicised in local newspapers and on the Council's website. You will be able to view the proposals for alternative sites and/or boundary changes at various public venues and the Council's website.

Examination

Anyone who made a representation at the submission stage and whose objection(s) are still outstanding has the right to have his or her representation considered by an independent Inspector appointed by the Secretary of State. There will be a Pre-Examination Meeting at which the Inspector will agree with all those who have made representations how their views will be considered. The Inspector will consider most representations by way of written evidence although everyone has a right to an oral hearing. Written representations will carry the same weight as oral representations. An oral hearing could take the form of a round table discussion, a hearing or a formal inquiry.

Appendix 6 provides an overview of the methods and techniques we will use to consult you on Development Plan Documents.

3.4. Hard-to-reach groups

We recognise that certain groups of society are harder to involve than others. We consider the following groups as being 'hard-to-reach':

- Some older people
- Children and young people
- Lone parents
- Black and ethnic minorities
- Faith groups
- Homeless people
- Gypsies and Travellers
- People with disabilities
- Carers
- People living in areas of deprivation and on low income

We will always try to make involvement activities as accessible as possible. This means taking account of the special requirements of these groups. Issues that need to be considered include:

- Whether venues used for involvement activities are physically accessible and conveniently located;
- Whether the timing of involvement events prohibits certain groups from participating; and
- How we can overcome language barriers including those faced by ethnic minorities, people with disabilities and those that have difficulties with written information.

However, a more proactive approach is required in order to involve these traditionally hard-to-reach groups to a greater extent. One important element is to improve the links with existing groups and organisations which represent and/or work on behalf of these hard-to-reach communities. To involve hard-to-reach communities in the preparation of Local Development Documents we will therefore:

- Establish contact with relevant groups and organisations (see **Appendix 3**);
- Circulate information to these groups and organisations; and
- Attend meetings held by existing groups and organisations where appropriate.

Considering the demographic make-up of the resident population of Tamworth it is important to involve one hard-to-reach group in particular: children and young people. To increase the involvement of children and young people we will:

- Improve links with existing groups representing and working on behalf of young people such as Tamyouth and Tamworth District Youth Forum;
- Go into schools to actively seek the views of children and young people. We may, for example, give presentations on specific topics, hold workshops or help to set up projects.

LDF documents and any related literature are available in a variety of formats e.g. Braille, large print, audio cassette, languages other than English. If you require documents in another format please contact:

Development Plan
Strategic Partnership
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
B79 7BZ

Telephone: 01827 709575
Fax: 01827 709277
Email: planning@tamworth.gov.uk
Website: www.tamworth.gov.uk

4. SUPPLEMENTARY PLANNING DOCUMENTS (SPD)

Supplementary Planning Documents can be used to expand policy or provide further detail to policies in Development Plan Documents.

4.1. Who will be involved?

The 'specific consultation bodies' listed under paragraph 3.1 will be consulted on each Supplementary Planning Document. We will also involve any other group or organisation that is affected by the topic or subject matter of a specific Supplementary Planning Document. Based on the analysis of Tamworth's communities, which is included in **Appendix 3**, we will identify relevant groups and organisations. The consultation database will also provide a useful means for identifying and contacting stakeholders and interested parties.

4.2. When will we involve you?

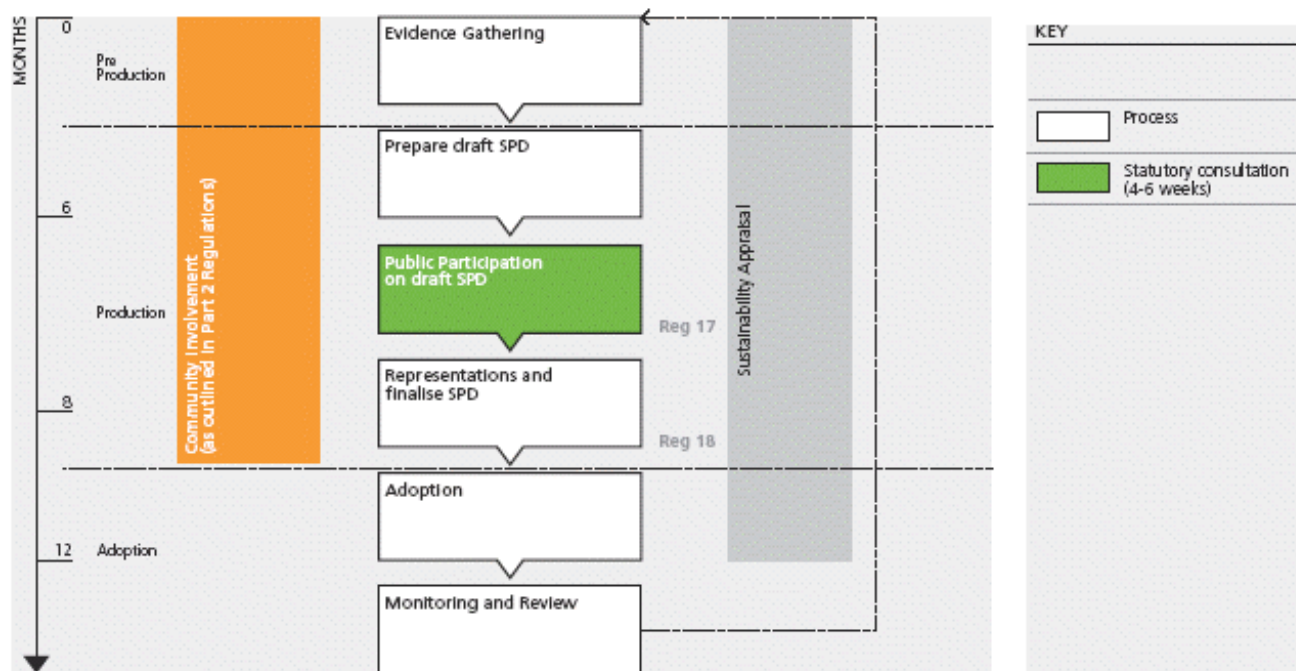
The process for preparing Supplementary Planning Documents is broadly similar to that for Development Plan Documents. However, there is one noticeable difference; there is no requirement for an independent examination.

Table 3: When will we involve you in preparing SPDs?

