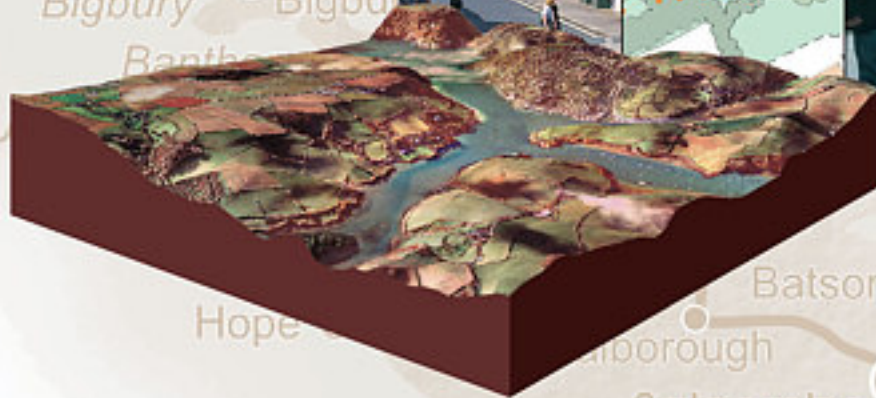




**South Hams
District Council**

June 2006

South Hams Local Development Framework



**Statement of
Community Involvement**

Adopted

Adopted Statement of Community Involvement

June 2006

South Hams District Council wishes to involve local people, community groups and organisations, regional and county organisations, government agencies and national bodies to help shape the future of the South Hams, both at strategic policy and at detailed area level. We do not want people to wait for the Council to finalise the Local Development Framework (LDF) before getting involved.

Adoption Statement

In accordance with Regulation 24(4) and regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004 gives notice of the adopted Statement of Community Involvement.

The Statement of Community Involvement was adopted by the Council on 15 June 2006. The Statement of Community Involvement sets out the Council's policy for consulting and engaging the community in the planning process. It forms part of the Local Development Framework for the South Hams.

The Adopted Statement of Community Involvement is available on the Council's website. www.southhams.gov.uk and at the Council Offices (Follaton House, Plymouth Road, Totnes). It is also available to view at libraries across the district, please check with the libraries for opening times.

Any person aggrieved by the Statement of Community Involvement may make an application to the High Court under section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that the document is not within the appropriate power or that a procedural requirement has not been complied with. Applications should be made within six weeks of the date of adoption.

Any person aggrieved by the Statement of Community Involvement may also apply to the High Court for permission to apply for a judicial review of the decision to adopt the statement. Any such application must be made not later than three months after the date of the adoption.

If you need any more information about the Statement of Community Involvement or about the South Hams Local Development Framework please contact the Forward Planning Team:

Tel: 01803 861234, **Fax:** 01803 861404, **E-mail:** forward.planning@southhams.gov.uk

All our publications are available in alternative formats, such as large print or a language other than English. Please contact us on 01803 861234 or email forward.planning@southhams.gov.uk

Contents

Page No

1. Foreword	7
2. The New Planning System	8
3. The Local Development Framework	9
• The Development Plan	9
• Development Plan Documents	9
• Supplementary Planning Documents	10
• Annual Monitoring Report	10
• Timetable of the SCI	10
• Cross-Border Working with Plymouth	10
4. Related Strategies and Community Initiatives	11
• South Hams Community Strategy	11
• South Hams Local Plan	11
• Community Initiatives	11
5. Community Involvement in the Local Development Framework	12
• Who will be Involved?	12
• Reaching You	13
• How will the Council publicise the LDF?	13
• How will the Community be Involved?	14
• Table A: Methods of Consultation	14
• Table B: Methods of Involvement	15
• Who will be consulted and Involved?	16
• How will Involvement take place?	17
• Feedback on Community Consultation	17
6. Community Involvement in Development Control Matters	18
7. Resourcing Community Involvement	20
8. Monitoring Framework	20
Appendices	
A. South Hams District Council's Community Involvement Policy; "A policy for Working With Our Communities"	21
B. Organisations to be involved in the LDF process	25
C. Further Details of how the Council will publicise the LDF	28
D. Jargon Buster	29

1. Foreword

- 1.1 The Government's Planning and Compulsory Purchase Act has introduced a new planning system. At the local level this means that Local Development Frameworks will replace Structure and Local Plans. The District Council is producing a Local Development Framework for the South Hams to replace its Local Plan. This Statement of Community Involvement (SCI) forms part of the Local Development Framework.
- 1.2 The Government's objectives for changing the plan making system are to:
 - speed up the preparation of development plans
 - ensure that plans are monitored and reviewed and kept up-to-date
 - achieve more effective involvement of the community
- 1.3 The new spatial planning system also aims to promote sustainable development through greater integration between the various strategies of local authorities, various agencies and the local community. The old development plan system tended to duplicate decision making with many decisions being far removed from local communities. The Government has made a commitment to enhance the ability of people to take part in shaping the places in which they live and work. Local authorities should aim for 'continuous community involvement' to build understanding and consensus in the preparation of the planning framework for the local area.
- 1.4 The Council has a strong commitment to strengthening community involvement and partnership. The Statement of Community Involvement (SCI) builds upon the extensive ways the Council has already successfully worked with people in the South Hams. It sets out how the Council will seek to achieve continuous community involvement for all sections of the community in spatial land use planning and development control decisions. The Council will also look at ways in which the expertise of many local organisations and groups can contribute to community involvement in the LDF.
- 1.5 The SCI establishes a framework which has the scope to allow for community involvement to be tailored to the nature of each LDF document. Local communities, stakeholders and other organisations will have more opportunity for active involvement in the development of planning policies and land use proposals. This should mean greater consensus and ownership of local priorities, planning policies and decisions and should also help speed up the planning process.

