

# **Cheltenham Borough Local Development Framework**

Draft Statement of Community Involvement

For consideration by Cabinet

29th March 2005

**The Council is looking for your comments on this draft Statement of Community Involvement. The deadline for comments is 20<sup>th</sup> May 2005. A form to assist you in making your comments is attached at the back of this document, see appendix 1.**

**Questions which may help you in commenting are set out in boxes throughout this document and are listed in full at appendix 2.**

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# **1 INTRODUCTION**

1.1 This draft Statement of Community Involvement (SCI) is one of the first documents prepared by Cheltenham Borough Council under the regulations of the Planning and Compulsory Purchase Act (2004). It sets out the ways in which the Council will consult and involve people when we are developing planning policies and considering planning applications. The Council would like to hear the views of all the community within Cheltenham and in order to achieve this, we need to know the best way in which to reach people and assist them in becoming involved in planning Cheltenham's future.

1.2 This document explains;

- how the new planning system will operate and how we will manage the process, see section 3 and 5;
- how we suggest we consult people regarding Local Development Documents (LDDs), see section 3; and
- how we suggest we consult people regarding planning applications, see section 4.

1.3 The Planning and Compulsory Purchase Act came into force in 2004. This Act sets out significant changes to the planning system; including replacing local plans with a new style of development plan known as a Local Development Framework (LDF).

1.4 All local authorities are required prepare an LDF and demonstrate how they will involve and engage the community in their preparation. This Statement of Community Involvement explains how the Borough Council intends to carry out the consultation associated with Cheltenham's LDF and also major planning applications within the Borough.

1.5 Consultation lies at the heart of everything we do as a Council. The services that the Council delivers are shaped and informed by what our community tells us it wants and the feedback we receive. Consultation is a core requirement for local authorities and is as an opportunity to work with communities and tailor services to meet specific and identifiable needs. With this in mind, it is important to ensure that there is a co-ordinated approach to consultation. Using the right methods and techniques is the key, and often a blend of methods will be used to get the right result. It is also very important that the results of each consultation exercise are fed back to those people who have been consulted, along with an indication as to how it will help shape the final decision. This feedback must be open and honest.

## **2 LOCAL DEVELOPMENT FRAMEWORK (LDF)**

2.1 The LDF will be comprised of a suite of documents, called Local Development Documents (see appendix 3), including;

- \*Development Plan Documents (DPDs);
- Supplementary Planning Documents (SPDs);
- Local Development Scheme (LDS);
- Statement of Community Involvement (SCI); and,
- Annual Monitoring Report (AMR).

A summary of terms used throughout this document is set out at appendix 4.

\*Only DPDs are part of the statutory development plan. SPDs provide additional guidance to policies and proposals set out in DPDs and will be taken into account as a material consideration in the determination of planning applications.

2.2 Every Local Planning Authority is required to have a development plan in place to use as a framework for determining planning applications. The old planning system adopted a hierarchical approach to development plans, made up of local plans, structure plans and regional planning guidance. Under the new system structure plans are abolished and a new two-tier planning structure is being established. Regional Spatial Strategies (RSSs) will replace regional planning guidance and LDFs will replace local plans, (see appendix 5). The LDF must be in accordance with national planning policy and also the Regional Spatial Strategy.

2.3 Under the old system, local plans had to be prepared and reviewed as a whole, which led to considerable delay and plans becoming out of date quickly. Cheltenham's LDF will be made up of a portfolio of documents, as such it will be possible to prepare and review individual documents as necessary in a more timely manner. This will help to streamline the process.

2.4 Cheltenham Borough Local Plan (1991-2001) was adopted in 1997. This plan is under review, it is anticipated that the revised local plan will be adopted during 2005. Under the provisions of the Planning and Compulsory Purchase Act, this plan will be saved for a period of three years. During this time the Council will start preparing a core strategy and a suite of development control policies to reflect changes emerging in the preparation of the South West regional Spatial Strategy. The timetable for these documents is set out in the Council's Local Development Scheme.

2.5 The LDF is expected to incorporate the views and aspirations of the community as part of the Government's drive for community engagement. As such, the LDF must be accompanied by a Statement of Community Involvement to demonstrate how the authority has sought to produce an LDF that benefits those who will be affected.

### **3 STATEMENT OF COMMUNITY INVOLVEMENT**

3.1 The Government has emphasised four key benefits for producing the Statement of Community Involvement;

1. strengthening the evidence base for plans, strategies and planning decisions;
2. community commitment to the future development of an area;
3. promoting regeneration and investment; and
4. fostering ownership and strengthening delivery.

3.2 In order for community involvement to be successful it is important to ensure that all members and groups of the community are reached and given an equal opportunity to be able to participate in shaping policies and considering the impacts of planning. This will provide a better understanding of the issues and aspirations of the people who live and work within the Borough and in turn produce a robust plan. Improved consultation and community engagement in the decision making process will assist in providing more effective services.

#### **Links to existing work and consultation**

3.3 The LDF will form part of the Council's commitment to deliver the vision of the Community Plan. The production of this Plan was one of the requirements of the Local Government Act 2000, which gives councils new powers to improve the economic, social or environmental well-being of their area.

3.4 Cheltenham Borough Council's Community Plan, '*Our Future, Our Choice*' provides a blueprint for the long-term development and improvement of the Borough as a whole. This was developed through extensive consultation with the community and key stakeholders of Cheltenham.

3.5 As part of the growing recognition of the value of consultation, a consultation strategy has been developed by the Borough Council that contains the key aims, priorities and principles to be adopted in carrying out an effective consultation exercise. A consultation toolkit has also been developed to accompany the Consultation strategy which details some of the techniques and methods available, key audience groups and some recommended techniques for each. This work forms the basis for this Statement of Community Involvement.

**“People benefit most from public services that are based on a real understanding of their needs.”**

(Audit Commission, *Connecting with users and citizens*, 'Introduction', 2003)

#### **Question 1**

What would be the best way to contact you to involve you in the consultation process?

