



THE CABINET

A G E N D A

Date: Thursday 28th July 2005

Time: 6.00 p.m.

**Venue: The Earl Baldwin Suite
Duke House
Clensmore Street, Kidderminster**

APPENDICES TO ITEM 9.1.

**WYRE FOREST LOCAL DEVELOPMENT FRAMEWORK :
STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

1

2

3

4

APPENDIX 1: Responses to Pre-Submission Informal Consultation on Draft SCI.

Respondent	Response Summary	Head of Planning Health & Environment Comments	Resulting Changes to the Draft SCI.
Highways Agency GEN/1/16/05/C	Involvement of key stakeholders in community consultation should be considered.	Noted. Section 8 of the Draft SCI is entitled: "Methods for Involving Stakeholders, Community Groups and Individuals in the Preparation of LDDs." It is considered that it will be standard practice that key stakeholders will be involved in community consultation methods, particularly in workshops, public meetings, exhibitions and Planning for Real @ exercises. It is also considered that the list of proposed consultees at Appendix 1 is extensive and includes a number of key stakeholders.	No change to the Draft SCI.
English Heritage GEN/1/16/1/01/S GEN/1/16/1/06/C GEN/1/16/1/07/C	Fully supports increased emphasis on public participation and engagement in the planning process. Requests hard copy of documents as unable to print off. Particularly interested in early involvement in the development of historic environment related to core strategy policies, development control policies and area action plans.	Support is welcome. This request is noted and a hard copy of the Draft SCI was sent to English Heritage. Noted. English Heritage will be consulted at all stages in the development of these LDDs.	No change to the Draft SCI. No change to the Draft SCI. No change to the Draft SCI.
Stourport-on-Severn Town Council GEN/1/52/01/C	Insufficient time to comment at this stage. Further opportunity to comment at Draft stage noted.	Noted. The Town Council will be formally consulted on the Draft SCI for the six-week pre-submission public participation stage. We would welcome their comments on the draft document.	No change to the Draft SCI.
Rock Parish Council GEN/1/50/01/C	Insufficient time to comment at this stage. The Parish is currently producing its own Parish Plan, which it hopes will assist WFDC to develop its LDDs.	Noted. The Parish Council will be formally consulted on the Draft SCI for the six-week pre-submission public participation stage. We would welcome their comments on the draft document.	No change to the Draft SCI.
Chaddeasley Corbett Parish Council GEN/1/43/01/C	Insufficient time to comment at this stage.	Noted. The Parish Council will be formally consulted on the Draft SCI for the six-week pre-submission public participation stage. We would welcome their comments on the draft document.	No change to the Draft SCI.

APPENDIX 1: Responses to Pre-Submission Informal Consultation on Draft SCI.

Respondent	Response Summary	Head of Planning Health & Environment Comments	Resulting Changes to the Draft SCI.
Bayton Parish Council GEN/1/137/01/C	Telephone call: Insufficient time to comment at this stage.	Noted. The Parish Council will be formally consulted on the Draft SCI for the six- week pre-submission public participation stage. We would welcome their comments on the draft document.	No change to the Draft SCI.
Kinver Parish Council GEN/1/146/01/C	Wish to be consulted on matters relating to planning that may affect Kinver Parish Council.	Noted.	No change to the Draft SCI.
Ministry of Defence GEN/1/38/01/C	No comments on the SCI. Wish to be kept informed of the LDF progress.	Noted. The Ministry of Defence will be kept informed of future development stages in the LDF process.	No change to the Draft SCI.
Introduction			
Malvern Hills District Council INT/1/5/01/C	Suggest reference to tests of soundness of SCI and cross-reference to PINs guidance.	Noted. Propose adding in an additional Paragraph 1.7 at Page 3 to read as follows: Testing the Soundness of the SCI 1.7 The SCI will be subject to an independent examination by a Planning Inspector in November 2005. The Inspector will assess the soundness of the SCI in relation to a number of criteria. (Local Development Frameworks: Guide to procedures and Code of Practice, Oct 2004, p.20, para. 3.10, PINs)	Additional Paragraph 1.7 at page 3 in the Draft SCI: Testing the Soundness of the SCI 1.7 The SCI will be subject to an independent examination by a Planning Inspector in November 2005. The Inspector will assess the soundness of the SCI in relation to a number of criteria. (Local Development Frameworks: Guide to procedures and Code of Practice, Oct 2004, p.20, para. 3.10, PINs)
Related Strategies and Plans			
English Heritage RSP/1/161/02/C	Wider engagement within heritage sector recommended (list provided).	Noted. The consultee list outlined at Appendix 1 includes The Historic Buildings and Monuments Commission for England and local Civic Societies.	No change to the Draft SCI.
Malvern Hills District Council RSP/1/5/02/C	Par.2.7 suggests reference to Parish Plans section to refer to the need for sustainability appraisal and cross-reference to Section 7.	Noted, recommend additional Paragraph 2.10 at Page 6 to read: "The Parishes will have numerous opportunities to participate in the preparation of LDDs. The LPA would	Additional Paragraph 2.10 at Page 6 of the Draft SCI: "The Parishes will have numerous opportunities to participate in the

APPENDIX 1: Responses to Pre-Submission Informal Consultation on Draft SCI.

Respondent	Response Summary	Head of Planning Health & Environment Comments	Resulting Changes to the Draft SCI
RSP/1/5/03/C	Par 2.8 suggests reference to role of Parish Plans as part of evidence for Area Action Plans and adoption of land use elements of SPD.	Noted. See comments outlined above.	No change to the Draft SCI.
Involvement			
English Heritage INV/1/161/03/C	All interested groups should be included particularly where interests overlap. Holistic approach to interpreting the environment should be adopted.	Noted.	No change to the Draft SCI.
Malvern Hills District Council INV/1/5/04/C	Para. 3.3 suggests reference to keep under review, both methods and consultees. No information on how and when review will take place. Should reference be made to service providers to tie in with Appendix 1? This may also be useful at para 4.8.	Noted. However, Paragraph 3.3 states that the list of proposed consultees will be "under constant review by the District Council." It is proposed that "Community Service Providers" be added in under the list of main representative groups outlined at Paragraph 3.3, Page 7. On a general note, it is considered that service providers such as telecommunications, electric, gas, sewerage, water, local transport operators and health services are adequately identified under the List of Proposed Consultees (Appendix 1).	Additional bullet point at Paragraph 3.3, Page 7 of the Draft SCI: <ul style="list-style-type: none"> Community Service Providers.
Development Plan Production			
Highways Agency DPP/1/16/01/S	Welcomes Council's stance on recognising the agency as a key stakeholder.	Support is welcome.	No change to the Draft SCI.
DPP/1/16/02/S	Welcomes front loading of DPD preparation through	Support is welcome.	No change to the Draft SCI.

APPENDIX 1: Responses to Pre-Submission Informal Consultation on Draft SCI.

