

INSPECTOR'S REPORT

South Hams

STATEMENT OF COMMUNITY INVOLVEMENT

Inspector: **Keith Holland BA (Hons) Dip TP MRTPI ARICS**

Date: **15th May 2006**

South Hams District Council - Statement of Community Involvement (June 2005)

INSPECTOR'S REPORT

Introduction

- 1.1 An independent examination of the South Hams District Council Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act. Following paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 tests set out (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.2 A total of 72 representations were received all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received, and these have been taken into account in the preparation of this report. Further information was requested from the Council (letters dated 15th March 2006 and 24th April 2006) and this information is contained in Appendix B to this Report. As part of that further information, the Council produced a comprehensive Schedule of Proposed Changes to the SCI, contained in Appendix C to this Report, that corrects minor errors as well as addressing substantial changes in relation to the tests of soundness. At the end of this report, a general recommendation is made that all the changes in the Schedule of Proposed Changes be incorporated into the SCI. This has avoided the need to repeat individual recommendations under the relevant tests. However, in response to my request for further information, the Council have proposed a limited number of additional changes to the SCI. As these changes are not included in the Schedule of Proposed Changes at Appendix C of this report, they are written out in full in the recommendations.

Test 1

- 2.1 During the preparation of their pre-submission SCI the Council combined the different consultation stages under Regulations 25 and 26. Consequently, they were asked to contact the Regulation 25 statutory bodies to ask them whether or not they felt they had been prejudiced by the Council's failure to carry out a separate consultation process. The Council received a number of responses which all confirmed that they did not wish to raise any objections to these procedural irregularities. I am satisfied with this response.
- 2.2 This test is met.

Test 2

- 3.1 Paragraphs 1.3 and 1.4 acknowledge the importance of integrating various strategies and of building upon the work done by the Council in respect of community involvement. Section 5 recognises the links between the LDF, the Community Strategy and a range of

other strategies including parish plans, village design statements and the Market and Coastal Towns Initiatives. The Council also propose some new wording that would recognise strategies by other bodies including the County Council. This change is set out in full in the Schedule of Proposed Changes at Appendix C of this Report.

- 3.2 Paragraph 5.8 states that the Council will aim to integrate locally identified priorities and initiatives into plans and strategies set out in the LDF. I am satisfied that the Council recognise the links between the strategies, the LDDs and the associated consultation exercises.
- 3.3 Subject to the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Test 3

- 4.1 The Council has set out in Appendix C of the SCI those groups and organisations who will be involved in the LDF process. This list includes the statutory bodies from PPS12 Annex E. Furthermore, in Table C of Appendix C, the Council have indicated some of the groups that they wish to consult with where appropriate. To avoid the tables in Appendix C being considered as a final definitive lists, text should be added to paragraph 6.5 to state that the 'The Council will consult with additional local stakeholders where appropriate'.
- 4.2 Despite the Council's intention to amend Figure 1: Consultation Matrix, my concerns remain that the Figure is unclear and is not sufficiently explicit that the list of groups are examples only. To avoid any potential confusion I recommend that Figure 1 is deleted along with the associated text in paragraph 6.17 and paragraph 6.18.
- 4.3 A number of representations requested the inclusion of additional groups in the tables of Appendix C. I am content that these concerns are overcome by the Council's proposed new text to paragraphs 6.8, 6.17 and Appendix C in respect of that database.
- 4.4 Given the impending abolition of the Strategic Rail Authority, references to the Strategic Rail Authority as a consultee should be removed from Appendix C of the Submission SCI. As a consequence of this abolition consultations should be carried out with Network Rail in place of the Strategic Rail Authority. I recommend accordingly.
- 4.5 Subject to the following recommendations and the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Recommendations

(R1) Appendix C, organisations to be involved with the LDF process: delete reference to the "Strategic Rail Authority" and insert "Network Rail".

(R2) Add text to the end of paragraph 6.5: "The Council will consult additional local stakeholders where appropriate."

(R3) Delete Figure 1 and paragraph 6.17 and 6.18 of the Submission SCI.