### **Hard to reach groups**

- 3.6 Hard to reach groups are those groups or members of the community who are under-represented in responses to consultation exercises carried out. Reasons for this may be due to the different levels of access to information some groups have, or other obstacles such as language, age, geographical isolation, time or a general indifference. It is important to consider how these groups can be included within any consultation work or community engagement to ensure that their views are taken into account.
- 3.7 The common hard to reach groups identified by the Council's Consultation Strategy include;
- Young people
  - Older people
  - Disabled people
  - Black and minority ethnic groups
  - People with caring responsibilities
  - Gay, lesbian, bisexual and transgender community
  - Socially excluded groups
  - Homeless people
  - Travellers
  - Non-users of council services

These groups are not specific to Cheltenham, but are recognised on a wider basis as being traditionally hard to reach.

#### **Question 2**

Are there any other hard to reach groups which we have not listed who should be identified?

- 3.8 Cheltenham has a number of representative bodies for hard to reach groups. However, it is acknowledged that the longer term future of some of these organisations is not secure and any consultation exercise needs to account for this. The Council will use a variety of methods to contact and engage with hard to reach groups and the Consultation Toolkit will be a particularly useful document in this respect. The following techniques are likely to be beneficial;
- touring exhibitions;
  - use of the local press and radio;
  - depositing consultation document in accessible locations;
  - making use of community networks, such as the Disabled Forum, MAD (Making a Difference - young people's council), Pensioner's Forum, business networks etc;
  - informal community networks;
  - use of CAVA – voluntary sector umbrella body;
  - using targeted consultation;
  - internal working groups and links to external organisations;
  - ensuring that documents are prepared using 'plain English'.

### Question 3

Are there other techniques which would be useful in trying to contact hard to reach groups?

### Community Involvement in the Local Development Framework

3.9 It is important to get people involved in the early stages of preparing local development documents and to continue that engagement throughout the process, including reporting back to the community. The following paragraphs set out how it is proposed that this will be achieved during the LDF process.

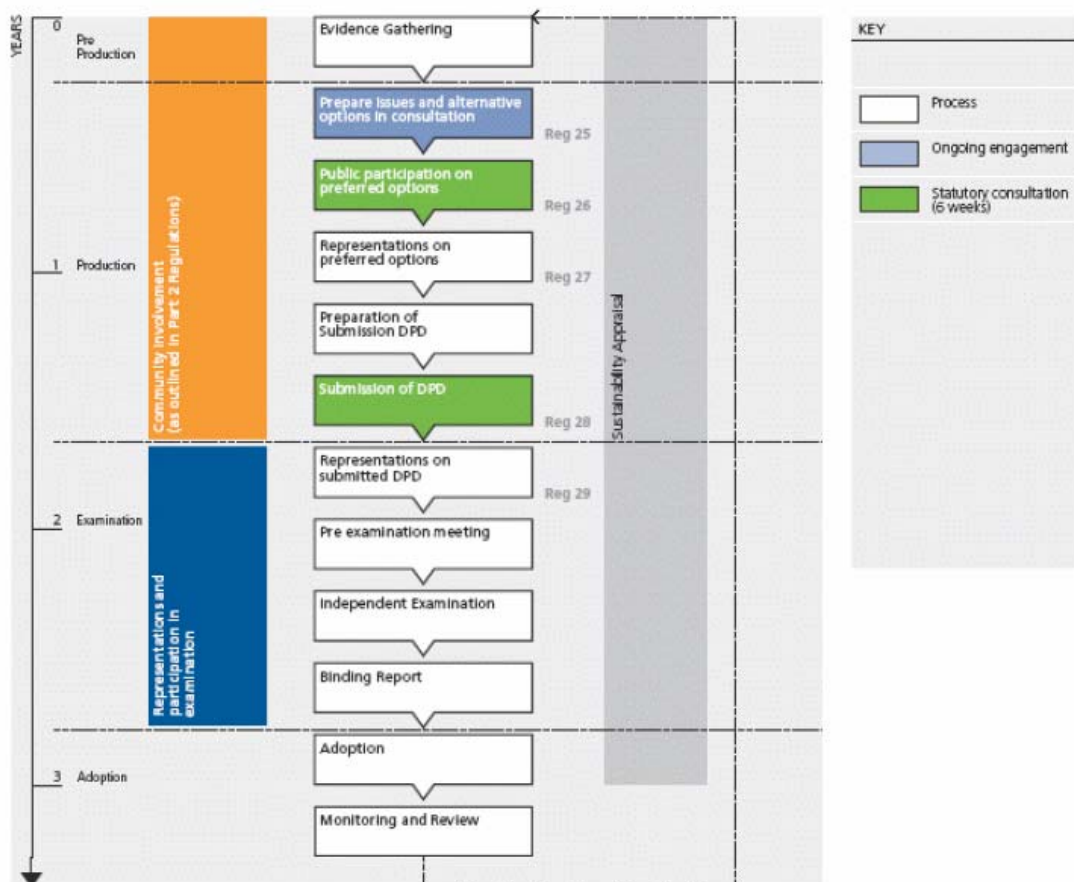
### Development Plan Documents/Supplementary Planning Documents

3.10 The statutory development plan for Cheltenham will be comprised of a series of Development Plan Documents (DPDs). These will be supported by Supplementary Planning Documents (SPDs), see paragraph 2.1.

3.11 Each document will be placed on deposit for public consultation, following the requirements set out in Government Guidance PPS12 (Creating Local Development Frameworks).

