

12. Monitoring and reviewing

Preparing this Statement of Community Involvement has enabled the Council to give significant thought to how the authority is best able to involve people in planning matters from an early stage in the process.

The Council will keep the adopted Statement of Community Involvement under review by:

- Monitoring the success of community involvement techniques by assessing the representations received during the planning process
- Any problems raised by consultees. Consultation surveys are accompanied by an equality monitoring questionnaire in order to ensure participants are given the opportunity to raise concerns relating to fair representation. Individual feedback is used to inform and improve all future engagement.
- Advice on best practice by consulting with relevant council departments, such as Communications and Equality Monitoring.

The document will be examined every year through the Herefordshire Council Monitoring Report. Any proposed review will be identified within the Council's Local Development Scheme with a clear timetable for its production.

For further information or clarification on any aspect of the Statement of Community Involvement please contact 01432 260500 or email: ldf@herefordshire.gov.uk

www.facebook.com/hfdscouncil
www.twitter.com/HfdsCouncil
www.flickr.com/photos/hfdscouncil

Appendices

Appendix 1 - Glossary of terms

Adoption - The final formal stage in the evolution of a statutory planning document. Once a plan is adopted it has full legal weight in the determination of planning applications.

Communities and Local Government (CLG) - The Government department with responsibility for planning and local government.

Core Strategy (CS) - A type of development plan document, which should set out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision.

Development Management - Alternative name for development control. The act of determining planning applications (and similar) in conformity with the development plan and material considerations.

Development Management Standards of Service - The Council's detailed approach to involving people in the process of making decisions on planning applications. It goes beyond the principles and legal requirements as set out in Section 3 of the SCI.

Development Management policies - A set of criteria-based policies required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan - The suite of development plan documents that collectively provide the planning framework used to assess development proposals for a given local planning authority area.

Development Plan Document (DPD) - Spatial planning documents that set out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. In two-tier areas it may include adopted district local plans, adopted county local plans for minerals & waste, core strategies and / or area action plans (where these have been prepared) and neighbourhood plans. All DPD's are subject to independent examination. There is a right for those making representations seeking change to be heard at an independent examination.

Elected Members - Locally elected community representatives that form part of the decision making body in a local authority.

General Consultation Bodies - These organisations are listed in the Town and Country Planning (Local Development) (England) Regulations 2012.

Independent Examination - The process by which a planning inspector may publicly examine a Development Plan Document.

Inspector's Report - This will be produced by the Planning Inspector following the Independent Examination.

Localism Act - The Localism Act devolves greater powers to local government and neighbourhoods and gives local communities more rights and powers over decisions about development. It also includes reforms to make the planning system more democratic and more effective.

Local Community - A generic term which includes all individuals (including the general public) and organisations external to the Council. It can also include statutory and other consultees.

Local Development Scheme (LDS) - Sets out the programme for the preparation of the development plan documents.

National Planning Policy Framework (NPPF) - A document setting out the Government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within Planning Policy Statements, Planning Policy Guidance and Circulars. The NPPF is a material consideration in the preparation of planning documents and when considering planning applications.

Pre-application Community Engagement - The process by which a prospective developer will give local people an opportunity to help shape development proposals before they are formally submitted to the planning authority as a planning application.

Planning Inspectorate - An organisation which processes planning appeals and holds examinations into DPDs or Local Plans and the Community Infrastructure Levy (CIL).

Public Consultation - A process through which the public is informed about emerging plans or proposals put forward by a planning authority or by development promoter, and are invited to submit comments upon them.

Specific Consultation Bodies - These organisations are listed in Town and Country Planning (Local Development) (England) Regulations 2012.

Appendix 2 – Specific consultation bodies

Please refer to current Town and Country Planning (Local Planning) (England) Regulations

General consultation bodies

Other bodies representing the environmental interests of the county

Voluntary bodies, some or all of whose activities benefit any part of the authority's area

Bodies which represent the interests of different racial, ethnic or national groups in the authority's area

Bodies which represent the interests of different religious groups in the authority's area

Bodies which represent the interests of disabled persons in the authority's area

Bodies which represent the interests of persons carrying on business in the authority's area

Parish Councils

A comprehensive list of specific and other consultees will be maintained by Herefordshire Council planning department.

Appendix 3 - Guidance Notes on making a representation

Throughout the planning process, opportunities will be given in the form of consultation for all interested parties to be involved and make their views known.

At the start of a consultation period, a form will be made available for anyone wanting to make a representation. Dates of the consultation will be made clear and only representations received inside these dates, will be taken into consideration.

A completed form should include contact details and the comments on the form should relate directly to the aspect of the Development Plan Document as indicated on the form by the planning office.

Only names and/or organisations will be published on the Council website, as well as comments made on the form. However, other information will be shared with the Planning Inspector, who may want to contact those who have made a representation to discuss comments and concerns prior to concluding the formal examination.

All representations will be considered by the Planning Inspector as part of the examination of the plan. The purpose of the examination is to enable the inspector to decide whether the plan is 'sound'. For a plan to be sound, it must be:

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

The above points should be considered when making a representation.

Appendix 4 - Public speaking procedure at meetings of the planning committee

Herefordshire Council is committed to public involvement in the planning process. As part of this commitment there is a scheme of public speaking for applications that are being determined at a meeting of the Planning Committee. There are already extensive consultation and neighbour notification procedures for applications, but the ability to speak at the committee meeting enables an even wider opportunity for the applicant/supporters, objectors and the Parish/Town Council, to put forward their views directly to the Members of the Committee, before the decision is made.