Test 4

- 5.1 Paragraph 6.13 states that there is a strong basis of cooperation and partnership in the district. Paragraph 6.15 lists the range of methods the Council will employ to involve and inform people. To address the requirements of the Test, the Council have proposed some additional wording to paragraph 6.15 to emphasise that the Council will aim to 'frontload' the process of consultation.
- 5.2 In response to my request for further information, the Council have produced Tables A and B that outline the LDF documents, the stages of preparation and methods of consultation and involvement. I address these tables in more detail under Test 5, but note that their inclusion in the SCI would assist in meeting Test 4. I am satisfied that the consultation proposed will be undertaken in a timely and accessible manner.
- 5.3 Subject to the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Test 5

- 6.1 Paragraph 6.15 sets out the methods that the Council propose to use to involve the community and stakeholders. These cover a range of recognised consultation techniques that will present information via a range of different media. However, in order to meet Test 5, the SCI should relate the methods of consultation listed (in paragraphs 6.12 and 6.15) to the different stages in the preparation of LDDs as well as to the different types of LDD. Despite some additional text proposed by the Council in the Amended Version of the Submitted SCI, November 2005 (Appendix E to Regulation 31 Statement), it remained unclear how the SCI addressed this point. In response to my request for further information, the Council has proposed two additional tables to set out LDF documents, stages of preparation and methods of consultation and involvement. These tables meet the requirements of the test and I recommend their inclusion accordingly.
- 6.2 However, it should be noted that the use of the term "outstanding objections" in these tables is potentially misleading. Any person who has made a representation to the submitted version of a DPD should be invited to the Pre-Examination Meeting. A more appropriate term would be "have made a representation". I recommend accordingly.
- 6.3 The SCI acknowledges (at Paragraph 6.9) that the Council may have to provide extra support to facilitate consultation with certain groups or individuals. Paragraphs 6.10 – 6.11 explain how the Council will make their information accessible for hard to reach groups, and sets out how they will meet requirements of the Race

Relations Act 2000 and the Disability Discrimination Act 1995. The Council have proposed additional information be added to this paragraph. It is set out in full in the Schedule of Proposed Changes at Appendix C of this report.

- 6.4 The Council have proposed a new section of text on page 1 that would clearly indicate that all the documents are available in alternative formats, such as large print or languages other than English. This is written in full as Change Number 3, Schedule of Proposed Changes, Appendix C.
- 6.5 Subject to the following recommendations and the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Recommendations

(R4) Add the following text to the end of paragraph 6.16: "Tables A and B below illustrate the various methods of consultation and community involvement the Council will undertake in relation to the difference stages in preparing LDDs."

(R5) Insert Tables A and B, as included in Appendix B to this Report, after the new text written above. However, in Table B, replace the term "outstanding objection" with "made a representation" in the three instances that it occurs.

Test 6

- 7.1 The only substantive reference in the Submission SCI to resources appears to be in paragraphs 6.14 and 6.17. In response to representations received, the Council has proposed the inclusion of two additional paragraphs as a new Section 8. The new paragraphs explain how the Council hopes to resource the processes from in-house sources and that sufficient resources will be put in place to achieve the scale of consultation envisaged. The full text is set out in the Schedule of Proposed Changes in Appendix C, Change Numbers 28 - 30.
- 7.2 Subject to the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Test 7

- 8.1 In respect of Test 7, the SCI should be clear about how the decisions regarding DPD and SPD content will be made. The additional text proposed by the Council in the Amended Version of the Submitted SCI, November 2005 (Appendix E to Regulation 31 Statement), whilst introducing a new section entitled "Feedback from Community Consultation" appears to only address the separate issue of how the results of community involvement will be reported. In response to my request for further information, the Council have proposed an additional paragraph that would enlarge the proposed "Feedback from Community Consultation" section. The wording for this extra paragraph is not included in the Schedule

of Proposed Changes at Appendix C of this report, and so is written in full in the recommendation below.

- 8.2 The Council's proposed use of the phrase "any objections that remain outstanding after consideration by the Members of the Council" is potentially misleading. It implies that the Members can determine whether a representation has been resolved. All duly-made representations will be before an independent Inspector regardless of the consideration by Members. I recommend an amendment to the wording accordingly.
- 8.3 Subject to the following recommendation and the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Recommendation

(R6) Add the following text after paragraph 6.21:

"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, representations are considered only by the Council as they do not need to be referred to an Inspector for Examination."