Pre-production	As with Development Plan Documents, community involvement is not prescribed at this stage. It will be for us to determine whether community involvement is required and what the most appropriate means would be. The level of community Involvement will largely depend on the type of Supplementary Planning Document being prepared.
Production	During this stage community involvement plays an essential role. Informal community involvement will be undertaken at an early stage to inform the preparation of the Draft Supplementary Planning Document. Stakeholders and interested parties will also have the opportunity to submit representations during a formal consultation period (4 to 6 weeks) on the Draft Supplementary Planning Document. Representations received during this consultation period will be taken into account when finalising the Supplementary Planning Document.
Adoption	There will be no opportunities for community involvement at this stage.

Figure 2 provides a detailed illustration of the preparation process for Supplementary Planning Documents.

Figure 2: The Supplementary Planning Document Process*



*Source: Planning Policy Statement 12 (PPS12): Local Development Frameworks.

4.3. How will we involve you?

Supplementary Planning Documents will deal with more specific or localised issues. Involvement will be targeted to particular individuals, groups and organisations affected by a particular Supplementary Planning Document. For example, when preparing technical documents such as a Supplementary Planning Document on Development Control we will hold meetings with relevant stakeholders. When preparing a Supplementary Planning Document on conservation areas, on the other hand, it will be more appropriate to hold workshops with local residents and conservation interests. As with Development Plan Documents, we will use a variety of methods depending on who we are aiming to engage. However, we will always publicise what we are doing and how and when people can get involved.

Appendix 6 provides an overview of the methods and techniques we will use to consult you on Supplementary Planning Documents.

5. SUSTAINABILITY APPRAISAL

The purpose of Sustainability Appraisal is to evaluate the social, environmental and economic effects of plan strategies and policies. The aim is to ensure that every document we prepare contributes to the achievement of sustainable development.

5.1. Who will be involved?

We will consult the 'specific consultation bodies' listed in paragraph 3.1. and other relevant stakeholders depending on the type of Local Development Document or Supplementary Planning Document being prepared.

5.2. When will we involve you?

Stage 1: Pre-production – We will collect information on the social, environmental and economic issues that effect the Development Plan Document or Supplementary Planning Document being prepared and use this information to prepare an analysis of the baseline situation. We will produce a Scoping Report, which sets out the scale and level of detail of the proposed Sustainability Appraisal.

Stage 2: Production – We will undertake a Sustainability Appraisal of the issues and options and consult on an initial Sustainability Appraisal Report. This Sustainability Appraisal Report will inform the development of the Preferred Options. A final Sustainability Appraisal will then be prepared on the Preferred Options. It will be published for consultation alongside the Preferred Options Report.

Stage 3: Submission – We will revise the Sustainability Appraisal taking into account any changes that have resulted from the consultation on the Preferred Options Report. A revised Sustainability Report will then be submitted with the Development Plan Document to the Secretary of State.

Stage 4: Examination – The Inspector will take the Sustainability Appraisal into account when considering the soundness of the Development Plan Document.

Stage 5: Adoption – The Sustainability Appraisal will inform the Inspector's binding report.

5.3. How will we involve you?

The Sustainability Appraisal forms an integral part of the preparation process of Development Plan Documents or Supplementary Planning Documents. The Sustainability Appraisal will be prepared alongside a Development Plan Document or Supplementary Planning Document and any public consultation on the Sustainability Appraisal will therefore be part of the wider community involvement on a particular Development Plan Document or Supplementary Planning Document.

6. REPORTING BACK

We will always acknowledge your comments and provide feedback about how your representation has influenced decisions.

Feedback will be provided by either reporting the outcomes of community involvement activities at follow-up events, by directly writing to participants and/or by publishing the results on our website.

At formal consultation stages we will:

- Acknowledge the receipt of your comments within 10 working days⁵;
- Include your details in our consultation database so that we can keep you informed at all subsequent stages of the process;
- Prepare a summary report on all representations received during the consultation period. This report will set out who was involved, when and how. It will summarise the consultation responses. It will also explain what changes should be made as a result. This report will be made publicly available. Cabinet will consider this report and make recommendations.

All LDF documents will be made available at:

- Council Offices, Marmion House, Lichfield Street
- South Area Housing Office, 1-2 Exley, Belgrave
- East Area Housing Office, Craven, Stonydelph
- Tamworth Library, Corporation Street
- Glascote Library, Caledonian
- Wilnecote Library, Wilnecote High School, Tinkers Green Lane
- Mobile Library touring Tamworth area

They also will be made available on our website: www.tamworth.gov.uk.

⁵ Please note that all comments have to be made in writing either by filling in a comment form or by letter, fax or email.

7. WHAT WILL WE NEED TO UNDERTAKE COMMUNITY INVOLVEMENT?

Skilled staff - The work of involving the community in the preparation of the Local Development Framework will mainly be the responsibility of the Development Plan Team within the Strategic Partnership Unit. Additional support will be required from other parts of the authority in particular concerning IT support and publicity. The Corporate Management Team will play an important role in ensuring that real (and audited) community involvement takes place.

Equipment and materials - We will make use of various ways to display information including hard copies of documents, images, diagrams and maps. We will ensure that sufficient resources are available to produce, display and distribute this information. Each year we will assess our production costs and ensure adequate provision through the budgetary process.

Other direct costs - Involving the community may incur other costs, for example hiring venues for public meetings or exhibitions. Our aim is to make community involvement activities as accessible as possible. To address barriers to involvement it may therefore be necessary to make provision for transport and childcare.

External facilitators - In some cases it may be appropriate to use independent facilitators for community involvement events. This may be necessary because we lack the skills or resources to manage involvement activities. The use of external facilitators may also be beneficial when discussing controversial issues and when engaging hard-to-reach groups.

The Local Development Scheme provides more information on resources and management. If you would like a copy of the Local Development Scheme please contact the Development Plan Team or visit our website www.tamworth.gov.uk.

8. PLANNING APPLICATIONS

We process a variety of applications for planning permission every year ranging from planning applications for small house extensions or minor alterations to large-scale housing or industrial developments.

Consultation on planning applications will always be undertaken in accordance with statutory requirements. The level of publicity and consultation will depend on the type of planning application. There are three categories of applications as set out in Table 4.

Table 4: Type of application*

Type of application	Type of development
Major	<p><u>For dwellings:</u> where 10 or more are to be constructed (or if number not given, area is more than 0.5 hectares).</p> <p><u>For all other uses:</u> where the floorspace will be 1,000 sq. metres or more (or site is 1 hectare or more).</p>
Minor	Minor development is development which does not meet the criteria for Major Development nor the definitions of Change of Use or Householder Development.
Other	<p><u>Change of Use:</u> Applications that do not concern major development or where no building or engineering work is involved.</p> <p><u>Householder Development:</u> Defined as those within the curtilage of residential property which require an application for planning permission and are not a change of use.</p>

*Source: As defined for the purpose of the General Development Control Return – PS2

We do not deal with all types of planning applications, as certain applications are the responsibility of Staffordshire County Council. The County Council will deal with applications relating to waste and minerals developments. Staffordshire County Council will also deal with applications relating to County Council-owned property such as schools or depots.