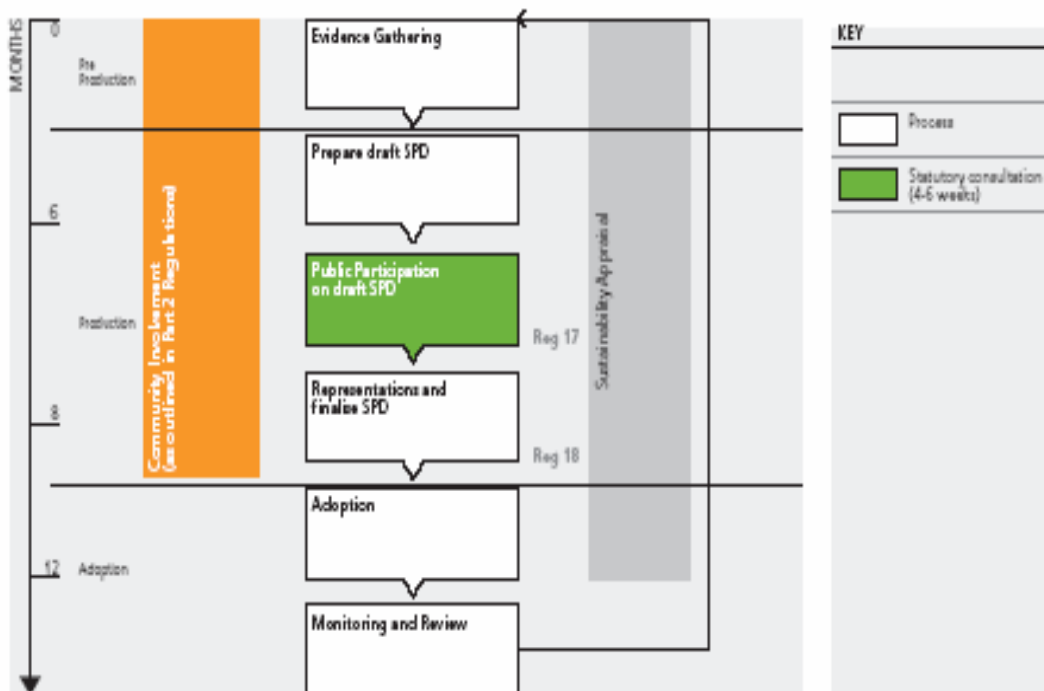
3.12 Figures 1 and 2 shown below (taken from the companion guide to PPS12: Creating Local Development Frameworks) illustrates the process of public consultation for producing DPDs and SPDS, which the Council will be required to follow.

**Figure 1: Development Plan Documents**



**Figure 2: Supplementary Planning Documents**





3.13 Minimum standards for community involvement are set out in the Government's publication 'The Town and Country Planning (Local Development) (England) Regulations 2004'. This states those bodies which Local Planning Authorities are required to consult on LDDs. The Borough Council will work to consult over and above these minimum regulations to provide a more effective planning framework.

**Pre-Production**

3.14 Before any work is started on any of the LDDs, the Council will explore the most appropriate methods of consulting hard to reach groups and attempt to engage these groups in the early stages of the process. This work will involve an internal audit of existing relationships to external bodies and an assessment of the types of consultation which have proven most successful.

3.15 It is recognised that some groups may wish only to be involved in the early stages of the decision making process, and in the case of DPDs may not pursue specific comments through the statutory process of an independent inquiry. However participation from all groups will be encouraged at every stage. The Cheltenham Strategic Partnership will be invited on board at this stage, in addition to other stakeholders who regularly work with the Council.

3.17 A consultation database will be compiled to hold contact details of interested parties. A list of statutory consultees is set out at appendix 6.

**Production Stage**

3.18 The Council will prepare draft DPDs and SPDs which seek to reflect comments received during work with groups, organisations and individuals during the pre production stage, such drafts will be subject to public consultation as set out in PPS 12. Each document will be accompanied by a Sustainability Appraisal/Strategic Environmental Assessment and a Statement of Compliance to demonstrate how the Council has complied with this Statement of Community Involvement.

3.19 Each period of consultation will last six weeks and will be advertised on the Council's website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk), statutory notices will be placed in the local press and

the London Gazette. Links to the document will be made available on the Council's website together. All forms of communication will clearly identify the dates by which representations need to be submitted to the Borough Council.

**Question 4**

What other forms of media would be useful for relaying information on the availability of LDF documents?

- 3.20 Copies of the documents will be available at each of the libraries within Cheltenham and at other locations within the Borough. (See appendix 7) There may be a charge to purchase some documents to reflect printing costs. The various stakeholders, identified consultation groups, statutory consultees and any other interest groups will be contacted to advise that documents have been placed on deposit and where they are available for viewing free of charge. All documents will be made available via the Council's website.

**Question 5**

Where are the most suitable locations for carrying out public consultation?

- 3.21 Comments and representations may be received via a form provided on the Council's website, by fax, e-mail, by post or simply handed in to the reception at the Municipal Offices. Representations received will be made available to the public on the Council's website and copies distributed to libraries and other locations within the Borough.

## 4 DEVELOPMENT CONTROL

### The Council's policy for consultation on planning applications

- 4.1 The Council is aware of the importance of consultation with the community and of the need to allow the widest possible dissemination of information about planning proposals. It has long been an established practice to exceed the minimum publicity requirements for planning applications. The desire to inform and consult, however, always has to be balanced against considerations of cost and speed of decision making. The Council received over 2000 planning and related applications in 2004 and the trend shows an increase year on year. Most of these applications entail some form of consultation.

### Methods of consultation

- 4.2 **Neighbour notification by letter:** the principal method. Neighbours bordering the site and across the road are targeted, as a minimum, with more extensive consultation as appropriate to each case. Comments are required to be made within 21 days. The letter includes brief information about the proposal and gives guidance on the process for comment, including a list of considerations that are material to the planning process. The Council will take account of all the representations received to a planning application and assess the proposal in light of the comments received and other material considerations.
- 4.3 **Parish Councils:** each Parish Council receives a copy of every application within or affecting its area. There is a statutory 14 day period for comment but decisions are not made before the 21 days allowed for neighbour comment. Cheltenham Borough Council will draw up a local agreement with Parish Councils to move away from the 14 day period of consultation to 21 days to bring it in to line with other consultees.
- 4.4 **Site Notices:** these are a formal requirement for applications within conservation areas, major applications and listed building applications. They are also used to supplement letters. They are a highly visible indication of a planning proposal.
- 4.5 **Newspaper advertisements:** these are a statutory requirement for applications in conservation areas, major applications and listed building applications. Cost restricts the use of adverts to the statutory requirement. The Gloucestershire Echo is supplied with a list of all applications and publishes details, although this is dependent on editorial considerations.
- 4.6 **Weekly list:** this details every application received and specifies whether the decision is expected to be made by Planning Committee or delegated to planning officers. It is emailed to Councillors, Parish Councils and any other address on request. It is posted on the Council's web site. The web site provides a facility for anyone to generate their own weekly list using parameters such as outline applications, a specific agent, or a defined road.
- 4.7 **Resident's Associations:** arrangements are made with individual groups for applications to be sent as and when submitted in their area of interest.
- 4.8 **Libraries:** the Cheltenham Central Library and relevant outlying libraries receive copies of applications.
- 4.9 **Web site:** Software on the Council's website allows anyone with access to the internet at home or through local libraries to search planning application records.