2. The New Planning System

- 2.1 The new Planning and Compulsory Purchase Act requires local planning authorities to produce a Local Development Framework (LDF) for their area as a priority. LDFs must contain clear up to date spatial planning frameworks to enable efficient delivery of new development, especially housing. They are a major plank of the Government's reform programme and objectives for culture change in planning, particularly building around three themes:
- Sustainable Development (which is the underlying purpose of the planning system);
 - A Spatial Planning approach (which deals with not only the use of land but also activities on it); and
 - Community Involvement in planning (the Council has an adopted policy for working with our communities).
- 2.2 Planning shapes places where people live and work and has a critical role to play in achieving balanced housing markets and sustainable improvements in the economic performance of an area. It should make places better for people and positively manage rather than simply control development. The South Hams LDF will aim to deliver these objectives.
- 2.3 An LDF comprises a portfolio of Local Development Documents (LDDs) which together set out the planning framework and policies for the area. The LDF will be made up of a series of LDDs which will include – a Core Strategy, Core Policies, site specific allocations, Area Action Plans (where needed), a Proposals Map and a Statement of Community Involvement (SCI). More detailed guidance will be contained within documents known as Supplementary Planning Documents (SPD).
- 2.4 Under the old planning system of Structure Plans and Local Plans, the whole plan had to be advanced together so that no part of it could move faster than the slowest piece. The South Hams Local Plan was significantly delayed by issues in the Plymouth Sub Region, particularly the new community proposal at Sherford. This meant that progress with community and Council priorities, particularly the provision of affordable housing in our market towns and villages, was hampered. An LDF portfolio means that each document can move at its own pace, so that priorities will be able to be progressed much more rapidly. The timetable for the production of documents is set out in the South Hams Local Development Scheme (LDS).
- 2.5 The wider context for planning in the South Hams is set by national, regional and county guidance. At national level, Planning Policy Statements (PPSs) are replacing Planning Policy Guidance Notes (PPGs). These are available on the Department for Communities and Local Government website www.communities.gov.uk. At regional level, guidance to 2016 (RPG10) was approved in September 2001 and will be replaced by a new regional plan called a Regional Spatial Strategy (RSS) which is being prepared by the South West Regional Assembly and will have a horizon to 2026. At county level, the Devon Structure Plan sets the strategy for Devon to 2016. Structure Plans have been abolished under the new Act but the Devon Plan will be saved for three years from adoption (October 2004) or until replaced by the new Regional Spatial Strategy.
- 2.6 The South Hams Local Plan (1989-2001) was adopted in April 1996. Although it had a 2001 horizon many of its policies are still relevant to planning in the South Hams today.
- 2.7 The South Hams Local Plan Review (1995-2011) was published in January 2002. The representations received in response to the plan, comments made at subsequent meetings and background research carried out will all be used in the preparation of the LDF. The South Hams planning documents can be found on the Council website: www.southhams.gov.uk or can be obtained from the Council offices at Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE.

3. The Local Development Framework

3.1 It is important for the community to understand the main elements of the new planning policy system in order to be aware of the process they are participating in. This section therefore outlines the framework of the planning system introduced by the Planning and Compulsory Purchase Act 2004, including how it will operate at a local level and the opportunities for community involvement.

The Development Plan

3.2 The statutory framework for regional and local planning will be delivered through Regional Planning Bodies and district or unitary authorities. In the south west, the South West Regional Assembly (SWRA) will produce the Regional Spatial Strategy (RSS). District and unitary councils will each produce a Local Development Framework (LDF). The Development Plan for an area will comprise both the RSS and the LDF. Structure Plans will no longer be produced. County councils will continue to produce Minerals Plans and Waste Development Plans.

Development Plan Documents

3.3 Instead of a single local plan, each local planning authority will publish a number of statutory Development Plan Documents (DPDs) which will constitute the statutory LDF for its area. These will comprise the Local Development Scheme (LDS), Statement of Community Involvement (SCI) and Local Development Documents (LDDs).

a) **Local Development Scheme**

The Council will publish a LDS which will set out what LDDs and Supplementary Planning Documents (SPDs) the Council will prepare over a three-year period. The LDS will detail when the stages of consultation occur for all LDF documents, including the SCI.

b) **Statement of Community Involvement**

This explains how the Council will meet the minimum requirements for community involvement in the preparation of DPDs, how it will seek to reach and engage with an extensive range of people and groups and how it will achieve 'continuous community involvement'.

c) **Local Development Documents**

These will include the following:

Core Strategy	This key document sets out the vision and spatial strategy for the future development of the area.
Core Policies	This document sets out generic development control policies for the area.
Site Specific Allocations	These documents (which will be (DPD's), will allocate land for specific uses, such as housing, employment or mixed development.
Area Action Plans	These will provide a planning framework for areas of significant change or conservation. Examples could include major development schemes and redevelopment of derelict land or buildings. There will be an Area Action Plan for the proposed new community at Sherford.
Proposals Map	The Proposals Map will illustrate policies in the LDDs on an Ordnance Survey base. It will also show factual information such as environmental designations. Inset maps will show certain areas in greater detail.

- 3.4 The preparation, examination and review of each LDD need not run concurrently. They should be shorter, simpler, and quicker to adopt and therefore more reactive to changing circumstances than local and unitary plans were.
- 3.5 The Sustainability Appraisal (SA) / Strategic Environment Assessment (SEA) is at the heart of decisions at every stage of plan making and is an integral part of the LDF process. The purpose of SA is to appraise the social, environmental, and economic effects of the spatial planning strategies and policies to ensure that they accord with sustainable development.