8.1. Pre-application discussions

Pre-application advice for minor applications will generally take the form of providing guidance notes on specific topics. On major applications, however, we will encourage the potential applicant to engage in a pre-application discussion. The objective of any initial pre-application discussion will be to confirm whether the principle of development is acceptable. It will also provide an opportunity to clarify the format, type and level of detail of information required to enable the planning authority to determine an application. At the initial meeting the Council and the potential applicant will therefore agree the way forward setting out a project plan. In the case of major and/or complex applications it may be necessary to hold a number of meetings and it may require the involvement of other professionals (e.g. Highways Agency, Environment Agency). The pre-application discussion will be treated as a confidential matter until such time as a planning application is submitted.

8.2. How do we involve the community when we first receive a planning application?

Upon receipt of a planning application we write to all occupiers of premises most likely to be affected by a proposal and invite them to inspect the application and to make comments within 21 days. A leaflet explaining what people can object to and how is enclosed with all letters. In addition, neighbours and interested parties can contact the planning department to discuss a particular planning application. We offer advice on what matters can be legitimately raised as planning objections and about the opportunity to make verbal comments at the Planning Committee stage.

Information about planning applications is provided on our website. Our website has recently been improved and any interested person can now use it to search for a particular planning applications and/or to submit comments. In addition, the connection to the Planning Portal⁶ has increased access to planning information and advice. In the future additional information will be made available on our website including the opportunity to view plans online.

To keep people informed we also produce a weekly list of all planning applications. This list is sent to all libraries in Tamworth and various interested groups and organisations. The weekly list of planning application is also sent to local newspapers including CIN Newspapers, Express and Star and Birmingham Post. The Tamworth Herald publishes all planning applications received by the Council on a weekly basis.

For the following types of planning applications we place a site notice adjacent to the application site and advertise in the local press:

- Major planning applications;
- Proposals which represent a departure to the development plan;
- Schemes which affect listed buildings;
- Proposals which impact upon the character of a conservation area; and
- Applications affecting public rights of way.

Planning applications and plans are available for inspection at the Council Offices.

8.3. How do we involve the community during the processing of a planning application?

We are required to consult a number of statutory consultees. A consultee list is included in **Appendix 7**. All comments received from statutory consultees, from neighbours and interested parties are taken into account in the assessment of the development proposal. The comments are weighed against other relevant issues including local, regional and national policy and guidance.

If an application is significantly amended during its consideration, the Council sends a further round of consultation letters to nearby residents and to those who have already written in with comments. They can then submit further comments generally within a 10-day period.

⁶ The Planning Portal is a Government site providing information and advice on the planning system in a user-friendly format. The Planning Portal can be found at www.planningportal.gov.uk.

On rare occasions we may hold a public meeting to put matters before the community. These meetings provide an opportunity for officers to inform people about the proposals. They do not provide an opportunity to discuss the merits of the case.

The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

8.4. How do we involve the community when the application goes to Committee?

Planning officers will deal with the majority of all planning applications (90%) through delegated powers. The more significant or controversial applications are presented to the Council’s Planning Committee for their consideration. The Planning Committee meets every 3 weeks at the Council offices. People who have expressed a wish to speak at the Planning Committee are notified of where and when the meeting will take place. The Council has produced a leaflet about public speaking rights at planning committee. This leaflet is attached in **Appendix 8**.

If the Committee resolves that a site visit should be undertaken both applicant and the objectors are invited. A site visit gives objectors and the applicant an opportunity to highlight any features that may have a bearing on the decision. However, site visits do not provide an opportunity to debate the merits of the case.

8.5. How do we involve the community after a decision is taken on a planning application?

Once a planning application is determined all those who have made representations on the application are advised of the outcome by letter.

Applicants have a right to appeal against an unfavourable decision. Details on how applicants can appeal against a decision are contained within all decision notices issued by the Council. Third parties do not have a right to appeal.

Table 5: Community involvement on planning applications

Consultation method	Type of application		
	Major	Minor	Other
Neighbour notification	✓	✓	✓
Website	✓	✓	✓
Weekly list of planning applications	✓	✓	✓
Site notice	✓	(✓)	(✓)
Press notice	✓	(✓)	(✓)
Planning applications available for inspection at the Council offices	✓	✓	✓
Consultation with statutory and non-statutory consultees	✓	✓	✓

8.6. How do we involve the community if an appeal is received on a planning application?

Upon receipt of an appeal we inform all neighbours and all those who have made representations on the application that an appeal has been lodged.

An independent Inspector will be appointed to review the case. An appeal may be considered either through an exchange of correspondence (known as written representations), at an informal hearing or at a more formal Public Inquiry. Whichever option is chosen, those local residents and other groups who originally commented on the planning application are invited to make further representations directly to the Planning Inspectorate. If the matter is to be heard by an Inspector at either an informal hearing or a Public Inquiry then objectors will be invited to make verbal submissions directly to the Inspector. The applicant and the Borough Council also appear at the hearing or inquiry.

All parties to the appeal are informed of the Inspector's decision if they have requested to be notified.

9. Planning Aid

Planning Aid provide independent professional advice and information on planning matters. It is a free service, which is run by a network of volunteer caseworkers. It is aimed at individuals, community groups and other voluntary groups who cannot afford to pay for private consultants.

Planning Aid may be able to help you if you want to find out how to:

- Apply for planning permission;
- Object to or support another person's planning application;
- Appeal against a refusal of planning permission;
- Get involved in Local Development Document preparation.

For further information contact:

West Midlands Planning Aid Service
Unit 319
The Custard Factory
Gibb Street
Birmingham
B9 4AA

Tel.: (0121) 7667260

Web: <http://westmidlands.rtpi.org.uk/planaid.html>

10. Monitoring and reviewing the Statement of Community Involvement

We will regularly monitor the Statement of Community Involvement and review the involvement methods/techniques it includes. Once each Development Plan Document or Supplementary Planning Document has been adopted we will contact all parties who have been involved in their production and ask for feedback on the consultation process. This will help us to assess whether the involvement methods and the timing of involvement are appropriate. It may highlight problems or identify ways in which we can improve community involvement and may therefore lead to changes to the Statement of Community Involvement. The result of these monitoring exercises will be reported as part of the Annual Monitoring Report.

