

Schedule of Proposed Changes to South Hams Statement of Community Involvement

Please note words that are added have been underlined.

Change Number	Location	Proposed Change
1	p.1	Amend title to read “Amended Version of the Submitted Statement of Community Involvement <u>November 2005</u> ”
2	p.1	Delete “significant” from second para, to read “...so that everyone affected by the LDF and development control decisions”
3	p.1	Add ‘strap line’ at bottom of page to read “ <u>All our publications are available in alternative formats, such as large print or a language other than English. Please contact us on 01803 861257 or email - forward.planning@southhams.gov.uk</u> ”
4	p.3	Contents page, add in section 4 ‘The Local Development Framework’ sub-section on “ <u>Timetable of the SCI – p.9</u> ” and “ <u>Cross-border working with Plymouth – p.9</u> ”. Section 6 ‘Community Involvement in the Local Development Framework’ add sub-section to read “ <u>Feedback on Community Consultation – p.15</u> ”. Add new section 8 to read “ <u>Resourcing Community Involvement</u> ”. Add new section 9 to read “ <u>Monitoring Framework</u> ” <i>Note: Page numbers amended where appropriate.</i>
5	Para 1.4	Delete “significant” from the third sentence, to read “... land use planned and development control decisions.”
6	Para 3.6	Delete “significant” from the second sentence, to read “...and consultation on planning applications ...”
7	Para 4.3 (a)	Amend the final sentence to read “ <u>The LDS will detail when the stages of consultation occur for all LDF documents, including the SCI.</u> ”
8	Page 8, para 4.3 (c) table	Amend the final sentence under the heading “Proposals Map” to read “Inset maps will show <u>certain areas in greater detail.</u> ”
9	p.9 para 4.5	New para 4.5 added to read “ <u>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</u> ”.
10	p.9 Para 4.10	New sub-section at para 4.10 added “ <u>Timetable of the SCI</u> ”, to read “ <u>The SCI is following the timetable below:</u> <u>Draft → Submission → Examination → Adoption</u> <u>October 04 June 05 January 06 April 06</u> <u>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</u> ”.
11	p.9 Para 4.11	New sub-section at para 4.11 added “ <u>Cross-Border Working with Plymouth</u> ”, to read “ <u>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</u> ”.
12	p.10, Para 5.1	Amend second sentence to read “...a bearing on the LDF, <u>and these include documents produced by both the Council and also by other authorities and organisations (eg Devon Community</u>

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		<u>Strategy, Devon Local Transport Plan, etc.)</u> ”. Third sentence amended to read “The most important <u>South Hams District Council strategies</u> are the...”
13	p.11, Para 6.5	Second word, Delete “D”, replace with “C”
14	p.11, Para 6.7	Second sentence, delete “particularly aim to” and amend to read “The Council will <u>consult</u> such bodies..”
15	p.12, Para 6.8	End of paragraph text box added to read “ <u>Notification Database</u> <u>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:-</u> <u>Post: Forward Planning Team, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE</u> <u>Telephone: 01803 861257</u> <u>Fax: marked Forward Planning (01803) 861404</u> <u>Email: forward.planning@southhams.gov.uk</u> ”
16	p.12, Para 6.10	Amended first sentence to read “...engage the hard to reach <u>(such as focus groups, information & open days and work shops)</u> ”.
17	p.12, Para 6.12	Third bullet point amended to read “..other media, <u>including press releases</u> ” Fifth bullet point amended to read “..Follaton House, <u>Plymouth Road, Totnes</u> ” Final bullet point added to read “ <u>writing directly to interested parties and stakeholders</u> ”
18	p.12, Para 6.12	Penultimate sentence delete “E” to read “..are given in Appendix D”.
19	p.13, Para 6.12	Final sentence added to read “ <u>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</u> ”.
20	p.13, Para 6.15	Final sentence added to read “ <u>The council will aim to ‘front load’ the process of consultation, with more participation exercises occurring earlier on in the development plan process</u> ”.
21	p.13, Para 6.17	First sentence added to read “ <u>The Council will apply the same broad consultation measures to each of its LDF documents. All groups and organisations that appear in appendix C (in addition to those on the Council’s notification database, please see p.12) will be consulted on forthcoming LDF consultation periods and stages</u> ”.
22	p.13, Para 6.17	Final sentence amended to read “...document becomes <u>or if a particular need arises</u> , the greater the...”
23	p.14 Figure 1: Consultation Matrix	Delete previous table, replace with table shown as footnote.
24	p.15, Para 6.18	Amend para to read “At a local level, the Council will seek the help of town and parish councils, <u>Council for Voluntary Services (CVS), Citizens Advice Bureau (CAB)</u> and others to ensure contact is made with a wide range of groups, particularly <u>those that are the hard to reach</u> ”.
25	p.15 Para 6.19	Second sentence amended to read “..the Council <u>has consulted and involved</u> the community”.
26	p.15 Para 6.21	New sub-section “ <u>Feedback on Community Consultation</u> ” added. Para 6.21 added to read “ <u>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</u>