Respondent	Response Summary	Head of Planning Health & Environment Comments	Resulting Changes to the Draft SCI.
Planning Applications			
Highways Agency APP/1/16/03/C	early involvement and informal consultation and preferred issues and options report. Concerns that there is no mention of pre application discussion from applicants with key stakeholders such as the Highways Agency.	The SCI is a process document, which clarifies the community participation and public consultation arrangements for the determination of Planning Applications. It is felt that pre-application discussions with the Highways Agency would be incorporated under the Development Team Approach and that the Highways Agency would be involved in pre-application discussions where a proposal may be in the vicinity of a trunk road. This is considered too detailed to include in the SCI.	No change to the Draft SCI.
English Heritage APP/1/16/1/04/C	Reference to a "Charter for English Heritage Advisory Services." Setting out where English Heritage should be consulted on planning applications.	Noted. A copy of the Charter has been distributed to the Development Control Manager for her consideration.	No change to the Draft SCI.
APP/1/16/1/05/S	Supports increased emphasis on early consultation and engagement in the planning process.	Support is welcome.	No change to the Draft SCI.
Appendices			
Hagley Parish Council AP1/1/13/1/01/C	Would like to be consulted on cross border issues. Suggests adjacent Parish Councils included on consultee appendices.	Noted. Adjacent Parish Councils have been included at Appendix 1, under Specific Consultation Bodies.	No change to the Draft SCI.
Highways Agency AP2/1/16/04/S	Welcomes approach from council consultation techniques as set out in Appendix 2.	Support is welcome.	No change to the Draft SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
General			
Government Office for the West Midlands GEN/2/428/01/S	Commendation on the overall layout and standard of presentation of this document.	Support is welcome.	-
Bromsgrove District Council GEN/2/3/01/C	The SCI could be improved by being a specific section.	It is not clear what is meant by this, since Part 2, Section 18 of the Planning and Compulsory Purchase Act 2004 specifies that "The Local Planning Authority must prepare a statement of community involvement." The Statement should be a document setting out the standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and planning applications. Given these requirements it would be difficult to incorporate the whole SCI into one section of a document.	No change to the SCI.
Wolverley & Cookley Parish Council GEN/2/46/01/O	Wish to place on record their disappointment at the failure to consult earlier.	Wolverley and Cookley Parish Council were consulted during the initial informal consultation stage on the first draft of the SCI. They were sent a letter, summary leaflet and free copy of the draft SCI on the 28 th April asking for their comments on the Draft SCI before the 9 th June 2005. This gave them 6 weeks to respond to the Draft Document. Officers consider that the SCI was clearly marked Draft on every page. A follow up phone call to the Parish Council Clerk established that the situation has been misunderstood by the Parish Council and that they would submit further comments. However as yet, these have not been received.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Countryside Agency GEN/2/14/01/C	Highlights the changes in the planning functions of the Countryside Agency, which will fall into the remit of the Landscape, Access & Recreation Division which will eventually form part of an Integrated Agency (Natural England) with English Nature and the Rural Development Service. In light of these changes, the Countryside Agency will not be commenting on the Draft SCI, but wishes to be consulted at the next stage of DPD production, where its specific interests can be better expressed.	The changes in the Countryside Agency's planning functions are noted. The database will be amended as soon as notification is received from the Countryside Agency.	No change to the SCI.
English Heritage GEN/2/16/1/02/S	English Heritage fully supports the increased emphasis on public participation and engagement in the planning process. Must seek to ensure that historic environment considerations as well as the wider heritage sector are fully embedded in the planning process at the earliest possible stage. A no response to future stages in the SCI's development should not be taken as a lack of interest. Would be particularly interested in early involvement in the development of historic environment related core strategy policies, development control policies, and area action plans.	Support is welcome. Noted. English Heritage will continue to be notified of all stages in the Local Development Framework.	- No change to the SCI.
Advantage West Midlands GEN/2/23/2/01/C	Amend database to address all future correspondence/consultations on DPDs and Planning Applications to Nick Rawlings (Planning Policy Advisor).	Noted. Amendments have been made to the database.	No change to the SCI.
Malcolm Judd & Partners (National Grid Transco) GEN/2/25/02/C	Request that they be kept informed of the progress of the Local Development Framework for Wyre Forest.	Noted. Will continue to be notified of all stages in the Local Development Framework.	No change to the SCI.
Shropshire County Council GEN/2/6/01/C	The Statement is very clear and I do not wish to put forward any suggestions for improvement or revision. Happy to be contacted by e-mail for most purposes in the future but would appreciate a hard copy of key documents such as preferred options and submissions for independent examination.	Noted. Copies of the key documents will be sent to Shropshire County Council where appropriate.	No change to the SCI.
Bayton Parish Council GEN/2/13/7/01/C	As a neighbouring Parish Council, the Council would	Noted. This is to be dealt with as part of the	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Rock Parish Council GEN/250/02/C	appreciate it if they could be informed of any planning developments that may affect the Parish. The Council are particularly concerned about any plans in and around Clows Top.	proposed changes to Development Control Practice No.3: Publicity and Consultation on Planning Applications (Paragraph 11.8 of the Draft SCI).	No change to the SCI.
Kidderminster Civic Society GEN/297/01/O	Whilst commending the overall content of the SCI, especially with its direct reference to Parish Plans (the Parish Council is publishing its Parish Plan in June 2005), more clarity is required as to what happens when there is input from the Community and what weight is attached to it. The process must be two-way and not one way, with other views being ignored. The document is complicated, outlining a bewildering array of documents. It does not allow us to identify the key stages in the procedures when consultation is necessary. Method is needed to easily relate the various documents to each other.	Noted. However, it is considered that the SCI clearly sets out the Council's policy for involving the community in the planning process through the preparation and revision of LDDs and for consulting on planning applications. Sympathetic to the apparent complexities in the new Local Development Framework, which are inevitable in these early stages of production. Part 2, Section 15 of the Planning & Compulsory Purchase Act 2004, specifies that the Local Planning Authority must prepare and maintain a Local Development Scheme, which specifies local development documents (LDDs), the subject matter and geographical area to which each document is to relate. The LDDs must, taken as a whole, set out the authority's policies relating to the development and use of land in their area. The opening paragraph of the Draft SCI refers to the LDDs as follows: "Details of the LDDs to be produced by the District Council can be found in the Local Development Scheme (LDS), which was adopted by Council on 27 th March 2005." A copy of the Wyre Forest District Local Development Scheme (March 2005), was sent to the Civic Society earlier this year for their reference. It should be noted that the SCI is a process document, which sets out the standards to be achieved by the District Council in the	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Council for British Archaeology GEN/2/423/1/C	In the process of studying the Draft SCI. Please note new contact and address details.	preparation, alteration and continuing review of these LDSs and planning applications. Therefore, it should be read in conjunction with the Wyre Forest District Local Development Scheme (March 2005).	No change to the SCI.
GEN/2/423/02/S	Support for the SCI and would like to be included in consultee list.	Noted. Support is welcome. Propose inclusion of the Council for British Archaeology under Appendix 1.	Add "Council for British Archaeology" under Other Consultees (E3), at Appendix 1.
GEN/2/423/04/C	The LDS documents need to be easier to find on the website (directly from the A-Z index) and should have links to the relevant ODPM pages for those unfamiliar with the legislation and regulations.	Noted. This is an important point. Arrangements are being made to incorporate these amendments to the website in order to make the LDS documents more accessible.	No change to the SCI.
GEN/2/423/05/C	Would prefer to be contacted by post, but will advise of an e-mail contact in the near future.	Noted.	No change to the SCI.
Showmen's Guild of Great Britain GEN/2/121/04/C	Requests that they be kept informed throughout the LDF preparation period to ensure that their representations are duly taken into account by the Council.	Noted. Will continue to be notified of all stages in the Local Development Framework.	No change to the SCI.
National Playing Fields Association GEN/2/119/01/C	The NPFA has adopted a paper "Development Plans and Statements of Community Involvement" for use in response to draft statements of community involvement. It would be grateful if the District Council would take its contents into consideration when preparing the submission Statement of Community Involvement.	Noted. The NPFA's paper has been considered prior to finalising the recommendations on changes to the pre-submission SCI.	No change to the SCI.
GEN/2/119/02/C	PPS12 lists the NPFA as one of the organisations that local planning authorities should consider consulting where appropriate in the preparation of LDSs.	Noted. The NPFA will continue to be consulted on the Local Development Framework.	No change to the SCI.
GEN/2/119/04/C	The NPFA would like to be kept informed by way of letter or e-mail enclosing the draft document or link to website.	Noted.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response	Head of Planning Health & Environment Division Comments.	Recommendation.
GEN/2/19/06/C Disability Rights Commission GEN/2/74/01/C	Provides correct contact details. Have passed information on to relevant department for their comment.	Noted. Contact details amended on database.	No change to the SCI.
Alzheimers Society GEN/2/331/01/C	Inform them of future developments in the process but note their new address.	Noted. Contact details amended on database.	No change to the SCI.
Tetlow King (on behalf of West Midlands RSL Planning Consortium) GEN/2/391/07/C	Welcomes the opportunity to establish a meaningful dialogue as the LDF continues to evolve.	Noted.	No change to the SCI.
Atisreal on behalf of Royal Mail Group GEN/2/281/01/C	Register their contact details and keep informed throughout the LDF process as acting agents for the Royal Mail Group.	Noted. Contact details added to the database. Will continue to be notified of all stages in the Local Development Framework.	No change to the SCI.
Wyre Forest Dial A Ride GEN/2/349/01/C South Worcestershire Primary Care Trust GEN/2/410/01/S GEN/2/410/07/C	Contact by e-mail in the future. General support for the document. It seems to us to be concisely written and, in the main, accessible. In one or two places in the Draft SCI there are references that the public will find hard to follow (e.g.p.13, par.5.13, first sentence).	Noted. Support is welcome. Noted. It is acknowledged that the references to the TCP Regulations, which were included in the draft to set the context for the proposed actions, may be difficult for members of the public to interpret. It is therefore proposed that references to the regulations within the main document be removed and that they are outlined at the new Appendix 4 – Further guidance and information with a general cross reference at Paragraph 5.1, Page 11 to read: “The different stages for producing DPDs and the opportunities for community involvement will now be outlined in some detail. The Town and Country Planning (Local Development) (England) Regulations 2004 require Local Planning Authorities to consult the community and stakeholders during the preparation of DPDs. These are	No change to the SCI. Add text to Paragraph 5.1, Page 11 to read: “The different stages for producing DPDs and the opportunities for community involvement will now be outlined in some detail. The Town and Country Planning (Local Development) (England) Regulations 2004 require Local Planning Authorities to consult the community and stakeholders during the preparation of DPDs. These are