Supplementary Planning Documents

- 3.6 The Council can also produce SPDs as part of the LDF. Whilst these documents will not be subject to examination, their subject matter must relate directly to a policy or policies in a development plan document. They are intended to give additional guidance to a development plan document.

Annual Monitoring Report

- 3.7 The Council is required to publish an Annual Monitoring Report (AMR) to review the various components of the LDF and assess:
 - (i) The implementation of the LDS; and
 - (ii) The extent to which policies in the LDDs are being achieved.
- 3.8 The Council will seek to integrate its approach to monitoring the LDF with monitoring of other strategies, particularly the Community Strategy.
- 3.9 The AMR is required to be submitted to the Secretary of State in December each year and is available from the Forward Planning team and on the Council's website.

Timetable of the SCI

- 3.10 The SCI is following the timetable below:

Draft →	Submission →	Examination →	Adoption
October 04	June 05	January 06	June 06

The South Hams LDS contains details in the project plan of consultation periods of all the LDDs within the South Hams LDF. A copy of the South Hams LDS is available on the council's website or by contacting the Forward Planning Team.

Cross-Border Working with Plymouth

- 3.11 Sherford New Community is a cross-boundary proposal within both Plymouth City and South Hams District. To address this situation the two authorities are working closely together on their LDF's. A joint approach will ensure proper cross-boundary planning of the eastern edge of Plymouth, which includes Plymouth's North Plymstock AAP and Minerals & Waste LDD as well as the Sherford AAP in the South Hams. Each authority will remain responsible for the content and adoption of LDF documents within its area.

4. Related Strategies and Community Initiatives

- 4.1 The Council aims for a co-ordinated approach to achieving priorities through integrated strategies and initiatives. A wide range of other strategies have a bearing on the LDF, and these include documents produced by both the Council and also by other authorities and organisations (eg Devon Community Strategy, Devon Local Transport Plan, etc.). The most important South Hams District Council strategies are the South Hams Community Strategy and the South Hams Local Plan. Others range from strategies on housing to prosperity. Further details on the Council's strategies and policies can be obtained from its website (www.southhams.gov.uk) or direct from its offices at Follaton House.

South Hams Community Strategy

- 4.2 It is important that the LDF relates to the South Hams Community Strategy 2003-2006 and meets the Government's objective to give spatial expression to those elements of the Community Strategy that relate to the use and development of land.
- 4.3 The LDF will work alongside the Community Strategy to deliver local priorities for development and shares a common goal for community involvement as expressed in the Community Involvement Policy adopted by the Council in 2003 (attached as appendix A). This policy is currently under review and a revised version is due to be adopted in Autumn 2006. Production of the LDF, Community Strategy and others must be co-ordinated to avoid duplication, consultation fatigue or poor use of resources.

South Hams Local Plan

- 4.4 The South Hams Local Plan (1989-2001) was adopted in 1996. Whilst the housing provisions of that document have now been overtaken by the Devon Structure Plan to 2016, much of the content of the adopted Local Plan remains relevant.
- 4.5 The Council published a First Deposit Local Plan Review (1995-2011) in January 2002 to replace the adopted Local Plan. However, as a result of the Planning and Compulsory Purchase Act 2004, the Council decided not to continue with the review of the Local Plan but to prepare an LDF for the South Hams. The extensive community consultation used in the local plan review process will be built upon to help the Council and the South Hams community deliver the priorities and objectives set out in the LDF for the district.

Community Initiatives

- 4.6 Many South Hams communities have carried out or are in the process of developing parish based research and projects, such as parish plans, community appraisals, local housing needs surveys and village design statements.
- 4.7 Local community plans have been developed by the main towns in the South Hams as part of the Market and Coastal Towns Initiative (MCTi) promoted by the South West Regional Development Agency. These plans bring forward local priorities for action from the community. Whilst they are based on the main towns of Dartmouth, Kingsbridge / Salcombe, Ivybridge and Totnes, they also embrace their rural hinterlands.
- 4.8 The Council will aim to integrate locally identified priorities and initiatives into the plans and strategies set out in the LDF. This is particularly so where they help to achieve the objectives of the LDF and the Council's priorities. (Such initiatives should be soundly conceived, clearly focused and produced in accordance with good practice guidance. They also need significant local support to have the potential to effectively contribute to strategy development and implementation).

5. Community Involvement in the Local Development Framework

- 5.1 To be effective the SCI sets out an approach to tailor community involvement in relation to the LDF documents according to their type. It is important that the SCI is sufficiently flexible to respond to local circumstances and is not locally prescriptive or exclusive in respect of either the groups to be involved or the methods of involvement.
- 5.2 The LDF documents which will be subject to the SCI are listed below:
- Core Strategy
 - Core Policies
 - Sherford Area Action Plan (Sherford AAP)
 - Area and Site Specific Development Plan Documents
 - Proposals Map
 - Supplementary Planning Documents (SPDs)
- 5.3 Each document will include a statement of conformity which will set out how the Council has complied with the SCI requirements in relation to that document.

Who will be Involved?

- 5.4 The Town and Country Planning (Local Development) (England) Regulations 2004 require Local Planning Authorities (LPAs) to meet a minimum level of public involvement. It specifies a number of organisations which must be consulted if the Council considers that they will be affected by the LDF. The Council must meet those requirements but wishes to go further in effectively involving local communities.
- 5.5 Appendix B sets out lists (Tables A, B, & C) indicating groups and bodies who will be involved. The bodies which the regulations (as above) **require** the Council to consult are shown in Table A. Planning Policy Statement 12 (PPS12) Local Development Frameworks (September 2004) **suggests** a number of additional bodies. These are shown in Table B. The Council will consult additional local stakeholders where appropriate.
- 5.6 Government guidance also suggests that the Council may wish to consult a range of other groups:
- voluntary groups;
 - groups representing the interests of:
 - different racial, ethnic or national bodies in the area;
 - different religious groups in the area;
 - people with disabilities in the area;
 - persons carrying on business in the area.