Test 8

- 9.1 Paragraph 3.6 provides a minimum of information on the future review of the SCI. Paragraphs 4.5 – 4.7 refer to the Annual Monitoring Report, but do not contain a direct reference to the monitoring of the SCI. In response to an objector, the Council have proposed a new Section 9 be added to the SCI that deals with the "Monitoring Framework". The new paragraph 9.1 would provide information on monitoring, the likely triggers for review and the procedures for review. The full text of the proposed changes are set out in the Schedule of Proposed Changes at Appendix C of this report. Whilst the addition of the proposed text would meet the test, it would be beneficial if this section made a reference to the role of the Annual Monitoring Report and I recommend accordingly.
- 9.2 Subject to the following recommendation and the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Recommendation

(R7) Add the following text after the first sentence of the proposed new paragraph 9.1.

"The Annual Monitoring Report, prepared by the Council to monitor progress in preparing the LDF, will reflect on and evaluate the community involvement process."

Test 9

- 10.1 The SCI at Section 7 describes the Council's policy for consultation on planning applications. Paragraph 7.1 states that the Council is committed to meeting or exceeding the statutory requirements for consultation with the public on all planning applications.
- 10.2 In response to my request for further information, the Council have provided more information about how the results of consultation will be reported and will inform the decision making process. The Council did not propose this extra information as a change to the submitted document, but I feel that its inclusion would clarify their approach in respect of this Test.
- 10.3 In response to my second request for information, the Council proposed to re-order parts of Section 7 and introduce additional text to differentiate between the different types and scales of application. The combination of these two sets of changes would meet Test 9.
- 10.4 Due to the complex nature of the recommended changes - including the Council's proposed changes, a reordering of certain paragraphs within the section and my recommendation to include additional text - for the avoidance of any doubt I write out in full, at Appendix D of this report, the final text of Section 7 of the SCI.
- 10.5 Subject to the following recommendation and the relevant changes in the Schedule of Proposed Changes at Appendix C, this test is met.

Recommendation

(R8) Replace Section 7 of the SCI with the wording set out in Appendix D.

Conclusions

- 11.1 The Council have set out in their Representations Statement (Regulation 31 Statement) (September 2005) a number of proposed changes to the SCI in response to representations received on the submission document. These suggested amendments, which are included in Appendix C with more substantial suggested amendments, do not affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI. I therefore accept that they be included, recommendations below.
- 11.2 I conclude that the South Hams District Council SCI (June 2005) is sound, subject to all the recommendations in this report.

Recommendations

(R9) That the Submission SCI be amended in accordance with the changes set out in Appendix C of this Report "Schedule of Proposed Changes to South Hams Statement of Community Involvement" with the exception of Change Numbers 1, 2, 6 and 33 as these changes relate to the previous stages of the SCI document.

(R10) The Council should remove all references to previous stages of this document and replace any preface containing such references with a statement of adoption; this includes the relevant section of page 1, paragraph 1.6, the entirety of Section 3, Appendix A and Appendix E.

A handwritten signature in black ink, appearing to read "KHolland". The signature is written in a cursive, flowing style.

Keith Holland

Inspector

APPENDIX A

TESTS OF SOUNDNESS

Examination of the soundness of the statement of community involvement

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;¹
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

From: Planning Policy Statement 12: Local Development Frameworks

¹ The Town and Country Planning (Local Development) (England) Regulations, 2004.

APPENDIX B
CORRESPONDENCE



The Planning Inspectorate

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John Oakes
South Hams District Council
Follaton House
Plymouth Road
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Devon
TQ9 5NE

Your Ref:

Our Ref: PINS/K1128/429/4

Date: 15th March 2006

SOUTH HAMS DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

Dear John,

As the appointed Inspector for your Authority's Statement of Community Involvement I am requesting comments from the Council on the following point in order to assist in assessing the soundness of South Hams District Council Statement of Community Involvement.