How does the scheme work?

This scheme only operates for planning applications that for various reasons are the subject of a report to the Planning Committee. In order to have the opportunity to speak you will have:

- Made an application being the applicant or agent, or
- Made your views known as the Parish/Town Council
- Made your views known as a member of the public on an application within the period specified for receipt of representations.

The right to speak applies equally to those who are objectors or supporters or their representatives.

If the application is to be considered by the Committee you will be notified in writing and advised of the procedure for registering your wish to speak. Time will be allowed for speaking after the Chairman of the meeting calls the item and officers have given their presentation. After speaking is completed Members will normally debate the merits of the application and make a decision. In the case of some applications, Members may decide to defer determination. In these instances only those who registered to speak at the first meeting will be permitted to do so when the deferred item is considered at a subsequent meeting.

What is the registration period?

The letter to you will set out the date and time of the meeting that will consider the application(s) you are interested in. In order to register your wish to speak you must contact Committee Services no later than 48 hours before the start of the meeting by telephone, fax or e-mail. The telephone/fax number and e-mail address will be set out on the letter.

Please be prepared to give details of a telephone number and times when you can be contacted to the Committee Services Officer. Where more than one person registers to speak for or against a proposal, speakers will be encouraged to share the time allotted. Where no agreement is reached the Committee Services Officer will allot the time to the first person to register. If you have any special needs, please advise the Committee Services Officer on registration.

Where and when are meetings held?

Normally meetings are held at The Shire Hall, St Peter's Square Hereford HR1 2HX at the time stated on your letter. If an alternative venue is chosen then you will be given notice.

At the meeting

If you have registered to speak you are asked to arrive at the Council Chamber 30 minutes before the meeting starts. Committee Services Officers will be in attendance to advise on seating and to answer any other queries that concern you.

Order of speaking and time allotted

The order of speaking will be:

1. Parish/Town Council or appointed representative(s) - 3 minutes in total
2. Objectors - 3 minutes in total
3. Applicant/Agent/Supporters - 3 minutes in total

Please note that in each case there is just one 3 minute slot per category. Speakers are welcome to share a 3 minute slot. In exceptional circumstances the Chairman has discretion to allow a longer period for speaking.

Please ensure that your mobile phone is switched off at the meeting and note that the following are not permitted: Visual aids such as plans or photographs, the circulation of material at the meeting, the taking of photographs, and the use of voice recording equipment

What can I say?

Your comments should be limited to relevant planning issues already raised in your representation such as:

- planning policies, including those in the relevant Development Plan; (These can be viewed on the Council's website – www.herefordshire.gov.uk or, at Hereford Customer Services, Franklin House, Commercial Road, Hereford, HR1 2BB)
- appearance and character of the development
- traffic generation, highway safety and parking
- overshadowing, overlooking and loss of privacy
- noise disturbance or other loss of amenities
- layout and density of buildings

You should avoid matters that cannot be considered by Committee such as:

- boundary disputes, covenants or other property rights
- personal remarks (i.e. the applicant's motives)

You may not ask questions of others at the meeting, nor, other than for clarification, will the Chairman ask you questions.

Once you have spoken you will take no further part in the meeting.

Important information

It is advisable to contact the planning application Case Officer a few days before the meeting to confirm the application is still to be considered. Applications are sometimes withdrawn at short notice. You do not have to attend a meeting since the points you have raised will be summarised in the report. The Committee Agenda is available for public inspection at least 5 working days before the meeting. You should note that the Committee does not always agree with the recommendation of the Case Officer.

Committee Services can be contacted on:

Telephone No: 01432 260239

E-mail address: Publicspeaking@herefordshire.gov.uk

Location of the Meeting The Shirehall, St Peter's Square, Hereford HR1 2HX

Appendix 6 – Useful information

The National Planning Policy Framework sets out the government's planning policies for England and how these are to be applied.

www.gov.uk

The Localism Act 2011, introduced in order to shift power away from central government and towards local authorities and neighbourhood communities in the planning decision making process.

www.gov.uk

This guide outlines how planners can better understand the important role that planning can play in supporting the Government's commitment to tackling disadvantage by reviving the most deprived neighbourhoods, reducing social exclusion, and supporting society's most vulnerable groups

www.gov.uk

With the aim of an integrated and well-rounded approach, the preparation of the Statement of Community Involvement has been informed by a number of Council strategies.

These include: Herefordshire Council Corporate Plan 2013-2015, Economic Development Strategy for Herefordshire 2011-2016, Herefordshire and Shropshire Housing Strategy 2015-2016, Herefordshire County Council Local Transport Plan 2016-2031

Further information

www.Planning and Compulsory Purchase Act 2012

www.Planning Inspectorate

www.planningportal.gov.uk

Appendix 7 – Sources of help and advice

Forward Planning section

Blueschool House

Blueschool Street

HR1 2LX

Tel no 01432 383357

Email: ldf@herefordshire.gov.uk

Neighbourhood Planning

Tel no 01432 260386

Email: neighbourhoodplanning@herefordshire.gov.uk

The Royal Town Planning Institute

41 Botolph Lane, London,

EC3R 8DL

Tel 020 79299494

Email: online@rtpi.org.uk

Website: www.rtpi.org.uk