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number,	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
		<p><u>Regulations 2004 require Local Planning Authorities to consult with the community and stakeholders during the preparation of DPDs. These are outlined at Appendix 4."</u></p>	<p><u>outlined at Appendix 4."</u></p> <p>Delete from Paragraph 5.6, Page 12 as follows: "The Town and Country Planning (Local Development) (England) Regulations 2004 require Local Planning Authorities to consult with the community and stakeholders during the preparation of DPD preferred options."</p> <p>Merge paragraphs 5.6 and 5.7 at Page 12 to make new paragraph 5.6 to read as follows: "This represents a formal public participation stage and will ensure that the LPA is fully aware of the possible options before finalising the submission DPD. There is a requirement to present options in sufficient detail for the type of DPD to be clearly visualised by the community and to enable meaningful involvement. The District Council will set out clear reasons for the selection of its preferred options and also the alternatives that it has considered."</p> <p>Delete from Paragraph 5.8: "In accordance with Regulation 26 (Town and Country Planning (Local Development) (England)</p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Freight Transport Association GEN/2/91/01/C	The FTA has no comments at present but would like all future correspondence to be addressed to Stephen Kelly – Head of Policy, Midlands, Wales and Southwest England.	Noted. Contact details amended on the database.	No change to the SCI.
RSPB GEN/2/99/01/C	Won't be commenting on the SCI, but would like to be kept informed of future stages of preparation of the LDF and are willing to be contacted via e-mail.	Noted. Will be notified of future stages of development in the Local Development Framework.	No change to the SCI.
The National Trust GEN/2/218/03/C	Concerned that they have not been identified on the list of consultees. Within the District, the Trust owns and has covenants over land surrounding Harvington Hall, over almost 100 ha on the east bank on the Severn nr Stourport and owns Knowles Mill northwest of Bewdley. Asks to be included on the list of consultees for the further development of the LDF and for planning applications which might threaten its property or purpose.	Noted. Propose add in "The National Trust" under "Other Consultees (E3)" at Appendix 1. The National Trust will be notified at future stages in the Local Development Framework.	Add to Other Consultees (E3) Appendix 1 after National Playing Fields Association: "National Trust."
Mr & Mrs Picton GEN/2/430/01/C	Makes no specific comments in relation to the Draft SCI. However, register their dissatisfaction with the planning system resulting from their involvement in a recent planning issue adjacent to their home.	Noted.	No change to the SCI.
Peacock & Smith GEN/2/433/02/S	Generally supports the proposals set out in the draft SCI for future consultation.	Support is welcome.	-
Home Builders Federation			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Midlands, South West & Wales Regions GEN/2/101/01/S	Pleased to note that it is included within the list of proposed consultees and would be grateful if would note the change in the Federation's name. Would be pleased to receive continued consultation as the plan's process progresses.	Support is welcome. Details have been amended as requested on the database and the Home Builders Federation will be notified at future stages in the Local Development Framework.	No change to the SCI.
Level Ltd GEN/2/383/01/C	PPS12 requires that LDDs should be based upon a robust, credible evidence base. The SCI is the first stage of ensuring that adequate structures are in place in order for a legitimate evidence base to be put in place. PPS12 states that the scope of the participatory process should be set out in the SCI. Should be a clear public statement enabling the community to know how and when they will be involved in the preparation of LDDs. LPA's should set out in the SCI how they will meet or exceed the minimum requirements set out in planning regulations.	Noted. The requirements set out in PPS12 were taken into account whilst developing the Draft SCI. Noted. The requirements set out in PPS12 were taken into account whilst developing the Draft SCI. Noted. The Town and Country Planning (Local Development) (England) Regulations 2004 were fully taken into account whilst developing the Draft SCI. In particular, Regulations 25 and 26 for Development Plan Documents and Regulation 17 for Supplementary Planning Documents set the minimum requirements for community involvement with which the District Council must comply. Noted.	No change to the SCI. No change to the SCI. No change to the SCI.
GEN/2/383/02/C			
GEN/2/383/03/C			
GEN/2/383/09/C	The SCI should take account of the PINs Framework for Assessing Soundness. Requests confirmation of receipt of their representation to ensure that they are included in future consultations.	Confirmation of receipt of representations has been sent.	No change to the SCI. No change to the SCI.
GEN/2/383/10/C			
Paul Dickinson & Associates (on behalf of H M Prison Service) GEN/2/315/01/C	H M Prison Service wishes to be added to the list of consultees.	Noted. Contact details have been added to the database and propose that HM Prison Service be added in at Appendix 1 under Other Consultees.	Add to Other Consultees (E3) Appendix 1 after Health & Safety Executive: "HM Prison Service."
Hilcrest Residents Association GEN/2/272/01/C	Obtained a copy of the SCI draft document from Duke House after failing to download it from the website. It is necessary to	Noted. However, Regulation 26 of the Town & Country Planning (Local Development) (England)	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
GEN/2/272/02/C	There has not been time to discuss or indeed ask for responses from the wider audience, since the deadline for replies is before our next Open Meeting.	Regulations (2004) specifies that local authorities must publish on their websites the pre-submission proposals documents, a statement of where these can be inspected and the times for inspection. A public notice was also published in the local press and on the back of the notification letters, which included this information. The typical download time for the Draft SCI is ten minutes. However, consideration is being given to producing a text only version of the document to reduce file size and speed up download time. Noted. This is unfortunate. However the Residents Association was notified at the outset of the 6-week consultation period.	No change to the SCI.
GEN/2/272/03/O	The SCI document is verbose, repetitive, difficult to read and digest. The SCI draft although informative is confusing, repetitive and often unclear. However the accompanying summary leaflet is considered excellent and more accessible to the general public.	Sympathetic to the apparent complexities in the new Local Development Framework, which are inevitable in these early stages of production. However, the SCI is a process document. It is not the plans themselves, but sets out the methods and approach to the District Council's consultations with the community, stakeholders and outside bodies. The SCI is aimed at those people and organisations who have a basic understanding of the planning system. However, the summary leaflets produced by the Forward Planning section are specifically designed to be more readily interpreted by the General Public, who then may contact the Officers for further information on the SCI.	No change to the SCI.
Mr T A Williams GEN/2/435/05/O	You use the word "clear" within the document, which is anything but clear.	Sympathetic to the apparent complexities in the new Local Development Framework, which are inevitable in these early stages of production. However, the SCI is a process document. It is not the plans themselves, but sets out the methods and approach to the District Council's	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Kidderrinster Prostate Cancer Support Group GEN/2/407/01/C	Provides change of contact details to Revd P. Brothwell for future reference.	consultations with the community, stakeholders and outside bodies. The SCI is aimed at those people and organisations who have a basic understanding of the planning system. However, the summary leaflets produced by the Forward Planning section are specifically designed to be more readily interpreted by the General Public, who then may contact the Officers for further information on the SCI.	No change to the SCI.
Ken Allen GEN/2/434/01/C	Returned response form conveys general support for the Draft SCI and outlines no initial concerns.	Noted. Contact details amended on the database. Support is welcome.	-
Introduction			
Government Office for the West Midlands INT/2/428/02/C	Consideration should be given to ensuring that cross-referencing with all the new planning terms and the glossary section is made.	Noted. Propose inclusion of reference to Glossary of Terms at Paragraph 1.1, Page 1.	Include the following text after the first sentence of Paragraph 1.1, Page 1: "It should be read in conjunction with the glossary of terms at the back of the document."
INT/2/428/03/C	For those members of the community who would like to gain greater understanding about SCIs and the reformed planning system, may wish to give reference in the document to: Creating Local Development Frameworks – A Companion Guide to PPS12 (ODPM), Local Development Frameworks: Assessing the Soundness of SCIs (PINS), Statements of Community Involvement & Planning Applications (research report available on ODPM's website), Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks- Consultation Document (ODPM).	Agreed. However, it is felt that including this long list of documents in the SCI itself may make it more complex and lengthy. It would therefore be better to include a list of further guidance, background reading and website references in a new appendix to the document. This list of references will also be included under the Forward Planning pages on the District Council's website.	Add in an Additional Appendix 4 titled <u>Further Guidance and Background Reading.</u>
Tellow King (on behalf of West			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Midlands RSL Planning Consortium) INT/2/391/01S	Support for the Council's main principles for community involvement.	Support is welcome.	-
Related Strategies & Plans			
Government Office for the West Midlands RSP/2/428/04/S	Pleased to see the inclusion of commitments and visions of the authority in terms of community involvement in this draft document. The inclusion of the LSP at para 2.3 is welcomed, however may wish to consider providing further information as to whether the forum is accessible to members of the public who wish to become involved, as well as identifying which community groups are already represented within the LSP.	Support is welcome. Noted. Propose adding the following text to Paragraph 2.4, Page 5 of the SCI to read: "It aims to improve the overall quality of life within the Wyre Forest district through linking partner organisations and local communities. It also acts as an umbrella for other local groups and partnerships. Membership of the Partnership Forum is open to all organisations, groups, communities and individuals who are committed to working for the wellbeing of the District. The Forum meets once a year at its annual conference although members are invited to participate in other activities. Over a hundred local organisations and groups are involved in the Wyre Forest Matters partnership. They are all committed to working together to deliver the Community Strategy for the Wyre Forest District over the next ten years. Examples of local organisations currently involved in the LSP include local schools and colleges, Wyre Forest Business Forum, local conservation and heritage groups, the Primary Care Trust, local health groups, housing associations, Churches of Wyre Forest, Wyre Forest Race Relations Council and West Mercia Constabulary." Also propose to add in the following text at the end of paragraph 2.5:	- Add text to Paragraph 2.4, Page 5 of the SCI to read: "It aims to improve the overall quality of life within the Wyre Forest district through linking partner organisations and local communities. It also acts as an umbrella for other local groups and partnerships. Membership of the Partnership Forum is open to all organisations, groups, communities and individuals who are committed to working for the wellbeing of the District. The Forum meets once a year at its annual conference although members are invited to participate in other activities. Over a hundred local organisations and groups are involved in the Wyre Forest Matters partnership. They are all committed to working together to deliver the Community Strategy for the Wyre Forest District over the next ten years. Examples of local organisations currently
RSP/2/428/05/C			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number,	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Council for British Archaeology RSP/2/423/03/C	The particular themes of the community strategy which include the historic environment are Better Environment and Greater Learning & Participation, and the theme of improved Health & Wellbeing of course follows on from these.	Noted.	No change to the SCI.
Tellow King (on behalf of West Midlands RSL Planning Consortium) RSP/2/391/02/S	Support for the ten principles of consultation.	Support is welcome.	-
Hillcrest Residents Association RSP/2/272/06/C	It is unclear why there are principles for community involvement (p.2) and 10 principles of community consultation (p.4). What is the meaning of timely, p.4 (no.5)?	Noted. The ten principles outlined at Page 4 are those contained in the District Council's Corporate Consultation Strategy 2005-08 covering all consultation matters, whilst those outlined at page 2 relate specifically to community involvement in planning issues. It is acknowledged that this is not	Amend first sentence of Paragraph 1.4, Page 2 to read: "This statement clearly sets out the District's main principles for community involvement in planning matters as follows:"
		"If you would like to become involved in the Wyre Forest Matters Partnership or for more information concerning the Community Strategy please contact the Strategy and Performance Unit on 01562 732781."	involved in the LSP include local schools and colleges, Wyre Forest Business Forum, local conservation and heritage groups, the Primary Care Trust, local health groups, housing associations, Churches of Wyre Forest, Wyre Forest Race Relations Council and West Mercia Constabulary." Add following text to the end of paragraph 2.5: "If you would like to become involved in the Wyre Forest Matters Partnership or for more information concerning the Community Strategy please contact the Strategy and Performance Unit on 01562 732781."