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		<u>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</u> ".
27	p.15, Para 6.22	New para 6.22 added to read " <u>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</u> ".
28	p.17, Section 8	New section 8 added to read " <u>Resourcing Community Involvement</u> "
29	p.17, Para 8.1	New para 8.1 added to read " <u>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</u> ".
30	p.17, Para 8.2	New para 8.2 added to read " <u>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</u> ".
31	p.17, Section 9	New section 9 added to read " <u>Monitoring Framework</u> "
32	p.17, Para 9.1	New Para 9.1 added to read " <u>The SCI will be kept under review, and revised when necessary. 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</u> ".
33	p.18, Appendix 1	Final sentence delete "appendix D", replace with "appendix <u>E</u> "
34	p.22, Annex 1 of Appendix B	Title amended to read " <u>Annex 1 of Appendix B</u> "
35	p.23, Appendix C, Table A	Final bullet point added to read " <u>Town and Parish Council's (including neighbouring Authority Town and Parish Council's whose boundaries adjoin the DPD in question)</u> ".
36	p.24, Appendix C, Table B	Delete "Town and Parish Council's (including neighbouring Authority Town and Parish Council's whose boundaries adjoin the DPD in question)".
37	p.24, Appendix C, Table B	Forth from last bullet point, delete "House", replace with "Home" to read " <u>Home Builders Federation</u> ".
38	p.25, Appendix C, Table C	Seventh bullet point, delete "South Hams Amenity Federation (SHAF) and" and amend to read " <u>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</u> "
39	p.25, Appendix C, Table C	Eighth bullet point amend to read " <u>Local business groups and interests (including local business forums)</u> "

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40	p.25, Appendix C, Table C	Add new bullet point to read " <u>South Hams Tourism Forum</u> "
41	p.25, Appendix C, Table C	Add final bullet point to read " <u>Where appropriate landowners/developers/agents with a local interest</u> ".
42	p.25, Appendix C, Table C	<p>Add a 'note' at bottom of table C to read: <u>"Note</u></p> <p><u>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:</u></p> <p><u>By Post: Forward Planning Team,</u> <u>South Hams District Council,</u> <u>Follaton House,</u> <u>Plymouth Road</u> <u>Totnes</u> <u>TQ9 5NE</u></p> <p><u>By Email: forward.planning@southhams.gov.uk</u></p> <p><u>By Telephone: 01803 861257</u></p> <p><u>By Fax: Marked Forward Planning to 01803 861404"</u></p>
43	p.26, Appendix D, Table	Delete "48 Newcomen road" and "TQ6 9BJ" and amend to read " <u>The Flavel, Flavel Place, Dartmouth, Devon, TQ6 9ND</u> "

Footnote:
P.14, Figure 1: Consultation Matrix

Deleted table:-

LDF document	Who will be consulted	Who will be involved
SCI	See Tables A (only those marked with an asterick), B and C (shown in Appendix D)	SHSP SHCVS SHCAB CCD
Core Strategy	See Tables A, B and C (shown in Appendix D)	Town and parish clusters, DCC, EA, EN, RDA, SHWDPCT, SHSP, local businesses and business forums, MCTi groups, SSHC & DRP, South Hams Access Group, Devon Association of Parish Councils, SHCVS, SHCAB, CCD, RSLs group, South Devon AONB Part.Comm, SHS, SHAF, Churches Together, Devon Youth Network, South Hams Arts Forum, local transport partnerships
Site Specific DPD's	See Tables A, B and C (shown in Appendix D)	Local councils, local groups, local MCTi, DCC, EA, local schools, education centres and youth groups, TIC (for towns), landowners.
Sherford AAP	See Tables A, B and C (shown in Appendix D)	Local councils, local groups, DCC, PCC, EA, HA, RDA, Devon Wildlife Trust, RSLs, service providers, landowners.
SPDs	See Tables A, B and C (shown in Appendix D)	Local councils, local groups and/or relevant interest groups.

Added Table:-

	Who will be involved	
SCI	<ul style="list-style-type: none"> • South Hams Strategic Partnership (SHSP) • South Hams Council for Voluntary Service (SHCVS) • South Hams Citizens Advice Bureau (SHCAB) • Community Council of Devon (CCD) 	
Core Strategy	<ul style="list-style-type: none"> • Town and Parish Clusters • Devon County Council (DCC) • The Environment Agency (EA): • English Nature (EN) • Regional Development Agency (RDA) • South Hams and West Devon Primary Care Trust (SHWDPCT) • South Hams Strategic Partnership (SHSP) • Local Businesses and Business Forums • Safer South Hams Crime & Disorder Reduction Partnership (SSHC & DRP) • South Hams Access Group • Devon Association of Parish Councils • South Hams Council for Voluntary Service (SHCVS) • South Hams Citizen Advice Bureau (SHCAB) 	<ul style="list-style-type: none"> • Community Council of Devon (CCD) • Registered Social Landlord Group • South Devon Area of Outstanding Natural Beauty Partnership Committee • South Hams Society (SHS) • South Hams Amenity Federation (SHAF) • Churches Together • Devon Youth Network • South Hams Art Forum • Local Transport Partnerships
Site Specific DPDs	<ul style="list-style-type: none"> • Local councils • Local groups • Devon County Council (DCC) • The Environment Agency (EA) • Local schools • Education centres and youth groups 	<ul style="list-style-type: none"> • Tourist Information Centre (for towns) (TIC) • Landowners/developers/agents
Sherford AAP	<ul style="list-style-type: none"> • Local councils • Local groups • Devon County Council (DCC) • Plymouth City Council (PCC) • The Environment Agency (EA) • Highways Agency (HA) • Regional Development Agency (RDA) 	<ul style="list-style-type: none"> • Devon Wildlife Trust • Registered Social Landlords (RSLs) • Service providers • Landowners • Red Tree Consortium
SPDs	<ul style="list-style-type: none"> • Local councils • Local groups and/or relevant interest groups 	

Appendix D

Final text of Section 7 of the SCI “Community Involvement in Development Control Matters.

7. Community Involvement in Development Control Matters

Consultation on Planning Applications

7.1 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

7.2 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.

7.3 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.

7.4 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.

7.5 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

7.6 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.

7.7 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.

7.8 In certain circumstances when the Council receives a significant planning application of the types listed in paragraph 7.6 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

7.9 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.