The Annual Monitoring Report, which will be produced every year in December, will also provide details on:

- The number of people that participated in Local Development Document consultation during the report period;
- The number of responses received from Local Development Document consultation during the report period;
- The ratio between consultation coverage and number of responses received; and
- The number of people that logged onto the website for information during the report period.

Monitoring the level of community involvement in Local Development Document preparation may also prompt a revision of the Statement of Community Involvement. Changes may also arise to reflect emerging best practice and government requirements.

APPENDICES

- 1 Minimum standards for community involvement**
- 2 Consultees on Local Development Documents**
- 3 Analysis of Tamworth's community**
- 4 Local Development Scheme – Timetable for LDD preparation**
- 5 Analysis of methods**
- 6 Summary of potential consultation methods and techniques**
- 7 Consultees on planning applications**
- 8 Speaking at planning committee**

APPENDIX 1: MINIMUM STANDARDS FOR COMMUNITY INVOLVEMENT

The Town and Country Planning (Local Development) (England) Regulations 2004, which you can view at www.opsi.gov.uk, set out the minimum requirements for community involvement when preparing Local Development Documents.

When preparing Development Plan Documents we have to:

Pre-production	Community involvement is not prescribed at this stage.
Production	<p>Consult on Issues and Options with specific and general consultation bodies.</p> <p>Make Preferred Options Report available for public inspection at the Council offices and on the Council's website and sent the report to statutory consultees.</p> <p>Advertise Preferred Options Report in at least one local newspaper.</p> <p>Invite representations from the public during a 6-week consultation period.</p> <p>Consider all representations when preparing the Submission Development Plan Document.</p>
Submission	<p>Make Submission Development Plan Document and any supporting documents available for public inspection at the Council offices and the Council's website and sent it to statutory consultees.</p> <p>Advertise Submission Development Plan Document in at least one local newspaper.</p> <p>Invite representations from the public during a 6-week consultation period from the date of submission of the document to the Secretary of State.</p>
Examination	<p>13 weeks prior to the start of the Examination a Pre-Examination meeting will be held.</p> <p>At least 6 weeks before the examination starts all details will be published on the website, those who made representations will be notified of the start date of the examination and the name of the person who has been appointed by the Secretary of State to hold the Examination.</p>
Adoption	<p>Adopted document and adoption statement have to be made available for inspection at the Council offices and the Council's website.</p> <p>Advertise Development Plan Document in at least one local newspaper.</p> <p>Those who made representations or indicated that they wish to be notified will be informed of the adoption of the Development Plan Document.</p>

When preparing Supplementary Planning Document we have to:

Pre-production	Community involvement is not prescribed at this stage.
Production	<p>Make Draft Supplementary Planning Document available for public inspection at the Council offices and on the Council's website and sent a copy of the document and supporting material to statutory consultees.</p> <p>Advertise the Draft Supplementary Planning Document in at least one local newspaper.</p> <p>Invite representations from the public during a consultation period which should last between 4 to 6 weeks.</p> <p>Consider all representations when preparing the final Supplementary Planning Document.</p>
Adoption	<p>Adopted document and adoption statement have to be made available for inspection at the Council offices and the Council's website.</p> <p>Advertise the Supplementary Planning Document in at least one local newspaper.</p> <p>Those who made representations or indicated that they wish to be notified will be informed of the adoption of the Development Plan Document.</p>

APPENDIX 2: CONSULTEES ON LOCAL DEVELOPMENT DOCUMENTS

This is an extract from Planning Policy Statement 12 (PPS12): Local Development Frameworks.

Specific consultation bodies

- E1. The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations:
- a) The regional planning body if the local planning authority's area is in a region other than London;
 - b) The Mayor of London if the authority is a London Borough;
 - c) A relevant authority any part of whose area is in or adjoins the area of the local planning authority;
 - d) The Countryside Agency;
 - e) The Environment Agency;
 - f) Highways Agency;
 - g) The Historic Buildings and Monuments Commission for England;
 - h) English Nature;
 - i) Network Rail;
 - j) A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
 - k) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
 - l) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
 - m) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - i) Strategic Health Authority;
 - ii) Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
 - iii) Sewage undertaker; and
 - iv) Water undertaker.

Government Departments

- E2. The appropriate Government Office for the Region should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.
- a) Home Office;
 - b) Department for Education and Skills (through Government Offices);
 - c) Department for Environment, Food and Rural Affairs (through Government Offices);
 - d) Department for Transport (through Government Offices);
 - e) Department of Health (through relevant Regional Public Health Group);
 - f) Department of Trade and Industry (through Government Offices);

- g) Ministry of Defence;
- h) Department of Work and Pensions;
- i) Department of Constitutional Affairs;
- j) Department for Culture, Media and Sport;
- k) Office of Government Commerce (Property Advisers to the Civil Estate);
and
- l) The Countryside Agency.

General consultation bodies

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

Other consultees

E3. Local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

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

- w) Freight Transport Association;
- x) Gypsy Council;
- y) Health and Safety Executive;
- z) Help the Aged;
- aa) Housing Corporation;
- bb) Learning and Skills Councils;
- cc) Local Agenda 21 including:
 - i) Civic Societies;
 - ii) Community Groups;
 - iii) Local Transport Authorities;
 - iv) Local Transport Operators; and
 - v) Local Race Equality Councils and other local equality groups;
- dd) National Playing Fields Association;
- ee) Network Rail;
- ff) Passenger Transport Authorities;
- gg) Passenger Transport Executives;
- hh) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- ii) Port Operators;
- jj) Post Office Property Holdings;
- kk) Rail Companies and the Rail Freight Group;
- ll) Regional Development Agencies;
- mm) Regional Housing Boards;
- nn) Regional Sports Boards;
- oo) Road Haulage Association;
- pp) Sport England;
- qq) The House Builders Federation;
- rr) Transport for London;
- ss) Traveller Law Reform Coalition;
- tt) Water Companies; and
- uu) Women's National Commission.

APPENDIX 3: ANALYSIS OF TAMWORTH'S COMMUNITIES

This analysis is based mainly on data obtained from the Office of National Statistics' at <http://www.neighbourhood.statistics.gov.uk>.