In following this guidance, the Council intends to involve the groups shown in Table C, where they wish to participate.

- 5.7 Included amongst the bodies listed in government guidance are town and parish councils and a variety of local groups. The Council will consult such bodies to enable local community involvement to be meaningful and effective.
- 5.8 The aim of the SCI is to ensure that all sections of the community, including local groups and organisations and the disadvantaged are actively involved in the plan making process. However, since such organisations change over time the SCI does not specify them by name.

Notification Database

If you wish to be kept up to date on consultation on the South Hams LDF your details can be added to the Council's notification database. Please forward your contact details to the Forward Planning Team by:-

- **Post:** Forward Planning Team, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE
- **Telephone:** 01803 861234
- **Fax:** marked Forward Planning (01803) 861404
- **Email:** forward.planning@southhams.gov.uk

Reaching You

- 5.9 It is important to involve groups that may not have easy access to the planning system. Such groups can include minorities, those with special needs or others who are often excluded from the decision making process. People have different levels of access to information and some find it harder than others to engage in decision-making. This may be because information is not reaching them or the means of involving them is not effective.
- 5.10 The Council will aim to use a variety of methods to relay information, generate discussion and engage the hard to reach (such as focus groups, information & open days and work shops). It will also have regard to the requirements of the Race Relations (Amendment) Act 2000 to promote racial equality and the Disability Discrimination Act 1995.
- 5.11 The Council will aim to work through a variety of Interest groups, support agencies and support workers and others. The Council has existing means to contact some groups. It has a dedicated Access Officer who works with disabled access groups such as the Special Interest Group for People with Physical and Sensory Disabilities. It also works regularly with the Council for Voluntary Service (CVS) which provides a contact point for consulting with the voluntary sector and a number of community groups. The Crime and Disorder Partnership undertook a Cultural Audit which provides some information on accessing hard to reach ethnic groups. The Council is also keen to raise the level of involvement of young people in the planning process.

How will the Council publicise the LDF?

- 5.12 Methods will include:
- the Council's website and developing electronic means of communication.
 - statutory notices
 - local newspapers and other media, including press releases
 - the Council's newspaper 'South Hams Matters'
 - the Council offices at Follaton House, Plymouth Road, Totnes
 - local libraries and community centres
 - publicity for any local events, workshops, open days, etc
 - through town and parish councils
 - writing directly to interested parties and stakeholders

Further details of some of these are given in Appendix C.

Publicity of the LDF will also include summarising the outcomes of consultation in a number of the above formats, particularly on the Council's website and through press releases.

How will the community be involved?

5.13 Many communities and organisations are already working with the Council on a wide range of issues and projects. Local organisations also have considerable expertise and experience of working on an extensive range of issues. There is therefore already a strong basis of working together, co-operation and partnership.

5.14 It is vital to make the best use of both the Council's and other people's time and resources by developing integrated and agreed approaches to working together. It is also important for all parties involved to be realistic about the time and resources they can commit to the LDF process.

5.15 There are a variety of tried and tested techniques for community involvement in development planning and these include:

- planning workshops (including 'planning for real') and surgeries
- town or village meetings
- parish cluster meetings
- focus groups
- mediation exercises
- exhibitions and roadshows
- roundtable discussions
- information days and open days
- quantitative consultation, e.g. postal surveys

The council will aim to 'front load' the process of consultation, with more participation exercises occurring earlier on in the development plan process.

5.16 The Council and local communities have used all the above methods with success. Whilst this list is not prescriptive, it provides a range of techniques which can be used to achieve effective community involvement in the LDF. Tables A and B below illustrate the various methods of consultation and community involvement the Council will undertake in relation to the different stages in preparing LDDs.

Table A: Methods of Consultation

Document	Stage of Preparation	Methods of Consultation
Statement of Community Involvement (SCI)	At the publication of documents at each stage in the process, including issues & options, preferred options and submission (SPDs draft stage only)	<ul style="list-style-type: none"> • Send copy of document to specific consultation bodies • Publish document on the Council's website at the start of the consultation period and explain how comments can be made on the document • Provide copies at all local libraries and the Council Offices at Follaton House, Totnes • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Advertise publication via the local press in papers circulating in the area • Following the consultation period, make copies of representations received on the document publicly available
Core Strategy & Core Policies		
Area Specific Site Specific Allocation DPDs		
Sherford Area Action Plan (AAP)		
Supplementary Planning Documents (SPDs)		

Table B: Methods of Involvement

In addition to the methods of consultation set out in Table A the following methods of community engagement will also be undertaken

