

Proposed Changes to the draft Statement of Community Involvement

No.	Nature of Proposed Change	Reason for Change
FOREWORD		
F.1	Addition of foreword.	For completeness.
CHAPTER 1		
1.1	What Happens Next: update	to reflect next steps of SCI preparation.
1.2	Figure 1: delete SCI process steps already completed.	To avoid confusion.
1.3	Number the Guiding Principles.	To improve clarity & reference points within the document.
1.4	Guiding Principles: Add reference to wish for transparency at beginning.	To reflect best practice.
1.5	Making it Easy to Be Involved: add that we will assist people who are unable to write.	To help include people who cannot write.
1.6	Making it Easy to Be Involved: add suitable times and accessible venues.	To widen access to any events.
1.7	Making it Easy to Be Involved: add 'make provision for on-line responses via the website'.	To reflect a Council commitment.
1.8	Sharing Information & Providing Feedback: add 'and the Council's response' to 'make your comments publicly available'.	So people can see our response to their own and other people's comments.
1.9	Learn From Our Mistakes: Amend to make clear that changes to consultation methods may occur without changing the SCI.	For clarification.
CHAPTER 2		
2.1	Figure 2: add informal dialogue with local people and stakeholders at Stage 1.	To reflect front-loading of community involvement opportunities.
2.2	Table 1: delete the 'why we will do it' column.	To remove unnecessary information.
2.3	Table 1: amendments to table detail and SPD/DPD/SEA stage references.	To reflect recently published regulations.
2.4	Table 2: add in availability of Planning Policy Officers to answer queries during office hours.	To improve the opportunities for the public to talk with us during plan preparation.
2.5	Table 2: add advice on the complaints procedure.	For completeness.
2.6	Table 3: distinguish between specific and general consultation bodies.	To provide more clarity about our compliance with Planning Regulations.
2.7	Add Figure 3: Community Involvement in the Strategic Environmental/Sustainability Assessment of DPD & SPDs.	To clarify the opportunities for involvement in SEA/SA of new planning documents.
CHAPTER 3		
3.1	Replace 'this section outlines our new (proposed) requirements ...' with 'this section outlines our guidelines....'	To clarify that the Council cannot require developers to do pre-application consultations.
3.2	Move text indicate that any pre-application consultations are the developers responsibility.	To highlight and clarify.
3.3	Include reference to other interests as well as the local community in pre-application consultations.	To ensure others with a potential interest in a scheme also have the opportunity to share information and views early.
3.4	Add 'significant departures from up to date Government Planning Policy' to point c. setting out what will be regarded as 'significant' development.	These types of development also often generate community and wider interest.
3.5	Add paragraph to indicate that Planning Officers have some discretion to ask for pre-application consultations for developments below the specified thresholds, because of the sensitivity of the proposed location or the nature of the proposed development.	To ensure that adequate consultation is also conducted for smaller 'sensitive' developments.
3.6	Add paragraph setting out process by which developers can seek a view from planning Officers as to whether pre-application consultations will be expected.	To provide a means for developers to secure certainty about the requirement for pre-app. consultations.

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3.7	Replace the guideline that developers should at least carry out the community involvement activities listed to indicate that community engagement should be proportionate to the scale and nature of the proposal and the sensitivity of the site, with the choice of activities drawn from the list.	To convey the need for flexibility and ensure that public engagement exercises are proportionate to the likely public and other interest.
3.8	Add in text to explain that during pre application discussions with planning officers, a list of addresses of suggested consultees will be provided to the developer.	To make it clear that the Council will assist developers in identifying relevant consultees.
3.9	Publicity: Add in about notifying regular users of land, e.g. sports clubs.	Proposed developments can be of as much interest to them as to landowners.
3.10	Publicity: notification letters should contain a clear map indicating the location of proposal.	So those notified are clear about exactly where development is proposed.
3.11	Publicity: notification letters should include a name of a person to reply to.	So people know who to contact.
3.12	Publicity: criteria c. remove the requirement to accept comments made orally, unless it is at a minuted meeting, or it is from a person who is unable to write.	So that the guidelines for developers are no more than the Council's own practices.
3.13	Publicity/Public Engagement Event: change time allowed for replies to be 10 days from either letters dispatch or event.	To reflect that a developer may not do both.
3.14	Delete requirement that all events/exhibitions should be staffed.	To reflect that staffing events may be an excessive exercise for small scale, relatively uncontentious proposals.
3.15	Public Exhibition/Event: add requirement for a comments box.	To allow people to easily reply directly to the developer.
3.16	Add that libraries but not the Town Hall would be suitable locations for developers exhibitions.	To provide more guidance to developers, but to emphasise Council impartiality from pre-application proposals.
3.17	Contacting Community Representatives: add 'and other interests', and add that officers will identify thee on a case by case basis and highlight any hard to reach groups that attempts should be made to involve.	To include other interests as well as community representatives. To provide further information to developers.
3.18	Add reference to our guiding principles as to what is expected of developers' pre-app. community engagement.	To indicate parity of approach between what is expected of developers and what the Council itself is prepared to do.
3.19	Outline Applications: Add a get out clause for pre-application consultations where consultations have recently been carried out on a Supplementary Planning Document or Planning Brief for the site.	To avoid unnecessary consultations where the issues have already recently been debated publicly.
3.20	Failure to Comply: Add reference to naming & shaming non-compliant developers through neighbour notifications at planning application stage.	So that the public is aware of the efforts of Council to encourage developers to consult them at an early stage.
CHAPTER 4		
4.1	Resources: to reflect that resources for community engagement will be tailored to each document prepared, and will be at least sufficient to cover the minimum legal requirements for consultations. Also to highlight specifically efforts to involve all sections of the community.	To reflect Council's intention to secure a broader community involvement in planning and to target resources according to need.
4.2	Reviewing What We Do: to indicate that any alterations /replacement of the SCI would follow the same preparation procedures as this SCI.	To reflect Government Regulations & advice.
APPENDICES		
A.1	Appendix 2: update with latest details	To reflect information included in Local Development Scheme.
A.2	Appendix 3: delete.	Repeats the information included in an improved Table 3.
A.3	Appendix 4: now becomes Appendix 3.	