### **Question 7**

Are there any other ways through which the community should be consulted with about planning applications?

#### **Significant applications**

- 4.10 These are defined as:
- Applications for 50 or more dwellings
  - Applications which are a departure from the Local Plan
  - Applications which propose more than 1,000 square metres of floorspace
  - Buildings or structures which exceed 15m in height
  - Applications which are accompanied by an Environmental Statement.
  - Other applications which the Council considers would have a significant impact on the environment or a residential area.
- 4.11 Applicants are encouraged to carry out their own consultation with the community, in the form of public meetings, newsletters, questionnaires and exhibitions, before the application is submitted. This allows amendments to be incorporated into the final submission. Applicants should consider the benefits of wide consultation on schemes likely to impact on residents or the environment, regardless of whether the proposal falls below the thresholds listed above.
- 4.12 **Public meetings:** if a meeting is held, officers will attend as observers and to provide information when requested.
- 4.13 **Design advice:** the Civic Society and the Panel of Architects of Gloucestershire Architectural Association meet regularly to provide comment on a range of applications.
- 4.14 **Availability of application documents:** applications are available for inspection throughout office hours at the Built Environment reception desk. Copies of documents can be made for a small charge. A Customer Liaison Officer is available to help interpret applications. The Council is working towards 100% availability of documents via the website.
- 4.15 **Consultation on amendments:** at the discretion of the officers, amendments may be publicised, usually by letter or a site notice. It is customary to allow 14 days for comments although this period may be reduced, according to the application timetable. The Council is drawing up an amended plans procedure which will set out a standard approach in this matter.
- #### **Public speaking at Planning Committee**
- 4.16 Objectors and supporters may address the Planning Committee for a period of up to 3 minutes. If more than one person wishes to speak, arrangements are made to consolidate the comments so that there is a maximum of two speakers, one for the proposal and one against. Council Members and Parish Councillors have a right to speak at Committee.
- #### **Prior Approval Applications**
- 4.17 These proposals include some types of telecommunications mast and agricultural buildings. This type of proposal has permitted development for the principle. The Council can consider only the siting and appearance of the structure. There is a fixed

56-day timescale for determination. If no decision is made within this period, the application is approved. The Mobile Operators' Association has published its 10 Commitments which include policy on consultation with local communities [www.mobilemastinfo.com/index.html](http://www.mobilemastinfo.com/index.html)

### **Tree Applications**

- 4.18 There is a distinction between conservation area notifications and tree preservation order applications. With all applications/notifications, the consultation period is 21 days and officers have delegated authority to determine all applications with the exception of:- applications on Council owned land; notifications/applications from council employees or when members specifically ask - within the consultation period - for the item to be referred to Planning Committee.
- 4.19 **Wider consultation:** whilst there is no statutory requirement to consult the wider community in respect of work to trees, this Council has adopted a policy to consult as widely as possible. The procedure closely follows that for planning applications and is often a mixture of neighbour/local interest group letters and site notices. Works to trees are not published in the local press. A weekly list is published and sent to the ward councillors, parish councils and local interest groups on request. In particular, at their request, Cheltenham Tree Group and Cheltenham Civic Society receive a copy of the weekly list. All recipients of the list are given 21 days to comment.
- 4.20 As with planning applications, both objectors and supporters can address the members of the Planning Committee. Following a decision (which may be delegated) letters will be sent to all neighbours/parish councils who made representations on the application/notification informing them of the outcome. A copy of the decision notice (in the case of a TPO application) or a letter informing of the outcome of a conservation area notification is sent to the applicant.
- 4.21 **Internal consultation:** advice and comments are sought from the Parks and Landscape Division and from the Building Control Division. This is particularly relevant where there are safety concerns and/or subsidence to a building.
- 4.22 **Availability of documents:** as with planning applications all tree applications/notifications can be inspected during normal office hours at the Built Environment reception desk. Access to applications is available through the internet.
- 4.23 **Consultation on amendments:** notifications/applications for amendments to works to trees are very rarely received. No further consultations are carried out unless the amendment is for more drastic work, e.g. from an original scheme to prune a tree; to felling it. The tight time limit for conservation notifications does not allow for further consultation to take place.

### **Tree Preservation Orders**

- 4.24 When a tree preservation order is made, there is a statutory requirement to inform all land owners and interested parties and send them a copy of the order. All directly adjoining neighbours also receive a copy of the order. Nearby neighbours, amenity groups, ward councillors receive a copy of the schedule and plan. There is a statutory 28 day consultation from the date of the service of the notice. All representations are considered by the members of the planning committee who make the decision as to whether or not the order is confirmed.

- 4.25 **Appeals:** An appeal can only be lodged against a refusal of consent for, or conditions attached to, works to trees covered by a tree preservation order (TPO). All previous consultees are informed. TPO appeals are dealt with in a similar fashion to a planning appeal. There is no right of appeal in respect of conservation area notifications.

#### **Hedgerow Removal Applications**

- 4.26 As Cheltenham is an urban authority, Hedgerow Removal Applications notifications are rare. Applications under the Hedgerow Regulations 1997 will be determined within 6 weeks of receipt of a removal notice. Consultation letters will be sent out to all relevant statutory bodies in addition to the local ward members and Parish Council. All comments received will be taken into account in making a decision as to whether or not the removal should be granted.