Communities bound together by personal characteristics

Community	Description	Tamworth's community	Potential interest	Examples – organisations representing this community
Elderly	Older People; 65 and above	Tamworth has a comparatively small pensioner population (14% compared with 18.5% nationally)	Matters concerning the specific needs of elderly people, for example housing, service provision and accessibility, community facilities and building design.	Age Concern
Young adults	Age 20-24	Tamworth has a relatively young population with children and youth (age 0-24) accounting for 33.2% of the population of which 5.8% are aged 20-24.	Potential interests may include availability of affordable housing, access to employment, provision and accessibility of services and sport and leisure activities.	
Young people	Age 10-19	14.5% of the population are aged 10-19; that is to say that some 15,000 young people live in the Borough.	Young people's needs, for example provision and accessibility of services and sport and leisure activities.	Staffordshire Youth Service; Connexions; Youth Forum
Young children and families with young children	Under 10's and their parents or guardians	About 9,600 children live in Tamworth equalling 12.9% of the population.	Potential interests may include the provision of play facilities and open space areas, child care and transportation issues such as traffic management.	Sure Start Tamworth; Home Start Tamworth; Barnados
Single parent families		There are over 2000 single parent households in Tamworth, the vast majority of which are female lone parent households (89%).	Issues that may particularly concern single parent families include the provision of housing for people in housing need and access to services.	Gingerbread
Black and ethnic minorities	As defined by the Census 2001.	Tamworth population is mainly white/British (96.54%) with small black and ethnic minority communities (1.9%).	Community and cultural requirements	East Staffordshire Racial Equality Council

Faith groups and organisations	Local church leaders and organisations representing faith groups.	In the 2001 Census the vast majority of the resident population stated that they are Christian (76.8%). One sixth of the population stated that they did not belong to a religion.	Community and cultural requirements	Tamworth Covenanting Churches; Tamworth Deanery
Tenants – Social Housing		21.22% of households in Tamworth live in social rented accommodation.	Provision of, and access to, affordable housing	Tenants Panels
People in housing need	People may be in housing need for a variety of reasons including lack of accommodation, sharing facilities, poor housing, medical needs, social factors and overcrowding.	In March 2005 there were 1,100 households on the Housing Register.	Provision of, and access to, affordable housing	Tamworth Housing services; Housing register
Homeless people	People who have nowhere to live or live in very temporary accommodation. The charity Shelter provides a good overview of the legal definition of homelessness.	There were 133 households accepted as homeless on 31 st March 2003. 360 applications were lodged for registration as homeless from April 2004 to March 2005.	Provision of, and access to, affordable housing	Tamworth Housing services; organisations offering advice and support, e.g. Shelter
Tenants – Private Landlords		A small proportion of households rent housing from private landlords (3.34% as compared with 8.72% nationally).	Provision of, and access to, suitable and affordable housing	
Private housing owners	People who own the property they live in (outright or mortgaged).	The majority of households live in owner occupied accommodation (around 73% as compared with 68% nationally)	Supply of housing and affordability, provision and access to amenities and services	
Gypsies and Travellers	Various gypsy/traveller communities including gypsy-travellers, new (age) travellers and occupational travellers	Tamworth has only a very small gypsy/traveller population with no official gypsy/traveller pitches or sites within the borough.	Provision of suitable accommodation.	The Gypsy Council
People with disabilities	People who have impaired sensory/ physical/ mental abilities	8.71% of Tamworth's residents described their health as 'not good' in the 2001 Census. In 2003 3,575 people were claiming Disability Living	Potential interest may include provision of suitable and affordable housing, service provision and accessibility, transport, building	Health Service Providers; Disability Rights Commission; Disability organisations such as

		Allowance and 1,490 people were claiming Attendance allowance. That is to say that around 6.8% of the population were claiming one of the two main benefits associated with health which is above the national average.	design and modification/adaptation of buildings to meet needs.	Disability West Midlands, Staffordshire Blind, Parents Forum Staffordshire
Carers		Around 10% of the resident population of Tamworth provide unpaid care to family members, friends, neighbours or others because of long-term physical or mental ill health or disability or problems relating to old age.	Service provision and accessibility, transport	Carers groups and organisations, e.g. Tamworth Carers Group
Employees	All people aged 16-74 who are economically active; employed part or full time	Around 60% of all people living in Tamworth are employed either part or full time.	Provision of, and access to, employment, transportation issues such as public transport provision, car parking and infrastructure provision	
Self-employed people	All people aged 16-74 who are economically active and self-employed	5.9% are self-employed which is significantly below the national average of 8.28%.	Provision of, and access to, suitable and affordable premises, communications technology	Business Enterprise Support
Unemployed people	All people aged 16-74 who are seeking employment	3.56% of all people aged 16-74 indicated that there were unemployed in the 2001 Census. 872 people (1.6%) were claiming unemployment benefits in January 2005. This shows a high level of economic activity in Tamworth.	Provision of, and access to, education, training and employment	Job Centre Plus
Public Transport Users		21.75% of the resident population of Tamworth do not have access to a car or van.	Public transport provision and accessibility	Tamworth Passengers Transport Users Forum
Commuters		An estimated 50% of the working population out-commute every day.	Provision of local employment opportunities, transportation - both public and private	Tamworth Passengers Transport Users Forum

Communities bound together by an area of interest

Community	Description	Potential Interest	Organisations representing this community
Local Strategic Partnership (LSP)	The LSP is a voluntary agreement between local organisations to work together to improve the quality of life of the community. It has been in existence since 2002.	Any issue that may influence and have an impact on the quality of life of the community; link to Community Plan	Tamworth Local Strategic Partnership and the various partner organisations that are part of the LSP
Voluntary and community organisations	Voluntary and community organisations promoting community well being.	Various; depending on the concerns and responsibilities of the organisation	Tamworth Council for Voluntary Services; West Midlands Planning Aid Service
Environmental groups	Local, regional and national groups with an interest in nature conservation, wildlife and/or biodiversity	Issues relating to nature conservation, wildlife and biodiversity, e.g. protecting nature conservation sites	National organisations such as CPRE, RSPB and Friends of the Earth; regional and local groups such as Biodiversity Action Plan Group, Staffordshire Wildlife Trust and Hodge Lane Conservation Group
Heritage and conservation interests	Local, regional and national groups with an interest in protecting and conserving the built and/or historic environment	Conservation of the built and/or historic environment, e.g. Conservation Areas, Listed Buildings	Tamworth Civic Society, Friends of the Tamworth Castle, Peel Society, Conservation Area Advisory Committee
River and canal	Organisations and groups interested in the protection of Tamworth's waterways	Protection, enhancement and restoration of waterways	Inland Waterways Association, Coventry Canal Society, Environment Agency
Sport and leisure	Organisations promoting the participation in sport and leisure activities (formal and informal)	Provision and accessibility of sports and leisure activities	Tamworth Borough Council, Community Projects Team; National Playing Fields Association; Sport Across Staffordshire; Sport England (West Midlands)
Arts and culture organisations	Organisations promoting the arts and culture	Provision and accessibility of arts and culture activities	Tamworth Borough Council, Community Projects Team; West Midlands Arts Council; Museums, Libraries & Archives West Midlands; Culture West Midlands
Tourism	Organisations promoting tourism in Tamworth and the region	Provision of tourism attractions; conservation of the built and/or historic environment; issues relating to nature conservation, wildlife and biodiversity; employment developments	Tourism West Midlands; Tourist Board
Retail and tourism	Retail businesses and enterprises offering	Potential interests include the provision of suitable sites and premises; protection of the	Business Link Staffordshire; Tourist Board; Ankerside Shopping Centre