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
		<p>clearly stated in the Draft SCI. Therefore propose to add in "planning matters" after community involvement at Paragraph 1.4. Similarly, at Paragraph 2.2 add in "for all of the public consultation it undertakes" after "ten principles."</p> <p>The Consultation Strategy 2005-08 states that Consultees will be given adequate time to prepare their response. It is recognised that the length of time will vary depending upon the time of year and the level of response that is being sought. Sufficient time will be allowed for the results of the consultation to be collated, analysed and considered, so that the results of consultation feed directly into the decision making processes. This is what Principle No 5 refers to.</p>	<p>Amend first sentence of Paragraph 2.2, Page 4 to read: "The District Council has an adopted Consultation Strategy for 2005-2008, which includes ten principles for all of the public consultation it undertakes"</p>
<p>Kidderminster College RSP/2197/03/C</p>	<p>Does the SCI incorporate the good practice that may exist with other LSPs?</p>	<p>Paragraph 7.3 (Page 67) of ODPM's Creating Local Development Frameworks: A Companion Guide to PPS12 states that "authorities will need to develop a good understanding of the make up, needs and interests of all the different groups in their area and their capacity to engage in planning. The resource requirements of this should not be underestimated. Colleagues in other local authority departments and local strategic partnerships may be able to assist in identifying key groups."</p> <p>Page 5 of the SCI outlines in detail the links with the Wyre Forest Matters Local Strategic Partnership. This has been further clarified by additions to this section in response to GOWM's comments.</p>	<p>No change to the SCI.</p>
<p>Involvement</p>			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Government Office for the West Midlands INV/2/428/06/C	Required to identify which community groups are classed as "hard to reach" as well as identifying the methods, which will be used to engage with them during the planning process.	Noted. Propose that Paragraphs 3.4 – 3.5 be amended to read: <u>3.4 "Within the District there are a number of groups that have proved traditionally hard to reach through consultation and particularly in planning matters. These include ethnic minorities, older people, single mothers, those with special needs, isolated rural residents, younger age groups, gypsies and those residing in the more socially deprived wards in the district such as Oldington & Foley Park and Broadwaters. It is recognised that these groups in particular, may have different levels of access to information and therefore may find it harder to get involved in the decision making process. This has often resulted in certain community groups not being able to successfully put their views across to the LPA."</u>	Paragraph 3.4 to be amended to read: <u>3.4 "Within the District there are a number of groups that have proved traditionally hard to reach through consultation and particularly in planning matters. These include ethnic minorities, older people, single mothers, those with special needs, isolated rural residents, younger age groups, gypsies and those residing in the more socially deprived wards in the district such as Oldington & Foley Park and Broadwaters. It is recognised that these groups in particular, may have different levels of access to information and therefore may find it harder to get involved in the decision making process. This has often resulted in certain community groups not being able to successfully put their views across to the LPA."</u>
INV/2/428/07/C	To raise community awareness may wish to consider explaining in more detail what the "ethnic access signpost" is as well as the purpose of it.	Noted. Propose the incorporation of the following text at Paragraph 3.5 to read: <u>"For example, the Ethnic Access Signpost is used on all of the District Council's leaflets and published documents. This provides a free translation service for ethnic minorities on the publications. The Signpost logo incorporates contact details for the translation service."</u>	Paragraph 3.5 to be amended to read: <u>3.5 The District Council recognises that it will need to employ a variety of methods to present information and promote discussion if it is to successfully involve the local community. Amongst those consultation</u>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Bromsgrove District Council INV/2/3/02/O	The SCI does not clearly state how local community groups will be able to access information. Feels that this section should be highlighted as it may be very useful to people.	Noted. Propose adding new paragraph in 3.6, page 8 to read: Accessing Information 3.6 "The District Council will ensure that all consultation material on the LDF is available for the public to access at its local offices and the libraries. A document loan scheme is operated by the Forward Planning Section, whereby requested documents can be issued for a free loan period. In addition, all consultation stages relating to LDDs will be placed on the Council's website and the draft documents are available to download. Statutory notices are also placed in the local newspapers to mark the beginning of consultation periods setting out the places and times where the documents can be viewed."	methods set out at Appendix 2 it is anticipated that SMS text messaging, local radio, exhibitions, displays at local schools and Planning for Real exercises could all be used as a basis for involving these harder to reach groups. To assist in participation by ethnic minorities, the Ethnic Access Signpost is used on all of the District Council's leaflets and published documents. This provides a free translation service for ethnic minorities on the publications. The Signpost logo incorporates contact details for the translation service."
			Add in new paragraph 3.6, Page 8 as follows: Accessing Information 3.6 "The District Council will ensure that all consultation material on the LDF is available for the public to access at its local offices and the libraries. A document loan scheme is operated by the Forward Planning Section, whereby requested documents can be issued for a free loan period. In addition, all consultation stages relating to LDDs will be placed on the Council's website and the draft documents are available to download. Statutory notices are

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
INV/2/3/03/C	Suggests that the list at Appendix 1 is too extensive. The Regulations only ask for a generalised list.	Regulation 25 of the Town & Country Planning (Local Development) (England) Regulations 2004, states that the LPA must consult each of the specific consultation bodies to the extent that the LPA thinks that the proposed subject matter of the DPD affects the body and such of the general consultation bodies as the LPA consider appropriate.	No change to the SCI. <u>also placed in the local newspapers to mark the beginning of consultation periods setting out the places and times where the documents can be viewed."</u>
English Heritage INV/2/161/03/C	Strongly endorses the value of wider community engagement in the planning process. With regard to this, the statutory and non governmental organisations within the heritage sector that the agencies recommend are identified in the SCI are CABE, Ancient Monuments Society, Council for British Archaeology, Society for the Protection of Ancient Buildings, The Georgian Group, The Victorian Society, The Twentieth Century Society, Garden History Society, The National Trust, Local Civic Societies, Local Building Preservation Trust, Local Archaeological and Antiquarian Societies.	Appendix 1 lists all of those bodies that the District Council considers will have an interest in the formation of the District's DPDs, rather than specifically the SCI.	No change to the SCI.
INV/2/161/04/C	Care should be taken that all interested groups are included, particularly where there is an overlap in interests. For example, landscape character represents a complex interplay of the natural, built and historic environment.	Noted. These organisations have been added to the database for future consultation.	No change to the SCI.
Kidderminster Civic Society		Noted.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
INV/2/97/02/O	The means by which the community is able to access information is obscured by the confusing inter-relationship of documents.	Sympathetic to the apparent complexities in the new Local Development Framework, which are inevitable in these early stages of production. However, the SCI is a process document. It is not the plans themselves, but sets out the methods and approach to the District Council's consultations with the community, stakeholders and outside bodies. The SCI is aimed at those people and organisations who have a basic understanding of the new planning system. However, the summary leaflets produced by the Forward Planning section are specifically designed to be more readily interpreted by the General Public, who then may contact the Officers for further information on the SCI.	No change to the SCI.
INV/2/97/06/O	The different stages are not clearly identified, showing how consultees might affect decisions at critical stages. Nor is the procedure made clear whereby completed documents can be changed.	It is considered that Section 5, Stages for involvement in Development Plan Production and the associated Figure 3, clearly sets out the critical stages for community involvement in the creation of DPDs. A similar diagram for the stages of involvement in SPD production is recommended for inclusion in response to representation SPD/2/428/1/C. A new paragraph at 5.16 will outline the review process for LDDs (See comment in relation to REV/2/97/03/C). In addition a new Appendix 2B will outline the key stages for involvement in the DPDs and the types of community groups that will be consulted.	No change to the SCI.
National Farmers Union INV/2/369/01/O	Farmers and landowners should be included in the list of proposed consultees. Farmers and landowners don't feature at Page 7 or at Appendix 1.	Noted. Propose add in "Farmers" to read "Local Landowners and Farmers" under "Other Consultees (E3)" at Appendix 1.	Add in "Local Landowners and Farmers" at Other Consultees under Appendix 1.
Gypsy & Traveller Law Reform Coalition			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
INV/2/205/01/C	Provides a copy of their guidance document "Advice to Local Authorities from the Gypsy and Traveller Law Reform Coalition to Councils and Gypsies/Travellers," which gives advice on Gypsy & Traveller accommodation needs and the new planning system.	Noted.	No change to the SCI.
INV/2/205/02/C	Will be recommending Travellers to not only actively participate in DPD consultation but to challenge finalised policies that have been drafted without consulting them. Proactive consultation needs to take place at the local level.	Noted.	No change to the SCI.
INV/2/05/03/C	Annex B of the document contains points of contact who can advise councils in consultations on LDDs and possibly act as gatekeepers to local Gypsy and Traveller communities.	Noted. These contacts have been added to the database for future consultation on the LDF.	No change to the SCI.
Showmen's Guild of Great Britain INV/2/121/01/C INV/2/121/02/C	Refers to Planning Policy Advice, in particular Circ 1/94 – Planning for Gypsy & Traveller Sites. Sets out background to travelling showpeople and the way their lifestyles have evolved.	Noted. Noted. Showmen's Guild of Great Britain is on the database for future consultation on the LDF.	No change to the SCI. No change to the SCI.
Tetlow King (on behalf of West Midlands RSL Planning Consortium) INV/2/391/03/S	Support for Council's identified representative groups and welcome the intention to employ a variety of different methods to present information and promote discussion with hard to reach groups.	Support is welcome.	-
South Worcestershire Primary Care Trust INV/2/410/02/S INV/2/410/03/O	Support for methods of access to information. Good use has been made of illustrating this through local practice. South Worcestershire PCT & Wyre Forest PCT need to be listed at Appendix 1.	Support is welcome. Noted. West Midlands South Strategic Health Authority should be included under E1 Appendix 1 (instead of Strategic Health Authority). Include the PCTs under Other Consultees (E3) in addition to Worcestershire Acute NHS Hospitals Trust and Local NHS Trusts.	- Appendix 1 – delete "Strategic Health Authority" replace with "West Midlands South Strategic Health Authority." Under "Other Consultees" insert "Wyre Forest Primary Care Trust & South Worcestershire Primary Care Trust" in addition to