#### **Decisions**

- 4.27 Those people who have written comments on applications receive a letter after the committee meeting informing them of the decision and explaining how to see more details. Results are published in the Committee minutes and made available on the Council's website.

#### **Enforcement**

- 4.28 Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially. There is no consultation with the public on enforcement cases. Cases are often sensitive so the anonymity of the complainant is essential. Cases are often resolved by the submission of a planning application which is then publicised in the normal way.

#### **Appeals**

- 4.29 When an appeal is received the Council notifies all who wrote about the original application, with information about how to make their views known to the Inspector. Previous correspondence is forwarded to the Inspectorate and Ward Members are notified. When an appeal proceeds by way of a hearing or inquiry, the date and venue are publicised by site notice and newspaper advert.

## **5 RESOURCING AND REVIEWING THE SCI**

### **Resource implications**

- 5.1 The majority of the work for the Local Development Framework will be undertaken by the Council's Strategic Land Use Team, supported by other relevant divisions of the Council and key stakeholders. Consultation associated with major planning applications will be undertaken by the Built Environment Division of Cheltenham Borough Council. Whilst the Council will conform to, and perform above the minimum regulations of consultation as set out in the Town and Country Planning (Local Development) (England) Regulations 2004, it must be recognised that resources are limited in terms of finances and staff resources.
- 5.2 A positive relationship with stakeholders and the community will help to overcome any implications derived from these limitations, and the Council is committed to maximising those resources available to it. Consultation opportunities will be maximised through the use of the Council's established relationships with Cheltenham Strategic Partnership, business, health and education sector networks.
- 5.3 The Council will utilise funding from the Planning Delivery Grant (PDG) to support the implementation of this SCI. However this funding is discretionary funding provided by the Office of the Deputy Prime Minister (ODPM), as such PDG cannot be relied upon for long term implementation.

#### **Question 8**

How can we consult with the community on a more cost-effective basis?

#### **Question 9**

Are there any organisations which would be able or prepared to help us?

### **Reviewing the SCI**

- 5.4 The Council will monitor the effectiveness of the consultation undertaken to assess whether a balanced representation of the community has been involved in the process. The SCI itself will be reviewed as appropriate, and any significant changes will be consulted upon and re-submitted to the Planning Inspectorate for approval.

## **6 MAKING REPRESENTATIONS ON THE SCI**

6.1 This draft SCI is on deposit for public consultation between 4<sup>th</sup> April 2005 and 20<sup>th</sup> May 2005. Any comments must be made on the representation form attached at appendix 1 or submitted via the form on the Council's website. The Council will not consider comments received after this time.

### **Reporting back**

6.2 The Council will consider the representations made to this document and make any necessary amendments. The revised draft Statement of Community Involvement will then be submitted to the Secretary of State and made available for a further six week statutory consultation period. Comments received which cannot be overcome via amendments to the SCI will be considered by an independent Inspector.

### **Testing the SCI**

6.3 The SCI is subject to the presumption that it is sound unless evidence arises to prove to the contrary. The soundness of the SCI will be considered by the Planning Inspectorate. This process should be able to be completed within about 4 months. In considering whether the SCI is sound, the Planning Inspectorate will consider any outstanding objections submitted to the Council which have not been resolved through amendments to the SCI. The expectation is that the majority, if not all, outstanding objections on an SCI will be dealt with via written representations. However, where those making representations insist on exercising their right to be heard at an examination in public, this will be facilitated. The timescale for the examination should not be more than 1 - 2 days. The report would then be produced within 3 weeks.

6.4 The Inspector's report into the SCI will be binding upon the Council. The agreed SCI will then be published as part of Cheltenham Borough Council's LDF.

**“We now need to encourage the use of more diverse methods of public involvement (including e-consultation techniques) to engage a broader range of people, and to do so effectively. To help policy makers achieve those aims they require assistance in understanding how public involvement can be used to improve policymaking and choosing methods that most closely match their purpose.”**

*(Cabinet Office, Viewfinder: a policy-maker's guide to public involvement, 2004)*



**Appendix 1 Commenting on the SCI**

**Cheltenham Borough Council  
Local Development Framework:  
Statement of Community  
Involvement**

*Initial Deposit Draft*

**4<sup>th</sup> April – 20<sup>th</sup> May 2005**

**For Council use only**

Date received .....

Respondent no .....

Objection / representation no .....

Acknowledged .....

**FORM FOR MAKING AN OBJECTION OR OTHER REPRESENTATION**

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM

- you are requested to use this form to facilitate dealing with your objection or representation. Please complete all sections of the form
- if you are making more than one objection or representation, please use a separate form for each (the form may be copied)
- objections and representations cannot be treated confidentially and will be made available for inspection at the Municipal Offices and on the Council's website
- any objections which cannot be resolved by the Council will go forward to an independent planning inspector for consideration

**ONLY OBJECTIONS AND REPRESENTATIONS RECEIVED BY THE COUNCIL BEFORE  
5.00 p.m. ON FRIDAY 20<sup>th</sup> May 2005 CAN BE CONSIDERED**

For any questions about the Statement of Community Involvement, please telephone (01242) 264379 or 264382

or email [localplan@cheltenham.gov.uk](mailto:localplan@cheltenham.gov.uk)

This form is available and may be submitted on line via the Council's Website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**1. Name and address**

.....  
.....  
.....  
.....  
.....  
.....  
.....

Daytime telephone .....

email .....

**2. Name and address of agent (if applicable)**

.....  
.....  
.....  
.....  
.....  
.....

Daytime telephone .....

email .....

**3. What is your representation related to?**

Paragraph number .....

An omission .....

Question number .....

Are you objecting?

supporting?

commenting?

**4. Please state the grounds on which your representation is made.**

Please continue on separate sheets, if necessary

**5. If you are objecting, please state what change to the Statement of Community Involvement you are seeking.**

**6. If there is a examination in public will you:**

wish to prepare further written evidence in support of your objection?

or appear at the examination in person?

or be willing to present a joint case with other objectors?