hospitality industry	accommodation, food and drink	historic town centre; building design; transportation issues	Shopping Centre
Development industry	Landowners, enterprises developing housing and/or commercial sites and advisory bodies such as planning consultants	Availability of land for development; infrastructure provision	House Builders Federation; landowners; developers; various planning consultants and agents
Design and architecture	Architects and design businesses; organisations promoting good design and architecture	Design standards	MADE (Midlands Architecture and the Designed Environment)
Business	Small, medium and large enterprises	Provision of suitable employment sites and premises and the necessary infrastructure; transportation issues; education and training	Tamworth Chamber of Commerce; Business Link Staffordshire; InStaffs (UK) Ltd, Federation of Small Business
Schools and Colleges	All educational establishments	Provision and accessibility of educational facilities; provision of ancillary services such as sport and leisure activities; transport; issues regarding safety	Primary Schools, Comprehensive Schools, Tamworth and Lichfield College of Further Education
Health	Health services and organisations promoting health and well-being	Health care infrastructure	Burntwood, Lichfield and Tamworth Primary Care Trust
Emergency services	Policy, Fire, Ambulance	Road design, communications and IT infrastructure	Tamworth Police Station, Tamworth Fire Station, Staffordshire Ambulance Service
Social Housing Providers	Local Authority, Housing Associations and other registered social landlords	Provision of affordable housing	Tamworth Borough Council; various Housing Associations; Housing Corporation
Private Housing Landlords		Various housing issues such as the availability and affordability of housing	
Public Transport Providers	Rail and bus service providers including operators of services and infrastructure providers	Various transportation issues	Network Rail, Virgin Trains, Centro, Arriva, Tamworth Passengers Transport Users Forum
Private Transport	Various organisations with an interest in road and/or rail	Various transportation issues	British Road Federation Ltd.; English, Welsh and Scottish Railways (EWS); Freight Transport Association;

Interests	transport		Road Haulage Association
Utilities providers	Organisations supplying water, gas, electricity and sewerage or organisations representing utilities companies	Infrastructure provision and maintenance	Various utility companies including South Staffordshire Water, Severn Trent Water, British Gas, East Midlands Electricity, Npower, PowerGen Plc., Transco; National Grid Company plc
Telecommunications and IT service providers	Organisations supplying communications and IT services	Provision of telecommunications and IT facilities	British Telecom; NTL; Telewest Broadband, Mobile Phone Operators

Public or semi-public organisations and agencies

Community	Description	Potential Interest	Examples – organisations representing this community
Elected representatives	Local Members of Parliament, County and District Councillors.	Consideration of electorate's concerns and needs	
Local level	Organisations and agencies that work at the local level	Various; depending on remit	Tamworth Borough Council; neighbouring authorities
Sub-regional level	Organisations and agencies that work at the county level	Various; depending on remit	Staffordshire County Council; Highways Agency; Staffordshire Police
Regional level	Organisations and agencies that work at the regional level	Various; depending on remit	Government Office for the West Midlands; Advantage West Midlands
National level	Organisations and agencies that work at the national level	Various; depending on remit	Various government departments; government agencies such as English Nature and the Strategic Rail Authority

APPENDIX 5: ANALYSIS OF METHODS

Methods	Benefits	Limitations	Resource implications
Local newspapers Tamworth Herald Tamworth Times	<p>Potential to reach wide audience in the whole of the borough</p> <p>Good for regular updates</p> <p>Can be used to explain specific issues in more detail using pictures and maps</p> <p>Pull-outs or return slips can be used to give people an opportunity to respond</p> <p>Can also be used to provide feedback on previous consultation</p>	<p>May be costly</p> <p>Potential that target audience is not reached</p>	<p>Requires staff with the skills to prepare articles, press releases and advertisements – can draw on existing skills and resources within the Borough Council, Information Unit</p> <p>Cost for placing information in the local newspapers has to be taken into account</p>
Internet/ website	<p>Increasingly used by the public and professionals seeking detailed information</p> <p>Good for providing up-to-date information</p> <p>Information can be viewed at people's own convenience (24/7)</p>	<p>Not everybody has access to the internet</p> <p>Needs to be user-friendly (well-presented and easily accessible)</p> <p>Needs to be maintained on a regular basis</p>	<p>Requires staff with skills and knowledge to publish information and documents on our website – within the Development Plan team and Information Unit</p> <p>Inexpensive (no printing, copying or distribution costs)</p>
Leaflets/ brochures	<p>Good for providing an overview in simple language</p> <p>Can be easily distributed; wide coverage can be achieved</p> <p>May be less deterring (eye-catching, short, plain English) and may therefore encourage the involvement of a wider range of people</p> <p>Can be combined with other methods; e.g. questionnaire/survey</p>	<p>Target audience may not be reached</p> <p>May not provide enough detail</p> <p>May not be suitable to publicise certain documents or issues (i.e. technical or complicated matters)</p>	<p>Requires staff with the expertise to summarise often complex issues in plain English – within the Development Plan Team</p> <p>Requires staff with the skills to make it stand out (graphics, design) – Information Unit</p> <p>Printing costs and distribution costs need to be taken into account</p>
'Talkback'	<p>Potential to reach wide audience as 'Talkback' is distributed to every household in Tamworth</p> <p>Good for providing an overview in simple language</p>	<p>Only produced 4 times a year</p> <p>'Talkback' might be perceived as junk mail and not read</p> <p>May not be suitable to publicise certain document or issues (i.e. technical or</p>	<p>Requires staff with the expertise to summarise often complex issues in plain English – within the Development Plan Team and Information Unit</p>