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
INV/2/410/06/S	Support for the proposed stages of involvement. The flow diagram on p11 was particularly helpful.	Support is welcome.	"Worcestershire Acute NHS Hospitals Trust" and "Local NHS Trusts"
Centro INV/2/280/01/O	Need to include Centro/MMPTE, Train Operating Companies and Bus Operators in the list of consultees.	Noted. These consultees fall into the Local Transport Providers grouping outlined at paragraph 3.3, Page 7. However, propose specific listing as follows under Local Transport Operators at Appendix 1, Other Consultees to read: "Local Transport Operators – Centro/MMPTE, Train Operating Companies & Local Bus Operators."	Specific listing under Other Consultees - Local Transport Operators, Appendix 1, to read: "Local Transport Operators – Centro/MMPTE, Train Operating Companies & Local Bus Operators."
Leavel Ltd INV/2/383/05/C	May be appropriate for the SCI to explain how involvement will be undertaken for different subjects/issues. In particular, intended in housing and affordable housing issues.	The SCI is a process document. It is not the DPDs themselves, which set out the authority's policies relating to the development and use of land in their area. The SCI is required to set out the methods and approach to the District Council's consultations with the community, stakeholders and outside bodies. It should be clear about the different stages of involvement – information, consultation, participation, feedback etc. The guidance does not specify that the SCI should explain how involvement will be undertaken for different subjects and issues. This is considered to go beyond the realistic scope of the SCI. Noted. This is outlined under Section 5: Stages for involvement in Development Plan Production of the Draft SCI.	No change to the SCI.
INV/2/383/06/C	An effective SCI should be clear about the different stages of involvement and show that these will be done in ways that work for the different stages and for the particular communities.		No change to the SCI.
Hillcrest Residents Association INV/2/272/04/O	It is not clear whether our Association, which has been in existence for almost one year, would be considered as an appropriate community group and included in any discussions or indeed whether we would be consulted at all.	The Association's details are included in the LDF database and they will be consulted throughout the different stages of the Local Development Framework.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
INV/2/272/09/C	Although the list of proposed consultees is extensive, there does not appear to be an obligation for cross group liaison.	Noted. Unfortunately this falls outside of the SCI's scope, as it cannot enforce cross group liaison.	No change to the SCI.
INV/2/272/12/C	It is possible that the majority of residents are not part of a recognised community group, and are therefore likely to be excluded/ignored. Perhaps the District Council should consider ways to encourage residents to become part of a community group?	Noted. It is acknowledged that many local residents are not involved in local community groups. However, this does not in anyway mean that their views would be ignored and paragraphs 3.4-3.5 of the document sets out how the District Council intends to address those harder to reach groups within the District. Paragraph 2.4 of the SCI sets out how local groups and individuals can become involved in the Wyre Forest Matters Local Strategic Partnership.	No change to the SCI.
INV/2/272/14/C	There is a suggestion that community groups will receive reports, but individuals will have to visit your offices etc if they are unable to access the Internet or do not receive the local newspaper. Some residents, particularly the elderly and infirm, may find this rather difficult.	Noted. However, it is considered beyond the scope of the District Council's resources to send out documents and reports individually. However, a document loan scheme is operated by the Forward Planning Section, whereby requested documents can be issued for a free loan period. Documents are also placed on deposit for the public to view at all of our local offices and libraries.	No change to the SCI.
Mr T A Williams INV/2/435/01/O	You list the proposed consultees in Appendix 1, which (E3) includes 46 different concerns. There are no obligations on these consultees to liaise with the general community, who must depend on newspapers and radio as to when to visit your website or library.	Noted. However, this falls outside of the SCI's scope as it cannot specify that the proposed consultees liaise with the general community. The methods listed at Appendix 2 have been specified as a means of consulting the local community.	No change to the SCI.
INV/2/435/02/O	The vast number of Council Tax paying residents do not fall neatly into your community groups. You must make more effort to involve the general public. This may mean that you must oblige the interest groups to talk to real people.	Noted. Paragraphs 3.4-3.5 of the document set out how the District Council intends to address those harder to reach groups within the District. Paragraph 2.4 of the SCI sets out how local groups and individuals can become involved in the Wyre Forest Matters Local Strategic Partnership.	No change to the SCI.
INV/2/435/04/O	Post offices are being closed so it is difficult for individuals to access information in their local area.	Noted. This is regrettable. However LDDs and all associated information and consultation will be available to view at all local Council Offices and libraries as well on the Council's website. A	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Local Development Framework			
Government Office for the West Midlands LDF/2/428/08/C	To emphasise the status and purpose of the SCI you may wish to clarify that all other LDDs are made in accordance with the SCI.	document loan scheme is operated by the Forward Planning Section, whereby requested documents can be issued for a free loan period.(Refer to amendments made in respect of representation INV/2/3/02/O)	
LDF/2/428/09/C	For some, the SCI may be the first contact with the new planning system, subsequently may wish to further expand on the term spatial strategy and what it implies.	<p>Noted. Propose add in text to Paragraph 4.3, Page 9 of the Draft SCI to read: <u>"All LDDs will be developed in accordance with this SCI and the documents set out below will be subject to the procedures set out in this SCI."</u></p> <p>Noted. Propose adding in a new paragraph after 4.1 to read: <u>"The new LDF system focuses on a spatial planning approach rather than purely on land use planning, which has traditionally centred on the regulation and control of the use of land. Spatial planning goes beyond this, to incorporate the strategies and plans of other agencies, for example the Community Strategy, which may have an impact on spatial development. This provides a wide ranging mechanism for delivering sustainable development objectives by addressing social, environmental and economic issues and relating them to the use of land."</u></p>	<p>Add in text to beginning of Paragraph 4.3, Page 9 of the Draft SCI to read: <u>"All LDDs will be developed in accordance with this SCI and the documents set out below will be subject to the procedures set out in this SCI."</u></p> <p>New paragraph 4.2 at Page 8 to read: <u>"The new LDF system focuses on a spatial planning approach rather than purely on land use planning, which has traditionally centred on the regulation and control of the use of land. Spatial planning goes beyond this, to incorporate the strategies and plans of other agencies, for example the Community Strategy, which may have an impact on spatial development. This provides a wide ranging mechanism for delivering sustainable development objectives by addressing social, environmental and economic issues and relating them to the</u></p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Tellow King (on behalf of West Midlands RSL Planning Consortium) LDF/2/391/05/C	Would like to be consulted at every stage of the LDF process.	Noted. West Midlands RSL Planning Consortium is included on the LDF Database as a consultee.	<u>use of land.</u> No change to the SCI.
Peacock & Smith LDF/2/433/01/C	Wm.Morrison Supermarkets plc, as an employer and operator of a significant retail facility in Kidderminster, confirm that they would like to be kept informed and consulted on further stages of preparation of documents, which are to comprise the LDF. In particular, they wish to be informed of any Area Action Plans, which may be prepared for Kidderminster Town Centre, any proposals for improved routes/new roads in the vicinity of their store, and any proposals for new town, district or local centres.	Noted.	No change to the SCI.
Home Builders Federation Midlands, South West & Wales Regions LDF/2/101/04/C	Consultation proposals relating to the various elements of the LDF should include reference to developers and business representatives, as these will be a major part of the plan delivery process.	Noted. Propose amendment of "Business/Commerce Groups" at paragraph 3.3, Page 7 to read <u>"Business representatives and developers."</u> At Appendix 1, under Other Consultees (E3), include <u>"Developers"</u> and <u>"Business Representatives"</u> underneath <u>"Crown Estate Office."</u>	Amend paragraph 3.3, Page 7 from <u>"Business/Commerce Groups"</u> to read <u>"Business representatives and developers."</u> Add in to Other Consultees (E3) <u>"Developers"</u> and <u>"Business Representatives."</u>
Paul Dickinson & Associates (on behalf of H M Prison Service) LDF/2/315/02/C	PPG12, para.2.10 notes that the core strategy document should set out broad locations for delivering the housing and other strategic development needs such as essential public services. Para. B.3 requires LPAs to develop a strategic approach of infrastructure provision when preparing local development documents.	Noted. PPS12 and other relevant Government policy and advice will be carefully taken into account by Officers when preparing the draft issues and options for the Core Strategy in 2006. HM Prison Service is included in the list of consultees at Appendix 1 and will be notified at all	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments	Recommendation.
Development Plan Production			
Government Office for the West Midlands DPP/2/428/10/S	Pleased to see the incorporation of a diagram into this document to increase community awareness about the processes involved in DPD production.	Support is welcome.	-
English Heritage DPP/2/161/06/C	Happy to receive email notification with attachments for draft documents. For submission documents and proposals maps I would request a hard copy as we are unable to print complex, colour, map based and large documents.	Noted. The appropriate arrangements will be made.	No change to the SCI.
Advantage West Midlands DPP/2/232/03/C	Looks forward to viewing future DPDs.	Noted.	-
Malcolm Judd & Partners (National Grid Transco) DPP/2/25/01/C	Would prefer to be involved at the outset of establishing a policy that can be used by the authority to guide development. Have a wealth of experience in this area and would be able to provide examples of policies used in development plans elsewhere in the country.	Noted.	No change to the SCI.
Bayton Parish Council DPP/2/137/02/C	The Council would also like affordable housing to be considered/encouraged as this is a particular problem in this area (and indeed other rural areas).	Noted. The SCI is a process document. It is not a DPD as such, but sets out the methods and approach to the District Council's consultations with the community, stakeholders and outside bodies. A full housing needs assessment will need to be undertaken as part of the evidence base prior to formulating any core strategy policies, or indeed site specific allocations.	No change to the SCI.
Stourport-on-Severn Civic Society DPP/2/96/03/C	Wishes to have the opportunity to participate in the preparation of those LDDs including further stages of the SCI that effect Stourport.	Noted. The Civic Society will be consulted on all LDDs that relate to Stourport-on-Severn.	No change to the SCI.
National Playing Fields			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Association DPP/2/119/03/C	The NPFA would like to be involved in the preparation of LDDs and it intends to prepare a set of model policies and to circulate these shortly. The NPFA would in particular like to be consulted on The Core Strategy, the Generic Development Control Policies, and Supplementary Planning Documents such as provision for outdoor sport and children's play and Planning Obligations.	Noted. The NPFA will be consulted on those DPDs they have identified an interest in. We look forward to receiving the model policies, which will be considered when developing future policies for the provision of outdoor sport and children's play facilities within the District.	No change to the SCI.
Tetlow King (on behalf of West Midlands RSL Planning Consortium) DPP/2/391/04/S	Support for stages in Development Plan production. As part of the LDF, further research should be undertaken into the housing needs of the District.	Support is welcome. An update of the Housing Needs Assessment for the District will be undertaken as part of the preparation of the Core Strategy.	No change to the SCI.
Level Ltd DPP/2/383/07/C	Comprehensive survey and monitoring info will be needed to develop evidence bases, which help authorities to identify opportunities, constraints and issues for their areas. Local communities, stakeholders and commercial interests should be involved in the development of the evidence base, this will help to achieve effective document preparation and strengthen commitment of key agencies and the wider community to the implementation of the framework as a whole. One of the main benefits of community involvement is strengthening the evidence base for plans, strategies and decisions.	Noted. Paragraphs 5.2-5.3 of the Draft SCI outline the importance of establishing a robust evidence base in order for the District Council to develop sound DPD policies. In particular, paragraph 5.3 states: "The involvement of relevant groups and organisations as identified at Appendix 1 will be sought to help contribute towards the development of a strong evidence base. This will enable the District Council to identify those issues which the different DPDs will need to address at an early stage and will also help it to consider the available options to address these issues and trends." Noted. This is the purpose of developing the SCI and in particular this is reflected in the front loading process outlined at paragraph 5.4 of the Draft SCI.	No change to the SCI.
DPP/2/383/08/C	PPS1 seeks to ensure that community consultation should enable communities to participate in developing proposals and options.		No change to the SCI.
Showmen's Guild of Great Britain DPP/2/121/03/C	Sets out site requirements of travelling showpeople and provides good practice examples of planning policy	Noted. The good practice examples will be taken into consideration when developing options for the	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Paul Dickinson & Associates (on behalf of H M Prison Service) DPP/2/315/03/C	There is a need to identify new sites for prisons, the Secretary of State expects local planning authorities and the Prison Service to work together to identify new land for new prisons through the development plan process. The West Midlands has been identified as an area of strategic importance for a new prison to meet the need for additional prison places. The prison service is therefore approaching local planning authorities within this priority area of search as and when their local plans are reviewed seeking a policy/allocation for a new prison. Welcomes the District Council's views on what opportunities may exist to identify a site for a new prison within Wyre Forest as part of the preparation of the LDF.	Noted. H M Prison Service will be consulted at future stages in the development of the LDF.	No change to the SCI.
British Waterways DPP/2/71/01/C	Would especially welcome being consulted on any documents related to the waterways within Wyre Forest District Council's area. British Waterways will shortly be providing Local Authorities with a digital plan of British Waterways' consultation zone.	Noted. British Waterways will be consulted on all related LDDs.	No change to the SCI.
Supplementary Planning Documents			
Government Office for the West Midlands SPD/2/428/11/C	May wish to incorporate Figure 9 in "A Guide to Applying Sustainability Appraisal to RSS and LDFs" which illustrates the key stages involved in SPD production including how SA is integrated into the production process.	Noted. Propose the inclusion of this adapted Figure 9 in Chapter 6 of the SCI in order to make the key stages in SPD production and SA clear to readers.	In Chapter 6 include adapted version of Figure 9 from ODFMTs "A Guide to Applying Sustainability Appraisal to RSS and LDFs."
Sustainability Appraisal			
Government Office for the West Midlands SAP/2/428/12/C	Encouraged to see the inclusion of a SA section into the document, consideration should be given to including a brief	Noted. Propose incorporating the following text at Paragraph 7.1, Page 15:	Add text to Paragraph 7.1, Page 15:

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
	explanation of SA as well as the purpose of it.	<p>"The European Union Directive 2001/42/EC requires formal Strategic Environmental Assessment (SEA) of certain plans and programmes, which are likely to have significant effects on the environment. The Directive applies to all LDDs. Sustainability Appraisal (SA) is a systematic appraisal process, which incorporates the requirements of SEA Directive. The main purpose of SA is to analyse the social, environmental and economic effects of plan strategies and policies from the beginning of the preparation process. This will enable sustainable development to be at the forefront of all LDD policies."</p>	<p>"The European Union Directive 2001/42/EC requires formal Strategic Assessment (SEA) of certain plans and programmes, which are likely to have significant effects on the environment. The Directive applies to all LDDs. Sustainability Appraisal (SA) is a systematic appraisal process, which incorporates the requirements of SEA Directive. The main purpose of SA is to analyse the social, environmental and economic effects of plan strategies and policies from the beginning of the preparation process. This will enable sustainable development to be at the forefront of all LDD policies."</p>
<p>Methods</p> <p>Government Office for the West Midlands MET/2/428/13/C</p>	<p>Consideration should be given to providing further details of the community groups and organisations that your authority already works with. May wish to further expand on what "Planning for Real" exercises are, and when and where public exhibitions will take place.</p>	<p>Noted. It is considered that Paragraph 8.1, Page 16, could be further clarified by adding the following text: "For example, the Forward Planning Section facilitated public exhibitions at town centre venues and village halls during its Local Plan Review, to keep local communities informed of emerging proposals and to gauge their views. The District Council has also used a "Planning for Real" exercise (which uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved), to involve local residents and business in development proposals</p>	<p>Add text to Paragraph 8.1, Page 16: "For example, the Forward Planning Section facilitated public exhibitions at town centre venues and village halls during its Local Plan Review, to keep local communities informed of emerging proposals and to gauge their views. The District Council has also used a "Planning for Real" exercise (which uses simple models as a</p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
MET/2/428/14/C	May wish to clarify who decides whether new community engagement methods are required to be used such as to reach "hard to reach" groups.	<p>for the Horsfair area of Kidderminster.</p> <p>Also propose additional paragraph inserted between paragraphs 8.1 and 8.2 as follows:</p> <p>"Public exhibitions will continue to play a key role in involving local communities. The District Council will organise exhibitions in the three main towns and in the local villages (where appropriate), at the early stakeholder involvement, publication of preferred options, submission and adoption stages of the Core Strategy. Development Control Policies and Site Allocations DPDs. More specifically, local area exhibitions will be particularly useful when developing the AAPs for Central Kidderminster and the Stourport Road Employment Corridor, and the Bridge Street Enhancement Area, Stourport SPD."</p>	<p>focus for people to put forward and prioritise ideas on how their area can be improved), to involve local residents and business in development proposals for the Horsfair area of Kidderminster.</p> <p>Add in additional paragraph between paragraphs 8.1 and 8.2 as follows:</p> <p>8.2 "Public exhibitions will continue to play a key role in involving local communities. The District Council will organise exhibitions in the three main towns and in the local villages (where appropriate), at the early stakeholder involvement, publication of preferred options, submission and adoption stages of the Core Strategy. Development Control Policies and Site Allocations DPDs. More specifically, local area exhibitions will be particularly useful when developing the AAPs for Central Kidderminster and the Stourport Road Employment Corridor, and the Bridge Street Enhancement Area, Stourport SPD."</p>
		<p>Noted. Add the following text to the end of paragraph 8.2 to clarify this.</p> <p>"Forward Planning Officers will continue to liaise with the Strategy and Partnerships Unit at the District Council to discuss the need for new</p>	<p>Add the following text to the end of paragraph 8.2 to read:</p> <p>"Forward Planning Officers will continue to liaise with the Strategy and Partnerships Unit</p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Bromsgrove District Council MET/2/3/04/C	Is it possible to add in when (at what stage) these techniques will be used?	engagement methods, this will be particularly important when involving those "hard to reach" groups outlined at paragraph 3.4."	at the District Council to discuss the need for new engagement methods, this will be particularly important when involving those "hard to reach" groups outlined at paragraph 3.4."
MET/2/3/05/C	There needs to be a variety of methods employed. All the techniques are valuable.	Appendix 2 identifies those DPDs for which the different consultation methods might be appropriate. It is considered too detailed to add in the stages in the production of DPDs at Appendix 2. Noted.	No change to the SCI. No change to the SCI.
Environment Agency MET/2/15/01/C	Identifies workshops, school involvement E.g. GCSE/A Level projects as effective practice for involving the local community.	Noted. We would welcome discussing further opportunities for school involvement in planning issues.	No change to the SCI.
Rock Parish Council MET/2/50/01/C	Should not the Parish/Town Councils be referred to in Appendix 2, or are they covered by being mentioned in Appendix 1?	Noted. It is acknowledged that pooling resources with the town and parish councils could prove to be an effective means of community consultation at the very local level. Particularly for involving the more remote, rural areas. Propose add in to table at Appendix 2.	Add the following text to table at Appendix 2a: <u>"localised consultation through Town and Parish Councils.</u> <ul style="list-style-type: none"> Resource effective Effective way of involving the more remote rural communities. Effective in obtaining local level information and feedback. Need to ensure that a Planning Officer is present. Need to maintain objectivity"
Stourport-on-Severn Civic			

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Society MET/2/96/01/C	Appendix 2 provides a good overall guide to appropriate uses of alternative means of consultation. Letters and emails are most suitable for ongoing contacts.	Noted. Support for proposed methods of consultation is welcome.	No change to the SCI.
Kidderminster Civic Society MET/2/97/04/O	The methods listed are not inappropriate, rather they are insufficient. More time is often needed where issues of conservation are involved. An improved dialogue between the Council and Civic Society is required.	Noted. However, it is considered that the methods outlined at Appendix 2 are a sound starting point for proposed consultation techniques. As Paragraph 8.2 outlines, if the need for new approaches to community consultation emerges then the SCI will be reviewed to incorporate appropriate new methods. Noted. In the appropriate circumstances public meetings will continue to provide a useful method of consultation.	No change to the SCI.
MET/2/97/05/C	All of the methods can be effective; more use could be made of public meetings. The aim should be to establish a dialogue concerning conservation.		No change to the SCI.
National Farmers Union MET/2/369/02/C	Don't rely on internet for consultation.	Noted. This is a valid point and the District Council is aware that there are many individuals who do not have access to the Internet, particularly in the more deprived wards. Consequently, we will also use press releases in local newspapers and the Council's own publication "Newsywre" to notify individuals of consultation phases. We will also hold exhibitions for members of the public and place all documents on public deposit at our local offices and libraries.	No change to the SCI.
Opportunity Bewdley MET/2/126/01/C	Letters directly to homeowners to inform of any plans which are available for inspection, local papers to get the word out generally, exhibitions, Planning for Real @, public meetings and workshops to allow greater understanding and better feedback.	Noted. We support all these identified methods of consultation.	No change to the SCI.
CPRE – Wyre Forest District Group MET/2/168/01/S	Letters, summary leaflet, Newsywre, site notices & public meetings are all considered to be the most effective means of involving the local community.	Noted. We support all these identified methods of consultation.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Kidderminster College MET/2197/01/S	Methods proposed to consult community groups on planning issues are very extensive. Public meetings, local press & radio and e-mail identified as most effective means of involving the community.	Support is welcome. Noted. We support all these identified methods of consultation.	- No change to the SCI.
Worcestershire Wildlife Trust MET/2120/01/C	Leaflets, exhibitions, website and letters are all-important means of consultation.	Noted. We support all these identified methods of consultation.	No change to the SCI.
South Worcestershire Primary Care Trust MET/2410/04/C	The use of workshops may be resource hungry but it does produce some high quality input and feedback.	Noted. This is a valid point. In appropriate circumstances workshops will provide a useful method of consultation.	No change to the SCI.
MET/2410/05/C	The context of the issue will determine the consultation method, but very local methods give good results. Some communities may benefit from broader training in how to respond to consultation.	Noted. Planning Aid may be able to assist with community training in the future.	No change to the SCI.
Home Builders Federation Midlands, South West & Wales Regions MET/2101/03/C	There should not be excessive reliance on local newspapers or the Council's own website, without notification to relevant bodies that information has been placed on the site, either by letter or e-mail. Where a body has interests in a number of areas it is not always possible to continually monitor a large number of sites.	Noted. Relevant bodies will be notified as a matter of course as specified in the Draft SCI.	No change to the SCI.
The National Trust MET/2218/01/O	Whilst welcoming the Council's use of the internet and e-mail, further consideration must be given to the impact which the size of documents has on their ability to be readily accessed. An SCI does not need to be 3.36mb; files of this size are a deterrent to those without broadband.	Noted. However, Regulation 26 of the Town & Country Planning (Local Development) (England) Regulations (2004) specifies that local authorities must publish on their websites the pre-submission proposals documents, a statement of where these can be inspected and the times for inspection. A public notice was also published in the local press and on the back of the notification letters, which included this information. The typical download time for the Draft SCI is ten minutes. However,	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
MET/2/218/02/C	In addition to Planning for Real © exercises, the Council should also consider the merits of the Enquiry By Design approaches, which are being developed by the Prince's Foundation and CABE.	consideration is being given to producing a text only version of the document to reduce file size and speed up download time. Noted. This approach has been considered by Officers and at this stage is considered to be beyond the scope of the District Council's resources. However, as outlined at Paragraph 8.2, community consultation methods are to be kept under permanent review and this approach could certainly be considered for the future.	No change to the SCI.
Hillcrest Residents Association MET/2/272/13/C	Perhaps each community group should provide a preferred method for consultation. For example, e-mail communication may be suitable for some residents, but inappropriate for everyone.	Noted. This question was posed in the original SCI notification letter and many consultees have specified their preferred response, which has been registered within the SCI Contact Database.	No change to the SCI.
Mr T A Williams MET/2/435/03/C	The reliable fall back method is by letter even though it is resource intensive. Your own newsletter is well presented and a supplement could be the best method of communicating with households.	Noted. The summary leaflets produced by the Forward Planning section are specifically designed to be more readily interpreted by the General Public, who then may contact the Officers for further information on the SCI.	No change to the SCI.
Monitoring			
Government Office for the West Midlands MON/2/428/15/C	Is the electronic database publicly available? Who is responsible for ensuring that contact details are maintained updated and that all appropriate contacts are contained on the database?	The database is not currently publicly available. Under the Data Protection Act the District Council is not allowed to publicly display people's contact details (including telephone numbers and e-mail addresses). The Forward Planning Section is responsible for maintaining and updating contact details on the database. Propose adding in the following wording under Paragraph 9.2, Section 9 – Monitoring and Feedback: "The Forward Planning Section is responsible for ensuring that contact details are kept updated and that all appropriate contacts are contained within	Add text to Paragraph 9.2, Section 9: "The Forward Planning Section is responsible for ensuring that contact details are kept updated and that all appropriate contacts are contained within the database."