**7. Please return the form to:**

Strategic Land Use Team  
Cheltenham Borough Council  
P. O. Box 12  
Municipal Offices  
Promenade  
Cheltenham  
Gloucestershire  
GL50 1PP

Or alternatively email to: [localplan@cheltenham.gov.uk](mailto:localplan@cheltenham.gov.uk)

**Signature**

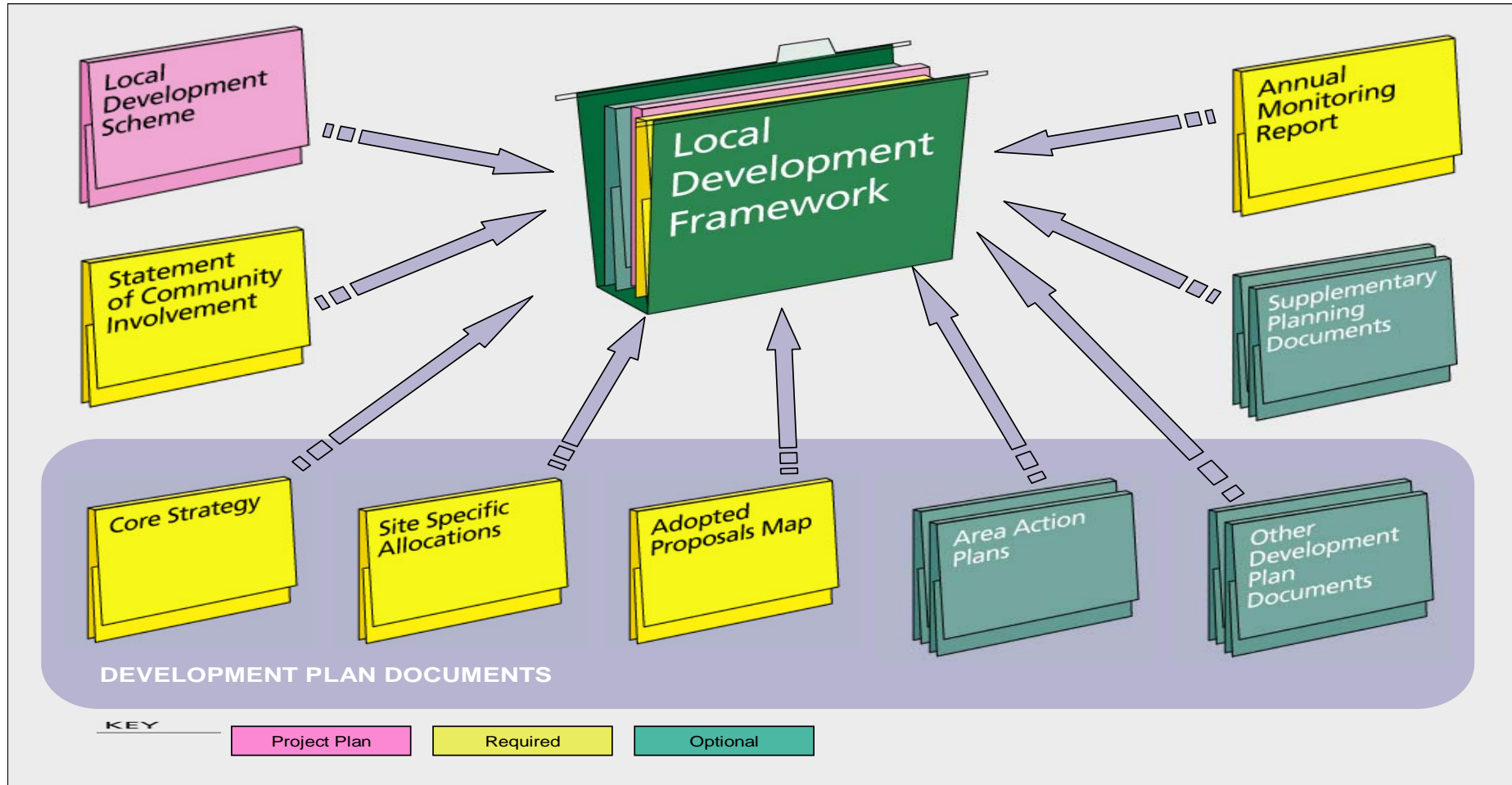
Date .....

## **Appendix Two**

### **Questions to consider**

1. What would be the best way to contact you to involve you in the process?
2. Are there any other hard to reach groups which we have not listed who should be identified?
3. Are there other techniques which would be useful in trying to contact hard to reach groups?
4. What other forms of media would be useful for relaying information on the availability of LDF documents?
5. Where are the most suitable locations for carrying out public consultation?
6. Through which other medium would you wish to be informed of the adoption of any Development Plan Documents?
7. Are there any other ways through which the community should be consulted with about planning applications?
8. How can we consult with the community on a more cost-effective basis?
9. Are there any voluntary organisations which would be able or prepared to help us?