		complicated matters)	
Formal letter/ email	<p>Can be used to provide an overview of specific issues;</p> <p>Good to initiate contact and to keep stakeholders and interested parties informed</p>	<p>May not be suitable to publicise certain documents or issues (i.e. technical or complicated matters)</p>	<p>Can be quick and easy to produce</p> <p>Need to be clear about who to send letters to; requires the maintenance of a consultee database</p> <p>Postage costs</p>
Public inspection copies	<p>Statutory requirement at certain stages in the production process of the Local Development Framework</p> <p>People can view detailed information and documents free of charge at different public venues including the Council offices and local libraries</p> <p>Useful to invite representations on draft and submitted documents</p>	<p>Dependent on opening hours of Council offices and other public venues</p> <p>Questions may arise that cannot be answered immediately; not particularly useful for people with little knowledge of planning</p>	<p>Inexpensive way of distributing information and inviting representations</p>
Questionnaire/ survey	<p>Useful to gain an insight into people's views on specific issues</p> <p>Can lead to a better understanding of people's concerns</p> <p>Responses can help identify key issues and interests</p>	<p>Questions need to be carefully worded to ensure useful and meaningful responses</p> <p>May not be a suitable technique to gather views on specific documents or issues (e.g. technical and complicated matters)</p> <p>Need to consider sample size and composition</p> <p>Are the responses representative of local opinion?</p>	<p>Resource implications depend on type of questionnaire or survey</p> <p>Requires careful planning and skilled staff</p> <p>May have to use a consultant to carry out the work</p>
Public exhibitions	<p>Potential to reach wide audience , especially if held at several locations at different days and times</p> <p>Good to present information in detail and to allow communities to comment and discuss issues</p>	<p>Resource-intensive</p> <p>Attendees are self-selecting</p> <p>Location and timing may limit who attends</p> <p>Can be intimidating for some attendees</p>	<p>Staff time for preparation and presentation; time-consuming</p> <p>Availability of venues important; may incur costs</p> <p>Committed staff/skilled communicators needed to make public exhibition a</p>

	<p>Can lead to a better understanding of people's needs and concerns</p> <p>Can help identify key issues and interests</p>		success
Public meetings	<p>Open and inclusive way for people to engage in debate on specific issues</p> <p>Good to throw up and develop ideas</p> <p>Can be used to target a specific section of the community</p> <p>Existing groups and meetings can be used</p> <p>Useful to build on and integrate with other strategies</p>	<p>Can be resource intensive</p> <p>Attendees are self-selecting</p> <p>Location and timing may limit who attends</p> <p>Need to be well managed and focused to ensure a fair and inclusive discussion and meaningful outcomes</p> <p>Can be intimidating for some attendees</p>	<p>Requires skilled staff to present information and lead or facilitate discussion</p> <p>May have to use external facilitators</p> <p>Resource requirements depend on type and size of public meeting</p>
Stakeholder meetings	<p>Useful means to identify key issues by getting key people involved</p> <p>Discussion can be more focused as only a selected number of people are present; more complex issues can be discussed in greater detail</p> <p>Can be useful in achieving alignment with other strategies and initiatives, e.g. the Community Plan</p>	<p>Have to make sure that outcomes are realistic to avoid unduly raising expectations</p> <p>Have to bear in mind that only a selected number of individuals, groups or organisations attend; not necessarily representative</p> <p>Location and timing may limit who attends</p> <p>Need to be well managed and focused to ensure a fair and inclusive discussion and meaningful outcomes</p>	<p>Time-consuming</p> <p>Requires senior staff involvement</p>
Workshops	<p>Can be used to target a specific section of the community or to involve a cross-section of the community</p> <p>Good to discuss complex and complicated issues in detail and for developing ideas</p> <p>A more 'hands-on' approach can be used employing various techniques, e.g. drawings or maps to help people to visualise problems and solutions</p>	<p>Resource intensive and time-consuming</p> <p>Need to be well managed and focused to ensure a fair and inclusive discussion and meaningful outcomes</p>	<p>Needs to be well planned and set up</p> <p>Requires skilled staff to lead or facilitate discussion</p> <p>External facilitators may be needed</p> <p>Location important; may incur cost</p>

APPENDIX 6: SUMMARY OF POTENTIAL CONSULTATION METHODS AND TECHNIQUES

Potential Consultation Methods/Techniques	Type of Document and Stages							
	Development Plan Documents (DPD) (e.g. Core Strategy, Site Allocations, etc)					Supplementary Planning Documents (SPD) (e.g. Codes of Practice)		
	Survey/ Evidence Gathering	Issues and Options	Preferred Options	Submission	Adoption	Survey/ Evidence Gathering	Draft Document	Adoption
Formal letters/ email	✓	✓	✓	✓	✓	✓	✓	✓
Leaflets/ newsletter/ posters	✓	✓	✓	✓	✓		✓	✓
Public inspection copies of documents			✓	✓	✓		✓	✓
Internet/ Website		✓	✓	✓	✓		✓	✓
Notices/ advertisements in local press			✓	✓	✓		✓	✓
Press Releases/ radio		✓	✓	✓			✓	
Questionnaires/ surveys	✓	✓				✓		
Stakeholder meetings (e.g. Minerals Forum, LSPs)			✓				✓	
Public exhibitions			✓					
Seminars/ workshops			✓					

Consultation Bodies / Groups / Organisations	Type of Document and Stages							
	Development Plan Documents (DPD) (e.g. Core Strategy, Site Allocations, etc)					Supplementary Planning Documents (SPD) (e.g. Replacing Interim Planning Guidance)		
	Survey/ Evidence Gathering	Issues and Options	Preferred Options	Submission	Adoption	Survey/ Evidence Gathering	Draft Document	Adoption
Adjoining planning authorities	✓	✓	✓	✓	✓	✓	✓	✓
Staffordshire Parish Councils	✓	✓	✓	✓	✓	✓	✓	✓
Government agencies/ departments	✓	✓	✓	✓	✓	✓	✓	✓
Statutory undertakers	✓	✓	✓	✓		✓	✓	
Planning consultants/ professional organisations		✓	✓	✓			✓	
General industry		✓	✓	✓			✓	
Environmental/ amenity groups	✓	✓	✓	✓		✓	✓	
Registered interested individuals/ groups	✓	✓	✓	✓	✓	✓	✓	✓