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Resources Bromsgrove District Council RES/23/07/C	Requires a bit more information on how we plan to manage and budget the process?	Noted. Propose adding the following text after the third sentence of paragraph 10.3, to further clarify resourcing: "In particular, Planning Delivery Grant has been used to strengthen staffing within the Forward Planning Section in order to address the requirements of the new LDF system." Propose to add the following text to the end of paragraph 10.3 to read: "As part of the Council's approved budget, provision has been made for projected LDF preparation costs during the next three years. This provision will be kept under review, in the light of any changed circumstances, as part of the Council's annual budget process."	Amend paragraph 10.3 to read: "West Midlands Planning Aid is a free, voluntary service offering independent professional advice and help on town planning matters. In appropriate circumstances the District Council will seek to gain assistance from West Midlands Planning Aid for LDF consultation events. In recent years the Council has secured funding from the Planning Delivery Grant to improve the delivery of planning services within the District. In particular, Planning Delivery Grant has been used to strengthen staffing within the Forward Planning Section in order to address the requirements of the new LDF system. It is possible that an element of this funding could be used to facilitate community consultation exercises as outlined at Appendix 2. As part of the Council's approved budget, provision has been made for projected LDF preparation costs during the next three years. This provision will be kept under review, in the light of any changed circumstances, as part of the

APPENDIX 2: Responses to Pre-Submission Public Participation on SCl and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
West Midlands Planning Aid RES/2/297/03/C	The RTPI has appointed a national community-planning officer and there is a community planning web site at www.communityplanning.net.uk .	Noted. This is a useful and informative resource. Proposed that reference to this website should be included at the new Appendix proposed in response to GOWM's comment (INT/2/428/03/C); which incorporates a list of further guidance, background reading and website references for local community groups.	Council's annual budget process. Add in an additional Appendix 4 titled <u>Further Guidance and Background Reading.</u>
Levee Ltd RES/2/383/04/C	Should show that the process of involvement can be resourced and managed effectively, and how the results will feed into the preparation of LDDs.	Noted. Propose adding the following text after the third sentence of paragraph 10.3, to further clarify resourcing: <u>"In particular, Planning Delivery Grant has been used to strengthen staffing within the Forward Planning Section in order to address the requirements of the new LDF system."</u> Propose to add the following text to the end of paragraph 10.3 to read: <u>"As part of the Council's approved budget, provision has been made for protected LDF preparation costs during the next three years. This provision will be kept under review, in the light of any changed circumstances, as part of the Council's annual budget process."</u>	Amend paragraph 10.3 to read: "West Midlands Planning Aid is a free, voluntary service offering independent professional advice and help on town planning matters. In appropriate circumstances the District Council will seek to gain assistance from West Midlands Planning Aid for LDF consultation events. In recent years the Council has secured funding from the Planning Delivery Grant to improve the delivery of planning services within the District. In particular, Planning Delivery Grant has been used to strengthen staffing within the Forward Planning Section in order to address the requirements of the new LDF system. It is possible that an element of this funding could be used to facilitate community consultation exercises as outlined at Appendix 2. As part

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Planning Applications			
Government Office for the West Midlands APP/2/428/16/S APP/2/428/17/C	Pleased to see the promotion of pre-application discussions between developers and the LPA. The role of the County Council in these discussions should also be included into this document.	Support is welcome. Noted. Table to be included to list those organisations involved in pre-application discussions in accordance with the Development Team Approach.	- Add in "Development Team Approach Table" after paragraph 11.5 on page 19.
Bromsgrove District Council APP/2/3/06/S	Very impressed with the planning applications section.	Support is welcome.	-
English Heritage APP/2/161/05/C	The Charter underlines the value and importance of pre-application discussions with us on proposals with the potential for major change or damage to nationally important heritage assets. The principles set out in this charter including our involvement in pre-application discussions where relevant should inform the Council's consultation arrangements for planning applications.	Noted. Table to be included to list those organisations involved in pre-application discussions in accordance with the Development Team Approach.	Add in "Development Team Approach Table" after paragraph 11.5 on page 19.
Stourport-on-Severn Civic Society APP/2/96/02/C APP/2/96/04/C	Consultations for significant planning applications should also include exhibitions and deposit displays. Suggests that in para 11.4 "significant planning applications" should also include: 1) Applications relating to locations within or immediately	Noted. Propose amend Appendix 3a and amend Paragraph 11.4 of the SCI to incorporate the Civic Society's suggestion.	Amend Appendix 3 as attached. Add new bullet point at paragraph 11.4 to read as follows: • Applications that could

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
National Playing Field Association APP/2/19/05/C	adjacent to designated areas. 2) Applications for usage that could result in large increases in traffic flows on local roads. Applications that have the potential for creating major environmental problems.		<p>result in large increases in traffic flows on local roads or have the potential for creating major environmental problems.</p> <p>Amend bullet point two to read:</p> <ul style="list-style-type: none"> An application likely to have a significant physical impact on the surrounding area, or designated area and could be a potential departure from the Local Development Framework.
West Midlands Planning Aid APP/2/29/01/S	The NPFA has no desire in the foreseeable future to be consulted on planning applications as a matter of routine.	Noted.	No change to the SCI.
West Midlands Planning Aid APP/2/29/02/O	Welcome the reference to Planning Aid in par's 11.15-11.16. Planning Aid rarely makes representations on behalf of groups at public examinations. Prefer to encourage direct representation from groups and individuals as a far more effective means of articulating the community's point of view. They attach a suggested paragraph which may be amended to suit local needs.	<p>Noted.</p> <p>Noted. Propose replace paragraphs 11.15-11.16 with those suggested by Planning Aid as follows: 11.15 "West Midlands Planning Aid Service (WMPAS) provides free and independent advice on town planning issues to community groups and individuals who cannot afford professional fees. It is part of the Royal Town Planning Institute and is a charitable organisation independent of central and local government." 11.16 "Planning Aid can enable communities and prepare them for their involvement with local authorities and the development plan process. The more people know about and understand the planning system the easier it is for them to make a contribution to it. With additional funding from</p>	<p>No change to the SCI.</p> <p>Replace paragraphs 11.15-11.16 as follows: 11.15 "West Midlands Planning Aid Service (WMPAS) provides free and independent advice on town planning issues to community groups and individuals who cannot afford professional fees. It is part of the Royal Town Planning Institute and is a charitable organisation independent of central and local government." 11.16 "Planning Aid can enable communities and prepare them</p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
<p>Home Builders Federation Midlands, South West & Wales Regions APP/2/101/05/C</p>	<p>Should be clear at paras. 11.11-11.13 that only reasonable and necessary exhibitions and public meetings will be required and that these will be related to the scale and scope of any development proposal. Should be no unreasonable demands for excessive levels of display materials or large scale public meetings, where these are not justified by the development proposed. The requirements placed on a developer should not exceed the statutory requirements unless by mutual agreement.</p>	<p>central government the focus for the new expanded Planning Aid service will be as an outreach service working with communities. " 11.17 The District Council will continue to engage with WMPAS involving the service at key stages in the preparation of its plans and strategies in order to maximise local community involvement. WMPAS can achieve this through providing advice and training on the new development plan process and assisting groups and individuals in preparing their proofs of evidence."</p>	<p>for their involvement with local authorities and the development plan process. The more people know about and understand the planning system the easier it is for them to make a contribution to it. With additional funding from central government the focus for the new expanded Planning Aid service will be as an outreach service working with communities. " 11.17 The District Council will continue to engage with WMPAS involving the service at key stages in the preparation of its plans and strategies in order to maximise local community involvement. WMPAS can achieve this through providing advice and training on the new development plan process and assisting groups and individuals in preparing their proofs of evidence."</p>
		<p>Noted. It is proposed that this information be included at Appendix 3a.</p>	<p>Amend Appendix 3a to reflect this. (see attached amended appendices)</p>