### Appendix 3 An outline of LDFs



## Appendix 4 Summary of terms

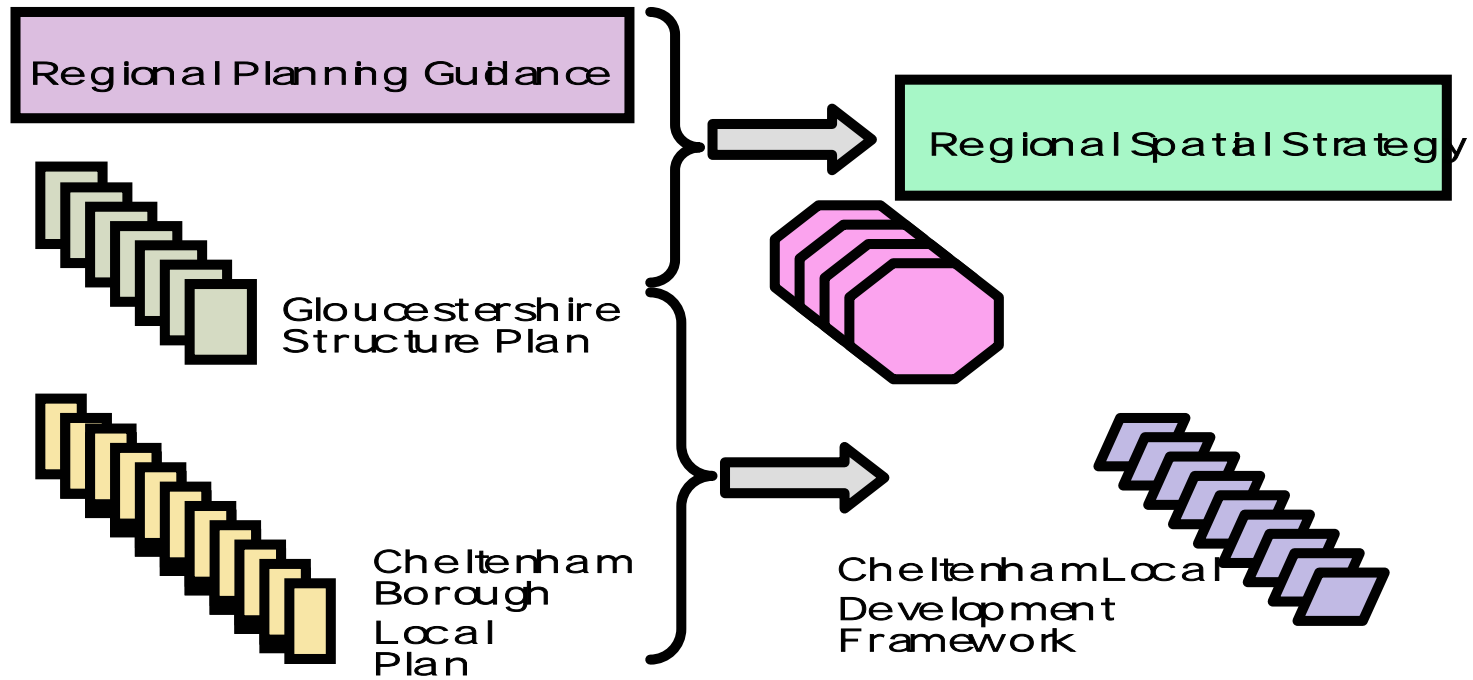
A guide to the terminology used in this document

<b>Area Action Plan (AAP)</b>	A development plan document covering specific parts of a district. They focus on the implementation of policies, for key areas of opportunity, change or conservation.
<b>Annual Monitoring Report (AMR)</b>	A report on how the Council is performing in terms of the Local Development Framework. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.
<b>Core Strategy (CS)</b>	Sets out the long term vision for the district and provides the strategic policies and proposals to deliver that vision.
<b>Community plan</b>	The Local Government Act 2000 placed a statutory duty on local authorities to prepare a community plan for promoting and improving the economic, social and environmental well-being of their areas, while contributing to the achievement of sustainable development. The community plan is to be prepared and implemented by a local strategic partnership that brings together the key public, private and voluntary sector partners in the area. In Cheltenham, Our Future, Our Choice was produced by Cheltenham Strategic Partnership in October 2003.
<b>Development Plan Document (DPD)</b>	A Document setting out the Council's planning policies and proposals. They are subject to community involvement, consultation and independent examination. A sustainability appraisal is required for each development plan document.
<b>Government Office for South West (GOSW)</b>	The Government's regional office. First point of contact for submitting documents to the Secretary of State
<b>Local Development Document (LDD)</b>	Any document within the Local Development Framework. They comprise development plan documents, supplementary plan documents and the statement of community involvement.
<b>Local Development Framework (LDF)</b>	This is the term given to the overall portfolio of local development documents (LDDs). Together the LDDs provide the Local Planning Authority's land use and spatial policies for the district.

<b>Local Development Scheme (LDS)</b>	A three year plan which shows the local development documents to be produced and the timetable for their production.
<b>Local Strategic Partnership (LSP)</b>	The Local Strategic Partnership is a non-statutory, non-executive organisation which operates at a level enabling strategic decisions to be taken and is close enough to individual neighbourhoods to allow actions to be determined at community level.
<b>Office of Deputy Prime Minister (ODPM)</b>	The Government department responsible for planning policy. It is also responsible for the Government Office of the South West and regional assemblies.
<b>Planning Inspectorate (PINS)</b>	The government agency responsible for scheduling independent examinations. The planning inspectors who sit on independent examinations are employed by PINs.
<b>Planning Policy Guidance (PPG)</b>	A series of documents setting out the Government's national land use planning policies e.g. housing, transport, employment. They are currently being replaced by Planning Policy Statements.
<b>Planning Policy Statement (PPS)</b>	A series of documents setting out the Government's national land use planning policies that will replace the previous Planning Policy Guidance notes.
<b>Proposals Map</b>	A separate Local Development Document which illustrates on an Ordnance Survey base map all the policies and proposals contained in the development plan documents (DPD) and 'saved' policies. It must be revised each time a DPD is submitted to the Secretary of State.
<b>Regional Planning Body (RPB)</b>	The Government Office for the South West, who produce the Regional Planning Guidance.
<b>Regional Planning Guidance (RPG)</b>	Produced by the Government Office of the South West (GOSW) on behalf of the Secretary of State. It provides a regional spatial strategy within which the Local Plan & Local Transport Plan should be prepared. To be replaced by Regional Spatial Strategy.
<b>Regional Spatial Strategy (RSS)</b>	Produced by the South West Regional Assembly. Sets out the Government's policies within the region.