APPENDIX 7: CONSULTEES ON PLANNING APPLICATIONS

- Advantage West Midlands
- Ancient Monuments Society
- Architectural Liaison Officer, Staffordshire Police
- British Coal Midlands Group
- British Pipelines
- British Waterways
- Calstress Engineering Ltd.
- Conservation Area Advisory Committee
- Council for British Archaeology
- Council for the Protection of Rural England
- Department of the Environment, Food and Rural Affairs
- Department of Trade and Industry
- Department for Transport
- English Heritage
- English Nature
- Environment Agency
- Forestry Commission
- Georgian Group
- Health and Safety Executive
- Highways Agency
- Highways and Transportation Unit
- Housing Services
- Inland Waterways Association
- Joynes Pike & Ass.
- Lichfield & Tamworth Chamber of Commerce
- Lichfield District Council
- National Association of Shopkeepers
- National Grid Company PLC
- National Grid Transco
- Network Rail
- North Warwickshire Borough Council
- Ofcom
- Rail Property Board
- Ramblers' Association
- Severn Trent Water Ltd.
- Society for the Protection of Ancient Buildings
- South East Staffordshire Health Authority
- South Staffordshire Archaeological and Historical Society
- South Staffordshire Health Authority
- South Staffordshire Waterworks
- Sport England
- Staffordshire County Council
- Staffordshire Fire and Rescue
- Staffordshire Police
- Staffordshire Wildlife Trust
- Tamworth Business Association
- Tamworth Civic Society
- Tamworth Disabled Council
- Theatre Trust
- Victorian Society

APPENDIX 8: SPEAKING AT PLANNING COMMITTEE

The Borough Council gives wide publicity to all planning issues and welcomes the views of the public so that they may be taken into account when decisions are made. The views of objectors and supporters on planning applications are all considered in detail before a decision is made.

To improve the public's opportunity to influence planning decisions, the Council allows public speaking in certain circumstances at its Planning Committee.

This leaflet tries to answer some of the questions you might have about how to make a presentation and what will happen at the meeting.

1. Can I speak on any item on the agenda?

No. You may only speak on applications where you submitted written views for the committee to consider and indicated that you wish to speak and where the application is recommended for approval.

2. Who is allowed to speak at Planning Committees?

If you objected and stated that you wished to speak then you and the applicant will be invited to address the Planning Committee

3. I have objected to a planning application. What happens next?

When objections have been received, planning officers will consider whether:

- The application should be refused;
- It should be amended to resolve objections or other problems;
- The application should be approved

Only those applications where objectors wish to speak to the Committee and where approval is recommended will be considered by the Planning Committee.

4. Can I see the officers' report before the meeting?

Yes. The agenda and reports will normally be available from Friday of the week before the meeting.

5. How do I know if and when the application I am interested in is to be considered at a meeting?

If you objected and stated that you wish to speak and the application is recommended for approval you will be sent a letter telling you of the date of the meeting when the application will be considered. The applicant will also be invited to speak at the same time.

6. What do I do if I want to speak?

If you object using the form provided tick the box. If you write a letter please indicate clearly that you wish to speak. The form or letter can be posted or delivered to the office, faxed on 01827 709277 or e-mailed to planningadmin@tamworth.gov.uk

7. How much time will speakers be allowed?

Each person is allowed a total of 5 minutes to make representations. After 4 minutes you will be told that 1 minute remains and you will be stopped at 5 minutes whether you have finished or not. Speakers will only be allowed one opportunity to address the Committee.

8. What if there are a number of objectors who wish to speak?

Only one presentation from the objectors and the applicant is encouraged. Objectors will be asked to get together before the meeting to agree on a spokesperson and the submissions to be made. Lists of the names and addresses of everyone

wishing to speak on a particular planning application will be provided to each person.

9. When and where are the meetings held?

The Planning Committee meetings are usually held on a Wednesday evening at three weekly intervals in Committee Room 1 at Marmion House, Lichfield Street, Tamworth starting at 6pm. Access is from the entrance at the side of the building in Orchard Street. Lists of the dates of future meetings can be obtained from the Principal Planning Officer. If you have given notice to speak please ensure you are present for the start of the meeting at 6pm.

10. Who is on the Planning Committee and who else will be at the meeting?

The Committee is made up of the 10 elected Borough Councillors (details available from the Case Officer on request).

A number of officers are also present to advise the councillors and make a formal record of the meeting. Any member of the public and the applicant can attend to listen to the debate. The press may be present.

11. What is the order of business at the meeting?

The order printed on the agenda for the meeting is normally followed. A copy of the agenda will be available at the meeting.

What is the order of speaking for each application?

- ◆ Introduction of the application by the Chair
- ◆ Introduction by a Planning Officer, drawing attention to significant issues and giving updated information
- ◆ Objectors' representations when the speaker will be invited forward to address the committee
- ◆ Applicants' representations when the speaker will be invited forward to address the committee
- ◆ Further comments by Planning Officer
- ◆ Debate and decision.
- ◆ The decision may be:
 - To approve the application;
 - To refuse the application;
 - To defer consideration, (e.g. for negotiation or further information).

12. How do I present my objection?

The committee may only consider relevant planning issues. You are advised to prepare your views in advance.

It would be helpful if you limited your comments to matters such as:-

- ◆ Layout, design and amenity factors
- ◆ Effect on privacy and sunlight/daylight issues
- ◆ Existing use of the site and features such as trees
- ◆ Requirements of other authorities including highways and utility suppliers
- ◆ External or underground environmental site factors including contaminated land
- ◆ Traffic and parking
- ◆ Precedents set elsewhere

Please avoid matters that cannot be considered such as:

- ◆ Boundary disputes, covenants or other property rights;
- ◆ Applicants' conduct, motives or personal circumstances;
- ◆ Effect on property values;
- ◆ Loss of private view over the land;
- ◆ Previous planning history which is irrelevant to the present application.
- ◆ Disturbance during building work.

There will not be an opportunity for you to display maps, photographs etc or to ask questions of others at the meeting

13. What happens after the decision is made?

The applicant/agent will be sent the notice of decision. Objectors will be sent a letter informing them of the decision.

Where an application has been refused, the applicant can appeal to the Planning Inspectorate. You will be told if an appeal is made, your interest will be notified to the Planning Inspectorate and you will be asked for any further comments. There is no opportunity for objectors to appeal if an application is approved.

If you have any questions please contact:-

**Environment & Regulatory Services
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth B79 7BZ**

Telephone: 01827 709 282
Fax: 01827 709 277
e-mail: planningadmin@tamworth.gov.uk

Public
Participation
in
Planning Decisions
**Your opportunity
to take part
in the
planning process**



This document is available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact:

Post: Development Plan
 Strategic Partnerships
 Tamworth Borough Council
 Marmion House
 Lichfield Street
 Tamworth
 B79 7BZ

Telephone: 01827 709575

Fax: 01827 709277

Email: planning@tamworth.gov.uk

Website: www.tamworth.gov.uk