Document	Stage of Preparation	Methods of Involvement
SCI	Draft	<ul style="list-style-type: none"> • Hold focus groups for invited representatives, organisations and individuals • Arrange meetings with Parishes and other stakeholders
	Submission Stage	<ul style="list-style-type: none"> • Undertake all methods of consultation as listed in Table A
	Adoption	<ul style="list-style-type: none"> • Publish document on the Council's website • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Include press release and advertise publication via the local press in papers circulating in the area
Core Strategy & Core Policies	Issues & Options	<ul style="list-style-type: none"> • Hold focus groups for invited representatives, organisations and individuals • Arrange meetings with Parishes and other stakeholders
	Preferred Options	<ul style="list-style-type: none"> • Hold exhibition/information days in local venues
	Submission Stage	<ul style="list-style-type: none"> • Undertake all methods of consultation listed in Table A
	Examination	<ul style="list-style-type: none"> • Invite those who have made a representation to the Pre-Examination Meeting which will explain the management and procedures of the Examination • Advertise the Pre-Examination Meeting and Examination via the local press in papers circulating in the area • Publish details of the Pre-Examination Meeting and the Examination on the Council's website
	Adoption	<ul style="list-style-type: none"> • Publish document on the Council's website • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Include press release and advertise publication via the local press in papers circulating in the area
Area Specific DPDs	Issues & Options	<ul style="list-style-type: none"> • Hold focus groups for invited representatives, organisations and individuals • Arrange meetings with Parishes and other stakeholders
	Preferred Options	<ul style="list-style-type: none"> • Hold exhibition/information days in local venues • Hold focus groups for invited representatives, organisations and individuals
	Submission Stage	<ul style="list-style-type: none"> • Undertake all methods of consultation listed in Table A
	Examination	<ul style="list-style-type: none"> • Invite those who have made a representation to the Pre-Examination Meeting which will explain the management and procedures of the Examination • Advertise the Pre-Examination Meeting and Examination via the local press in papers circulating in the area • Publish details of the Pre-Examination Meeting and the Examination on the Council's website
	Adoption	<ul style="list-style-type: none"> • Publish document on the Council's website

Document	Stage of Preparation	Methods of Involvement
		<ul style="list-style-type: none"> • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Include press release and advertise publication via the local press in papers circulating in the area
Sherford AAP	Issues & Options	<ul style="list-style-type: none"> • Hold focus groups for invited representatives, organisations and individuals • Hold series of Planning Workshops (Enquiry by Design) • Arrange meetings with Parishes and other stakeholders
	Preferred Options	<ul style="list-style-type: none"> • Hold exhibition in local venues, including joint exhibition with Plymouth City Council • Hold series of Planning Workshops (Enquiry by Design)
	Submission Stage	<ul style="list-style-type: none"> • Undertake all methods of consultation listed in Table A
	Examination	<ul style="list-style-type: none"> • Invite those who have made a representation to the Pre-Examination Meeting which will explain the management and procedures of the Examination • Advertise the Pre-Examination Meeting and Examination via the local press in papers circulating in the area • Publish details of the Pre-Examination Meeting and the Examination on the Council's website
	Adoption	<ul style="list-style-type: none"> • Publish document on the Council's website • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Include press release and advertise publication via the local press in papers circulating in the area
SPDs	Draft	<ul style="list-style-type: none"> • Undertake all methods of consultation listed in Table A
	Adoption	<ul style="list-style-type: none"> • Publish document on the Council's website • Notify by post or email all those who requested to be kept informed of progress • Make printed copies available at a reasonable charge • Advertise publication via the local press in papers circulating in the area

Who will be consulted and involved?

5.17 The Council will apply the same broad consultation measures to each of its LDF documents. All groups and organisations that appear in appendix B (in addition to those on the Council's notification database, please see p.11) will be consulted on forthcoming LDF consultation periods and stages.

How will involvement take place?

- 5.18 Community involvement will be tailored according to the nature of the LDF document in question. Each document will be accompanied by a brief Statement of Conformity setting out how the Council has consulted and involved the community.
- 5.19 The Council hopes that you will become actively and constructively involved in the LDF, that you will share your expertise and resources to help us reach others in the community and that you will participate in the preparation of the LDF documents.

Feedback on Community Consultation

- 5.20 Feedback on each consultation stage of the LDF is important. As soon as possible after each consultation stage has been completed, the Council will publish summaries of representations made. These will be available on its website, or in hardcopy form at the Council offices. When the document is re-published at its next stage it will be accompanied by a schedule which summarises representations made and gives a Council response. This response will make it clear what change (if any) has been made as a result of the representation.
- 5.21 The schedules of summaries and recommended Council responses will be considered by the Members of the Council at the appropriate Committees, and where necessary, Council. All duly-made representations will be considered by an Independent Inspector at the Examination stage. The Council will consider representations on SPDs in the same way as for DPDs. However, SPD representations are considered only by the Council as they do not need to be referred to an Inspector for Examination.
- 5.22 The Council's website provides a useful guide to the South Hams LDF. It will be regularly updated, giving notification of forthcoming consultations and LDF stages.

6. Community Involvement in Development Control Matters

Consultation on Planning Applications

- 6.1 The following section sets out how the Council will consult on all planning applications. The Council is committed to meeting or exceeding the statutory requirements for consultation with the public on all planning applications. Two principal methods are used to notify the public when a planning application is received:
- local newspaper advertisement, and
 - site notice displayed for no less than 21 days
- 6.2 All representations should be made in writing to the Council's Development Control section. Plans are also available for the public to view at the Council's offices at Follaton House.
- 6.3 Weekly lists of all applications made and received by the Council are circulated to local newspapers (the Gazette and Times Group of newspapers). Copies of the weekly lists are also sent to councillors, parish councils and other groups who request them. The weekly list is also available on the Council's website at www.southhams.gov.uk, and comments can be made online. The website also provides advice on how to comment on applications.
- 6.4 Parish Councils are also sent copies of planning applications in order to make comments on plans and so that the public can view them locally.
- 6.5 The Council is introducing the ability to submit online planning applications, and the ability to view planning applications electronically via the Council's website.

Significant Planning Applications

- 6.6 Officers advise that on "significant applications" developers undertake pre-application discussions and early community involvement. This will be where the Council receives applications of the following types:
1. Major developments, (defined as residential developments of 10 or more dwellings or a site area of 0.5 hectare, or other developments of 1000m² of floorspace or site area of 1.0 hectare or above)
 2. Developments requiring Environmental Impact Assessment which are accompanied by an Environmental Statement;
 3. Proposals which depart significantly from the Development Plan;
 4. Any development proposals which the Council thinks will have significant implications for planning policy.