<b>Round Table Sessions</b>	Round table sessions may be used when testing DPDs. They tend to deal with strategic themes of the development plan, and may involve a number of objectors. Such sessions are used to explore and examine data and evidence.
<b>Soundness Test</b>	The SCI and DPDs will be presumed to be sound unless evidence can be provided to demonstrate that this is not the case. Documents need to be based on robust and credible evidence.
<b>Statement of Community Involvement (SCI)</b>	A document which sets out how the Council will consult and involve the public at every stage in the production of the Local Development Framework. It also applies to major development control applications. The SCI is not a DPD but will still be subject to an independent examination
<b>Strategic Environmental Assessment (SEA)</b>	An appraisal of the impacts of policies and proposals on economic, social and environmental issues, required by European legislation.
<b>Statutory development plan</b>	Consists of the Regional Spatial Strategy and development plan documents. The starting point for the determination of planning applications.
<b>Supplementary Planning Document (SPD)</b>	This is a local development document which provides additional advice and information relating to a specific policy or proposal in a development plan document (DPD). It does not have DPD status and will not be subject to independent examination.
<b>Supplementary Planning Guidance (SPG)</b>	Additional advice issued by the Local Planning Authority relating to policies in the Adopted Local Plan. To be replaced by Supplementary Planning Documents (see above).
<b>Sustainability Appraisal (SA)</b>	These are required under national legislation for emerging policy and include consideration of social & economic impacts as well as impacts on the environment. This Local Development Scheme incorporates Strategic Environmental Assessments into the definition (see below).

## Appendix 5 – Changes to the Planning System





## **Appendix 6 Statutory Consultees**

As set out in the Town and Country Planning (Local Development) (England) Regulations 2004

- Avon, Gloucestershire and Wiltshire Health Authority
- British Telecommunications Plc
- Charlton Kings Parish Council
- Cotswold District Council
- The Countryside Agency
- Relevant Electricity and Gas Companies
- English Nature
- The Environment Agency
- Gloucestershire County Council
- Government Office for the South West (GOSW)
- Highways Agency
- Historic Buildings and Monuments Commission for England (English Heritage)
- Leckhampton Parish Council
- Prestbury Parish Council
- Severn Trent Water
- South West Regional Assembly
- South West Regional Development Agency
- Strategic Rail Authority
- Swindon Parish Council
- Relevant Telecommunications Companies
- Tewkesbury Borough Council
- Up Hatherley Parish Council

## **Additional Consultees (Non - statutory)**

- B & Q Plc
- Barwood Land and Westbury Homes (Holdings) Ltd
- Bovis Homes (South West) Ltd.
- British Waterways
- Castlebrook Properties
- CAVA
- Cheltenham Centre for Change
- Clerical Medical Investment Group Ltd
- Cheltenham Business Partnership
- Cheltenham Chamber of Commerce (Planning & Transport Committee)
- Cheltenham Hospitality Association
- Cheltenham Strategic Partnership
- Commission for Architecture and the Built Environment
- Corporate Property Services Gloucestershire County Council
- COSTCO Wholesale UK Ltd.
- Cottelsoe Property Co Limited
- Council for the Protection of Rural England (CPRE)
- Dialogue
- Disabled Forum
- Diocese of Gloucester

- Federation of Small Businesses
- Finch Developments
- FOLK
- Forest of Dean District Council
- Friends of the Earth
- George Bence & Sons
- Gleeson Homes Limited
- Gloucester City Council
- Gloucestershire Constabulary
- Gloucestershire First
- Gloucestershire Chamber of Commerce and Industry
- Gloucestershire Wildlife Trust
- Government Communication HQ
- Haulfryn Group Ltd
- House Builders Federation
- Industrial Sales Ltd.
- J A Pye (Oxford)
- J S Bloor (Tewkesbury) Ltd.
- Langdale Estates
- Local Dialogue
- Keyway (Gloucester) United
- MAD
- Mobile Operators Association
- Moseley Estates United
- National Playing Fields Association
- Network Rail
- NHS Estates South
- Outdoor Advertising Association
- Pensioner's Forum
- Planning Aid
- RSPB
- Sainsbury's Supermarkets Ltd.
- Salmon Harvester Properties Ltd. & Interbrew UK Ltd.
- SecondSite Property Holdings Ltd.
- Signcraft (Cheltenham) LTD
- Smith Stuart Reynolds
- South West RSL Planning Consortium
- Sport England South West
- Stroud District Council
- Sustainability Partnership
- The Governors of St Benedicts Catholic College
- Tilemania Ltd.
- Tungum Hydraulics
- University of Gloucestershire
- WM Morrison Supermarkets PLC
- Woodland Trust
- Zurich Financial Services
- Tidy Cheltenham Group
- SGB Services

## Appendix 7

**Documents will be deposited for the purposes of public consultation at the following locations**

- Charlton Kings Library
- Cheltenham Main Library
- Hesters Way Library
- Prestbury Library
- Up Hatherley Library
- Bishop's Cleeve Library
- Hesters Way Neighbourhood Project
- Health Resource Centre
- Lower High Street Resource Centre

Copies of the SCI are available for inspection free of charge on the Cheltenham Borough Council website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and at:

**Gloucestershire County Council**

Environment Department  
Reception  
Shire Hall  
Gloucester GL1 2TH  
Monday to Friday  
8.30am to 5.00pm

**Cotswold District Council**

Development and Heritage  
Dept. Reception  
Trinity Road  
Cirencester  
GL7 1PX  
Monday to Friday  
9.00am to 5.00pm

**Cheltenham Borough Council**

Environmental Services  
Reception  
Municipal Offices  
Promenade  
Cheltenham  
GL50 1PP  
Monday, Tuesday, Thursday,  
Friday 9.00am to 5.00pm  
9:30am - 5:00pm on Wednesday

**Forest of Dean District Council**

Main Reception  
Council Offices  
High Street  
Coleford  
GL16 8HG  
Monday to Friday 8.30am to  
5.00pm

**Gloucester City Council**

Reception  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ  
Monday to Thursday 8.45am to  
5.00pm & Friday 8:45am to  
4:30pm

**Stroud District Council**

Planning Reception  
Ebley Mill  
Stroud  
GL5 4UB  
Monday to Thursday 8.45am to  
5.00pm & Friday 8.45am to  
4.30pm

**Tewkesbury Borough Council**

Development Services Reception  
Council Offices  
Gloucester Road  
Tewkesbury  
GL20 5TT  
Monday to Thursday 8.30am to  
5.00pm & Friday 8.30am to  
4.00pm