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
APP/2/101/06/C	Any planning application submitted without a "Consultation Supporting Statement" should continue to be processed with as much diligence and attention as any other application.	Noted. However, it is not considered necessary to amend Paragraph 11.13.	No change to the SCI.
British Waterways APP/2/71/02/C	BW became a statutory consultee for planning applications that have the potential to affect the safety and integrity of any waterway, reservoir, canal feeder, channel, watercourse, let off or culvert owned by British Waterways (within 150m either side of the above). Would welcome being consulted at the Pre-submission/Early stakeholder involvement stage regarding significant planning applications relating to waterways or within British Waterways' consultation zone.	Noted. Noted. It is proposed that British Waterways is added to the "Development Team Approach Table" at paragraph 11.5 on page 19.	No change to the SCI. Add contact details for British Waterways into Development Team Approach Table at paragraph 11.5, Page 19.
APP/2/71/03/C			
Hillcrest Residents Association APP/2/272/05/C	It is unclear how much pressure will have to be exerted on developers to ensure that they do make early contact with community groups, particularly where the development is likely to be sensitive to a particular area of Wyre Forest. Although there is mention of "significant planning applications" together with a Government definition (p.18, 11.3), it is unclear whether this definition is included in the Wyre Forest District Council's criteria.	Involvement with community groups will be dependent on the scale and nature of the proposal – Appendix 3a to be amended. Noted. Amend paragraphs 11.11, 11.12 and 11.13 to refer to major as well as significant applications.	Amend Appendix 3 to reflect this. (see attached amended appendices) Amend paragraph 11.11 to read: "With regard to "significant planning applications," and "major applications" the same process as above will be followed but in addition, where early discussions with developers identify potentially sensitive applications, additional consultation methodologies such as exhibitions will also be considered." No change to the SCI.
APP/2/272/08/C	Residents have commented that the time allocated for representation at Council Planning Meetings is too short. A maximum time of four minutes (perhaps initially on a trial basis) would be considered more appropriate.	Noted. However a maximum time of three minutes has been adopted by a number of local authorities and has operated successfully since public speaking was introduced in September 2003.	
APP/2/272/10/C	Who provides/advises the Planning Officers with relevant information about the sensitivity of particular development	It will be the decision of the Case Officer to determine whether the proposal is sensitive.	Add the following text to the end of Paragraph 11.4:

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
APP/2/272/11/C	In the case of a proposed development which may include for example demolition and/or infill, but is not considered to be a "Significant Planning Application" it is not clear how the Chair/Vice Chair of a community group would be informed, except perhaps by a resident adjacent to the development site.	Where a proposal is not considered to be significant in accordance with the amended paragraphs 11.3-4, there would be no requirement to consult with the Community Group. based on the scale and nature of the proposal, subject to consultation with the Development Control Manager. Suggest amendment to Paragraph 11.4 of the SCI to reflect this.	"It will be the decision of the Case Officer to determine whether the proposal is sensitive, based on the scale and nature of the proposal subject to consultation with the Development Control Manager."
Review			No change to the SCI.
Government Office for the West Midlands REV/2/428/18/C	Consideration should be given to identifying what measures are in place to enable the success of the SCI to be gauged and the resource implications for any future reviews of the SCI.	Noted. Propose additional paragraph 12.3 to read as follows: 12.3 "The Forward Planning Section in consultation with the Strategy and Performance Unit, will monitor the success of the community involvement methods outlined at Appendix 2. This will indicate whether satisfactory levels of public involvement have been achieved. In addition, the Annual Monitoring Report (AMR) which is required to monitor the success of the LDF policies, may also identify emerging community groups not currently identified at Appendix 1 of the SCI. Future reviews of the SCI will be funded through the LDF budget."	Additional Paragraph 12.3 to read: "The Forward Planning Section in consultation with the Strategy and Performance Unit, will monitor the success of the community involvement methods outlined at Appendix 2. This will indicate whether satisfactory levels of public involvement have been achieved. In addition, the Annual Monitoring Report (AMR) which is required to monitor the success of the LDF policies, may also identify emerging community groups not currently identified at Appendix 1 of the SCI. Future reviews of the SCI will be funded through the LDF budget."

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Kiddermister Civic Society REV/2/97/03/C	One aspect, which is not clear, is how, once a document is completed, it may be subsequently revised.	The requirement for an Annual Monitoring Report (AMR) will assess whether the policies in LDDs need amending or replacing if they are ineffective or no longer required due to changing circumstances in the District. It is acknowledged that this could be clarified in the SCI and therefore it is proposed to add in a paragraph at 5.16 to read: 5.16 Review of LDDs "The District Council is required to prepare an Annual Monitoring Report, which is based upon the period 1 st April to 31 st March and will be submitted to the Secretary of State during December of each year. The AMR will identify outputs and trends within the District to enable the District Council to build a comprehensive evidence base against which LDD policies can be assessed. This will assess whether policies need adjusting or replacing because they are not working as intended."	Add paragraph 5.16 as follows: 5.16 Review of LDDs "The District Council is required to prepare an Annual Monitoring Report, which is based upon the period 1 st April to 31 st March and will be submitted to the Secretary of State during December of each year. The AMR will identify outputs and trends within the District to enable the District Council to build a comprehensive evidence base against which LDD policies can be assessed. This will assess whether policies need adjusting or replacing because they are not working as intended."
Tellow King (on behalf of West Midlands FSL Planning Consortium) REV/2/391/06/O	Consider that more clarification as to the frequency of the SCI reviews is needed. Recommends that this should be undertaken on an annual basis.	It is considered that the SCI does not need to be reviewed on an annual basis as this would not be resource effective and is unnecessary. Paragraphs 12.1 and 12.2 outline when the need for reviewing the SCI may arise and the procedures to be undertaken. However it is accepted that this could be further clarified. Therefore propose to amend Paragraph 12.1 to read: "The <u>Forward Planning Section</u> will keep the SCI under review. The need to amend the statement will arise if changes in the group types, which the District Council wishes to consult in the planning	Amend Paragraph 12.1 to read: 12.1 "The <u>Forward Planning Section</u> will keep the SCI under review. The need to amend the statement will arise if changes in the group types, which the District Council wishes to consult in the planning process become apparent. Similarly, should the need arise to employ revised consultation procedures where those methods outlined in this SCI prove to be insufficient

APPENDIX 2: Responses to Pre-Submission Public Participation on SCL and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
		<p>process become apparent. Similarly, should the need arise to employ revised consultation procedures where those methods outlined in this SCL prove to be insufficient or new procedures are required to meet changing local circumstances."</p> <p>Amend Paragraph 12.2 to read: <u>"Should a review of the Statement become necessary in light of the above circumstances, then the Forward Planning Section will employ the same comprehensive procedures for consultation and production of the reviewed document, as set out in Figure 1 and the revised SCL will be re-submitted to the Secretary of State."</u></p>	<p>or new procedures are required to meet changing local circumstances."</p> <p>Amend Paragraph 12.2 to read: 12.2 "Should a review of the Statement become necessary in light of the above circumstances, then the Forward Planning Section will employ the same comprehensive procedures for consultation and production of the reviewed document, as set out in Figure 1 and the revised SCL will be re-submitted to the Secretary of State."</p>
Appendices Government Office for the West Midlands AP1/2/428/19/C	Appendix 1 should identify the hard to reach groups.	<p>Noted. Propose add in Hard to Reach Groups (E4) at end of Appendix 1 and move the following under this section:</p> <ul style="list-style-type: none"> - Age Concern - Buddhist Community - Church Commissioners - Disability Rights Commission - Independent Advisory Group for Black and - Ethnic Minority Issues. - Islamic Mosque - Local Schools and Youth Groups - Oldington & Foley Park Neighbourhood Management Pathfinder. - The Gypsy Council - The Showmen's Guild of Great Britain 	<p>Add in Hard to Reach Groups (E4) at Appendix 1 as follows:</p> <ul style="list-style-type: none"> - Age Concern - Buddhist Community - Church Commissioners - Disability Rights Commission - Independent Advisory Group for Black and - Ethnic Minority Issues. - Islamic Mosque - Local Schools and Youth Groups - Oldington & Foley Park Neighbourhood

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number	Summary of Response	Head of Planning Health & Environment Division Comments	Recommendation
AP2/2/428/20/C	Appendix 2 should identify the individual LDDs and the community groups to be engaged and by what methods.	<ul style="list-style-type: none"> - Wyre Forest Action Group for Older People - Wyre Forest Bangladeshi Forum - Wyre Forest and District Race Relations Council 	<ul style="list-style-type: none"> - Management Pathfinder. - The Gypsy Council - The Showmen's Guild of Great Britain - Wyre Forest Action Group for Older People - Wyre Forest Bangladeshi Forum - Wyre Forest and District Race Relations Council
English Heritage AP1/2/161/01/C	It would be useful to also refer to English Heritage in addition to the Historic Buildings and Monuments Commission for England.	Noted. Propose adding in a new <u>Appendix 2b: Consultation on Local Development Documents (LDDs)</u> .	Add new <u>Appendix 2b: Consultation on Local Development Documents (LDDs)</u> , as attached.
Advantage West Midlands AP1/2/232/02/S	Welcome in Appendix 1 the identification of AWM as a specific consultation body in preparing the LDF.	Noted. Propose add in <u>English Heritage</u> under Specific Consultation Bodies at Appendix 1.	Add "English Heritage" under Specific Consultation Bodies at Appendix 1.
Centro AP3A/2/280/02/O	Appendix 3a needs to give acknowledgement to consultations with organisations such as Centro/MMPTTE, which are slightly removed from the geographic area, but have interests that may, on rare occasions, have implications for organisations such as Centro.	Appendix 3a is a consultation method matrix for planning applications setting out which methods would be used for the type of planning application. It does not specify those organisations to which the consultation method might be appropriate.	No change to the SCI.
Peacock & Smith (on behalf of W/M Morrison Supermarkets Plc) AP1/2/433/03/C	Keen to ensure that it is consulted at future stages of document preparation and in this regard, would be grateful if could ensure that Peacock & Smith are placed on the consultation database (and in the list at Appendix 1 of the SCI) on behalf of W/m Morrison Supermarkets plc to be informed at	Noted. Details have been added to the database and the respondent will be notified at future stages of document preparation and consultation.	No change to the SCI.

APPENDIX 2: Responses to Pre-Submission Public Participation on SCI and resulting recommendations.

Respondent and Response number.	Summary of Response.	Head of Planning Health & Environment Division Comments.	Recommendation.
Home Builders Federation Midlands, South West & Wales Regions AP3B/2/101/02/O	future stages of document preparation/consultation. The consultation and involvement methods at Appendix 3b do not include e-mail or letter notification to interested bodies such as the Home Builders Federation and this should be amended to include such methods.	Noted. However, Appendix 3b relates to Consultation & Involvement Methods to engage appropriate members of the community. Since the weekly list of planning applications and decisions are available on the District Council's website, it is considered reasonable that interested bodies such as the Home Builders Federation can readily access this information from their own initiative.	No change to the SCI.