By "front loading" the process, the community is able to participate in identifying issues and debating options from the onset, thus having the potential to make a real difference and to experience a sense of ownership of local policy decisions. Methods for early community involvement sometimes include undertaking planning for real exercises, public exhibitions and questionnaires being sent to local residents. Encouraging early discussions before a formal application is submitted can avoid objections being made at a later stage.

- 6.7 Pre-application discussions are particularly important for major applications. Some applications will be of such importance that the Secretary of State will designate them as a major infrastructure project, which will be subject to an inquiry process and which will remain firmly grounded in the principles of openness, fairness and impartiality. New rules have been issued for consultation.

- 6.8 In certain circumstances when the Council receives a significant planning application of the types listed in paragraph 6.6 it will exceed the minimum requirements for consultation. These further arrangements will have special regard for the planning history of the site, likely development impact and known community involvement. They are as follows:
- further publicity such as extra site notices. Particularly where there is more than one road frontage,
 - consultation letters sent to a wider area,
 - notification of Parish Council's where applications in neighbouring parishes may have a significant impact,
 - exhibitions (or public meetings), and
 - regular planning surgeries in Ivybridge, Dartmouth and Kingsbridge where planning officers will discuss current schemes.

Any application which involves the minimum requirements being exceeded is one which is likely to be reported to South Hams District Council's Development Control Committee. The officer's report would refer to the outcome of the consultations.

Decision Making

- 6.9 Most applications can be determined by officers under delegated powers. Where there are objections, a decision will be made in consultation with the ward member and chairman of committee unless either wish the application to be reported to committee. This accounts for approximately 90% of all applications received. The remaining 10% are referred to the Development Control Committee for a decision. Members of the public have the right to speak either in favour or against planning applications at this committee. The Council has published separate guidance outlining the full procedure of the public participation scheme. Where the committee considers it necessary, it will defer a decision until after a site inspection has been carried out by a panel of members. During the site inspection, a representative of the town / parish council will be allowed to speak. All those who have either supported or objected to a planning application in writing will be informed of the outcome by letter. The Council (in accordance with the Town and Country Planning General Development Order 1995) is required to give reasons for all decisions made on planning applications. This provides improved transparency and accountability.

7 Resourcing Community Involvement

- 7.1 It is essential that sufficient resources are available to implement the consultation measures set out in the SCI. It is envisaged at this stage that the proposed consultation measures can be met through the Council's in-house resources. Production of the LDF and the resources necessary for consultation will principally come from the Council's Forward Planning Team. Where necessary they will be assisted by others in the Council's Community Regeneration Service Group and other Council Service Groups, in a coordinated approach, producing a more effective and efficient programme of consultation.
- 7.2 Resource management is inextricably linked to the project managed approach of the LDF. The Forward Planning Manager is responsible for managing the overall LDF consultation process with the Forward Planning Team as a whole responsible for its implementation.

8 Monitoring Framework

- 8.1 The SCI will be kept under review, and revised when necessary. The Annual Monitoring Report, prepared by the Council to monitor progress in preparing the LDF, will reflect on and evaluate the community involvement process. Revision will follow the same procedures used in the preparation of the first document. Regard will also be had to any emerging best practice guidance and/or changes in legislation that have been put in place since the SCI was originally published. It should only be necessary to revise the SCI when significant changes have occurred to the organisations the Council wishes to engage, or different engagement methods are to be used.

SOUTH HAMS DISTRICT COUNCIL

COMMUNITY INVOLVEMENT:

“A POLICY FOR WORKING WITH OUR COMMUNITIES”

Purpose and Definition

1. South Hams District Council is committed to all its communities in the broadest sense and wishes to work towards an increasing sense of social, economic and environmental well-being in line with its objectives and commitments. This policy statement describes how the Council’s overall objectives and priorities influence its working with its communities.
2. For the purpose of this policy, “community” is defined as:-
 - people in a geographical area – eg a district, a town and surrounding hinterland, a town or village, a neighbourhood or street, etc.
 - people sharing a common interest or situation – eg conservation, health, pollution, youth issues, recycling, arts & heritage, business development, users of particular services, disability action, socially excluded, voluntary sector partnership, etc.

Council Objectives and Priorities

3. Consistent with the developing South Hams Community Strategy, under-pinned by extensive consultation with agencies and stakeholders across the private, public, voluntary and community sectors, the Council has established:-
 - a set of strategic priorities and an overall objective **to improve the well-being of the people of the South Hams**;
 - a commitment, in all its activities, to:-
 - **equality of opportunity and particularly targeting hard to reach and vulnerable groups**;
 - **sustainability**;
 - **community involvement and community vibrancy**;
 - **effective partnership**;
 - **communication, consultation and openness**;
 - value for money.
4. All these above matters, especially the highlighted commitments, are supported by the Council’s community involvement activities of:-
 - **informing** the community about the Council’s activities and encouraging support;
 - **consulting** the community before important decisions affecting them are made;
 - **involving** local people, groups and partners in actions to improve quality of life and community safety in the South Hams;
 - **enabling** the community to achieve their goals in a sustainable way.

Aims of Community Involvement

5. The Council's community involvement "mission" is:-

"Helping the community help itself"

6. In support of its responsibility to prepare "community strategies" for promoting or improving the economic, social and environmental well-being of the area and contributing to the achievement of sustainable development, the Council will:-

- work with and support communities to help define their needs and priorities and assist in the development of action plans to improve quality of life;
- encourage communities to be self-sufficient, with local ownership of ideas and outcomes and organisations and groups working together to achieve locally-agreed common aims;
- endeavour to involve all sections of the community in developing and implementing the strategies;
- contribute towards the promotion and maintenance of a vibrant, safe and prosperous place for people to live, work and play;
- pay full regard to these strategies when reviewing its overall priorities and its assets, developing policy and allocating its capital and revenue budgets.