1. In order to meet Test 5, the SCI should relate the methods of consultation listed (currently in paragraphs 6.12 and 6.15 of the SCI) to the different stages in the preparation of LDDs as well as to the different types of LDD. Despite some additional text proposed by the Council in the Amended Version of the Submitted SCI, November 2005 (Appendix E to Regulation 31 Statement), it remains unclear how the SCI addresses this point. Explanation could be provided through the form of a table.
2. In respect of Test 7, the SCI should be clear about how the decisions regarding DPD and SPD content will be made. The additional text proposed by the Council in the Amended Version of the Submitted SCI, November 2005 (Appendix E to Regulation 31 Statement) appears to only address the separate issue of how the results of community involvement will be reported.
3. Can the Council clarify the relationship between Figure 1 and the lists of bodies and organisations in Tables A, B and C of Appendix C. In particular, can the Council explain why only some of the bodies listed in Table A (those bodies that the Regulations require to be consulted) are listed in Figure 1 and then are only identified for some LDDs and not all.
4. In respect of Test 9, the SCI should indicate how the results of consultation will be reported and inform decisions on planning applications. It is unclear how the SCI addresses this point.
5. The differentiation between different types and scale of planning applications is unclear. Can the Council clarify, by further explanation or through the use of examples, what could constitute the "certain

circumstances” under which the Council will exceed the minimum requirements for consultation.

6. Could the Council clarify their policy towards pre-application consultations by explaining what might constitute a “significant application”. Could the Council provide more detail in respect of their expectations of the role of applicants in the process of pre-application consultations.

7. Can the Council provide a full schedule of all the changes they have proposed to the SCI in the document identified as Amended Version of the Submitted Statement of Community Involvement, November 2005 (Appendix E to Regulation 31 Statement). Each change should be numbered and the location and the wording of the change set out – this could usefully be submitted in tabular form.

These answers are to assist in the production of a binding report. Once you have submitted your response to these questions, the report will be produced as quickly as possible. Please reply to Tanya Clinton whose details are given above.

Thank you for your assistance in this matter.

Yours sincerely,

Keith Holland BA(Hons) Dip TP MRTPI ARICS

Please reply to: John Oakes
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Your ref: PINS/K1128/429/4

Our ref: CR/JO/SCI

12 April 2006

Dear Mr Holland

Re: South Hams District Council Statement of Community Involvement

Thank you for your letter of 15th March 2006 which was received in this office on 18th March 2006 regarding the above.

Further to this I am now in a position to be able to provide further information on the 7 questions you raised as follows;

1. Tables A and B attached illustrate the various methods of consultation and community involvement the Council will undertake in relation to the different stages in preparing LDDs. We trust that these tables fully address your concerns.
2. This point is acknowledged and the Council suggests that an additional paragraph is added after paragraph 6.21 of the Amended Version of the Submitted SCI as follows:

“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. Any objections that remain outstanding after consideration by Members of the Council will be referred on to the Examination stage to be considered by an independent Inspector. The Council will consider representations on SPDs in the same way as for DPDs. However, outstanding objections are considered only by the Council as they do not need to be referred to an Inspector for Examination”.

3. The intention of Figure 1 is to name specific organisations that the Council would be particularly keen to “involve” in individual document preparation, reflecting local circumstances and the remit of those local organisations. It is not intended to exclude any organisations from consultation; all organisations in Appendix C of the SCI will be consulted as per the

Regulations. If the Inspector feels this is not appropriate the Council would not object to the amendment or even deletion of the table or the addition of appropriate explanatory text.

4. 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
5. The Council had hoped that the nature of the types of extra consultation set out in paragraph 7.5 were self explanatory. However, ultimately, the need to extend the community's involvement is a professional judgement like many others in the planning process. An officer's or local Member's sensitivities as to what seems to concern the community will trigger an extended consultation. Examples of schemes where the minimum requirements for consultation would be exceeded within South Hams are;-
 - * Totnes Southern Area – Town Centre mixed-use proposals - Planning for Real exercise etc.
 - * Langage New Power Station proposal - Set up community liaison group
 - * Sherford New Community proposal – Council engaged in Enquiry by Design process;
 - * Langage Industrial Estate Extension – Council engaged in master planning exercise;
 - * Various Telecom developments - Operators encouraged to undertake pre application consultations;
 - * Public consultation on Concept Statements (which provided further details of what the Council is seeking on development sites in 2002 Local Plan Review)
6. Our threshold for "significant applications "is likely to be fairly low. Most major applications seem to be have significance within the South Hams and officers are likely to suggest applicants present their schemes to Parish / Town Councils prior to submission. Where there is a strategic aspect to a scheme i.e. of more than immediate local interest, there is likely to be a public meeting arranged either at the instigation of the applicant or Parish Council. The wind farm proposal for Goveton, near Kingsridge, is one recent example.
7. Please see attached schedule entitled Summary of all Changes Proposed to the Submitted SCI. This should be read in conjunction with the Amended Version of the Submitted SCI already sent through.