7. By working with its communities and other organisations, the Council will:-

- support the development of community regeneration, including through the provision of funding advice and support;
- improve the public's understanding of, support for and involvement in the Council's activities.

Working as a Partner

8. The Council is committed to local autonomy and wishes decision-making on matters affecting people's quality of life to take place at the most local or appropriate level.

9. In order to effectively respond to community needs and priorities, the Council:-

- recognises its leadership role (see definition in Annex 1) and the vital importance of working with other agencies, organisations and the community itself – this is to make best use of overall resources, harness knowledge and skills, fill gaps and avoid duplication of activity;
- respects the contribution which others can make – eg Devon County Council, schools and colleges, South Hams Council for Voluntary Service (CVS), town and parish councils, the Community Council of Devon, the Health Service and Devon & Cornwall Police;
- endeavours to consult its partners to assess who is best placed to provide assistance when it is required;

- when considering whether it can provide support for a particular project, will consider the extent to which it accords with the Council's overall priorities;
- will encourage key organisations and stakeholders in local communities to work together to avoid an undue reliance on the Council and other agencies.

Consultation and Participation

10. The Council will work to implement its Community Consultation and Participation Policy and Strategy in order to provide for:-
- decision-making which reflects local people's priorities;
 - development of services that match local people's needs.

Delivery

11. The Council's Community Involvement Policy is practically implemented or guided by the following policies and strategies:-
- South Hams Community Strategy (published Spring 2003)
 - Communication Policy and Guide (strategy to be developed)
 - Consultation and Participation Strategy
 - Prosperity Strategy
 - AONB Management Plan
 - Housing Strategy
 - South Hams Local Plan
 - Cultural Strategy (draft being developed)
 - Grants Policy (being developed)
 - Community Services Service Plan
 - Crime and Disorder Strategy 2002-2003
 - Council's Aims and Priorities 2002-2008

(Policy approved by Executive on 2 January 2003 (minute E.127/02 refers))

Annex 1 of Appendix A

Definition of “Community Leadership”

South Hams District Council recognises the roles which it plays as a local authority and its Members play as elected community representatives in terms of “community leadership”.

In its guide “Communicating the future – snapshots of success” published in February 2002, the Local Government Association provides the following definition of community leadership, which helps to explain the rationale behind this Community Involvement policy:-

- Listening to and involving local communities. Councils cannot call themselves leaders if they are not in touch with the communities they purport to represent;
- Building vision and direction. Local authorities want to know that all the relevant organisations in their area are working together to a common direction;
- Working effectively in partnership. Councils need to take the initiative in bringing together all the key players at a local level;
- Make things happen. Delivering outcomes for local people;
- Standing up for communities. This advocacy role can involve speaking out for local people on major issues that impact on the community;
- Empowering local communities. Creating the environment in which other local leadership roles can develop and foster active citizenship;
- Accountability to communities. Being accountable to local people, via the ballot box and other relationships with local people;
- Effective use of community resources. Ensuring that a wide range of resources are used effectively to meet local priorities.

Organisations to be Involved in the LDF process

Table A

The bodies which the planning regulations require the Council to consult are:

- Regional planning body (South West Regional Assembly) (SWRA)
- Regional Development Agency (RDA)
- Adjoining LPAs (Devon County Council (DCC), Plymouth (PCC), Torbay, West Devon, Teignbridge, Dartmoor National Park, Cornwall County Council and Caradon
- The Environment Agency (EA)
- The Countryside Agency (CA)
- English Nature (EN)
- Historic Buildings and Monuments Commission for England (English Heritage)(EH)
- Network Rail
- Highways Agency (HA)
- Relevant telecommunications companies
- Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Town and Parish Council's (including neighbouring Authority Town and Parish Council's whose boundaries adjoin the DPD in question).

Source: The Town and Country Planning (Local Development) (England) Regulations 2004

Table B

The Council will consult the following additional bodies suggested by Government where it is considered by either party that they are affected by the LDF:

- The Secretary of State (through the Government Office for the South West)(GOSW)
- Department for Education and Skills (GOSW)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Transport (GOSW)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (GOSW)
- HM Prison Service
- Home Office
- Ministry of Defence (MoD)
- Office of Government Commerce (Property Advisers to the Civil Estate)
- Age Concern
- British Chemical Distributors and Traders Association
- Airport operators
- British Geological Survey
- British waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of commerce, local CBI and local branches of the Institute of Directors
- Church commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission for New Towns and English Partnerships
- Commission for Racial Equality

- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Environmental groups at national, regional and local level, including CPRE, Friends of the Earth (FoE), RSPB and wildlife trusts
- Equal Opportunities Commission
- Fire and rescue services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills councils
- Local Agenda 21 (LA21) groups / civic societies and community groups
- Local public transport operators
- National Farmers Union
- National Playing Fields Association
- Network Rail
- Police architectural liaison officers / crime prevention design advisors
- Port operators
- Post Office Property Holdings
- Rail companies and the Rail Freight Group
- Regional development agencies
- Regional housing boards
- Regional sport boards
- Road Haulage Association
- Sport England
- The Home Builders Federation
- The National Grid Company
- Traveller Law Reform Coalition
- Women's National Commission

Source: Planning Policy Statement 12 (PPS 12) Local Development Frameworks (2004)

Note: GOSW and the relevant Town or Parish Council will be consulted in each case.

Table C

The Council intends to involve the following groups where they wish to participate:

- Churches Together in Devon and other religious groups (and Exeter Diocesan Board)
- Community Council of Devon (CCD)
- Culture South West
- Country Land and Business Association
- Devon and Cornwall Constabulary (D&CC)
- Job Centre Plus (DWP) Totnes
- Local amenity groups such as South Hams Society (SHS), TOTSOC, Dartmouth and Kingswear Society and groups created under the former Market and Coastal Town initiative
- Local business groups and interests (including local business forums) and significant local employers
- Local community action groups

- Local community transport groups
- Local leisure and sport groups
- Local race equality groups
- Local registered social landlords (Local RSLs)
- Local residents associations
- Local religious groups
- Older persons groups
- Regeneration South West
- Safer South Hams Crime & Disorder Reduction Partnership (SSHC&DRP)
- South Hams Access Group
- South Hams and West Devon Primary Care Trust (SHWDPCT) and other local healthcare groups.
- South Devon Area of Outstanding Natural Beauty Partnership Committee (South Devon AONB Part.Comm)
- South Hams Citizens Advice Bureau (SHCAB)
- South Hams Council for Voluntary Service (SHCVS)
- South Hams Sounding Board (Citizens Panel)
- South Hams Strategic Partnership (SHSP)
- South Hams Tourism Forum
- South West Tourism
- Tourist Information Centres (TICs) and the South West Tourist Board (SWTB)
- Youth groups, schools and colleges
- Where appropriate landowners/developers/agents with a local interest.

Note

The lists provide a guide to the range of organisations/bodies that will be consulted. Generally organisations are not specifically named as they tend to change their name over time. There is a South Hams LDF consultation database that is constantly updated. Organisations on the database will be notified of subsequent stages in the South Hams LDF. Organisations/Individuals that wish their details to be added to the database should contact the Forward Planning Team on:

By Post: Forward Planning Team,
 South Hams District Council,
 Follaton House,
 Plymouth Road
 Totnes
 TQ9 5NE

By Email: forward.planning@southhams.gov.uk

By Telephone: 01803 861234

By Fax: Marked Forward Planning to 01803 861404

Appendix C

Further Details of how the Council will publicise the Local Development Framework

Council's website

The Council's website will be one of the most important methods of providing information and updates about the Local Development Framework. It includes an e-mail facility for asking questions about the Local Development Framework,

The main advantage is that it allows information to be accessed 24 hours a day, 7 days a week, and is not limited to "normal office hours". It will contribute to the Government's aim of ensuring that all government services are available electronically by 2005. The website can be accessed at www.southhams.gov.uk and enquiries made to forward.planning@southhams.gov.uk.

Not everyone has access to a computer, but many libraries offer internet facilities.

Local newspapers and other media

The Council will, in accordance with the Regulations, advertise in at least one local newspaper. Details will include when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. Press releases will also be issued to local newspapers and other media.

The Council will also inform the community through regular notices and articles in its newspaper "South Hams Matters".

All libraries in the South Hams have computers with internet access available.

Dartmouth	The Flavel, Flavel Place, Dartmouth, Devon, TQ6 9ND Tel: (01803) 832502
Ivybridge	7a Keaton Road, Ivybridge, Devon, PL21 9DH Tel: (01752) 893140
Kingsbridge	Ilbert Road, Kingsbridge, Devon, TQ7 1EB Tel: 01548 852315
Kingswear	Kingswear Hall, Kingswear, Devon, TQ6 0AG Tel: (01803) 752329
Salcombe	Cliff House, Cliff Road, Salcombe, Devon, TQ8 8JQ Tel: (01548) 843423
Stoke Fleming	Village Hall, Dartmouth Road, Stoke Fleming, Devon, TQ6 0QT Tel: (01803) 770076
Totnes	27a High Street, Totnes, Devon, TQ9 5NT Tel: 01803 862210

Appendix D

Jargon Buster – Abbreviation

AMR	Annual Monitoring Report	MCTi	Market and Coastal Towns Initiative
AONB Part.Comm	Area of Outstanding Natural Beauty Partnership Committee	MoD	Ministry of Defence
CA	The Countryside Agency	PCC	Plymouth City Council
CABE	Commission for Architecture and the Built Environment	RDA	Regional Development Agency
CCD	Community Council of Devon	RSLs	Registered Social Landlords
CPRE	Campaign to Protect Rural England	RSPB	Royal Society for the Protection of Birds
D&CC	Devon and Cornwall Constabulary	RSS	Regional Spatial Strategy
DCC	Devon County Council	SA	Sustainability Appraisal
DEFRA	Department for Environment, Food and Rural Affairs	SCI	Statement of Community Involvement
DPD	Development Plan Document	SHAF	South Hams Amenity Federation
DWT	Devon Wildlife Trust	SHCAB	South Hams Citizens Advice Bureau
EA	The Environment Agency	SHCVS	South Hams Council for Voluntary Service
EH	English Heritage	SHDC	South Hams District Council
EN	English Nature	SHS	South Hams Society
FoE	Friends of the Earth	SHSP	South Hams Strategic Partnership
GOSW	Government Office for the South West	SHWDPCT	South Hams and West Devon Primary Care Trust
HA	Highways Agency	SoS	Secretary of State
HBF	House Builders Federation	SSHC&DRP	Safer South Hams Crime and Disorder Reduction Partnership
LDD	Local Development Document	SWRA	South West Regional Assembly
LDF	Local Development Framework	SWTB	South West Tourist Board
LDS	Local Development Scheme	TIC	Tourist Information Centre
ODPM	Office of the Deputy Prime Minister		