I hope the above will be of assistance but should you require any further information or if the above has not answered your questions in sufficient detail please do not hesitate to contact James Doxford on 01803 861353.

Yours sincerely,

John Oakes
Forward Planning Manager



The Planning Inspectorate

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Your Ref:

Our Ref: PINS/K1128/429/4

Date: 24th April 2006

SOUTH HAMS DISTRICT COUNCIL - STATEMENT OF COMMUNITY INVOLVEMENT

Dear James

As the appointed Inspector for your Authority's Statement of Community Involvement I am requesting comments from the Council on the following point in order to assist in assessing the soundness of South Hams District Council Statement of Community Involvement.

As part of Test 9, a key question to consider is whether the SCI differentiates between the different types and scales of application and makes clear the different procedures for consultation that will apply.

The principal purpose of paragraph 7.5 of the Submission SCI appears to be to outline the various different methods that the Council may use when exceeding the minimum requirements. In response to my request for further information the Council noted that whether extra consultation was required would ultimately be a professional judgement, informed by a planning officer's or local member's awareness of the sensitivities of the community. The Council then set out a number of examples to indicate some circumstances when the minimum requirements would be exceeded.

Are the Council able to express these sentiments in a way that would offer more certainty to an applicant – bearing in mind the expectation that the SCI should differentiate between the different types and scales of application and make clear the different procedures for consultation that will apply.

These answers are to assist in the production of a binding report. Once you have submitted your response to these questions, the report will be produced as quickly as possible. Please reply to Tanya Clinton whose details are given above.

Thank you for your assistance in this matter.

Yours sincerely,

Keith Holland BA(Hons) Dip TP MRTPI ARICS

Please reply to: John Oakes
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Tanya Clinton
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Your ref: PINS/K1128/429/4

Our ref: CR/JO/SCI

8 May 2006

Dear Tanya

South Hams Statement of Community Involvement

Thank you for your letter of 24 April 2006 regarding the above.

With regard your final query on our SCI and in particular paragraph 7.5, the Council has sought to provide additional text and to re-order Section 7 'Community Involvement in Development Control Matters' to provide greater clarity to the reader and hopefully to address your concern.

The suggested revised text for section 7 and a schedule summarising these changes is attached to this letter to assist the Inspector in his consideration of this matter.

The Inspector may wish to retain reference to the specific examples of schemes where the minimum requirements for consultation would be exceeded within the South Hams. These were Totnes Southern Area, Langage Energy Centre (new power station), Sherford New Community, Langage Industrial Estate Extension and various telecom developments. However, if the Inspector does not feel this to be appropriate the Council will have no objection to reference to these being removed from the text.

I hope you will find these changes acceptable but if you seek any clarification please do not hesitate to contact me.

Yours sincerely,

John Oakes
Forward Planning Manager

Appendix C: 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 Strategy, Devon Local Transport Plan, etc.)</u> ". Third sentence

Change Number	Location	Proposed Change
		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> 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 861257 Fax: marked Forward Planning (01803) 861404 Email: forward.planning@southhams.gov.uk "
16	p.12, Para 6.10	Amended first sentence to read "...engage the hard to reach (such as focus groups, information & open days and work shops)".
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, the greater the...</u> "
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 the community</u> ".
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 representations made. These will be available on its website, or in</u>

Change Number	Location	Proposed Change
		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".
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 E"
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> "
40	p.25,	Add new bullet point to read " <u>South Hams Tourism Forum</u> "

Change Number	Location	Proposed Change
	Appendix C, Table C	
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	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <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) </td> <td style="vertical-align: top; width: 50%;"> <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 </td> </tr> </table>	<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
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Site Specific DPDs	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <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 </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Tourist Information Centre (for towns) (TIC) • Landowners/developers/agents </td> </tr> </table>	<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
<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	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <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) </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Devon Wildlife Trust • Registered Social Landlords (RSLs) • Service providers • Landowners • Red Tree Consortium </td> </tr> </table>	<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
<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.

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.

